

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

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TRAINING: TRAINING FOR NEW CIVILIAN MEMBERS

- A. Training will be coordinated on an as needed basis by the In-Service Training Manager. Training for all newly appointed civilian members shall include, but not be limited to, the following:
 - 1. Orientation to the agency’s role, purposes, goals, policies, and procedures.
 - 2. County Personnel Policy.
 - 3. Member rights.
 - 4. Ethics.
 - 5. CALEA Overview
- B. The Office of the Chief will provide all newly hired civilian members with a written overview of the CALEA Accreditation process at the time employment is offered.
- C. New civilian employees shall enroll in the Prince William County Police Department’s Orientation Session, held at the Prince William County Criminal Justice Academy, as soon as practicable upon beginning employment. This is separate from the County’s Orientation through Human Resources.
- D. The immediate supervisor of all newly appointed civilian members shall provide the following training to such new members within 30 days of their assignment:
 - 1. Working conditions and regulations. This will include, but is not limited to:
 - a. Familiarization with the current policy management systems. New members shall be informed regarding expectations pertaining to policies and training within that system.
 - 2. Job expectations and responsibilities as identified by a job-task analysis.
 - 3. Tour of Police facilities.
 - 4. Online classes via PWC University, PolicyTech, or other Academy prescribed platform.
 - a. Cultural Diversity.
 - b. Emotionally Disturbed Persons for civilian members.
- E. This training shall be documented on the [PD273 - Civilian Employee Training Program Form](#).
 - 1. The form will be provided to the employee by the Office of the Chief at the time employment is offered.
 - 2. The member, and the member’s immediate supervisor, are responsible for ensuring the PD273 is completed and sent to the Academy for inclusion in the member’s training file.