

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

General Order: 22.07

Effective: 07/01/2015

Number of Pages: 2

TRAINING: IN-SERVICE TRAINING

- A. All sworn members, regardless of rank or duty, are required to successfully complete 40 hours of Mandatory In-Service Retraining (MIR) every two years. The minimum amount of training mandated by DCJS must include thirty-four (34) hours career development, four (4) hours legal and two (2) hours cultural diversity, for a total of forty (40) hours biennially.
- B. Personnel of this Department may periodically be required to attend training or re-training seminars, schools, or courses at such times and places as may be directed by the Chief of Police or duly authorized representative.
- C. All requests for cost related schools, seminars, conferences, or training of whatever nature other than that provided through the Department or at the Prince William County Criminal Justice Academy shall be routed through this Department's Academy for comments and recommendations, as necessary, prior to being submitted to the Chief of Police (or representative) for approval/disapproval. Such requests must be submitted at least 30 days in advance to allow ample time for administrative processing.
- D. For requests that are cost free, do not require overnight travel, and are within the COG (Council of Governments) region or the state of Virginia, a supervisor's approval is required and course outline needs to be submitted to the Academy.
- E. Training time is considered duty time. A member in training is subject to callback to emergency or regular duties at any time. Members are also expected to present a professional image as a representative of this agency when attending training elsewhere. Therefore, members must comply with standard grooming and apparel requirements when attending training at the Academy or any off-site location. These articles of clothing will not be worn (unless specifically required for the course being presented):
 - 1. Shorts
 - 2. Sandals.
 - 3. Hats.
 - 4. Any sleeveless shirt/tank top.
 - 5. Any article of clothing with vulgar or inappropriate wording or graphics.
 - 6. T-shirts.

7. Any torn or excessively worn clothing.