

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS			
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TRAINING: SPECIALIZED TRAINING			

I. Purpose:

The purpose of this policy is to establish guidelines for the identification of assignments and functions requiring specialized training and the management of that training.

II. Terminology

Specialized Training - Training which focuses on the unique knowledge, skills, and abilities particular to a specialization. This may include supervisor development training, as well as other technical and job-specific subjects. Such training includes detailed classroom instruction, performance oriented training, and/or continuous on-the-job training.

III. Policy

- A. Specialized training must be completed prior to becoming actively engaged in many specialized functions or within one-year of assignment. Certain assignments, particularly those within the Special Operations Bureau and the Academy, require certification and retraining from licensing sources outside the Department. Initial certification must be obtained prior to becoming actively engaged in such positions.
- B. The Academy shall be responsible for the coordination, facilitation, management, and scheduling of specialized training and recertification. The only exception pertains to the euthanasia of animals, which falls under the purview of the Animal Control Bureau Division Chief
- C. The Academy will maintain a current list of assignments and functions (i.e. Narcotics Detective, Rifle Operator, Command Vehicle Operator, etc.) for which specialized training is **required**, to include:
 - 1. A description of the required training;
 - 2. Retraining requirements, if any; and
 - 3. Supervised on-the-job training, if applicable.
- D. The Academy will ensure the list is reviewed at least annually for completeness and accuracy.
- E. Supervisors of members assigned to specialized functions are responsible for notifying the Academy of newly assigned members, and ensuring members receive adequate training and support services.