

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

General Order: 22.13	Effective: 04/28/2020	Supersedes: 08/22/2017	Number of Pages: 2
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TRAINING: TRAINING COMMITTEE

- A. A training committee is hereby established to assist in developing and evaluating the training needs of the Department.
- B. The committee shall meet at least annually prior to the end of the fiscal year. The Chairperson may solicit input from the committee members at any time to address training needs.
- C. Committee Member Selection:
1. Appointed members of the committee (those members not determined by their position) are appointed by the appropriate Commander, as identified below. Selection of the appointed members should be made with consideration for their experience, interest, and availability. Appointed members will be notified of their assignment via memorandum and will serve for one fiscal year.

An appointed member who can demonstrate a need to withdraw from the Committee must make such request, in writing, to the Chief of Police, or designee. If approval is granted, another member will be selected by the appropriate Commander to serve for the duration of the fiscal year.
 2. Positions assigned to the Committee are selected by the Chief of Police, or designee.
- D. The committee will be made up of the following members:
1. The Academy Director (Chairperson).
 2. The Assistant Academy Director.
 3. The Administrative Services Bureau Commander.
 4. The Office of Professional Standards Commander.
 5. The Animal Control Bureau Division Chief
 6. Two designees appointed by each District Commander.
 - One Supervisor (Lieutenant/1st Sergeant/Sergeant).
 - One Officer.
 7. Two designees appointed by the Special Operations Commander.
 - One Supervisor (Lieutenant/1st Sergeant/Sergeant).
 - One Officer.
 8. Two designees appointed by the CID Commander.
 - One CID Bureau Commander.
 - One Detective.
 9. One Civilian appointed by the Support Services Division Commander.

- E. Prior to the meeting each committee member will solicit input from the workgroup they are representing regarding training needs.
- F. At the meeting, committee members will make recommendations over and above the mandatory core subject training requirements.
- G. The Chairperson will submit a written report to the Chief of Police, or designee, through the chain of command, listing each recommended class and its projected cost for the next fiscal year.
- H. The Chief of Police will make the final decision regarding additional training needs.