

# RECRUIT HANDBOOK



**BASIC LAW ENFORCEMENT TRAINING  
&  
COMBINED BASIC DEPUTY SHERIFF'S  
SCHOOLS**

**SESSION 145**

**July 20 – December 10, 2021**

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## Oath of Honor

*“On my honor, I will never betray my integrity, my character, or the public trust. I will treat all individuals with dignity and respect and ensure that my actions are dedicated to ensuring the safety of my community and the preservation of human life. I will always have the courage to hold myself and others accountable for our actions. I will always maintain the highest ethical standards and uphold the values of my community, and the agency I serve.”*

*Developed by the International Association of Chiefs of Police,  
Committee on Police Ethics – January 2021.*



## **KNOWLEDGE OF HANDBOOK AND REGULATIONS**

The Academy shall provide each recruit with a hard or electronic copy of the Recruit Handbook. Staff will review the Handbook with the recruits. Recruits shall maintain a working knowledge of the Handbook and all rules and regulations.

The recruit must sign an executed statement of compliance form after the rules and regulations have been reviewed. In the event of improper action or violation of the rules and regulations, Staff will presume that the recruit was familiar with the contents of this Handbook. A violation of any law, rule, or regulation will be grounds for corrective administrative action, up to and including dismissal from the Academy.

## **THE ACADEMY'S HISTORY**

The Northern Virginia Police Academy was established in 1965 to provide the highest level of professional police training through the development, operation, and presentation of a standardized recruit-training program. The original Academy building, consisting of one classroom and an office next to the Fairfax County outdoor pistol range, was located on Popes Head Road in Fairfax County. This location hosted the first eight academy sessions.

In 1968, the Academy moved to another Popes Head Road location, which also housed the Virginia National Guard. The Academy increased to two classrooms and six small staff offices. When weather conditions precluded outdoor activity, chairs and tables were removed, and physical training and defensive tactics were conducted in these same two classrooms.

Every person employed as a permanent full-time Law Enforcement Officer, Correctional Officer, Jailor/Custodial Officer, Civil Process, or Court Security Officer must meet minimum compulsory training standards. The Virginia Department of Criminal Justice Services (DCJS) establishes these standards. Attending and graduating from an approved school can satisfy the minimum training requirements. In July 1971, the DCJS certified the Northern Virginia Criminal Justice Training Academy as an approved Training School.

Academic recognition of the Academy's training activities originated with the American University, which granted nine-course hours for successful completion of the Academy. In 1976, the Academy became affiliated with the Northern Virginia Community College, headquartered in Annandale. Today, each police officer and deputy sheriff who successfully graduates from the Academy's Basic Law Enforcement and Deputy Sheriff School now receive up to 28 college-level credits. In many cases, these credits provide the impetus for recruits to enter and complete collegiate programs.

The Police Academy was renamed the Northern Virginia Criminal Justice Academy in 1977 by the Board of Directors. This name change reflects the broad-based training currently being provided to all law enforcement officers in Northern Virginia. In 1978 the Academy moved to a renovated elementary school building in Fairfax City became the new home of the Academy. Remaining there until 1984, the Academy continued its distinguished record of providing top-quality law enforcement training even as societal and law enforcement philosophy became more sophisticated and complex.

In 1982 the Northern Virginia Criminal Justice Academy became one of seven state-certified regional academies entitled to receive funding from the Commonwealth of Virginia. This funding augments the funds provided by the supporting agencies. Based on its sworn population in relation to the total sworn population of all participating agencies, each agency accordingly provides a proportionate share of the Academy's budget.

In August 1984, an elementary school in Arlington became the next home of the Academy. While there, as the image of a more police professional began to emerge, the staff and training curriculum were adjusted. Academy staff increased, as did training hours. Curriculum subject areas changed to better prepare recruits for their careers in the law enforcement profession.

Planning began in June 1992 to locate and fund a permanent location for the Northern Virginia Criminal Justice Academy. The process was completed in August 1993 when the Academy moved into a permanent facility located in Ashburn. This facility, our current location, truly reflects the commitment of the participating agencies and the residents whom these agencies serve.

In March 1995, the Academy achieved the distinction of being the first criminal justice training institution in the nation to be certified by the Commission on Accreditation for Law Enforcement Agencies (CALEA), and it has successfully been re-certified in 1998 and 2001. This constituted a significant milestone in the Academy's history because it validated, on a national level, the quality of the Academy's processes and procedures.

The Academy was re-chartered by the Commonwealth of Virginia in 1997 and became a legal entity under the title of the Northern Virginia Criminal Justice Training Academy (NVCJTA.) In the summer of 1998, the Academy became the first certified Academy in the Commonwealth of Virginia to implement the new state-mandated training standards for entry-level law enforcement officers. These standards increased both the evaluated training criteria, from 434 to 1357, and the length of the basic course, from 15 to 20 weeks.

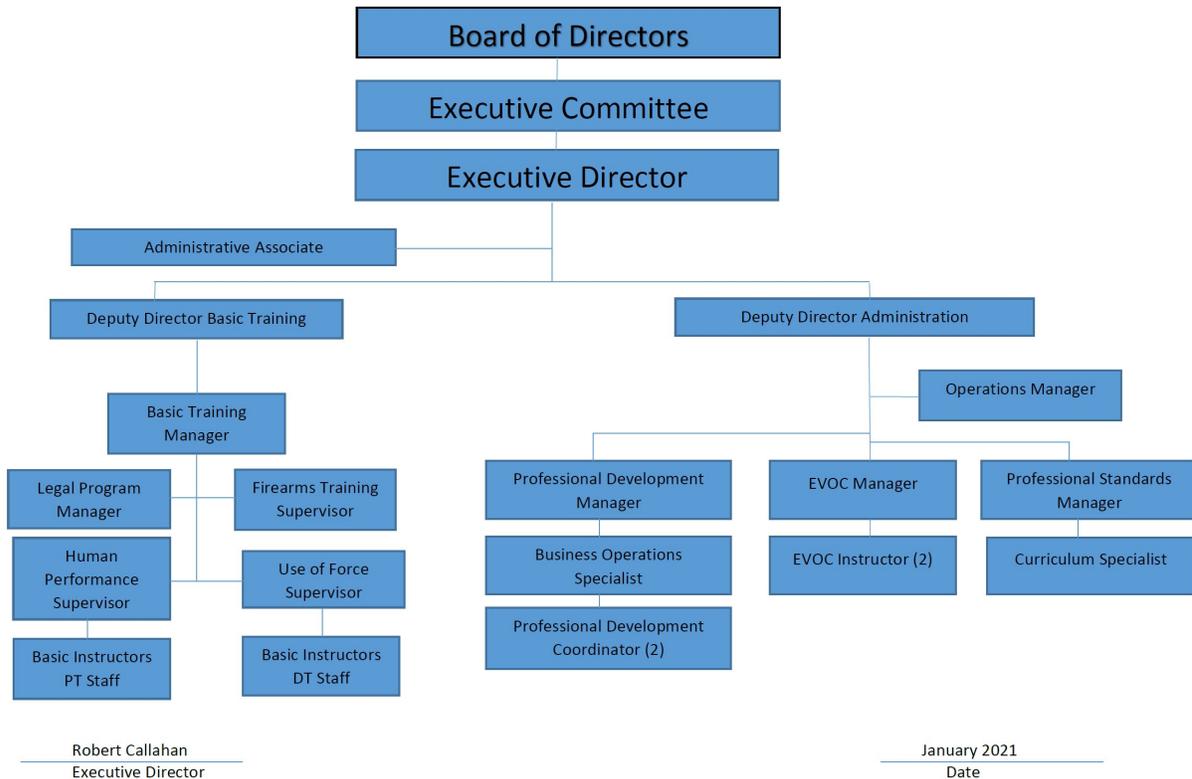
In 1999, the Academy implemented a Combined Basic Deputy Sheriff School with the new mandated Law Enforcement program. The graduating Deputy Sheriffs now receive certifications as a Jailor, Court Security/Civil Process Officer, and a Law Enforcement Officer.

The Academy currently has agreements with several colleges that will provide college credits for Academy training. Interested recruits should contact the Office of Professional Standards for more information.

We are particularly proud of the fact that our Academy was the third academy in the United States to be accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA). In each of the successive 3-year accreditation cycles since then (2007, 2010, and 2013), the Academy was reaccredited and each time was awarded additional recognition for its successful achievements. In 2007 and 2010, the Academy was named a CALEA Flagship Agency. The Flagship Agency program was created to acknowledge the achievement and expertise of some of the most successful CALEA Accredited public safety agencies and to provide "flagship examples" to assist other agencies. In 2011, CALEA announced the establishment of a new award, Accreditation with Excellence, to replace the Flagship designation. In 2013, the Academy received the Accreditation with Excellence Award, which recognizes agencies that successfully employ accreditation to set the benchmark for public safety professionalism. National accreditation, and the additional designation as a Flagship Agency and as a recipient of the Accreditation with Excellence Award, remains a significant source of pride for our Academy as it validates the high quality of our programs, processes, and procedures. We believe this commitment to excellence will continue to provide our agency personnel with the best law enforcement training available.

# ORGANIZATION

## Northern Virginia Criminal Justice Training Academy Organizational Chart



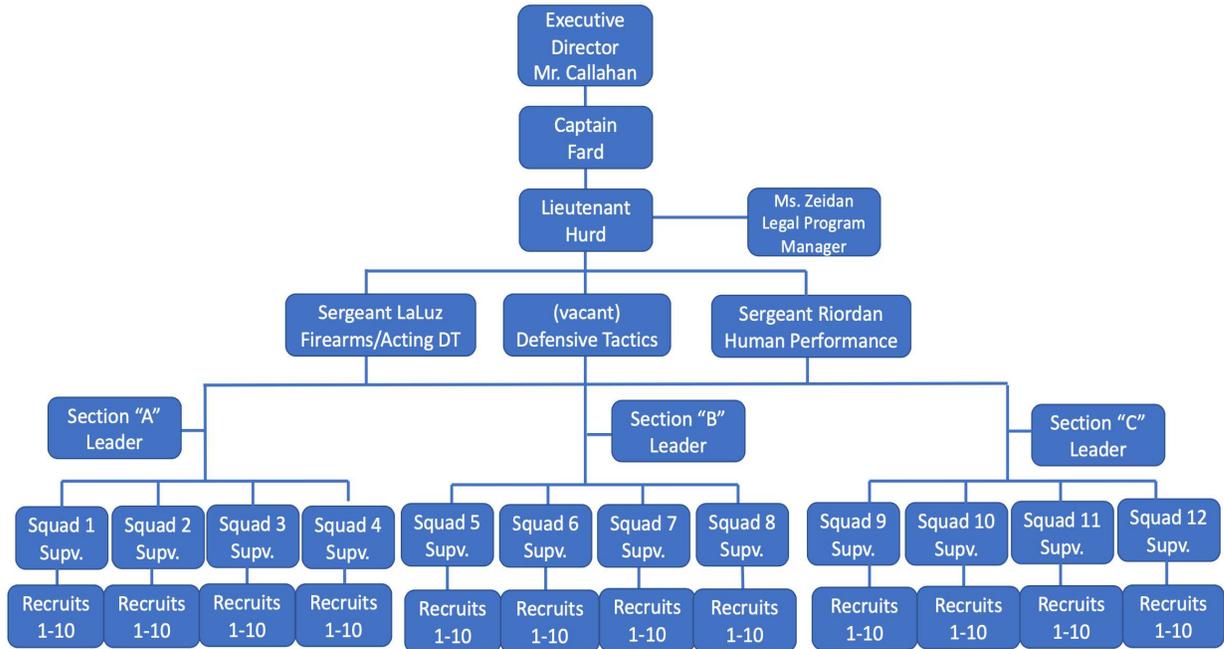
A Board of Directors governs the academy. The Board of Directors is comprised of government officials and the Police Chiefs and Sheriffs from various participating jurisdictions. The membership and the authority of the Board of Directors are specified in the agreement establishing the Academy.

The Academy Executive Director is appointed by and serves at the pleasure of the Board of Directors. It is the Executive Director's job to administer the policies of the governing board on a daily basis.

The Academy Staff is comprised of personnel who are employed by the Academy and personnel who are employed by the participating jurisdictions. The Personnel who are employed by participating jurisdictions is assigned to the Academy on a full-time basis for an extended period of time and are known as Member-Agency Assigned Instructors.

## Basic Training Program Organization Chart

The Basic Training Staff and Recruits will adhere to the chain of command shown in the organization chart.



The Basic Training Program Manager will assign each recruit to a Squad. A predetermined number of squads collectively make up a Section. There are three Sections within each Session.

Within each squad, recruits and their assigned supervisor may or may not be employees of the same agency. Regardless of the employing agency of the recruits and the instructors, a recruit's first level of supervision at the Northern Virginia Criminal Justice Training Academy is their assigned squad supervisor.

The next level of supervision for a recruit, beyond a squad supervisor, is the Section Leader. The Squad Supervisors and Section Leaders are Member-Agency Instructors who report directly to a program supervisor, holding the rank of sergeant. Sergeants are Academy employees assigned by program types, i.e., Human Performance, Defensive Tactics, and Firearms. The sergeants report to the Basic Training Program Manager, who is an Academy employee and holds the rank of Lieutenant. The Lieutenant is a direct report to the Captain. The Basic Training Captain is a sworn member of a member-agency, assigned to the Academy for a 2-year tour. The Captain also holds the title of Deputy Director of Basic Training. The Deputy Director for Basic Training, i.e., Captain, reports to the Academy's Executive Director.

Recruits are required to strictly adhere to their chain of command, as described and shown in the above organization chart. The chain of command provides for effective management of the NVCJTA programs and establishes a structured format to communicate information efficiently.

# Mission & Values

## Our Purpose

As a CALEA Accredited and DCJS Certified Academy, our overall Purpose is expressed in our Vision, Mission, and Values. The Northern Virginia Criminal Justice Training Academy further endorses and reinforces the principles espoused in the Law Enforcement Code of Ethics and the Law Enforcement Oath of Honor. The Academy's Vision, Mission, and Values are as follows:

## Our Vision

We, at the Northern Virginia Criminal Justice Training Academy, endeavor to be recognized as the finest law enforcement training academy anywhere. Our employees and prospective applicants will know us as "the employer of choice." We will understand our students' training needs and surpass their expectations. Everything we do will be done with the highest degree of integrity, competence, quality, and professionalism.

## Our Mission

Fully committed to our students, our member agencies, and our communities, we will fulfill this vision by providing the highest quality of law enforcement training to all law enforcement personnel with the goal of exceeding the public's trust and expectations through high levels of competence and professionalism in all ranks.

## Our Values

We recognize that our values influence the way our police officers and deputy sheriffs embody integrity and professionalism. We are committed to the values of Character, Accountability, Cooperation, and Excellence.

## Character

We are trustworthy and honest in all of our actions. We strive to be consistent in thought and action.

We are disciplined and conscientious.

We are positive role models to all of the students.

## **Accountability**

We value and honor the public trust.

We promote open communication among our staff, our students, and the agencies we represent.

We are responsive to the concerns of our participating agencies and their communities. We effectively and efficiently manage our resources.

## **Cooperation**

We strive to work as a team.

We share a responsibility to serve the residents of Northern Virginia and the customers, visitors, and employees served by our member agencies.

We seek to cultivate lasting professional relationships with our law enforcement colleagues.

## **Excellence**

We provide excellent staffing and facilities.

We meet or exceed nationally recognized law enforcement standards. We believe that prudent judgment is essential to competence.

We understand that physical fitness is important to the image and performance of law enforcement professionals.

We pursue the latest in quality resources and training for our staff. We promote new initiatives and pursue new approaches to training.

We are self-motivated and believe in the value and quality of our products. We are dedicated to the improvement of the law enforcement profession.

These values are the cornerstone upon which the Northern Virginia Criminal Justice Training Academy's policies are formulated, our goals are established, and our training is delivered. These values guide us in completing our mission as we seek to fulfill our vision.

Established: January 10, 2008

# **RECRUIT WELFARE & SAFETY**

The welfare of recruits is one of the highest priorities of the Academy. Several factors, including how the staff and recruits interact with each other, the quality of our training delivery, and the professional manner in which guidance is offered, can have lasting influences on recruits. The Academy staff will ensure an environment that is conducive to quality learning and emphasizes the importance of safety.

## **Health and Safety Information**

Before beginning each Basic Training Session, the Academy staff shall inform recruits of health and safety-related issues and provide a general orientation of the facility and its operations to promote a safe, comfortable, and efficient learning environment.

Information about the facility, recruit conduct, prohibited items, and fire and safety information are posted in every NVCJTA classroom and the Recruit Handbook for Basic Training.

All recruits must have a medical exam performed within twelve months before the entrance to a Basic Training Session. Member agencies are required to submit a completed Medical Release Form and an Entry Level Registration Form for each recruit, attesting that a medical provider has released the recruit to participate in basic training.

## **Training Goals and Objectives**

Staff will inform recruits of the course goals and objectives, training schedule, proficiency or skill requirements, and testing or evaluation systems before the beginning of the training session.

## **Treatment of Basic Training Recruits**

1. All Academy staff share in the responsibility of providing an effective and efficient training environment. Recruit training is enhanced by the establishment and reinforcement of reasonable expectations for performance.
2. All recruits are expected to:
  - a. Demonstrate high ethical standards
  - b. Understand the importance of and follow established safety practices
  - c. Demonstrate maximum effort (every day, every class)
  - d. Be on time
  - e. Be prepared for every class, detail, and assignment
  - f. Dress in proper uniform with all required equipment
  - g. Complete all assignments as directed and on time
3. All academy staff are expected to model behaviors expected of recruits. These include:
  - a. Adhere to standards of conduct and ethics.

- b. Follow and enforce safety standards.
  - c. Give maximum effort in everything that you do
  - d. Be on time for work every day and for every class
  - e. Be fully prepared for all assignments.
  - f. Dress in the proper uniform for assignment.
  - g. Complete all lesson plans, paperwork, and reports as required.
4. The NVCJTA training and disciplinary philosophies are one of purposeful teaching and purposeful discipline. Recruits will be treated with respect and dignity at all times. The following actions are entirely contrary to the Academy training philosophy at the academy and will not be tolerated:
- a. Any comments of a discriminatory or sexual nature
  - b. Public humiliation
  - c. Any comments that demean, belittle, ridicule, or degrade
  - d. Hazing
  - e. Carelessness, recklessness, or apathy that contributes to injuries or unsafe conditions
  - f. Use of profanity other than in controlled, simulated, purposeful training venues
5. Academy member agencies include large and small jurisdictions with various law enforcement missions and responsibilities. Instructors will not make comments or statements that are derogatory or demeaning about another law enforcement agency.

### Training Safety

1. Safety will always be the first and primary concern in every training venue. Staff shall always consider the risk of injury when evaluating training scenarios. Every staff member is responsible for ensuring that safety protocols are followed and safety equipment is used in every training activity they conduct, participate in, or observe.
2. Any member of the staff who observes an unsafe condition will immediately call a "red light" to stop training and correct the deficiency. Recruits will be made aware, before the start of class, of any safety or protective gear required. Instructors will ensure that all such gear is utilized during training.
3. In all cases where force-on-force training classes are conducted, DT Supervisor or designee will complete a Control Tactics Safety Checklist to ensure adherence to all safety checklist provisions.

### Concussion Prevention and Management

1. The Human Performance Supervisor is responsible for providing concussion awareness training for Basic Training recruits and staff members prior to the fourth week of each Basic

Training school. The training is required prior to participation in Control Tactics Force-on-Force exercises.

2. All recruits will be required to complete a baseline concussion test (computerized neurocognitive) prior to the fourth week of the Basic Training Session. Recruits will be provided a copy of their baseline test results.
3. In cases of a suspected concussion, the following protocols will be followed:
  - a. The recruit or staff member will immediately be removed from any aspect of skills training.
  - b. A Basic Training staff member and a EMT-certified recruit shall be summoned to evaluate and render aid.
  - c. The training supervisor, after consultation with the recruit EMT, will determine if immediate professional medical care is required. The patient may be transported to an emergency facility by a staff member. However, if the patient is exhibiting symptoms of distress, 911 should be summoned for the transport of the injured person to an emergency medical facility.
  - d. No recruit or staff member exhibiting symptoms of a concussion will be permitted to drive from the Academy without first seeking medical attention.
  - e. The Basic Training Manager or the Assistant Director-Basic Training shall be notified as soon as practical.
  - f. In cases involving a recruit, the agency representative, and the agency training officer shall be notified.
  - g. The incident will be reported in accordance with injury reporting protocols.
  - h. The involved recruit or staff member will be restricted from full duty until written clearance authorizing a return to full duty is received from a treating medical professional.

### Training in Adverse Weather

The Human Performance Supervisor, or designee, is responsible for the daily monitoring of weather conditions. Training restrictions may be imposed utilizing the following guidelines:

## 1.1 Temperature

Cold weather injuries such as hypothermia and frostbite and heat-related injuries such as dehydration, heat exhaustion, or heat stroke can be minimized or prevented by following these precautions. When considering any outdoor activity in either extreme cold or hot temperatures, the safety of the staff and recruit officers takes precedence over the completion of any training objective. When in doubt, the basic training manager will make the final determination for recruits to participate in an outdoor activity.

## 2.1 Heat Index

A heat index is a number that combines air temperature and relative humidity in an attempt to determine the human-perceived equivalent temperature (what the temperature feels like outside).

- Heat index < 95: Proceed with regularly planned physical training activities and monitor personnel for signs of distress.
- Heat index 95 - 99: Modify the regular physical training routine by reducing the intensity of and/or length of time of the activity. Provide water breaks as needed. Monitor personnel for signs of distress.
- Heat index > 100 degrees: No prolonged intense outdoor activities such as sprints, intervals or distance runs are permitted. Monitor personnel for signs of distress.

Training staff shall ensure that recruits always have opportunities to hydrate themselves during and after activities as well as throughout the training day.

## 3.1 Wind Chill

< 30 degrees: Limit outdoor activities and monitor personnel for signs of distress.

## 4.1 Wind Speed

A moderate breeze (13-18 mph) can cause dust to rise (eye hazard). Monitor conditions for safety.

## 5.1 Air Quality

The air quality is a measure of the composition of air with respect to quantities of pollutants.

- **CODE RED**: No prolonged intense outdoor activities permitted. Monitor personnel for signs of distress.

- **CODE ORANGE:** Personnel with respiratory diseases and asthma must adhere to any medical restriction prescribed by his/her doctor. All other personnel may participate with moderate to light activities.

## 6. Lightning

If lightning and/or thunder can be seen or heard, STOP the activity and have all personnel and recruits return inside the building or seek immediate shelter.

### Safety Officer

1. At all training sessions for the areas listed below, the on-site supervisor shall serve as a safety officer. In the supervisor's absence, the senior on-site instructor or supervisor's designee shall serve as a safety officer. The Safety Officer shall have the authority to discontinue all activities that are hazardous in nature.
2. Prior to each training session, the safety officer shall, in accordance with the appropriate safety procedures instructions, inspect facilities or equipment for safety hazards for the following areas:
  - a) Firearms
  - b) Motor Vehicle Operations
  - c) Tactical Operations
  - d) Human Performance
  - e) Defensive Tactics
  - f) Bicycle Operations
  - g) Chemical /Biological
3. Inspections shall be recorded on approved forms. When a page of the form is filled, it shall be forwarded through the chain of command to the Basic Training Manager for review and storage. The Safety Officer shall immediately report any hazard to the Executive Director through the chain of command. The Basic Training Manager shall take immediate steps to ensure the hazard is corrected.
4. The Deputy Director of Administration or his designee is responsible for periodic reviews of the policy and procedures related to all activities that are hazardous in nature.

### Ombudsman-person responsible for recruit welfare

To provide recruits with an intermediary resource to investigate or resolve complaints, the Professional Standards Manager will serve as the Academy ombudsman. Responsibilities include, but not be limited to:

1. Assist recruits who experience problems during their training.

2. Explain the Academy's position on recruit conduct.
3. Assist recruits with concerns that may adversely affect them or the Academy.
4. Ensure fair and equitable treatment of all recruits.

### Testing / Re-Testing:

State-mandated criterias are tested in two ways: written examination questions or practical performance-based demonstrations of a recruit's knowledge.

Written examinations will be administered at regular intervals during the session and other written examinations covering specific topics, such as CPR, first aid, etc. Examination questions will be constructed in multiple-choice or true-false format, with each question having only one correct answer.

Written examination objectives are included in the numerical grade average of the recruit. If a recruit incorrectly answers a mandated written objective question, the recruit is retested and given up to three additional attempts to answer the question correctly. However, the recruit receives no credit for the correct answer, and it does not change the recruit's numerical grade average. If the recruit fails to correctly answer a mandated written objective, after being given up to three additional attempts, the recruit will be dismissed from the Academy. Upon the recruit's agency administrator's written request, the recruit may be re-admitted to a subsequent Academy session. Upon such re-admission, the recruit will have to start the Academy program from the beginning. During session orientation, the Office of Professional Standards will give a detailed explanation of the written testing and retesting procedures and means to successfully prepare for the retest to all recruits.

Performance-based objectives are tested by placing the recruit in a simulated, role-play situation based on a written scenario, in which the recruit must perform the desired behavior. Performance-based practicals are graded on a pass/fail basis. If a recruit fails to perform the desired behavior, the recruit is given up to three additional attempts to pass. The Basic Training Manager determines remedial training and the retesting schedule. If the recruit fails to correctly perform the desired behavior, after being given up to three additional retests, the recruit will be dismissed from the Academy.

Upon the recruit's agency administrator's written request, the recruit may be re-admitted to a subsequent Academy session. Upon such re-admission, the recruit will have to start the Academy program from the beginning.

Any recruit who fails to complete (pass) a performance-based objective test (practical) shall submit a memorandum. The memorandum shall include the following:

1. Acknowledgment of failure
2. Identification of the practical, the objective, and the elements of the failure
3. Possible reasons for failure (i.e., lack of study, lack of attention or concentration, etc.)
4. Request for remedial training, if desired

The recruit shall submit the memorandum by 0600 hours the next following duty day.

Objectives for Firearms Training and Driver Training (EVOC) are tested in the classroom and at the firearms and EVOC ranges and include written examination questions and practical performance-based testing. The practical performance-based portions of EVOC and Firearms Training are numerically scored. A recruit must achieve 70% on each component of the Firearms and EVOC Training performance measures. However, the final grades for these two practical performance evaluations are recorded as Pass/Fail and do not count toward the recruit's final academic average.

The recruit must score a minimum of 70% in each academic module and successfully pass all state-mandated objectives. Recruits that fail to maintain a cumulative 75% grade in any module after any exam, or a score of less than 70% on any individual exam, will be counseled.

### Veterans Affairs Benefits Information

If you are a Veteran, you may qualify for V.A. benefits while you are attending the Academy. The Office of Professional Standards manages this program. You will meet with a representative from the Professional Standards Office on or about the first day of the academy and will be given an application. Prior to completing the application must know what Chapter benefits you are eligible for. The Veterans Administration will also need information directly from you. You may submit this information online at [www.gibill.va.gov](http://www.gibill.va.gov). Should you have questions about your Education benefits you can call the Education Call Center at 1-888-442-4551.

To be eligible for a credit transfer for previous courses you must submit a certificate and/or diploma at the time you submit your application for VA benefits. These will be evaluated by the Director or his designee.

The Virginia State Approving Agency (SAA) is the approving authority for V.A. education and training programs for Virginia. Their office investigates complaints by G.I. Bill beneficiaries. While most complaints should initially follow the Academy's grievance policy, if the situation cannot be resolved you should contact the Virginia State Approving Agency (SAA) via email at [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

More information will be given during the meeting with the Professional Development Staff. The completed application must be placed in the Curriculum Office mailbox within 48 hours of this class. If you have any questions, contact the Office of Professional Standards Manager or the Curriculum Specialist.

# STANDARDS OF CONDUCT

It shall be the policy of the Academy to establish a code of conduct, which delineates the responsibilities of all recruits. The Basic Training School is a highly structured and progressive training program that requires maximum effort and adherence to the highest standards of ethical conduct. In addition to providing a basic understanding of the required knowledge and skills necessary to function as a law enforcement officer, this program is also geared to prepare recruits to understand the concepts of a chain of command and tactical command and control as they apply to the operations of a law enforcement agency.

Recruits will always be expected to model and practice the highest ethical standards. Recruits must be truthful in all endeavors. Recruits will always be expected to display a professional attitude, provide maximum effort, and strive for excellence in everything they do. All recruits will be expected to respect and obey all Academy staff members' lawful orders, including administrative and support personnel. Failure to do so may result in administrative sanctions, including dismissal from the Academy.

The Academy operates within an adult learning environment, and our training and administrative philosophy is purposeful teaching and purposeful discipline. During specific simulated exercises, recruits may be subjected to challenging words, profanity, or harsh treatment by role players to achieve a specific training objective. At all times, however, recruits will be treated with respect and dignity. Contrary to our Academy's training philosophy and standards of conduct, any actions will not be tolerated by either recruits or instructors and may lead to administrative action to include dismissal. The code of conduct addresses the following topics:

- 1) Conduct between recruits
- 2) Conduct between recruits and Academy staff
- 3) Harassment - Sexual/ other forms
- 4) Hazing or inappropriate physical activity
- 5) Health and safety issues
- 6) Definition of appropriate behavior
- 7) Definition of inappropriate behavior
- 8) Attendance Requirements

1) Conduct between recruits

Recruits shall treat each other in a respectful, fair, and equitable manner at all times.

2) Conduct between recruits and Academy staff

Academy staff shall not engage in any activity that could be perceived as demonstrating favoritism to any recruit. Staff is prohibited from dating any recruit or engaging in any non-platonic relationship with a recruit while the recruit is enrolled in an Academy Basic training class. Instructors shall notify their immediate supervisor whenever a family member or other individual with whom a personal relationship exists is enrolled in an Academy Basic training class to which the instructor is assigned.

3) Harassment - Sexual/other forms

Recruits will always professionally conduct themselves. Racist, sexist, lewd, or lascivious conduct will not be tolerated. Actions, statements, or behavior of a distasteful or insubordinate nature toward any instructor, Academy staff member, consultant, or other recruits will not be tolerated. Improper conduct may result in expulsion from class. The dismissed recruit will not be readmitted without a request from their respective agency. (See Directive 4.3 Nondiscrimination and Harassment Policy)

4) Hazing or inappropriate physical activity

- a) Hazing is defined as subjecting an individual to unnecessary and excessive abuse, humiliation, physical danger, or by committing any act or causing any situation that recklessly or intentionally endangers mental or physical health.
- b) Recruits shall not participate in any form of hazing. All incidents of mistreatment of anyone are to be reported immediately to the Executive Director through the chain of command.

5) Health and safety issues

The Academy health and safety issues are published throughout this handbook for the Basic school.

6) Definition of appropriate behavior

The level of acceptable behavior while attending training at the Academy is in keeping with the highest standards of the law enforcement training profession. Behavior shall not impair a recruit's ability to perform their training or cause the Academy to be brought into disrepute.

## 7) Definition of inappropriate behavior

Inappropriate behavior by a recruit while attending training at the Academy is behavior that reflects poorly upon the Academy or recruits and impairs the operation or efficiency of the Academy.

## 8) Attendance Requirements in Basic Training

Daily attendance of all Academy training is vital. Absences from Basic Training are limited to bona fide, verifiable emergencies, illness, and unusual occurrences, i.e., court appearances, agency-ordered conferences, etc. The approved length of each absence will be predicated on the facts and circumstances available to the Basic Training Manager and Supervisors on a case-by-case basis. Recruits missing more time than established limits may face dismissal from the Academy.

# OFFENSE CLASSIFICATIONS

The Basic Training Rules and Regulations are categorized into three offense classes, determined by the seriousness of each offense. The three classes are as follows:

- (1) CLASS 1 OFFENSES are serious or egregious violations of Academy Rules and Regulations or conduct or behavior incongruent with the Law Enforcement Profession. The commission of a Class 1 offense may result in the dismissal of the recruit. **Denoted by ★**
- (2) CLASS 2 OFFENSES are violations that indicate a lack of judgment inconsistent with the Law Enforcement Profession. The commission of a Class 2 category offense may result in issuing of a Written Warning or Final Written Warning. **Denoted by ★★**
- (3) CLASS 3 OFFENSES are violations that indicate a lack of attention to detail or preparation for duty. Staff will address class 3 category violations through either informal or formal verbal counseling or formal written reprimands. Repeated violations of these offenses will progress toward dismissal action. **Denoted by ★★★**

# ADMINISTRATIVE ACTION SYSTEM

The primary purpose of the Academy Administrative Action System is to maintain order and discipline among the recruits. The system will develop in recruits the self-discipline necessary to function effectively with the public's trust and teach the recruit to accept full responsibility for their actions.

The intent is for the system to be instructional and corrective and reinforce a high sense of duty above self-interest. It is a surrogate for the progressive administrative systems found in law enforcement agencies, but its format is for the training academy environment.

Furthermore, it intends to better prepare the recruit to function effectively within a system of rules, regulations, policies, procedures and to provide practical applications of the concept of personal accountability.

## **LEVELS OF ADMINISTRATIVE ACTION**

The Academy Staff shall consistently and fairly apply administrative actions with the primary purpose of correcting unsatisfactory conduct or performance. Consistent with the concept of progressive discipline, the severity of the administrative action shall be progressive, ranging from counseling to dismissal from the Academy when corrective behavior fails to occur. However, progressive action is not always appropriate. More decisive action, including dismissal, may be taken based on the severity of the violation. The application of any administrative action shall carry with it an admonition that any future misconduct will result in a more severe form of discipline. The following process describes the levels of administrative action that Staff will utilize to correct or alter inappropriate conduct or performance that violates the rules and regulations.

**STEP 1. VERBAL COUNSELING** is an oral statement by a Staff member to a recruit, advising them of a rule and regulation violation.

A staff member may consider the use of verbal counseling only in the case of a Class 3 offense and in cases where the breach is due to inadvertence or understandable neglect. When appropriate, instructors will document verbal counseling and remedial actions in the recruit's digital file.

**STEP 2. WRITTEN REPRIMAND** is a formal written notice issued by a Staff member to a recruit, advising them of a rule and regulation violation.

The recruit will produce a memorandum addressed to the requesting instructor documenting rules infractions. The recruit's memo must accurately recount the breach of rules. After receiving the recruit's memo, the instructor will initiate a written reprimand (memo) to the recruit detailing the offense and corrective action(s) taken to correct the behavior. The two memos will be attached and sent to the Basic Training Manager and appropriate supervisor. The Basic Training Manager, or designee, will add the packet to the recruit's digital file and copy the recruit's agency.

**STEP 3. WRITTEN WARNING** is a formal written notice from the Basic Training Manager to a recruit.

A Written Warning will be issued after the recruit has demonstrated the inability or unwillingness to correct their unsatisfactory conduct that has previously been addressed through verbal counseling and/or written reprimand methods. A Written Warning becomes part of the recruit's file and will be part of their performance evaluation. The recruit's agency training supervisor will be advised of the action and provided with a copy. The Written Warning shall

carry with it a caution that any future misconduct will result in a more severe form of discipline, up to and including dismissal from the Academy. Written Warnings may be issued for the following:

1. Commission of a Class 2 category offense.
2. After having received three Written Reprimands for Class 3 category offenses.
3. Class 2 Range Safety violation.

**STEP 4. FINAL WRITTEN WARNING** is a formal written notice from the Deputy Director of Basic Training to a recruit.

A Final Written Warning becomes part of the recruit's file and is reflected in their performance evaluation. The recruit's agency training supervisor will be advised of the action and provided with a copy. The Final Written Warning shall carry caution that any future misconduct will result in a recommendation for dismissal. A Final Written Warning may be issued for the following:

1. Commission of a Class 2 category offense.
2. After receiving a Written Warning and having received two Written Reprimands for Class 3 category offenses.

**STEP 5. RECOMMENDATION OF DISMISSAL** is a dismissal recommendation from the Deputy Director of Basic Training to the Academy's Executive Director, which may be for any of the following:

- (a) Commission of two Class 3 category offenses after receiving a Final Written Warning.
- (b) Commission of any Class 2 category offense after receiving a Written Warning.
- (c) Commission of any Class 1 category offense.

The Basic Training Manager and the Deputy Director of Basic Training shall ensure consistent application of the above outlined progressive discipline process. **Within their assigned ancillary roles of Section leaders, Squad leaders, and Member-Agency Assigned Instructors, the Basic Staff are expected to communicate regularly with one another regarding difficulties some recruits may encounter in observing the Academy's rules and regulations.**

## **DISMISSAL RECOMMENDATION AND REVIEW**

### **Dismissal Based upon Recurrence of Class 2 or 3 offenses**

1. The Basic Training Manager is responsible for tracking disciplinary actions taken against recruits and may recommend dismissal based upon the criteria described in the Administrative Dismissal section above. The Basic Training Manager shall prepare a report detailing the history of offenses, measures taken to correct unsatisfactory performance and the recruit's response to corrective actions. Copies of prior notices, actions, and incident

reports shall be attached to the report. The package will be provided to and discussed with the Deputy Director of Basic Training. If they concur that a dismissal recommendation is warranted, they shall inform the Executive Director of the impending action.

2. The Deputy Director of Basic Training shall meet with the recruit and notify the recruit of the dismissal recommendation, the reasons for such action, and that the recruit may not be re-enrolled in any future session if dismissed. The Deputy Director of Basic Training will advise the recruit that within two (2) business days of the meeting, they may provide a written response to the Deputy Director of Basic Training explaining any extenuating circumstances or challenges to the facts of the case. Based on all the facts and circumstances gathered, including any information provided by the recruit during the pre-dismissal meeting or in writing, the Deputy Director of Basic Training shall prepare a memorandum to the Executive Director with a recommendation to either uphold or to vacate the pending dismissal action.
3. After reviewing the reports and the incident file, the Executive Director may meet with the recruit and ultimately determine if a recruit should be dismissed.
4. If the Executive Director determines that dismissal is not warranted, Staff will send a copy of the completed investigation and administrative action to the Agency Administrator as soon as possible.
5. If, after reviewing all available information, the Executive Director decides to dismiss the recruit, he/she will notify the agency administrator in advance of taking such action. The Executive Director shall meet with the recruit and inform the recruit of his decision and provide the recruit with a written decision, including a notice that the recruit is ineligible for enrollment in a future basic training session. The Executive Director shall provide a full copy of the record to the agency administrator. The recruit shall be released immediately from the Academy.

#### Dismissal Based Upon Gross Misconduct or Commission of Class 1 Offense

An Academy staff member who becomes aware of an allegation of gross misconduct or commission of a Class 1 offense by a recruit shall immediately notify their supervisor and prepare a written incident report. Staff shall inform the Basic Training Manager, Deputy Director of Basic Training, and the Executive Director of the incident. The Executive Director will designate the appropriate person to conduct a full investigation. The recruit's employing agency may conduct a concurrent investigation.

The designated investigator shall gather all physical and documentary evidence and interview all witnesses. The investigator shall prepare a complete factual report of the incident. The investigative report shall include a determination if the allegation is founded or unfounded. The investigator shall include the rules, regulations, or laws violated by the recruit for founded allegations.

The designated investigator shall provide the completed report to the Deputy Director of Basic Training, who will confer with the Executive Director. If, based upon a review of the report, they determine that dismissal is warranted, the described review process described above will take place and shall begin with a meeting between the recruit and the Deputy Director of Basic Training and commencing with a final decision the Executive Director.

Dismissal from Academy – With the Option to Return (without prejudice)

Recruits may be dismissed from the Academy due to failure to attain the required academic or proficiency standards. Recruits dismissed under the following conditions, not related to misconduct, may be considered for readmission to a future Basic Training Session.

Recruits who fail academically may be readmitted in a subsequent Academy Basic Training session at the written request of the agency administrator.

Recruits who cannot continue in the Basic School program due to medical reasons or an injury may be re-enrolled in a future session provided the injury or illness is completely healed. The recruit will obtain written documentation from a physician, which authorizes the recruit to participate in all human performance activities. The recruit will provide this documentation to the Executive Director.

Recruits who have missed more than 5% of the total number of scheduled training hours, including Control Tactics and Human Performance Training, shall submit a memorandum to the Deputy Director of Basic Training and their agency's training officer. The memorandum will detail the reasons for the absences or inability to participate. Further, the recruit shall articulate what steps they are taking to mitigate either absences or their inability to participate in defensive tactics.

If the recruit is absent for more than 10% of the scheduled training hours, to include Control Tactics and Human Performance Training, a memorandum detailing the circumstances and a request for dismissal with the option to return shall be completed by the Basic Training Manager and forwarded to the Deputy Director for Basic Training for action. Staff shall also request a dismissal with the option to return if the recruit cannot participate in more than 10% of the total number of scheduled training hours or is absent for a training module that missed training cannot reasonably make up. Applicable training modules include but are not limited to Firearms, Emergency Vehicle Operations, DUI Workshop, and Moot Court. Regardless of the above, any missed time must be made up by the recruit.

Dismissal from the Academy is an administrative action. Their employing agency determines the recruit's employment status.

# RULES AND REGULATIONS

Academy staff and instructors are responsible for ensuring compliance with the standards and rules, and regulations. Corrective actions shall be consistently and fairly applied and are taken for the primary purpose of improving unsatisfactory conduct or performance.

The levels of administrative action, ranging from counseling to dismissal from the Academy, are described in the Recruit Handbook. Consistent with the concept of progressive discipline, the severity of the administrative action shall be progressive when corrective behavior fails to occur. However, progressive action is not always appropriate. More decisive action, including dismissal, may be taken based on the severity of the violation.

Recruits attending the Northern Virginia Criminal Justice Training Academy shall comply with the rules and regulations promulgated by the [Virginia Department of Criminal Justice Services](#) and with any other rules and regulations established by the Academy.

## 1 GENERAL CONDUCT

**Recruits shall conduct themselves, both on *and* off duty, in such a manner as to reflect most favorably on the Academy. Conduct unbecoming a recruit shall include that which brings the Academy in disrepute or reflects discredit upon the Recruit as a member of the Academy class or that which impairs the operation or efficiency of the Academy.**

- 1.1 Recruits must be fully prepared for training, maintaining all necessary gear and required items in proper order each day. Recruits must also wear the specified training gear each day during skills training. ★★
- 1.2 Unless otherwise excused, recruits must fully participate in all aspects of training. Lack of effort or feigning illness or injury to avoid training will be subject to administrative action. ★★
- 1.3 All injuries occurring during Academy attendance shall be reported immediately to an Academy staff member. A recruit must notify their employing agency before making a doctor's appointment and undergoing any medical treatment unless an emergency. Off-duty injuries must be reported to the Squad Supervisor the next duty day. Whether on or off-duty, the details of any injury must be reported on the standard Academy Injury Report Form and submitted to the Squad Supervisor as soon as practicable. ★★
- 1.4 While attending the Academy, recruits are governed by all departmental rules and regulations. Recruits will not violate any criminal or civil federal, state, or local law. Such violations may result in dismissal from the Academy. ★ ★★ ★★

- 1.4.1 A recruit arrested for a criminal offense or a serious traffic violation will be subject to dismissal from the Academy. ☆
- 1.4.2 Any recruit who is arrested (custodial or non-custodial) for a violation of any criminal or traffic law (on or off-duty) will **immediately** notify their Squad Supervisor by phone. The notification will be followed up in writing by 0600 hours the next Academy business day to include: Date, Time, Location, Agency involved, and charged violation. Additional information is to be included as to who and when the trainee's agency was notified. ☆  
☆☆
- 1.4.3 Any recruit who receives a citation (including photo) or summons for any traffic, criminal, civil, or administrative proceedings during the session, must notify their squad supervisor by 0600 hours the next Academy business day. The notification will be both verbal and in writing to include: Date, Time, Location, Agency, and charged violation. A photocopy of the summons will be included with the memorandum. ☆ ☆☆
- 1.4.4 While off-duty, any recruits who become involved in any situation of a personal nature which results in police response, assistance or intervention will notify their squad supervisor by 0600 hours the next Academy business day. The notification will be both verbal and in writing to include: Date, Time, Location, Agency, and charged violation. ☆ ☆☆
- 1.4.5 Any recruit knowing another recruit violating laws, ordinances, or department rules will immediately report it to a supervisor who will take appropriate action. ☆ ☆☆
- 1.4.6 Any recruit who receives, or received, a subpoena to appear in court due to performance of law enforcement duties before attending the Academy will notify their Squad Supervisor in writing and attach a photocopy of the summons. ☆☆☆
- 1.5 Actions Unbecoming a Trainee - Recruits must conduct themselves in an exemplary manner at all times. Positive attitude, effort, and full participation in Academy activities are expected to reflect the highest degree of self-discipline, maturity, and integrity. ☆ ☆☆ ☆☆☆
- 1.6 Hallway traffic must be orderly and safe; therefore, all recruits must stay to the right. Loitering or blocking hallways is not permitted. ☆☆☆
- 1.7 Loud talk at a level that interferes with other Academy (In-Service) activities, use of profanity or obscene language, or boisterous behavior is not permitted. ☆☆☆

- 1.8 Acts of insubordination may result in dismissal from the Academy. This includes the willful disobedience of an order. ★
- 1.8.1 Recruits will treat all instructors, role players, staff, and Academy visitors with respect at all times. Trainees will promptly follow all orders and directions given by instructors or staff. ★★
- 1.9 Recruits must address all members of the staff and guest instructors by their rank/title and last name. If this information is unknown, “Sir” or “Ma’am” will be used.
- 1.9.1 Recruits will acknowledge instructors and Academy Staff with an appropriate greeting anytime they are in close proximity (in a classroom/passing in a hallway, etc.)
- 1.9.2 Recruits will assume a field inquiry stance (bladed with hands above the waist) when speaking with instructors, staff, civilians, and other trainees.
- 1.10 Recruits shall adhere to the academy’s chain of command: ★★ ★
- ↓Recruit
  - ↓Squad Supervisor
  - ↓Basic Training Sergeants
  - ↓Basic Training Manager
  - ↓Deputy Director- Basic Training
  - Executive Director
- 1.11 While attending the Academy, recruits must not engage in any activity, which could compromise overall performance. This shall include, but not be limited to, activities, such as part-time employment, volunteer fire or rescue work, or any ride-along programs. ★★
- 1.12 Recruits must not possess, consume, or be under the influence of alcohol or controlled substances while on duty. ★
- 1.13 Recruits must not have in their possession any controlled substances, narcotics, or hallucinogens except when legally prescribed by a physician or dentist. ★
- 1.14 Any recruit taking prescribed medications must notify their Squad Supervisor. ★★ ★
- 1.15 Untruthfulness, evasiveness, and deceit are closely related and predicated upon dishonest action, which is designed to prevent the whole truth from being known. All recruits shall be completely honest and forthright at all times. ★

- 1.16 Academic Dishonesty – Any behavior intended to promote or enhance a recruit’s academic standing through dishonest means. Acts of academic dishonesty include but are not limited to the following: cheating (giving or receiving unauthorized aid in regard to academic tests, practical scenarios, assessments, and other assignments); intentionally using plagiarized material; submitting work done by another as one’s own; possessing pre-written notes pertaining to evaluated exercises (written or performance-based) while performing those exercises. ★
- 1.17 Recruits having knowledge of acts of lying, academic dishonesty, stealing, or any other misconduct must report such acts to their Squad Supervisor. Failure to do so may be sufficient grounds for dismissal. ★
- 1.18 Recruits are obligated to personally ensure an environment free of discrimination on the basis of race, age, gender, ethnicity, or religious affiliation. ★
- 1.19 Sexual harassment, advances, request for sexual favors, other verbal/non-verbal sexual innuendos, and physical conduct of a sexual nature are prohibited. ★
- 1.20 Any assignment (reports/memorandums/homework) turned in by a recruit during the session must be the result of the recruit’s own effort, unless directed otherwise. ★
- 1.21 Gambling is not permitted on Academy grounds. ★
- 1.22 Equipment Accountability - Recruits must either be in possession of or know where their equipment is when not using it during training. This applies to both Academy and agency-issued equipment. Recruits may be held financially responsible for the loss, intentional misuse, defacement or abuse of any Academy property or equipment. This includes computer, email, and Internet usage (See Section 7). ★★
- 1.22.1 Each recruit is responsible for the locker assigned to him/her. Only the assigned locker may be used. The locker must be locked whenever any issued equipment or personal property is stored in it unless the recruit is in the immediate area of the locker. Recruits must supply their own combination lock (key locks are not permitted). Lockers may not be switched without the permission of staff. ★★
- 1.23 Recruits are permitted on the second floor only with permission of, and accompanied by, a staff member. ★★
- 1.24 Recruits must submit a memorandum if they change any of the following information while enrolled in the Academy: Place of residence, telephone number, and vehicle information. This information is to be submitted to the respective squad supervisor on the next duty day. This does not exempt the recruit from any departmental requirements that may exist. ★★

- 1.25 Recruits who wear contact lenses are required to have their lens case and spare glasses with them every day.
- 1.26 The use of tobacco products is prohibited on Academy property. ★★
- 1.27 Telephone Usage - The use of the Academy telephones located in classrooms is restricted. Recruits may only use classroom phones to contact Academy instructors during breaks or for calling 911 but may not use the phones for outside calls unless approved by an Academy instructor.
  - 1.27.1 Recruits are not permitted to bring a cellphone into the Academy facilities. Cellphones may only be used during breaks and/or lunch. At no time is a recruit permitted to use their cell phone unless within the confines of their personal vehicle. ★★
- 1.28 Recruits must park their personal vehicles or assigned cruisers only in areas designated for recruit parking.
- 1.29 For safety reasons, Recruits must not wear jewelry/watches during skills training. Pants/Shorts pockets must be empty unless otherwise directed. (Physical Training, Defensive Tactics, OC). ★★
- 1.30 Recruits must turn in all assignments (homework, reports, and memorandums) either by 0555 the next duty day or as specified by the instructor. ★★
- 1.31 Recruits must realize that they may face Administrative action for both on-duty and off-duty misconduct. Recruits must be especially aware that any inappropriate postings (texts, images, emails, or other correspondence) on internet sites may result in Administrative action. Additionally, recruits are reminded that they must comply with their agency rules and directives related to the use of electronic communications. ★

## 2 ATTENDANCE

- 2.1. The Basic School of the Northern Virginia Criminal Justice Training Academy will be in session daily, Tuesday through Friday (0600 – 1630), with the exceptions of holiday weeks and some weeks during skills training.
- 2.2. The academy is a secure building, and recruits will use the issued code for entry. Recruits will not share the code with anyone other than classmates. Building entry will be allowed 60 minutes before the start of formation or class, and unless training in the evening, recruits will leave the building by 1900 hours.

- 2.3. If any condition necessitates the Academy being closed or delayed in opening, the main menu of the phone system and website homepage will indicate such. Academy closings or delayed openings are not associated with any school system or jurisdictional entity. Information and/or instructions will be placed on the phone system and website homepage no later than 0400 hours on the day in question.
- 2.4. In the case of anticipated tardiness or absence, the recruit **must** telephone the Academy voice mailbox. The recruit must call the academy phone number 703-729-4299, then **EXT 299**. Leave a message detailing the reason for absence/ tardiness. Failure to follow this rule is a violation. ❖❖
- 2.5. If COVID restrictions are in effect, the following daily entry procedures will be implemented:
  - 2.5.1. Trainees will line up at the entry door, maintaining 6-foot separation, or wait in their personal vehicles, until 0540 hours. (No congregating in the vestibule)
  - 2.5.2. Trainees will be temperature scanned by a staff member. (100.4 Degrees will bar entry)
  - 2.5.3. Trainees will advise if they have any symptoms or have been in close proximity of anyone who is either COVID positive, displaying symptoms, or awaiting the results of a COVID test. Failure to proactively inform staff is a violation of this regulation. ❖❖
- 2.6. Timely Reporting - Recruits must report for Formation, or in the assigned classroom, if no Formation is occurring, no later than 0600 hours each training day. Any recruit reporting late must first notify a staff member upon arrival. If a recruit is late for Formation, that recruit must stand at attention outside of the Mat Room, until invited by a staff member to join his/her squad. ❖❖❖
  - 2.6.1. Absence Without Leave (AWOL) is defined as any unapproved absence from the Academy. In a situation where an Academy Staff member initiates contact with a trainee who is unaccounted for (See Regulation 2.7), that trainee may be deemed “Absent Without Leave” (AWOL) and subject to administrative discipline. ❖❖
  - 2.6.2. Recruits must report for class following breaks no later than the time pre-determined by an instructor.
- 2.7. Recruits are required to attend the Academy each training day. Any missed training time must be made up. Any recruit, who is absent from the Academy during the session, will be required to submit a memorandum addressed to their Squad Supervisor. The memorandum will include the reason(s) for the absence and a plan to avoid future absences. Any recruit

who has missed training during the session may be reviewed for dismissal from the Academy (refer to page 16 – Dismissal from Academy with Option to Return).

- 2.8. If a Recruit is absent or leaves the Academy grounds during the training day due to injury or illness, the Recruit may be required to provide a **MEDICAL RELEASE FORM** completed by a physician, to return to full or limited duty as the case may be. Failure to provide a medical release is a violation of this rule. ❖❖❖
- 2.9. Recruits reporting to training, who inform an instructor they are unable to participate because of injury or illness, will be signed out for that period of training. A consecutive day of inability to participate in the training will require a **MEDICAL RELEASE FORM** completed by a physician to return to full or limited duty as the case may be. All medical release forms must specify which activities are restricted and presented to the Squad Supervisor on the next duty day. Until released for full duty, all Doctor notes must be turned into the Academy. ❖❖❖
- 2.10. All routine medical and dental appointments are to be scheduled on days off (most Mondays) or after Academy hours (1630) of operations unless otherwise authorized by an Academy Supervisor.
- 2.11. Recruits must receive permission from a Basic Training Supervisor prior to leaving the Academy property. The only exception to this rule is during the established lunch period. ❖❖

### 3 DRESS CODE

3. All recruits will wear the Academy uniform while in attendance at the Academy. ❖❖❖
  - 3.1. Recruit uniforms must be clean and neatly pressed.
  - 3.2. Shirts must be neatly tucked and bloused.
  - 3.3. Duty boots must be shined to a high gloss using regular shoe polish, and brass shined.
  - 3.4. Nametags must be displayed over the right breast pocket, flush with the top seam of the flap.
  - 3.5. Trousers must be of proper length (bloused just above the top of the laces).
  - 3.6. Two working ballpoint ink pens must be displayed (visible) in the left breast pocket
  - 3.7. The issued Academy notebook (007) must be carried at all times in the rear pocket of the trousers, except during practical exercises.

- 3.8. The issued Academy Miranda warning card and Academy business cards must be carried at all times by recruits when in uniform.
- 3.9. Recruits must wear a belt, shoes, and socks that meet agency requirements, along with the Academy issued uniform.
  - 3.9.1. The belt buckle must be of a standard, plain design. No other buckles are authorized.
  - 3.9.2. Recruits may wear only dark blue / black socks during skills training. No crew socks are allowed.
- 3.10. Any visible portion of a short-sleeved undershirt at the uniform shirt collar must be plain white, navy blue, or solid black in color and crew neck style. Long-sleeved undershirts worn under the Academy uniform shirt must be navy blue or solid black in color and crew neck style.
- 3.11. Necklaces/chains must not be visible while in Academy uniform.
- 3.12. Recruits leaving the Academy grounds during the authorized lunch period must be dressed in the full Academy issued uniform. Gunbelt will NOT be worn in public and must be secured in a vehicle if the trainee is going to be visible to the public. Recruits must either be in full civilian attire or full Academy uniform (PT gear is acceptable ONLY when directed by Academy Staff) when arriving or departing Academy. ★★

#### 4 GROOMING STANDARDS

4. Recruits must maintain a high degree of personal cleanliness at all times. ★★

##### 4.1. Hair Styles:

- 4.1.1. Recruits must adhere to the following requirements:

##### Males

- 4.1.2. Hair will not extend over the ears. Sideburns will be trimmed square and will not extend below the bottom of the ear. Sides and back will be trimmed and well-groomed.

##### Females

- 4.1.3. Hair will be neat and well-groomed at all times. If longer than collar length, the hair will be worn in an “up” bun style fashion. No loops, hanging ponytails, or pigtail styles will be worn. Hairstyle must allow all Academy Control Tactics gear to fit securely on the head. Dyed hair is limited to natural colors. Decorations are

not allowed in the hair. Items used to hold the hair in place will be concealed as much as practical, must be of a plain design, and a color that blends with the hair.

- 4.2. Makeup shall be conservative, natural-looking, and applied as to blend with skin tone.
- 4.3. Fingernails must be trimmed to a suitable length to preclude injuries during skills training. Fingernail polish must be subdued in color and is limited to colors of neutral tone or clear.
- 4.4. Male and female recruits are prohibited from wearing any jewelry in exposed parts of the body (body piercings), including nose, tongue, lips, and eyebrows while in attendance at the Academy, with the exception of modestly sized earring studs on females.
- 4.5. Male recruits are required to be clean-shaven when reporting to the Academy, or in compliance with Regulation 4.7 governing facial hair. Anyone suffering from medical conditions that prevent them from daily shaving must present a physician's certificate and a letter from the agency Administrator indicating awareness of the condition.
- 4.6. The initial growth of facial hair is prohibited while in attendance at the Academy.
- 4.7. Male recruits with facial hair must conform to their department policy and the specific Academy standards while in attendance.
  - 4.7.1. Mustaches must be neatly trimmed at all times. It must not extend below the upper lip or beyond the corners of the mouth.
  - 4.7.2. Beards must be neatly groomed (not to exceed ¼ inch in length) and may not extend onto the neck.
  - 4.7.3. Goatees or similar hair growth are not permitted.
  - 4.7.4. Any trainee who wishes to retain pre-existing facial hair will provide a written copy of their department's policy to their squad supervisor to demonstrate that they are in compliance. If none is provided by the end of Training Day 4, the recruit will be required to be clean-shaven at the start of Training Day 5 and remain so while attending the Academy.

## 5 CLASSROOM RULES

- 5.1. Recruits must not leave their seats during classroom activities without the permission of the instructor. ❖❖❖

- 5.2. Unless approved by the Training Manager or higher authority, food, including gum or candy, is not allowed in the classrooms. Recruits may consume water, coffee, or hot tea in the classroom. Coffee and tea cups must have lids, and bottled water tops must be kept on when not drinking. Cups will not be left in the classroom during breaks. Water containers must be no larger than 26-ounces. ★★
- 5.3. NO. 2 leaded pencils must be used for all examinations. All other paperwork must be completed with black ink pens.
- 5.4. Recruits wearing or having in their possession, alarm watches must ensure that the audible signal is not on during Academy hours.
- 5.5. Recruits must not place their heads on desks or sleep (or the appearance of sleeping) during class or classroom breaks. Other forms of inattentive behavior are subject to Administrative action. ★★
- 5.6. iPads, laptops, recording devices, smartwatches, Fitbits, or any other computer hardware devices are not allowed in the classrooms unless authorization is given for a specific purpose. All unauthorized devices are to be stored in personal vehicles. ★★
- 5.7. The recording of audio, photographic or video images by recruits during basic training work hours is not allowed unless approved by an Academy supervisor. ★★
- 5.8. Book bags, backpacks, or luggage of any type are not allowed in the classroom.
- 5.9. Each training day recruits shall use the issued field notebook (007) for recording the following:
  1. Time of arrival at Academy/Time of departure from the Academy
  2. Daily schedule
  3. Notes from roll call
  4. Notes from squad breakout meetings
  5. Notes from departmental representative meetings
- 5.10. Recruits' breaks/lunch must be taken in the cafeteria, designated recruit parking lots, or at their vehicle.

## 6 PROPER NVCJA COMPUTER USAGE

- 6.1 Recruits are expected to use technology responsibly and productively as necessary in support of their training. Internet access and e-mail use are for a job and training-related activities; however, minimal personal use is acceptable only while **on a break or after Academy hours**.

- 6.2 Recruits may not use NVCJTA Internet, e-mail, or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing, or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference may be transmitted. Harassment of any kind is prohibited. ⚡
- 6.3 Disparaging, abusive, profane, or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement, and unauthorized access to any computers on the Internet or e-mail—are forbidden. ⚡
- 6.4 Copyrighted materials belonging to entities other than the NVCJTA may not be transmitted by recruits on the NVCJTA network without permission of the copyright holder. ⚡⚡
- 6.5 Recruits shall honor the intellectual property of others. Do not plagiarize. Do not modify, copy, disclose, or remove files of other users. ⚡
- 6.6 Recruits may not use NVCJTA computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users). ⚡⚡
- 6.7 Recruits are prohibited from downloading software or other program files or online services from the Internet without prior approval from the Academy staff. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks. ⚡⚡
- 6.8 Every recruit is responsible for the content of all text, audio, video, or image files that he or she places or sends over the NVCJTA Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. ⚡

## 7 WEAPONS POSSESSION

- 7.1 Recruits must not carry or wear firearms into the Academy. Firearms WILL NOT be brought onto the Academy property unless prior approval is granted by the Basic Training Manager. If prior approval is granted, firearms must be secured, in a locked vehicle (trunk preferred, if applicable), out of sight, and in a lockbox. The Basic Training Manager must be informed by the recruit once they arrive that a firearm is on academy grounds and how it was secured. ⚡

7.1.1 Recruits are permitted to wear their agency-issued firearm as part of their uniform for the graduation ceremony when approved by their department Chief or Sheriff and by the Academy Executive Director.

7.2 No weapons (knives, batons, pepper spray, etc.) are to be brought into the Academy building, EVOG, or Academy designated Range without prior approval from an Academy staff member. If these items are brought onto Academy grounds, they are to be secured in the trainee's personal vehicle. ★★

## 8 DEFENSIVE TACTICS

### **Cardinal Rules of the Academy Defensive Tactics Program**

1. Safety of recruits is the First and Foremost Consideration.
2. Horse-play of any kind will not be tolerated and will result in serious Administrative action. ❖❖
3. No live firearms or ammunition will be allowed in any training area. ❖
4. Other weapons or equipment are allowed only at the specific direction of staff. ❖❖
5. At the signal “Red Light” or “Cease Fire”, all force and all technique application will cease immediately. ❖❖❖

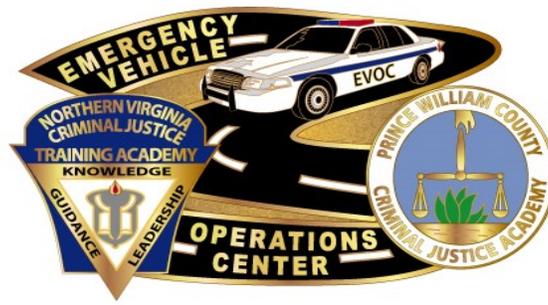
### **General Rules**

1. Recruits will report to defensive tactics class each day with the following equipment unless directed otherwise.
  - a. Issued uniform trousers, T-Shirt, Vest, Court Shoes, Full Duty Belt
  - b. Mouth Guard and Groin Protection must be provided by the trainee and must be available every day
  - c. Knee pads and Elbow Pads are optional and will be allowed when recommended by staff. These items must also be provided by the trainee.
2. Department issued firearms, off-duty weapons, or weapon accessories, ammunition, kubotans, and/or live chemical aerosols will not be brought to class, in accordance with Academy Rule 6.1.
3. Recruits will not wear jewelry to defensive tactics class (including wedding bands or piercing of any kind).
4. Fingernails will be cut to not extend past the tip of the finger. This is to reduce the possibility of injury during technique application.
5. Recruits will immediately report any injury to an instructor. Performance while injured will be at the discretion of the Use of Force Supervisor.

6. Defensive Tactics Instructors will report any injury to the Use of Force Supervisor or Lead Instructor who will initiate the appropriate paperwork or designate such activity when necessary.
7. Only rendered safe weapons will be utilized during instruction. These weapons are either foam, solid plastic, solid metal, or are those which have been rendered safe and are identified by the red handle or stock (long gun).
8. Recruits will be required to provide their full and undivided attention during lectures and technique application.
9. No techniques other than those presented in the Academy Defensive Tactics program will be performed at the Academy.
10. Recruits will not participate in any outside martial arts/combat arts programs while they are attending basic training. Exceptions to this rule will only be made on an individual basis by the Use of Force Supervisor.
11. Technique application will not begin until Recruits are instructed to do so.
12. All techniques and actions will immediately cease when an instructor signals. This could be verbal or a whistle.
13. Technique applications will be conducted with the Recruits only under the immediate control of an instructor.
14. Recruits will offer little or no resistance during technique application unless instructed otherwise.
15. Technique application will be taught in the following manner: by the numbers, slow for form, then full speed and power.
16. Recruits will utilize prescribed verbalization skills (voice commands) with each technique application, so the task to be performed is clearly understood.
17. All dynamic takedown techniques in which a trainee is directed to the ground will be done in protective gear or on a forgiving surface.
18. During Academy hours, techniques will only be practiced during defensive tactics class with an instructor present, unless otherwise directed.
19. Recruits will not touch any of the defensive tactics instructors or attempt any techniques on a defensive tactics instructor unless directed to.

20. During technique application, Recruits will utilize the universal training sign for pain, which is slapping the hand against the leg. Pressure/pain compliance will be lightened immediately when the sign is given. The technique will be maintained unless the recruit indicates he/she is injured.
21. During technique application, Recruits and staff will utilize the words “**RED LIGHT**” to indicate:
  - a. A dangerous training environment
  - b. A dangerous situation
  - c. An actual injury or illness
  - d. A technique that is on the verge of causing an injury
22. During any training that involves any type of firearm, staff and Recruits will utilize “**CEASE FIRE**” as a universal training indicator for any unsafe condition or injury. Anyone hearing this should echo the indicator until safety is assured. Any drawn firearm will be pointed in a safe direction until an instructor gives further instructions.
23. Strikes to any unprotected head/neck, spine, or groin will not be tolerated. Strikes to these areas, while they are protected with safety padding, will be made only under the direction and direct supervision of, a defensive tactics instructor.
24. All high impact striking techniques, empty hand and/or baton, will be done in conjunction with the use of the training pads or protective gear.
25. If a recruit is prohibited from participation in Defensive Tactics, they may watch activities, at the discretion of the Use of Force Supervisor. They will not get credit for that hour.
26. Unless otherwise excused, Recruits must fully participate in all aspects of training. Lack of effort, feigning illness, or injury to avoid training will be subject to Administrative action (class 2).

## 9 EMERGENCY VEHICLE OPERATIONS



EMERGENCY VEHICLE OPERATIONS CENTER  
13170 PUBLIC SAFETY DRIVE  
NOKESVILLE, VA 20181  
(703) 792-5055

**All recruits are expected to adhere to the Rules and Regulations as stated. Failure to conform to these requirements of the EVOC Training Program may result in removal from the program or dismissal in certain instances.**

- Any recruit problems or difficulties should be brought to the attention of an Instructor.
- All basic recruits must notify an Instructor in order to be excused from any class session.
- Basic Training recruits will wear Academy uniforms.
- Telephone calls are restricted to official business only and during authorized breaks.
- All trash should be placed in proper receptacles, and recruits are responsible for the daily cleanup of the training facility.

**AT THE EMERGENCY VEHICLE OPERATIONS CENTER:**

1. Smoking is not permitted at the EVOC facility, in the classroom building, or in training vehicles.
2. Recruits are to inspect their vehicles and complete a Vehicle Inspection Form before operation each day.
3. Vehicles shall be operated only in areas where they have been assigned unless otherwise instructed.
4. The maximum speed at the EVOC is 25 mph unless otherwise directed by an Instructor.
5. Seat belts will be worn, and doors locked while vehicles are in motion - **at all times.**
6. Helmets shall be worn **at all times** while participating in highway/emergency response, pursuit, and complex driving courses, *or at anytime at the direction of an instructor.* **No Exceptions.**
7. **Safety is of paramount importance** during any training exercises; therefore, all instructions, commands, or directions from an Instructor will be immediately obeyed without question, variation, or exception.
8. Objects, which cannot be secured in passenger compartments, or vehicle trunks, shall be removed during training.
9. External PA systems and sirens shall not be activated at any time during training unless directed by an instructor.
10. All vehicles shall remain on the paved portions of the facility unless otherwise directed by an Instructor.
11. Any damage, injury, or unsafe condition will be reported to an instructor immediately.

12. Personal vehicles will be parked at designated Recruit Parking Areas, and they will be backed into space indicated.
13. Misuses or abuse of EVOC training vehicles or assigned equipment is prohibited.
14. Recruits shall stand in designated areas or at a **safe distance** away from all driving courses and constantly remain aware of the location of vehicles that are in operation in training courses.
15. Extreme care must be exercised when retrieving traffic cones knocked down. The Driver Training Vehicle **must** be placed in the ***park gear*** position, and ***engine turned off*** when a cone is being retrieved from beneath the car.
16. Tire pressure will be kept at the top of the tire manufacturer's specifications unless otherwise informed by the EVOC Training Staff.
17. If tire pressure is increased for training purposes, it is the driver's responsibility to ensure it is returned to proper pressure levels before leaving the EVOC training facility.
18. The front vehicle windows will be in the all the way up or all the way down configuration (an exception: one inch down in the rain).
19. EVOC radios must be secured in the training vehicle and used by recruits only to acknowledge an instructor or convey hazards. Radios will remain at the EVOC facility at the conclusion of the day.

## 10 FIREARMS RANGE

**All range safety rules will fall under the purview of the specific range being utilized for Academy training. Although specific rules may vary slightly, any range used will adhere to the following guidelines, which relate primarily to safety.**

### CARDINAL RULES OF FIREARMS SAFETY:

- Treat all firearms as if they are loaded.
- Keep all weapons pointed in a safe direction. Never point a firearm at anything you are not ready and willing to destroy.
- Keep your finger off the trigger and outside the trigger guard unless you are on target and have made the decision to fire your weapon.
- Know your target and what is beyond.

### GENERAL RANGE SAFETY RULES:

1. All safety precautions prescribed by the Range Master must be followed and will be enforced.
2. All weapons will be kept in a holster or carried with the cylinder or breach open when you are not on the line and firing a course.
3. Never take or give a firearm unless the breach or cylinder is open.
4. On the firing line, all pistols and revolvers must be carried in a holster approved by your respective agency and the Range Master.
5. Do not anticipate commands. The lead instructor in the Tower will tell you what to do.
6. If you do not understand or did not hear a command, remain facing the firing line and raise your non-shooting hand.
7. You will load your weapon at the beginning of a course, and only upon the command of the lead instructor in the Tower. Thereafter, you will reload automatically throughout the course, or when instructed to do so, until you are told to unload.
8. In the event of a problem or stoppage of your weapon, you must take the appropriate action to clear the weapon yourself and continue with the course. Never fire a succeeding shot after a malfunction without first clearing the weapon.
9. If the muzzle of your firearm touches the ground, clear the weapon and check the barrel for obstructions.
10. Do not step across the firing line until the lead instructor in the tower has declared the line safe.
11. Never dry fire behind the firing line or at any time on the range, except under the supervision of a firearms instructor.
12. Ear and eye protection must be worn while on the firing line. Eye protection must be worn while cleaning your weapon.

13. Smoking is prohibited except at designated locations.
14. There will be no eating or drinking on the firing line. Full attention must be given to the training exercise.
15. Do not pick up any dropped items unless and until told to do so.

## **FIREARMS ADDENDUM to ACADEMY DISCIPLINARY POLICY**

The Firearms Training Disciplinary Policy parallels the Academy's progressive disciplinary policy. It is intended to ensure the safety of all participants and staff. Safety violations are categorized into three classes, determined by the seriousness of each offense, as follows:

- (1) **CLASS 1 OFFENSES** are egregious violations of Academy Range Rules or conduct that constitutes a direct threat to life and/or well-being.
- (2) **CLASS 2 OFFENSES** are violations that indicate a lack of judgment inconsistent with safe practices and could lead to injury
- (3) **CLASS 3 OFFENSES** are violations that indicate a lack of attention to detail, failure to follow directions or violation of range specific rules.

The following paragraphs describe the levels of Administrative action that will be utilized to correct or alter inappropriate conduct that violates the Range-related safety rules and regulations.

(1) **WRITTEN REPRIMAND:** An written statement, accompanied by a "time-out," with verbal counseling advising the recruit of the violation, and a discussion as to the cause and future action(s) to avoid further issue. A staff instructor may consider this level of documentation only in the case of a Class 3 offense where the breach is deemed to be inadvertent. This will be documented following the procedure outlined in the Academy's "Levels of Administrative Action" above.

(2) **TEMPORARY REMOVAL FROM TRAINING (Accompanied by a WRITTEN WARNING):** **At the sole discretion of the on-site Range Master,** A trainee shall be immediately removed from active participation of shooting activities and dismissed from the Range for the remainder of the training day. The trainee will be permitted to return and participate in activities the following day. This action shall be undertaken for the following:

1. Commission of any repeated Class 3 safety violation occurring after counseling.
2. Commission of any Class 2 safety violation.

(3) **PERMANENT DISMISSAL FROM RANGE ACTIVITIES (Accompanied by RECOMMENDATION OF DISMISSAL):** If, in the opinion of the Range Master, in consultation with the Basic Training Manager and Deputy Director of Basic Training, the

trainee's actions constitute a threat to safety, the trainee will be barred from further participation in Firearms Training at the NVCJTA and subject to Dismissal. This action shall be undertaken for the following:

1. Commission of a Class 1 safety violation.
2. Commission of the same safety violation for which the trainee was temporarily removed from training previously.

Since not every conceivable safety violation can be specified in this directive, the offense will be categorized based on the above definitions. It is incumbent upon the Range Master to clearly articulate, in writing, the circumstances, actions, and severity of the violation.

Nothing in this directive is intended to remove the discretion afforded to an instructor.

# Raising and Lowering the Flag of the United States of America



The flag should be raised briskly and lowered slowly and ceremoniously. Ordinarily it should be displayed only between sunrise and sunset. It should be illuminated if displayed at night. **The flag of the United States of America is saluted by personal with a cover on as it is hoisted and lowered. The salute is held until the flag is unsnapped from the halyard. All personal with no cover on will be at the position of attention. If a vehicle in the parking lot approaches the staff as the flag is being raised or lowered, that vehicle should stop, proceeding only after the flag is raised to its highest point or is unsnapped from the halyard upon lowering.**

## Displaying the Flag Indoors

When on display, the flag is accorded the place of honor, always positioned to its own right. Place it to the right of the speaker or staging area or sanctuary. Other flags should be to the left.

The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states, localities, or societies are grouped for display. When one flag is used with the flag of the United States of America and the staffs are crossed, the flag of the United States is placed on its own right with its staff in front of the other flag. When displaying the flag against a wall, vertically or horizontally, the flag's union (stars) should be at the top, to the flag's own right, and to the observer's left.

## Displaying the Flag in Inclement Weather

The Academy's durable outdoor flag should be flown each day during Academy hours, Tuesday-Friday unless extreme weather conditions, or predicted conditions, preclude its raising. Any questions regarding a decision to raise the flag on a given day will be made by the Basic Training Manager.

### Lowering the Flag to Half-Staff

On those days that fall on an Academy workday, staff will provide notification to recruits if the flag is to be lowered to half-staff. A pre-established day for Session 145 is Pearl Harbor Day, Tuesday, December 7<sup>th</sup>.

### The Salute

To salute, all persons come to attention. Those in uniform with a cover on give the appropriate formal salute. Citizens not in uniform salute by placing their right hand over the heart and men with head cover should remove it and hold it to left shoulder, hand over the heart. Members of organizations in formation salute upon command of the person in charge. When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute.

## **Influenza (Flu) and COVID Contraction Preventative Measures**

Local health officials and the Center for Disease Control (CDC) encourage anyone who has not received the flu or COVID vaccine to immediately receive one as it is considered an effective strategy for sickness prevention. In addition, there are other recognized practices recommended for flu and disease prevention.. With the recent COVID pandemic, it is an excellent time to familiarize yourself and your families with effective flu and disease prevention strategies.

As a reminder, the CDC recommends the following preventive measures to reduce the likelihood of contracting or spreading the flu or COVID:

- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, CDC recommends that you stay home for at least 24 hours after your fever is gone except to get medical care or for other necessities. (Your fever should be gone without the use of a fever-reducing medicine.)
- While sick, limit contact with others as much as possible to keep from infecting them.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth. Germs spread this way.
- Clean and disinfect surfaces and objects that may be contaminated with germs like the flu.

Please be mindful of the importance of washing your hands frequently and wiping down your work surfaces (desks, telephones, computer equipment, and other frequently touched surfaces) to reduce the likelihood of contracting or spreading disease. Should you become ill with flu-like symptoms, notify your supervisor and stay home until you feel better. We do not do our coworkers any justice when we report to work and potentially cause others to get sick.

# Staph Infection Cleaning and Hygiene Policy

It shall be the policy of this Academy to maintain an acute awareness of the possibility of staph infection. As such, the Academy has established reasonable cleaning, decontamination, and hygiene procedures to minimize the risk of a staph infection outbreak within the Academy. The detailed list of general academy cleaning procedures is published in the Recruit Handbook.

## What is Staph?

Staph is a type of bacterial infection that may cause skin sores that look like pimples, boils, or spider bites. They may be red, swollen, painful, or have pus or other drainages.

## How Dangerous is Staph?

If left untreated, Staph can cause severe illness and infection throughout the body. Most Staph can effectively be treated with common antibiotics. More severe forms of Staph, such as drug-resistant MRSA, require prompt and aggressive medical treatment.

## How Do I Contract Staph?

- Skin-to-skin contact with someone who has a Staph infection;
- Skin contact with items and surfaces that have Staph on them (training equipment, locker room benches, towels, clothing);
- Uncovered openings in the skin such as minor cuts and scrapes;
- Crowded living or working conditions; and/or
- Poor hygiene.

## How Do I Prevent the Spread of Staph?

- Wash hands thoroughly and frequently using soap and water or an alcohol-based hand sanitizer if available;
- Keep cuts and scrapes clean and covered with a bandage until fully healed;
- Avoid contact with other people's wounds and bandages;
- Avoid sharing personal hygiene items such as towels and razors; and
- Wipe surfaces of exercise and CT equipment with a disinfectant before and after each use.

Remember to practice excellent personal hygiene, report all wounds and injuries to Academy staff, and promptly seek medical treatment for any suspected Staph infection!

Staphylococcus aureus often referred to as "staph", is a common bacterium that can lead to serious illness. Occasionally, staph causes minor skin infections that can be treated effectively without medical intervention. Initially, staph infection may resemble a pink or red pimple or spider bite. If over several days the wound begins to grow, become more discolored, or begins to drain, medical attention is warranted. Methicillin-resistant staph (MRSA) is a dangerous

antibiotic-resistant strain that has become more common, particularly in institutional settings such as schools and jails. To address the growing risk of staph infection, the Academy has instituted procedures designed to decrease the possibility of a staph infection occurrence.

#### General cleaning procedures:

- Recruits will mop the floors of both the DT room and the weight room on a daily basis with bleach-based cleaning solution prepared by staff (9 parts water/1 part bleach, made fresh daily). Recruits will also rinse and dry mop heads at the end of the day each Friday. Time will be made available following skills training for cleaning to occur.
- Recruits will disinfect the weight room equipment on a daily basis using spray disinfectant provided by staff. This cleaning will include all handles, barbells, dumbbells, frames, and upholstery. Time will be made available following skills training for this cleaning to occur.
- Each recruit section will be responsible for wiping down classroom desks and tables in their assigned classrooms daily if occupied or in Room 119. Disinfectant spray and disposable towels will be made available by staff.
- Cleaning staff will decontaminate all other common areas, tables, restrooms, locker rooms, and benches on a daily basis.
- At the end of each day, shoes, shower sandals, and any other items will be kept off the locker room floors and benches so cleaning staff can conduct a thorough cleaning without obstruction.
- Disinfectant spray will be made available in each Academy office area, and staff members are required to wipe down their desks, keyboards, phone, and door handle on a weekly basis.

#### Reporting Responsibilities

- Recruits will report all cuts and skin abrasions to a staff member, who will ensure that the cut or abrasion is appropriately cleaned and covered.
- The Academy will file a written report for any wound or abrasion that requires medical attention. The Academy must also receive a written medical evaluation of any recruit suspected of contracting a staph infection, including the type of infection, treatment, and follow-up care.
- Re-evaluation and clearance by a competent medical professional will be required in order for a recruit to resume participation in skills training. Member agencies will be informed of the medical status of their recruits.

- If a staph infection is diagnosed, an interview of the recruit, other recruits, or staff members will be initiated to determine the origin of the infection and begin a risk management review.
- An investigation should ascertain the possibility of other cases among trainees, staff, friends, and family. This inquiry will be made as soon as reasonably possible.
- The Academy director will determine whether the Academy or any specific training areas within the facility requires closing for any period of time until the source of the outbreak is determined and eliminated.

### The Sharing of items

The sharing of personal hygiene items among recruits and among staff is prohibited. This includes, among other things, soap, shampoo, razors, skin creams, and towels.

The sharing of Defensive Tactics (DT) training equipment is prohibited unless such equipment is fully decontaminated between uses. When protective equipment and other training gear are used for DT, it will be decontaminated the same day using an alcohol-based sanitizer.

Personal DT use of force equipment may be shared (handcuffs, spray, batons), but this equipment, particularly handcuffs, will be sanitized after each hour it is used during training.

### Personal Hygiene

Alcohol-based hand sanitizers will be made available for use by recruits and staff in each Academy restroom. It will also be available in the cafeteria, media room, DT room, and weight room. Recruits will be required to wash their hands following each hour of DT and weight room training.

Bar soap and shampoo should not be left in shower stalls, and wet towels should not be left hanging in open areas of the locker rooms. Recruits and staff should not wear PT clothing (shirts and shorts) on consecutive days without washing them.

Recruits and staff will examine themselves for skin abrasions following each DT session. All cuts and abrasions will be cleaned, dressed, and fully covered while at the Academy.

Contaminated dressings and other materials associated with a wound or abrasion will be placed in a plastic bag before discarding, as appropriate.