

I. **PURPOSE**

To prescribe the organization and scope of the Sheriff's Office Training Program.

II. **POLICY**

It is the policy of the Fairfax County Sheriff's Office that the training program for this agency shall be structured to:

- A. Meet or exceed the minimum training standards prescribed by the Virginia Department of Criminal Justice Services (DCJS) and the Virginia Law Enforcement Professional Standards Commission (VLEPSC). These standards are for deputy sheriffs in the fields of law enforcement, jailors, court security, and civil process.
- B. Comply with the standards of the American Correctional Association (ACA), which relate to the training of sworn and civilian employees working in the Fairfax County Sheriff's Office Adult Detention Center.
- C. Comply with the Standards of the Department of Corrections (DOC), which relate to the training of both sworn and civilian employees working in the Adult Detention Center and Satellite Lockups.
- D. Comply with the standards of the National Commission on Correctional Health Care (NCCHC) that relate to medical training.
- E. Provide required specialized training to enable the Fairfax County Sheriff's Office to accomplish its mission.
- F. Be supplemented by training programs offered by other public and private agencies whenever possible.

III. **PROCEDURE**

- A. Organization for Training.
 - 1. Agency Level.
 - a. **Commander, Administrative Services Division.** Responsible to the Sheriff for the overall conduct of the training program and for the performance of agency training staff.
 - b. **Chief, Training Branch, Administrative Services Division.** Responsible to the Commander, Administrative Services Division for the day-to-day coordination and management of the training program, and for supervision of agency training staff. Assigned to the Fairfax County Criminal Justice Academy and performs general staff and supervisory duties under direct supervision of the Academy Director. Acts as liaison between the academy and the Fairfax County Sheriff's Office.
 - c. **Supervisor, Training Coordinator/In-Service.** Responsible to the Chief, Training Branch for management of the Field Training Instructor (FTI) program (to include supervision of the FTI program, Squad FTI Coordinators, and the trainees), conducting recertification training of agency FTIs every three years, maintaining training accreditation information, coordinating and supervising of the Academy Sheriff's Combined School.

d. **Agency Training Staff.** Deputy Sheriffs in grades C-18 through C-19, permanently assigned to the Training Branch of the Administrative Services Division, who function in the following capacities: Staff/Instructors at the Fairfax County Criminal Justice Academy; Agency Firearms Instructor/ Armorer; Agency EVOG Instructor/Track.

e. **Training Advisory Committee (TAC).**

1) **Responsibilities.** Develop the annual training plan for the Sheriff's Office. Analyze the training curriculum on an annual basis to ensure that current and projected job-related training needs are met. Meet quarterly to assess progress and resolve problem areas. Maintain a written record of deliberations that, together with recommendations concerning changes in curriculum, objectives, policies, procedures, personnel, and equipment necessary to carry out the training program, are forwarded to the Sheriff for review. The TAC shall perform this assessment and review by the use of job analysis, observation, surveys by staff, reviews of operations, and reports.

2) **Composition.** The Training Advisory Committee shall be comprised of the Chief, Training Branch; Supervisor, Training Coordinator/In-Service; a civilian employee representative; and representatives from the following divisions, sections, and branches.

- a) Alternative Incarceration Branch
- b) A/B Confinement Branch
- c) C/D Confinement Branch
- d) Court Security Branch
- e) Civil Enforcement Branch
- f) Classification/Records Branch
- g) Services Branch
- h) Professional Services Branch
- i) Medical Services Branch
- j) Financial Services Branch
- k) Information Technology Branch
- l) Human Resources Branch

2. Intra-Agency.

a. Designated operational units in the Sheriff's Office shall appoint one or more deputies (in the rank of Sergeant or above) to fulfill the responsibilities of the Field Training program on an additional duty basis.

1) Confinement squads shall assign two deputies (in the rank sergeant or above) the responsibility of managing and ensuring that required training is provided to members of their perspective squads. The positions are as follows:

- a) Squad Field Training Coordinator (required to complete the forty (40)-hour Field Training Instructors Course).
- b) Squad Training Coordinator (not required to complete the forty (40)-hour Field Training Instructors Course). This position is only responsible for Squad Roll Call Training.

- 2) All other sections and units shall appoint at least one deputy (Sergeant or designee) to perform these functions. The Field Training Coordinator is required to complete the Field Training Instructors Course and for administrative purposes shall be referred to as the Section Field Training Coordinator/Section Training Coordinator.
 - a) The duties and responsibilities of Field Training Coordinators are listed in [Attachment 1 - Duties And Responsibilities](#).
 - b) Each Squad/Section will appoint deputies as Field Training Instructors to conduct on-the-job training to sworn employees new to their area. These deputies are required to complete the forty (40)-hour Field Training Instructors Course at the Fairfax County Criminal Justice Academy.

B. Training Program.

1. **Sworn Personnel.** The following training is mandated by the American Correctional Association (ACA), Department of Corrections (DOC), Virginia Law Enforcement Professional Standards Commission (VLEPSC), National Commission on Correctional Health Care (NCCHC), Virginia Department of Criminal Justice Services (DCJS), Fairfax County and the Fairfax County Sheriff's Office for all deputy sheriffs.
 - a. **Orientation for New Employees.** All new employees shall attend a Fairfax County Sheriff's Office Orientation prior to assuming duties. At a minimum, the orientation shall include the following:
 - 1) Working Conditions
 - 2) Code of Ethics
 - 3) Personnel Policy manual
 - 4) Employees' Right & Responsibilities
 - 5) Overview of the Criminal Justice System
 - 6) Tour of the Facility
 - 7) Facility Goals and Objectives
 - 8) Facility Organization
 - 9) Staff Rules and Regulations
 - 10) Personnel Policies
 - 11) Program Overview
 - 12) The Emergency Plan
 - b. **County Requirements.** All sworn personnel are required to complete mandatory County training by the six-month review of employment with the Sheriff's Office and on a recurring basis, pursuant to [Attachment 4 - Mandatory County Training](#), must register for mandatory County training via Employee U. Additionally, a mandatory two (2)-hour AIDS Education Course is offered quarterly and will be scheduled for attendance.
 - c. **Fairfax County Sheriff's Office Field Training program.** Prior to working independently in the Adult Detention Center (ADC), all new deputies must complete twelve (12) weeks of on-the-job training with a qualified Squad Field Training Instructor. The FTI Program is developed and updated by the Sheriff's Office Training Coordinator in conjunction

with the staff of the ADC. The FTI Program shall comply with DCJS Field Training Standards and the requirements of the ADC. All deputized personnel shall be provided initial and in-service training in approved methods of self-defense and use of force as a last resort to control inmates.

- d. **Sheriff's Combined School.** New deputies currently certified as law enforcement officers in the Commonwealth of Virginia at the time of appointment as a deputy sheriff with the Sheriff's Office, but not currently certified in jailor, court security, and civil process, shall be required to complete the Sheriff's Combined School within one (1) year of the date of their initial appointment with this agency. Course curriculum, duration, and minimum standards for passing are prescribed by the Virginia Department of Criminal Justice Services. Although this school is presented by various authorized agencies throughout the State, new deputies attending the Sheriff's Combined School at the Fairfax County Criminal Justice Academy must meet the higher academic standards established by the Academy Director.
- e. **Basic Law Enforcement – Sheriff's Combined School.** New deputies not currently certified as law enforcement officers in the Commonwealth of Virginia at time of appointment as a deputy sheriff with this agency, will be required to complete the Basic Law Enforcement – Sheriff's Combined School within one (1) year subsequent to appointment. The Fairfax County Criminal Justice Academy only presents this thirty (30)-week course of instruction. Upon successful course completion, deputies will be certified in law enforcement, jailor, court security, and civil process.
 - 1) No deputy will carry a firearm or make an arrest until successful completion of Basic Law Enforcement training.
- f. **Medical Staff.** Training for medical staff is outlined in [SOP 424 - Orientation Training for Health Services Staff](#).
- g. **In-Service Training.** Fairfax County Deputy Sheriffs who have completed the basic training requirements specified in paragraphs d and e above, shall be required to complete 40 hours of in-service training every two (2) years thereafter in accordance with the requirements of the Virginia Department of Criminal Justice Services to remain certified as deputy sheriffs. Depending upon job assignment, deputies will be scheduled for the appropriate in-service training by their Squad/Section Training Coordinator (or designee).
- h. **Training for Administrative and Managerial Staff.** Personnel in this category (C26 and above) shall complete at least forty (40) hours of management training in their first year. This forty (40)-hour training requirement is in addition to other required training and at least twenty-four (24) hours of management training in each subsequent year. This training will be scheduled by the Training Branch (or designee) and may include attendance at training programs, seminars, and conferences sponsored by federal, state, county, or private agencies.
- i. **Roll Call Training.** The Sheriff's Office Accreditation Manager coordinates subject matter for monthly roll call training, which is assigned to both sworn and civilian staff members via PowerDMS. Squad/Section Training Coordinators (or designee) may present any additional roll call

training deemed appropriate to their respective Squad/Section. Instruction may be presented by any member of the Sheriff's Office and/or representatives from outside agencies, when approved by the appropriate chain of command.

Roll call training assigned monthly via PowerDMS shall be documented via the signature feature in the PowerDMS Application. Any additional training rosters will be retained at the Branch/Section level.

If required, all additional roll call training rosters shall have the date, the subject matter covered, the instructor(s)/presenter(s) name and list the names of all deputies/civilians in attendance. All deputies shall receive roll call training on the following areas of instruction:

- 1) Use of Force
- 2) Rights and Responsibilities of Inmates
- 3) Key Control
- 4) Security and Search Procedures
- 5) Handling of Evidence
- 6) Supervision of Inmates
- 7) Interpersonal Relations/Communication Skills
- 8) Report Writing
- 9) Inmate and Staff Rules and Regulations
- 10) First Aid/CPR
- 11) Fire Safety
- 12) Evacuation Plans, and Other Emergency Procedures-
- 13) Signs of Suicide & Suicide Precautions
- 14) Cultural Diversity/Lifestyles of Inmate Population
- 15) Sexual Abuse/Assault Awareness
- 16) Counseling Techniques
- 17) Oleoresin Capsicum Refresher Training
- 18) Expandable & Straight Baton Refresher Training
- 19) Newly Enacted Laws

2. **Civilian Personnel.** All civilians employed by the Fairfax County Sheriff's Office are required to receive the following training:

a. **Orientation for New Civilian Employees.** All new civilian employees shall attend a Sheriff's Office orientation prior to assuming duties. At a minimum, the orientation shall include the following:

- 1) Working Conditions
- 2) Code of Ethics
- 3) Personnel Policy Manual
- 4) Employees' Rights & Responsibilities
- 5) Overview of the Criminal Justice System
- 6) Tour of the Facility
- 7) Facility Goals and Objectives
- 8) Facility Organization
- 9) Staff Rules and Regulations
- 10) Personnel Policies
- 11) Program Overview
- 12) The Emergency Plan

b. **County Requirements.** All civilian employees are required to complete mandatory County training by the six-month review of employment with the Sheriff's Office and on a recurring basis, pursuant to Attachment 4,

Mandatory County Training. Employees must register for mandatory County training via Employee U. Additionally, a mandatory two-hour AIDS Education Course will be offered quarterly and scheduled for attendance.

- c. **Employee Development Training.** Employee development training is conducted regularly by the Fairfax County Department of Human Resources. Branch supervisors will coordinate the assignment of civilian employees to this training based on Sheriff's Office requirements, employee needs, and specific requests from individuals. The employee's Training Coordinator shall assist with enrollment in those classes that are not available through "self-registration". The employee should forward records of his/her development training to their Training Coordinator.
- d. **Training for full-time Civilian Employees assigned to the Adult Detention Center or Alternative Incarceration Branch.**
 - 1) **New employees who have minimal contact** with the inmate population will be required to complete at least sixteen (16) hours of training during their first year.
 - 2) **New employees who have regular or daily contact** with the inmate population, such as food service and other civilian support personnel, will be required to complete at least forty (40) hours of on-the-job training in their first year of employment in addition to orientation. At a minimum, this training covers the following areas:
 - a) Security Procedures and Regulations
 - b) Supervision of Inmates
 - c) Signs of Suicide Risk
 - d) Suicide Precautions
 - e) Use-of-Force Regulations and Tactics
 - f) Report Writing
 - g) Inmate Rules and Regulations
 - h) Key Control
 - i) Rights and Responsibilities of Inmates
 - j) Safety Procedures
 - k) All Emergency Plans and Procedures
 - l) Interpersonal Relations
 - m) Social/Cultural Lifestyles of the Inmate Population
 - n) Cultural Diversity
 - o) Communication Skills
 - p) CPR/First Aid
 - q) Counseling Techniques
 - r) Sexual Harassment/Sexual Misconduct Awareness
 - s) Code of Ethics
- e. **New part-time and contract civilian employees** will receive formal orientation appropriate to their assignment in the facility and additional training as may be required.
 - 1) Initial orientation for new part-time and contract civilian employees who have minimum inmate contact shall encompass a minimum of sixteen (16) hours of briefings on

subject matters contained in subparagraph B.,2., d., 1), above.

- 2) Initial orientation for new part-time and half-time civilian employees who have regular or daily contact with inmates shall parallel the guidance contained in B., 2., d., 2), above.
- f. **Regular annual ongoing training** will be scheduled for all full-time employees by the Program Section, or Squad/Section Training Coordinator as indicated below. This may include training designed to improve job proficiency, enhance employee development, or meet specific agency requirements; and may be conducted by the Sheriff's Office or outside agencies.
 - 1) **Civilian employees who have minimum contact** with the inmate population will receive sixteen (16) hours of training each year subsequent to their first year of employment.
 - 2) **Civilian employees who have regular or daily contact** with the inmate population will receive forty (40) hours of training each year subsequent to their first year of employment.
- g. The Sheriff's Office Human Resources Branch and/or Programs Section will coordinate the orientation program and notification of mandatory County training requirements for new civilian employees, and the Squad/Section Training Coordinator (or designee) will be responsible for scheduling appropriate on-going training so that all full-time civilian employees comply with the requirements of subparagraph B., 2., c., above.
- h. All orientation and training completed by civilian employees shall be documented and made part of each individual's squad/section file. Civilian employee training records will be maintained by the Squad/Section Training Coordinator.
3. **Medical Personnel.** All new full-time health care employees will complete a formalized forty (40)-hour orientation program before working in their assigned areas. The program shall include, at a minimum, instruction in the following:
 - a. Purpose, Goals, Policies, and Procedures for the Facility
 - b. Security & Contraband Regulations
 - c. Key Control
 - d. Appropriate Conduct with Inmates
 - e. Responsibilities & Rights of Employees
 - f. Universal Precautions
 - g. Personal Protective Equipment
 - h. Bio-Hazardous Waste Disposal
 - i. Overview of Corrections
4. **Special Training.** Individuals, specialty units, and non-standing units shall receive regularly scheduled training as may be required for their position to ensure maximum effectiveness of operations and to enhance individual skills, knowledge, and abilities.
 - a. Specialized training due to promotion or transfer should be initiated within a reasonable timeframe. This training may consist of a combination of formalized study, hands-on learning exercises, and a

period of supervised practical experience in the field. Where formal study and training outside the Sheriff's Office are required to gain full competency in the specialized duties of the new position, such training shall be identified, and a request initiated through the chain of command. In addition, personnel assigned to new positions shall be fully informed of their new responsibilities and the management, administrative, and personnel policies applicable to that position.

- b. Deputies assigned to units that require emergency jail responses (i.e. SERT & Hostage Negotiations), must complete forty (40) hours of specialized training prior to undertaking their assignment or participating in a response. Thereafter, these members must receive forty (40) hours of training annually; at least 16 of which are specifically related to emergency response.
- c. The Sheriff's Office requires that all sworn personnel be trained on or provided information on newly enacted laws and revisions of laws as they relate to the agency's responsibilities. The Special Projects Coordinator shall notify the agency annually of all associated changes. The training shall be documented on the Sheriff's Office Training Roster, and then forwarded to the Accreditation Office.
- d. Sheriff's Office specialized positions in operational and administrative areas include but are not limited to:
 - 1) Applicant Investigator
 - 2) Bike Team
 - 3) Booking Desk Officer
 - 4) Civil Enforcement Deputy
 - 5) Internal Affairs Investigator
 - 6) Sheriff's Emergency Response Team
 - 7) EEO/AA Officer
 - 8) Child Safety Seat Instructors
 - 9) Project Lifesaver Program
 - 10) Motor Unit Deputies
 - 11) Reserve Deputy Sheriff's Program
 - 12) Crisis Negotiation Unit
 - 13) Crisis Intervention Team
 - 14) Peer Support
 - 15) Child Identification Unit

5. Training from Outside Sources.

- a. Requests for outside training (any training not provided by the Fairfax County Criminal Justice Academy or provided from within the Sheriff's Office e.g. roll call, fire training, etc.) shall be documented on [Attachment 2 - Special Request for Outside Training](#). The request shall be forwarded through the requesting employee's chain of command to the Division Commander for final approval. The request shall contain information concerning the need for an agency vehicle. The Sheriff or Lieutenant Colonels have final approval of Division Commanders requesting outside training.
- b. Documentation.

**FAIRFAX COUNTY SHERIFF'S OFFICE
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 030
SUBJECT: TRAINING**

- 1) Training courses attended outside of the Fairfax County Criminal Justice Academy but within the Commonwealth of Virginia must be sponsored through a certified criminal justice academy to receive partial in-service credit. Credit transfers will either be provided to the students at the time of training or will be emailed to their academy of record. Individual Partial In-Service Credit forms are not required. Credit transfers must be submitted no later than 60 days following the last date of the training.
- 2) Please see [SOP 020 ATT. 1 - Out-of-State Training Partial In-Service Credit \(Form PIC-1\)](#) to request partial in-service credit for relevant training received out-of-state.
- 3) Please see [SOP 020 ATT. 2 - Out-of-State Conference Training Partial In-Service Credit \(Form PIC-2\)](#) to request partial in-service credit for relevant out-of-state conference training.



**STACEY A. KINCAID
SHERIFF**

10/04/99
DATE APPROVED

10/29/2020
EFFECTIVE DATE

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