

**CRIMINAL JUSTICE TRAINING  
REFERENCE MANUAL**

**PARTIAL IN-SERVICE CREDIT**

**SEP 98**

**Rev. 02/93**

**DEPARTMENT OF CRIMINAL JUSTICE SERVICES POLICY GUIDELINES FOR ISSUANCE OF PARTIAL  
IN-SERVICE CREDIT**

**I. Course Eligibility**

A . It is the intent of the Department of Criminal Justice Services, hereafter Department, to recognize quality training courses conducted or sponsored by agencies or organizations outside the Virginia certified training academy network. The Department, in an effort not to discourage attendance at such training, will consider requests from such entities to have training courses declared eligible for partial in-service credit.

**B . Procedures:**

- 1 . Agencies or organizations, not associated with a Virginia certified criminal justice academy and which have a history of attendance by Virginia criminal justice officers, may request Partial In-Service Credit Course Eligibility. Requests must be submitted at least sixty (60) days prior to the training session, unless an extraordinary circumstance requires and allows for prior approval in a period less than 60-days.
- 2 . All requests must be received on DCJS Form PIC-2, which is available from DCJS on request. All forms must be complete and all required attachments included. Incomplete forms will not be processed.
- 3 . Upon approval, partial in-service credit will be valid until December 31 of the calendar year in which the application is approved or until a change is made in the course curriculum content, whichever is sooner.
- 4 . The Requestor must agree to ensure attendance for the entire course for any student requesting credit.
- 5 . The Requestor must agree to maintain a file containing student names and attendance sheets, course curriculum, and test scores where applicable. Files must be maintained for a period of three years from the ending date of the course.
- 6 . Requestor must agree to provide students requesting credit with a form certifying attendance at the training course (Form PIC-3).
- 7 . Requestor must agree to have both the training sessions and related files open for inspection by DCJS representatives. The Department may approve training courses offered by agencies, institutions, or private firms as meeting the requirements to receive partial in-service credit. This approval must be given in advance of the conduct of such courses. Students attending such approved courses would not be required to submit a request for partial in-service credit. The sponsoring agency, institution, or firm shall certify to the academy director the number of hours completed. The academy director shall ensure that any remaining in-service requirements are completed and will then report completion of in-service training requirements to the departments of forms provided.

**II . Individual Requests**

A . The following guidelines are to be utilized when assessing individual requests for partial in-service credit in accordance with Rules Relating To Compulsory In-Service Training Standards for Law Enforcement Officers, Jailors Or Custodial Officers, Courtroom Security Officers, Process Service Officers, and Officers of the Department Of Corrections, Division of Institutional Services. It is the intent of the Department Of Criminal Justice Services (DCJS), to consider individual requests for partial in-service credit for attendance at job-related training programs conducted by training providers other than Virginia criminal justice agencies or certified academies. Approval of partial in-service credit shall be considered in accordance with the provisions of the rules, based upon a review of the curriculum and the course content.

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B . How to apply: A DCJS PIC-1 Form must be submitted. In addition to the DCJS PIC-1 form, all such requests shall include a copy of the course curriculum. The course curriculum shall list the subject(s), dates, times and instructor for each subject.

C . Criteria for approval: Clearly, it is recommended that requests for partial in-service credit should be submitted prior to attendance at any training program. By obtaining prior approval, most problems are eliminated and necessary signatures and information can be obtained while on site at the training session. However, requests cannot be considered and will be returned if submitted to DCJS later than sixty (60) days following the last day of the course. Individual partial in-service credit shall not be considered for training which is conducted by Virginia certified criminal justice training academies or Virginia criminal justice agencies providing training for their own criminal justice officers. Training offered by Virginia academies and agencies is governed by existing rules and training delivery approval. In-service training credit will not be approved for any program that does not equal at least four contact hours (200 minutes) in duration. Any approved partial in-service credit shall not exceed the total number of hours required for completion of the applicable compulsory in-service training standard.

D . Documentation and record keeping:

- 1 . Employing Agency: Upon approval of an Individual Partial In-Service Credit Request, the employing agency should submit the approved DCJS PIC-1 Form to the certified academy who is responsible for reporting completion of mandated training to DCJS. It is suggested that the employing agency work with the certified academy to ensure the timely reporting of compliance with mandatory training.
- 2 . Certified Training Academy: The academy director shall ensure that proper training credit is applied to the officer's in-service training record and that the hours do not exceed the number of hours approved by DCJS in Part B of the form. Upon completion of all in-service training requirements, the academy director will submit the individual's name to DCJS on a Form 41. Documentation of compliance with mandatory training must be maintained in accordance with existing requirements.

E . Exceptions to policy:

- 1 . Conferences/Conventions:
  - a . Requests for approval of conference/convention partial in-service credit must be received by DCJS prior to the commencement of the conference/ convention.
  - b . DCJS shall routinely consider partial in-service credit requests for the following annual conferences/conventions that are conducted within Virginia: Virginia Association of Chiefs of Police Conference Virginia State Crime Clinic Statewide Conference Federal Bureau of Investigation National Academy Retraining Program Southern Police Institute Retraining Program
  - c . Other than those listed above, it is not the custom or practice of DCJS to approve partial in-service credit for conferences and conventions. Any such requests submitted which are not covered above, shall be considered on a case-by-case basis. The following criteria shall be used in evaluating any such request: - the conference or convention must be presented by a recognized organization and must have a history of conducting the conference/convention on an annual basis; - only job-related training within the conference/convention shall be approved; - the conference/convention coordinator must agree to comply with all DCJS requirements; additional documentation may be necessary to justify or document the above criteria. 4. The applicant officer must provide proof of attendance at the entire training program of the conference/convention. Compliance with this requirement must be demonstrated by providing a completed DCJS Conference/Convention Attendance Roster.