

CRIMINAL JUSTICE TRAINING REFERENCE MANUAL

CJSB POLICY FOR REGIONAL TRAINING ACADEMIES

SEP 98

CJSB POLICY FOR REGIONAL TRAINING ACADEMIES VIRGINIA CRIMINAL JUSTICE SERVICES BOARD

Originally Adopted October 4, 1989

Amended July 1, 1997

1. CJSB AUTHORITY FOR ISSUING ACADEMY POLICY

Item 511 of the Commonwealth's 1988-90 budget states that:

The Criminal Justice Services Board (CJSB) shall adopt such rules as may reasonably be required for the establishment, operations and service boundaries of state supported regional criminal justice training academies" (*Chapter 800, Acts of Assembly, 1988, Vol. II, Section 1-121, p. 1477*).

2. DEFINITIONS

Charter: A document setting forth the aims, policies, rules and procedures agreed upon by the participating localities and criminal justice agencies joining to create a regional training academy.

Policy: A statement setting forth the philosophy or intent of management in broad, general terms; a general guideline for decision- making.

Rule: A statement that a specific action must or must not be taken in a given situation.

Procedure: A method of proceeding that is designed to achieve a particular objective.

Fiscal Year: A 12-month time period commencing July 1 and ending June 30.

Academy Governing Body: Individuals who are elected or appointed as provided by the academy charter, bylaws, or policies, and who are responsible for the direct supervision of the regional training academy and its staff, and possess the authority to act on matters within their purview representing member departments and with the authority to act for the member departments.

Training Region: A contiguous geographic region including all local political subdivisions within such region subject to mandate training.

Independent Department: A state or local criminal justice agency which is not affiliate with a regional training academy and whose personnel are required to comply with compulsory minimum training standards promulgated by the CJSB.

Member Department: A state or local criminal justice agency which has met all legal requirements for membership in a regional training academy as specified by the regional training academy charter, bylaws, policy, or other binding agreement.

Department Administrator: The agency head of any state or local criminal justice agency.

3. ESTABLISHMENT OF TRAINING REGIONS

On and after July 1, 1997, the Commonwealth shall be divided into ten training regions in order to provide a basis for the sound and efficient delivery of mandated training to local criminal justice personnel, pursuant to Section 9-170, Code of Virginia. Each training region shall be a contiguous geographic region encompassing all local

CRIMINAL JUSTICE TRAINING REFERENCE MANUAL

CJSB POLICY FOR REGIONAL TRAINING ACADEMIES

SEP 98

political subdivisions within such region subject to mandate training. Each of the training regions shall be served by a regional training academy. The nine training regions and their regional training academies are as follows:

1. The region served by the *Cardinal Criminal Justice Academy* includes the jurisdictions listed in Appendix A.
2. The region served by the *Central Shenandoah Criminal Justice Training Center* includes the jurisdictions listed in Appendix B.
3. The region served by the *Central Virginia Criminal Justice Academy* includes the jurisdictions listed in Appendix C.
4. The region served by the *Crater Criminal Justice Academy* includes the jurisdictions listed in Appendix D.
5. The region served by the *Hampton Roads Regional Academy of Criminal Justice* includes the jurisdictions listed in Appendix E.
6. The region served by the *New River Regional Criminal Justice Training Center* includes the jurisdictions listed in Appendix F.
7. The region served by the *Northern Virginia Criminal Justice Academy* includes the jurisdictions listed in Appendix G.
8. The region served by the *Piedmont Regional Criminal Justice Training Academy* includes the jurisdictions listed in Appendix H.
9. The region served by the *Rappahannock Regional Criminal Justice Academy* includes the jurisdictions listed in Appendix I.
10. The region served by the *Southwest Law Enforcement Academy* includes the jurisdictions listed in Appendix J.

As provided for in Appendix A through Appendix J of this policy, each local political subdivision is assigned to a particular training region served by a designated regional academy. An agency of a local political subdivision may maintain an academy affiliation with an academy other than the regional academy designated to serve its training region only as provided by Section 5 of this policy. As of May 3, 1995, only the department of the local subdivisions listed in Appendix K are authorized to maintain an affiliation with a regional academy outside of their assigned region.

4. REGIONAL ACADEMY SATELLITES

Regional training academies shall provide satellite training sites based on the principles of sound and efficient training delivery and departmental management concerns. Criteria used in satellite site selection shall include: training demand, student volume, distance traveled, travel time and instructor availability.

5. CHANGING ACADEMY STATUS

All local political subdivisions whose personnel are subjected to mandated training shall be assigned to a designated training region, each served by a regional academy. Changes in academy status are subject to the following applicable procedures:

5.1 CHANGING REGIONAL ACADEMIES

**CRIMINAL JUSTICE TRAINING
REFERENCE MANUAL**

CJSB POLICY FOR REGIONAL TRAINING ACADEMIES

SEP 98

A change in membership from one regional academy to another may occur when the following steps are completed:

- a. A written request from the department administration has been sent to the chair of the academy governing body of the regional academy where membership is desired;
- b. The department administrator has simultaneously sent a copy of the request to the Department of Criminal Justice Services (DCJS). Notification to DCJS must be provided in order to determine any potential impact on funding allocated by the state.
- c. The department administrator has sent written notification of the intent to withdraw membership to the academy governing body chair of the academy being withdrawn from;
- d. The academy governing body chair has provided the department administrator with the opportunity to address the board on the reasons the department is withdrawing membership.
- e. The chair of the academy governing body, where membership is desired, has notified the department administrator in writing of his board's decision regarding the acceptance or rejection of the membership proposal.
- f. Upon acceptance, the department administrator must send written notification of withdrawal of membership to the governing body chair of that academy where membership is being withdrawn. Notification must be sent no later than October 1 of the fiscal year immediately preceding the fiscal year in which the department intends to withdraw or within the time frame specified by the academy's charter, whichever is earlier.

5.1.1 A withdrawing member department is obligated to pay its designated financial assessment to the academy where membership is being withdrawn until the end of the fiscal year preceding the fiscal year during which they will become a member department of the academy being joined, unless the regional training academy charter specifies otherwise. In the event that the academies are receiving additional funding beyond their base allocation, DCJS will provide a fiscal impact statement to the chair of each academy board. The statement will address the financial impact on each academy for the fiscal year in which the withdrawal will become effective. No financial impact statement will be provided if academies are receiving only their base allocation or less.

5.1.2 In the event a withdrawing member department fails to comply with the preceding process, prior to imposition of any potential CJSB sanctions, any of the involved parties to the issue in question may request to meet with a DCJS designated mediator, agreeable to all parties, to resolve the issue. If none of the involved parties request mediation, upon notification that the withdrawing department has not complied with the established procedures, DCJS shall request that the board chairmen of the two academies and the withdrawing department administrator participate in a mediation process as set forth by the DCJS.

5.1.3 If one or more of the parties as stated in section 5.1.2. refuse to participate in the mediation process, or if the issue in question cannot be resolved by mediation, the CJSB may conduct a hearing on the matter and impose sanctions as may be set forth in the Rules Relating to Regional Criminal Justice Training Academies.

5.2 CHANGING FROM AN INDEPENDENT DEPARTMENT TO A REGIONAL ACADEMY

A change in status from an independent department to membership in a regional academy may occur when the following steps are completed:

- a. A written request for membership from the department administrator has been sent to the chair of the academy governing body of the regional academy where membership is desired.

b. The department administrator has simultaneously sent a copy of the request to the Department of Criminal Justice Services (DCJS). Notification to DCJS must be provided in order to track academy agency membership, officer population and to determine any potential impact on funding provided by the state.

c. The chair of the academy's governing body has notified the department administrator in writing of his board's decision regarding the acceptance or rejection of the membership proposal.

5.2.1 An independent department joining a regional training academy will be obligated to pay its financial assessment, as determined by the academy. DCJS will not allocate additional funding to the regional training academy, in accordance with the established funding formula, until additional financial assistance is appropriated by the General Assembly.

5.3 CHANGING FROM A REGIONAL ACADEMY TO AN INDEPENDENT DEPARTMENT

A change in status from membership in a regional academy to that of an independent department may occur when the following steps are completed:

a. The department administrator has sent written notification of the intent to withdraw membership to the chair of the governing body of the academy from which they are withdrawing.

b. The department administrator has simultaneously sent a copy of the request to the Department of Criminal Justice Services (DCJS). Notification to DCJS must be provided in order to track academy agency membership, officer population and to determine any potential impact on funding provided by the state.

c. The chair of the academy governing body must provide the department administrator with the opportunity to address the board on the reasons the department is withdrawing membership.

5.3.1 A withdrawing member department is obligated to pay its designated financial assessment until the end of the fiscal year preceding the fiscal year in which the member department will become an independent department, unless the regional training academy charter specifies otherwise.

5.3.2 In the event a withdrawing member department fails to comply with the preceding process, prior to imposition of any potential CJSB sanctions, any of the involved parties to the issue in question may request to meet with a DCJS designated mediator, agreeable to all parties, to resolve the issue. If none of the involved parties request mediation, upon notification that the withdrawing department has not complied with the established procedures, DCJS shall request that the board chairman of the academy and the withdrawing department administrator participate in a mediation process as set forth by the DCJS.

5.3.3 If one or more of the parties as stated in section 5.3.2. refuse to participate in the mediation process, or if the issue in question cannot be resolved by mediation, the CJSB may conduct a hearing on the matter and impose sanctions as may be set forth in the Rules Relating to Regional Criminal Justice Training Academies.

5.4 MERGER OF REGIONAL TRAINING ACADEMIES

A change in status from two or more separate regional training academies to the creation of one or more regional training academies may occur when the following steps are completed:

a. The chair of one regional training academy governing body has sent notification of a desire to merge to the chair of another regional training academy governing body.

b. The chairs of merging academies proposing the merger have simultaneously sent a copy of the proposal to the Department of Criminal Justice Service (DCJS). Notification to DCJS must be provided in order to determine any potential impact on funding provided by the state.

- c. The chair of each regional training academy must notify its members and obtain approval for the merger.
- d. Once the merger has been agreed upon, the chairs of the merging regional training academies shall notify the chair of the Criminal Justice Services Board (CJSB) of the pending merger. The chair of CJSB shall notify the chairs of the merging regional training academies of the potential impact on state funding and policies of a merger. Any merger cannot be effective until the impact statement is returned by the CJSB and upon resolution of any identified issues which may negatively affect state funding and/or policy.

Section 5 Commentary: As part of its overall mission, the Criminal Justice Services Board has taken steps to support and encourage uniformity and consistency in the delivery of criminal justice training. To facilitate this mission, the Criminal Justice Services Board has established boundaries for each of the regional training academies. While the boundaries were established to provide stability and growth potential for each regional training academy, sensitivity to the geographic needs and desires of the participating jurisdictions was also considered.

The CJSB believes the guidelines set forth above are necessary to promote the continued vitality of each regional academy. The guidelines also provide a mechanism to consider revisions to an academy boundary should revisions become necessary. However, safeguards are included to minimize any programmatic or financial impact resulting from the revision of any boundary.

6. CJSB POLICY TO REGIONAL TRAINING ACADEMIES

6.1 ACADEMY CHARTER AND BY LAWS

Each regional training academy shall be established in accordance with Section 15.2-1300 of Code of Virginia. Each academy shall possess a charter which, at a minimum, specifies the following as provided in the above section.

- a. the names of the local political subdivisions that have joined to create the academy;
- b. the duration of the agreement;
- c. the purpose(s) of the academy;
- d. the organization, composition, and nature of the academy being created, and the powers delegated thereto;
- e. the manner of financing and maintaining a budget for the academy;
- f. the method to be employed in accomplish the partial or complete termination of the agreement and for disposing of property upon such partial or complete termination;

Each academy may adopt bylaws as appropriate.

No provision of an academy's charter or bylaws shall be inconsistent with policies, procedures, and rules adopted by the CJSB.

Section 6.1 Commentary: Great care must be taken when designing the structure and enumerating the duties of any collective body. The Code of Virginia provides guidance in this regard relating to the basic framework which must exist for each regional training academy.

The CJSB encourages each regional training academy to examine its current structure to ensure compliance with the Code of Virginia and applicable regulations. Further, the CJSB supports the initiatives of regional academy boards to

further define roles and responsibilities through the development and adoption of bylaws, policies, and other written directives which clearly delineate the management and operational structure of the regional training academy. The CJSB encourages the mutual exchange of these documents with other academies and with the CJSB to enhance and improve training delivery statewide.

6.2 ACADEMY ORGANIZATION

The organization of each regional training academy shall be specified by the academy charter, bylaws or policies, and each shall have:

1. Academy Governing Body
2. Academy Director
3. Training Faculty and/or Support Staff

6.3 ACADEMY GOVERNANCE

The governance of each regional training academy shall be the responsibility of each academy's governing body and the authority, duties and relationship between the academy governing body and its academy director shall be specified in the academy charter, bylaws or policies.

6.4 ACADEMY GOVERNING BODY

The majority of the governing body of each regional training academy shall be composed of chiefs of police and sheriffs of member departments and chief executives of local political subdivisions.

The governing body shall have the following as its primary responsibilities:

- a. elect officers;
- b. approve regional training academy budget;
- c. adopt and amend its charter; and,
- d. may select a subunit of its members to serve as its designee to function on behalf of the governing body.

6.4.1 Each regional training academy's charter, bylaws or policies shall address the following composition and organizational items relating to the governing body and its subunits if applicable:

- a. membership
- b. terms of office
- c. vacancies
- d. tenure
- e. meetings

CRIMINAL JUSTICE TRAINING REFERENCE MANUAL

CJSB POLICY FOR REGIONAL TRAINING ACADEMIES

SEP 98

6.4.2 Duties: The academy governing body, or its designated subunit, of each regional training academy is charged with the following duties:

- Appointment and termination of the academy director
- Fix the compensation of the director and staff
- Establish the duties of the director
- Evaluate the performance of the director
- Establish the faculty staffing level
- Establish the level of support personnel
- Approve and authorize budget expenditures
- Establish fees to be paid by outside users
- Approve contractual arrangements
- Adopt and amend academy bylaws
- Review and approve academy policies, rules, and procedures
- Other duties as specified in the academy charter

Section 6.4 Commentary: The guidance provided in this section addresses the fundamental principle of equal representation. The success of any collective body which is organized to serve multiple jurisdictions depends not only on having a sound operational structure, but also on maintaining an open and accessible mechanism to respond to the needs and concerns of its members and those whom it serves. Where broad and equal representation and the opportunity to be heard are afforded, the organization will be much more likely to carry out its mission with positive results.

The Criminal Justice Services Board believes that the success of each regional training academy will be enhanced by its governing body having proportional representation of the jurisdictions which participate in each academy and of the varied types of criminal justice agencies from those jurisdictions. The Criminal Justice Services Board also supports the concept of expanding the opportunities for input to the academy's governing body by professionals who can support and enhance the overall objectives of the training function. The Criminal Justice Services Board supports and encourages the appointment of a Commonwealth's Attorney representing a member jurisdiction to each academy board.

6.5 ACADEMY DIRECTOR

The following qualifications and duties shall apply to the academy director of each regional training academy:

6.5.1 Qualifications: Candidates for position of academy director should meet the following minimum qualifications:

- a. Bachelor's degree in criminal justice, public administration, education or related field. An associate degree in combination with experience may be used in lieu of a bachelor's degree.

CRIMINAL JUSTICE TRAINING REFERENCE MANUAL

CJSB POLICY FOR REGIONAL TRAINING ACADEMIES

SEP 98

b. Extensive work experience providing considerable knowledge of the criminal justice system with specific experience in the management of criminal justice training or education. Management experience should include agency or agency subunit budget development and execution; personnel recruiting and selection as well as other training management responsibilities. Will be expected to perform the duties as outlined in paragraph 6.5.2 with a minimum of difficulty.

c. The academy governing body in its review of candidates may, in its judgement, substitute experience for education or education for experience, provided the end resulting criteria are consistent with sound hiring practices and the candidates considered have the required knowledge, skills and abilities to perform the function of academy director.

6.5.2 Duties: The management, administration and operation of each regional training academy shall be the responsibility of the academy director. Accordingly, the academy director shall:

- Act as the academy's fiscal officer
- Prepare the academy's annual budget
- Act as the academy's purchasing agent
- Advertise, hire and train support staff
- Evaluate, discipline, terminate support staff
- Establish support staff work schedules
- Prepare academy governing body meetings agendas in cooperation with the academy board chairperson
- Advertise academy governing body meetings
- Provide liaison to academy governing body members and other officials
- Develop and continually review academy curriculum
- Schedule academy courses and programs
- Review instructor lesson plans and tests
- Ensure that faculty and students comply with academy bylaws
- Monitor academy courses and programs
- Select and evaluate faculty performance
- Prepare and submit annual report to the academy governing body
- Prepare and distribute academy training calendar
- Instruct as needed
- Enter into contracts as needed
- Assure satellite training as authorized by the academy governing body

- Ensure compliance with applicable laws and regulations governing academy operations and programs.

Section 6.5 Commentary: The position of academy director carries heavy responsibility and requires multiple skills and talents. When a vacancy occurs in the position of academy director, great care must be taken to ensure that the person appointed to the position possesses the experience, education and energy necessary to meet the obligations that will be imposed.

The CJSB urges each regional training academy board, when selecting a new academy director, to consider carefully the critical and wide ranging duties required of the position. The search and selection process must be thorough and must assure that only the most qualified candidates reach the final phase of the process. In addition, the CJSB encourages each regional training academy board to seek help from a variety of sources in the search and selection process, including state or local agencies and other professionals not directly connected with the academy.

APPENDICES

APPENDIX A

CARDINAL TRAINING REGION

Cities

Bedford

Radford

Roanoke

Salem

Counties

Bedford

Botetourt

Craig

Franklin

Roanoke

Towns

Blacksburg

Boones Mill

Buchanan

Christiansburg

Rocky Mount

Vinton

APPENDIX B

CENTRAL SHENANDOAH TRAINING REGION

<u>Cities</u>	<u>Counties</u>	<u>Towns</u>
Buena Vista	Albemarle	Berryville
Charlottesville	Alleghany	Bridgewater
Clifton Forge	Augusta	Broadway
Covington	Bath	Culpeper
Harrisonburg	Clarke	Craigsville
Lexington	Culpeper	Dayton
Staunton	Fluvanna	Edinburg
Waynesboro	Frederick	Elkton
Winchester	Greene	Front Royal
	Highland	Glasgow
	Louisa	Gordonsville
	Madison	Grottoes
	Page	Iron Gate
	Rockbridge	Louisa
	Rockingham	Luray
	Shenandoah	Middletown
	Warren	Mineral
		Mount Jackson
		New Market
		Scottsville
		Shenandoah
		Stanley
		Stephens City
		Strasburg
		Timberville
		Woodstock

APPENDIX C

CENTRAL VIRGINIA TRAINING REGION

<u>Cities</u>	<u>Counties</u>	<u>Towns</u>
Lynchburg	Amherst	Altavista
South Boston	Appomattox	Amherst
	Brunswick	Appomattox
	Buckingham	Blackstone
	Campbell	Boydton
	Charlotte	Broadnax
	Cumberland	Brookneal
	Halifax	Burkeville
	Lunenburg	Chase City
	Mecklenburg	Clarksville
	Nelson	Clover
	Nottoway	Crewe
	Prince Edward	Dillwyn
		Drakes Branch
		Farmville
		Halifax
		Kenbridge
		Lacrosse
		Lawrenceville
		South Hill
		Victoria

APPENDIX D
CRATER TRAINING REGION

Cities

Colonial Heights
Emporia
Franklin
Hopewell
Petersburg
Richmond

Counties

Amelia
Charles City
Chesterfield
Dinwiddie
Greensville
Isle of Wight
Henrico
New Kent
Powhatan
Prince George
Southampton
Surry
Sussex

Towns

Boykins
Courtland
McKenney
Wakefield
Waverly

APPENDIX E

HAMPTON ROADS TRAINING REGION

Cities

Chesapeake
Hampton
Newport News
Norfolk
Poquoson
Portsmouth
Suffolk
Virginia Beach
Williamsburg

Counties

Accomack
Gloucester
James City
Mathews
Northampton
York
Saxis

Towns

Cape Charles
Chincoteague
Exmore
Onancock
Onley
Parksley

APPENDIX F
NEW RIVER TRAINING REGION

<u>Cities</u>	<u>Counties</u>	<u>Towns</u>
Galax	Bland	Chilhowie
	Carroll	Dublin
	Floyd	Fries
	Giles	Glen Lyn
	Grayson	Hillsville
	Montgomery	Independence
	Pulaski	Marion
	Smyth	Narrows
	Wythe	Pearisburg
		Pembroke
		Pulaski
		Rich Creek
		Rural Retreat
		Wytheville

**APPENDIX G
NORTHERN VIRGINIA TRAINING REGION**

Cities

Alexandria
Fairfax
Falls Church
Manassas
Manassas Park

Counties

Arlington
Fairfax
Loudoun
Prince William

Towns

Dumfries
Haymarke
Herndon
Leesburg
Middleburg
Occoquan
Purcellville
Quantico
Vienna

APPENDIX H
PIEDMONT TRAINING REGION

Cities

Danville
Martinsville

Counties

Henry
Patrick
Pittsylvania

Towns

Chatham
Gretna

**APPENDIX I
RAPPAHANNOCK TRAINING REGION**

Cities

Fredericksburg

Counties

Caroline
Essex
Fauquier
Goochland
Hanover
King and Queen
King George
King William
Lancaster
Middlesex
Northumberland
Orange
Rappahannock
Richmond
Spottsylvania
Stafford
Westmoreland

Towns

Ashland
Bowling Green
Colonial Beach
Kilmarnock
Montross
Orange
Tappahannock
Urbanna
Warrenton
Warsaw
White Stone

APPENDIX J

SOUTHWEST TRAINING REGION

Cities

Bristol
Norton

Counties

Buchanan
Dickenson
Lee
Russell
Scott
Tazewell
Washington
Wise

Towns

Abingdon
Appalachia
Big Stone
Bluefield
Cedar Bluff
Clintwood
Coeburn
Damascus
Gate City
Glade Spring
Grundy
Haysi
Honaker
Jonesville
Lebanon
Pennington Gap
Pocahontas
Pound
Richlands
Saint Paul
Saltville
Tazewell
Weber City
Wise

**APPENDIX K
AGENCIES AUTHORIZED TO MAINTAIN A REGIONAL ACADEMY
AFFILIATION OUTSIDE THEIR ASSIGNED TRAINING REGION AS
OF JULY 1, 1990**

<u>Agency</u>	<u>Regional Training Academy</u>
Police Department town of Ashland	Crater
Police Department town of Chilowhie	Southwest
Police Department town of Christiansburg	New River
Police Department town of Gordonsville	Central Shenandoah
Police Department town of Hurt	Central Virginia
Police Department town of Occoquan	Rappahannock
Police Department town of Smithfield	Hampton Roads
Police Department town of Pearisburg	Cardinal
Sheriff's Office County of Fauquier	Northern Virginia
Sheriff's Office County of Prince William	Rappahannock

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