



**The Department of Criminal Justice Services
 Certified Criminal Justice Training Academy Certification Checklist
 and Report**

Academy: _____ **Date:** _____

Academy Director: _____

Initial Assessment Date: _____

First Reassessment Date: _____

Second Reassessment Date: _____

Academy Status: _____
Academy Status: _____
Academy Status: _____
Appeal to Director/Hearing Date: _____
Final Academy Status: _____

**Academy Certified to
 Train for the Following Functions:**

YES	NO	Function
		Law Enforcement Entry-level
		Law Enforcement In-Service
		Jail Entry-level/In-Service
		Court Security/Civil Process Entry-level/In-Service
		Correctional Officer Entry-level/In-Service
		Dispatcher Entry-level/In-Service
		Instructor Certification/In-Service

NOTE: An academy shall not conduct mandated training until the academy meets all certification requirements.

I have reviewed the contents of this checklist and certify that all information is correct to the best of my knowledge.

Date

Academy Director's Signature

This academy meets all requirements for certification.

Date

DCJS Representative Signature

Having met all certification requirements, the academy must successfully complete the academy recertification process prior to the expiration of the original certification. The next scheduled recertification date is before

_____.

Initial Assessment: *List all items that do not comply with standards.*

Date

DCJS Representative Signature

First Reassessment: *List all items that continue to be out of compliance with standards.*

Date

DCJS Representative Signature

Second Reassessment: *List all items that continue to be out of compliance with standards.*

Date

DCJS Representative Signature

If the academy does not meet one or more certification standards:

1. The academy director will receive written notification of the certification standards which have not been met and the date when a reassessment will be conducted.
2. The department shall provide the written notification and date of reassessment within 5 business days of the last date of assessment.
3. The academy will be given time to correct the situation, not to exceed 60 days.
4. Department staff shall reassess the academy. If the academy does not meet one or more of the certification standards upon reassessment, the department will provide written notification of the standards not met during reassessment to the academy director and agency administrator or board chairman of the academy. The academy will have a maximum of 30 days to comply with all certification standards.
5. A second reassessment will be conducted no later than 30 days following the first reassessment. If the academy is still not in compliance with all certification standards at the time of the second reassessment, the department shall not certify the academy.
6. The academy director may appeal the findings of the academy certification to the director. The decision of the director is final.

Academy Certification Standards – Check **C** if in compliance; or **N** if not in compliance. Please list applicable academy directive number for all marked **C**. For all marked other than **C**, provide written explanation.

C	N	Administration Standards
		1. An academy shall be governed by the chief criminal justice administrator or in the case of an academy providing services for several political subdivisions, a governing board shall be composed of criminal justice executives of participating jurisdictions.
		2. A written directive shall identify the goals and objectives of the academy.
		a. A three-year plan, updated annually shall be available
		1. The three-year plan shall be approved and signed by the appropriate agency administrator (Chief administrator or Board chairman) as described in 1 above and distributed to all members of the executive/governing board of the academy.
		a) There shall be a process which allows all participating agencies to address questions and concerns regarding the three-year plan.
		b) The three year plan shall address the following areas as they apply to the academy:
		i. Administration
		ii. Academy Personnel
		iii. Academy Staff Training
		iv. Training Planned In-Services and Basic Programs
		v. Equipment
		vi. Facility Enhancement
		3. A written directive shall establish the academy's administrative functions. The directive shall include:
		a. The academy's authority and responsibility to primarily train criminal justice practitioners.
		b. The academy's organizational structure.
		c. The academy's training activities and functions.
		d. An outline of the budgetary process for training, its cost, and sources of income

	4. A written directive governing student attendance shall be available and include:
	a. Procedures for documenting attendance.
	b. A definition of eligible absences from training and the permissible length of such absences.
	c. Procedures for attending and/or completing any training missed due to absence.
	5. A written directive shall explain under what conditions training will be provided for outside agencies/non-members.
	6. A written directive shall establish procedures for testing and re-testing of students, if applicable and shall include:
	a. Established pass/fail criteria that measures the performance outcomes
	b. Policy on the development and format of testing (i.e., types of questions such as multiple choice, true or false, fill in the blank and essay).
	c. Circumstances and timetables for re-testing, remedial training, and dismissal from the academy.
	7. Academies shall maintain a training record/file on each student attending the academy and shall include records sufficient to document that all performance objectives have been successfully completed by each student.
	8. A written directive shall require an administrative file that pertains to each class it conducts. This file shall include:
	a. Curriculum/Schedule
	b. Attendance records
	c. Discipline records
	d. Counseling records
	e. Test-answer sheets from students
	f. Course evaluation or summary

	9. Academies shall have a policy covering records maintenance and a retention/destruction schedule in compliance with the requirements of the Library of Virginia. Responsibility for proper retention and destruction belongs solely to the academy.
	10. A written directive shall establish safety rules for skill training (firearms, defensive tactics and driver training) and practical exercises and shall be distributed to students at the beginning of the course.
	11. A written directive shall establish a policy governing student dress.
	12. A written directive shall establish a policy on student conduct, circumstances for expulsion or suspension and re-admittance.
	13. Academies shall have documented evidence of general and professional liability insurance coverage.
	14. Academies shall have a policy for insuring the physical fitness of students assigned for entry-level training. Dispatcher entry-level training is excluded from this requirement.
	a. Shall include a procedure for ensuring that agency medical personnel performing physical examinations are aware of the rigors of entry-level training.
	b. Shall have physical performed within twelve months prior to training.
	15. Regional academies shall maintain a charter which shall be updated annually.
	16. Academies shall have a policy on the minimum and maximum number of students in classes.

		a. Mandated training will not be scheduled for classes of less than six students nor more than thirty-five.
		b. Exceptions to this standard may be granted by the DCJS Field Services Coordinator upon receipt of a written request which includes reasons why an exception is necessary. The Field Services Coordinator shall evaluate the request to determine if sufficient cause exists to grant an exception and, if granted, will document the exception in writing to the academy director and forward a copy to their DCJS Division Director. For large academies which have suitable facilities and sufficient staff to routinely conduct classes of more than thirty five students, an ongoing exception may be granted.
		17. Academies shall comply with policies, procedures, and regulations required by the Department and those promulgated by the Criminal Justice Services Board.
Personnel Standards		
		1. Each academy shall have a minimum number of staff available for the duration of any mandated training course. These shall include but not be limited:
		a. An academy director or designee
		b. One clerical support person. In the case of satellite training locations, this individual need only be at the main academy facility.
		2. There shall be written position descriptions for each staff position including:
		a. Selection and Retention Criteria
		b. Performance Evaluation
		c. Pay Scales and Benefits
		3. Academies shall have written standards of conduct and disciplinary procedures for staff.
Facility Standards		
		1. Academies shall have classrooms and offices for staff physically present at the academy.
		a. Other facilities such as firing range, driver training track, multipurpose training areas, library and satellite facilities are considered to be part of such a facility but need not be located at the same site.
		b. All satellite facilities shall also conform to the requirements in this section.

	2. Academies shall be inspected by appropriate local and/or state authorities to ensure compliance with fire, health and building regulations. Copies of inspections shall be maintained and furnished upon request.
	3. Classrooms used for lecture-type training shall provide a minimum of 20 square feet of floor space per student. Such classrooms shall have a posted occupancy based upon this standard.
	a. Classrooms shall meet the generally accepted standards appropriate for, and conducive to learning. Specifically, appropriate desk or table furnishings and overhead lighting shall be present.
	4. Separate rest room facilities for males and females shall be provided.
	5. Academies shall have designated areas for performance testing.
	6. Academies shall provide appropriate workspace for employees and for adjunct instructors.
	7. There shall be storage space for equipment and materials.
	8. Academies shall have instructional aids available.
	9. Where applicable, academies shall have scheduled access to a driver training facility which shall include:
	a. Vehicle maintenance facility (on or off site)
	b. Insurance for users
	c. Adequate for courses prescribed by regulation
	d. Skid pan, if applicable
	10. Academies shall have scheduled access to a firing range which shall include:
	a. Shotgun/tear gas capabilities
	b. Adequate resources/facilities for courses prescribed in Department of Criminal Justice Services
	c. Insurance for users
	d. Adequate storage facility for ammunition at the academy or range. Facility should have posted signs in accordance with law and should be protected from illegal entry and fire.
	e. Ranges shall have at least five (5) firing points if used for basic training.
	11. Academies shall be adequately equipped with first-aid equipment.
	12. Academies shall be equipped with a telephone.
	a. Communications shall be available at all training sites.
	13. Academies shall have a library which provides resources for subjects taught and also includes current applicable sections of the Code of Virginia, background and supplementary reading material representing varying viewpoints, and procedures to allow availability of materials to students and faculty.

	14. If academies provide housing, they must have a housing policy applicable to students who must travel significant distances to attend classes.
	Instruction Standards
	1. The academy shall have a model curriculum for all entry-level and instructor training conducted.
	a. Such model curriculum shall contain the subject matter to be instructed, and
	b. Where appropriate the designated performance objectives, and
	c. Times of instruction
	2. The academy shall maintain documentation for all in-service and instructor recertification training sessions conducted consisting of a memorandum listing:
	a. Name of certified training academy and academy director
	b. Name and type of course/session;
	c. Location and dates of training- start and end date;
	d. A copy of the final training curriculum;
	e. Training roster:
	i. Social security number (last four)
	ii. Student name- last, first, middle initial
	iii. Student's employing agency
	iv. Academy director's signature and date
	3. The academy shall require lesson plans for all training courses
	a. Shall include a format for lesson plan development;
	b. Shall include a statement of performance objectives;
	c. References, resources;
	d. A detailed outline of the course content;
	e. Instructional aids required, and;
	f. Any testing/ evaluation instruments.
	4. In the case of courses taught by contracted consultants or other outside instructors, only a course syllabus will be required.

	5. A written directive shall specify the academy director's approval process for lesson plans.
	a. Lesson plans shall be updated on an annual basis.
	b. Lesson plans shall be on file at the academy.
	c. Written approval process for lesson plans.
	6. All instructors must meet minimum requirements established by Department of Criminal Justice Services.
	7. The Academy shall establish quality control methods for ensuring adequate instruction. All of the items listed below shall be documented in writing.
	a. Written student evaluations of instructors.
	b. Periodic and random monitoring of instruction provided to ensure that:
	1. Lesson plans are being used.
	2. Appropriate audio-visual aids are available and used properly.
	3. The instructor is holding student attention.
	4. The instructor is in control of the students.
	5. The instructor is addressing the objectives.
	6. Classroom conditions such as lighting, noise levels and temperature are acceptable.
	c. Appropriate action is taken to follow up on any student complaints regarding instructors or the training process.
	d. Results of testing are analyzed and evaluated.
	8. The academy shall have accessible the online (DCJS) Virginia Criminal Justice Services Training Manual and Compulsory Minimum Training Standards.
	Satellite Standards
	1. A satellite facility means a temporary facility, located away from the certified academy facility, which the certified academy uses exclusively to conduct in-service training.
	2. The academy is responsible for inspecting and providing completed Satellite Facilities worksheets for all academy-designated Satellite Facilities.
	a. Satellite facilities must be inspected by the academy to ensure they meet the requirements for satellite facilities before any credit can be awarded for mandated training which is conducted in such a facility.
	1) The academy shall complete the Satellite Facility Worksheet for each satellite facility.

