



# CCJTA Pre-Requisites Listing

Last Rev date: 05/21/2019

## **EXPLANATION OF THE CCJTA PRE-REQUISITES**

Crater Academy is establishing a new procedure to register for classes. This new procedure will require a Training Officer to verify that the person they are registering for the course meets all of the minimum qualifications in the ***CCJTA Pre-Requisites Listing*** and that the Training Officer certifies this on the CCJTA Registration form.

The reason that this listing has come into existence is to comply with Virginia Department of Criminal Justice Services (DCJS) regulations, as well as, to assist the individual Officer and the Agency.

## **EXAMPLES**

### ***Example number one (1); an example of situations that pertain to new DCJS mandates reference an Agency or Officers 'function.'***

Virginia DCJS Regulations prohibit someone from attending training and receiving certification for a class that either they don't have the training function for, or their agency is not certified for.

As an example, someone who leaves a Police Department and goes to a Regional Jail would not be able to attend Law Enforcement In-Service classes towards a LE Function in TREX. In the past, they have done this to 'carry' or 'keep up' their LE status. According to new DCJS rules, this cannot happen because their 'current' agency (the Regional Jail) does not have LE as a "function" available to them; so they cannot attend LE training.

Another Example, an Officer who is hired by a Regional Jail or Sheriff's office and completes Basic Jailor and Court Security/Civil process and then is hired by a Police Department, cannot continue to take Jailor/CS-CP classes. Again, according to new DCJS rules, this cannot happen because their 'current' agency (the Police Department) does not have Jail/CS-CP LE as a "function" available to them; so they cannot attend Jailor/CS-CP training.

### ***Example number two (2); an example that pertains to individual Officers and Agencies with Instructorships:***

Example→ 'Officer Smith' completes the Firearms Instructor School in 2003 and does not complete the required firearms instructor apprenticeship until 2005. This is where the problem actually starts, as they are required to complete an apprenticeship by 2004, within one year of the original Instructor course.

That Officer is then allowed to register for Firearms re-cert/refresher in 2006, 2009, 2012 and 2015. This is because they believe that they were "certified" in 2003.

The issue is that the Agency Training Officer or the Academy did not actively check to see that the Officer was certified before any of those class enrollments.

In 2016 the Officer attempts to teach Firearms to comply with the new DCJS rules on mandatory teaching to maintain instructor certification. As part of the normal procedure now; the Academy checks to see if that Officer's firearms instructor status is valid, which it is not. Had the Officer's firearms Instructor status been verified as active in TREX (a pre-requisite for the class, now listed in this document) then the Agency, the Officer and the Academy would have detected a situation that had gone on for many years.



These are but two “real world” examples of how this listing will help everyone involved in the process.

If an Agency Training Officer cannot complete the “certification statement” affirming that the Officer meets all of the minimum qualifications for the course; please contact the Academy for further assistance.

The Training Grid, as well as, the course pre-requisites listing will be constantly revised and updated throughout the year as courses are added and removed.

As always please let us know if you experience any difficulty or have any questions.

## **DEFINITIONS SECTION**

As used in this listing, here is an explanation of terms used.

**Basic Training Academy:** An individual who has successfully completed an Academy class in either Law Enforcement or Jail Officer.

**Criminal Justice Officer:** An individual who has completed a Basic Training School and FTO requirements and is certified by DCJS as either a Law Enforcement or Jail Officer.

**Criminal Justice or Law Enforcement Agency:** Terms that may be used; both describing: Police Department, Sheriff’s Office, and a Regional Jail.

**Tracked Agency:** A term used to describe agencies that the Virginia Department of Criminal Justice Services (DCJS) has purview over and are ‘tracked’ by them. This would include all Police Departments, Sheriff’s Offices and Regional Jails. It would normally exclude all Federal facilities and departments, as well as, other entities that may train with CCJTA but are not ‘state certified LE’ like Animal Control Departments.

## **PRE-REQUISITES SECTION**

### **PRE-REQUISITES – LISTING A (MOST BASIC ACADEMY COURSES)**

1. Must be an employee of a Crater Criminal Justice Training Academy Member/Contract Agency, tuition paying non-member, OR pre-approved CPREP Candidate.
2. Approval of Agency to attend training as evidenced by accurate completion of Crater Training registration form
3. Meet all Virginia statutory requirements
4. Must have your primary/secondary Training Function for the class you are requesting to attend and working at a Criminal Justice Agency that is approved to carry that specific function.
5. Must complete all pre-academy Basic forms
  - a. CCJTA Medical Screening
  - b. CCJTA Information data sheet
  - c. CCJTA OC exposure form



## **PRE-REQUISITES – LISTING B (MOST IN-SERVICE ACADEMY COURSES)**

1. Must be an employee of a Crater Criminal Justice Training Academy Member/Contract Agency, tuition paying non-member.
2. Approval of Agency to attend training as evidenced by accurate completion of Crater Training registration form
3. Must have your primary/secondary Training Function for the class you are requesting to attend and working at a Criminal Justice Agency that is approved to carry that specific function. (see example 1 earlier in document)
4. Certified Criminal Justice Officer as certified by DCJS.
5. Access to online classes may have specific requirements, check each class for details. Additionally, access to online classes require the individual to be a member of a CCJTA 'Member Agency' or specifically designated contract agency (ask CCJTA Staff for details)
6. Has received and/or viewed a copy of the [In-Service Guidelines & Expectations](#)

## **PRE-REQUISITES – LISTING C (MOST INSTRUCTOR COURSES)**

1. Must be an employee of a Crater Criminal Justice Training Academy Member/Contract Agency, tuition paying non-member.
2. Approval of Agency to attend training as evidenced by accurate completion of Crater Training registration form
3. Meet all Virginia statutory requirements
4. Must have your primary/secondary Training Function for the class you are requesting to attend and working at a Criminal Justice Agency that is approved to carry that specific function. (see example 1 earlier in document)
5. Meet all Virginia statutory requirements
6. Certified Criminal Justice Officer as certified by DCJS with 2 years' experience **OR** in career field for two years (for non-sworn personnel).
7. Your agency affiliation must be a DCJS "tracked" agency (ask CCJTA Staff for details)
8. Must meet any 'test in' requirements.
  - a. For example Firearms and Defensive Tactics have specific skill requirements to enroll in the class.
    - i. Firearms-Successfully complete a pre-qualification range course with a score of 90% or better at CCJTA.
    - ii. Firearms-Consistently score 90% on courses during school
9. Must meet any special equipment requirements. For example Firearms Instructor Schools require operational 'duty gear' and inclement weather gear for the range, as well as, specific ammunition counts (800 rounds for duty weapon and 20 rounds of 00 buckshot and slug) needed.
10. Has received and/or viewed a copy of the [In-Service Guidelines & Expectations](#)



### **PRE-REQUISITES – LISTING D (MOST INSTRUCTOR RE-CERT COURSES)**

1. Must be an employee of a Crater Criminal Justice Training Academy Member/Contract Agency, tuition paying non-member.
2. Approval of Agency to attend training as evidenced by accurate completion of Crater Training registration form
3. Meet all Virginia statutory requirements
4. Must have your primary/secondary Training Function for the class you are requesting to attend and working at a Criminal Justice Agency that is approved to carry that specific function. (see example 1 earlier in document)
5. Your agency affiliation must be a DCJS “tracked” agency (ask CCJTA Staff for details)
6. Has received and/or viewed a copy of the [In-Service Guidelines & Expectations](#)
7. **Have successfully completed a DCJS Instructor School for the re-cert you are registering for; completion of school and Apprenticeship must be verified in DCJS RMS (currently TREX.)**
8. **Must meet all minimum mandatory hours of instruction prior to re-certification course**
9. Must meet any special requirements.
  - a. Firearms Instructor Re-Certification Schools require operational ‘duty gear’ and inclement weather gear for the range, as well as, specific ammunition counts (200 rounds for duty weapon) needed.
  - b. Speed Measurement Instructor Re-Cert
    - i. Requires participants to have successfully completed a Basic Operator Course and have 2 years’ experience as a Radar Operator
    - ii. Agency Provided RADAR/LIDAR equipped vehicle and certified Operator (for field estimations; 1 Operator/Car for every 1-2 Students in class).
10. Has received and/or viewed a copy of the [In-Service Guidelines & Expectations](#)

### **PRE-REQUISITES – LISTING E (MOST CCJTA ‘TACTICAL TRAINING’ COURSES, as well as, ALERRT, ERASE, AAIR etc.)**

1. Must be an employee of a Crater Criminal Justice Training Academy Member/Contract Agency, tuition paying non-member.
2. Approval of Agency to attend training as evidenced by accurate completion of Crater Training registration form
3. Must have your primary/secondary Training Function for the class you are requesting to attend and working at a Criminal Justice Agency that is approved to carry that specific function. (see example 1 earlier in document)
4. Certified Criminal Justice Officer as certified by DCJS.
5. Must have LE as a Primary/Secondary Training Function and working at a Criminal Justice Agency that is approved to carry that function. (see example 1 earlier in document)
6. Must meet any special requirements.
  - a. All of these schools require (at a minimum) operational ‘duty gear’ and inclement weather gear, clothes for building search and work outside and on the ground (if applicable) and finally water or ‘hydration system.’
  - b. Force on Force training requires: body armor and groin protection (if applicable)
7. Has received and/or viewed a copy of the [In-Service Guidelines & Expectations](#)



## **SPECIAL PRE-REQUISITES SECTION**

1. CCJTA always reserves the right to establish 'special pre-requisites' on a case by case, as needed basis, per class as applicable
2. For the 'level' Supervisor schools
  - a. LEO Supervisor-Level I is designed for 'First line Supervisors'; or Officers that are being trained in advance of promotion to these responsibilities. These might typically be Corporal, Sergeant, and FTO etc.
  - b. LEO Supervisor-Level II is designed for 'Supervisors of First line Supervisors'; or are being trained in advance of promotion to these responsibilities. These might typically be Sergeants or Lieutenants for example.
  - c. LEO Supervisor-Level III is designed for (and restricted to) Chiefs, Sheriffs, Superintendents of an Agency or their designated 'Command Staff' personnel.
  - d. 'Supervisor Development' is for Officers that are being trained in advance of promotion to these responsibilities

**Training Officers should make every effort to ensure that attendees meet these criteria for this course.**

3. For the 'level' Officer courses (Jail or LE)
  - a. Jail / LE-Level I is designed for Officers with three (3) to five (5) years' experience
  - b. Jail / LE-Level II is designed for Officers with five (5) to fifteen (15) years' experience
  - c. Jail / LE-Level III is designed for Officers with more than fifteen (15) years' experience

**Training Officers should make every effort to ensure that attendees meet these criteria for this course.**

Again in closing; if an Agency Training Officer cannot complete the "certification statement" on the registration sheet; affirming that the Officer meets all of the minimum qualifications for the course; the form will be returned. Please contact the Academy for further assistance.

The Training Grid, as well as, the Course Pre-Requisites Listing will be constantly revised and updated throughout the year as courses are added and removed.

As always, please let us know if you experience any difficulty or have any questions.

