



# ***2025 Training Catalog***

***Crater Criminal Justice  
Training Academy***

Last revision 12/11/24

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## PROLOGUE: AN EXECUTIVE SUMMARY



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Crater Academy is proud to be able to present the 2025 Training Catalog. It may be helpful to see some facts about the calendar, "at a glance."

Highlighted here are just some of the many training opportunities for 2025. You are encouraged to view the entire catalog online (<http://www.ccjta.org>) and, as always, please contact us with any questions that you may have.

### **Agency Head and Training Officer Focus Groups**

This will also be a requirement for our CALEA Accreditation. The Academy Board of Directors, 'Training Committee', would like to have Agency Administrators and Training Officers participate in this event, at the same time. This will take place with two facilitated work sessions then a combined session at the end. In doing this, we hope to ensure that we are presenting training and topics that are of interest and value, and that we're offering our courses in a way that benefits your staff. This date will involve some discussion and reflection on past offerings as well as projection for future needs. More information and specific date/location to come.

### **Some Administrative issues:**

In 2016, we introduced the course pre-requisites document which contains requirements to be registered for individual courses. It was very helpful during the previous years, and we will continue to use them in 2025. Please continue to utilize this document to help ensure that each officer is registered for the appropriate class and meets all of the pre-requisites for each class that they are registered for, as we have recently updated them. It is a requirement of DCJS that we make sure that individuals register for classes for which they are qualified for and have the appropriate job function for.

Also, low and no enrollment classes continue to be an issue. As we attempt to bring more and more



training opportunities, we encourage you to visit the training page on the Academy website for these low/no enrollment classes and support them as you are able, to prevent some unique opportunities from being cancelled.

**Here are some of the Catalog “highlights”:**

In 2025, for the law enforcement side, we’re continuing what we started in prior years, based on information that we received about DCJS updating the required topic areas required for bi-annual recertification.

We will be holding two 40-hour Law Enforcement In-service classes, one in each half of the year. The remaining in-service classes will become topic-focused classes that we will be calling ‘**Law Enforcement Seminars**’. Instead of having general in-service classes with various topics, our plan is to utilize information gleaned from previous years, “Training Needs Analysis” surveys to present the most-requested topics, so you can send your staff to what they are interested in or need more training in.

Some examples of the “**Law Enforcement Seminar**” classes that we will be offering are:

**Advanced Search & Seizure:** This class will provide a more in-depth look at case law and other factors relating to search and seizures, to ensure that officers are upholding the complicated and ever-changing laws related to them.

**Crisis Communications:** How we communicate with those facing any type of crisis can make the situation better *or worse*. This class will be a refresher on the skills needed when dealing with a subject, their family member, or any other citizen who may be in crisis.

**“De-Escalation: Strategies for Best Possible Outcomes”:** This course balances the need to effectively engage with people in crisis with the need for officers to keep themselves and others safe. This highly interactive, small group discussion-based training is focused on defining de-escalation (what it is and what it is not), identifying people in crisis, through the innovative “threats, emotions, behaviors (TEB Model)” and enhancing decision-making when dealing with people in crisis. Through case study, video review, and “fishbowl” exercises, participants will leave the training with valuable skills to increase the probability of desirable outcomes during interactions with people in crisis.

**Duty to Intervene:** A deeper dive into Virginia Code § 19.2-83.6 and what that means for law enforcement officers, as well as skills to uphold that duty.

**Evidence Collection & Packaging:**

Topics that will be covered include:

- Maintaining equipment/paperwork in order
- Identifying pieces of evidence and how to properly package each item
- Proper documentation of evidence collection



- Vouchering/itemizing evidence
- Submitting items to the state lab via Request for Laboratory Examination (RFLE)
- VA Department of Forensic Science (DFS) paperwork with certain evidence

**“Fair & Impartial Policing”**: This course will focus on the following topics:

- Understand that even well-intentioned people have biases
- Understand how implicit biases impact on what we *perceive/see* and can (unless prevented) impact on what we *do*
- Understand that fair & impartial policing leads to *effective policing* and,
- Use tools that help him/her (1) recognize his/her conscious and implicit biases, and (2) implement “controlled” (unbiased) behavioral responses.

**Mental Health First Aid (MHFA)**: This is a course that teaches you how to identify, understand and respond to signs of mental illnesses and substance use disorders. The training gives you the skills you need to reach out and provide initial help and support to someone who may be developing a mental health or substance use problem or experiencing a crisis.

**Officer Wellness**: This class will provide an overview for officers on how to take care of themselves to prevent long-term stress from leading to burnout or other unhealthy coping mechanisms. Reinforcing skills for how to manage stress will help lower risk of illness and increase career longevity and overall wellness.

**Search Warrants and Affidavits**: This class will provide a refresher as well expand the Officers knowledge on writing an affidavit to secure a search warrant to get the necessary information in a criminal investigation.

**Spanish for Law Enforcement**: This class is an overview that will go over some of the most commonly used phrases in law enforcement and how to say them in Spanish, as well as provide a guidebook for quick reference.

**VirTra training**: This interactive, virtual training simulator helps prepare law enforcement officers for real-life incidents so they can return home safely after each shift. Each real-world use of force training simulator has surreal scenarios that provide an in-depth look into human performance. Research on how to best use law enforcement simulation technology is taken into account within what VirTra does. Training scenarios are filmed in superior quality and contain the full fidelity of real actors—thus eliminating ‘video game’ training. VirTra’s extensive branching options further increase the realism by allowing scenarios to unfold based on the instructor’s, trainee’s, or team’s decisions.

Other topics to be presented include:

- New Supervisor Development Class
- Investigator’ / Detectives’ in-service
- CPR/First aid/AED instructor class



In addition to the above-mentioned seminar classes, here are some other featured classes for 2025:

**Defensive Tactics Instructor Development School:** The course curriculum will prepare officers holding General Instructor Certification to obtain DCJS certification to instruct in the skill area of Defensive Tactics Instruction. We only hold this highly sought after class every other year. To answer a frequent question we get, yes, you may take this class before a General Instructor (GI) class. The DT instructor candidate would then need to take a GI class and apprentice in that prior to teaching DT.

**ASP Instructor Certification:** The internationally respected and sought-after ASP Instructor Certification (AIC) course is a high intensity three-day program. The program teaches the integrated use of the three most commonly used duty belt tools: baton, restraints, and tactical flashlight. AIC students participate in a demanding progression of classroom and fast-paced physical training. The training covers both the principle and practice of different baton strikes, restraint application, and tactical flashlight use. This intense course includes multi-use drills, general tactics, and expert support in the event of litigation. You do not have to be a current user of ASP products to attend.

**TRICOM Fundamentals for LE & Self Defense:** For our Defensive Tactics Instructors, we are excited to announce an upcoming training opportunity that we believe will greatly enhance skill set and instructional abilities. We have partnered with TRICOM Combatives to offer an exclusive workshop focused on cutting-edge techniques and principles.

The TRICOM modules that will be covered in this event will tackle the primary topics necessary for police defensive tactics and general self-defense combatives. This includes:

- Clinch engagements in a weapons-based environment (Tactical Clinch)
- Strikes/checks/distractions (Natural Impact Weapons)
- Arrest and control tactics (Gross Motor Control Dynamics)
- Duty knife as a backup weapon
- Edged weapons countermeasures
- Ground survival/evasion/resistance/escape (Ground SERE)
- Weapon Retention
- Vehicle Extraction

**Peer Support Professional (PSP):** training sponsored by the Virginia Peer Support Association (VAPSA) and Dr. Greenberg. Trainings will include “*Peer Support Professional Level I*”; *Peer Support Professional Level II*” and “*Peer Support Professional Train-The-Trainer*” class.

**Training for ECC (911) staff:** CCJTA will be once again offering in-service training to our 911 communications personnel in 2025, but in line with coming changes from DCJS, they will be 2-day (16 hour) classes, incorporating legal, cultural diversity, and career development hours. These courses may also include the updated “CIT for Dispatchers” that the VACIT Coalition has worked with DCJS on.

### **FBI Seminars**

Over the years, we have hosted several FBI seminars. Once again, this year we hope to be partnering





with the Richmond area FBI office to bring some training courses to CCJTA; potential courses may include:

Interviewing & Interrogations  
Crisis Negotiations - First Responders  
Civil Rights – Hate Crimes  
Crimes Against Children

### **CCJTA Online Training Classes**

CCJTA is continuing our relationship with the Training Response Network (TRN.) Our online training is always expanding, so be sure to check our website often for the latest in online course offerings.

### **Vendor Training Classes**

CCJTA is also looking at some other “unique” training opportunities for the upcoming 2025 calendar year. Some of these will be vendor classes, which may be fee-based, but we will be providing them here, at your academy, at a reduced cost and without the need for travel and lodging.

- Gold Shield Solutions – Sex Trafficking Investigations
- Benchmark Solutions – Internal Affairs Investigation: An Overview Seminar

### **Law Enforcement Levels**

Several years ago, we introduced the ‘levels’ concept to both the regular In-Service track and the Supervisor In-Service track. Due to enrollment issues throughout the last few years in both the supervisor and the patrol officer levels, we will be discontinuing all but Supervisor Level 3 classes, while we implement our topic-focused approach. We will still be offering supervisor-related material, at times, but the bulk of our in-service won’t be categorized as such.

Some examples of Supervisor Level 3 classes that we will be hosting include:

**Legal Buzz Words: Avoiding Legal Landmines:** We often hear terms like “negligent hiring”, “negligent retention”, and “negligent supervision” used in litigation with problem employees, but what do they mean? This supervisory class will answer that question and more, so you know what pitfalls to avoid.

### **Jailor/Corrections classes**

In 2025, CCJTA will, again, be holding Jailor/Corrections general in-service classes most months. We will hold 3-day classes once per half of the year and the remainder will be 2-days, so that our agencies who want their staff to get their mandatory hours done in one shot can do so, but our other agencies may send staff throughout the year, to allow proper staffing in their facilities. Wednesdays of these



classes will always be the DCJS-mandated hours of cultural diversity and legal, while the other days of the week will be career development.

**Crisis Intervention Team (CIT)**: Two 40-hour CIT classes will be offered in 2025:

March 24<sup>th</sup> – 28<sup>th</sup>

June 23<sup>rd</sup> – 27<sup>th</sup>, held at Riverside Regional Jail

September 8<sup>th</sup> - 12<sup>th</sup>

We will also be holding a CIT TTT class, with a date TBD.

### **Tactical Training Section**

These comprehensive tactical training programs are meant to meet the needs of our agencies by being cost effective and logistically feasible, as they are offered here and reducing travel costs.

**SWAT Operator I**: 14th Session, October 13 – 31, 2025

**SWAT Operator II**: 11th Session, November 30 - December 5, 2025

**SWAT Operator III**: 1st Session, September 22 - 26, 2025

**SWAT Sniper**: 7th Session, November 9 – 15, 2025

**Law Enforcement Protective Operations**: Date TBA

**NTOA (National Tactical Officers Association) Hostage Negotiator**: Date TBA

**NTOA Sniper Instructor**: Date TBA

### **Additional Information**

**Range Master 2024**: This four (4) hour course is a “must” for any agency Firearms Instructor who wishes to use the target controllers. If the Firearms Instructor who is running the range has not completed a “Range Master 2024” course, they will be unable to retrieve the target controllers and shooters will only have access to shoot at the “static” targets.

### **VSU & CCJTA Partnerships**

**VSU CJ Capstone Project**: This is a project where students at VSU will be able to apply to CCJTA and complete a BJA or BLE Academy as a CPREP student and then graduate with a degree and certificate of completion from the Academy.

**V.L.E.A.D. Institute**: This program is a collaboration between Virginia State University (VSU) and



Crater Criminal Justice Training Academy (CCJTA.) This program will be a ‘cohort’ of six to ten learners moving through a series of six classes over a course of six months. These college level classes will bring affordable, relevant Executive level training to our Agencies.

Role Player initiative: we’re going to be partnering with VSU Criminal Justice students to assist us as role players, in our entry level BLE and BJA classes, for scenarios.



## HOW TO USE THIS CATALOG & OTHER RESOURCES

There are three sources you can use to find current training offered: this Catalog, the Training Grid, and the Online Calendar.

The **2025 Training Catalog**, that you are reading here, is published at the beginning of the calendar year and is NOT updated throughout the year. It lists the many types of training courses offered and provides a short informative synopsis, which indicates target audiences, general course content, and prerequisites, if any. The catalog is used to list classes, group by functions and provides a detailed description of the class. The catalog is meant as an informative document focused on class descriptions and rarely includes dates of classes; it is meant to be used in conjunction with the Training Grid. The **most** up to date information can be found on the Academy's website (<http://www.ccjta.org/>).



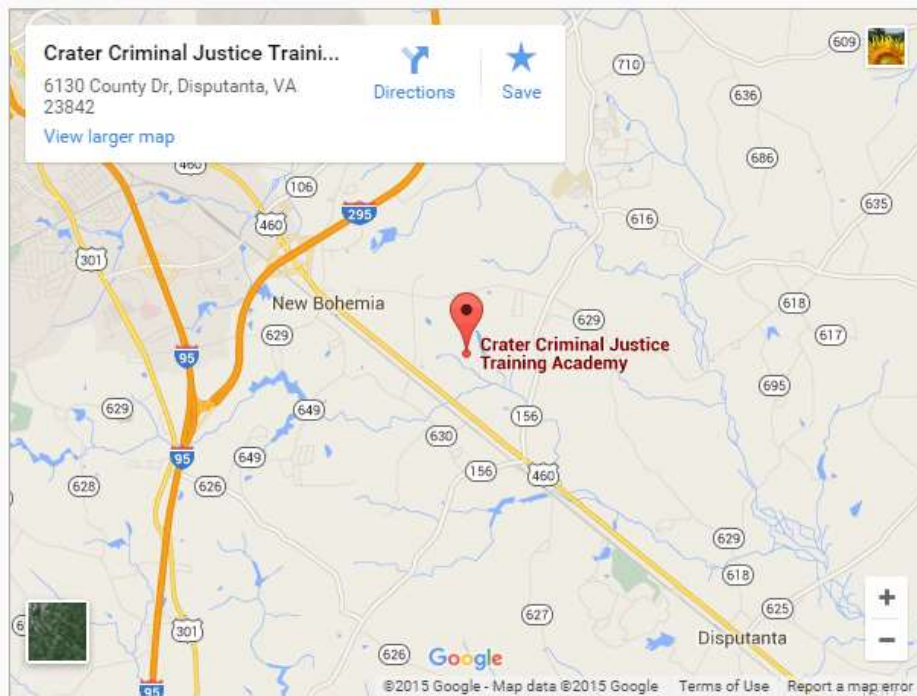
When you hover over on '**Training**' from the header, a list will appear, giving you the option to choose the "Training Calendar", which will take you to our 2025 documents. These include this document (2025 Catalog), the 2025 Training Grid, Course Prerequisites and the 2025 Meeting Calendar. You can open or download each of them. The **Training Grid** is a listing of courses in month order with dates and times, and credits earned. It does not list course descriptions, as it is used to see at a glance what is being offered on a monthly basis. It is updated and published constantly throughout the year; usually whenever a class is added, cancelled, re-scheduled.

We urge you **not** to save the training grid as sometimes it changes as often as a few times a week. **Be sure to bookmark the page and check back often to ensure you are viewing the**



**most current classes offered!**

Also, on the Training Calendar page we have the classes listed in a traditional **Online Calendar** format we commonly refer to it as the “Online Calendar”. Not only is this updated each time the training grid is updated, but it also includes a description of each class, like the training catalog. It can be customized to show a monthly, weekly, or daily view based on your preference. When you click on each class, you will see detailed course descriptions, prerequisites and supplies needed for each class, if applicable. This calendar is the most efficient way to view information as it is updated constantly and includes information from both the catalog and the grid.



**INDIVIDUAL USER TRACER ACCESS**

Finally, your officers now have access to view their own training records and history through TRACER at the following link: <https://tracer.dcjs.virginia.gov/personnel/login>

They'll input their last name, date of birth, and last four of their social and be able to access all of their employment history, training history, and instructorship information, including how many hours they still need to complete for their certifications.



## COMMONLY USED FORMS

To access our website, please visit [www.ccjta.org](http://www.ccjta.org) or if you have a QR app on your smartphone or tablet, use the code below:



The Forms page is extremely useful and is used almost as much as the Training Calendar. It can be found here: <https://ccjta.org/forms>

To register, you will now go to the DCJS TRACER Program and enroll individual for classes through that program. Once the registration form is received the individual will be put on the wait list until the academy reviews the registration and approves the registration. As of now, a notification will be sent to the individual enrolled, confirming that they are scheduled for this class. **PLEASE DO NOT SEND ANYONE TO CLASS UNLESS THEY HAVE GOTTEN CONFIRMATION THAT THEY ARE ENROLLED IN A COURSE.** On the forms page, you will also find useful frequently used forms including the following:

- Basic Academy forms can also be found on the forms page. This includes the Medical Clearance, OC exposure and the Basic Information form; all of which need to be submitted before the Academy starts.
- For In-Service Officers and Recruits- you will also find the Return to Duty form. This form **MUST** be completed if injury occurs in ANY Training Program. A doctor must complete and sign this form; no other document or note from a doctor will be accepted. We urge you to take this form with you if you leave training due to an injury as this **MUST** be completed before returning.

**PLEASE NOTE:** There are roughly 170 courses in the 2025 Catalog and more to be added throughout the year.

We encourage you to check every section of this catalog and **use it in conjunction with the Grid and Online Calendar!**

We make every attempt to “cross list” courses in multiple sections as deemed appropriate by function, type of training, etc., but **be sure to check every section** to ensure you don’t miss a class that might not be listed in a category you are interested in.



## REGISTRATION PROCEDURES

**\*\*REGISTRATION FORMS MUST BE SUBMITTED  
THROUGH THE AGENCY'S TRAINING OFFICER\*\***

### **BASIC/ENTRY LEVEL SCHOOLS:**

To register for these courses, submit the following forms for each recruit:

1. Registration Online Via TRACER
2. Basic Academy Information Data Sheet – CCJTA 530
3. Medical Clearance form (Basic Law and Basic Jail/Correctional Officer Academy Only) – CCJTA 531
4. OC Exposure form (Basic Law and Basic Jail/Correctional Officer Academy Only) – CCJTA 532
5. Background Check form (Basic Law and Basic Jail/Correctional Officer Academy Only) – CCJTA 533
6. Certification of Return to Basic Training (if returning to retake any portion of the Academy) - CCJTA 518b

### **INSTRUCTOR DEVELOPMENT TRAINING:**

To register for these courses, submit a Registration Form online via the new DCJS system, TRACER. This section includes classes, which lead to Initial Certification and Recertification. To become certified in a skill area (**Driver, Defensive Tactics, Firearms, Radar, and SFST**), one **must have already attended a General Instructor Development School**. Instructor certifications are valid for a period of three (3) years.

### **LAW ENFORCEMENT/JAILOR/COURT SECURITY CIVIL PROCESS**

To register for these courses your training officer needs to submit a Registration Form via the new DCJS system TRACER.

**Please check the online calendar for dates and break down of course listings.**





## MONTHLY CALENDARS

In the 2025 Calendar, Section Two (monthly calendars) are available only online at the Crater website. By having the Training Grid online only, and by updating the Online Calendar on the same page, it will allow the Academy to keep information as current as possible. When classes change the printed dates in any hard copies or books become outdated. Another great feature of the online calendar is having the ability to see what the course requirements are and what might need to be brought to class- by just looking in the description. Access the calendar by clicking on “Training” on the homepage, then Training Calendar.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 New Year's Day ● RANGE AVAILABLE	2 ● 110th Basic Jailor Academy ● RANGE AVAILABLE ● Speed Measurement Operator School	3 ● 110th Basic Jailor Academy ● RANGE AVAILABLE ● Speed Measurement Operator School	4 ● 110th Basic Jailor Academy ● RANGE AVAILABLE ● Speed Measurement Operator School	5 ● 110th Basic Jailor Academy ● RANGE AVAILABLE ● Speed Measurement Operator Recert ● Speed Measurement Operator School	6 ● RANGE AVAILABLE	7
8 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	9 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	10 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	11 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	12 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	13 ● RANGE AVAILABLE	14
15 Martin Luther King Day	16 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	17 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	18 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	19 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	20 ● RANGE AVAILABLE	21
22 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	23 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy	24 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy ● EVOC Instructor Development School	25 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy ● EVOC Instructor Development School	26 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy ● EVOC Instructor Development School	27 ● RANGE AVAILABLE	28
29 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy ● EVOC Instructor Development School ● RANGE AVAILABLE	30 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy ● EVOC Instructor Development School ● RANGE AVAILABLE	31 ● 102nd Basic Law Enforcement Academy ● 110th Basic Jailor Academy ● EVOC Instructor Development School ● RANGE AVAILABLE				

Also in the online Training Grid, you can see the type of class, or function of a class, as well as see what a class is coded for as far as In-Service hours.

Each class also has the type of In-Service that the class will receive: **CD=Career Development, CU=Cultural Diversity, and L= Legal.**

By accessing the online calendar, it allows an Agency to visually compare if one training course overlaps with another, which may create a personnel problem by other Officers attending training courses during the same period. This can be done one way by using the Training Grid, which breaks apart training in a monthly list, separated by weeks. Or, by using the Online Calendar, which shows monthly classes in a traditional wall calendar style but can also be customized by the user to view as weekly.





Another benefit of the Online Calendar is that it is available with up-to-date information at any given time and can be accessed with a smartphone or tablet if you are making Training plans away from a desktop computer. We urge Training Officers to provide new Officers with links to the Academy website and calendar, so they can look ahead for potential training.

If you use Online calendar on your smartphone or other device and would like to have the Training Calendar “shared” to your own calendar, please let us know in an email to [register@ccjta.org](mailto:register@ccjta.org). This would allow you to view the calendar feed on your own device, along with details seen on our website without having to use a browser to do so.



## ACADEMY STAFF

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**PART TIME STAFF INSTRUCTORS / ADJUNCT INSTRUCTORS**

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**The Academy Staff is here to assist you in any way.**

**Please contact us if you have any questions.**

Telephone (804) 722-9742

FAX Line (804) 722-9574

<http://www.ccjta.org>



## GENERAL INFORMATION SECTION

### FUNCTIONS

The Catalog is broken into functions, in addition the majority of classes taught are appropriate for each function that DCJS carries, (**LE**=Law Enforcement, **J**=Jailor, and **CS/CP**=Court Security & Civil Process), if you have questions that you are enrolling is appropriate for your function(s), please contact the Academy. There are sub-sections relating to Instructor Training, Management, Tactical and other groups of training being offered during the year, as well.

By function, this is the **minimum** number of hours of what each type needs:

	<u>Career Development</u>	<u>Cultural Diversity</u>	<u>Legal</u>
Law Enforcement	<b>34</b>	<b>2</b>	<b>4</b>
Jailor	<b>18</b>	<b>2</b>	<b>4</b>
Court Security/Civil Process	<b>10</b>	<b>2</b>	<b>4</b>
Dispatchers	<b>10</b>	<b>2</b>	<b>4</b>

### TESTING

Testing is now an integral part of all Academy Training. Officers attending the Academy should anticipate that material presented during the course is subject to testing and their individual performance evaluated. Guidelines for testing will be provided to classes here at the Academy as needed.



## FEE BASED TRAINING & TUTION FOR TRAINING

### CRATER MEMBER AGENCIES:

In 2025, the majority of In-Service options available to agencies will be free for Crater member agencies to attend; however, there will be some “optional” for certification, or “highly specialized” training sessions which will still have a cost associated with them. **These classes are identified in GREEN on the Training grid and also on the Online calendar, listed as such.**

If you have heard the term “FBT” or “fee-based training”; this is what it is referring to. The Academy Board of Directors has voted to allow for Fee Based Training (FBT). FBT means that some courses will have a fee for attendance. FBT helps the Academy to bring quality training to the area. This way FBT can save Officers and Departments money on per-diem, travel and lodging costs.

We make every effort to make sure that we provide the Training for the lowest costs possible.

### “NON-MEMBER” AGENCIES:

Crater **does** charge for “non-member” agencies to attend training.

We charge non-member agencies for training *even when there is no cost for “member agencies.”*

Details will be provided on this when non-member agencies enroll.

### ACADEMY SCHEDULE

#### Operational Hours:

The Academy is open Monday through Friday from 08.00 to 17.00. Classes will take place during this time unless special circumstances and hours are noted. The Academy follows regular “pre-scheduled” **holiday closings** as listed by the Commonwealth of Virginia. These holidays are listed on the Academy Website and are also listed in the back of this training catalog.

#### Early Closings / Late Openings:

Especially in inclement weather, students are encouraged to check the Academy website (<http://www.ccja.org>) for up-to-date information on Academy closing. The Academy also has a “*Weather and Information*” line. This recorded information line is available 24/7 **(804-722-9746)** and will have information if the Academy has to alter the schedule for any reason. Also, as much as possible, we try to update our **facebook page** with closures and delays, so please check online often in inclement weather.



## **COMPLETION OF TRAINING:**

It is possible for an officer to complete the mandatory In-Service training requirements by attending classes in a block of instruction or in several individual classes throughout the two-year cycle.

Classes do not close the day they finish. By “close”, we mean credits applied to an Officer’s Training Record. Please make sure a class will “close” prior to 12-30-2025 if your Officer is “due” in 2025; if not, then an extension will need to be filed with DCJS. If you have questions on class closing dates or the need for extensions, please contact Academy Staff.

As long as an officer completes the required hours of approved In-Service training, and successfully completed annual firearms qualification (if applicable), he/she has met the mandatory DCJS In-Service requirements.

**Please ensure that In-Service is completed prior to the officer's due date.**

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## **DATES OF TRAINING**

Some In-Service classes do not have a date listed here in the Catalog, as those dates may change occasionally. In an effort to keep the Catalog as correct as possible after being published, we have left some dates that may change off of the Catalog and provided them on our online calendar on our web page as well as our Training Grid which is updated regularly.

**Please ensure that In-Service is completed prior to the officer's due date.**

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## **CLASS ATTENDANCE**

In state mandated schools, no more than 10 percent absence is allowed for any reason, even excused absences. Attendance is required during all classes unless the Executive Director or his designee has approved a legitimate excuse. Legitimate excuses are as follows: court appearances (legal), injury or illness (medical), department authorized.





# *Entry Level Training*



## ENTRY LEVEL TRAINING

### BASIC LAW ENFORCEMENT (BLE)

Entry-level training is for police officers and deputy sheriffs who will be performing Law Enforcement functions. This course meets and exceeds all state mandated requirements. Recruits are required to be outfitted in academy uniform. Recruits will be instructed as to when they will need their service weapons and leather gear, and regular duty uniform. The curriculum involves physical training; therefore, all Recruits must have a physical within the twelve months prior to attendance. Departments will be expected to reimburse the Academy for the cost of one recruit Uniform package per recruit. Initial stationery supplies are provided to the Recruit by the Academy.

**104<sup>th</sup> Basic Law Enforcement Academy**      **January 6 – June 20, 2025**  
**105<sup>th</sup> Basic Law Enforcement Academy**      **July 7 – December 18, 2025**

### BASIC JAILOR/CORRECTIONAL OFFICER (BJA)

Entry-level training for Jailor/Correctional Officers. This course meets and exceeds all state mandated requirements. Recruits are required to be outfitted in academy uniform. Recruits will be instructed as to when they will need their service weapons and leather gear, and regular duty uniform. The curriculum involves physical training; therefore, all Recruits must have a physical within the twelve months prior to attendance. Departments will be expected to reimburse the Academy for the cost of one recruit Uniform package per recruit. Initial stationery supplies are provided to the Recruit by the Academy.

**114<sup>th</sup> Basic Jailor Academy**      **January 6 – March 25, 2025**  
**115<sup>th</sup> Basic Jailor Academy**      **March 31 – June 10, 2025**  
**116<sup>th</sup> Basic Jailor Academy**      **June 23 – September 9, 2025**  
**117<sup>th</sup> Basic Jailor Academy**      **September 15 – December 9, 2025**

### BASIC COURT SECURITY/ CIVIL PROCESS SCHOOL (CS/CP)

**(40 hours)** This entry-level training is an “endorsement” for those **who have completed** a full Basic Jailor/Correctional Academy or a Basic Law Enforcement Academy.

The Officer who attends this school might have responsibilities as a Jailor or Law Enforcement Officer in addition to Courtroom Security and Civil Process Service. This course meets or exceeds all state mandated requirements. Students are required to wear Departmental uniforms, or appropriate attire for In-Service. Stationery supplies are provided to the Officer by the Academy.

**April 7 - 11, 2025      July 21 – 25, 2025      September 22 – 26, 2025**





## **BASIC DISPATCHER/COMMUNICATIONS OFFICER TRAINING**

**(80 hours)** This course is entry-level training for Dispatchers or Communications Officers. This course meets and exceeds all state mandated requirements. Students are required to wear Departmental uniforms, or appropriate attire for In-Service. Initial stationery supplies are provided by the Academy.

**46<sup>th</sup> Basic Dispatch Academy**

**June 2 – 13, 2025**

**47<sup>th</sup> Basic Dispatch Academy**

**December 1 – 12, 2025**

## **BASIC ANIMAL CONTROL OFFICER SCHOOL**

**(120 hours)** This course is entry-level training for Animal Control Officers and is scheduled for 120 hours. Students are required to wear Departmental uniforms, or appropriate attire for In-Service. Initial stationery supplies are provided by the Academy. This course meets and exceeds State Veterinarian entry-level requirements for Animal Control Officers.

This course will include one week of Veterinarian topics, one week of Animal Care and Control topics, and one week of Basic Law Enforcement topics. This course will **NOT** include ***firearms training***.

**35<sup>th</sup> Basic Animal Control School**

**May 5 – 23, 2025**



## CLASSES AVAILABLE DURING BASIC TRAINING (NON CREDIT)

### (No In-Service Credit)

**NOTE:** Agencies may enroll their personnel in any topic presented in a Basic Training class at any time to get a “refresher” on a particular topic.

These are “elective classes” held during Basic Training. **No In-Service can be awarded for these classes since they are Basic Training.** These classes are of value to an agency for remediation / retraining purposes.

While there cannot be any In-Service credit awarded for a certified Officer to attend a Basic Training session, the class will appear on the Officers Training History.

Please contact the Academy for topics that would be available and to schedule an Officer to attend.

Below are some of the more commonly requested classes:

- Traffic Direction
- Community Policing
- Traffic Crash Investigations
- OSHA- Blood borne Pathogens
- CPR

**In addition to the above commonly requested courses, the following Skill / Performance based courses are offered:**

## **BASIC FIREARMS (NON CREDIT/REFRESHER/OPTION)**

The Academy offers police and jail officers refresher firearms training. This is designed for the individual that desires to increase their skills in this area. Officers are allowed to participate in the Basic Academy Firearms Training as space allows. Firearms Qualifications (noncredit/refresher/option)

The Academy will conduct firearms sessions strictly for the purpose of obtaining annual qualifications. Instruction is limited on these days, due to the need to ensure that all officers have an opportunity to qualify.



**JUDGMENTAL SHOOTING (VIRTRA) (NON CREDIT/REFRESHER/OPTION)**

The Academy is making available to all departments the VirTra system. This simulator provides training in the area of judgmental shooting, shoot/no-shoot situations, and accuracy.

**OC (PEPPER) SPRAY SEMINAR (NON CREDIT/REFRESHER/OPTION)**

This seminar will certify the student to carry OC (Pepper Spray). The course includes topics on the various types of sprays, the delivery systems, the Use of Force continuum, after care for exposure, in-custody deaths, and departmental policy concerns.

**EXPANDABLE BATON CERTIFICATION (NON CREDIT/REFRESHER/OPTION)**

This course is designed to certify an officer to carry and utilize the collapsible baton. Nomenclature, the proper use, and striking techniques will be covered in this demanding course. Participants should be in good physical condition and prepare with upper body strength exercises prior to class. Each participant MUST provide his own collapsible baton, scabbard, and leather gear.



## INSTRUCTOR DEVELOPMENT COURSES

**NOTE(S): ALL INSTRUCTOR CANDIDATES (General and Specialty) MUST COMPLETE AN APPRENTICESHIP TO BECOME CERTIFIED. DCJS REQUIRES AN APPRENTICESHIP WITHIN ONE YEAR OF COURSE COMPLETION.**

THIS APPRENTICESHIP MUST BE CONDUCTED AT THE ACADEMY OR A CERTIFIED SATELLITE. THE APPRENTICESHIP MUST BE **UNDER THE DIRECTION OF A CERTIFIED INSTRUCTOR** WITH AT LEAST **THREE (3) YEARS' EXPERIENCE IN THE TOPIC AREA** BEFORE CERTIFICATION CAN BE GRANTED IN ANY SKILL AREA.

### GENERAL INSTRUCTOR SCHOOL

(64 Hours) The course curriculum will prepare officers to instruct in most areas of Law Enforcement. Topics include:

- Development of lesson plans and test questions
- Instructional techniques
- Communication skills and role of the instructor in a learning environment

Candidates must meet all state mandated requirements for General Instructors. Candidates will be **tested**, must **develop a lesson plan**, and must **make a thirty-minute presentation** in order to be certified. This class satisfies **all** in-service requirements for Law Enforcement, Jail/Correctional Officer, and Court Security/Civil Process Officer.

**February 24 – March 5, 2025**

**August 18 – 27, 2025**





***Specialty Instructor Training***



## SPECIALTY INSTRUCTOR DEVELOPMENT COURSES

These curriculums prepare officers to instruct in specific skill areas of Law Enforcement. As with General Instructor topics, courses in specialty instructor development include: the development of lesson plans, test questions, instructional techniques, communication skills and role of the instructor in a learning environment. In 2008, Crater started increasing the length of its Instructor Schools. In 2016 most Specialty Instructor schools will continue to be 64 Hours, or eight days. The reason for this is so that topics can be covered from the Basic portions of each of these programs in addition to covering additional skills on how to remediate, evaluate and test people in their programs.

**In 2013 Crater started an “odd / even” rotation of some of the skill Instructor Development schools.** This is because quite often we make logistical and Instructor arrangements for Instructor Schools and then we don't receive sufficient enrollment, leading to re-scheduling or ultimately, cancellations. We will host a Defensive Tactics school every “odd year” (for example 2023, 2025 etc.) And will host a Driving Instructor School every “even year” (for example 2025, 2026 etc.) We will host a school more frequently if we receive sufficient interest in enrollment. The Academy will maintain a “running wait list” for these participants; so, if you have Officers who are interested in the school in a year when we are not planning on hosting one, please let us know as soon as possible.

These classes **all** satisfy In-Service requirements for Law Enforcement, Jail/Correctional Officer, and Court Security/Civil Process Officer. **\*\*\*PRE-REQUISITE\*\*\*** Candidates must have attended an approved DCJS General Instructor School.

*\*\*Note- It is not recommended, but it may be possible to attend a Specialty Instructor School prior to a General School if this is what is required because of the logistics of the school scheduling. This requires Department and Academy approval, contact the Academy with questions.* Candidates **must** meet all state mandated requirements for General Instructors. Candidates will be **tested**, must **develop a lesson plan**, and must **make a thirty-minute presentation** in order to be certified.

## DEFENSIVE TACTICS INSTRUCTOR SCHOOL

**(64 Hours)** The course curriculum will prepare officers holding General Instructor Certification to obtain DCJS certification to instruct in the skill area of Defensive Tactics Instruction.

**April 28 – May 7, 2025**





## **DRIVER INSTRUCTOR SCHOOL**

**(64 Hours)** The course curriculum will prepare officers holding General Instructor Certification to obtain DCJS certification to instruct in the skill area of Driver Training Instruction.

**Not held in 2025**

A NOTE FOR ALL SPECIALTY INSTRUCTOR COURSES: Remember, we will host a Specialty Instructor school more frequently if we receive sufficient interest in enrollment.

## **SPEED MEASUREMENT INSTRUCTOR SCHOOL**

**(40 Hours)** This course will certify the participant to instruct the NHTSA Radar Operator's Program. This class will include both RADAR and LIDAR Instructor certification. **\*\*\*PRE-REQUISITE\*\*\***- Requires participants to have successfully completed a Basic Operator Course and have 2 years' experience as a Radar Operator.

**TBD**

## **FIREARMS INSTRUCTOR SCHOOL**

**(64 Hours)** The course curriculum will prepare officers holding General Instructor Certification to obtain DCJS certification to instruct in the skill area of Firearms Instruction.

**\*\*\*PRE-REQUISITE\*\*\*** - CONSISTENTLY SCORE 90% OR BETTER ON MDAC AND PREQUALIFY WITH A 90% OR BETTER. Agency must provide **1,000 rounds for service weapon** and **10 rounds each of 00 buckshot and slug** ammunitions for the Instructor School. Candidates will be **tested**, must **develop a lesson plan**, and must **make a thirty-minute presentation** in order to be certified.

**May 5 – 14, 2025**

**PRE-QUALIFICATION DATE(S)** for Firearms Instructor:

**February 24, 2025      April 14, 2025**

Candidates for the May Firearms Instructor School **must** pre-qualify. Pre-qualifications will be held during the Basic Academy Firearms dates, while the Academy has the range reserved. This allows for both the facilities and instructors to already be in place. These dates of the Basic Academies are 'night firing' dates so the pre-qualification times will be from **0800-1200 hours**. **100 rounds of "practice ammo"** and **150 rounds of qualification ammo** are **required** for the pre-qualification.



## **TASER INSTRUCTOR SCHOOL**

**(16 Hours)** This course provides the basic operational theory and practical training to instruct users to reasonably safely and effectively operate TASER CEWs. This course covers the TASER X26P and X2 CEWs and will certify those who successfully complete the course as TASER basic instructors for a period of 2 years from the date of certification. This course is open to sworn law enforcement officers, military personnel, and licensed professional security employees. Part 1 of the courses is completed online. New instructors will spend approximately 4 hours online before participating in 16 hours of practical training (Day 1 and Day 2). Recertifying instructors will spend approximately 8 hours online before participating in 8 hours of practical training (Day 2). If an instructor is expired, we do still currently permit one year past that expiration date to register and attend a course as recertifying. Once expired, no TASER CEW User courses or certifications should be conducted.

**NOT BEING OFFERED THIS YEAR**

## **GENERAL INSTRUCTOR APPRENTICESHIP GUIDELINES**

- **Step 1:** Email the Training Coordinator for the BLE, BJA, or In-Service at the Academy with information regarding what specialty you need to complete your apprenticeship on, and what subjects you are comfortable/willing to teach.
- **Step 2:** After you have confirmed the date and subject, the instructor will provide you with the class material. It is your responsibility to go over the material and make any updates or changes you see fit. You will be asked to create an updated lesson plan for the subject being taught.
- **Step 3:** A certified DCJS instructor will sit in on the class you teach and evaluate your course. Then the proper paperwork will be completed and sent to DCJS to complete the instructorship process.





## GENERAL INSTRUCTOR RECERTIFICATION COURSES

**(4 hours)** DCJS Instructor certifications are valid for a period of three years. Prior to December 31<sup>st</sup> of the third year, the instructor must attend a recertification session.

Remember also that the instructor must attend a recertification session in each of the specialized skill area(s) instructor certification they desire to renew.

**Attendance at one of the specialized skills instructor workshops will satisfy the requirements for the General Instructor.**

**\*\*PLEASE NOTE THIS IS NEW\*\***

### **Mandated DCJS Instructor Requirements**

Required hours taught **MUST** be completed and verified **BEFORE** the instructor can take the recertification class on-line or in the classroom. Instructors due for recertification must complete 8 hours of instruction hours, per instructorship in the 3-year recertification cycle.

All new instructors must submit a completed instructor application, after attending an initial instructor course and completing the required DCJS minimum hours for apprenticeship. Instructor certification is not valid until the new application is processed by DCJS.

***PLEASE CHECK WEBSITE FOR TRAINING DATES***

## SPECIALTY INSTRUCTOR RECERTIFICATION COURSES

**SPECIALTY INSTRUCTOR RECERTIFICATION: (16 hours)** The Academy is going to continue in 2025, the “Instructor Workshop” concept.

There are multiple advantages to these “Workshops.” In many of these specialty areas of instruction skills are somewhat “subjective.” There may be variations on how different Instructors perform skills, and most importantly how they teach others to perform these skills. These workshops allow for Instructors to come together and interact with their peer Instructors and make sure that they teach these skills in a “standardized” way this will reduce confusion for the students. If Officers are a “Specialty Instructor” they do not need to attend this in addition to the General Instructor re-certification. Attending one of these workshops will re-cert their Specialty Instructor status as well as their General Instructor status and provides In-Service credit.



**Once this program is fully implemented--Attendance at one of the specialized skills instructor re-certification areas will be required to teach at the Academy.**

### **DEFENSIVE TACTICS INSTRUCTOR RECERT**

Defensive Tactics Instructor Recertification **TBD**

### **FIREARMS INSTRUCTOR RECERT**

Firearms Instructor Recertification **May 13 - 14, 2025**

### **SPEED MEASUREMENT INSTRUCTOR RECERT**

Speed Measurement Recertification **TBD**

### **DRIVER INSTRUCTOR RECERT**

Driver Instructor Recertification **Not held in 2025**

## **LAW ENFORCEMENT IN-SERVICE SCHOOLS**

While in past years, we've offered law enforcement in-service classes based on levels by various years of service, as a result of enrollment trends and the 2022 Training Needs Analysis (TNA) that was done, we have decided to move away from levels. Instead, we will be presenting a series of topic-focused seminars, so those with an interest in or a need for more training in a specific area can do so. The subjects of these seminars have been determined by the results of our TNA.

### **GENERAL IN-SERVICE**

This class is designed as a "catch all" for officers who are unable to attend the other In-Service based on their term of service.

**December 1 – 5, 2025**



## LAW ENFORCEMENT FIELD TRAINING OFFICERS

### LAW ENFORCEMENT FIELD TRAINING OFFICER DEVELOPMENT COURSE

**(40 Hours):** This 40 hour curriculum is designed to develop the Field Training Officer. This class coincides with the last part of the Basic Law Enforcement Academy for scenario based training. The Field Training Officer will be trained in areas to include: vicarious liability, performance evaluations, and training, documentation and communication skills.

The FTO will actively participate in the basic training of the recruits during the Applied Patrol Techniques week. *During the **last day** of this course (**FRIDAY**), the schedule will be from **13.00 to approximately 22.00 hours**.*

June 9 – 13, 2025    December 8 – 12, 2025

### L.E. FTO RECERTIFICATION

**(8 Hours):** This course provides a one-day refresher for those Field Training Officers that have successfully completed the 40-hour FTO Development School. This course is strongly recommended for any FTO that will be training a recruit from the current academy.

AVAILABLE ONLINE

## LAW ENFORCEMENT SUPERVISION AND MANAGEMENT COURSES

### L.E. SUPERVISOR SUPERVISOR DEVELOPMENT CLASS

**(40 Hours)**

This curriculum is designed for the newly promoted Law Enforcement Supervisors or Corrections Supervisors or any other officers in a direct supervisory capacity. This class would be ideal for: First line supervisors, Senior Officer, Master Officer, FTO, Shift Supervisor etc., or officers developing their supervisory skills.

**For dates, please check the online training calendar.**



## **L.E. SUPERVISOR-III**

### **(40 Hours)**

This curriculum is designed for and restricted to Chiefs, Sheriffs, Agency Administrators, and others in the Command Staff. Topics will include: Dealing with Internal Investigations, Motivating your workforce, Ethics, Professionalism, and other topics relating to Senior Law Enforcement Executives.

**For dates, please check the online training calendar.**

## **MENTAL HEALTH FIRST AID**

### **(8 hours)**

This class presents an overview of mental illness and substance use disorders in the U.S. and introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments. Those who take the 8-hour course to certify as Mental Health First Aiders learn a 5-step action plan encompassing the skills, resources and knowledge to help an individual in crisis connect with appropriate professional, peer, social, and self-help care. Mental Health First Aid teaches a five-step action plan, ALGEE, for individuals to provide help to someone who may be in crisis. Assess for risk of suicide or harm; Listen nonjudgmentally; Give reassurance and information; Encourage appropriate professional help; Encourage self-help and other support strategies.

**For dates, please check the online training calendar.**





***Tactical Training***



## 2025 LAW ENFORCEMENT TACTICAL TEAM TRAINING (CRT/SRT/SWAT)

In 2025 Crater Criminal Justice Training Academy (CCJTA) will enhance its tactical course offerings. The tactical courses have been restructured to align with the Tactical Response and Operations Standards for Law Enforcement Agencies established by the National Tactical Officers Association (NTOA) and the Typed Resource Definitions for Law Enforcement and Security Resources published by the Department of Homeland Security (DHS). These documents can be viewed at [www.ntoa.org](http://www.ntoa.org) and [www.dhs.gov](http://www.dhs.gov). The SWAT/tactical officer series of courses will now be divided into four levels with officers learning a different set of tactical skills in each level that have been identified by the NTOA and DHS. Questions about this program should be directed to Charlie Winslow, Tactical Training Coordinator, [cwinslow@ccjta.org](mailto:cwinslow@ccjta.org).

### CCJTA SWAT OPERATOR I

**Length:** 10 days

**Cost:** Member agencies – FREE

Non-member agencies – CONTACT ACADEMY FOR PRICE

**Description:** This course prepares officers to participate in high-risk warrant services, armed barricaded person operations and hostage rescue incidents as a member of a tactical team.

Topics Covered:

- Dynamic, covert, and stealth building clearing
- Familiarization with distraction devices, chemical agents, and impact munitions
- Shooting skills for building clearing and perimeter operations
- Law Enforcement First Responder TCC certification
- Control techniques for tactical operations
- Breaching with ram, halligan, and window key
- Negotiations techniques for tactical officers
- Situation based tactics
- Applying mutual aid concepts during tactical operations
- Incident command system & command post operations





## **CCJTA SWAT OPERATOR II**

**Length:** 5 days

**Cost:** Member agencies – FREE

Non-member agencies – CONTACT ACADEMY FOR PRICE

**Description:** This course prepares officers to participate in tactical operations that would typically occur in a woodland/rural environment.

Topics Covered:

- Land navigation with map, compass, GPS
- Patrolling operations
- Camouflage and concealment
- Firearms skills for woodland operations
- Visual tracking
- Utilizing K9 tracking assets
- High risk manhunts
- Rural surveillance operations

## **CCJTA SWAT COMMANDER**

**Length:** 5 days

**Description:** This course prepares tactical officers to function as a team leader or commander on a SWAT/tactical team at the operational and administrative level. The use of mutual aid will be thoroughly discussed; as well as accessing available state and federal assets. Students will be required to complete some in-class coursework and will participate in several tabletop exercises.

Topics Covered:

- Selection & retention of tactical officers
- Tactical training program development
- Operational and legal aspects of high-risk warrant services, barricaded person operations, hostage situations & high-risk manhunts
- Understanding the crisis negotiation process
- Incident command system
- Command post operations
- Tactical leadership skills
- Utilizing mutual aid on tactical operations
- Utilizing the budget process



## **CCJTA SWAT BREACHER ENHANCED**

**Length:** 3 days

**Description:** This challenging course will prepare officers to function as a breacher on a tactical team. Experienced breachers who want to refine their skills and practice their craft will also find this course useful.

Topics Covered:

- Use of ram, Halligan, and window key
- Breaching inward/outward opening doors
- Window breaching
- Utilization of hydraulic tools
- Shotgun breaching: doorknobs & hinges
- Breach site assessment
- Breach point tactics
- Students will complete multiple breaches with all breaching tools during course

## **CCJTA SNIPER I**

**Length:** 5 days

**Description:** This challenging 6-day course will prepare officers to function as a sniper on a tactical team. Experienced snipers who want to refine their skills will also find this course useful. Special emphasis is placed on how SWAT teams can utilize mutual aid to enhance sniper capabilities.

Topics Covered:

- Sniper rifle set-up & rifle fitting
- Precision rifle marksmanship fundamentals
- Environmental effects on precision shooting
- Understanding and utilizing the optical sight
- Firing out to 200 yards
- Hold overs
- Range estimation & calculation
- Positional shooting
- Low light, nighttime firing
- Engaging moving targets
- Shooting through glass barriers
- Building and firing from interior, exterior & vehicle hides
- Deadly force decision making exercises





## **BASIC CRISIS NEGOTIATIONS CLASS**

**Length:** 5 days

**Dates:** CHECK WEBSITE

**Description:** Visit NTOA website for Cost and Details

## **NTOA LESS LETHAL INSTRUCTOR DEVELOPMENT**

**Length:** 5 days

**Dates:** CHECK WEBSITE

**Description:** Visit NTOA website for Cost and Details

## **JAIL/CORRECTIONAL OFFICER IN-SERVICE**

Jailor In-Service: Topics for the year include, among other things: Legal Update, Cultural Diversity, Management of Special Populations, Mental Health First Aid (MHFA), Officer Wellness, Effective Supervision of Inmates, Prevention of Inmate Manipulation, Cell Searches, Courtroom Testimony & Demeanor, and Correctional Officer Survival.

We will be holding (1) Jailor In-Service class each month of 2025. There will be 1, 3-day class per quarter, and the remainder will be 2-day classes. These in-service classes will be for ALL levels of jailors and will cover a variety of topics and subjects.

All the 3-day in-service classes will include the required number of Legal (**L**), Cultural Diversity (**CU**), and Career Development (**CD**) hours. The 2-day in-service classes will include 2 hours of cultural diversity, 4 hours of legal, and 10 hours of career development.

## **JAILOR GENERAL IN-SERVICE**

**(16-24 Hours)**

This class is designed to satisfy the DCJS requirement for jail officers.

**For dates, please check the online training calendar.**



## IN-SERVICE FOR JAIL/CORRECTION OFFICERS

### CRISIS INTERVENTION TEAM TRAINING, CIT

**(40 hours)**

This innovative program, appropriate for Law Enforcement or Jail Officers, encourages communities, families, law enforcement officers, and mental health professionals to act as a compass for consumers of mental illness. An increase in illegal narcotic/alcohol abuse and the "deinstitutionalization" of mentally ill citizens has caused many to become homeless and potentially more violent which increases the chances of involvement with law enforcement. This increases the possibility for excessive force complaints and the inevitable backlash from the community. The Crisis Intervention Team (CIT) program is a community partnership working with mental health consumers and family members. Our goal is to set a standard of excellence for our officers with respect to treatment of individuals with mental illness. This is done by establishing individual responsibility for each event and overall accountability for the results. They will be part of a specialized team which can respond to a crisis at any time and they will work with the community to resolve each situation in a manner that shows concern for the citizen's well-being. Traditional police methods, misinformation, and a lack of sensitivity cause fear and frustration for consumers and their families.

Too often, officers respond to crisis calls where they felt at a disadvantage or were placed in a no-win situation. A response to mentally ill crisis events must be immediate. The National Alliance on Mental Illness/Memphis and the Memphis Police Department agree that an "immediate response" is preferable to that of specialized mental health workers on call or a mobile crisis van response. By offering an immediate humane and calm approach, CIT officers reduce the likelihood of physical confrontations and enhance better patient care. These are some of the benefits shown from CIT training: Crisis response is immediate, Arrests and use of force has decreased, Underserved consumers are identified by officers and provided with care, Patient violence and use of restraints in the ER has decreased, Officers are better trained and educated in verbal de-escalation techniques, Officer's injuries during crisis events have declined, Officer recognition and appreciation by the community has increased, Less "victimless" crime arrests, Decrease in liability for health care issues in the jail.

### CPR/ AED INSTRUCTOR

**(32 hours)**

This class will develop candidates to become Instructors in CPR/ AED and First Aid. These curriculums are all for the Professional Rescuer standard needed for Law



Enforcement, Jails, FIRE and EMS. This course follows the American Safety Health Institute (ASHI) guidelines.

**For dates, please check the online training calendar.**

## **JAILOR/CORRECTIONS FIELD TRAINING OFFICER DEVELOPMENT COURSE**

**(24 hours)**

This curriculum is designed to develop the Field Training Officer prior to the graduation of the Basic Jail Academy. The Field Training Officer will be trained in areas such as vicarious liability, performance evaluations, and training, documentation and communication skills. The FTO will actively participate in the basic training of the recruits during scenarios.

**TBA**

## **CORRECTIONS SUPERVISOR LEVEL III**

**(24 hours)** This curriculum is designed for and restricted to Sheriffs and Agency Administrators, and others in the Command Staff. The level 3 course will be broken up in to three 8 hour days.

**For dates, please check the online training calendar.**

## **COURT SECURITY & CIVIL PROCESS IN-SERVICE**

### **COURTROOM SECURITY/CIVIL PROCESS IN-SERVICE**

**(16 Hours)**

Topics include Legal Update, new and innovative court security issues, and issues relating to effective process service. These 2-day in-service classes will include 2 hours of cultural diversity, 4 hours of legal, and 10 hours of career development.

**March 4-5, 2025**

**September 4-5, 2025**



## IN-SERVICE FOR ANIMAL CONTROL OFFICERS

### ANIMAL CONTROL IN-SERVICE

**15 credits**

This course meets the Virginia requirements for Animal Control Officer Re-certification. Students who complete this course will receive 15 hours of in-service training credit.

**For dates, please check the online training calendar.**

## COMMUNICATIONS/DISPATCHER TRAINING

### DISPATCHER'S ROLE IN AN ACTIVE SHOOTER EVENT

**(8 hours)**

Think that a school shooting can't happen in your jurisdiction? Would you know what to do if one occurs? Is your communications center prepared? This course is designed to familiarize the public safety dispatcher with concepts, tactics, and procedures for reacting and responding to an active shooter. It also provides proactive tools and ideas in order to be prepared for such an event.

**For dates, please check the online training calendar.**

### CRISIS INTERVENTION TEAM TRAINING (CIT)—CIT FOR DISPATCHERS

**(8 hours)**

This one day program will help integrate Emergency Dispatchers into the "CIT Concept" and make them a valued member of the "CIT Team." As an innovative program, the CIT model encourages communities, families, law enforcement officers, and mental health professionals to act as a compass for consumers of mental illness. An increase in illegal narcotic/alcohol abuse and the "deinstitutionalization" of mentally ill citizens has caused many to become homeless and potentially more violent which increases the chances of involvement with law enforcement. This increases the possibility for excessive force complaints and the inevitable backlash from the community.

The Crisis Intervention Team (CIT) program is a community partnership working with mental health consumers and family members. Our goal is to set a standard of excellence for our officers with respect to treatment of individuals with mental illness. This is done by establishing individual responsibility for each event and overall accountability for the results. They will be part of a specialized team which can respond



to a crisis at any time, and they will work with the community to resolve each situation in a manner that shows concern for the citizen's well-being.

Traditional police methods, misinformation, and a lack of sensitivity cause fear and frustration for consumers and their families. Too often, officers respond to crisis calls where they felt at a disadvantage or were placed in a no-win situation. A response to mentally ill crisis events must be immediate. The National Alliance on Mental Illness/Memphis and the Memphis Police Department agree that an "immediate response" is preferable to that of specialized mental health workers on call or a mobile crisis van response. By offering an immediate humane and calm approach, CIT officers reduce the likelihood of physical confrontations and enhance better patient care.

## **SPECIALTY SUPERVISION COURSES**

### **ADMINISTRATIVE/TRAINING OFFICER SUPERVISOR TRAINING**

**(1.5 Hours)**

This session is designed for the Administrative Officer and/or Training Officers. These individuals' responsibilities need not include supervision of other Officers to attend. This course will cover topics that may be valuable including: Academy policies, DCJS guidelines and use of training systems such as ACE and TREX. This class is appropriate for Law Enforcement or Jailor/Corrections personnel. Scheduled as needed, contact Academy for details.

**For dates, please check the online training calendar.**

### **I.M.P.A.C.T - "INTERPERSONAL MANAGEMENT PROGRAM AND COMMUNICATIONS TRAINING"**

**(16 hours)**

Dealing with people can be complex and demanding, especially in law enforcement. But there are straightforward, guiding principles that, when applied, sharply improve odds of success and reduce both physical and legal risks. These human relations and interpersonal communication techniques are the proven pathways to success in law enforcement. This program identifies those principles, related performance expectations, and how to evaluate and improve that performance. This program is a combination of live training, computer and video-based tutorials, and performance assessment tools. Course is designed for Supervisors, Trainers, FTOs, Instructors, and Internal Investigators.

**For dates, please check the online training calendar.**



## **IN-SERVICE SPECIALIZING IN UTILIZING “EFFECTIVE COMMUNICATION STRATEGIES”**

### **PEER SUPPORT PROFESSIONAL (P.S.P) TRAINING LEVEL 1**

**(24 hours)**

This training will help individuals become trained to perform the duties sometimes referred to as Critical Incident Stress Debriefing, C.I.S.D. This course provided by Greenberg and Associates focuses on the need to provide a healthy outlet for stressors that the Officer may encounter. The goal of peer support is to provide all public safety employees within an agency the opportunity to receive emotional and tangible peer support through times of personal or professional crises and to help anticipate and address potential difficulties. A Peer Support Person (PSP), sworn or non-sworn, is a specifically trained colleague, not a counselor or therapist. A peer support program can augment outreach programs, e.g., employee assistance programs and in-house treatment programs, but not replace them.

PSPs should refer cases that require professional intervention to a mental health professional. Relevant introductory and continuing training for PSP could include the following: Confidentiality Issues Role Conflict Limits and Liability Ethical Issues Communication Facilitation and Listening Skills Nonverbal Communication Problem Assessment Problem-Solving Skills Cross-Cultural Issues Psychological Diagnoses Medical Conditions Often Confused with Psychiatric Disorders Stress Management Burn-Out Grief Management Domestic Violence AIDS Information Suicide Assessment Crisis Management Trauma Intervention Alcohol and Substance Abuse When to Seek Mental Health Consultation and Referral Information.

**For dates, please check the online training calendar.**

### **PEER SUPPORT PROFESSIONAL (P.S.P.) TRAINING LEVEL 2**

This class is designed for those who coordinate, organize, supervise or direct peer support programs for law enforcement, fire and/or other emergency services professions. This class focuses on selection methods for peer supporters, policy making and organizing protocols and setting thresholds for calling out peer supporters for critical incidents. Further, this class addresses methods for maximizing the utility of peer supporters in supporting the entire department, beyond crisis or critical incidents. In addition, methods for motivating peer supporters who have become inactive or whose interest has diminished will be offered. Importantly to those who want their program to maintain certification, this class offers instruction on how to coordinate CEU's for Members in order to maintain or re-initiate certification.

**For dates, please check the online training calendar.**



## **PEER SUPPORT PROFESSIONAL (P.S.P) - TRAIN THE TRAINER**

**(24 hours) Prerequisites: PSP, General Instructor and more**

This training will help individuals certified as Peer Support Professionals to become Trainers for the PSP program. The goal of the Train-the-Trainer course is to develop a core group of Trainers that can share these principles with other public servant entities, to include law enforcement officials, FIRE/EMS and Dispatch. This will enhance their agency's culture from the inside out. The course will review PSP training principles, familiarize new instructors with the overall PSP program, enhance practical scenario skills, develop and utilize feedback skills. Pre-Requisites: Be a DCJS General Instructor, Serve as a PSP for one year, Perform Apprenticeship in an PSP Program, Approval of application by the Virginia Peer Support Association (VAPSA), the certifying organization for the PSP Program.

**For dates, please check the online training calendar.**

## **CRISIS INTERVENTION TEAM TRAINING, CIT**

**(40 hours)**

This innovative program, appropriate for Law Enforcement or Jail Officers, encourages communities, families, law enforcement officers, and mental health professionals to act as a compass for consumers of mental illness. An increase in illegal narcotic/alcohol abuse and the "deinstitutionalization" of mentally ill citizens has caused many to become homeless and potentially more violent which increases the chances of involvement with law enforcement. This increases the possibility for excessive force complaints and the inevitable backlash from the community. The Crisis Intervention Team (CIT) program is a community partnership working with mental health consumers and family members. Our goal is to set a standard of excellence for our officers with respect to treatment of individuals with mental illness. This is done by establishing individual responsibility for each event and overall accountability for the results. They will be part of a specialized team which can respond to a crisis at any time and they will work with the community to resolve each situation in a manner that shows concern for the citizen's well-being. Traditional police methods, misinformation, and a lack of sensitivity cause fear and frustration for consumers and their families. Too often, officers respond to crisis calls where they felt at a disadvantage or were placed in a no-win situation. A response to mentally ill crisis events must be immediate.

The National Alliance on Mental Illness/Memphis and the Memphis Police Department agree that an "immediate response" is preferable to that of specialized mental health workers on call or a mobile crisis van response. By offering an immediate humane and calm approach, CIT officers reduce the likelihood of physical confrontations and enhance better patient care. These are some of the benefits shown from CIT training: Crisis response is immediate, Arrests and use of force has decreased, Underserved consumers are identified by officers and provided with care, Patient





violence and use of restraints in the ER has decreased, Officers are better trained and educated in verbal de-escalation techniques, Officers' injuries during crisis events have declined, Officer recognition and appreciation by the community has increased, Less "victimless" crime arrests, Decrease in liability for health care issues in the jail.

**March 11 – 15, 2025**

**June 23-27, 2025**

**September 16 – 20, 2025**

## **CRISIS INTERVENTION TEAM TRAIN-THE-TRAINER, CIT**

**(24 hours)**

The goal of the C.I.T. Train-the-Trainer course is to develop a core group of CIT Trainers that can share these principles with other public servant entities, to include law enforcement officials, social service workers, etc., in an effort to enhance their agency's abilities to effectively deal with these challenges. The course will review CIT training principles, familiarize new instructors with the overall CIT program, enhance practical scenario skills, develop and utilize feedback skills, and develop and practice CIT role plays.

**Date TBA**

## **FIRE/EMS TRAINING FOR FIRE/EMS & LAW ENFORCEMENT/CORRECTIONS**

Crater Criminal Justice Training Academy has been working with local Fire and EMS agencies and their training effort for several years now. Up to now the extent of this has been local Fire and EMS using the building "after hours." You may know that CCJTA is an "authorized training site" for Prince George FIRE & EMS.

It is important for Police to work with FIRE & EMS, the more that we train together the more likely it is to increase collaboration, so the better these public safety agencies will get along "in the field".

**IMPORTANT NOTE(s)-**

**For LE participants:** There are several classes that will be listed in this section, which will only be listed on our online page. Please check this section which you can find a link to at the bottom of the main page of the Crater website.

**For Fire & EMS participants:** Several Courses are listed here; please register for these courses through your Agencies Training officer. We will provide your Training Officer with information on cost (if there is one) as well as pre-requisites or restrictions for these courses.



## **CPR / AED & LEFR-(LAW ENFORCEMENT FIRST RESPONDER)**

**(16 hours)**

All Law Enforcement and Jail officers need current CPR. This CPR/AED re-cert will be at the “professional” level covering the topics that professional LEO responders have like “duty to act” and blood borne pathogen exposure prevention.” In addition to this we are adding some first aid training. However this is not your “regular” first-aid training. This first aid training will be 10-12 hours of the 16 hour course, and will be Trauma First Responder. This course taught by a nationally registered Paramedic Instructor for the National Association of EMT’s deals with the newest in life saving methods.

Some of these battlefield “trauma lessons learned” from over ten years of “combat medicine” in Iraq and Afghanistan. Not only could these new strategies be life saving for members of the community but for you and fellow LEO’s as well. “Self-first aid” will be discussed as well as the latest methods to deal with trauma like knife wounds and gun shots. This class would be appropriate for: Law Enforcement, Jailors, Court Security and Civil process Officers, Firefighters, Animal Control Officers any and all are encouraged to attend. Don’t miss this class...it literally could be a lifesaver, yours or someone else’s!

**Please contact us if interested.**

## **CPR/ AED INSTRUCTOR**

**(32 hours)**

This class will develop candidates to become Instructors in CPR/ AED and First Aid. These curriculums are all for the Professional Rescuer standard needed for Law Enforcement, Jails, FIRE and EMS. This course follows the American Safety Health Institute (ASHI) guidelines.

**For dates, please check the online training calendar.**



## 2025 ONLINE COURSES – COMPLETE LISTING

For complete information, please visit our webpage [www.ccjta.org](http://www.ccjta.org)

**Course Registration:** Students can register themselves for courses depending on training officer preference. Courses are closed on a quarterly basis, so allow time for training credit to reflect.

### TRAINING RESPONSE NETWORK ONLINE COURSES

One of our 2025 featured online content partners: Training Response Network (TRN.)

Developed by national subject matter experts, and in partnership with the Thomas & Means Law Firm, the courses offer the latest trends within the law enforcement, corrections, and criminal justice fields, providing individuals the opportunity to hone their knowledge and skills. Each course is derived from either a classroom-based course (either 4 or 8 hours) and then converted into an online format that is self-paced and designed to take approximately 90-minutes to complete. All courses include quizzes and assessments which are highly randomized from individual to individual to avoid each individual getting the exact same quiz/test to better test and aid in your learning.

Progressive leaders in law enforcement and corrections know that a well-trained staff: reduces personal and agency liability, protects an officer or an agency from negative news coverage and increases both officer and citizen safety. These same leaders also know there's no such thing as "enough" training. Changes are constant in federal and state laws, technology, and police tactics. Societal pressures are mounting. Annual in-service is only just the starting point for an agency.

TRN's courses provide agency leaders a very easy path to promote and invest in constant and consistent training from individual to individual by making each course accessible via MDT's, laptop/desktop, (mobile apps) smartphones and tablets for iPhone and Android operating systems.



## SATELLITE TRAINING

CCJTA has several satellite training academies, including:

Meherrin River Regional Jail

New Kent County Sheriff's Office

Riverside Regional Jail

Virginia Department of Motor Vehicles

Virginia Division of Capitol Police

Their classes are open to other member agencies. For more information, feel free to contact their training staff.

## LINKS TO ALL ACADEMY FORMS

**On the Academy's Website, on the "forms" page you can find the most up to date version of the forms that were previously located in the Calendar:**

<https://ccjta.org/forms>

DCJS / CCJTA **Instructor Application** and **Apprenticeship forms**

- Basic Academy Medical Form
- OC Exposure Form
- **Basic Academy** Personal Data Sheet
- **Return to Duty**, or RTD form (following and illness or injury)



## 2025 SPECIAL SKILLS CALENDAR

### Defensive Tactics

114th BJA	February 18th – March 6th, 2025
105th BLE	March 31st – April 18th, 2025
Defensive Tactics Instructor School	April 28th – May 7th, 2025
Defensive tactics instructor workshop/recert	TBD
115th BJA	May 12th – 26th, 2025
116th BJA	August 4th – 20th, 2025
106th BLE	September 8th – 26th, 2025
117th BJA	October 27th – November 12th, 2025

### Firearms

114th BJA	January 21st – 31st, 2025
104th BLE	February 24th – March 7th, 2025
115th BJA	April 14th – 24th, 2025
Firearms instructor development school	May 5th – 14th, 2025
Firearms instructor workshop/recert	May 13th – 14th, 2025
116th BJA	July 7th – 17th, 2025
105th BLE	August 18th – 29th, 2025
117th BJA	September 29th – October 9th, 2025

### Driver Training

Driver instructor development school	Not held in 2025
104th BLE	February 3rd – 14th, 2025
105th BLE	July 28th – August 8th, 2025
Jailer Driving (Session 1)	TBD
Jailor Driving (Session 2)	TBD



# 2025 CCJTA MEETING AND EVENT CALENDAR

## 2025 CCJTA Meeting and Event Calendar

rev 8/27/2024

<p>1<sup>st</sup> - New Year's Day CLOSED</p> <p>6<sup>th</sup> - 104<sup>th</sup> BLE Begins</p> <p>6<sup>th</sup> - 114<sup>th</sup> BJA Begins</p> <p>20<sup>th</sup> - MLK Jr Day CLOSED</p>	JANUARY	JULY	<p>4<sup>th</sup> - Independence Day CLOSED</p> <p>7<sup>th</sup> - 105<sup>th</sup> BLE Begins</p>
<p>20<sup>th</sup> - Training Committee 11:00AM</p> <p>17<sup>th</sup> - Washington's Birthday CLOSED</p>	FEBRUARY	AUGUST	<p>15<sup>th</sup> - Future Directions Committee 11AM</p> <p>6<sup>th</sup> - CTAF Foundation Board of Directors - 9:00 AM</p>
<p>5<sup>th</sup> - CCJTA Executive Comm. 9AM &amp; CCJTA Board Meeting 10:30AM</p> <p>TBD - CTAF Foundation Board of Directors</p> <p>25<sup>th</sup> - 114<sup>th</sup> BJA Graduation</p> <p>31<sup>st</sup> - 115<sup>th</sup> BJA Begins</p>	MARCH	SEPTEMBER	<p>1<sup>st</sup> - Labor Day CLOSED</p> <p>3<sup>rd</sup> - CCJTA Executive Comm. 9AM &amp; CCJTA Board Meeting 10:30AM</p> <p>9<sup>th</sup> - 116<sup>th</sup> BJA Graduation</p> <p>15<sup>th</sup> - 117<sup>th</sup> BJA Begins</p> <p><b>*3/4 POPULATION SURVEYS DUE</b></p>
<p>22<sup>nd</sup> - Future Directions Committee 11:00AM</p>	APRIL	OCTOBER	<p>13<sup>th</sup> - Columbus Day / Yorktown Victory Day CLOSED</p> <p>14<sup>th</sup> - Training Committee 11:00AM</p> <p>16<sup>th</sup> - Finance Committee 11:00AM</p>
<p>15<sup>th</sup> - Finance Committee 11:00AM</p> <p>26<sup>th</sup> - Memorial Day CLOSED</p>	MAY	NOVEMBER	<p>13<sup>th</sup> - Finance Committee 11:00AM</p> <p>24<sup>th</sup> - Election Day (obs.) CLOSED</p> <p>26<sup>th</sup> - Veterans Day (obs.) CLOSED</p> <p>27<sup>th</sup> - 8 hrs. Holiday Time</p> <p>28<sup>th</sup> - Thanksgiving Day CLOSED</p> <p>28<sup>th</sup> - Day After Thanksgiving CLOSED</p>
<p>4<sup>th</sup> - CCJTA Executive Comm. 9AM &amp; CCJTA Board Meeting 10:30AM</p> <p>19<sup>th</sup> - Juneteenth CLOSED</p> <p>10<sup>th</sup> - 115<sup>th</sup> BJA Graduation</p> <p>20<sup>th</sup> - 104<sup>th</sup> BLE Graduation</p> <p>23<sup>rd</sup> - 116<sup>th</sup> BJA Begins</p>	JUNE	DECEMBER	<p>10<sup>th</sup> - CCJTA Exec Comm. 9AM &amp; Board Mtg. 10:30</p> <p>9<sup>th</sup> - 117<sup>th</sup> BJA Graduation</p> <p>14<sup>th</sup> - CTAF Foundation Board of Directors 9:00 AM</p> <p>18<sup>th</sup> - 105<sup>th</sup> BLE Graduation</p> <p>24<sup>th</sup> - 4hrs Additional Time CLOSED</p> <p>25<sup>th</sup> - Christmas Day CLOSED</p> <p>26<sup>th</sup> - 8hrs Additional Time CLOSED</p>

VERSION 08272024e



## CCJTA COURSE PREREQUISITES LISTING

### 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** before enrolling the student via TRACER.

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 TRACER. In the past, they have done this to 'carry' or 'keep up' their LE status. According to current 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 2023 and does not complete the required firearms instructor apprenticeship until 2025. This is where the problem actually starts, as they are required to complete an apprenticeship by 2025, within one year of the original Instructor course.

That Officer is then allowed to register for Firearms re-cert/refresher in 2026, 2029, 2032 and 2035. This is because they believe that they were "certified" in 2023.

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 2026 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 TRACER (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 affirm that the Officer meets all of the minimum qualifications for the course they are to be registered for, 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 registration in TRACER.
3. Meet all Virginia statutory requirements
4. Must have your primary/secondary Training Function for the class you are requesting to attend and work 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 registration in TRACER.
3. Must have your primary/secondary Training Function for the class you are requesting to attend and work 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 registration in TRACER.
3. Meet all Virginia statutory requirements
4. Must have your primary/secondary Training Function for the class you are requesting to attend and work 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 (1,000 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](#)
11. Please note that a laptop may be needed for these courses of instruction, preferably with Microsoft Word and PowerPoint

#### **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 registration in TRACER.
3. Meet all Virginia statutory requirements



4. Must have your primary/secondary Training Function for the class you are requesting to attend and work 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 TRACER.)**
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 (500 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 registration in TRACER.
3. Must have your primary/secondary Training Function for the class you are requesting to attend and work 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 work 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
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
  4. 40-hour Crisis Intervention Team (CIT) Training *strong suggestion* that the attendees have at least 2 years of law enforcement experience. This helps them get the most out of the program and material, by being able to reflect on previous calls for service while learning how to handle them better.

**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 affirm that the Officer meets all of the minimum qualifications for the course, the TRACER registration will not be approved. 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.





Crater Criminal Justice Training Academy  
6130 County Drive  
Disputanta, Virginia 23842

Jon J. Cliborne  
Executive Director

Office 804-722-9742  
Fax 804-722-9574

**TO:** Crater Academy Member Agencies  
**FROM:** Jon Cliborne, Executive Director

In an effort to assist you with contacting various Staff at the Virginia Department of Criminal Justice Services, DCJS we have provided this selected listing of the most frequently contacted DCJS employees. There are various contacts at DCJS; and this only a small portion of what they do. You may contact them for additional assistance. You may find the complete DCJS Staff directory and job descriptions at:

<https://www.dcjs.virginia.gov/about-dcjs/employee-directory>

**DCJS- DIVISION OF LAW ENFORCEMENT-FIELD INSPECTIONS & AUDITS**

**Lorrie Smith**- Field Services Coordinator, Division of Law Enforcement, Region IX  
Phone: (804) 801-6360  
[Lorrie.Smith@dcjs.virginia.gov](mailto:Lorrie.Smith@dcjs.virginia.gov)  
1100 Bank Street, Richmond, Virginia 23219

**Frank Pitzer** -- Manager, Field Inspections  
Mobile (804) 840-8673  
[Frank.Pitzer@dcjs.virginia.gov](mailto:Frank.Pitzer@dcjs.virginia.gov)



**DCJS- DIVISION OF LAW ENFORCEMENT-STANDARDS- POLICY AND  
HOMELAND SECURITY**

**Amy Sink**

1100 Bank Street 9th Floor--Richmond, VA 23219

(Desk) 804.786.7898 (Fax)--804.786.0410

*[amy.sink@dcjs.virginia.gov](mailto:amy.sink@dcjs.virginia.gov)*

**Lisa Thornton**

Phone (804) 786-4154 Fax (804) 786-0410

*[lisa.thornton@dcjs.virginia.gov](mailto:lisa.thornton@dcjs.virginia.gov)*

Maintains all program files and databases for the Crime Prevention Specialist Certification Program, responsible for all Crime Prevention Specialist Program correspondence and certificates, files orders for instructor patches, provides programmatic and technical assistance to the criminal justice community and grades and reports results of the law enforcement certification exam.

