

Training Catalog

Crater Criminal Justice Training Academy

Last revision 11/11/25

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HOW TO USE THIS CATALOG & OTHER RESOURCES

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

The CCJTA 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 does not include 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/>).



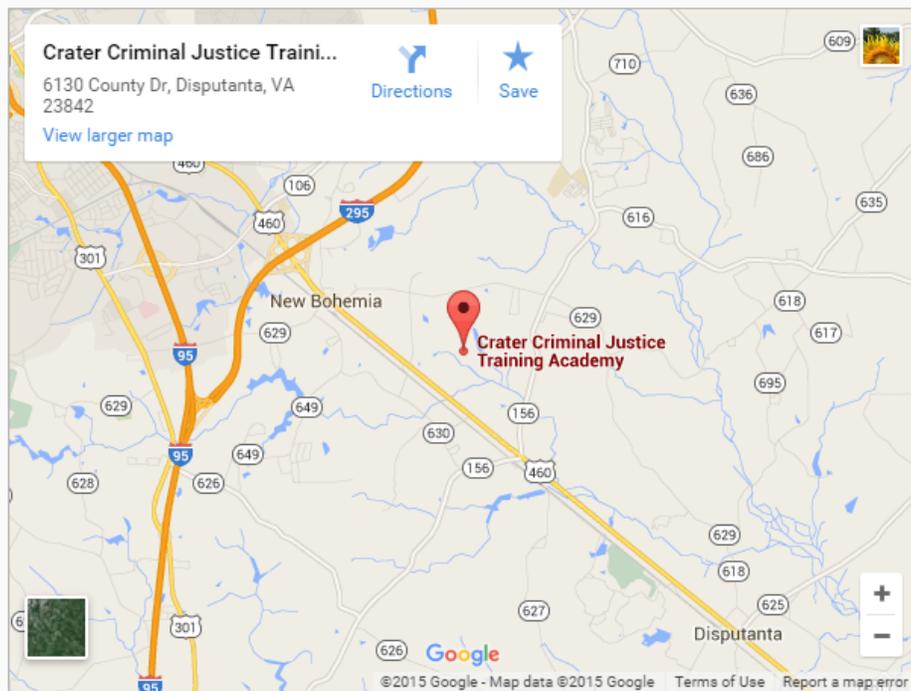
When you hover over on 'Training' from the header, a list will appear, giving you the option to choose the "Training Calendar", which will take you to our annual documents. These include this document (Training Catalog), the annual Training Grid, Course Prerequisites, and the annual Meeting Calendar. 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 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.

We encourage you to check every section of this catalog and **use it in conjunction with TRACER, the annual grid, and the 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 MUST BE COMPLETED BY 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

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.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <small>December 2023</small> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table> </div> <div style="text-align: center; flex-grow: 1;"> < January 2024 > <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> Today Go to Date </div> <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px; font-size: 0.8em;"> Month Week Day List </div> </div> <div style="text-align: right;"> <small>February 2024</small> <table border="1" style="font-size: 8px; border-collapse: collapse;"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr> </table> </div> </div>							M	T	W	T	F	S	S				1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	M	T	W	T	F	S	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
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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. 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

<p style="text-align: center;">Jon Cliborne Executive Director</p> <p style="text-align: center;">804-722-9742 ext. 132 Office-804-518-4800 Mobile-804-720-7901</p> <p style="text-align: center;">jcliborne@ccjta.org</p>	<p style="text-align: center;">Dawn Marshall Deputy Director</p> <p style="text-align: center;">804-722-9742 ext. 137 Office-804-518-4801 Mobile-804-720-7903</p> <p style="text-align: center;">dmarshall@ccjta.org</p>	
<p style="text-align: center;">Emily Kasky In-Service Coordinator</p> <p style="text-align: center;">804-722-9742 ext. 134 Office-804-518-4802 Mobile-804-720-7902</p> <p style="text-align: center;">ekasky@ccjta.org</p>	<p style="text-align: center;">Brenita Sullivan Training Coordinator Basic Jailor Training</p> <p style="text-align: center;">804-722-9742 ext. 135 Office-804-518-4803 Mobile-804-720-7904</p> <p style="text-align: center;">bsullivan@ccjta.org</p>	<p style="text-align: center;">Jody Evans Training Coordinator Basic Law Enforcement Training</p> <p style="text-align: center;">804-722-9742 ext. 136 Office-804-518-4804 Mobile-804-715-2489</p> <p style="text-align: center;">jevans@ccjta.org</p>
<p style="text-align: center;">Danielle Booth Administrative Assistant</p> <p style="text-align: center;">804-722-9742 ext. 131 Office-804-518-4805</p> <p style="text-align: center;">dbooth@ccjta.org</p>	<p style="text-align: center;">Samantha Nodler Registrar / Training Records Coordinator</p> <p style="text-align: center;">804-722-9742 ext. 130 Office-804-518-4806</p> <p style="text-align: center;">register@ccjta.org & snodler@ccjta.org</p>	



PART TIME STAFF INSTRUCTORS / ADJUNCT INSTRUCTORS

Michael Darden Staff Instructor 804-722-9742 ext. 145 804-518-4809 mdarden@ccjta.org	Greg Lewis Staff Instructor 804-722-9742 ext. 144 804-518-4808 glewis@ccjta.org	Mike Langford Assistant Training Coordinator - BLE 804-722-9742 ext. 143 804-518-4807 mlangford@ccjta.org	Frank Howard Assistant Training Coordinator - BJA 804-722-9742 fhoward@ccjtamail.org	Charlie Winslow Adjunct Instructor 804-722-9742 cwinslow@ccjta.org
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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 in are 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	34	2	4
Jailor	18	2	4
Court Security/Civil Process	10	2	4
Dispatchers	10	2	4

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 & TUTORIAL FOR TRAINING

CRATER MEMBER AGENCIES:

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 12-30-2026 if your Officer is “due” in 2026; 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.

DATES OF TRAINING

In an effort to keep the Catalog as correct as possible after being published, we have left dates off, as they may change. All class dates are available via TRACER or 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.

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.

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.

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.

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.



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***.



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.





Specialty Instructor Training



SPECIALITY 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, 2026 etc.) And will host a Driving Instructor School every “even year” (for example 2026, 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.

Offered in odd years



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.

Offered in even years

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.

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.

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.

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 31st 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.



SPECIALTY INSTRUCTOR RECERTIFICATION COURSES

SPECIALTY INSTRUCTOR RECERTIFICATION: (16 hours)

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 **Odd years**

FIREARMS INSTRUCTOR RECERT

Firearms Instructor Recertification **Annually**

DRIVER INSTRUCTOR RECERT

Driver Instructor Recertification **Even years**



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.

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**.*

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.





Tactical Training



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

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 and 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.

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 OPERATOR III

Length: 5 days

Cost: Member agencies – FREE

Non-member agencies – CONTACT ACADEMY FOR PRICE

Description: This 5-day course prepares SWAT Operators to participate in rappelling, climbing and maritime operations. The goal of the rappelling and climbing portion of the course is to introduce alternate methods of accessing structures for tactical operations. The maritime operations portion of the course is designed to give SWAT operators the basic skills required to resolve crisis incidents on recreational boats. The course material is presented using some lectures and extensive practical exercises. This is a physically challenging course that requires significant upper body strength and the ability to work comfortably at heights.

Topics Covered:

- Basic knot tying
- Rappel anchor points
- Rappel belay techniques
- Donning a rappel harness



- Use of a caving ladder for climbing
- Use of PFDs during tactical operations
- Firearms techniques for maritime operations
- Boarding and clearing recreational boats

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

LAW ENFORCEMENT PROTECTIVE OPERATIONS

Length: 5 days

Cost: Member agencies – FREE

Non-member agencies – CONTACT ACADEMY FOR PRICE

Description: This 5-day course prepares officers to participate in local protective operations for a high-profile dignitary, witness or prisoner. Protective operations that have national implications will also be reviewed with a special emphasis on local law enforcement's role in these operations. The material is presented using lectures, multiple field exercises, range work and a final scenario.

Topics Covered:

- Protective security detail formations
- Arrivals & departures



- Motorcade operations
- Protective intelligence
- Concentric rings of security
- Surveillance & countermeasures
- Advances
- Mission planning
- Protective detail scenario

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 can 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 hold 2-day and 3-day in-service classes for jailors, to meet the needs of our agencies and their schedules. These in-service classes are 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.

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.

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.

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.

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.

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.



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.

CRISIS INTERVENTION TEAM TRAINING (CIT)—CIT FOR TELECOMMUNICATORS

(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.

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.

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.

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.

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.

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.

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.

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!

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.



ONLINE COURSES – COMPLETE LISTING

For complete information, please visit our webpage 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

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)



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 2026. This is where the problem actually starts, as they are required to complete an apprenticeship by 2026, 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
1100 Bank Street, Richmond, Virginia 23219

Frank Pitzer -- Manager, Field Inspections
Mobile (804) 840-8673
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

Lisa Thornton

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

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.

