

NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY ORIENTATION, RULES, AND REGULATIONS

The following orientation, rules, and regulations pertaining to training classes are designed to provide both the student and staff with an environment conducive to quality learning.

OBJECTIVE

The objective of the Northern Virginia Criminal Justice Training Academy is to consistently provide state-of-the-art training to its member jurisdictions' personnel. Every effort is made to ensure the training is legally viable and content valid in terms of currently accepted practices and procedures of the judicial system and the law enforcement community. Employing skilled and knowledgeable instruction, ethical guidance, and leadership development, the Academy consistently strives to provide the solid foundation upon which our students' law enforcement careers are built.

OUR VISION

We, at the Northern Virginia Criminal Justice Training Academy, endeavor to be recognized as the finest law enforcement training academy anywhere. Our employees and prospective applicants will know us as "the employer of choice". We will understand our students' training needs and surpass their expectations. Everything we do will be done with the highest degree of integrity, competence, quality, and professionalism.

OUR MISSION

Fully committed to our students, our member agencies, and our communities, we will fulfill this vision by providing the highest quality of law enforcement training to all law enforcement personnel with the goal of exceeding the public's trust and expectations through high levels of competence and professionalism in all ranks.

OUR VALUES

We recognize that our values influence the way our police officers and deputy sheriffs embody integrity and professionalism. We are committed to the values of *Character, Accountability, Cooperation and Excellence*.

RULES AND REGULATIONS

FIREARMS ARE NOT ALLOWED IN THE ACADEMY CLASSROOMS OR TRAINING AREAS!

Gun lockers are provided in the In-Service Office area, Room 102. Hours are generally from 6:00 AM to 4:00 PM.

Course Instructors will provide training goals and objectives and the training schedule. They will also advise if there will be any test or skill requirements. Before enrolling in a class and prior to the start of training, students should refer to our Web Site for course description, requirements, and pre-requisites.

Academy staff provides a course evaluation form for each student and each class. Please take a few moments to give us your feedback about the quality of the training classes.

In case of an emergency or inclement weather, call the main Academy number: **(703) 729-4299**. Every attempt will be made to announce all decisions regarding closings or delayed openings by no later than 4:00 AM. Decisions to close for reasons other than weather will be made in response

to a specific emergency condition, e.g. power failure, and will be communicated to all affected personnel.

Students will conduct themselves in a professional manner at all times. Improper conduct may result in expulsion from class. Student Responsibilities (NVCJA Directive 9.2), can be found on the academy web site (www.nvcja.org) under Basic Training, however, it applies to all students.

Dress code is business casual attire or agency uniform. Please remember that casual attire should reflect positively on your profession. Some training may require alternate attire based on activities as advised by Academy or Agency Training Staff.

It is the responsibility of the course instructor to supervise their assigned courses. Students who miss any time should report to the assigned In-Service Coordinator (Room 102). During non-Academy hours leave a message for the coordinator.

Injuries must be reported to an In-Service Coordinator, or in their absence any Academy management staff member.

To ensure fairness and assist students with concerns that may affect the student and the Academy, an Academy Ombudsman has been assigned. Report to Mr. Albert C. Oglesby, the Accreditation Manager (Room 215), or leave a message for him at extension 118.

PROHIBITED ACTIVITIES

Eating food in any classroom or other training area on the first floor is discouraged. No food or beverages of any type are permitted in the Computer Lab. Cups/containers with lids are required in all classroom areas.

Alcoholic beverages are prohibited on Academy grounds at all times unless specifically utilized for a training course and with the prior approval of the Executive Director.

Smoking or use of any tobacco product in the front of the building or at any place inside the Academy is prohibited. Smoking is allowed at the rear of the building only.

Reading of material unrelated to the course is prohibited while the class is in session.

Parking for students is available on the main parking lot. Parking in spaces reserved for Academy Staff is prohibited.

Walking on any grass or mulched area near the Academy building/parking lot is prohibited.

EMERGENCY AND SAFETY ISSUES

Messages for students are placed on the bulletin board in the hallway outside Room 106, near the Computer Lab. Emergency messages will be brought to the classroom.

Telephones are located in all classrooms. To place a long distance call, use either a credit card or call collect. The student cafeteria is located on the first floor, Room 117. Also located on the first floor are the Men's Restroom, Room 121 and the Women's Restroom, Room 123. During a fire alarm or emergency situation, refer to the evacuation map posted in each classroom.

STAPH INFECTION CLEANING AND HYGIENE POLICY

Background:

Staphylococcus aureus, often referred to as “staph”, is a common bacterium that can lead to serious illness. Occasionally, staph causes minor skin infections that can be treated effectively without medical intervention. Initially, staph infection may resemble a pink or red pimple or spider bite. If over several days the wound begins to grow, become more discolored, or begins to drain, medical attention is warranted. Methicillin resistant staph (MRSA) is a dangerous antibiotic resistant strain that has become more common, particularly in institutional settings such as schools and jails. To address the growing risk of staph infection, the Academy has instituted procedures designed to decrease the possibility of a staph infection occurrence.

Policy:

It shall be the policy of this Academy to maintain an acute awareness of the possibility of staph infection. As such, the Academy has established reasonable cleaning, decontamination and hygiene procedures to minimize the risk of a staph infection outbreak within the Academy. The detailed list of general academy cleaning procedures is published in the Recruit Student Handbooks.

The Sharing of Items:

The sharing of personal hygiene items among recruits and students and among staff is prohibited. This includes, among other things, soap, shampoo, razors, skin creams, and towels.

The sharing of Defensive Tactics (DT) training equipment is prohibited unless such equipment is fully decontaminated between uses. When protective equipment and other training gear are used for DT, it will be decontaminated the same day using an alcohol-based sanitizer.

Personal DT use of force equipment may be shared (handcuffs, spray, batons), but this equipment, particularly handcuffs, will be sanitized after each hour it is used during training.

Personal Hygiene:

Alcohol based hand sanitizer will be made available for use by students and staff in each Academy restroom. It will also be available in the cafeteria, media room, DT room and weight room.

Recruits will be required to wash their hands following each hour of DT and weight room training.

Bar soap and shampoo will not be left in shower stalls, and wet towels will not be left hanging in open areas of the locker rooms. Fresh towels will be used daily, to include both shower towels and weight room towels.

Recruits, students, and staff will not wear PT clothing (shirts and shorts) on consecutive days without washing them.

Recruits, students, and staff will examine themselves for skin abrasions following each DT session. All cuts and abrasions will be cleaned, dressed, and fully covered while at the Academy.

Contaminated dressings and other materials associated with a wound or abrasion will be placed in a plastic bag before discarding, as appropriate.

Reporting Responsibilities:

Students will report all cuts and skin abrasions to a staff member, who will ensure that the cut or abrasion is properly cleaned and covered.

The Academy will file a written report for any wound or abrasion that requires medical attention. The Academy must also receive a written medical evaluation of any recruit suspected of contracting a staph infection, to include the type of infection, treatment, and follow-up care.

Re-evaluation and clearance by a competent medical professional will be required in order for a recruit to resume participation in skills training. Member agencies will be informed of the medical status of their recruits.

If a staph infection is diagnosed, an interview of the recruit, other student, or staff member will be initiated to determine the origin of the infection and begin a risk management review. An investigation should ascertain the possibility of other cases among trainees, staff, friends and family. This inquiry will be done as soon as reasonably possible.

The Academy director will determine whether the Academy or any specific training areas within the facility requires closing for any period of time until the source of the outbreak is determined and eliminated.

The following informational flyer shall be posted in all locker rooms, the fitness areas, and in the defensive tactics room:

PREVENTION OF STAPH INFECTION

What is Staph?

Staph is a type of bacterial infection that may cause skin sores that look like pimples, boils, or spider bites. They may be red, swollen, painful, or have pus or other drainage.

How Dangerous is Staph?

If left untreated, Staph can cause serious illness and infection throughout the body. Most Staph can effectively be treated with common antibiotics. More serious forms of Staph, such as drug resistant MRSA, require prompt and aggressive medical treatment.

How Do I Contract Staph?

- *Skin-to-skin contact with someone who has a Staph infection;*
- *Skin contact with items and surfaces that have Staph on them (training equipment, locker room benches, towels, clothing);*
- *Uncovered openings in skin such as minor cuts and scrapes;*
- *Crowded living or working conditions; and/or*
- *Poor hygiene.*

How Do I Prevent the Spread of Staph?

- Wash hands thoroughly and frequently using soap and water or an alcohol-based hand sanitizer if available;
- Keep cuts and scrapes clean and covered with a bandage until fully healed;
- Avoid contact with other people's wounds and bandages;
- Avoid sharing personal hygiene items such as towels and razors; and
- Wipe surfaces of exercise and DT equipment with a disinfectant before and after each use.

Remember to practice excellent personal hygiene, report all wounds and injuries to Academy staff, and promptly seek medical treatment for any suspected Staph infection!