Overview of Training Waiver Process and Training Requirements for Out of State Lateral Transfer Candidates

**Background**

Qualified out of state lateral entry recruits may be exempted from some of the DCJS Law Enforcement Compulsory Minimum Standards for Law Enforcement Officers. (Option 5 Training Waiver.

The NVCJTA has developed a program that allows out of state lateral recruits who are approved by DCJS for an Option 5 training waiver to attend the first ten weeks of the Basic Law Enforcement Academy and meet the Option 5 requirements.

The Option 5 recruits will attend the Academy in a more relaxed atmosphere than the traditional basic school, do not wear a recruit uniform, do not attend formation and are provided a specific schedule of when they need to be present at training.

The Option 5 candidate will attend the first ten weeks of the Basic Law Enforcement Academy and complete the following Performance Outcomes (PO) for Law Enforcement Officers:

PO 2.1-2.46: All Legal instruction that basic recruits receive.

PO 4.12 and 4.13- Mental Health, Domestic Violence and Protective Orders

PO 4.40 and 4.41-Traffic Stops and High-Risk Traffic Stops

PO 4.45: Code of Virginia Traffic Laws

PO 4.46: DUI Law to include SFST

PO 4.54 and 4.56: First Aid and CPR

Select Control Tactics/Use of Force POs: 6.1, 6.4, 6.5, 6.7.1, 6.8, 6.10, 6.11, 6.12, 6.14,6.17

Select Weapons/Firearms Training POs: 7.1, 7.4.2, 7.4.3, 7.4.4.1

Select Driver Training POs: 8.2.1, 8.2.2, 8.3.1, 8.3.4, 8.3.5, 8.3.11, 8.3.12-15, 8.5.17

The Option 5 candidate is required to take the Virginia Law Enforcement Certification Exam at the completion of the training program and must complete the Agency Field Training Program.

**Minimum Eligibility Requirements**

3 years of continuous prior law enforcement experience involving comparable duties with one law enforcement agency, AND, either currently employed or separated for less than 24 months.

“Comparable duties” is evaluated on a case-by-case basis, but generally, it means full-service law enforcement work, such as responding to calls for services, investigating complaints, taking enforcement actions, and writing reports.

Must be in good standing with former employer(s).

Must meet all requirements of 15.2-1705 Code of Virginia.

**Procedures**

Once you have identified a candidate that you believe is eligible for an Option 5 waiver, contact Bob McHale, the DCJS field representative for Northern Virginia at [robert.mchale@dcjs.virginia.gov](mailto:robert.mchale@dcjs.virginia.gov) or 804-229-2439. He will be able to assist with an evaluation of prior training and experience and provide an informal opinion regarding the candidate’s eligibility for a training waiver.

To assist in the evaluation of the candidate’s experience, please have the candidate complete DCJS Lateral Transfer Preclearance Questionnaire.

Background investigators should obtain the candidates previous training records to include basic academy training.

Upon hire, your agency must submit a Form W-2 (found on the DCJS website), a notarized release of information and employment/training history of the officer to your DCJS Field Rep (Bob McHale)

DCJS will verify the applicant’s employment and training history. Upon determination the eligibility requirements above are all verified the Option 5 waiver will be granted.

Upon receiving the Option 5 approval, the recruit may be registered in TRACER for Option 5 - Out of State Lateral in a Basic Law Enforcement Academy Session.

Agency should submit

1. NVCJA registration form
2. NVCJA medical waiver
3. Copy of option 5 approval form signed by DCJS representative

Agencies may also elect to enroll an approved Option 5 candidate in a stand-alone lateral school when available.