



Annual Training Requirements

The Vermont Criminal Justice Council's Administrative Procedures require Certified Law Enforcement Officers to undergo in-service training annually. This is commonly referred to as Rule 13. Training is based on a calendar year. Annual Requirements must be completed between January 1st and December 31st each year.

Each calendar year all Level II and Level III officers are required to complete 30 hours of in-service training. Training at a minimum is listed below.

Even Years	Odd Years
30 Hours minimum First Aid & CPR Firearms Qualification CEW Domestic Violence Response Use of Force and Tactics (4 Hours) <i>*See Page 2 for further guidance for mandated training</i>	30 Hours minimum First Aid & CPR Firearms Qualification CEW Fair and Impartial Policing Use of Force and Tactics (4 Hours) <i>*See Page 2 for further guidance for mandated training</i>

Agency Requirements

- Each agency must have adopted and continue to maintain the following policies (model policies are available via our website - see attached links)
- Fair & Impartial Policing - which includes essential components identified in 20 VSA 2366
 - Conducted Electrical Weapons (if carried by officers) - which includes essential components identified by the Law Enforcement Advisory Board.
 - Body Worn Cameras - Which includes essential components as identified by the Law Enforcement Advisory Board.
 - Internal Affairs Policy - Which includes essential components identified in 20 VSA 2404(a).



Annual Training Requirements

30 Hours minimum – These hours must be properly documented. Beginning 2024 the Academy will require documentation for trainings and instructors. All officers should be tracking their training and obtaining documentation from their instructors. The Academy is providing an in-service training submittal form requiring submission of the following information: student information, training information, instructor verification, student verification, and department verification. Additional supporting documentation must be provided including a course summary, instructor bio and resume, as well as information reflecting how competencies were met. Although this will be mandatory in 2024, we suggest that you begin using the in-service training submittal form and collecting documentation now so that we can provide further guidance throughout the year.

First Aid & CPR (must be currently certified or undergo annual training)

Firearms Qualification (At a minimum, VCJC qualification courses under the direction of a current VCJC certified firearms instructor)

CEW (at a minimum, manufacturer specific CEW annual training if certified to carry a CEW). If carrying an officer must have the initial manufacturer's certification training provided through the Academy (commonly referred to as Act 80 training).

Domestic Violence Response (even years) Content assigned and approved by the Council. This is not the same as baseline training that is required for all officers upon initial certification (LII, LIII, OOJ).

Fair and Impartial Policing (off years) Content assigned and approved by the Council. This is not the same as baseline training that is required for all officers upon initial certification (LII, LIII, OOJ).

Use of Force and Tactics (4 Hours) (must be under the direction of a VCJC certified UoF&T Instructor. This training does not include CEW & Firearms. This training can be blended with other disciplines, can be psychomotor skill based and/or academic. The four hours do not need to be consecutive. Review of an agency's use of force policy can be included.

ARIDE Certification (required for all officers within three years of certification if certified after May 22, 2015)

Frequently used forms: Affidavit, annual training waiver, employment notification form, and training tracking form. Additional forms for canine waivers, military waivers, or OOJ waivers can be found on our website.