



VCJC – Vermont Criminal Justice Council

Annual Training Requirements Guidance





Annual Training Requirements

- **The Annual Training Requirements for the VCJC are established in Council Rule**
- The calendar year following certification as a law enforcement officer, and every calendar year thereafter, each certified law enforcement officer shall participate in a minimum number of hours of certified or certifiable in-service training. For 2024 such training shall include firearms requalification under the supervision of a Council-certified firearms instructor, four (4) hours of use of force & tactics refresher training under the supervision of a Council-certified use of force & tactics instructor and certified or certifiable first aid training unless currently certified in first aid.
- Each law enforcement agency head shall submit to the Executive Director a report summarizing the in-service training received by members of that agency during the previous calendar year. Said report shall be submitted prior to March 1st of every year, and shall be in a format approved by the Executive Director. The Council may require specific training to be obtained by all officers as part of their annual in-service training in a given year.
- The Council may also require individual officers to obtain specified training. Notice of the training requirement must be given to all law enforcement agency heads by December 1 of the prior calendar year.
- The Executive Director may temporarily suspend an officer's certification if an officer fails to meet the minimum hours of in-service training as established by the Council or fails to complete any mandatory annual training.
- A law enforcement officer who intentionally or willfully fails to complete their annual in-service training within a calendar year, or within a waiver period previously granted, may be subject to an unprofessional conduct Category C complaint.
- The agency's training records shall be available for review by a representative of the Council staff upon reasonable notice.



Additional Requirements

- Statutory obligations require officers to receive additional annual training in the following:
 - Domestic Violence Response (Update even years)
 - Fair and Impartial Policing (Update odd years)
 - CEW training – if carrying which includes the manufacturers course and the VT specific training
 - Policy Maintenance



Supporting Paperwork

- All statutory and council mandated trainings are required to have supporting paperwork that can be provided to the council on request.
 - It is recommended that supporting documentation include instructor name (if available), a summary of what was trained (including competencies), date, location, and approximate hours for the training.
- *Supporting paperwork is not required for training that was obtained at the Vermont Police Academy as these records are already on file.*



Requirements in Summary

- The Vermont Criminal Justice Council Administrative Procedures require certified law enforcement officers to undergo in-service training annually, this information is available on our website under annual in-service training in Council Rule.
- Training is based on a calendar year. **Annual requirements must be completed between January 1st and December 31st each year.**
- Training dates are posted on our website as they become available for registration.
- You **must comply** with the submission of training requirements, or a waiver as needed per 20 VSA 2401(4), failure to comply with the requirements could lead to a Category C violation under Act 56.
- For the Calendar year **2024**, all Level II and Level III officers are required to complete **30 hours of in-service training (at a minimum) including the following: Firearms Qualification, First Aid/CPR, DV or FIP Update, UOF&T, CEW (if applicable).**



Individual Training Guidance Defined



Firearms Qualification

- At a minimum there is an annual firearms requirement. You must pass the VCJC Firearms Qualification Course under the direction of a VCJC Certified Firearms Instructor to fulfill this requirement. **A range report should be provided to you by your qualification instructor and should be retained as documentation.**
- Additional supporting documentation that will be accepted is as follows:
 - Valcour Incident Reports supported with date, time, location, hours, and instructor.
 - Firearms Qualification course score or pass/fail
 - Certification/attendance certificate (to include date, location, hours, instructor).
 - Instructor memo stating the competencies taught, date, time, location, and a class roster.
- All supporting documentation must include Instructor name, a complete summary of what was trained, date, and location. If the instructor listed is not a valid and current VCJC certified instructor the qualification will need to be retaken.
- For a list of VCJC Certified Instructors please contact the VPA Administrative Services Coordinator (Jennifer Hier – jennifer.hier@vermont.gov).
 - Firearms Instructors can provide any additional guidance that is needed as well as qualification opportunities.



First Aid/CPR

- The Academy offers First Aid/CPR training instructed by the Rutland Regional Ambulance Service during the full-time class. or the American Heart Association Basic Certification Training Course.
- Your agency can choose their own annual training, but you must send in documentation to support the training requirement which is to obtain first aid/cpr training that is certified or certifiable.
- Supporting documentation can include:
 - Valcour Incident Reports supported with date, time, location, hours, and instructor.
 - Certification/attendance certificate (to include date, location, hours, instructor).
 - Instructor memo stating the competencies taught, date, time, location, and a class roster.
- All supporting documentation must include at a minimum the student name, instructor name, date, time, location and a summary of what was trained.



Mandatory Domestic Violence Update

- This training is required only even years.
- The training is provided by the Academy, for recordkeeping purposes, this course is titled: 2024 Mandatory Domestic Violence Update.
 - For additional questions please contact our DV Training Coordinator Jennifer Firpo.
- This training is not the Domestic Violence Baseline course that is required for initial certification.
- Supporting documentation can include:
 - Valcour Incident Reports supported with date, time, location, hours, and instructor.
 - Certification/attendance certificate (to include date, location, hours, instructor).
 - Instructor memo stating the competencies taught, date, time, location, and a class roster.
- All supporting documentation must include at a minimum the student name, instructor name, date, time, location and a summary of what was trained.



Mandatory Fair and Impartial Policing Update

- This training is required only odd years.
- The training is provided by the Academy, for recordkeeping purposes, this course is titled: 2025Mandatory Fair and Impartial Policing Update.
 - Additional information will be sent out by the end of 2024 that specifies the training that fulfills this mandatory requirement.
- This training is not the Fair and Impartial Policing Baseline course that is required for initial certification.
- Supporting documentation can include:
 - Valcour Incident Reports supported with date, time, location, hours, and instructor.
 - Certification/attendance certificate (to include date, location, hours, instructor).
 - Instructor memo stating the competencies taught, date, time, location, and a class roster.
- All supporting documentation must include at a minimum the student name, instructor name, date, time, location and a summary of what was trained.



Use of Force and Tactics

- This is a 4-hour course and must be conducted under the direction of a VCJC-certified UOF&T. This course will be a review of the VCJC UOF&T basic skills.
- Instructor and curriculum - For a current list of MDTS certified instructors contact the VPA Administrative Services Coordinator. *This training does not include CEW, Baton, OC, or Firearms.*
- This training cannot be blended with other disciplines
- This training can be psychomotor skill-based and/or academic.
- The four hours do not need to be consecutive
- No other training can be substituted for this component.
- Supporting documentation can include any of the following:
 - Valcour Incident Reports supported with date, time, location, hours, and instructor.
 - Certification/attendance certificate (to include date, location, hours, instructor).
 - Test out and roster
 - Instructor memo stating the competencies taught, date, time, location, and a class roster.
- All supporting documentation must include at a minimum the student name, instructor name, date, time, location and a summary of what was trained.



CEW Training

- Anyone who carries a CEW must undergo annual Manufacturer's training (please utilize your CEW Vendor for this training). **Use of Force training is a prerequisite to being able to carry CEWs. For initial certification to carry a CEW you must have already received the following training:
 - CEW Manufacturer Course – training course developed and offered by your current CEW manufacturer.
 - CEW VT Specific course approximately 4 hours – this course is taught at the Academy please contact the UOF Training Coordinator for scheduling information or refer to our Current Courses web listing. This is a skills-based course that includes a CEW department policy review, use of force issues, and a scenario component for dealing with persons in crisis. This is not an annual requirement it is only necessary for initial certification.
 - Mental Health course provided at the Academy (Interacting with People Experiencing a Mental Health Crisis – 8-hour training) Only required to be taken for initial CEW certification, this is not an annual requirement.
 - The Mental Health Curriculum must be taught by a VCJC Certified Instructor. Please contact the VPA Administrative Services Coordinator to receive an up-to-date list on certified instructors.
- Supporting documentation can include any of the following:
 - Valcour Incident Reports supported with date, time, location, hours, and instructor.
 - Certification/attendance certificate (to include date, location, hours, instructor).
 - Test out and roster
 - Instructor memo stating the competencies taught, date, time, location, and a class roster.
- All supporting documentation must include at a minimum the student name, instructor name, date, time, location and a summary of what was trained.



Policy Adoption and Maintenance

- In addition to training requirements, all agencies must adhere to Policy Maintenance requirements. Supporting documentation will include attaching policies to your annual training documentation submission.
 - Please submit annually regardless if there have been no changes to the policy.
- You are required to adopt and maintain the following policies per 20 VSA 2401(4), failure to comply with the requirements could lead to a Category C violation under Act56:
- ***Fair and Impartial Policing Policy*** – includes essential components identified in 20VSA 2366
- ***Conducted Electrical Weapons***- includes essential components identified by the Law Enforcement Advisory Board.
- ***Body Worn Cameras*** – includes essential components as identified by the Law Enforcement Advisory Board
- ***Internal Affairs Policy*** – includes essential components identified in 20VSA 2404(a).
- ***Use of Force Policy*** – adopted pursuant to Executive Order 03-20.
- ***LEAB OIDV Policy***



Additional Important Information

- **ARIDE** Please refer to the information below for guidance on ARIDE certification in Vermont.
- ARIDE (Advanced Roadside Impaired Driving Enforcement) – If a law enforcement officer is certified after May 22, 2015, then this training is required within three years of certification.
- ARIDE is a two-day training (16 Hours)
- Pre-requisite: 40 hours of Certified IACP/NHSTA approved SFST(DUI) instruction and
- Vermont-specific SFST (For DUI certification) content including the Vermont Forensic Lab which certifies the Officers in the operation of the DMT NHTSA curriculum.



Additional Important Information

Training:

- Online training is accepted as part of the 30 hours, however the following applies:
 - Each training must have a certificate of completion
 - When submitting the training you must have a document listing the course objectives and learning competencies (training submittal form).
 - If a test is taken, a copy of the test score must be submitted.
 - If hours are being submitted for a class, there must be documentation supporting the time spent in the class.
 - All instructors must be documented on the trainings (if an instructor name is not available please notate on documentation)

Best Practices for Compliance:

- **Ensure all training is documented in your records. If you are attesting to their completion, ensure you have documentation to support your attestation. Failure to provide this information on request may result in a Category C violation.**



Field Audits

Beginning 2025 the VCJC will be conducting field audits of agency records and documentation as it pertains to VCJC mandatory training requirements.

You will be provided sufficient notification and a list of what the VCJC will be auditing.

These audits will allow the VCJC to create better guidance for agencies.

The findings of our audits will allow us to compile information that will improve our processes and support law enforcement more efficiently.