



**VERMONT CRIMINAL JUSTICE TRAINING COUNCIL  
VERMONT POLICE ACADEMY  
STANDARD OPERATING PROCEDURE  
OUT-OF-STATE WAIVER REQUESTS**

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**February 1, 2017**

**REV: 03/18**

**Category:**

Administration

**Purpose:**

This procedure outlines the process for individuals with valid full-time equivalent law enforcement certification from a jurisdiction other than Vermont to apply for a Level - III certification waiver through the Vermont Criminal Justice Training Council (VCJTC).

**Procedure:**

- 1) All Level – III certification waiver requests must be submitted in writing by the hiring agency to the VCJTC Administrative Services Coordinator via the prescribed waiver request form. Upon receipt, the applicant’s information and application will be recorded electronically and confirmation of an applicant’s successful completion of the Vermont State Law Enforcement Entrance Exam and MMPI Psychological Evaluation will be verified. The submitting agency must include all the applicant’s available training records and accompanying documentation, along with a signed release from the applicant, authorizing the VCJTC to access and authenticate training records. Applicants for a Level – III waiver must also submit a letter indicating they successfully completed the field training process and graduated from probation with their employing out-of-state law enforcement agency.

**To Qualify - Rule 18**

Individuals certified as full-time law enforcement officers in another jurisdiction who have not been employed as a law enforcement officer for more than three (3) years will be ineligible for a Level III waiver and will be required to attend either Level II or Level III training depending on the level of certification sought. Individuals certified as a law enforcement officer for at least three (3) years, but who have not been employed as a law enforcement officer in the preceding three (3) years may qualify for a Level II waiver.

- 2) Applications and training records will be reviewed and analyzed by the Director of Administration & Compliance and other authorized VCJTC staff (*as needed*) and an assessment will be made to determine if the applicant qualifies for a Level – III waiver



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based on comparable course material required for certification. The National Law Enforcement Officer Decertification Database will be queried and the applicant's training records will be assessed using the VCJTC Training Assessment Matrix.

- 3) If approved as a Level – III waiver candidate, the applicant's agency will be notified and provided with a training prescription, outlining trainings the applicant must successfully complete within a twelve (12) month period. Required training courses shall be tracked via the VCJTC Training Prescription Tracking Form. Prior to a Level – III certification being issued, the applicant must attend and successfully complete a VCJTC Level – III Waiver Course, which will be cited as a portion of their training prescription requirement(s). Prior to commencement of the VCJTC Level – III Waiver Course, the applicant's agency must submit the Waiver Officers Registration Course form, the Statement of Completion of Background Investigation for Waiver Officers form and a completed Medical Packet.
  - Upon successful completion of the VCJTC Level – III Waiver Course, the applicant will be issued a provisional Level – III law enforcement certification valid for twelve (12) months, or until they successfully complete field training.
  - Note: Other prescribed trainings can be completed prior to the Level – III Waiver Course based on availability, but all requirements must be fulfilled within the prescribed twelve (12) month period.
- 4) Upon successful completion of field training with the hiring agency, a non-provisional Level – III law enforcement certification will be issued. It is the hiring agency's responsibility to forward to the VCJTC Administrative Service Coordinator a completed Field Training Officer (FTO) Packet (*Daily Observation Reports & Officer's Standard Tasks Checklist*), the Agency Head Final Recommendation of Training Level – III Waiver form and the Field Training Officer's Final Recommendation of Trainee Level – III waiver form. If this documentation is not received, the applicant's certification will remain provisional.
- 5) Upon successful completion of all trainings outlined on an applicant's training prescription within the allotted timeline, the applicant's agency will submit to the VCJTC Administrative Services Coordinator the completed VCJTC Level – III Training Prescription Tracking Form. The applicant's training records will be verified by VCJTC personnel to ensure successful completion.
- 6) Upon completion of the Level – III waiver process, the applicant will be issued an unconditional non-provisional Level – III certification by the VCJTC.



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**Extensions & Appeals:**

- 1) If an applicant is unable to fulfil their training prescription within the prescribed period, the applicant's agency may appeal to the VCJTC for a time extension. The appeal for a time extension must be submitted in writing to the VCJTC Administrative Services Coordinator by the applicant's agency head or designee. The request must outline the reason(s), why the applicant was unable to fulfil the requirements outlined in their training prescription. The request for extension will be reviewed by the Director of Administration & Compliance and the agency will be notified of the result. If approved, the applicant's agency will be given an additional timeline for completion of the required materials.
  
- 2) If an applicant's extension request is initially denied by the Director of Administration & Compliance, the applicant's agency can appeal their request to the VCJTC Executive Director. The Executive Director shall review the appeal and notify the applicant's agency of the result.