

ACRJ Training Process

Orientation

All new hires are required to complete an Orientation, which helps prepare them for their job. The length of Orientation depends on the position.

Correctional Officer: 1 Week

Civilian Staff: Typically 1-2 days, but varies depending on position

During Orientation, new hires will meet with our Human Resources Director to complete hiring paperwork (benefits, insurance, tax forms, etc.), issued items (ID, access fob, keys, etc.), meet with other departments and staff within the jail, etc.

Correctional Officers will also be sworn in, issued their uniforms and equipment, etc.

Additionally, new hires will learn about working inside of a jail. Examples of some of the training that will be covered are:

- Professionalism & Ethics
- Inmate & Staff Communication
- PREA
- Unlawful Harassment
- Tool & Key Control
- Emergency Communication & Radio Usage
- Report Writing
- Bloodborne Pathogens & Universal Precautions
- Inmate Suicide Prevention

Correctional Officers only:

- Searches
- Use of Force
- Restraints
- Chemical Aerosol (OC)

Field Training Program (for Correctional Officers)

After completion of orientation, new Correctional Officers will be assigned to a shift and complete the Field Training Program (FTP) with guidance from their Field Training Officer (FTO). FTP is intended to help new officers apply ACRJ's policies and procedures and federal, state, and local laws and ordinances as they perform their duties and fulfill their responsibilities to the inmates, staff, volunteers, visitors, and the community. It is also intended to familiarize new officers with the posts and tasks that they will be assigned. Successful completion of the FTP, along with successful completion of the Basic Jail Officer School, will allow them to be certified by the Department of Criminal Justice Services (DCJS) as Jail Officers.

Additional Training

All staff, regardless of position, are continuously training to enhance their skills and become a better employee to the jail, its inmates, staff, volunteers, and community.

Some of this training includes, but is not limited to:

- Required annual in-house training (Inmate Suicide Prevention, Bloodborne Pathogens & Universal Precautions, Fire Prevention, Unlawful Harassment, etc.)
- First Aid/CPR/AED
- Crisis Intervention Team (CIT)
- VCIN/NCIC
- DCJS instructorships
- Conferences, seminars, webinars, etc.
- Department and position specific training

- Correctional Officers only:
 - o Annual Firearms Review/Qualifications
 - o Minimum of 24 hours of DCJS in-service credits every two years
 - o TASER

Basic Jail Officer School

After completing Orientation and the Field Training Program, Correctional Officers will attend the Basic Jail Officer School at the Central Shenandoah Criminal Justice Training Academy (CSCJTA), located in Weyers Cave, VA. The Basic Jail Officer School is a 9 week course that covers topics such as Code of Virginia/Constitutional Law, First Aid/CPR, Defensive Tactics, Firearms, Impact Weapons, Riot/Crowd Control, Cell Searches, Interpersonal Communication, Report Writing, Control of Contraband, Searches, and Classification of Inmates. Officer's meals, lodging, and travel are covered by ACRJ. For more information on the CSCJTA, you may visit their website at <http://cscjta.org/>