



APPENDIX B

**FISCAL NOTE FOR PROPOSED RULES**

Rule Title: 149-2 Law Enforcement Training and Certification Standards

Type of Rule:  Legislative  Interpretive  Procedural

Agency: Governor's Committee on Crime, Delinquency and Correction

Address: Attn: Retired Captain Chuck Sadler, Law Enforcement Professional Standards Program, West Virginia Division of Justice and Community Services  
1204 Kanawha Blvd, East, Charleston, WV 25301

Phone Number: (304) 558-8814 ext 53315 Email: Charles.A.Sadler@wv.gov

**Fiscal Note Summary**

Summarize in a clear and concise manner what impact this measure will have on costs and revenues of state government.

Proposed rule changes to 149-2 will have no impact on the costs and revenues of state government

**Fiscal Note Detail**

Show over-all effect in Item 1 and 2 and, in Item 3, give an explanation of Breakdown by fiscal year, including long-range effect.

FISCAL YEAR			
Effect of Proposal	Current Increase/Decrease (use "--")	Next Increase/Decrease (use "--")	Fiscal Year (Upon Full Implementation)
1. Estimated Total Cost	0.00	0.00	0.00
Personal Services	0.00	0.00	0.00
Current Expenses	0.00	0.00	0.00
Repairs & Alterations	0.00	0.00	0.00
Assets	0.00	0.00	0.00
Other	0.00	0.00	0.00
2. Estimated Total Revenues	0.00	0.00	0.00

Rule Title: \_\_\_\_\_

Rule Title: \_\_\_\_\_

**3. Explanation of above estimates (including long-range effect):**

Please include any increase or decrease in fees in your estimated total revenues.

Proposed rules changes will have no impact, increase or decrease, on total revenues

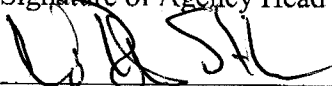
**MEMORANDUM**

Please identify any areas of vagueness, technical defects, reasons the proposed rule **would not** have a fiscal impact, and/or any special issues **not** captured elsewhere on this form.

N/A - proposed changes have no fiscal impact on the law enforcement training and certification program of the state.

Date: July 27, 2015

Signature of Agency Head or Authorized Representative



W Richard Staton, Executive Director

**QUESTIONNAIRE**

*(Please include a copy of this form with each filing of your rule: Notice of Public Hearing or Comment Period; Proposed Rule, and if needed, Emergency and Modified Rule.)*

DATE: July 27, 2015

TO: LEGISLATIVE RULE-MAKING REVIEW COMMITTEE

FROM: (Agency Name, Address & Phone No.) Governor's Committee on Crime, Delinquency and  
Correction. Contact - Retired Captain Chuck Sadler c/o  
West Virginia Division of Justice and Community Services.  
1204 Kanawha Blvd East, Charleston, WV 25301  
(304) 941-9644 cell, (304) 558-8814, ext 53315 work

LEGISLATIVE RULE TITLE: \_\_\_\_\_  
149-2 - Law Enforcement Training and Certification Standards

1. Authorizing statute(s) citation \_\_\_\_\_  
WV Code 30-29-3

2. a. Date filed in State Register with Notice of Hearing or Public Comment Period:  
June 15, 2015 with Secretary of State Office for public comment period

b. What other notice, including advertising, did you give of the hearing?  
Individual mail sent to approximately 2,200 law enforcement officers in the state along with  
email sent to the head of the professional law enforcement associations and organizations to  
include the West Virginia Chiefs of Police Assoc, Sheriff's Assoc, Deputy Sheriff's Assoc,  
Fraternal Order of Police, Troopers Assoc, Human Rights Assoc, Assoc of Counties and the  
Municipal League

c. Date of Public Hearing(s) *or* Public Comment Period ended:  
Public comment period ended July 22, 2015 at 5 pm

d. Attach list of persons who appeared at hearing, comments received, amendments, reasons  
for amendments.

Attached \_\_\_\_\_ No comments received XX

- e. Date you filed in State Register the agency approved proposed Legislative Rule following public hearing: (be exact)

N/A, did not have public hearing, only filed for and sought public comment

- f. **Name, title, address and phone/fax/e-mail numbers** of agency person(s) to receive all *written correspondence* regarding this rule: (Please type)

Retired Captain Chuck Sadler

Law Enforcement Professional Standards Program Manager  
West Virginia Division of Justice and Community Services

120 Kanawha Blvd East, Charleston, WV 25301

(304) 558-8814, ext 53315 Charles.A.Sadler@wv.gov

(304) 941-9644 (cell)

- g. **IF DIFFERENT FROM ITEM 'f'**, please give **Name, title, address and phone number(s)** of agency person(s) who wrote and/or has responsibility for the contents of this rule: (Please type)

N/A, same person as f.

- 3. If the statute under which you promulgated the submitted rules requires certain findings and determinations to be made as a condition precedent to their promulgation:

- a. Give the date upon which you filed in the State Register a notice of the time and place of a hearing for the taking of evidence and a general description of the issues to be decided.

N/A - not so required

b. Date of hearing or comment period:

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c. On what date did you file in the State Register the findings and determinations required together with the reasons therefor?

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d. Attach findings and determinations and reasons:

Attached 

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Department of Military Affairs & Public Safety

## Law Enforcement Training and Certification Standards

### Summary of Proposed Changes to Title 149, Series 2

The members of the Law Enforcement Professional Standards (LEPS) Subcommittee, a subcommittee of the Governor's Committee on Crime, Delinquency and Correction, in recognition of the need to make necessary changes to the current rule to allow for the certification and training of West Virginia law enforcement officers to remain current with the best practices concerning such certification and training met April 28-29, 2015 to address proposed changes to this rule. As a result of the discussion of the subcommittee members, a quorum being present and it being the unanimous decision of those present as to each proposed change, a series of changes were set forth to the current rule.

The changes proposed set forth address definition related changes which primarily relate to the removal of law enforcement powers from the Hatfield McCoy recreation authority and its rangers, addition of language addressing the suspension of instructor certifications, clarification of the scoring for academic average of entry level training officers and where an appeal for dismissal from the entry level training program is to be submitted to.

The changes proposed also set forth a requirement effective January 1, 2017 for the completion of the medical examinations required for an officer to participate in the entry level training program to be by a medical provider on a listing to be approved by the Subcommittee members. Where applicable historical references to date periods that are no longer needed are being removed from the rule.

Clarification of the applicability of the training and firearms qualification requirements is completed with the changes made and a standard is set to allow the Subcommittee to set a specific course of fire relating to firearms qualifications.

The changes lastly clarify the subpoena powers of the Subcommittee based on changes approved during the 2015 legislative session and when a person may not appeal a matter to the Subcommittee. A new section is added at the end of rule clarify the statutory ability of the Subcommittee to set fees relating to the execution of its duties relating to the training, firearms qualifications and certification of law enforcement officers within the state.

Questions concerning the proposed changes should please be directed to Retired Captain Chuck Sadler, LET Coordinator, at (304) 558-8814, ext 53315, (304) 941-9644 (cell) or Charles.A.Sadler@wv.gov





Department of Military Affairs & Public Safety

**TITLE 149  
LEGISLATIVE RULE  
GOVERNOR'S COMMITTEE ON CRIME, DELINQUENCY  
AND CORRECTION**

**SERIES 2  
LAW ENFORCEMENT TRAINING AND  
CERTIFICATION STANDARDS**

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**STATEMENT OF FACTS AND CIRCUMSTANCES**

Questions should please be directed to:

Retired Captain Chuck Sadler  
(304) 558-8814, ext 53315 (work)  
(304) 941-9644 (cell)  
[Charles.A.Sadler@wv.gov](mailto:Charles.A.Sadler@wv.gov)

The following amendments to 149CSR2 are being proposed:

**§149-2-2 Definitions**

- **2.2.**

Removed the words “any administrative deputy appointed by the chief Natural Resources Police officer of the Division of Natural Resources;” to allow for the current proper listing of which individuals are considered head of law enforcement agencies in this state and thereby are not required to be a certified law enforcement officer in this state as allowed by state code.

Added the word “or” prior to the words “the chief of any campus police...” to allow for the proper flow of the entities listed by the removal which follows.

Removed the words “or the chief of Hatfield McCoy regional recreation authority” in that this authority had its law enforcement powers removed from it as a result of legislation passed during the 2015 session of the legislature.



- **2.9.**

Replaced the words “Governor’s Committee on Crime Delinquency and Correction” with “Subcommittee” to reflect the proper entity acting concerning the certification of a law enforcement officer in this state.

- **2.12.**

Removed the words “those persons employed as rangers by the Hatfield McCoy regional recreation authority,” in that the legislative action taken during the 2015 session caused that authority and its rangers to no longer exist.

- **2.23.**

Added the words “airport police authorities, resort area districts or park police authorities” to clarify the agencies included/considered as a West Virginia law enforcement agency.

Removed the words “or the Hatfield McCoy regional recreation authority” in that as a result of legislative action taken during the 2015 session removed law enforcement powers from this entity.

#### **§149-2-5. Instructor Certification**

- **5.1.a.3.**

Added the words “, such experience to include a minimum of one (1) year,” and “for non-law enforcement officers a minimum of two (2) years of” to clarify the experience that an individual seeking to be certified as a law enforcement officer in this state is required to have. Such clarification addresses a situation that has been occurring where individuals are trained as instructors in a given area, i.e. SRT-Special Response Team tactics, but have no practical experience in such tactics.

- **5.4.a.**

Added the words “or are approved law enforcement instructors by other state or federal law enforcement training and standards programs” to include this group of instructors as individuals who may seek a waiver from the instructor certification standards set forth in this section.

Removed the word “shall” and replaced it with “may” to reflect that individuals seeking a waiver of the instructor certification requirements “may” elect to do, but

if desired may seek to be approved under the standard review and approval process.

- **5.6.**

Added the words “or Suspension” and “or suspend” to allow the Subcommittee to have the option of suspending an instructor’s certification based on the review of the circumstances involving the instructor and his or her delivery of training materials. The ability to suspend, not just being able as previously approved in the rule to revoke, an instructor’s certification will allow the Subcommittee to set standards that the instructor must complete to have his or her certification made active once again.

- **5.6.c.**

Added the words “or suspend” to reflect the Subcommittee’s action to take such an action when being considered by the Subcommittee following being made aware of concern/s involving an instructor.

Added the words “or upon the sustaining of a complaint addressing the training presented by the instructor” to allow the Subcommittee to review and act upon concern/s expressed about an instructor when they were made aware by a student officer or other source.

- **5.8.**

Created a new subsection to Section 5 by adding the words “In the instance of the revocation or suspension of an instructor’s certification the Subcommittee may set the standards and requirements to be completed by the instructor for his or her certification to be made active again.” Subsection added to clarify the ability of the Subcommittee to set the standards for an instructor to be able to teach again.

#### **§149-2-6. Training Academy Policies**

- **6.2.**

Removed the words “and a trainee shall maintain an academic average of seventy-five percent (75%) for graduation and certification” as with the balance of this subsection reflecting that every examination, or its retake, have a minimum passing score of seventy-five (75) it is not necessary to have this wording.

Removed the words “, with the understanding that his or her academic standing shall reflect the score obtained on the original examination” as the score used to compute the trainee’s academic standing is the score obtained on the retake of the examination.

- **6.4.**

Removed the word “the” and replaced it with “a subsequent” to clarify that the reentry of a trainee who has withdrawn from a program for the reason/s listed is to a later, subsequent, entry level training program class. “Students” and “student” and replaced with either singular or plural forms of the word “trainee” as applicable. Action taken to allow for common reference to individuals attending an entry level training program to gain certification as a law enforcement officer in the state

- **6.5.b.**

Removed the words “. The initial appeal shall be to the head of the agency or department conducting the training. If this appeal is denied the trainee may appeal” to reflect that the first level of appeal on such a dismissal is to the Subcommittee. It is recognized that there would be limited, if any instances, where the agency would not support that actions of its Training Director and the appeal direct to the Subcommittee would allow the issue/s at hand to best addressed and in a more timely manner.

- **6.7.a.**

Replaced the word “Committee” with “Subcommittee” to accurately reflect which entity would be paying for the costs listed from the Law Enforcement Professional Sandards (LEPS) Fund or other sources.

#### **§149-2-7. Academy Training Curriculum.**

- **7.3.**

Removed the words “Committee upon recommendation of the” to reflect that, under the statutory authority given it that the Subcommittee who makes necessary changes to the core curriculum.

#### **§149.2.8. Academy Entry Standards.**

- **8.2.a.**

Replaced the word “Committee” with “Subcommittee” to accurately reflect the entity certifying law enforcement officers within the state.

- **8.2.a.1.**

Added the words “Effective January 1, 2017 the required medical examination report may only be completed by medical providers approved by the Subcommittee” to allow the staff of the West Virginia State Police Academy to be to address the primary reason that initial applications submitted for the entry level training program have to be resubmitted, that being the submission of incomplete or inaccurate medical examinations. The approved medical providers will be versed on the proper completion and submission of this required medical examination.

- **8.3.**

Corrected a spelling error of the word services, changing it from “Servcies” to “Services”

- **8.4.**

Removed the word “physician” and replaced it with “medical provider” in recognition of the ability of licensed individuals such as a Physician’s Assistant to conduct and complete such an examination.

Added the words “ , after January 1, 2017 from the approved listing of medical providers,” to reflect that on and after that date the selection of the provider completing the required examination will be from the listing approved by the Subcommittee.

- **8.5.c.**

Changed a spelling error in the word percentile from “percentile” to its proper spelling.

## **§149-2-10. Annual In-Service Curriculum**

- **10.**

Removed the word “Curriculum” from this section’s title and added the words “and Firearms Qualifications” to more accurately reflect what this section covers.

- **10.1**

Replaced the word “Committee” with “Subcommittee” to properly reflect the entity setting these requirements.

- **10.2.a.3.**

Added the words “with the number of rounds to be fired at each distance and whether dominant hand or non-dominant hand assisted or unassisted to be set and published by the Subcommittee” to allow that the Subcommittee will be setting the course of fire required to be completed by certified law enforcement officers in this state.

### **§149-2-11. Supervisory In-Service Training**

- **11.2.**

Added the words “and firearms qualifications” to reflect that these qualification standards were applicable to officers of exempt rank as well.

Replaced the word “Committee” with “Subcommittee” to properly reflect the entity setting these requirements.

Added the words “and 10.2” to clarify that the firearms qualification requirements set forth in 10.2 were applicable to officers of exempt rank as well.

### **§149-2-13. Certification of Law Enforcement Officers**

- **13.2**

Removed the words “beginning employment after July 1, 1981,” as this is a historical reference to employment status which is no longer required to clarify which officers this is applicable to.

- **13.4**

Added the words “or its designee” and removed the words “and the head of the officer’s employing West Virginia law enforcement agency” to clarify who has the responsibility to review the certification of the officers in this state.

### **§149-2-15. Re-certification Requirements**

- **15.7**

Removed all of the wording in this subsection and will delete 15.7 as such in that this is a historical reference that no longer is required to be present in relation to the re-certification of law enforcement officers in this state.

### **§149-2-18. Subpoena Power**

- **18.1.**

Removed the words “For the purpose of making a determination of an application for reactivation the Subcommittee may examine witnesses and subpoena persons, books, records or documents from law enforcement agencies in this state.” and replaced them with “The Subcommittee may issue subpoenas for the attendance of witnesses and production of necessary evidence or documents in any proceeding,

review or investigation relating to certification or hearing before it.” to reflect the statutory powers granted it during the 2015 legislative session.

#### **§149-2-20 Appeal of a Decision of the Subcommittee**

- **20.1**

Added the words “for other than scholastic reasons” to clarify that such an individual may not appeal his or her termination from the entry level training program to the Subcommittee.

#### **§149-2-21. Fees**

New section added, with words that follow, to clarify that the Subcommittee, under statutory authority granted it has the authority to set fees relating to the duties and responsibilities it is tasked with so that they may be completed. Addition creates §149-2-21 through 21.1. as follows:

##### §149-2-21. Fees

21.1. The Subcommittee may, pursuant to W. Va. Code §30-29-3 (13), set administrative fees relating to execution of its duties as set forth in W. Va. Code §30-29-3 et. al and the conduct of the entry level training program.

TITLE 149  
LEGISLATIVE RULE  
GOVERNOR'S COMMITTEE ON CRIME, DELINQUENCY AND CORRECTION

SERIES 2  
LAW ENFORCEMENT TRAINING AND CERTIFICATION STANDARDS

FILED  
2015 JUL 27 P 2:50  
OFFICE WEST VIRGINIA  
SECRETARY OF STATE

§149-2-1. General.

1.1. Scope. -- This legislative rule establishes standards for basic training academies with medical admission guidelines and the job description of an entry-level officer. This rule also outlines annual in-service and biennial in-service training, continued certification, re-certification and de-certification standards for law enforcement officers.

1.2. Authority. -- W. Va. Code §30-29-3.

1.3. Filing Date. -- April 17, 2015

1.4. Effective Date. -- April 17, 2015

§149-2-2. Definitions.

2.1. "Approved law enforcement training academy" means any training facility that is approved and authorized by the Governor's Committee on Crime, Delinquency and Correction, on recommendation by the Law Enforcement Professional Standards Subcommittee, to conduct law enforcement training.

2.2. "Chief executive" means the superintendent of the State Police; the chief Natural Resources Police officer of the Division of Natural Resources; the sheriff of any West Virginia county; ~~any administrative deputy appointed by the chief Natural Resources Police officer of the Division of Natural Resources;~~ the chief of any West Virginia law-enforcement agency, or the chief of any campus police agency at state institutions of higher education ~~or the chief of Hatfield-McCoy regional recreation authority.~~

2.3. "Conviction" means an adjudication of guilt or a plea in a criminal case in this state or any other municipal, federal, tribal, military or state jurisdiction. "Conviction," when used herein applies to convictions entered both before and after the effective date of this section.

2.4. "County" means any one of the fifty-five major political subdivisions of the state.

2.5. "Director" or "Director of Training" means the person appointed by the head of agency operating an entry level training academy to be the person in charge of the operation of that academy.

2.6. "Division" means the Division of Justice and Community Services (DJCS) of the Department of Military Affairs and Public Safety.

2.7. "Exempt rank" means any noncommissioned or commissioned rank of sergeant or above as regarding the requirements set forth in this rule.

2.8. "Firearms Officer" means any individual who has successfully completed a Subcommittee approved Law Enforcement Firearms Handgun Instructor course but does not hold the Firearms Instructor status as defined in section 5.2 of this rule.

2.9. "Good standing" means any law enforcement officer that has not been denied certification or had his or her certification revoked or suspended by the ~~Subcommittee~~ Governor's Committee on Crime Delinquency and Correction pursuant to the provisions of this Rule; except that for the purposes of recertification pursuant to section 149-2-15 of this Rule only, an officer is considered to be in good standing even if his or her certification was not renewed for failing to attend mandated in-service training because of his or her position as a law enforcement official.

2.10. "Governor's Committee on Crime, Delinquency and Correction" or "Governor's Committee" or "Committee" means the Governor's Committee on Crime, Delinquency and Correction established as a state planning agency pursuant to W. Va. Code §15-9-1 with duties as set forth in W. Va. Code §30-29-3 and this Rule.

2.11. "Inactive" as it relates to certification means the status of a previously certified officer upon separation from employment and prior to reactivation by the subcommittee thereby placing the individual in a non-law enforcement status as provided for in subsection 2.13 of this section.

2.12. "Law enforcement officer" means any duly authorized member of a law enforcement agency who is authorized to maintain public peace and order, prevent and detect crime, make arrests and enforce the laws of the state or any county or municipality of the state, other than parking ordinances, including persons employed as campus police officers at state institutions of higher education, ~~those persons employed as rangers by the Hatfield McCoy regional recreation authority,~~ those persons employed by the Public Service Commission as motor carrier inspectors and weight enforcement officers, those persons employed as law enforcement officers at airport authorities and those persons employed as resort area rangers at resort area districts. Provided that, the term "law-enforcement officer" does not apply to the chief executive of any West Virginia law-enforcement agency or any watchman or special natural resources police officer.

2.13. "Law enforcement official" means the duly appointed chief administrator of a designated law enforcement agency or a duly authorized designee.

2.14. "Law Enforcement Professional Standards Information System (LEPSIS)" means the electronic database used to track law enforcement officer training and certification.

2.15. "Level 1 Instructor" means those individuals that have met the criteria established in this rule to conduct entry level and in-service training programs.

2.16. "Level 2 Instructor" means those individuals that have met the criteria established in this rule to conduct instructor level training.

2.17. "Municipality" means any incorporated town, village or city whose boundaries lie within the geographic boundaries of the state.

2.18. "Non-law enforcement status" means an officer may not wear the uniform of that agency, may not be armed, and will not perform the duties of a law enforcement officer as defined in W. Va. Code §30-29-1 and section 149-2-8.3. of this Rule. An officer in non-law enforcement status shall not present himself or herself in any manner that a reasonable person would perceive him or her to be a law enforcement officer, except as provided for in state code. This Rule does not require an employing agency to create a non-enforcement position for applicants who are unable to complete the physical ability test for admission to an entry-level training program.

2.19. "Reactivation" as it relates to certification means having an officer's status reinstated from inactive status.

2.20. "Scholastic failure" means the failure of required graded academic examinations or evaluated skill courses.

2.21. "Subcommittee" or "law enforcement professional standards subcommittee" means the subcommittee of the Governor's Committee on Crime, Delinquency and Correction established pursuant to W. Va. Code §30-29-2 with duties as set forth in W. Va. Code §30-29-3 and this Rule.

2.22. "Trainee" means any individual attending an entry level related law enforcement certification training program.

2.23. "West Virginia law enforcement agency" means any duly authorized state, county or municipal organization including any campus police agency at state institutions of higher education, airport police authorities, resort area districts or park police authorities ~~or the Hatfield-McCoy regional recreation authority~~ employing one or more persons whose responsibility is the enforcement of law of the state or any county or municipality of this state.

**§149-2-3. Academy Facility Standards.**

3.1. Location. -- Basic training may be provided at a single central location or at a central location and one (1) or more regional locations. The standards outlined in this Rule apply to any facility where basic training will be conducted and shall insure that the training shall be carried out in an adequate and proper setting.

3.2. Facility. -- The facility may be a single building, a room or rooms in a building or more than one building, which provides adequate space to meet the needs of people undergoing training over a period of several weeks.

3.3. Classrooms.

3.3.a. The classroom shall be large enough to comfortably accommodate the largest anticipated attendance. Minimum registration for any entry level training class funded by the Subcommittee is twenty-five (25) officers.

3.3.b. Artificial or day lighting shall provide good visibility at all times and permit the utilization of visual training materials.

3.3.c. Adequate ventilation and seasonal temperature control shall be provided. The system shall provide for individual classroom control if more than one classroom is used.

3.3.d. Acoustics shall be adequate to enable the speaker to be heard from any place in the classroom being used. A public address system shall be provided if needed.

3.4. Classroom Amenities.

3.4.a. All desks shall have smooth tops and shall be of sufficient size to accommodate adult trainees.

3.4.b. Display surfaces shall be positioned to permit unobstructed viewing from the rearmost area of the classroom and shall be of an appropriate size to allow material displayed and/or writing to be viewed by all participants.

3.4.c. Each classroom, if necessary, shall be equipped with a lectern to accommodate lecture materials.

3.4.d. All appropriate audio and video equipment and training aids shall be available and operable at the beginning of each class.

3.5. Up-to-date court rulings as well as current copies of law enforcement related periodicals shall be made readily available when necessary.

3.6. Firearm Range. -- The firearm range shall meet or exceed all safety standards promulgated by the National Rifle Association.

3.6.a. The range shall be appropriate for the weapons training or certification being conducted and will be located within reasonable driving distance from the academy site.

3.6.b. It shall permit sole occupancy by law enforcement agencies when in use by them for firearms training or qualification.

3.6.c. Curriculum firearms training time does not include travel time if the range is more than 15 minutes from the academy site.

3.7. Physical Training Room. -- Each facility shall include one room of sufficient size to accommodate trainees during physical fitness and defensive training.

3.8. Common Study Area -- Each facility shall include one room of sufficient size to accommodate study time.

3.9. Restrooms. -- Separate restroom facilities of sufficient size and number to accommodate the needs of both sexes shall be provided in close proximity to the classrooms.

3.10 Parking. -- Adequate and free parking space shall be provided. The parking area shall be within reasonable walking distance of all classrooms.

3.11 Supplies. -- Each trainee shall be furnished with the following supplies as needed:

3.11.a. Ammunition for firearms training;

3.11.b. Information Storage Device sufficient to accommodate all notes and handout materials;

3.11. c. Legal pads in a sufficient number to permit taking of detailed notes throughout duration of training program;

3.11.d. A current copy of all relevant West Virginia Code sections;

3.11.e. Writing instruments in a sufficient number to permit taking of detailed notes throughout the duration of the training program;

3.11.f. A copy of the course schedule;

3.11.g. A copy of the rules governing operation of the training facility; and,

3.11.h. Handout materials required by the instructors.

3.12. Food Services. -- Law enforcement training academies shall provide food service:

3.12.a. If in-house food service is available and provided, all food preparation and dining facilities shall be established and maintained in accordance with applicable state and local health department rules.

3.12.b. If commercial food services are utilized, these services should be located within a distance that would allow the trainee to leave, eat, and return to class within sixty (60) minutes.

3.13. Medical Facility. -- A medical facility within a reasonably close proximity to training site shall be identified.

**§149-2-4. Academy Staffing.**

4.1. Director of Training.

4.1.a. Appointment. -- The appointment of a Director of Training (Director) shall be made by the head of the law enforcement agency if the academy is under the control of a police agency. If under an academic institution the head of the department may make the appointment under which the training will be provided.

4.1.b. Approval. -- The Director of an academy other than the West Virginia State Police Academy shall be approved by the Committee, following recommendation by the Subcommittee, based on a composite assessment of the candidates' education, training, administrative and law enforcement experience.

4.1.c. Responsibilities. -- The Director has the overall responsibility for the operation of the training program and the authority to carry out the following responsibilities:

4.1.c.1. Ensuring that all personnel comply with policies, procedures and regulations governing the training program;

4.1.c.2. Selecting qualified instructors;

4.1.c.3. Recommending and requesting the reassignment of training personnel;

4.1.c.4. Maintaining the professional skills and abilities of personnel assigned to the training program;

4.1.c.5. Assigning instructors only to areas in which they are qualified to teach and monitoring their quality of instruction through regular supervision;

4.1.c.6. Requiring all applicants to provide a medical examination that shows they meet the requirements for admission to a basic entry-level training program and successfully complete the physical fitness test battery for entry into an entry-level training program;

4.1.c.7. Exercising administrative and supervisory control over personnel;

4.1.c.8. Dismissing trainees;

4.1.c.9. Excusing absences of trainees; and,

4.1.c.10. Delegating authority.

4.1.d. Accountability. -- The Director is accountable to the appointing authority for the operation

of the training academy or program in compliance with the policies and regulations of the agency or department conducting the academy. The Director has the responsibility of keeping the Subcommittee informed regarding the training program. At the request of the Subcommittee or as needed, the Director shall appear before the Subcommittee, to discuss the training program.

4.2. Law Enforcement and Firearms Instructors.

4.2.a. Instructors are accountable initially to a first-level supervisor if one exists. If there are no first-level supervisors, instructors are accountable to the Director.

4.3. The provisions of this section are applicable to instructors in a basic training academy, annual in-service or biennial in-service training programs.

**§149-2-5. Instructor Certification.**

5.1. Law Enforcement Level 1 Instructor Certification.

5.1.a. Standards. -- All law enforcement level 1 instructors' certifications are valid for four (4) years if the following standards are met:

5.1.a.1. Current certification as a law enforcement officer in the State of West Virginia if applicable;

5.1.a.2. A high school diploma or its equivalent;

5.1.a.3. Three (3) years of experience as a police officer, such experience to include a minimum of one (1) year, or for non-law enforcement officers a minimum of two (2) years of direct work experience in the occupation or area in which certification is desired;

5.1.a.4. A minimum of sixteen (16) hours of verified training has been completed in each academic subject area within the five (5) years preceding the application for which certification is desired; provided that certain training may require additional hours as required by the Subcommittee.

5.1.a.5. Forty (40) hours of instructor development training approved by the Subcommittee. The course content shall include topic areas such as communication, psychology of learning, techniques of instruction, use of instructional aids, preparation and use of lesson plans, and preparation and administration of tests; and,

5.1.a.6. Written recommendation may be required from the applicant's chief or sheriff, or if a civilian, from a sheriff or chief who knows the applicant's teaching abilities.

5.1.b. Maintenance Requirements. -- In order to keep their certifications active, certified law enforcement level 1 instructors shall:

5.1.b.1. Instruct at least eight (8) hours in a basic training program or a Subcommittee certified in-service program every twenty-four (24) months from the date of their original certifications; or,

5.1.b.2. Attend, at a minimum, eight (8) hours on teaching updates or additional training in subject areas in which they are certified to instruct, every twenty-four (24) months of the original level 1 instructor certification.

5.1.c. Inactive Instructor Status. -- Level 1 instructors placed on inactive status by the

Subcommittee must, within twenty-four (24) months of such placement, attend an eight (8) hour approved program in any inactive subject area; or teach eight (8) hours in a Subcommittee approved program in any inactive subject area under the direct supervision of an active, certified instructor. The Subcommittee shall rescind the level 1 instructor certification for failure to obtain or perform one (1) of the above in the time periods described.

5.2. Firearms Level 1 Instructor Certification.

5.2.a. Standards. -- Firearms level 1 instructors, in addition to qualifications required for law enforcement instructors set forth in Subsection 149-2-5.1 of this rule, shall:

5.2.a.1. Have experience in the use, care and maintenance of a firearm; and,

5.2.a.2. Complete a handgun firearms instructor school, of not less than forty (40) hours, approved by the Subcommittee.

5.2.b. Maintenance of Certification. -- In order to keep their certifications active, level 1 firearms instructors shall:

5.2.b.1. Instruct at least a two (2) hour block of firearms instruction in a department or committee recognized firearms certification program, either in a firearms associated classroom presentation or actually on the firearms range, every twenty-four (24) months from the date of their original level 1 instructor certifications; or,

5.2.b.2. Attend, at a minimum, a four (4) hour program on teaching updates or additional training in subject areas in which they are certified to instruct within twenty-four (24) months of original level 1 instructor certification date.

5.2.c. Inactive Instructor Status. -- Level 1 firearms instructors placed on inactive status by the Subcommittee shall within twenty-four (24) months of such placement, attend an eight (8) hour approved firearms training program or teach in a department recognized firearms program under the direct supervision of an active firearms instructor. The Subcommittee shall rescind the level 1 instructor certification for failure to obtain or perform one of the above in the time periods described.

5.3. Law Enforcement Level 2 Instructor Certification

5.3.a. Standards. -- All law enforcement level 2 instructors' certifications are valid for four (4) years if the following standards are met:

5.3.a.1. Current certification as a law enforcement officer in the State of West Virginia;

5.3.a.2. A high school diploma or its equivalent;

5.3.a.3. Seven (7) years of experience as a certified police officer;

5.3.a.4. Four (4) years of experience as a level 1 instructor within the previous five (5) years;

5.3.a.5. Successful completion of an approved instructor/trainer course in the subject matter requested within the previous five (5) years;

5.3.a.6. Level 2 instructor applicants must appear in person before the Subcommittee for approval.

5.3.b. Maintenance Requirements. -- In order to keep their certifications active, certified law enforcement level 2 instructors shall instruct at least eight (8) hours in a Subcommittee certified instructor level program every twenty-four (24) months from the date of their original certifications.

5.3.c. Inactive Instructor Status. -- Level 2 instructors placed on inactive status by the Subcommittee must, within twenty-four (24) months of such placement, teach eight (8) hours in a Subcommittee approved instructor program in any inactive subject area under the direct supervision of an active, certified level 2 instructor.

#### 5.4. Waiver of Standards for Certain Individuals.

5.4.a. Licensed members of the West Virginia State Bar, the medical profession and other similar professions; high school, community or junior college, college and university faculty members; certified emergency medical care or advanced first aid instructors; and employees of United States governmental agencies; or of state or local agencies which have police regulatory power and whose training assignments are of such short duration as to make certification impractical, or are approved law enforcement instructors by other state or federal level law enforcement training and standards programs shall may apply to the Subcommittee for an exemption of the level 1 instructor certification process.

5.4.b. The Subcommittee, may waive any of the requirements of this section if it finds a person, although not meeting all of the eligibility requirements, is otherwise qualified to be an instructor.

5.5. Validity of Certification. -- Law enforcement instructor certification is valid for a period of forty-eight (48) months from the date of approval in each area of expertise or firearm related area of expertise for instructors who have not had a revocation related action taken against their law enforcement instructor certification as set forth in Subsection §149-2-5.6 of this Rule or their certification as a law enforcement officer as set forth in Section §149-2-16 of this Rule has not been suspended or revoked.

5.6. Revocation or Suspension. -- The Subcommittee may revoke or suspend an instructor's certification:

5.6.a. When an instructor is found to be no longer qualified;

5.6.b. When an instructor is separated from employment, as defined in section §149-2-17, Subdivisions 17.c, 17.d, or 17.e. of this rule.

5.6.c. When a recommendation to revoke or suspend certification is made by the director of a training program approved by the Subcommittee, or upon the sustaining of a complaint addressing the training presented by the instructor or by the instructor's employer for failure to provide adequate or proper instruction; or,

5.6.d. For falsified or omitted information on any necessary paperwork required by the Subcommittee.

5.7. The provisions of this section are applicable to level 1 and level 2 instructors in all Subcommittee approved training.

5.8. In the instance of the revocation or suspension of an instructor's certification the Subcommittee may set the standards and requirements to be compelled by the instructor for his or her certification to be made active once again.

#### §149-2-6. Training Academy Policies.

6.1. Attendance. -- Trainees shall attend all classes and class functions, including all items listed in the course curriculum, unless excused by the Director. Absences may be excused for illness or injury of the officer or for other causes approved by the Director. An unexcused absence constitutes grounds for dismissal. Work missed while absent shall be made up.

6.2. Scholastic Grades. -- The minimum passing grade on an examination is seventy-five percent (75%) and a trainee shall maintain an academic average of seventy-five percent (75%) for graduation and certification. Trainees failing to obtain 75% on an examination may be allowed to retake the examination within five (5) days. In the event the trainee passes the make-up examination, he or she shall be retained in the training program, with the understanding that his or her academic standing shall reflect the score obtained on the original examination. The scores of the original examination and the make-up examination will be recorded on the trainee's class record. Provided that trainees will be allowed to retake a maximum of two (2) separate failed examinations during the course of the program. Any trainee failing to pass after the second examination shall be dismissed as a scholastic failure.

6.3. Skills Training -- Trainees will be given three (3) attempts to successfully complete all skills examinations pursuant to criteria approved by the Director of Training. Any trainee failing to pass any skill examination after three attempts shall be dismissed as a scholastic failure.

6.4. Reentry. -- Reentry to ~~the~~ a subsequent basic training for trainees who have withdrawn from a program because of an injury, extended illness, hardship or circumstances beyond their control is at the discretion of the Director. If denied reentry by the Director, the agency head, or the trainee, may appeal this denial to the Subcommittee.

6.5. Dismissal. -- The Director may dismiss a trainee for disobedience of staff orders, a flagrant or repeated violation of academy regulations, or misconduct.

6.5.a. Written notice will be provided by the Director to the head of the agency employing the dismissed trainee. A copy of the written notice will also be provided to the affected trainee and to the Subcommittee.

6.5.b. Any trainee dismissed for reasons other than scholastic failure may appeal the dismissal. ~~The initial appeal shall be to the head of the agency or department conducting the training. If this initial appeal is denied the trainee may appeal to the Subcommittee.~~ An appeal of the decision made by the Subcommittee will be as set forth in §149-2-20 of this rule.

6.6. Salary. -- The trainee's salary for a forty-hour work week while undergoing training and his or her travel costs to and from the training site are the responsibility of the employing agency. Cost of training uniforms, fatigues and other personal equipment required for training shall be paid for by the employing agency.

6.7. Costs.

6.7.a. Cost for food, lodging and training materials for trainees attending a residential entry-level training academy may be paid by the ~~Committee~~ Subcommittee.

6.7.b. The Subcommittee, upon submission of a grant application, will review other costs relating to the operation and presentation of entry-level or in-service training programs.

#### **§149-2-7. Academy Training Curriculum.**

7.1. The objective of the curriculum is to provide all law enforcement officers with a minimum of eight hundred (800) hours of entry level training for certification.

7.2. It is the responsibility of the employing agency to provide training in those areas not included in the core curriculum. Local ordinances and department policies and procedures are examples of training that shall be provided by each employing agency.

7.3. The core curriculum shall be amended, as necessary, to meet the needs of the largest possible number of law enforcement agencies. Changes in the core curriculum require approval of the ~~Committee~~ upon recommendation of the Subcommittee. Recommendations for change shall be made in writing to the Subcommittee.

#### **§149-2-8. Academy Entry Standards.**

8.1. Entry standards include, but are not limited to, an applicant's demonstration of their ability to perform, or be trained to perform, all of the essential tasks and functions contained in the job description and the ability to meet the required medical and physical ability standards as set forth in this Rule.

8.1.a. This Rule will insure that persons appointed to positions as police officers, in agencies subject to this rule, are medically fit to undergo the training requirements for the position, and to perform their essential tasks, at a minimal risk to themselves, their fellow officers, and the public.

8.1.b. All requests for reasonable accommodation may be reviewed by a panel of at least four (4) people appointed by the Chairman of the Subcommittee. The panel shall use the job description and medical standards for entry into a basic entry-level training program as a basis of their decision on the request for reasonable accommodation.

#### **8.2. Academy Application Requirements.**

8.2.a. All newly hired and uncertified, by the ~~Committee~~Subcommittee, law enforcement officers shall apply for admission to an entry-level training program by submission of a completed and medically acceptable academy application packet within ninety (90) calendar days of their date of employment. Their employer should provide written notice to the Academy or the Subcommittee of this officer's employment, to include personal identification information, date of employment and information as to whether the individual has worked as a law enforcement officer before as close as possible to the decision to employ the individual.

8.2.a.1. A completed application consists of an application sheet; a true and accurate medical history statement; a complete medical examination report; and federal and state fingerprint cards or other paperwork approved by the Subcommittee on recommendation of the Director. Effective January 1, 2017 the required medical examination report may only be completed by medical providers approved by the Subcommittee.

8.2.b. Any officer failing to file or have filed on his or her behalf a completed application within the ninety (90)-calendar day period shall be immediately terminated as a law enforcement officer. Any officer terminated may apply to the Subcommittee as a private citizen for training and certification at his or her own expenses as provided for in W. Va. Code §30-29-5(f) or this Rule.

8.2.c. An applicant may file or have filed on his or her behalf a request for an extension of the ninety (90)-calendar day period. This request shall be filed prior to the end of the 90-calendar day period. The request is to be filed with the Subcommittee.

8.3. Entry Level Law Enforcement Officer Job Description: Under regular supervision, an entry-level officer performs basic police services in accordance with the mission, goals and objectives of the employing agency and in compliance with governing federal, state, and local laws. At the completion of

an entry level training program, an officer should be able to perform the essential functions established by the Subcommittee of a law enforcement officer. These functions may be set based on job task analysis evaluations, law enforcement officer performance research and the experience of the Subcommittee members and law enforcement professionals and administrators. The functions so established by the Subcommittee will be available for review from the Subcommittee and will be posted on the website of the West Virginia Division of Justice and Community ~~Services~~ Services on the page supporting the Subcommittee.

8.4. Medical Standards. -- All applicants for entry into an entry-level training program shall submit to a medical examination by a licensed ~~physician~~ medical provider chosen by, after January 1, 2017 from the approved listing of medical providers, and at the expense of the employing agency. The applicants shall complete a comprehensive medical history questionnaire, as well as submit to a medical examination which shall include the following minimum requirements: A medical history; a medical examination; laboratory tests; blood chemistry ; Complete Blood Count (CBC); urinalysis ; Tuberculosis ; Electrocardiogram (ECG); and drug screening . The criteria as to type and method of evaluation of any required laboratory tests will be established by the Subcommittee.

8.4.a. The medical examination shall consist of criteria aimed at identifying conditions that may potentially exclude an applicant from entry into a basic entry-level training program.

8.4.b. Applicants employed by a law enforcement agency that are required to meet medical requirements for firefighters (National Fire Protection Standards 1582 or its most current equivalent) as a condition of employment will use that medical standard for entry into an entry-level training program (W.Va. Code §8-22-16).

8.4.c. The Medical History Statement and Medical Examination Report are valid for a one-year period, to be measured from the date of the examining physician's signature on the State of Condition page of the Medical Examination Report.

8.4.d. The examining physician shall note if the applicant has any of the medical and physical conditions established by the Subcommittee which may interfere with the applicant's ability to perform the essential functions established by the Subcommittee for an entry level law enforcement officer. The conditions established by the Subcommittee will be available for review and will be posted on the website of the West Virginia Division of Justice and Community Services. These conditions may be cause to exclude an applicant from consideration for acceptance except where specifically noted in the listed conditions.

8.4.e.. Any medical or physical condition approved by the Subcommittee that requires further evaluation to determine the condition's impact upon the applicant's ability to perform the essential functions that an entry level law enforcement officer should be able to perform, shall be conducted at the applicant's expense.

#### 8.5. Physical Ability Standards.

8.5.a. All applicants for basic entry-level training are required to perform at the 40th percentile (Cooper Institute of Aerobics Research, Single Standard Norm) of ability as a pass or fail screening for admission into an entry-level training program.

8.5.b. The battery of screening elements, based on the significant work of the Cooper Institute for Aerobics Research, indicates an applicant's ability to satisfactorily perform the essential job tasks of the entry-level law enforcement officer as listed in this rule. Standards for successful completion of ability screening tests, where otherwise not set by this Section, may be established by the Subcommittee.

8.5.c. The three (3) elements of the test battery are designed to confirm the physical ability to perform entry-level training and perform the essential functions of an entry-level law enforcement officer as approved by the Subcommittee. They are not job task simulations, but rather are construct validation of the applicant's capacity to learn and perform essential physical tasks. Applicants shall be given two attempts to obtain the 40th percentile on each test element. The retest (e.g. second attempt to obtain the 40th percentile ~~percentile~~ on an element of the test battery successfully) will be on different date, as set by the Director, to gain entry into the next available entry level training program. Each test element shall be passed before proceeding to the next test element. Applicants unable to attain the 40th percentile upon retest shall be placed in a non-law enforcement position until such time as the applicant can obtain the 40th percentiles on all elements of the test battery and enter an entry-level training program. An applicant who is waiting to retest must insure that their medical examination, and its associated tests, was completed within one year immediately preceding the date of the retest.

8.5.d. The physical ability tests shall consist of:

8.5.d.1. Sit-ups (Muscular Endurance) - The score is the number of bent-leg sit-ups performed in one (1) minute.

8.5.d.2. Push-ups (Absolute Strength) - The score is the number of conventional push-ups performed in one (1) minute. A conventional push-up is defined as an exercise performed in the prone position by raising and lowering the body with the straightening and bending of the arms, while keeping the back straight and supporting the body on the hands and toes. The push-ups will be scored by one of the following two standards:

8.5.d.2.A. The counter will place his or her fist on the floor with the nails of their fingers to the floor. If done this way, the applicant's chest must touch the fist for the push-up to be complete; or

8.5.d.2.B. Using a block of wood, dimensions of which shall be set by the Subcommittee, on which the counter may place his or her finger. If done this way, the applicant's chest must touch the counter's finger for the push-up to be complete.

8.5.d.3. One and one-half mile run (Cardiovascular Capacity) - The score is the elapsed time in minutes and seconds required by the applicant to complete the run.

8.5.e. Applicants who successfully completed all three (3) elements of the physical ability test may use the passage of this test for entry into the entry-level training program.

8.5.f. Applicants who successfully completed all three elements of the physical ability test, whose agencies withhold them from entry into the first scheduled entry-level training program, shall retake and successfully complete all three elements of the physical ability test for entry into the next available basic entry-level training program.

8.5.g. Failure of any applicant to participate in an assigned physical ability testing shall be recorded as failure of the physical ability test. Applicants who, as the result of extenuating circumstances, are unable to attend and participate in a scheduled physical ability testing shall advise the Director in writing prior to the test date requesting rescheduling and explaining in detail the extenuating circumstances.

#### **§149-2-9. Annual In-Service Training Facilities.**

9.1. Standards for annual in-service and biennial supervisory level training facilities are similar to those for entry-level training but are less rigid because of the short duration and narrower scope of the training programs. All in-service programs approved by the Subcommittee shall be conducted in

adequate and proper facilities.

9.2. Classrooms.

9.2.a. The classroom used shall be large enough to comfortably accommodate the maximum number of trainees attending and shall be approved by the Subcommittee in advance of the starting date.

9.2.b. Artificial or day lighting shall provide good visibility under normal environmental conditions and shall permit the use of audio-visual training aids.

9.2.c. Adequate ventilation and seasonal temperature control shall be provided in the classroom.

9.2.d. Acoustics shall be adequate to enable the speaker to be heard from any place in the used area of the classroom. A public address system shall be provided if needed.

9.3. Classroom Amenities

9.3.a. Seating shall be of comfortable design and of sufficient size to accommodate adults.

9.3.b. Desks or tables shall have smooth tops and shall be of a size as to comfortably permit note taking by adult trainees.

9.3.c. Display surfaces shall be sufficient in size and positioned to permit adequate viewing by trainees seated in the rearmost used area of the classroom.

9.3.d. The classroom shall be equipped with a lectern of some type if necessary and sufficiently large enough to accommodate lecture materials.

9.3.e. Audio visual training aids required to conduct any part of the training program shall be on hand and operable when needed.

9.4. Restrooms. -- Separate restrooms for both sexes shall be available.

9.5. Parking. -- Adequate parking space shall be provided and be located within reasonable walking distance of the training location.

**§149-2-10. Annual In-Service Training Curriculum and Firearms Qualifications.**

10.1. Annual in-service training required by the ~~Committee~~ Subcommittee for continued certification shall consist of a minimum of sixteen (16) hours, exclusive of firearms qualification. A maximum of twenty-five percent (25%) of the training may be web-based provided that the training is pre-approved by the Subcommittee.

10.1.a. Certified law enforcement instructors may request from the Subcommittee that up to a maximum of eight (8) hours of annual in-service training credit be given for teaching in a Subcommittee approved annual in-service training course. This credit shall be requested on an hour for hour basis in even increments and shall only be applicable within that individual instructor's appropriate training period. This request for credit shall be made at the time the in-service training course application is presented to the Subcommittee for consideration.

10.2. It is the responsibility of each law enforcement agency to require, at a minimum, semi-annual

firearms qualifications of all active members, one of which will be a low light firing for qualification. All qualifications shall be separated by a minimum period of three (3) months.

10.2.a. Each handgun qualification shall :

10.2.a.1 Be with the individual's unmodified primary service handgun ;

10.2.a.2 Be on a course of fire requiring a minimum of thirty two (32) rounds ;

10.2.a.3 Range from a distance of no less than three yards to a minimum of fifteen yards with the number of rounds to be fired at each distance and whether dominant hand or non-dominant hand assisted or unassisted to be set and published by the Subcommittee ;

10.2.a.4 Be on a target with a scoring area no larger than 468 square inches ;

10.2.a.5 Be conducted by a subcommittee approved firearms officer or firearms instructor ;

10.2.b. The minimum passing score for qualification shall be seventy-five percent (75%).

10.2.b.1 The qualification scores for each officer shall be submitted to the Subcommittee by the employing agency. Any law enforcement agency failing to report firearms qualification shall be listed in the annual report of Law Enforcement Professional Standards filed with the WV Legislature.

10.2.c. The guidelines listed in 10.2a – 10.2.b. shall be considered minimum standards and do not prohibit any law enforcement agency from establishing more stringent qualification standards as an agency policy.

10.3. To qualify for funding or credit for continued certification, all curricula shall be approved in advance by the Subcommittee.

10.3.a. The Subcommittee reserves the right to review or approve, on a case-by-case basis, any curricula that was not approved in advance, as required by §149-2-10.3. of this Rule.

10.4. The training shall be given in two (2) hour minimums; Provided that, exceptions may be granted by the Subcommittee in advance.

10.5. Subject matter shall include the majority of subjects included in the entry level training curriculum or other subjects of a specialized nature. Successful completion, as defined by the sponsoring or presenting training organization, is required for the training to be credited against the training requirement set forth in Subsections §149-2-10.1 and §149-2-11.2 of this Rule.

10.6. Requests for training funds or in-service training credit shall consist of the following:

10.6.a. a list of the program objectives;

10.6.b. the names, titles and agencies of the instructors;

10.6.c. the date and time at which the training is scheduled;

10.6.d. the facility at which the training will be conducted; and,

10.6.e. the name, title and agency of the person in charge of the training.

10.7. Regulations of the host agency shall govern the conduct of the training program; however, each officer is required to attend and complete the full program and, if examinations are given, attain at least a 75% on the examination.

**§149-2-11. Supervisory Level In-Service Training.**

11.1. Supervisory In-Service Training is applicable to those officers of exempt rank.

11.2. Supervisory level in-service training and firearms qualifications required by the ~~Committee Subcommittee~~ for continued certification shall consist of the requirements as set forth in section 10.1 and 10.2 of this rule. In addition to the requirements in 10.1 of this rule, supervisors are required to complete eight (8) hours in a Subcommittee approved supervisory level in-service training program within a 24 month period. A maximum of twenty-five percent (25%) of the training may be web-based provided the training is pre-approved by the Subcommittee.

11.2.a. Certified law enforcement instructors may request from the Subcommittee that up to a maximum of eight (8) hours of supervisory level in-service training credit be given for teaching in a Subcommittee approved supervisory level in-service training course. This credit shall be requested on an hour for hour basis in even increments and shall only be applicable within that individual instructor's appropriate training period. This request for credit shall be made at the time the in-service training course application is presented to the Subcommittee for consideration.

11.3 Curriculum for Supervisory In-Service Training.

11.3.a. Curricula for supervisory training requires prior approval and should include, but is not limited to, the following subject matter: the role of the supervisor, supervisor/subordinate relationships, leadership, decision making, discipline, motivating and improving, reporting, interpersonal communications, the supervisor as a trainer, productivity, job stress, morale, evaluation of employee performance, budgeting and management by principles.

**§149-2-12. In-Service Training Staffing.**

12.1. Instructors in all in-service training where training funds or in-service credit is desired shall meet the standards established by the Subcommittee for certification as set forth in Section §149-2-5 of this Rule.

**§149-2-13. Certification of Law Enforcement Officers.**

13.1. Individual officers successfully completing an entry-level training program shall make written application to the Committee requesting certification.

13.2. Individual officers ~~beginning employment after July 1, 1981,~~ who are certifiable via the equivalent certification provision of W. Va. Code §30-29-5 and Section §149-2-14 of this Rule shall make application to the Committee for certification during the period that they are completing the training set forth in Subsection §149-2-14.1.e. of this Rule.

13.3. The Director of an approved academy shall promptly provide the names of officers and their agencies successfully completing or failing to complete an entry-level training program.

13.4. The certification of each law enforcement officer is reviewed annually following his or her first certification by the Subcommittee or its designee ~~and the head of the officer's employing West Virginia law enforcement agency~~ to ensure employee compliance with the requirements set forth in this Rule.

13.5. Certification may be revoked or suspended if any law enforcement officer fails to complete the applicable in-service training and firearms qualification requirements set forth in Sections §149-2-10 and §149-2-11 of this Rule.

13.6. As a requirement of certification, a law enforcement officer shall notify the Subcommittee within ten (10) days of being charged with a crime, excluding minor traffic offenses. A law enforcement officer who fails to notify the Subcommittee may have his or her certification revoked or suspended.

**§149-2-14. Equivalent Certification.**

14.1. Applicants for certification as law enforcement officers in the State of West Virginia by the equivalent certification provision shall:

14.1.a. Have completed a Peace Officer's Standards and Training Commission (POST) approved basic entry-level training program or equivalent federal law enforcement training, excluding military police;

14.1.b. Have been certified as a law enforcement officer in the state where the entry-level training was completed or by the federal government;

14.1.c. Give notice, upon employment to the Subcommittee of his or her desire to seek and be granted equivalent certification as a West Virginia law enforcement officer.

14.1.d. Submit a completed application, as defined in Subdivision §149-2-8.2.a.1. of this Rule, to the training academy within ninety (90) calendar days of their date of employment via the equivalent training provision of the law which shows that they meet the requirements for admission into an entry-level training program; and,

14.1.e. Complete the following entry-level courses within twelve (12) months from the date of employment : Provided, that under extenuating circumstances the Subcommittee may grant a waiver.

14.1.e.1. Firearms Training and Certification;

14.1.e.2. Emergency Vehicles Operations Course;

14.1.e.3. Defensive Tactics;

14.1.e.4. Laws of Arrest;

14.1.e.5. West Virginia Motor Vehicle Law;

14.1.e.6. Criminal Law;

14.1.e.7. Domestic Crimes; and,

14.1.e.8. Laws of Search and Seizure.

14.2. Applicants for equivalent certification who have had their certification revoked or suspended by a POST, and are ineligible for re-certification from that POST, may not make application for equivalent certification in the State of West Virginia.

14.3. During the training set forth in Subsection §149-2-14.1.e. of this Rule the applicant shall complete an application for certification to the submitted to the Subcommittee.

14.4. The Subcommittee shall form a review board which shall review all applications for equivalent certification. The equivalent certification review board shall determine if the applicant's prior law enforcement training is equivalent to the current training standards in West Virginia, and make a recommendation to the law enforcement training sub-committee as to whether the applicant is eligible for equivalent certification. One member of this review board shall be the Director, or his or her deignee, of the West Virginia State Police Academy.

14.5. Any currently employed law enforcement official who failed to complete equivalent training for certification pursuant to the provisions of this section may, beginning the first day of July, two thousand three, until the thirtieth day of September, two thousand three, apply for equivalent certification pursuant to the provisions of this section.

#### **§149-2-15. Re-certification Requirements.**

15.1. The purpose of this section is to establish guidelines for the retraining of certified law enforcement officers who have not performed the duties and essential functions of an entry-level law enforcement officer as defined in Subsection §149-2-8.3. of this Rule and who have not obtained mandated in-service training as required by Subsections §149-2-10.2 and §149-2-11.2. of this Rule or qualified with their weapon as required in Subsection §149-2-10.2. of this Rule. For the purposes of this Section, "separated" means any absence from duty, regardless of remedies or status available to the officer, which results in the officer not performing the duties of an entry-level law enforcement officer in West Virginia. This may include, but is not limited to the following: extended active military service; injuries or illness which result in the officer receiving temporary disability, sick leave, or workers compensation benefits; suspensions from an agency regardless of the final outcome; placement of an officer on light duty which exceeds twenty-four months; termination; or resignation.

15.2. Law enforcement officers, or law enforcement officials who desire to re-certify as a law enforcement officer, who have been separated from a law enforcement agency for twenty-four (24) months or less; who are in good standing; and who were certified under the provisions of W. Va. Code §30-29-5; and have been reappointed as a law enforcement officer or law enforcement official by a law enforcement agency; are not required to meet entrance level standards again if:

15.2.a. Within ninety (90) days from the date of employment the individual attends and completes the mandated in-service training for the period and rank; and,

15.2.b. Within ninety (90) days from the date of employment the individual qualifies with his or her duty weapon.

15.3. Law enforcement officers, or law enforcement officials who desire to re-certify as a law enforcement officer, who have been separated from a law enforcement agency for more than twenty-four (24) months, but less than sixty (60) months; who are in good standing; and who were certified under the provisions of W. Va. Code §30-29-5; and have been reappointed as a law enforcement officer or law enforcement official by a law enforcement agency; are required to either test for credit in lieu of attending any of the classes required for re-certification or, attend and successfully complete within twelve (12) months of the date of employment, the following courses : Provided, That the Subcommittee may grant a waiver under extenuating circumstances. The Subcommittee may, at its discretion, require a course to be completed and not allow a test for credit.

15.3.a. Firearms Training and Certification;

- 15.3.b. Emergency Vehicle Operations Course;
- 15.3.c. Defensive Tactics;
- 15.3.d. Laws of Arrest;
- 15.3.e. West Virginia Motor Vehicle Law;
- 15.3.f. Criminal Law Update;
- 15.3.g. Domestic Crimes; and,
- 15.3.h. Laws of Search and Seizure.

15.4 Law enforcement officers, or law enforcement officials who desire to re-certify as a law enforcement officer, who have been separated from a law enforcement agency in this state for more than sixty (60) months must first receive the approval of the Subcommittee to be re-certified as a law enforcement officer under the process set forth in Subsection §15.3 of this section. The Subcommittee, on review of the entry level training and other training completed by a law enforcement officer who has had such a separation, may prescribe training to be completed in addition to the classes set forth in Subsection §15.3 of this section. When determined necessary by the Subcommittee the amount of additional training required may require that the law enforcement officer attend the full entry level training program in effect at the time that the review is being completed.

15.5. Within ninety (90) calendar days of their date of employment, re-certification applicants who meet the guidelines set forth in Subsection §15.3 of this section shall submit a completed application to the academy which shows they meet the requirements for admission to an entry-level training program.

15.6. Applicants for re-certification by prior arrangement with the academy may test for credit in any of the classes required for re-certification. If applicable, the applicant shall pass both written and practical tests at the academy standard to receive credit for the class. If the applicant does not meet the academy standard on any written or practical test, the applicant shall attend and meet the academy standard for each of the entry level courses failed by the applicant.

~~15.7. Any currently employed law enforcement official who failed to complete training for re-certification pursuant to the provisions of this section may, beginning the first day of July, two thousand three, until the thirtieth day of September, two thousand three, apply for re-certification pursuant to the provisions of this section provided that the law enforcement official is in good standing, and was certified pursuant to the provisions of W. Va. Code §30-29-5.~~

#### **§149-2-16. Certification Denial, Suspension or Decertification.**

16.1. The Committee, upon the recommendation of the Subcommittee, may suspend, decertify, or deny the certification of a law enforcement officer or, if applicable, deny admission to a basic entry-level training program for activities that may include, but not be limited to the following:

- 16.1.a. Willful falsification of any information submitted or relied upon to obtain certified status;
- 16.1.b. Having a physical or mental condition affecting the officer's ability to perform his or her duties as described in subsection 8.3 of this rule;

16.1.c. Addiction to or unlawful sale, possession, or use of narcotics, drugs, or drug paraphernalia;

16.1.d. Having admitted the commission of or been convicted of a felony or any crime involving dishonesty, unlawful sexual conduct, physical violence, or driving under the influence of alcohol or drugs, or having been placed in or participated in any pretrial diversion or equivalent program for the same;

16.1.e. Failure to complete required in-service training;

16.1.f. Failure to complete required firearms qualifications ;

16.1.g. Legal prohibitions that prevent an officer from performing some or all of his or her required law enforcement duties. It is the responsibility of the officer to report any such legal prohibitions to the Committee within ten (10) days;

16.1.h. Failure to report legal prohibitions as required by 16.1.f of this rule;

16.1.i. His or her certification as a law enforcement officer has been suspended, denied or revoked by another state's Peace Officers Standards and Training Commission.

16.1.j. An inability to lawfully carry a firearm under state and/or federal statute.

16.1.k. Any conduct or a pattern of conduct unbecoming to a law enforcement officer or law enforcement official or activities that would tend to disrupt, diminish, or otherwise jeopardize public trust and fidelity in law enforcement.

16.2. Employment by another agency or reinstatement of a law enforcement officer by his parent agency after termination, whether termination was voluntary or involuntary, does not preclude suspension, revocation or denial of law enforcement certification, if the law enforcement officer was terminated for any of the reasons contained in this section.

16.3. Termination of a law enforcement officer, whether voluntary or involuntary, does not preclude suspension, revocation or denial of law enforcement certification, if the officer was terminated for any of the reasons contained in this section.

16.4. An employing agency shall not seek de-certification of a law enforcement officer prior to or in lieu of termination.

16.5. Law enforcement officers whose certification has been suspended, revoked or if applicable an applicant who has been denied admission to a basic entry-level training academy may not exercise any authority as a law enforcement officer during the period for which their certification is suspended, revoked or denied.

**§149-2-17. Certified Law Enforcement Officers Separated from Employment.**

17.1 The certification of a law enforcement officer who is separated from his or her employment with any West Virginia law enforcement agency, shall immediately become inactive and remain inactive until the subcommittee authorizes reactivation of the officer's certification pursuant to the procedure set forth in this section.

17.1.a. For the purposes of this Section, "separated" means an absence from duty from any West Virginia law enforcement agency as a result of retirement, resignation, or termination.

17.1.b A person whose law enforcement certification has become inactive and desires reactivation, shall apply to the subcommittee by proper application, to have his or her certification reactivated .

17.1.c. A person who is employed by multiple law enforcement agencies simultaneously who separates from employment from any of these agencies shall be considered to be separated as previously defined.

17.2 Whenever a law enforcement officer separates from a West Virginia law enforcement agency, the chief law-enforcement officer of that law enforcement agency shall notify the subcommittee, by a change of status form or electronic submission through the Law Enforcement Professional Standards Information System (LEPSIS), of the separation within ten days of the date of separation. Any law enforcement agency failing to submit a change in status form shall be listed in the annual report of Law Enforcement Professional Standards filed with the WV Legislature. The notification of the separation from employment shall include, with specificity, the following reason or reasons the officer is no longer employed:

17.2.a Retirement;

17.2.b Resignation;

17.2.c Retirement or resignation in lieu of termination;

17.2.d Retirement or resignation while under investigation or allegations of misconduct; or

17.2.e Termination

17.3 Request to reactivate an officer's law enforcement certification

17.3.a. Upon receipt of an application for reactivation, the Chair of the Subcommittee shall review the notification of separation received from the law enforcement agency with which the applicant was most recently employed. The Chair of the Subcommittee may grant the applicant a temporary reactivation of his or her certification until a final determination is made pursuant to Subsection 17.5 of this Rule. The Chair of the Subcommittee shall notify the Subcommittee of his actions and decisions.

17.3.b. Upon receipt of an application for reactivation, the Chair of the Subcommittee may request that the law-enforcement agency from which the applicant was most recently separated, to provide a copy of all information relevant to the applicant's separation from employment.

17.3.c. To allow for the completion of the actions set forth in 17.3.a. and 17.3.b. of this Rule the Chair may empower an employee of the Division of Justice and Community Services to act upon his or her behalf to insure that these actions are completed.

17.4 Upon receipt of a request by the Subcommittee via certified mail or through electronic communications, the chief law-enforcement official of the law enforcement agency with which the applicant was most recently employed, or his or her designee, shall, within eight calendar days, provide the Subcommittee with a copy of information relevant to the applicant's separation of employment or other information requested by the Subcommittee.

17.4.a. An applicant is entitled to a copy of all documents or other materials submitted to the Subcommittee related to the application.

17.5 Within thirty (30) days of the receipt of any information provided by the law enforcement agency, the Subcommittee shall review the information and issue a final decision. The thirty (30) days begin upon the Subcommittee's receipt of all applicable documents, records, etc. requested or subpoenaed.

17.6 The Subcommittee shall approve an application for reactivation unless the Subcommittee affirmatively demonstrates, in writing, that the applicant has engaged in conduct that may result in his or her decertification, as provided in Subsection §16.1 of this rule. Where information available to the Subcommittee indicates that the applicant has engaged in conduct that is in violation of this rule or other laws or rules, the Subcommittee may not grant the application for reactivation.

17.7 An applicant whose certification is not reactivated pursuant to a final decision of the subcommittee, may appeal the final decision of the Subcommittee pursuant to Section §149-2-1 of this rule and W.Va. Code §29A-4-1 et seq.

17.8 Nothing in this section shall be construed to require the rehiring of a person by a law enforcement agency from which he or she was separated, even though the Subcommittee authorizes his or her certification to be reactivated.

17.9 A law enforcement official, or appointing officer, or his or her designee, is immune from civil liability for providing to the Subcommittee any information required or requested by this section.

17.10 All information and materials collected as a result of this section shall be retained in a computer database.

17.10.a The database shall be controlled by the Division of Justice and Community Services and operated under rules and policies developed by the Division.

17.10.b Information maintained in the database may be released to a law enforcement official based upon policies established by the Division and the Subcommittee.

#### §149-2-18. Subpoena Power

18.1 ~~For the purpose of making a determination on an application for reactivation the Subcommittee may examine witnesses and subpoena persons, books, records or documents from law enforcement agencies in this state.~~ The Subcommittee may issue subpoenas for the attendance of witnesses and production of necessary evidence or documents in any proceeding, review or investigation relating to certification or hearing before it.

18.1.a. The Chair of the Subcommittee shall request that subpoenas be issued.

18.1.b. The Subcommittee may empower an employee of the Division of Justice and Community Services to act on the Chair and its behalf as to the issuance of such subpoenas, their delivery, the receipt of information called for, to prepare information for presentation to the Subcommittee and to report findings of fact to the Subcommittee

#### §149-2-19. Certification Retention.

19.1. Law Enforcement Officers certified under the provision of §30-29-5 who have completed at least 60 months of full time employment as a certified law enforcement officer and who leave active law enforcement employment in good standing, as set forth in subsections §149-2-17.1 to 17.3 of this Rule, may continue their law enforcement certification in the active status by:

19.1.a. Completing an application for certification reactivation and approval for certification continuation prior to or no later than ninety (90) days after separation from active law enforcement employment;

19.1.b. Obtaining mandated in-service training as required for active officers under the rank of sergeant. Training periods are from July 1 of one year to June 30 of the next; and,

19.1.c. Qualifying with their weapon as required for active officers.

19.2. It is the responsibility of the individual to provide the training and firearms qualification records to the Subcommittee during the appropriate training periods. In-service training and firearms qualifications must be maintained on an annual basis in order to retain law enforcement certification.

#### **§149-2-20. Appeal of a Decision of the Subcommittee**

20.1 An individual who has been denied entry into the entry level certification program, a trainee who has not been allowed to continue in the entry level training process for other than scholastic reasons, an officer who has made application for his or her certification to be reactivated and that application has been denied, an officer or individual whose certification as a law enforcement officer or as an instructor has been denied, suspended or decertified pursuant to a final decision of the Subcommittee, may appeal that final decision of the Subcommittee to the Governor's Committee on Crime, Delinquency and Correction.

20.2 On receipt of such an appeal in a timely manner the Governor's Committee may designate the Executive Director of the Committee to hear the appeal. The Committee or Executive Director may appoint a hearing examiner to develop a record of the appeal by taking evidence on the matter and to make a recommended decision to the Committee or Executive Director pursuant to W. Va. C.S.R. § 149-1-1 *et seq* and W. Va. Code 29A-5-1 *et seq*.

#### §149-2-21. Fees

21.1. The Subcommittee may, pursuant to W. Va. Code §30-29-3 (13), set administrative fees relating to execution of its duties as set forth in W. Va. Code §30-29-3 et. al and the conduct of the entry level training program.