

Internal Affairs Investigators Basic Training

PROGRAM GUIDELINES

Please carefully read the following guidelines. These guidelines have been developed to assist with the orderly operation of the program and address frequently asked questions. Every effort is made to minimize costs and ensure your attendance is an enjoyable educational experience.

Classroom Information

- Program registration and classes will be held in the Conference Room at the Hampton Inn & Suites.
- Class will begin promptly at 9:30 am on Tuesday, and conclude at 3:00 pm on Friday. Please check the program agenda for individual class times.
- Evaluation forms are provided in your binder/folder. We ask that you complete the evaluation form and provide your candid feedback. Your feedback will enable us to continuously evaluate the program and make changes as needed.

Lodging & Meals

- For those participants who requested lodging, lodging is provided at the Hampton Inn & Suites for Tuesday, Wednesday, and Thursday nights. A single room and tax are included in your tuition and lodging arrangements will be made by the VACP. Any costs incurred beyond room and tax will be the responsibility of the occupant.
- Additional nights of lodging are available for Monday night. Please check your registration to ensure that you purchased additional lodging if needed. Contact Stephanie Diaz to make changes to your lodging if necessary.
- A deluxe buffet breakfast is included with lodging. Breakfast is served in the hotel lobby dining area on the first floor beginning at 6:00 am. Additional meals are at the expense of the participant and/or the sponsoring agency. *It is highly recommended that you request per diem for lunch and dinner.*
- Please honor the hotel check out time of 11:00 am on Friday. It is strongly recommended that you check out of your room prior to the start of class on that day.

Attendance & Training Credit

- Attendance is required for all classes and each individual is expected to be punctual for all classes. If absence from the class due to illness or emergency is necessary, it is your responsibility to notify Stephanie Diaz at (804) 937-3200 as soon as possible. This includes arriving late to class and/or departing early.
- Any time missed will be deducted from final class credit. Class time missed in excess of four (4) hours will result in that participant not being eligible to receive a certificate of completion. In order to make up class time missed in excess of four (4) hours, a letter or email from a member of your department command staff will be required.
- This training will be pre-approved by the Virginia Department of Criminal Justice Services (DCJS) for Partial In-service Credit. DCJS Partial In-service Credit (PIC) forms and certificates of completion will be distributed at the close of the training. Participants must attend a minimum of 4 hours to be eligible to receive credit. In-service credit awarded includes legal and career development/elective.

Dress Code and Conduct

- Professional conduct is expected of all participants and is governed by these guidelines, the Law Enforcement Code of Ethics and the Oath of Honor.
- Any individual that violates professional conduct, as determined by the Programs Manager, will be dismissed from the program and the chief executive of their agency will be notified. No refunds will be given for any individual dismissed from the program.
- DRESS CODE:
 - Business casual dress is required. There will be NO blue jeans, shorts, t-shirts, or sneakers in the classroom. Closed toe shoes are required.
 - If you are carrying an unconcealed weapon, you must have your credentials clearly displayed.
- PHONES/ELECTRONICS:
 - Laptops and tablets are to be turned off and packed away during class hours.
 - Cell phones should be put on silent and packed away during classroom hours. Ample time will be provided during breaks and during lunch to return calls and messages.
 - There will be no emailing, texting, messaging, posting, tweeting, etc. during class.
- CONDUCT:
 - Participants are asked to treat all instructors and other participants with courtesy and respect.
 - Professional conduct, during and after class, while attending this program is expected of all participants and is governed by the law enforcement code of ethics and the IACP Oath of Honor.
- Failure to adhere to program rules and guidelines may result in the following course(s) of action:
 - A brief discussion of inappropriate actions/behavior.
 - A phone call to your chief executive officer (chief/sheriff).
 - Dismissal from the program with no refund.

Contact Information

Stephanie Diaz, Programs Manager

- Cell/Text: (804) 937-3200
- stephanie@vachiefs.org

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