

# Virginia Association of Chiefs of Police & Foundation

## New Chiefs/Deputy Chiefs Training

### PROGRAM GUIDELINES

#### LODGING & MEALS

- For those participants staying at the hotel, arrangements for a single room for three nights are made by the VACP. Any costs incurred beyond room and tax will be the responsibility of the occupant.
- Lodging for the night before the first day of training is available for an additional fee and can be added during the registration process.
- Hotel check-in is after 3:00 pm on the first day of class and check-out is 11:00 am on the last day of class. It is strongly recommended that participants check out of their room prior to the start of class on the last day.
- A deluxe buffet breakfast is included with lodging. Additional meals are at the expense of the student or the sponsoring agency. *It is recommended that per diem is provided for lunch and dinner.*

#### ATTENDANCE & TRAINING CREDIT

- Attendance is required for all classes and punctuality is expected for all classes. If absence from the class due to illness or emergency is necessary, it is the participants' responsibility to notify the VACP Programs Manager as soon as possible. This includes arriving late to class 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 ineligibility to receive a certificate of completion.
- This training will be pre-approved by the Virginia Department of Criminal Justice Services (DCJS) for Partial In-service Credit. DCJS PIC forms and certificates of completion will be distributed at the close of training. Participants must attend a minimum of 4 hours to be eligible to receive credit.

#### DRESS CODE, WEAPONS POLICY, & CONDUCT

- Business casual dress is required. There will be NO blue jeans, shorts, t-shirts, or sneakers in the classroom. Closed toe shoes are required.
- Participants carrying unconcealed weapons must have credentials clearly displayed.
- Cell phones should be put on silent. Laptops and tablets are to be turned off and packed away during classroom hours. There will be no emailing, texting, messaging, posting, tweeting, etc. during class. Ample time is provided during breaks and lunch to return calls and messages.
- Professional conduct while attending this program is expected of all participants during and after class and is governed by the law enforcement code of ethics and the IACP Oath of Honor. Program participants are expected to treat all instructors and other participants with courtesy and respect.
- Failure to adhere to program rules or violations of professional conduct as determined by the Programs Manager may result in a brief discussion of inappropriate actions/behavior; a phone call to the chief executive officer for your department/locality; or dismissal from the program with no refund.

#### NON-DISCRIMINATION POLICY

The Virginia Association of Chiefs of Police does not discriminate on the basis of race, color, national origin, religion, gender, sexual orientation, disability, or age in its programs or activities, including education policies, admissions policies, scholarships, and other programs. Inquiries regarding the VACP's non-discrimination policies may be directed to the VACP Executive Director at (804) 285-8227 or by mail at 880 Technology Park Drive, Ste. 100, Glen Allen, VA 23059. For further information on federal non-discrimination regulations, contact the Office for Civil Rights at [ocr.de@ed.gov](mailto:ocr.de@ed.gov) or call (800) 421-3481.