



VACP

Law Enforcement Executive Certification Program



Program Overview



VACP Law Enforcement Executive Certification Program (LEECP)

Table of Contents

I.	Purpose	3
II.	Program Structure	3
III.	Certification Requirements	3
IV.	Application and Fees.....	4
V.	Supporting Documentation.....	5
VI.	LEECP Committee.....	5
VII.	Appendices.....	7

VACP Law Enforcement Executive Certification Program (LEECP)

I. PURPOSE

The Virginia Association of Chiefs of Police is an organization that strives to promote the professional development and highest standards of executive and management level personnel of law enforcement agencies throughout Virginia.

The Law Enforcement Executive Certification Program (LEECP) encourages police executives to attain and maintain established benchmarks of accomplishment to achieve a recommended standard for police leadership within the state of Virginia.

II. PROGRAM STRUCTURE

There are two levels of law enforcement certification available for Virginia public safety leaders:

- **Chief Executive Officer** - the chief or commanding officer of a law enforcement agency.
- **Command Executive Officer** - a law enforcement command officer who serves in an executive or upper management position at the rank of lieutenant or above (or the equivalent rank for law enforcement agencies with 35 or less sworn force, as provided on an organizational chart depicting the levels within the agency).



III. CERTIFICATION REQUIREMENTS

Applicants must meet all eligibility requirements in the program for both initial certification and recertification. Applicants must meet mandatory eligibility, tenure, and educational requirements for initial certification. Certification is for 3 years, and participants must recertify every 3 years to remain active in the program. The

application process will allow participants to certify these requirements for initial participation or meet the requirements for recertification.

It is the member's responsibility to submit a separate application for recertification, demonstrating a commitment to continued professional development through training, conference attendance, and meeting the program's certification requirements.

IV. APPLICATION AND FEES

A. Initial Certification

1. Applicants seeking LEECP certification must complete an online LEECP application and submit it electronically.
2. A preliminary review of the application will be conducted by VACP staff and then sent to the LEECP committee for final review and approval. Additional documents may be needed to verify the applicant's training, education, and experience. It will be the responsibility of the applicant to provide these verification documents to the committee in a timely manner.
3. The initial certification fee for the LEECP is \$225.
4. Payment must be received by the VACP before certification is awarded.
5. If you are certified by the VACP as a Command Executive Officer and achieve the rank of chief law enforcement officer, you may reapply for the Chief Executive Officer, if qualified, without paying the initial application fee a second time. You must file for initial certification of Chief Executive Officer before any recertification becomes due.

B. Recertification

Members must recertify **every 3 years** to remain active in the program. It is the member's responsibility to submit a separate application for recertification, demonstrating a commitment to continued professional development through training, conference attendance, and meeting the program's certification requirements.

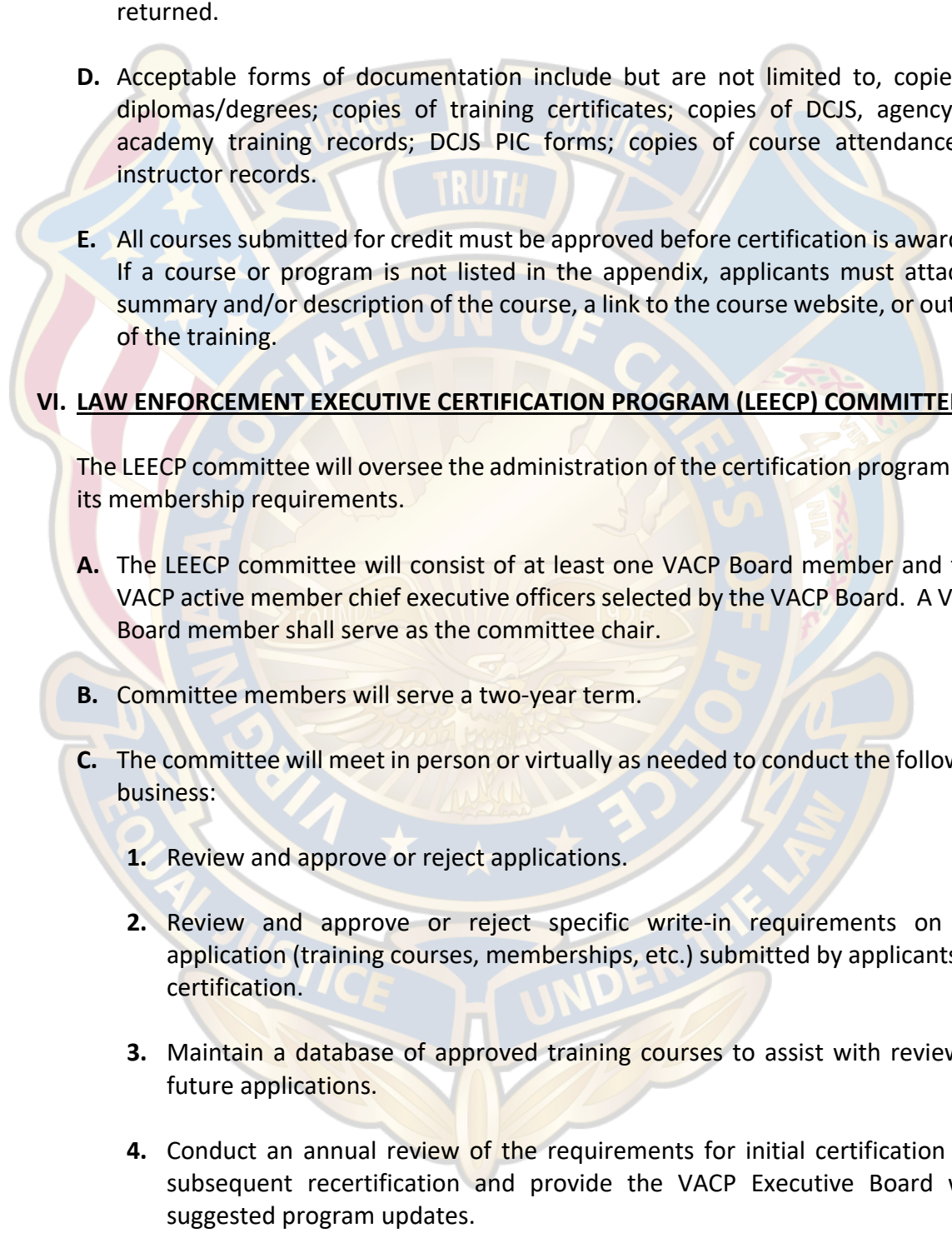
1. Members seeking LEECP recertification for the Law Enforcement Chief Executive Officer must complete the LEECP recertification application and submit it electronically.

Re-Certification Requirements		
	CEO Re-Certification Minimum Requirements	Command Exec. Re-Certification Minimum Requirements
VACP Membership	Actively maintain VACP membership for each of the 3 years preceding recertification	Actively maintain VACP membership for each of the 3 years preceding recertification
VACP Conference	Attendance of at least one VACP/VACLEA conference on average per year (3 in 3 years)	Attendance of at least one VACP/VACLEA conference every 3 years
Sworn Status	Actively employed as a sworn law enforcement officer for a VA agency with primary law enforcement responsibility at the time of application	Actively employed as a sworn law enforcement officer for a VA agency with primary law enforcement responsibility at the time of application
Training	Complete the required hours of DCJS approved training every two years	Complete the required hours of DCJS approved training every two years

2. Applications for recertification must be submitted no more than 60 days before the date of certification or last recertification.
3. If certification has lapsed, applicants must meet all requirements for initial certification to become recertified. Certifications will not be considered lapsed if an application has been filed on time and is awaiting approval by the committee.
4. A preliminary review of the application will be conducted by the VACP staff and then sent to the LEECP committee for final review and approval. Additional documents may be needed to verify the member's training, education, and experience. It will be the responsibility of the member to provide these verification documents to the committee in a timely manner.
5. The recertification fee for the LEECP is \$75.
6. Payment must be received by the VACP before certification or recertification is awarded.

V. SUPPORTING DOCUMENTATION

- A. Applicants must include a current resume with the completed application.
- B. Documentation is required to verify that education and professional development requirements have been met. Documentation may be required to verify other categories if needed.

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- C. Applicants should only submit **electronic copies** of all required documentation via the online form. If one must apply with hard copies via postal mail, original documentation should not be sent by postal mail as these documents will not be returned.
 - D. Acceptable forms of documentation include but are not limited to, copies of diplomas/degrees; copies of training certificates; copies of DCJS, agency, or academy training records; DCJS PIC forms; copies of course attendance or instructor records.
 - E. All courses submitted for credit must be approved before certification is awarded. If a course or program is not listed in the appendix, applicants must attach a summary and/or description of the course, a link to the course website, or outline of the training.

VI. LAW ENFORCEMENT EXECUTIVE CERTIFICATION PROGRAM (LEECP) COMMITTEE

The LEECP committee will oversee the administration of the certification program and its membership requirements.

- A. The LEECP committee will consist of at least one VACP Board member and four VACP active member chief executive officers selected by the VACP Board. A VACP Board member shall serve as the committee chair.
- B. Committee members will serve a two-year term.
- C. The committee will meet in person or virtually as needed to conduct the following business:
 - 1. Review and approve or reject applications.
 - 2. Review and approve or reject specific write-in requirements on the application (training courses, memberships, etc.) submitted by applicants for certification.
 - 3. Maintain a database of approved training courses to assist with reviewing future applications.
 - 4. Conduct an annual review of the requirements for initial certification and subsequent recertification and provide the VACP Executive Board with suggested program updates.
- D. Appeals of any LEECP Committee decisions will be heard by the VACP Executive Board.

How to Apply

Submit application and supporting documentation electronically via the online form at <https://www.vachiefs.org/certification>

Do not send payment for the certification program fee until the application is approved and an invoice is received. Note, however, that an approved application does not mean certification has been awarded. Certification will only be awarded upon receipt of payment for the program fee.

Questions?

Direct any questions about the VACP's Law Enforcement Certification Program to Erin Schrad, VACP Communications Manager at erin@vachiefs.org or (804) 709-1091.

APPENDICES

APPENDIX A – TIER I COURSES

FBI National Academy
FBI Police Executive Fellowship Program
FEMA Emergency Management Professional Program (EMPP) Courses – National Emergency Management Basic, Advanced or Executive Academy (separate credit for each)
Harvard University - John F. Kennedy School of Government - Senior Executives in State and Local Government
Law Enforcement Foundation (Ohio) Police Executive Leadership College (PELC)
National Command and Staff College – Command and Staff Leadership (ACE 1) or Emerging Leadership Certificate (ACE 2)
National Policing Institute Fellowship Program
NCSU Administrative Officers Management Program (AOMP)
Northwestern University School of Police Staff and Command (SPSC)
VACP Professional Executive Leadership School (PELS)
PERF Senior Management Institute for Police (SMIP)
Southern Police Institute Administrative Officers Course (AOC)
UVA National Criminal Justice Command College (NCJCC)

APPENDIX B – TIER II COURSES

FBI Law Enforcement Executive Development Seminar (LEEDS)
VACP Institute for Leadership in Changing Times (ILCT)
Leadership in Police Organizations (LPO)
Naval Postgraduate School Executive Leaders Program (ELP)
Police Executive Development (POLEX) from Penn State
Police Executive Development – Advanced (Advanced POLEX) from Penn State
Senior Executive Institute – Weldon Cooper Center for Public Service (UVA)

APPENDIX C – TIER III COURSES

Accreditation Assessor Training
Authentic & Deliberate Leadership: The West Point Way (National Command & Staff College)
FBI National Command Course
FBI LEEDA Supervisor Leadership Institute
FBI LEEDA Command Leadership Institute
FBI LEEDA Executive Leadership Institute
FBI LEEDA Professional Standards and Ethics
FBI LEEDA First Amendment Issues for Supervisors
FBI LEEDA Internal Affairs
FBI LEEDA Leadership Integrity
FBI LEEDA Media and Public Relations
FBI LEEDA Master PIO
FBI LEEDA Reflective Leadership
FBI LEEDA Basic Supervisor Liability
FBI LEEDA Advanced Supervisor Liability
FEMA Incident Command/Emergency Management Courses <i>All ICS Courses 100-800 Combined = 51 hrs. Points are only awarded for a combination of ICS courses that add up to min. of 24 hrs. (Ex. ICS 100 + ICS 200 + ICS 300 = 27 hrs.) Max. points awarded for a set of ICS courses is 5 pts. Cannot submit 100-300 for 5 pts and then 400-800 for another 5pts.</i>
IACP Women's Leadership Institute (WLI)
National Domestic Terrorism and Preparedness Consortium Courses
Texas A&M University/Department of Homeland Security — Enhanced Incident Management Unified Command Course
VACP First Line Supervisors School
VACP New Chiefs/Deputy Chiefs School
VACP Credible Leadership Program – Foundations and Principles
VACP Credible Leadership Program – Theories and Practices
VACP Credible Leadership Program – Application and Advancement
VACP Credible Leadership Program – Competency and Mastery

APPENDICES

APPENDIX D - MEMBERSHIPS
American Society Industrial Security (ASIS)
Association of State Criminal Investigative Agencies (ASCIA)
FBI National Academy Associates (FBINAA)
FBI LEEDA Association (FBI-LEEDA)
International Association of Campus Law Enforcement Administrators (IACLEA)
International Association of Chiefs of Police (IACP)
International City/County Management Association (ICMA)
International Association of Directors of Law Enforcement Standards and Training (IADLEST)
International City and County Management Association (ICMA)
Police Executive Research Forum (PERF)
Major City Chiefs (MCC)
Mid-Atlantic Association of Women in Law Enforcement (MAAWLE)
National Association of Black Law Enforcement Executives (NOBLE)
National Association of Chiefs of Police (NACP)
National Internal Affairs Investigators Association (NIAIA)
National Association of Women Law Enforcement Executives (NAWLEE)
National Information Officers Association (NIOA)
National Sheriff's Association (NSA)
Virginia Sheriff's Association (VSA)