



## HRCJTA TB 2023-3

DATE: November 30, 2023

TO: Hampton Roads Criminal Justice Training Academy Training Coordinators & Instructors

FROM: Scott Barlow, Executive Director

SUBJECT: HRCJTA Training Bulletin 2023-3 (Instructor Tracking)

The Virginia Department of Criminal Justice Services (DCJS) requires instructors to attend a basic instructor class for general instructors and specialty instructorships, and complete an apprenticeship to become a certified instructor.

The Virginia Department of Criminal Justice Services (DCJS) requires a recertification class for each specialty instructorship every (3) three years. DCJS also requires that an instructor provides instruction in each specialty for a minimum of (8) eight hours in the three year period.

As a certified instructor your instructor certification & re-certification is tracked in the DCJS Tracer system. Every certified officer/trainer in the Commonwealth of Virginia has access to the DCJS Tracer system. Your training coordinator has access to the Tracer system. It is your responsibility to check your instructor status in the Tracer system. It is the responsibility of the agency training coordinator to ensure the agencies instructors are up to date in the Tracer system.

On several occasions paperwork/e-mails were either lost or never submitted. The HRCJTA then receives a request **years later** asking that we research how this occurred and make a special request to DCJS to waive this requirement based on lost paperwork or e-mails. It has become quite difficult for the HRCJTA to convince DCJS to allow paperwork several years later to be resubmitted.

In summary; **it is the training coordinators, and the instructor's job to check Tracer after paperwork is submitted to ensure initial certification and re-certifications are accurately reflected in Tracer.** The HRCJTA will no longer request DCJS to accept any instructor paperwork when it is clear that the agency training coordinator did not check Tracer to ensure their instructors are in compliance.