

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Position No. 24093A
 2 OPM Certification No.

3 Reason for Submission
 Redescription New Service Hdqrs Field
 Reestablishment Other
 Explanation (Show any positions replaced) SEC #
 Application of new OPM GS-1811
 Criminal Investigator Standard
 updates PD#24093A dated Nov 2, 2007.

4 Employing Office Location
 Washington, DC

5 Duty Station
 VACO

6 Fair Labor Standards Act
 Excepted Nonexcepted

7 Financial Statements Required
 Executive Personnel Finance Statement Employment and Financial Interest

8 Subject to IA Action
 Yes No

9 Position Status
 Competitive OUT
 Excepted (except --)
 SES (Gen) SES (CR)

10 Position is
 Supervisory Managerial Neither

11 Subclass by
 1-Non Supervisory 2-General Supervisory
 3-Executive Personnel 4-Special Services

12 Competitive Level Code
AO1

13 Agency Use

15 Classified/Graded by	Official Title of Position	Plan	Occupational	GS	Initial	Date
a U.S. Office of Personnel Management						
b Department, Agency or Establishment	Criminal Investigator	GS	1811	13	SC	6/6/2012
c Second Level Review						
d First Level Review						
e Recommended by Supervisor or Learning Office	Criminal Investigator	GS	1811	13		

16 Organization Title of Position (if different from the official title)
 Special Agent for Field Operations

17 Name of Employee (if vacant specify)

18 Department, Agency, or Establishment
 Department of Veterans Affairs

a Third Subdivision

b First Subdivision
 Operations, Security, & Preparedness (OSP)

c Fourth Subdivision

d Second Subdivision
 Office of Security & Law Enforcement

e Fifth Subdivision

19 Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20 Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a Type Name and Title of Immediate Supervisor
 Michael J. Franklin, Director, Police Services
 Signature: Michael J. Franklin Date: 5 Jun 12

b Typed Name and Title of Higher-Level Supervisor or Manager (optional)
 Frederick R. Jackson, Director Security & Law Enforcement
 Signature: Frederick R. Jackson Date: 5 Jun 12

21 Classification/Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typical Name and Title of Official Taking Action
 Stephen Culpepper
 HR Specialist (Class)
 Signature: Stephen Culpepper Date: 6/6/12

22. Position Classification Standards Used in Classifying/Grading Position
 Job Family Standard for Administrative Work in the Inspection, Investigation, Enforcement, & Compliance Group, 1800, Most Applicable Standard: 1800-100-0100

Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23 Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a Employee (optional)										
b Supervisor										
c Classifier										

24. Remarks OTDP - Yes Financial disclosure not required.
Tier 3, 558I required

25 Description of Major Duties and Responsibilities (See Attached)

Criminal Investigator

GS-1811-13

INTRODUCTION:

The position is located in the Office of Security & Law Enforcement (OS&LE), Office of Operations, Security and Preparedness, Veterans Affairs Central Office, Department of Veterans Affairs. The Office of Operations, Security and Preparedness coordinates the Department's emergency management, preparedness, security, and law enforcement activities to ensure the Department can continue to perform [REDACTED] under all circumstances across the spectrum. [REDACTED] The mission of OS&LE is to deliver professional law enforcement and security services, while maintaining law and order, and the protection of persons and property on VA campuses and buildings under the jurisdiction of the Department of Veterans Affairs. The purpose of this position is to serve as Criminal Investigator with interrelated duties and responsibilities in the areas of criminal investigations, protection, intelligence and crime analysis, and security and law enforcement program oversight.

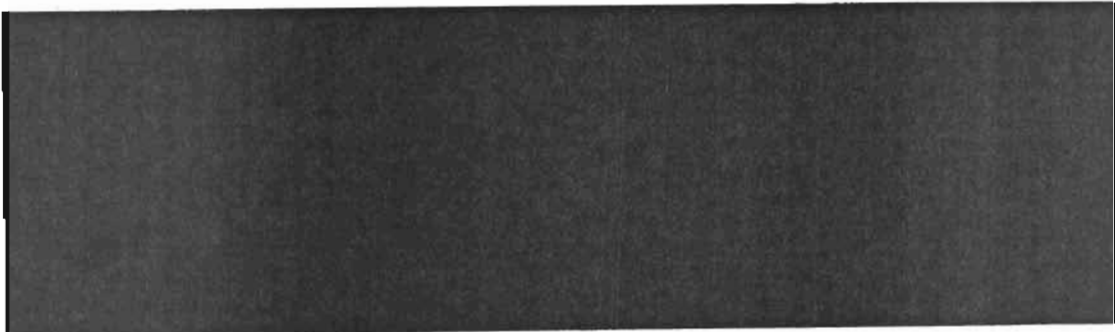
7(E)

MAJOR DUTIES:

A. Criminal Investigations:

The incumbent is delegated full law enforcement and criminal investigative authority by the Secretary, Department of Veterans Affairs in accordance with the provisions of Title 38 USC, Chapter 9

Plans, organizes, conducts, and manages highly complex investigations of violation of VA policies and instructions.



7(E)

Provides oversight and guidance in serious criminal investigations conducted by local VA Police into criminal cases or other significant cases as directed by OS&LE. As an armed criminal investigator, the



[REDACTED] In this capacity, the incumbent may be required to perform as part of a law enforcement task force. Law enforcement investigative activities must be closely coordinated with [REDACTED]

7(E)

[REDACTED]

7(E)

The incumbent must frequently work alone and/or in an undercover capacity [REDACTED]

7(E)

[REDACTED] The incumbent is also required [REDACTED]

7(F)

activities while [REDACTED] In all investigative assignments, [REDACTED] the incumbent will be expected to work long arduous hours including nights, weekends, and holidays as the particular case may dictate. The incumbent must also be available to respond in a timely manner, twenty-four hours a day, seven days a week to any serious investigative assignment as the need arises.

Arrests or directs the arrest of dangerous felons, transporting and/or transferring custody of the arrested to the appropriate incarceration facility, and testifies on behalf of the Government in all subsequent trials as required.

In performing investigative tasks, the incumbent is required to prepare from start all investigative reports, affidavits, search and/or arrest warrants, and prospective summaries.

Receives information concerning potential cases telephonically or in writing, and must prioritize investigative activity while making independent decisions so as to determine case objectives, plans for needed staff and/or equipment, and coordinates with other jurisdictions which may be affected. The incumbent is required to make significant independent decisions throughout the investigations that must be technically sound and legally correct.

The incumbent is an official contact representative of the Deputy Assistant Secretary for Security and Law Enforcement with the United States Attorneys, U.S. District Court Judgeships, U.S. Marshals, VA Regional Counsels, as well as representatives of all federal, state, and local law enforcement agencies in the establishment and coordination of agreements concerning law enforcement actions.

Identifies violations of Federal statutes, investigates wrongdoing, preserve evidence, ensures Constitutional rights of suspects and witness during an investigation, and presents finding to VA officials

Provides expert technical advice, guidance, and recommendations to VA's management on critical operations.

Makes recommendations which change the interpretation of laws, lead to new case law decisions, or influence the development and modification of significant policies or programs.

[REDACTED]

7(E)

[REDACTED]

7(E)

Develops new approaches in response to identified weaknesses and vulnerabilities of ongoing operations.

Solves problems demanding technologically advanced methods and innovative approaches.

B. Security and Law Enforcement Program Oversight:

Serves as the Central Office, Office of Security and Law Enforcement Specialist for an assigned geographical area. Responsible for planning, directing, and coordinating Security and Law Enforcement policies and procedures within the assigned area and for assuring that the Secretary's responsibility for the protection of the lives of patients, visitors, and employees, and the protection of government property is fulfilled.

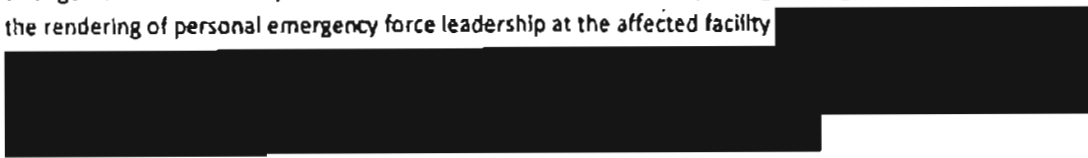
Guides facility Directors and Police and Security Service Chiefs in all matters pertaining to law enforcement, physical security and emergency situation control. Advises on security needs and problems, interprets Departmental security guidelines and issues instructions on methods and procedures for application to VA Installations within the area of responsibility. Conducts program orientation for newly appointed police and security service chiefs.

Conducts comprehensive program inspections to determine existing law enforcement and physical security conditions at individual centers throughout the VA system and evaluates their adequacy and the adequacy of published policies and procedures in view of local conditions. These inspections include the areas of personnel and training, staffing patterns, program administration, operations, law enforcement, weapons control and physical security. It includes completing a complete physical security survey. Takes prompt action to recommend the implementation of appropriate security and law enforcement measures and procedures when there is an immediate need to do so. Prepares comprehensive inspective reports which identify program deficiencies and makes recommendations to correct those deficiencies.

Evaluates requirements for communication equipment and other technical aids to security at medical center request and prescribes types of telecommunication and electromechanical systems which are to be employed for effective integration with medical center security plans.

Responsible for examining the criminal statutes of the states within area of jurisdiction and for coordinating with U.S. Attorneys and U.S. District Courts as they pertain to VA facilities and the assimilation of state criminal statutes under 18 U.S.C. 13.

During emergencies due to natural or man-made causes, establishes contact with the affected facilities and plans actions required to assist in security and law enforcement. Actions include making arrangements to detail VA police officers from other facilities, accomplishing message coordination and the rendering of personal emergency force leadership at the affected facility



7(E)

Participates in the development and presentation of both on-site and centralized training programs for police officers and detectives and for participating in medical center and regional joint police/patient care staff training programs.

Ensures regulatory compliance of physical security requirements to prevent loss by burglary from bulk storage areas, robbery, off shelf theft, diversion and skimming. Provides orientation and training for qualifying individuals to perform controlled substance inventories or drug loss investigations.

Is responsible for maintaining liaison with each established Regional Security and Law Enforcement Council within assigned area of responsibility. Also provides technical guidance for the development of meaningful agenda discussions, such as loss prevention, strategy, methods to improve police operations, risk management analysis plans, improvement of personnel performance and statistics.

Serves as the Agency Technical Representative (ATR) in all matters related to contract security operations for VA space located in the National Capital Area and under the charge and control of GSA, to include VACO. This requires frequent contact and monitoring of contract guard operations, the design of general post orders and the implementation of security measures to meet the Department's needs. As the ATR, the incumbent must stay abreast of contractual obligations of both the Department and the contractor in maintaining physical security requirements. The incumbent must also maintain constant contact and coordination with GSA so as to assure timely adjustments in operations to meet the Department's changing needs or to correct any observed deficiencies of any individual contract guard duty performance. The incumbent also serves as subject matter expert in the actual design of specific security contracts, coordinating closely with both the agency and GSA contract officials.

C. Protection:

Performs activities to assure the personal safety of the Secretary and Deputy Secretary of Veterans Affairs.

Conducts investigations of all possible threats against the Secretary or Deputy Secretary, both verbal and written. Reports from all sources pertaining to threats against the Secretary or Deputy Secretary are promptly reviewed and evaluated by the incumbent to ensure that all appropriate steps are taken by all parties concerned to make certain that the source of the threat is precluded from successful completion of the threatening act, or any other threatening act. Determines the potential that a threat exists; determines whether there has been a possible violation of 18 U.S.C., 115;

[REDACTED]

7(E)
7(F)

[REDACTED]

[REDACTED]

7(E)
7(F)

[REDACTED] Coordinates all advance physical security surveys with any Federal, state, and/or municipal law enforcement agency that has a vested interest in the overall physical security plan in any given protective environment scenario.

In order to accomplish the protective mission, the incumbent must be prepared to respond on very short notice at any hour of the day or night to a protective environment situation, to include local and intra-city travel.

[REDACTED]

7(E)
7(F)

The incumbent must have expert knowledge of those Federal statutes applicable to the protection of the Secretary or Deputy Secretary of the Department pertaining to both physical assault and verbal or written threat.

Reports from the field pertaining to threats against any protectee of the United States Secret Service or any protectee or institution protected by the FBI or any other law enforcement entity are promptly reviewed to make certain that timely notification is made to the affected agency.

The incumbent is sworn as a Deputy United States Marshal for the expressed purpose of protecting the Secretary or Deputy Secretary and must maintain a degree of firearms proficiency to ensure continuation of this status.

D. Intelligence and Crime Analysis:

Develops standardized data methods, techniques, and protocols for conducting crime and crime trend analysis.

Conducts internal identification of emergent crime patterns and series as reported through internal or external reporting sources.

[REDACTED]

7(E)

Uses computer databases, electronic spreadsheets, desktop publishing, word processing, and statistical applications to manipulate, analyze and present data.

Provides timely and pertinent information relative to crime patterns and trends to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process and providing timely information, which increases the apprehension of offenders and the clearance of cases.

Ensures that not only data mining of crime information on VA property is being conducted but that information is analyzed, thereby converting the information to intelligence to help Department leadership make better decisions.

Measures and forecasts long-term public safety related activity.

Develops and publicizes analytical predictive analysis and crime trend reports for senior leadership review.

Supports the VA Integrated Operations Center to provide subject matter expertise and predictive analysis on all law enforcement and security related matters.

Liaison with other law enforcement intelligence entities and fusion centers on matters of mutual interest or concern.

Performs other duties as assigned.

OTHER SIGNIFICANT FACTS

The incumbent has, through formal education, training and experience, attained proficiency in the skills, knowledge and abilities required in gathering and preserving evidence, questioning witnesses and principals and preparing reports of criminal investigation. Is accomplished in community relations and can exercise a high degree of skill in meeting and dealing with physically and mentally ill persons, visitors, employees, vendors, juveniles, unruly persons, misdemeanants and felons. Incumbent's law enforcement and legal skills include accurate knowledge of the rules of search and seizure, obtaining of search warrants, advising the arrested of their constitutional rights, the transferring of arrested persons to appropriate authorities for detention, and the techniques of countering drug abuse and illegal traffic.

The incumbent is frequently required to make judgmental decisions on policy and regulatory interpretations in daily contacts with facility management and police and security service chiefs and is available for consultation in resolving controversial issues.

The incumbent must be able to deal diplomatically and effectively with high cabinet level persons and exercise extensive independent judgment when operating in this environment.

The incumbent must display initiative and resourcefulness at all times and bear full responsibility for all decisions made and all actions taken.

The incumbent has considerable knowledge of judicial systems (Federal and state), the Federal administrative hearing system, the legal aspects of arrest, and the statutory authority which is vested with Federal personnel on Federal property.

The incumbent is empowered by the DAS/Director, Office of Security and Law Enforcement (OS&LE) to bear firearms while assigned as a GS-1811 Criminal Investigator with OS&LE.

The incumbent must maintain a high standard of physical condition, enabling him/her to work long hours under adverse conditions. Also, the incumbent must complete a physical and psychological assessment on an annual basis.

The incumbent must be available on short notice to work the odd hours and the extended days necessary to accomplish law enforcement and protective activities.

Travel is required in accomplishment of responsibility and may exceed 40% of the normal work period.

This position is subject to a Top Secret Clearance and random drug testing.

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

Mastery of concepts, principles, and methods of investigative functions to lead or independently conduct highly complex or sensitive criminal investigations. This involves expert knowledge of criminal investigation and enforcement techniques and the relevant legal framework. Also, this involves a high level of skill in interpreting laws or regulations in area where accepted methods and principles are questioned or challenged; and skill in negotiating and otherwise resolving unprecedented, broad, difficult or complex problems.

Mastery of, and skill in applying laws and regulations to inspection, investigation and enforcement or compliance work to provide expert technical advice, guidance, and recommendations to management on the adequacy of law enforcement and physical security conditions at facilities throughout the VA system and develop new policies, procedures, and strategies.

Expert knowledge of laws, regulations, policies, procedures, theories, concepts, and principles of criminal investigations sufficient to

[REDACTED]

7(E)
7(F)

[REDACTED]

7(E)
7(F)

Knowledge of the rules of evidence, criminal procedures, and court decisions concerning admissibility of evidence, constitutional rights, search and seizure, apprehension and detention of suspects, and related investigative and law enforcement matters.

Investigation. Makes independent decisions to determine case objectives, plan for needed staff and/or equipment, and coordinate with other jurisdictions which may be affected. The incumbent is frequently required to make significant independent judgmental decisions on policy and regulatory interpretations in daily contacts with facility management and police and security service chiefs and provides consultation in resolving controversial issues.

FACTOR 5 - SCOPE AND EFFECT

The purpose of the position is to plan and coordinate criminal investigations at various VA facilities and offices nationwide, as well as Puerto Rico, Guam, and the Philippines. The incumbent is also responsible for conducting comprehensive law enforcement and physical security program inspections at individual centers throughout the VA system. Work involves planning, coordinating, and performing assignments to address the most complex problems or initiatives crossing a range of program areas. Work efforts result in the detection and resolution of threats or challenges to the well-being of substantial numbers of people.

FACTORS 6 & 7 - PERSONAL CONTACTS

The incumbent is an official contact representative of the Deputy Assistant Secretary for Security and Law Enforcement with the United States Attorneys, U.S. District Court Judgeships, U.S. Marshals, VA District Counsels, as well as representatives of all Federal, state, and local law enforcement agencies. Contacts are with individuals or groups from the general public, outside the agency in moderately unstructured settings, on a non-routine basis. The extent of each contact is different.

PURPOSE OF CONTACTS

The purpose is to establish and coordinate law enforcement investigations; plan and direct and coordinate Security and Law Enforcement policies and procedures; conduct criminal investigations, security program inspections, influence, persuade, interrogate, or control people or groups. The people contacted may be fearful, skeptical, uncooperative, or dangerous.

FACTOR 8 - PHYSICAL DEMANDS

Work in the office is usually sedentary. When conducting criminal investigations and/or undercover surveillance work, the employee is subject to regular and recurring exertion such as extensive walking, long periods of standing, stooping, bending and climbing. Work also regularly involves extended duty hours and extensive duty travel to meet investigative mission requirements. The work requires the incumbent to be proficient in the use of firearms and other law enforcement equipment to protect him/herself and others in hostile environments.

FACTOR 9 - WORK ENVIRONMENT

Some work is performed in an office setting, while other work is performed in settings where the employee has no control over the environment and is subject to exposure to the elements as well as hazards presented by the criminal element. Special safety precautions are required including the occasional wearing and use of protective equipment, and the use of police equipment, to include firearms.

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. AGENCY POSITION NO
80509A
8. OPM CERTIFICATION NO

2. REASON FOR SUBMISSION <input checked="" type="checkbox"/> REDESCRIPTION <input type="checkbox"/> NEW <input type="checkbox"/> REESTABLISHMENT <input type="checkbox"/> OTHER EXPLANATION (Show any positions replaced)	3. SERVICE <input type="checkbox"/> HDQTRS <input checked="" type="checkbox"/> FIELD	4. EMPLOYING OFFICE LOCATION LRTC/NLR, AR	5. DUTY STATION LITTLE ROCK, AR
7. FAIR LABOR STANDARDS ACT <input type="checkbox"/> EXEMPT <input checked="" type="checkbox"/> NON-EXEMPT		8. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE <input checked="" type="checkbox"/> EMPLOYMENT AND FINANCIAL INTERESTS	
9. POSITION STATUS <input checked="" type="checkbox"/> COMPETITIVE <input type="checkbox"/> EXCEPTED (Specify in Remarks) <input type="checkbox"/> SES (Law) <input type="checkbox"/> SES (CA)		11. POSITION CLASS. <input type="checkbox"/> SUPERVISORY <input type="checkbox"/> MANAGERIAL <input checked="" type="checkbox"/> METHOD	12. SENSITIVITY <input type="checkbox"/> 1 - NON-SENSITIVE <input checked="" type="checkbox"/> 2 - CRITICAL SENSITIVE <input type="checkbox"/> 3 - NON-CRITICAL SENSITIVE <input type="checkbox"/> 4 - SPECIAL SENSITIVE
13. COMPETITIVE LEVEL CD X01		14. AGENCY USE	

SLC-0

16. CLASSIFIED/GRADED BY	OFFICIAL TITLE OF POSITION	PAY PLAN	OCCUPATIONAL CODE	GRADE	INITIALS	DATE
A. U.S. OFFICE OF PERSONNEL MANAGEMENT						
B. DEPARTMENT, AGENCY OR ESTABLISHMENT	<i>Training Instructor</i>	<i>GS</i>	<i>1712</i>	<i>11</i>	<i>jpe</i>	<i>9/10/2012</i>
C. SECOND LEVEL REVIEW						
D. FIRST LEVEL REVIEW						
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE	TRAINING INSTRUCTOR	GS	1712	11		

15. ORGANIZATIONAL TITLE OF POSITION (If different from official title)
INSTRUCTOR/SPECIAL AGENT

18. DEPARTMENT, AGENCY, OR ESTABLISHMENT DEPARTMENT OF VETERANS AFFAIRS	C. THIRD SUBDIVISION
A. FIRST SUBDIVISION OFFICE OF SECURITY & LAW ENFORCEMENT	D. FOURTH SUBDIVISION
B. SECOND SUBDIVISION VA LAW ENFORCEMENT TRAINING CENTER	E. FIFTH SUBDIVISION

19. EMPLOYEE REVIEW - This is an accurate description of the major duties and responsibilities of my position.
SIGNATURE OF EMPLOYEE (optional)

20. SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Governmental functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

A. TYPED NAME AND TITLE OF IMMEDIATE SUPERVISOR RUSSELL EILRICH, DEPUTY DIRECTOR, VA LETC	B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER (optional) ROBERT D. CAGLE, DIRECTOR, VA LETC
SIGNATURE <i>[Signature]</i>	SIGNATURE <i>[Signature]</i>
DATE <i>8-9-12</i>	DATE <i>8/5/12</i>

21. CLASSIFICATION/JOB GRADING CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.
TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION
John E. Hwang, HR Classification Specialist

22. POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION
Grade Handbook for Instructional Work JS-90 March 59, Training Instruction Series GS-1712 JS-104 May 1991

INFORMATION FOR EMPLOYEES: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and contested by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. POSITION REVIEW	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
A. EMPLOYEE (optional)										
B. SUPERVISOR										
C. CLASSIFIER										

24. REMARKS
No known promotion potential *DTOP-yes*
Financial Disclosure not required

POSITION DESCRIPTION

TRAINING INSTRUCTOR, GS-1712-11

The incumbent (s) serves at the VA Law Enforcement Training Center located on the North Little Rock campus of the Central Arkansas Veterans Healthcare System. The VA Law Enforcement Training Center is the national training center for all law enforcement training within the Department of Veterans Affairs. Additionally, the VA LETC is a Franchise Fund activity and, as such, provides law enforcement training for other Federal law enforcement agencies.

This is a position will have primary responsibilities in conducting training in a wide range of law enforcement topics. In addition to general law enforcement subjects, the incumbent must be proficient in firearms, defensive tactics, police baton and physical fitness training. The duties and responsibilities of this position includes the Training Instructor, GS-1712 Series, Criminal Investigator, GS-1811 Series and Program Manager, GS-301 Series. Training instructor duties account for 90% of position duties, Program Management duties account for 5% of position duties, and Criminal Investigator duties account for 5% of full time duties.

I. PRINCIPAL DUTIES AND RESPONSIBILITIES

A. Training Instructor:

1. Serves at the Law Enforcement Training Center located at the North Little Rock Division of the VA Medical Center, Little Rock, AR as an instructor in security and law enforcement policy and operations.
2. Prepares, edits and periodically updates police instructional material and student outlines relevant to Department of Veterans Affairs Law Enforcement Training Center.
3. Presents formal classroom instruction and demonstrations in VA protective policy, basic police methods, Federal and state criminal law, unarmed defense and weapon deployment. Student participants include uniformed officers, detectives, supervisor and Chiefs, Police and Security Services (Grades 4-12) from the Department of Veterans Affairs and other Federal law enforcement agencies.
4. Assists in the establishment of training course goals and objectives. Maintains full knowledge of policy, regulations and public law changes which enables the incumbent to provide current training to police personnel within the VA system
5. Participates in the evaluation of each trainee's academic achievement and provides extra instruction when need is indicated. Performs in-

depth assignments of individual and class progress to ensure that instruction is current, accurate and effective.

6. Researches the legal background of court decisions relating to police procedures taught and develops reference files supporting all instructional material.
7. Participates in the development of an abbreviated reference file of the criminal statutes of each state. Conducts liaison with counterpart training facilities of Federal, state and local law enforcement agencies.
8. Participates in the coordination of special training programs utilizing the instructors and facilities of these agencies. These programs are normally for Chiefs, Police and Security Services, supervisors, detectives and uniformed police officers from VA facilities and other Federal law enforcement organizations nationwide.
9. Participates in the administrative processing of police trainees, the management of training supply inventory and other activities directly related to the operation and support of the VA Law Enforcement Training Center.
10. Plans and schedules instructional periods and completes necessary arrangements for training equipment required for the instruction.
11. Assists in the design and administration of formal course examinations and maintains a statistical analysis of the effectiveness of instruction as evidenced by examination results.

B. Program Management

1. Is responsible for guiding Police and Security Unit Chiefs in matters pertaining to training, law enforcement, physical security and emergency situation control. Is also responsible, as directed, for guiding field facility managers in these same areas.
2. Incumbent assists senior level inspectors in conducting program inspections to determine existing law enforcement and physical security conditions at individual facilities. During these inspections the incumbent is assigned specific responsibilities by the senior inspector and is expected to function independently in accomplishing them.

C. Criminal Investigator

1. Incumbent is empowered with law enforcement authority to conduct investigations of serious crimes at Department of Veterans Affairs facilities. Cases to which the incumbent is assigned are normally beyond the investigative capability of the local facility police unit and are normally sensitive in nature.
2. Incumbent seeks and collects evidence of criminal activity under difficult, non-voluntary circumstances. Evidence collected must be reviewed and weighed for sufficiency in successful prosecutive or administrative disciplinary action as required by applicable laws or regulations. Any conflicts in evidence must be resolved prior to case completion.
3. Incumbent uses resourcefulness and initiative in planning criminal detection activity and developing information meeting the criteria of evidence. Activities of the type normally investigated are ongoing property thefts and drug traffic practices by suspects cautious to conceal their activities.
4. Incumbent is normally required to both develop and close a case to include determining sufficiency of evidence of a crime, apprehension and arrest, and the participation in arrangements and trials of principals involved.
5. Incumbent is required to accomplish preliminary investigations and advance surveys as part of planning for effective investigative operations. Prior planning required the accomplishment of coordination with officials or state and Federal law enforcement agencies to assure their cooperation. If needed, and to preclude inadvertent conflicts with parallel efforts or violations of jurisdictions.
6. Based on evidence developed and leads obtained at a local facility, the incumbent may expand the scope of an ongoing investigation as necessary to arrive at successful case closure. Such action is subject to the jurisdictional limits imposed pursuant to Title 38, Section 218.

II. JOB FACTORS

Knowledge Required of the Position: The incumbent must have an extensive knowledge of law enforcement practices and procedures. The incumbent must be knowledgeable of the rules, procedure, and/or operations in training development to perform a wide variety of interrelated or nonstandard procedural assignments and to resolve a wide range of problems. Applies skills gained through

development experience or relevant graduate study in applying training development principles and techniques in a specialized area.

Supervisory Controls: The incumbent performs under the general supervision of the Deputy Director, Law Enforcement Training Center while in the capacity of Training Instructor and while providing guidance to Police and Security Unit Chiefs and facility managers. The incumbent performs under the general supervision of the Deputy Assistant Secretary for Security and Law Enforcement (VACO) or assigned Senior Investigator while in the capacity of Criminal Investigator. Normally, the supervisor is kept advised of case developments through telephonic and written reports. Advisory assistance is available to the incumbent for unprecedented or unusual situations that may arise during the course of an investigation. However, at the investigation site, the incumbent acts with law enforcement authority delegated to him directly by the Secretary of Veterans Affairs. He is therefore, required to take effective technical and administrative charge of assigned cases and to operate with the high degree of initiative and resourcefulness appropriate with his level of delegated authority.

Guidelines: Available guidelines do not adequately cover the specific problems or matters involved in the area of all assignments. Judgement must be used in determining independently to what extent an education guideline or procedure requires interpretation and adaptation to be appropriate, e.g., for a particular training setting, student population or Federal relationship.

Complexity: Assignments are normally characterized by the conventional or established nature of the training product and the requirement for some adaptation of existing materials or methods. Employee gather relevant information, analyze pertinent information, analyze pertinent data, develop finding and make recommendations based on precedent and their independent knowledge. Applies knowledge of training and personnel to specific situations with many variables. Performs complete assignments requiring the use of a variety of analytical and other techniques to solve problems characterized by: many issues, determining importance of facts, in-depth exploration of agency policies and practices, and involvement with generally cooperative parties. Chooses from several courses of action depending on the facts and issues involved and the objective of the assignment.

Scope and Effect: The work involves dealing with a wide variety of complex problems, questions, or situations in the specialized field of law enforcement education and training development for the purpose of recommending course requirements, reviewing course content and providing instruction covering a wide variety of topics. Incumbent develops or revises objective test and determines suitability for intended use, ease of administration and scoring, misleading terminology, overlapping items, items with clues to questions, and similar deficiencies. Incumbent recommendations and work products have an influence on the operating methods, conduct, effectiveness, and cost of a project or

endeavor, for the purpose of which is to improve specific education and training methods or practices.

Personal Contacts: Personal contacts are often times outside the immediate office with employees and program managers in the same agency or in other agencies with closely related programs. Individuals contacted include professional, technical, and administrative staff at various organizational levels in medical center management, headquarters and regional offices. May also have contact with other Federal law enforcement entities when developing specialized programs.

Purpose of Contacts: The purpose of contacts is to advise on training program issues, and to consult and assist individuals and officials of organizations on problems, questions and programs when the goals of the person contacted are similar to those of the training specialist. Incumbent provides advice, clarifies problems and resolves questions regarding plans, schedules, and course content requirements with a variety of officials.

Physical Demands: This position demands above average physical skills and abilities. Incumbent will be required to stand long periods of time and engage in physical conditioning activities that are oftentimes extremely physically demanding. Fieldwork may involve traveling to interviews, training activities, etc.

Work Environment: Work is performed under all types of environmental conditions. Incumbent may be required to perform duties out of doors in all types of weather conditions. This position (s) involve travel which includes the normal ever day discomforts of auto, rail and air transportation

III. OTHER SIGNIFICANT FACTS OR EXPERIENCE

The sensitivity level of the position is Noncritical-Sensitive. The selectee must meet appropriate clearance requirements.

A physical examination is required prior to employment.

The incumbent will be required to have an annual physical.

This position is likely to require frequent travel. Overnight travel may be as high as 50%

This position requires frequent travel.



Department of Veterans Affairs
Deputy Assistant Secretary for Security and Law Enforcement
Washington DC 20420

JUL 30 2012

[Redacted] Chief Inspector
Special Deputation Unit
United States Marshals Service Headquarters
Tactical Operations Division, Office of Security Programs
2604 Jefferson Davis Highway
Alexandria VA 22301

[Redacted]

b (6)

I am submitting three (3) names for renewal of special deputation for the next three year period. The applicant is a Special Agent (GS-1811) currently assigned to the Executive Protection Division, (a federal law enforcement agency performing personal protection for the Secretary and his Deputy) with the Department of Veterans Affairs. Upon approval for special deputation the applicant will only require reappointments.

Name	SSN	DOB	Date of Qualification
[Redacted]			

With the submission of this authorization letter, I hereby certify that all the information contained in the enclosed Form USM-3A Rev. 05/11 has been reviewed, verified and are true statements. Also, the applicant listed above have no internal investigation pending within our organization.

If there are any questions, please feel free to contact [Redacted] of my staff at [Redacted]

Sincerely,

[Redacted Signature]

Agent in Charge

Enclosures



Application for Special Deputation / Sponsoring Federal Agency Information

PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. DO NOT USE ACRONYMS.

Applicant Name: [REDACTED] DOB: [REDACTED] SSN: [REDACTED]
Employer: Department of Veterans Affairs Employer Address: 810 Vermont Ave, N.W. Washington, DC 20420
Work Telephone: [REDACTED] E-mail: [REDACTED]
Job Title: Special Agent Job Series (If Federal Employee): GS-1811

To be completed by the applicant. Provide full details and supporting documentation when applicable.

- YES NO I am a citizen of the United States (includes naturalized citizens).
- YES NO I am employed full-time by a federal, state, local or tribal law enforcement agency, or an agency approved by the DOJ.
- YES NO I have successfully completed the following basic law enforcement training program or military equivalent (EXCEPTION: Executive Office of United States Attorney). If not, state what course you have completed that is (FLETC) comparable and provide documentation and/or certificate of completion:
Academy: VA Law Enforcement Training Center (LETC) Course Name: Basic Police Officer Course
Location (City and State): N. Little Rock, AR Completion Date (Month/Year): [REDACTED]
- YES NO I had a 5-year break in law enforcement, however, I have completed a law enforcement refresher course within the past year of signing this application (attach certificate):
Academy: _____ Course Name: _____
Location (City and State): _____ Completion Date (Month/Year): _____
- YES NO I have at least one year of basic law enforcement experience to include general arrest authority. (If no general arrest authority, provide letter explaining what your authority was or is.)
Agency: Department of Veterans Affairs OS&LE Location (City and State): Washington, DC
Dates (Month/Year - Month/Year): [REDACTED]
- YES NO I have not been convicted of a crime of domestic violence as defined in Title 18 U.S.C. Section 922 (g)(9) Lautenberg Amendment.
- YES NO I have qualified with my primary authorized firearm. Give full description (firearm manufacturer, model, caliber):
7(E) Description: [REDACTED]
Qualification Date (Month/Day/Year): [REDACTED] (Qualification date must be within 6 months of application date.)
- YES NO I have read and I agree to comply with the deadly force policy of either my agency or the Department of Justice.
- YES NO I have included a copy of my employer's authorization letter stating that they concur with my participation and that the applicant has no internal investigations pending within the organization.

To be completed by Protection Details only (person/building/assets/artifacts, etc.):

- YES NO I have successfully completed the following basic protective services training program. If not, state what course you have completed that is (FLETC) comparable and provide documentation and/or certificate of completion.
Course Name: Executive Protection Training Course (VA LETC) Location (City and State): Washington, DC
Date Completed (Month/Year): [REDACTED] (Attach certificate.)

I certify that the above statements are true and accurate. (False or fraudulent information knowingly provided on this form is criminally punishable pursuant to federal law, including Title 18 U.S.C. Section 1001.)

Signature of Applicant: [REDACTED]

Date: 07/27/2012

Application for Special Deputation / Sponsoring Federal Agency Information (cont.)

SPONSORING FEDERAL AGENCY INFORMATION

b(6)

To be completed by the sponsoring agency point of contact and signed by the sponsor. Type or print clearly in black ink.

Sponsoring Agency Name: Department of Veterans Affairs Sponsoring District: D/DC District of Columbia
Name of Sponsor: Agency Phone Number: (202)
Sponsoring Agency Address: 810 Vermont Ave, N.W. City: Washington State: DC ZIP: 20420
Name of District Contact: Telephone: Email:
Name of Sponsored Applicant: Applicant Employer: Department of Veterans Affairs
Type of request: First Time Renewal (Must be submitted prior to 60 days of expiration date.) Expiration Date (Month/Year): 08/2012
State sole purpose of Special Deputation (explaining the need and justification for the deputation, to include the name of the task force, operation or special project):

Justification:
X-To protect persons under federal assault statues- Executive Level - Cabinet
X-Other: "Valid only while providing protection for the Secretary and Deputy Secretary of the Department of Veterans Affairs."

Sponsoring Agency/USMS: Provide full details and supporting documentation for all "NO" answers.

- YES NO I have reviewed the Application for Special Deputation / Sponsoring Federal Agency Information (Form USM-3A) submitted by the applicant for Special Deputation and verify that the statements submitted by the applicant are true and correct.
YES NO I have ensured the applicant has read and understood the current deadly force policy from the Sponsoring Agency or from the Department of Justice.
YES NO I have included a copy of the applicant's employer's authorization letter stating that they concur with the applicant's participation and that the applicant has no internal investigations pending within his/her organization.

I certify that the above statements are true and accurate and that I have reviewed the applicant's statements. (False or fraudulent information knowingly provided on this form is criminally punishable pursuant to federal law, including Title 18 U.S.C. Section 1001.)

Signature of Sponsor: Date: 07/27/2012
Printed Name of Sponsor:

USMS Only: Provide full details and supporting documentation for all "NO" answers.

- YES NO I have attached a copy of the favorable adjudication memorandum from the Personnel Security Branch (PSB) and the date of adjudication. (MANDATORY for unescorted access to USMS space and use of IT systems.) Date (Month/Day/Year):
YES NO I have provided the applicant with a copy of the Memorandum of Understanding (MOU) between the USMS and the applicant's employer.

SDU Staff Only: Approval Disapproval Application Incomplete Other

Signature: Chief, Special Deputation Unit: Date:



Application for Special Deputation / Sponsoring Federal Agency Information

PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. DO NOT USE ACRONYMS

Applicant Name: [REDACTED] DOB: [REDACTED] SSN: [REDACTED]
Employer: Department of Veterans Affairs Employer Address: 810 Vermont Ave N.W. Washington, DC 20420
Work Telephone: [REDACTED] E-mail: [REDACTED]
Job Title: Special Agent Job Series (If Federal Employee): GS-1811

To be completed by the applicant. Provide full details and supporting documentation when applicable.

- YES NO I am a citizen of the United States (includes naturalized citizens).
- YES NO I am employed full-time by a federal, state, local or tribal law enforcement agency, or an agency approved by the DOJ.
- YES NO I have successfully completed the following basic law enforcement training program or military equivalent (EXCEPTION: Executive Office of United States Attorney). If not, state what course you have completed that is (FLETC) comparable and provide documentation and/or certificate of completion:
Academy: USAF/OSI Academy (AFOSI) Course Name: Basic Special Investigations Course
Location (City and State): Washington, DC Completion Date (Month/Year): [REDACTED]
- YES NO I had a 5-year break in law enforcement, however, I have completed a law enforcement refresher course within the past year of signing this application (attach certificate):
Academy: _____ Course Name: _____
Location (City and State): _____ Completion Date (Month/Year): _____
- YES NO I have at least one year of basic law enforcement experience to include general arrest authority. (If no general arrest authority, provide letter explaining what your authority was or is.)
Agency: USAF Office of Special Investigations Location (City and State): Scott AFB, IL
Dates (Month/Year - Month/Year): [REDACTED]
- YES NO I have not been convicted of a crime of domestic violence as defined in Title 18 U.S.C. Section 922 (g)(9) Lautenberg Amendment.
- YES NO I have qualified with my primary authorized firearm. Give full description (firearm manufacturer, model, caliber):
7/12) Description: [REDACTED]
Qualification Date (Month/Day/Year) [REDACTED] (Qualification date must be within 6 months of application date.)
- YES NO I have read and I agree to comply with the deadly force policy of either my agency or the Department of Justice.
- YES NO I have included a copy of my employer's authorization letter stating that they concur with my participation and that the applicant has no internal investigations pending within the organization.

To be completed by Protection Details only (person/building/assets/artifacts, etc.):

- YES NO I have successfully completed the following basic protective services training program. If not, state what course you have completed that is (FLETC) comparable and provide documentation and/or certificate of completion.
Course Name: USAF OSI Protective Services Operations Course Location (City and State): San Antonio, TX
Date Completed (Month/Year): [REDACTED] (Attach certificate)

I certify that the above statements are true and accurate. (False or fraudulent information knowingly provided on this form is criminally punishable pursuant to federal law, including Title 18 U.S.C. Section 1001.)

Signature of Applicant

[REDACTED SIGNATURE]

Date: 03/12/2012

Application for Special Deputation / Sponsoring Federal Agency Information (cont.)

SPONSORING FEDERAL AGENCY INFORMATION

b(6)

To be completed by the sponsoring agency point of contact and signed by the sponsor. Type or print clearly in black ink.

Sponsoring Agency Name: Department of Veterans Affairs Sponsoring District: D/DC District of Columbia
Name of Sponsor: [REDACTED] Agency Phone Number: [REDACTED]
Sponsoring Agency Address: 810 Vermont Avenue N.W. City: Washington State: DC ZIP: 20420
Name of District Contact: [REDACTED] Telephone: [REDACTED] Email: [REDACTED]
Name of Sponsored Applicant: [REDACTED] Applicant Employer: Department of Veterans Affairs
Type of request: First Time Renewal (Must be submitted prior to 60 days of expiration date.) Expiration Date (Month/Year): _____
State sole purpose of Special Deputation (explaining the need and justification for the deputation, to include the name of the task force, operation or special project):

Justification:
X - To protect persons under federal assault statutes - Executive Level - Cabinet
X - Other: "Valid only while providing protection for the Secretary and Deputy Secretary of the Department of Veterans Affairs."

Sponsoring Agency/USMS: Provide full details and supporting documentation for all "NO" answers.

- YES NO I have reviewed the Application for Special Deputation / Sponsoring Federal Agency Information (Form USM-3A) submitted by the applicant for Special Deputation and verify that the statements submitted by the applicant are true and correct.
- YES NO I have ensured the applicant has read and understood the current deadly force policy from the Sponsoring Agency or from the Department of Justice.
- YES NO I have included a copy of the applicant's employer's authorization letter stating that they concur with the applicant's participation and that the applicant has no internal investigations pending within his/her organization.

I certify that the above statements are true and accurate and that I have reviewed the applicant's statements. (False or fraudulent information knowingly provided on this form is criminally punishable pursuant to federal law, including Title 18 U.S.C. Section 1001.)

Signature of Sponsor: [REDACTED] Date: 03/12/2012

Printed Name of Sponsor: [REDACTED]

USMS Only: Provide full details and supporting documentation for all "NO" answers.

- YES NO I have attached a copy of the favorable adjudication memorandum from the Personnel Security Branch (PSB) and the date of adjudication. (MANDATORY for unescorted access to USMS space and use of IT systems.)
Date (Month/Day/Year): _____
- YES NO I have provided the applicant with a copy of the Memorandum of Understanding (MOU) between the USMS and the applicant's employer.

SDU Staff Only: Approval Disapproval Application Incomplete Other

Signature: Chief, Special Deputation Unit: _____ Date: _____

DEPARTMENT OF
VETERANS AFFAIRS

Memorandum

Date: January 6, 2012

From: DAS/Director Office of Security and Law Enforcement (OS&LE)

Subj: Standard Operating Procedure (SOP)-Physical Exam and Psychological Assessments

To: All Credentialed OS&LE Special Agents

PURPOSE: This Standard Operating Procedures (SOP) is in accordance with VA Directive and Handbook 0730 dated August 11, 2000. This SOP provides guidance for credentialed Special Agents of the Office of Security and Law Enforcement (OS&LE) to complete an annual physical examination and psychological assessment.

RESPONSIBILITIES:

1. The Deputy Assistant Secretary/Director for Security and Law Enforcement is responsible for ensuring that procedures are established regarding completion of OS&LE Special Agents' annual physical examination and psychological assessment.
2. The Director, Police Service and Director, Law Enforcement Training Center (LETC) are responsible for establishing procedures regarding the completion of OS&LE Special Agents' annual physical examination and psychological assessment; and for ensuring that subordinate staff members follow these procedures.
3. Division Chiefs are responsible for providing guidance and ensuring team members complete annual physical examinations and psychological assessments.
4. The Primary and Alternate Training coordinator/Firearm instructors are appointed by the DAS/Director of OS&LE or Director, Police Services, or Director LETC. This person(s) is responsible for documenting in each Special Agent's training folder that their annual physical exam and psychological assessment have been completed. The training officer will check the appropriate block on the designated form that this has been completed for the fiscal year (FY).
5. OS&LE personnel who are appointed as law enforcement officers/Special Agents and have been issued Department weapons are responsible for being knowledgeable of these procedures and for following them.

PROCEDURES:

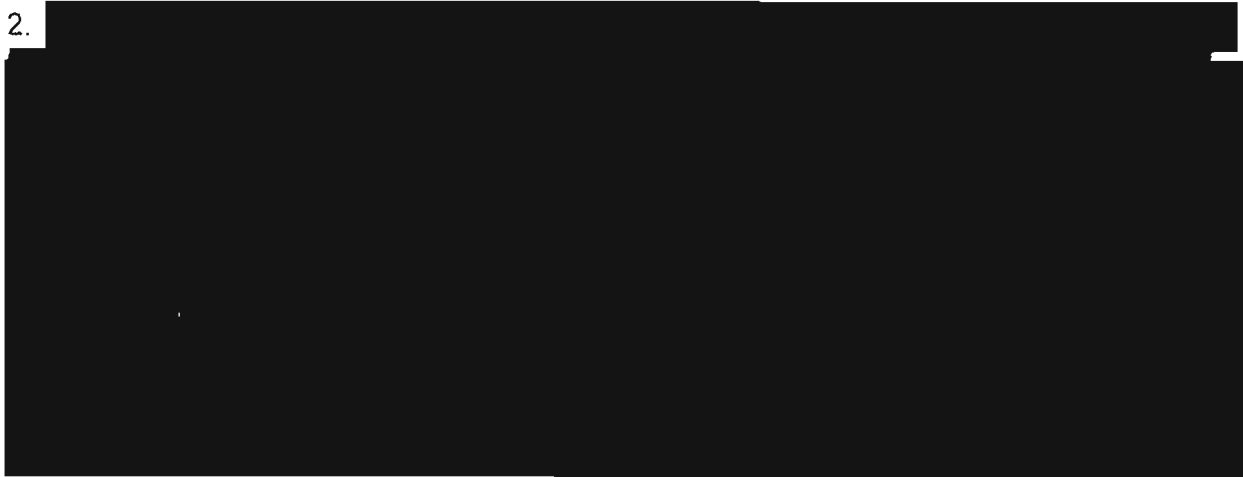
1. 

7(5)



7(E)

2.



7(E)

3. Completion of the annual physical examination and psychological assessment is required for each armed Special Agent assigned to OS&LE North and South. It is strongly encouraged that these exams and assessments be completed during the same time (month or quarter) each year. Any Agent not completing their physical examination and psychological assessment during the FY will have their credentials and arrest authority suspended until the exam and/or evaluation is completed.

4. These Standard Operating Procedures will be in effect for all credentialed OS&LE Special Agents in Washington, DC and North Little Rock, AR.

RELEASE OF INFORMATION:

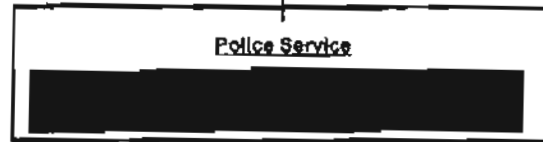
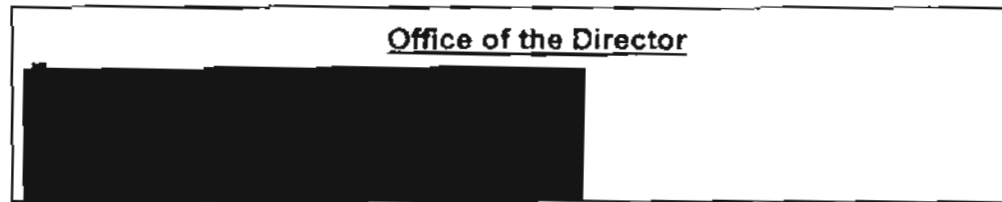
The Office of Security and Law Enforcement maintains no medical documentation regarding an Agent's physical examination or psychological assessment. Any requests for Release of Information is subject to applicable disclosure laws and may be handled privately by the Special Agent

Frederick R. Jackson

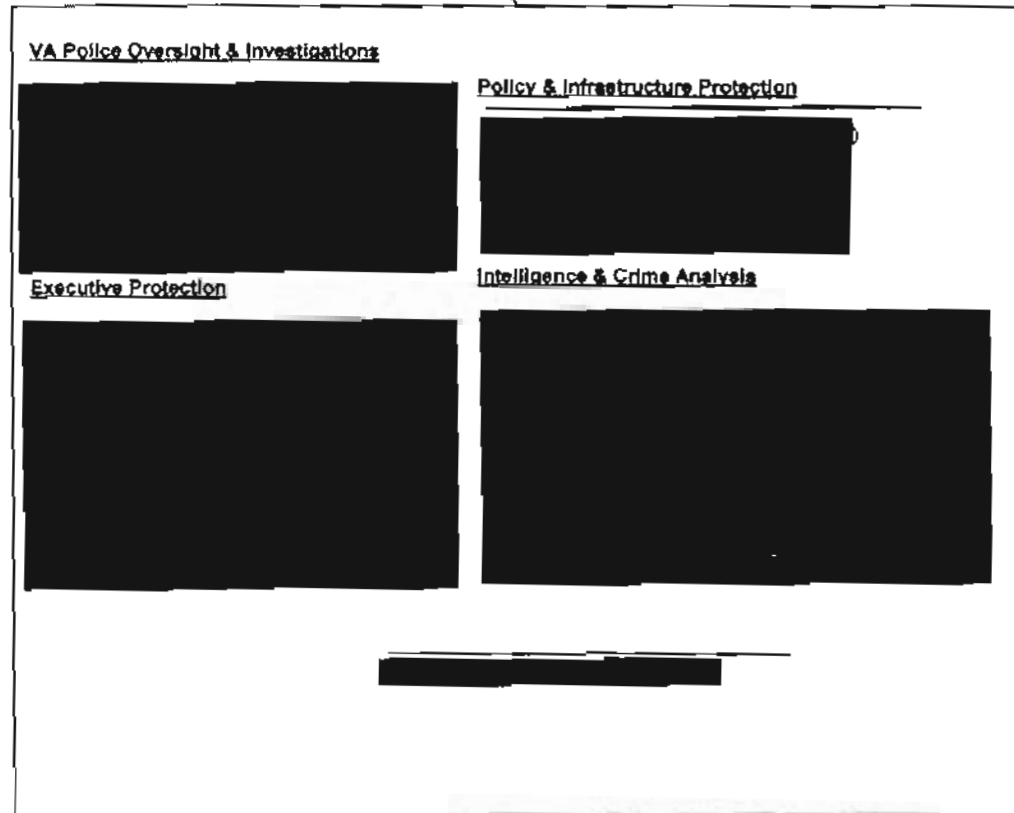
A large, stylized handwritten signature in black ink, overlapping the typed name.

08/09/2012

Office of Security and Law Enforcement

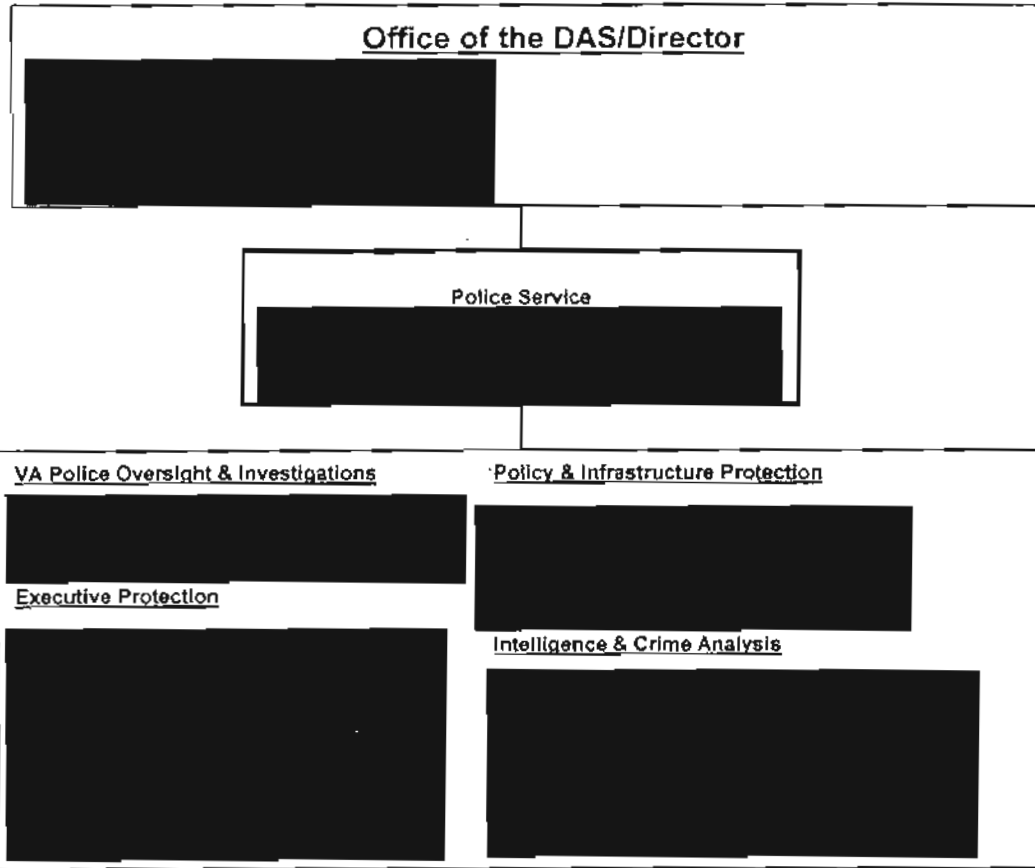


7(E)
7(F)



02/13/2012

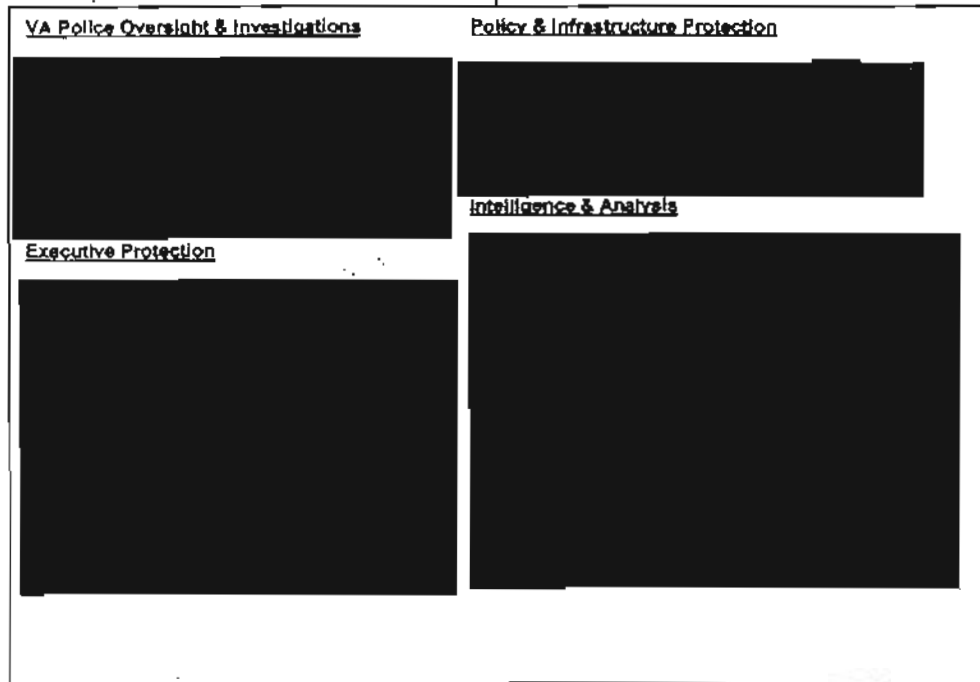
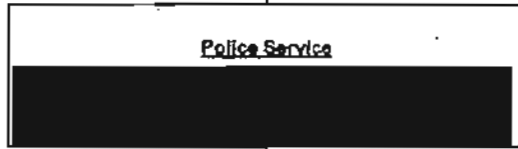
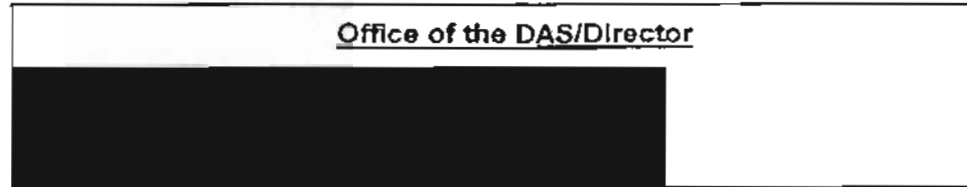
Office of Security and Law Enforcement



7(E)
7(F)

11/30/2011

Office of Security and Law Enforcement



7(E)
7(F)

**OPERATIONS, SECURITY & PREPARDNESS (OSP)
VA OFFICE OF SECURITY AND LAW ENFORCEMENT (OS&LE)**

**CONTINUING IN-SERVICE TRAINING SCHEDULE
SUBJECT LIST**

INTRODUCTION: Continuing education is essential to an effective police operation. The listed subjects are mandatory and must be completed by all OS&LE credentialed Special Agents that have been issued firearms.

Fiscal Year 2012

OS&LE Special Agent Name

Date of Completion	SUBJECT	TOTAL HOURS	REFERENCES	AGENT INTL.	INST. INTL.
1 st / / 2 nd / / 3 rd / / 4 th / /	Quarterly Proficiency Fire (Pro – Fire)	4	OS&LE SOP (October 6, 2011)		
1 st / / / 2 nd / / /	Semi-annual Range Qualification (Including demonstrated proficiency in the use of the issued holster & related equipment)	8	Training Unit #18 & OS&LE SOP (October 6, 2011)		
1 st / / / 2 nd / / /	Firearms Safety Briefing to include proper clearing procedures. (.5 hours semiannually)	1	Training Unit 18		
1 st / / / 2 nd / / /	Defensive Tactics (Semi – Annual – Includes Baton, OC Spray, Control Holds and any officer Survival Topics)	4	LETC Instructional Materials		
/ / /	Flying Armed Procedures	1	49 CFR 1544.219 & TSA Regulations		
/ / /	Cardiopulmonary Resuscitation (Biennial Requirement)	4	American Basic Life Support Course		
/ / /	Review of Use of Force Policy (1 st or 2 nd Quarter)	1	Training Unit #18 & VA Handbook 0730		
/ / /	Review of Use of Force Policy (3 rd or 4 th Quarter)	1	Training Unit #18 & VA Handbook 0730		

ANNUAL CONTINUING IN-SERVICE TRAINING CERTIFICATION

I certify that I have completed the noted listed training. I also certify that I have read and fully understand the Department's Use of Force and Firearm Policies.

Agents Signature

Date

I certify the above VACO Staff Member has completed the prescribed Annual Training requirements.

Training Officer/Coordinator

Date

INDIVIDUAL TRAINING RECORD/PLAN

SECTION I. IDENTIFICATION DATA

NAME (LAST, FIRST, MI.)	DIVISION & SUPERVISOR
SPECIAL AGENT CERTIFYING SIGNATURE	Fiscal Year

This form shall serve as the LETC's yearly training plan for all instructor staff. All requirements must be met either in the required quarter as identified or between 01 October of the fiscal year identified and 30 September of that same fiscal year. These requirements have been approved by the Director of the LETC. Each time an instructor conducts required training, they will ensure the Training Standards Division is notified and provided a copy of a certificate or a memorandum indicating what training was conducted. Any special circumstances requiring a waiver of a requirement must be approved by the Director or designee. Each instructor will certify their record at the end of the fiscal year to ensure all information is accurate and up to date. Any one failing to meet applicable sections of this training plan may be subject to administrative actions to include the removal of arrest authorities and suspense of arming authorities. Additional information can be found in applicable policies and procedures.

SECTION II. YEARLY REQUIREMENTS

TRAINING TITLE	OFFICIAL INSTRUCTOR	DATE COMPLETE	NOTES
1st Quarter Firearms: 200 Pro Rnds. and 50 Rnds. Qual.			
2nd Quarter Firearms: 200 Pro Rnds. and 50 Rnds. Qual.			
3rd Quarter Firearms: 200 Pro Rnds. and 50 Rnds. Qual.			
4th Quarter Firearms: 200 Pro Rnds. and 50 Rnds. Qual.			
Use of Force Test: Oct - Mar			
Use of Force Test: Apr - Sept			
Physical Examination: 1 time per year			
Psychological Examination: 1 time per year			
OC Spray Review & Test: 1 time per year			
Expandable Baton: 1 time per year			
Handcuffing/Searching: 1 time per year			
Ground Defense & Recovery Familiarization			
Defensive Tactics: 1 time per year			
Flow Drills			
Take Downs			
Pressure Points			
Weapon Retention			
Instructor Specialized Training: 16 hours per year			
Division Chief Review: 1 time per year			
Peer Review: 1 time per year			

