

POLICY AND PROCEDURE: **500**

EFFECTIVE DATE: **October 15, 1996**

REVISION DATE:

SUBJECT: **Pre-employment Training Program Definitions**

APPROVING AUTHORITY: **Carl B. Vickers, Director**

POLICY: It shall be the policy of the Cardinal Criminal Justice Academy to establish specific definitions when referring to pre-employment training programs.

PURPOSE: The purpose of this policy is to create a uniform set of terms and definitions which will assist Academy staff and participating criminal justice agencies in identifying individuals which are eligible for enrollment in Cardinal Criminal Justice Academy pre-employment training programs.

PROCEDURE:

- I. The following words and or phrases whenever used in conjunction with pre-employment training at the Academy shall have the following meanings, unless the context otherwise requires:
 - A. "Pre-employment training" means mandated entry level courses which are designed for individuals who are not criminal justice employees. Acceptable students for this training are individuals who meet all of the criteria which are identified for matriculation at the Cardinal Criminal Justice Academy.
 - B. "Academy Admissions Committee" means a committee of the Cardinal Criminal Justice Academy Executive Board which has the responsibility of approving candidates for matriculation to Academy pre-employment training programs.

- C. "Criminal history record information" means records and data collected by criminal agencies on adult individuals consisting of identifiable descriptions and notations of arrests, detention, indictments, information, or other formal charges, and any disposition arising there-from. The term shall not include juvenile record information which is controlled by Chapter 11 (16.1-266 et seq.) of Title 16.1, criminal justice intelligence information, criminal justice investigative information, or correctional status information. (NOTE: National fingerprint based criminal history records examination cannot be conducted on pre-employment students.)
- D. "Hold Harmless Agreement" means a contractual agreement between the Academy and pre-employment students where pre-employment students agree to release the Academy, its officers, employees, and member agencies and their governmental entities from any liability resulting from accident, injury or death provided from the Academy follows prescribed safety rules and established policy and procedures.
- E. "Memorandum of Understanding" means a written contractual agreement outlining commitments and requirements on the part of both the pre-employment student and the Academy.
- F. "Drop Period" means the identified time that the pre-employment student may withdraw from the Academy pre-employment program and be considered for a partial or full refund or tuition monies paid.