

Commonwealth Protection Institute
Training Regulations

1. Safety shall dominate every facet of training.

Everyone participating is responsible for safety, instructors, trainees and observers. To create and preserve a safe training environment, everyone in attendance must be fully advised of the safety rules prior to conducting any course.

A safety lecture delivered at the beginning of every training session ensures that everyone participating in training is aware of the safety rules and procedures.

The preservation of a safe environment does not end with the safety lecture. The instructor must remain alert for any unsafe conduct or condition throughout the training session and then take immediate corrective action as necessary. To augment the safety lecture, the safety rules should be clearly printed and posted at every training session so that participants may review them. Safety violations occur out of ignorance and complacency. Every instructor must educate every participant in safety procedures and then motivate them to exercise safe behavior at all times, not just at training.

2. Firearms Safety.

The Safety Check – the single most important behavior that a shooter can take away from firearms training. The Safety Check is defined as positive confirmation that a weapon is safe and empty.

The Safety Check must be performed on any weapon that is being handled for any reason other than immediate firing. The following procedures must be followed when performing a Safety Check:

1. The finger never touches the trigger.
2. The muzzle of the weapon is pointed in a safe direction at all times during the Safety Check.
3. The action must be open.
4. The chamber and magazine well (or revolver cylinder) of the weapon are empty.
5. The chamber and magazine well (or revolver cylinder) are checked twice to ensure that they are empty.

General Safety Rules

1. Treat all guns as if they are loaded. **NO WEAPON SHOULD BE CONSIDERED UNLOADED.**
2. **NO TWO WEAPONS ARE EXACTLY ALIKE.**

3. Point the muzzle in a safe direction.
4. Keep your finger outside the trigger guard until you are on target and have decided to fire.
5. When moving with a weapon in hand, make sure that the trigger finger is off the trigger and outside of the trigger guard.
6. Be sure of your target and what is around and beyond it.
7. A pistol is not an impact tool; avoid striking anyone or anything with it.
8. Do not toy with firearms.
9. Do not hand a loaded firearm to, or receive, a loaded firearm from anyone.
10. Always store firearms unloaded in a secure place. Use a locked closet, locked drawer, locked gun cabinet or gun vault.
11. Disable firearms during storage:
 - a. Partially disassemble by
 - i. Removing cylinders from revolvers.
 - ii. Remove slides from self-loading pistols.
 - iii. Remove bolts from rifles.
 - iv. Remove barrels from shotguns.
 - b. Utilize locks
 - i. Place a padlock through the frame of a revolver
 - ii. Place a trigger lock through the trigger guard.
12. Store ammunition separately from firearms in a locked container.
13. Do not leave firearms unattended at anytime. If interruptions occur during cleaning or shooting of a firearm, make the weapon safe and take it with you.
14. Educate your family on the safe handling of firearms and the serious consequences of accidents. At a minimum, teach children not to touch a firearm they find, and to report its location to an adult.
15. Never hurry when you are cleaning. Set aside sufficient time to properly clean your weapon in a safe location without distractions.
16. Practice safety at all times with the firearms to stay proficient. This will keep you knowledgeable and safe.
17. Never handle firearms if you have been drinking or taking drugs. Your judgment and abilities will be greatly reduced.

Range Safety Rules

1. Ear and eye protection will be worn at all times while firing or when within 25 yards of those firing. Over the ear (muff type) protection is required and may be used with earplugs. Side shields are required for eye protection.
 - a. Ear plugs do not protect the mastoid bone. Muff design hearing protection must be used.
 - b. Defective or worn hearing protection shall be replaced as necessary. If the headset does not fit snugly on the ears and can not be adjusted properly, it must be replaced.

- c. Muffs must fit snug as to seal around the ear. Do not wear over any hood or cloth over the ears in cold weather.
2. Dry firing will be allowed only under the supervision of a firearm instructor.
3. Follow all commands from range instructors as they are given; DO NOT ANTICIPATE ANY COMMANDS. Ask questions if a command is not understood.
4. No loaded weapons will be left unattended on the range. All weapons will be holstered or, in the case of shotgun/rifles or other shoulder weapons, actions will be open in a safe condition when not in use.
5. Range safety is the responsibility of everyone. If anyone observes any unsafe condition or act, give the command to cease fire.
6. Keep the muzzle of the weapon pointed in a safe direction at all times. In the case of an uncorrectable malfunction, keep the weapon pointed down range until assisted by the instructor.
7. Discontinue firing if a weak or unusual report is felt or heard. Keep the muzzle down range and obtain assistance from an instructor.
8. Keep finger off of the trigger and outside of the trigger guard until the weapon is on target.
9. Do not leave the firing line at any time during the firing until given the command by an instructor.
10. Do not bend over to attempt to recover speed loaders, magazines, etc., until the line is declared safe.
11. Upon clearing the firing line at any time during the firing of shotgun/rifles or other shoulder weapons, an instructor will check and confirm that all weapons are unloaded and in a safe condition.
12. When carrying shotguns/rifles or other shoulder weapons around the range they will be in a high port position with the muzzle above the head with actions open in a safe condition.
13. At the completion of a course of fire, all weapons will be cleared, checked twice by the shooter, and only holstered or grounded after a final inspection by an instructor.
14. No shooter will be permitted on the range if there is knowledge or reason to believe he/she has a consumed alcoholic beverages or taken any other type of drug or medication that might impair his/her ability to handle a weapon safely.
15. Loading and unloading will only be done on the firing line under the direction of the instructor or in a designated loading/unloading area.
16. Smoking is prohibited on the firing line.
17. Talking is prohibited on the firing line except when conversing with instructors.
18. Personnel not actually firing will not interfere with shooters or instructors.
19. No live ammunition is allowed in or around the clearing area.
20. ALL ammunition shall be American made and from a reputable manufacturer. No handloaded or remanufactured ammunition is permitted. No aluminum casings are permitted.

Home Firearms Safety Rules

1. Police Officers tend to view firearms as “tools of the trade” and sometimes forget that they are also potentially dangerous weapons. Every effort must be made to properly safeguard and protect the service weapon, off-duty gun or other firearms within your possession. This obligation rests solely on the shoulders of the individual officer and extends into the home as well as on the job.
2. A loaded firearm in a household presents a greater potential danger than an unloaded one. Children may think a weapon is a toy as many modern firearms are made with plastic or polymer components.
3. Always store a service weapon, off-duty gun or other firearm unloaded and in a secure location. Consider a locked closet, drawer or similar storage facility. A small and inexpensive combination lock or key lock safe is ideal for storing firearms and ammunition.
4. Store weapons and ammunition separately.
5. Do not store firearms along with other valuable items such as jewelry or silver. These are prime targets for a burglar.
6. Never store firearms in the glove compartment or trunk of an automobile.
7. As an alternative, a revolver may be effectively made safe by placing a padlock through the top strap so that the cylinder cannot be closed. Handcuffs may be used in the same manner.
8. Commercially manufactured “trigger locks” may be used to prevent the trigger from functioning. Remember to keep the key in your possession.
9. Always store firearms and ammunition in a location that is not subject to moisture or temperature extremes.
10. Never store firearms under the pillow or near the bed.
11. Always store firearms in the same safe location.

The mere existence of rules and regulations will not prevent accidents. It is only the diligent application of those rules, coupled with an ample measure of common sense that will enhance firearms safety.

Work Firearms Safety Rules

In a police station with a prisoner:

1. Local policy will be followed for securing firearms at a police station.
2. Officers will secure their weapons when interrogating or processing prisoners.
3. Officers not involved in the processing or interrogation of a prisoner that are in the immediate area, will also secure their weapons.

In a patrol vehicle:

1. Keep your weapon on your person.
2. Do not place the weapon on or under the seat.
3. If you must leave your weapon in a vehicle, lock the weapon in the trunk.

Entering a detention facility:

1. Unload in a safe area.
2. Use loading/unloading box that is provided by the facility.
3. Do not engage in conversation with anyone while loading or unloading.
4. Secure weapon in vehicle trunk or, present unloaded weapon to facility personnel for storage.
5. Be sure to check equipment when receiving it back from the facility personnel.

Lead Poisoning

The EPA has determined that lead poses a serious health hazard to persons who ingest or inhale it. Individuals working with and around firearms often overlook the harmful effects of lead. Firearms range personnel must take precautions to control all unnecessary exposure to lead. Firearms range personnel must know the hazards of lead and take precautions to minimize exposure.

1. **Do not smoke on the range.** Smoking any type of tobacco products on the range is prohibited to prevent acceleration of inhaled lead in to the blood stream and ingestion of lead transferred from hands to cigarettes or cigars.
2. **Do not eat on the range.** Lead dust on the hands and face can be ingested through contact with food. Airborne lead expelled from the weapon can also contaminate food.
3. **Do not collect fired brass in baseball caps.** Many shooters use their caps to collect spent brass. This contaminates the cap with lead particles. When the cap is placed back on the head, the lead is deposited into the hair and absorbed into the skin.
4. **Be aware that the face, arms and hands are covered with lead.** Shooters and instructors should wash thoroughly with cold water and plenty of soap. Cold water is preferred because warm water opens the pores of the skin, enhancing the absorption of lead. If no water is available, shooters should carry a box of handy-wipes or a bottle of water and a washcloth for this purpose.
5. **Be aware that hair and clothes are still contaminated.** Shooters and instructors should wear an outer garment, such as a jumpsuit or coveralls, or change clothes before going home. Blowing, shaking, or other means that disperse lead into the air should not be used to clean contaminated clothes.

6. **Do change shoes before entering residence.** Shoes can transport lead into the home. Shoes should be left at the door to prevent tracking lead onto floors and carpets. As an alternative, disposable shoe coverlets can be used while firing and cleaning, then discarded when leaving the range. Ordinary vacuuming does not remove lead from the home, but redistributes it by blowing it into the air.
7. **Avoid physical contact with family members until after a shower, shampoo, and a change of clothes.** Lead can be transferred by casual contact. Family and friends should not be hugged or kissed until after a shower and a change of clothes. Any physical contact should be avoided while the shooter is still in range clothing.
8. **Participate in lead safety training programs.** Shooters and instructors should attend all training programs provided by the department or agency to ensure awareness of the hazards of lead.

Indoor Ranges

Most indoor ranges have a greater lead dust problem than outdoor ranges. However, range personnel can institute several controls to lower the amount of lead dust in the facilities.

The choice of ammunition is one such control. Non jacketed ammunition produces the most lead dust and fumes and jacketed ammunition the least. Shotgun shells produce more airborne lead dust than any handgun round. Currently, many ammunition manufacturers are developing lead-free ammunition.

Indoor ranges should not be carpeted, since lead dust settles and contaminates carpeting or rugs. A high efficiency particulate (HEPA) vacuum with a stage 3 particulate air filter is the best air vacuum to use for lead.

Because water cannot be treated for lead contamination, personnel should use water sparingly to remove lead when cleaning ranges. If water is used for lead removal, minimizing the amount of water used will result in less pollution. Range maintenance employees should wear disposable coveralls and air purifying masks while cleaning and/or repairing indoor ranges.

3. Range Management

Proper range management is imperative.

1. **Inspection of the Range.** Inspection of the range should be made daily to insure that all equipment is in proper working condition, and that no safety hazards exist. It should be clean. Discipline is much more difficult when it is attempted in a messy environment. A dirty range reflects negatively on the instructors.

2. **Preparation of the Range.** The time to prepare the range for utilization is in advance of the arrival of the class. The line should be completely ready for the students. If this is done, valuable time is saved for actual instruction.
3. **Prepare Your Instructors.** Be sure there are enough Instructors in relation to the number of students. Advise your personnel how many students are scheduled, what courses are to be fired, and the time limit for training. Inform all Instructors of the location of first aid equipment, and measures to be employed if an injury occurs. Advise them of the nearest hospital, the telephone number, and the estimated time of arrival of an ambulance.
4. **Instructor Responsibilities.** The Firearms Instructor has two major responsibilities. They are to teach, and to operate the range in a safe and disciplined manner. Range procedures and safety rules should be established and strictly adhered to. When discipline is enforced on the range, the possibility of an accident is greatly minimized. It is equally necessary for the Instructor to adapt. The individuals in the class may have been forced to attend but they cannot be forced to learn. A good working student/Instructor relationship should be established.
5. **Safety Equipment.** Shooting glasses and ear protection are standard safety equipment for all range participants. They must be made available and their use made mandatory. First aid and other emergency equipment must be readily available and strategically placed. Additionally personnel must be trained in their use.
6. **Weapon Storage.** Weapons, loading equipment and ammunition must be locked in tamper-proof vaults or rooms to prevent theft or handling by unauthorized persons.
7. **Record Keeping**
 - a. Daily Count of Ammunition
 - b. Names and Score of Personnel Shooting
 - c. Daily Account of Ammunition Fired
 - d. Daily Listing of Range Utilization
 - e. Names of Individual Instructors
 - f. Monthly Inventory of Ammunition
8. **Maintenance.** Maintenance of facilities by cleaning, painting, and repairing is as important to the organization as repair of any other property. Cleaning firing points and other range facilities should be a daily habit.
9. **Cleaning and Inspection of Weapons.** Weapons that are assigned to the range should be inspected by the Firearms Instructors before and after training. These weapons should be cleaned and accounted for daily. Cleaning equipment should be provided and its use made mandatory. If repair or replacement of any weapon is needed (issued or range weapon) it should be done immediately.

4. Range and Tower Operations.

Tower personnel are responsible for the following:

1. Ensuring that all shooters have received instruction on basic firearms and range safety rules prior to the start of each training session.
2. The safe and orderly operation of all firing line activities.
3. The efficient flow of training activities on the firing line.
4. Maintaining firing line discipline by using loud, clear, and concise commands.
5. Identifying and addressing problems and safety issues as they occur (i.e., remaining alert for a raised hand on the firing line.)
6. Ensuring that strict range discipline is maintained (i.e., shooters remain on their firing point and do not move behind or forward of the line unless instructed to do so.)

Discipline is the key to operate a safe range, and it must be exercised both in the tower and on the firing line.

Whenever the tower gives a command or asks a question, visual confirmation must be obtained that the instruction has been complied with or that the question has been answered. It is therefore necessary for shooters and instructors to have a visual means of communicating with the tower.

When asked a question, the signal for a “NO” is an open hand raised high in the air.

The signal for a “YES” is a hand raised into the air with a circular motion until the tower acknowledges the motion.

If a hand is held up in the air without any motion, the tower must immediately advise the firing line that the line is not ready to proceed. Shooters must then be instructed to “standby”.

Tower Commands

Do not instruct from the tower. It is the responsibility of the tower to manage firing line operations and direct activities. The instructors on the firing line, who can address the needs of the shooter based upon direct observation, can best provide instruction. The tower should strive to keep commands and verbalization to a minimum, thereby giving the instructors on the firing line the opportunity to provide instruction to individual shooters.

When giving commands, ensure that available equipment (i.e., a public address system) provides adequate volume for everyone to hear the commands from the tower. Use clear, concise language that conveys to everyone what is needed in brief, easily understood phrases.

Assembling the Firing Line

This entails getting all shooters to the designated firing line with the necessary equipment, required ammunition, and the correct target in place. Assembling the line is where the tower commands are the least structured. The goal of the tower is to quickly and safely assemble the firing line.

The time it takes to assemble the firing line should be minimized to maximize training time. The tower must constantly monitor range activities to ensure that everyone moves quickly to the firing line with the required equipment. The commands should all be clearly stated twice. Commands may be repeated as often as necessary in order to avoid confusion on the part of the shooter. Once the tower has visually confirmed the presence of all shooters on the firing line, the tower can move on to conducting the courses of fire.

Commands and instructions for assembling the line will vary depending upon the course of fire. Information must be conveyed to the shooter when assembling the firing line includes: the name of the course of fire, ammunition requirements, target requirements, miscellaneous equipment requirements (i.e., barricade type and location), location of the firing line.

Conducting the Course of Fire

Prior beginning a course of fire, the tower must ensure that no one is in the downrange area. This is also necessary when the firing line has changed during the course of fire (i.e., the shooters have been moved forward or backward to establish a new firing line). When firing and clearing the line, it is most important to use standardized commands. By using the same terminology every time, confusion on the part of the shooter will be minimized.

It is the responsibility of the tower to monitor all firing line activities to ensure compliance with range safety rules. The following rules must be strictly adhered to:

1. Once a course of fire begins, all shooters will stay on the firing line until the line has been properly cleared.
2. No talking on the firing line except between instructors and shooters.
3. Once a course of fire begins, all shooters must remain on their firing points and facing downrange.

Clearing the Firing Line

Clearing the firing line is defined as making the line safe to go downrange. The line can be declared clear only after all weapons have been safely secured

(holstered or brought to a safe condition and position) and an affirmative acknowledgement of it has been received from everyone on the firing line (Instructors and shooters). **The line must be cleared before any shooter is allowed to leave the firing line.** When clearing the line, the tower should never hurry. After asking if the line is clear, the tower should deliberately scan up and down the firing line as least twice. The tower checks to see that all instructors have their hand in the air, making a circular motion that is telling the tower the line is clear.

Clearing the line for Handguns

If the line is being cleared so that the shooters and instructors can move to a different yard line, the handguns do not need to be inspected. It is critical that all handguns are holstered before anyone moves.

At the end of a course of fire in which handguns were used, the shooters will be told to clear, inspect, and holster an empty weapon. Once the weapons have been holstered, the tower will ask the line instructors if the line is clear. The line instructors will then extend a hand into the air and make a circular motion to signal that the line is clear.

The tower will next instruct the shooters to remove their ear protection and conduct a search of their person for live ammo. Any live ammunition that the shooters have will immediately be given to an instructor. The magazines that the shooters have in their possession will be inspected by the line instructors to ensure that no live ammo remains in them. Once the shooters have accomplished this search, they are to remain facing downrange at a position of attention until instructed otherwise by the tower.

The tower will next have the shooters extend their strong foot to the rear and then withdraw their weapons. They will point them downrange and rack the slides several times and then lock them back, remembering to look, look away, and look again. Once they have checked the magazine well and chamber thoroughly, they will hold the weapon pointed downrange at a 45-degree angle until a line instructor comes by to re-inspect the weapon. Upon doing that, the line instructors will advise the shooters to release the slide and holster an empty weapon.

In the case of revolver shooters, they will point their revolvers downrange and swing the cylinders open, again checking to ensure that no live ammunition is still in the weapon. The line instructors will inspect each weapon and then advise the shooter to close the cylinder and holster an empty weapon.

Clearing the Line for Long Guns

After firing at any of the various yard lines, all long gun shooters will be told to open their actions and ensure the weapon is empty. The guns will be then be held with both hands, muzzle pointing downrange with the action open. The shooter will stay in this position until checked by an instructor. The shooter will then hold the long gun in the strong hand with the muzzle pointing straight into the air. The shooter is to ensure that the muzzle is higher than the tallest person on the line. This procedure is to be used any time the shooters will be moving form one point to another with gun in hand.

If the line is to stay stationary and there is to be an instructor forward of the line, the guns will be grounded with the actions open and muzzles pointed downrange.

Target Scoring

Scoring methodology must incorporate certain safeguards if firearm records are to survive any future attempts to impeach their accuracy or veracity. To preserve the credibility of records, the following guidelines should be adhered to when scoring targets:

1. Shooters should be advised not to approach their target after completing a course of fire until the target has been scored. This will prevent any question of tampering with the targets.
2. Shooters should be advised that once a target has been scored, the score recorded, and the target has been removed from the firing line, no challenges as to the score will be entertained.
3. Instructors shall score qualification targets.
4. Starting from the outside and working in, every bullet hole in the scoring area of the target is individually counted and marked with a felt tip pen or chalk using a single line or “tic” mark near the bullet hole to acknowledge each hole. Only bullet holes in the scoring areas are marked in this fashion. Bullet holes outside of the scoring areas are either left unmarked or are marked in a different fashion. If it is necessary to re-score the target, the first “tic” mark can be crossed horizontally, as the target is re-scored.
5. It is important that all personnel scoring targets understand and follow the scoring key for the particular target and course that is being fired.

Hits and Misses

1. A shot hole, the leaded edge of which comes into contact with the outside of the bull’s-eye or scoring rings of a target is given the higher value.
2. The target is defined as the entire card or paper on which the scoring rings are printed but does not include the backing. In the case of a bullet that tracks across the face of a target or “skid shots”, the higher value is

awarded if the lead edge of the bullet hole touches the scoring ring of higher value, except the value of a “skid shot” may not be more than one ring higher than the original point at which the bullet made contact with the target. When the initial point of bullet contact is outside of the target card, such as the backer, it will be scored a miss. When the initial point of bullet contact is on the target face but outside of the scoring rings and the lead edge of the bullet touches a scoring ring it will be given the value of the lowest scoring ring.

3. Bullet holes outside of the scoring rings or other designated scoring lines are scored as misses. Any bullet contact, which does not pass through the target and backer, will be scored as a miss.
4. Hits on the wrong target are scored as misses regardless of whether the bullets’ holes can be differentiated between each other.
5. A hole made by a ricochet bullet will be scored as a miss. It must be noted that a bullet which “keyholes” is not necessarily a ricochet.
6. In case of a “keyhole shot”, an oblong or oval hole in the target produced by an unstable bullet, the higher value is awarded if the lead edge of the bullet hole touches the scoring ring of higher value even though the hole is elongated to the bullet’s length rather than being a circle of the bullet’s diameter.
7. When a bullet enters a target from the backside, it will be scored as a miss.
8. On a turning target system, when a bullet strikes the edge of the target and cuts the target completely in half, the shot will be scored as a miss. The target was obviously turned away from the shooter and the shot was fired late.
9. As a general rule, only those hits, which are visible, will be scored. An exception will be made in the case where the groupings of 3 or more shots are so close that it is possible a required shot or shots could have gone through the enlarged hole without leaving a mark and there has been no evidence that the shot or shots could have gone elsewhere than through the assigned target. In such case, the shooter will be given the benefit of the doubt and hits are credited for the non-visible shots, on the assumption that they passed through the enlarged hole.
10. If more than the required number of hits appear on the target, any shot which can be identified by the bullet hole as having been fired by some shooter, other than the shooter assigned to that target or as having been fired in a previous string, will be disregarded and will not be scored. If the origin of the excessive hit or hits can’t be determined, the shooter assigned to the target in question will be penalized for the extra hit or hits. The shooter’s score would be totaled starting with the lower scoring hits and scored up to the maximum number of rounds contained in the course of fire.

5. Tax Exempt Status

The Commonwealth Protection Institute has been certified by the United States Internal Revenue Service as a Internal Revenue Code Section 501 (c)(3) non-profit educational foundation. Federal and state law limit the activities of non-profit entities and therefore the following regulations must be followed:

1. None of the earnings of the Commonwealth Protection Institute may inure to any private shareholder or individual.
2. The Commonwealth Protection Institute may not attempt to influence legislation as a substantial part of its activities
3. The Commonwealth Protection Institute may not participate at all in campaign activity for or against political candidates.
4. No grants shall be made to other organizations or individuals for any purpose.

6. Insurance

Commonwealth Protection Institute shall maintain a surety bond in the amount of \$100,000 executed by a surety company authorized to do business in Virginia, or a certificate of insurance reflecting the Virginia Department of Criminal Justice Services as a certificate holder, showing a policy of comprehensive general liability insurance with a minimum coverage of \$100,000 and \$300,000 issued by an insurance company authorized to do business in Virginia;

7. Records

Records regarding the training and qualifications of Commonwealth Protection Institute training program participants shall be maintained and kept available for inspection by the Virginia Department of Criminal Justice Services at 4585 N. 25th Road, Arlington, Virginia.

8. Compliance Agent

The Compliance Agent shall:

1. Conform to all requirements pursuant to the Code of Virginia and 6 VAC 20-171.
2. Maintain at all times with the Virginia Department of Criminal Justice Services his mailing address. Written notification of any change of address shall be in writing and received by the Virginia Department of Criminal Justice Services no later than 10 days after the effective date of the change.

3. Not violate or aid and abet others in violating the provisions of Article 1 (§ 9.1-138 et seq.) of Chapter 1 of Title 9.1 of the Code of Virginia or 6 VAC 20-171.
4. Not commit any act or omission which results in a private security license or registration being suspended, revoked, not renewed or being otherwise disciplined in any jurisdiction.
5. Not have been convicted or found guilty in any jurisdiction of the United States of any felony or a misdemeanor involving moral turpitude, assault and battery, damage to real or personal property, controlled substances or imitation controlled substances as defined in Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia, prohibited sexual behavior as described in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia, or firearms from which no appeal is pending, or the time for appeal has elapsed. Any plea of nolo contendere shall be considered a conviction for the purpose of 6 VAC 20-171. The record of conviction certified or authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be prima facie evidence of such guilt.
6. Inform the Virginia Department of Criminal Justice Services, and the licensee for which the individual is designated as compliance agent if applicable, in writing within 10 days after pleading guilty or nolo contendere or being convicted or found guilty of any felony or of a misdemeanor.
7. Inform the Virginia Department of Criminal Justice Services, and the licensee for which the individual is designated as compliance agent if applicable, in writing within 10 days after having been found guilty by any court or administrative body of competent jurisdiction to have violated the private security services business statutes or regulations of that jurisdiction, there being no appeal therefrom or the time for appeal having elapsed.
8. Not obtain a license, license renewal, registration, registration renewal, certification or certification renewal through any fraud or misrepresentation.
9. Only be designated with the Virginia Department of Criminal Justice Services and acting as a compliance agent for one licensed entity.
10. Be designated with the Virginia Department of Criminal Justice Services as compliance agent for a licensee and shall:
 - a. Ensure that the licensee and all employees regulated, or required to be regulated, by 6 VAC 20-171 conform to all application requirements, administrative requirements and standards of conduct pursuant to the Code of Virginia and 6 VAC 20-171;
 - b. Maintain documentation for all employees or persons otherwise utilized that verifies compliance with requirements pursuant to the Code of Virginia and 6 VAC 20-171; and

- c. Notify the Virginia Department of Criminal Justice Services in writing within 10 calendar days following termination of his employment as compliance agent for the licensee.
 - d. Shall ensure that all regulated employees carry a state issued photo identification card unless the card is one in the same along with their registration or certification card.
11. Not engage in acts of unprofessional conduct in the practice of Private Security Services.
 12. Not engage in acts of negligent and/or incompetent Private Security Services.
 13. Not make any misrepresentation or false promise to a private security services business client or potential private security services business client.
 14. Satisfy all judgments related to private security services not provided.
 15. Not publish or cause to be published any written business material relating to Private Security Services which contain an assertion, representation, or statement of fact that is false, deceptive or misleading.
 16. Do not conduct private security business under a fictitious or assumed name unless you have the name on file with the Virginia Department of Criminal Justice Services. This does not apply to a Private Investigator conducting a “pretext”, provided that the Private Investigator does not state that he is representing a private security business that does not exist.

9. Training Director

The training school director shall:

1. Ensure that the certified training school and all employees regulated, or required to be regulated, by 6 VAC 20-171 conform to all application requirements, administrative requirements and standards of conduct pursuant to the Code of Virginia and 6 VAC 20-171.
2. Conform to all application requirements, administrative requirements and standards of conduct as a certified instructor pursuant to the Code of Virginia and 6 VAC 20-171.
3. Maintain documentation for all employees or persons otherwise utilized that verifies compliance with requirements pursuant to the Code of Virginia and 6 VAC 20-171.
4. Notify the Virginia Department of Criminal Justice Services in writing within 10 calendar days following termination of his employment as training director for the certified training school.
5. Not engage in acts of unprofessional conduct in the practice of Private Security Services.
6. Not engage in act of negligent and/or incompetent Private Security Services.

7. Not make any misrepresentation or false promise to a private security services business client or potential private security services business client.
8. Not violate any state or local ordinances.
9. Satisfy all judgments relating to private security services not provided.

10. Instructors

Instructors shall:

1. Conform to all requirements pursuant to the Code of Virginia and 6 VAC 20-171.
2. Maintain at all times with the Virginia Department of Criminal Justice Services his mailing address. Written notification of any address change shall be in writing and received by the Virginia Department of Criminal Justice Services no later than 10 days after the effective date of the change.
3. Not have been convicted or found guilty in any jurisdiction of the United States of any felony or a misdemeanor involving moral turpitude, assault and battery, damage to real or personal property, controlled substances or imitation controlled substances as defined in Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia, prohibited sexual behavior as described in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia, or firearms, from which no appeal is pending, the time for appeal having elapsed. Any plea of nolo contendere shall be considered a conviction for the purpose of 6 VAC 20-171. The record of conviction certified or authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be prima facie evidence of such guilt.
4. Inform the Virginia Department of Criminal Justice Services, and the training school for which the individual is designated as an instructor, if applicable, in writing within 10 days after pleading guilty or nolo contendere or being convicted or found guilty of any felony or of a misdemeanor.
5. Inform the Virginia Department of Criminal Justice Services, and the training school for which the individual is designated as instructor, if applicable, in writing within 10 days after having been found guilty by any court or administrative body of competent jurisdiction to have violated the private security services business statutes or regulations of that jurisdiction, there being no appeal therefrom or the time for appeal having elapsed.
6. Not violate or aid and abet others in violating the provisions of Article 1 (§ 9.1-138 et seq.) of Chapter 1 of Title 9.1 of the Code of Virginia or 6 VAC 20-171.

7. Not commit any act or omission that results in a private security license or registration being suspended, revoked, not renewed or being otherwise disciplined in any jurisdiction.
8. Not obtain a license, license renewal, registration, registration renewal, certification or certification renewal through any fraud or misrepresentation.
9. Conduct training sessions pursuant to requirements established in 6 VAC 20-171.
10. Notify the Virginia Department of Criminal Justice Services within 10 calendar days following termination of his employment as instructor for the training school.
11. Not engage in acts of unprofessional conduct in the practice of Private Security Services.
12. Not engage in acts of negligent and/or incompetent Private Security Services.
13. Not make any misrepresentation or false promise to a private security services business client or potential private security services business client.
14. Not violate any state or local ordinances.

Subject matter specialist.

1. Commonwealth Protection Institute may employ or otherwise utilize individuals as subject matter specialists to provide instruction in specific areas of a training curriculum. During the approved portions of training, a certified instructor is not required to be present.
2. Commonwealth Protection Institute shall obtain written authorization from the Virginia Department of Criminal Justice Services prior to any subject matter specialist providing instruction. Written authorization may be requested by submitting on a form provided by the Virginia Department of Criminal Justice Services:
 - a. A written request for authorization specifically outlining the requested subject matter; and
 - b. Documentation that supports the individual's credentials for instructing in the proposed subject matter.

Guest Lecturer.

Commonwealth Protection Institute may employ or otherwise utilize individuals as guest lecturer in specific areas of a training curriculum. A certified instructor is required to be present during all portions of training conducted by a guest lecturer.

11. Participant Qualifications

No person disqualified under federal or state law, or otherwise unsuitable to possess firearms, shall be permitted to participate in any Commonwealth Protection Institute law enforcement training program.

To demonstrate competency, all participants shall present documentation demonstrating one of the following:

1. The participant is currently a governmental law enforcement officer in good standing.
2. The participant is private security personnel currently licensed by a government regulatory agency and in good standing.
3. The participant is active duty or reserve United States Military personnel in good standing.
4. The participant possesses a government-issued concealed weapons permit in good standing.
5. The participant made a fingerprint application approved by the Virginia Department of Criminal Justice Services.

The following persons shall be deemed unsuitable to participate in Commonwealth Protection Institute training programs.

1. An individual who is ineligible to possess a firearm pursuant to Virginia Code § 18.2-308.1:1, 18.2-308.1:2 or 18.2-308.1:3 or the substantially similar law of any other state or of the United States.
2. An individual who is subject to a restraining order, or to a protective order and prohibited by Virginia Code § 18.2-308.1:4 from purchasing or transporting a firearm.
3. An individual who has been convicted of any assault, assault and battery, sexual battery, discharging of a firearm in violation of Virginia Code § 18.2-280 or 18.2-286.1 or brandishing of a firearm in violation of § 18.2-282 within the last three years.
4. An individual who has a felony conviction or a felony charge pending.
5. An individual who is addicted to, or is an unlawful user or distributor of, marijuana or any controlled substance.
6. An individual previously found to be mentally incompetent or previously committed to a mental health facility.
7. An individual who has been discharged from the Armed Forces of the United States under dishonorable conditions.

All content of Commonwealth Protection Institute programs shall be considered Law Enforcement Sensitive, unless otherwise noted. Such content shall not be disseminated to unsuitable persons.

12. Training School Administrative Requirements

The Commonwealth Protection Institute shall:

1. Maintain at all times with the Virginia Department of Criminal Justice Services its physical location in Virginia where records required to be maintained by the Code of Virginia and 6 VAC 20-171 are kept and available for inspection by the Virginia Department of Criminal Justice Services. A post office box is not a physical location. Such notification shall be in writing and received by the Virginia Department of Criminal Justice Services no later than 10 days after the effective date of the change.
2. Employ at all times one individual designated as training director who is currently certified as an instructor pursuant to 6 VAC 20-171 and who is not currently designated as training director for another training school. A training school may designate a maximum of four individuals as assistant training directors.
3. Upon termination of the services of a certified instructor, notify the Virginia Department of Criminal Justice Services in writing within 10 calendar days. Should the instructor also be designated as the training director for the training school, this notification shall include the name of the instructor responsible for the training school's adherence to applicable administrative requirements and standards of conduct during the period of training director replacement.
4. Within 90 days of termination of employment of the sole remaining training director, submit the name of a new instructor eligible for designation pursuant to 6 VAC 20-171 and who is not currently designated for another training school. Individuals not currently eligible may pursue certification pursuant to 6 VAC 20-171-30 et seq. Such notification shall be in writing and signed by a principal of the training school and the designated training director.
5. Notify the Virginia Department of Criminal Justice Services in writing of any certified instructors or subject matter specialists eligible to provide instruction at the training school. The notification shall be received by the Virginia Department of Criminal Justice Services prior to the individual conducting any training for the training school and signed by the training school director and the designated instructor or subject matter specialist.
6. Prominently display at all times in a conspicuous place where the public has access, the training school certification issued by the Virginia Department of Criminal Justice Services.
7. Maintain at all times current liability coverage at least in the minimum amounts prescribed by the application requirements of 6 VAC 20-171. Failure of the training school to do so shall result in the certification becoming null and void.

8. Inform the Virginia Department of Criminal Justice Services in writing within 10 days, for any principal, partner, officer, instructor or employee regulated or required to be regulated by 6 VAC 20-171 pleading guilty or nolo contendere or being convicted or found guilty of any felony or of a misdemeanor.
9. Inform the Virginia Department of Criminal Justice Services in writing within 10 days, for any principal, partner, officer, instructor or employee regulated or required to be regulated by 6 VAC 20-171 having been found guilty by any court or administrative body of competent jurisdiction to have violated the private security services business statutes or regulations of that jurisdiction, there being no appeal therefrom or the time for appeal having elapsed.
10. Report in writing to the Virginia Department of Criminal Justice Services any change in its ownership or principals that does not result in the creation of a new legal entity. Such written report shall be received by the Virginia Department of Criminal Justice Services within 10 days after the occurrence of such change to include fingerprint cards submitted pursuant to 6 VAC 20-171-30.
11. Maintain at all times with the Virginia Department of Criminal Justice Services its current operating name. Any name change reports shall be submitted in writing within 10 days after the occurrence of such change and accompanied by certified true copies of the documents that establish the name change.
12. Report in writing to the Virginia Department of Criminal Justice Services any change in the entity of the training school that results in continued operation requiring a certification. Such written report shall be received by the Virginia Department of Criminal Justice Services within 10 days after the occurrence of such change.
13. Maintain written authorization from the Virginia Department of Criminal Justice Services for any subject matter specialists being used to provide instruction.
14. Develop lesson plans for each training curriculum and subject being offered in accordance with the DCJS training course content by category, and the topical outlines submitted to the Virginia Department of Criminal Justice Services to include hours of instruction.
15. Maintain comprehensive and current lesson plans for each entry level training curriculum and subject being offered.
16. Maintain comprehensive and current lesson plans for each in-service training curriculum and subject being offered.
17. Maintain comprehensive and current lesson plans for each firearms training curriculum and subject being offered.
18. Date all lesson plans and handout material, including the initial date of development and subsequent revisions.
19. Ensure that current copies of the following requirements are provided to and maintained with the Virginia Department of Criminal Justice Services, including:

- a. A list of all training locations used by the training school, excluding hotel/motel facilities;
 - b. A list of all firing range names and locations;
 - c. A list of all subject matter specialists currently employed, or otherwise utilized; and
 - d. Copies of current topical outlines for all lesson plans and curriculums. The lesson plans and subsequent course outlines shall include specific reference to the course content involving the Code of Virginia and 6 VAC 20-171 to include the hours of instruction.
- 20. Ensure that range qualification for all firearms training is completed pursuant to 6 VAC 20-171 except with written authorization from the Virginia Department of Criminal Justice Services.
 - 21. On a form provided by the Virginia Department of Criminal Justice Services and within 10 calendar days of the incident, submit a report of any incident in which any instructor, student or employee has discharged a firearm while on duty, excluding any training exercise.
 - 22. Not act as or be a certified training school for undisclosed persons who directly or indirectly controls the operation of the training school.

13. Training School Conduct

The Commonwealth Protection Institute shall:

- 1. Conform to all requirements pursuant to the Code of Virginia and 6 VAC 20-171.
- 2. Ensure that the owners, principals, training director and all instructors employed by the training school conform to all applicable application requirements, administrative requirements and standards of conduct pursuant to the Code of Virginia and 6 VAC 20-171.
- 3. Utilize only certified instructors, or other individuals eligible to provide instruction pursuant to 6 VAC 20-171 in the conduct of private security training sessions.
- 4. Maintain current files that include copies or electronic images of attendance records, a master final examination, pass/fail recording of examination and firearms qualification scores, training completion rosters, and training completion forms for each student for three years from the date of the training session in which the individual student was enrolled.
- 5. Permit the Virginia Department of Criminal Justice Services during regular business hours to inspect, review, or copy those documents, business records or training records that are required to be maintained by the Code of Virginia and 6 VAC 20-171.
- 6. Permit the Virginia Department of Criminal Justice Services to inspect and observe any training session. Certified training schools that conduct training sessions not located within Virginia may be required to pay the expenses of inspection and review.

7. Include the training school certification number issued by the Virginia Department of Criminal Justice Services on all business advertising materials pursuant to the Code of Virginia.
8. Not violate or aid and abet others in violating the provisions of Article 1 (§ 9.1-138 et seq.) of Chapter 1 of Title 9.1 of the Code of Virginia or 6 VAC 20-171.
9. Not commit any act or omission that results in a private security license or registration being suspended, revoked, not renewed or being otherwise disciplined in any jurisdiction.
10. Ensure that the owner, principals, training director and all instructors employed by the training school have not been convicted or found guilty in any jurisdiction of the United States of any felony or a misdemeanor involving moral turpitude, assault and battery, damage to real or personal property, controlled substances or imitation controlled substances as defined in Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2 of the Code of Virginia, prohibited sexual behavior as described in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2 of the Code of Virginia, or firearms from which no appeal is pending, the time for appeal having elapsed. Any plea of nolo contendere shall be considered a conviction for the purpose of 6 VAC 20-171. The record of conviction certified or authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be prima facie evidence of such guilt.
11. Not obtain a license, license renewal, registration, registration renewal, certification or certification renewal through any fraud or misrepresentation.
12. Conduct entry level and in-service training sessions separately. In-service subjects and curriculums may not be incorporated or included as a part of the entry-level subjects and curriculums.
13. Not conduct a private security services training school in such a manner as to endanger the public health, safety and welfare.
14. Not falsify, or aid and abet others in falsifying, training records for the purpose of obtaining a license, registration, certification, or certification as a compliance agent, training school, school director or instructor.
15. Not represent as one's own a certification issued to another private security services training school.
16. Not perform any unlawful or negligent act resulting in loss, injury or death to any person.
17. Not use or display the state seal of Virginia, or any portion thereof, as a part of any logo, stationery, business card, badge, patch, insignia or other form of identification or advertisement.
18. Not use or display the state seal of Virgin, or any portion thereof, or the seal of any political subdivision, or any portion thereof, as a part of your logo, stationery, letter, training document, business card, badge, patch, insignia or other form of identification or advertisement.

19. Not engage in acts of unprofessional conduct in the practice of Private Security Services.
20. Not engage in acts of negligent and/or incompetent Private Security Services.
21. Not make any misrepresentation or false promise to a private security services business client or potential private security services business client.
22. Not violate any state or local ordinances.
23. Satisfy all judgments related to private security services not provided.
24. Not publish or cause to be published any written business material relating to Private Security Services which contain an assertion, representation, or statement of fact that is false, deceptive or misleading.

14. Training sessions.

- A. Training sessions will be conducted in accordance with requirements established in 6 VAC 20-171. Adherence to the administrative requirements, attendance and standards of conduct are the responsibility of the training school, training school director and instructor of the training session.
- B. Administrative requirements.
 1. In a manner approved by the Virginia Department of Criminal Justice Services, a notification to conduct a training session shall be submitted to the Virginia Department of Criminal Justice Services. All notifications shall be received by the Virginia Department of Criminal Justice Services, or postmarked if mailed, no less than seven calendar days prior to the beginning of each training session to include the date, time, instructors and location of the training session. The Virginia Department of Criminal Justice Services may allow a session to be conducted with less than seven calendar days of notification with prior approval. Session notifications require no fee from the training school. A notification to conduct a training session shall be deemed to be in compliance unless the training school director is notified by the Virginia Department of Criminal Justice Services to the contrary.
 2. Notification of any changes to the dates, times, location or cancellation of a future training session must be submitted to the Virginia Department of Criminal Justice Services in writing and received by the Virginia Department of Criminal Justice Services at least twenty-four (24) hours in advance of the scheduled starting time of the class. In the event that a session must be cancelled on the scheduled date, the Virginia Department of Criminal Justice Services must be notified immediately followed by a cancellation in writing as soon as practical.
 3. On a form provided by the Virginia Department of Criminal Justice Services, the training school director shall issue an original training

- completion form and training certificate to each student who satisfactorily completes a training session no later than five business days following the training completion date.
4. In a manner approved by the Virginia Department of Criminal Justice Services, the training school director shall submit an original training completion roster to the Virginia Department of Criminal Justice Services affirming each student's successful completion of the session. The training completion roster shall be received by the Virginia Department of Criminal Justice Services within seven calendar days, or postmarked if mailed, no later than five business days following the training completion date. The training completion roster for each session must be accompanied by the applicable, nonrefundable processing fee.
 5. A written examination shall be administered at the conclusion of each entry level training session. The examination shall be based, on the applicable learning objectives. The student must attain a minimum grade of 80% for compliance agent entry-level training, or 70% for all other entry-level training examinations to satisfactorily complete the training session.
 6. Firearms classroom training shall be separately tested and graded. Individuals must achieve a minimum score of 70% on the firearms classroom training examination.
 7. Failure to achieve a minimum score of 70% on the firearms classroom written examination will exclude the individual from the firearms range training.
 8. To successfully complete the firearms range training, the individual must achieve a minimum qualification score of 75% of the scoring value of the target.
 9. To successfully complete the private investigator entry level training session, the individual must:
 - a. Successfully complete each of the four graded practical exercises required; and
 - b. Pass the written examination with a minimum score of 70%.
 10. To successfully complete the personal protection specialist entry level training session, the individual must:
 - a. Complete each of the five graded practical exercises required under protective detail operations pursuant to 6VAC20-171-350 C 6 (the practical exercises must be successfully completed prior to the written examination); and
 - b. Pass the written examination with a minimum score of 70%.
 11. The unarmed security officer must:
 - a. Complete the required training; and
 - b. Successfully pass the written examination with a minimum score of 70%

C. Attendance.

1. Private security services business personnel enrolled in an approved training session are required to be present for the hours required for each training session unless they have been granted a partial exemption to training from the Virginia Department of Criminal Justice Services.
2. Tardiness and absenteeism will not be permitted. Individuals violating these provisions will be required to make up any training missed. Such training must be completed within 60 days after the completion of the training session or at the next available session offered by the training school. Individuals not completing the required training within this period are required to complete the entire training session.
3. Individuals that do not successfully complete the compulsory minimum training standards of the training session shall not be reported to the Virginia Department of Criminal Justice Services except where required pursuant to 6 VAC 20-171.
4. Each individual attending an approved training session shall comply with the regulations promulgated by the board and any other rules within the authority of the training school. If the training school director or instructor considers a violation of the rules detrimental to the training of other students or to involve cheating on examinations, the training school director or instructor may expel the individual from the school. Notification of such action shall immediately be reported to the employing firms and the Virginia Department of Criminal Justice Services.

D. Standards of conduct.

1. The training school, training school director and instructor shall at all times conform to the application requirements, administrative requirements and standards of conduct established for certification as a training school and instructor.
2. Training sessions will be conducted by certified instructors or other individuals authorized to provide instruction pursuant to 6 VAC 20-171.
3. Training sessions will be conducted utilizing lesson plans developed including at a minimum the compulsory minimum training standards established pursuant to 6 VAC 20-171.
4. Instruction shall be provided in no less than 50-minute classes.
5. Training sessions may not exceed nine hours of classroom instruction per day. Range qualification and practical exercises shall not be considered classroom instruction; however, total training, including the maximum allotment of nine hours classroom instruction and applicable range qualification and practical exercises, shall not exceed 12 hours per day. This does not include time allotted for breaks, meals and testing.
6. All audio-visual training aids must be accompanied by a period of instruction where the instructor reviews the content of the presentation and

the students are provided the opportunity to ask questions regarding the content.

7. A training session must adhere to the minimum compulsory training standards and must be presented in its entirety. Training school directors may require additional hours of instruction, testing or evaluation procedures.
8. A training session must provide accurate and current information to the students.
9. Mandated training conducted not in accordance with the Code of Virginia and 6 VAC 20-171 is null and void.
10. A duplicate set of instructor course materials including all student materials shall be made available to any department inspector during the training session, if requested.