**Central Shenandoah Criminal Justice Training Academy**

**3045 Lee Highway, Weyers Cave, VA 24486 TEL: (540)-234-9191 FAX: (540) -234-82 11**



Congratulations on your appointment as a Basic Jail Officer. You have chosen a career in public service that will provide you with many rewards. You have been selected by your department to receive basic training that will prepare you to enter this important and challenging profession.

We, at the Training Academy, eagerly await your arrival. Basic Training is the cornerstone of your career and the foundation of your future in the field of law enforcement. During your stay at the Academy, it is our hope that we can provide assistance and guidance to you that will enhance your career opportunities.

Your first day of class at the Academy will be Monday, March 20th, 2023. Class will begin at 0800. Dress for your time at the Academy will be Black or Navy pants and Gray polo shirt with white crew neck shirt under polo. No jeans or t ­ shirts will be worn during your time at the Academy. The locker room area will be made available for your use. It will be necessary for you to bring athletic attire to change into during your time at the Academy. There will be an assessment of your overall physical condition on your first day. (This does not replace the Pre-employment medical examination, conducted by your physician.) Your current physical condition will be assessed, and a recommended physical fitness program will be administered during your training at the Academy. Your department will be informed of the results of the fitness test and will be given progress reports on your physical training during your stay at the Academy. We will provide a 3-ringbinder and the note taking study guide.

The supplies for class that you will need to provide include:

* Notebook for note taking that may not be provided in the note taking study guide.
* Pen
* # 2 Pencils
* Laptop or Tablet for note taking

Please bring your issued sidearm, 50 rounds of ammunition, issued pistol belt, holster, eye/ear protection, and body armor with you on March 27th, 2023; we will have a range day, including a classroom portion, to assess your skill with a firearm. For firearms week, currently scheduled for April 17th, 2023, you will need 1250 rounds of pistol ammunition. Handcuffs, Mouth Guard (For DT) and black boots are also required for all students.

In your welcome packet you will find several forms listing rules to be followed during specialized training: Chemical Agents, Firearms and Defensive Tactics. Read and be familiar with them.

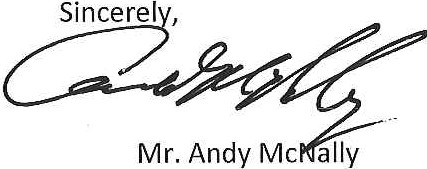
If you are staying in the dormitory, you will be provided sheets, blankets, and pillowcase**. You MUST provide your own pillow.** The standard mattress size for all dormitory lodging is twin XL. Please feel free to bring additional blankets, if needed. In addition, laundry detergent will be available, but please bring your own if you have any allergies. You will need to provide your toiletries, towels, and wash cloths.

* + No entry-level student will be allowed to carry or wear a weapon into the Academy building or dormitory rooms. All weapons will either be maintained at your department

or properly secured in your vehicle, unless instructed otherwise by the Academy Staff.

* + No alcoholic beverages are allowed on Academy property.
  + The Academy will be open regardless of weather conditions.
  + All entry-level students will park at the rear of the Academy in the spaces provided.
  + All rooms are tobacco & nicotine free, including smokeless and vaping devices. Your room key will be provided during Orientation. There will be an $8.00 replacement cost for lost or damaged dorm keys.
  + There are no cell phones allowed in the classroom; phones may be kept in Dorm Room or Vehicle.

The Staff is looking forward to your arrival and we anticipate that this will be a very rewarding experience for you.



Executive Director

ADM 164 revised 2/1/22