



**Commonwealth of Virginia
Virginia Department of Criminal Justice Services**

**Application for Exemption from Virginia Compulsory
Minimum Training Standards (Form W-2)**

Section 9.1-116, Code of Virginia (1950), as amended

Submit within 30 days of employment to:
Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA 23219

NOTE: Employing Agency and Applicants must complete Parts A, B, D, E, F on both sides of this application

A. IDENTIFICATION

Applicant's Name: (Last, First, Middle Initial)		Social Security Number: — —
Title or Rank:	Date of Birth: / /	Employment Date: / /
Employing Department:		

B. TYPE OF EXEMPTION (Please check one)

- Law Enforcement Officer
 Dispatcher
 Court Security/Process Server
 Jailor or Custodial Officer
 Corrections Officer, Department of Corrections

COMPLETE SECTIONS D, E, F ON PAGE 2

C. DCJS ACTION (DCJS Use Only)

1. Approved Upon Conditions:

Exemption approved upon completion of:

- a. Options: _____
- b. Options to be completed by: _____
- c. Field training/On-the-job training required: Yes (form attached) No (Refer to DCJS website for current form)
- d. Certification Examination required: Yes No
- e. Notification of compliance submitted to this office by: _____
(Form 41 Reporting Roster or letter from Academy Director)

2. Exemption Not Approved:

Reason(s): _____

_____ Date

_____ DCJS Authorized Signature

_____ Title

cc: Employing Agency, Applicant, Field Coordinator, DCJS Records

D. FORMER EMPLOYMENT

List all previous employment as a criminal justice officer/dispatcher starting with the most recent.

EMPLOYER	BEGIN DATE	END DATE	POSITION
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	
	/ /	/ /	

E. TRAINING

Please list all criminal justice basic (ENTRY-LEVEL) courses completed

NAME OF BASIC COURSE	COMPLETION DATE	ACADEMY ATTENDED
	/ /	
	/ /	
	/ /	
	/ /	
	/ /	

F. CERTIFICATION

I certify that the preceding statements are true and correct

/ /

Date

Signature of Applicant

I certify that the above statements are correct to the best of my knowledge. Based upon a thorough background investigation, I have determined that this individual has demonstrated sensitivity to cultural diversity issues during previous employment. This individual meets the standards set forth in §9.1-116 of the *Code of Virginia*. I request an exemption for the compulsory minimum training as designated for the above named employee. Yes No

A Form 21 or Form 31, as applicable, has been previously submitted or is attached. Yes No

/ /

Date

Signature of Agency Administrator

Name of contact person:

E-mail address:

Phone No. — —

FAX No. — —

G. VERIFICATION (DCJS Use Only)

Employment and training status verified:

Staff initials and date

Training: DCJS Records

Out of State:

Name

Logged out and mailed:

Staff initials and date