

# *Rappahannock Regional Criminal Justice Academy*

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Michael C. Harvey, Executive Director

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Procedures for use of Police One Academy:

- Users
  - All personnel enrolled in the Police One Academy will be sent their own personal username and password from Police One
  - They can log-in at any time to use all features of Police One
  - Videos can be used for personal development, Roll Call Training, or for any other official purpose.
- In-Service Credit
  - There are currently 24 classes approved for in-service hours through RRCJA and Police One.
  - Personnel will review the class listing, attached and on the website.
  - Training Officers will need to enroll their personnel through the RRCJA registrar at [registrar@rrcja.org](mailto:registrar@rrcja.org) as they would for any other in-service.
  - RRCJA will sign up your personnel who will get an email from Police One notifying them of the assignment
  - Your personnel then log in to Police One and begin to complete the assignments.
  - Once completed (will be 2 Police One Blocks) they will have two certificates.
  - Submit the certificates to the RRCJA registrar at [registrar@rrcja.org](mailto:registrar@rrcja.org)
  - RRCJA will close out classes quarterly or when they get full. Personnel who complete on-line training will have their hours credited when the class closes at the end of each quarter.
- Agency specific Assignments
  - If any agency would like to attach policy or require their personnel to review Police One material as part of in-house requirements please contact Director Mike Harvey who can make agency specific assignments to include reviews of policies or procedures.

Please contact Director Mike Harvey [mharvey@rrcja.org](mailto:mharvey@rrcja.org) or (540)371-2875 if you have any questions.

*"Excellence in Training Since 1978"*