

Commonwealth of Virginia Virginia Department of Criminal Justice Services

Out-of-State Conference Training Partial In-Service Credit (Form PIC-2)

Name of Officer: _				SS#:	
_	(Last)	(First)	(M.I.)		(last four digits)
Agency:					(Agency Telephone #)
Requested by:					
	(Signa	ture of Agency Administrato	or)		(Title)
Email address of a	gency contact:				
PART A: COURSE	INFORMATION				
Conference Title:	ROCIC 2022 Fal	l 31st Annual Hor	micide Conference		
Conference Dates					
Conference Location	Renaissance		w Plaza Hotel, Mobi	le, AL	
	Regional Or	ganized Crime In	formation Center		
Conference Sponsor: Jarrett Miller, Criminal Intelligence Unit/Training Manager					315-234-5489
	Typed or Printed Name o	of Course Coordinator			Phone Number
	Signature of Cours	se Coordinator			Date
jamiller@r	ocic.riss.net				
	Email Addre	ess			
hour-by-ho	ur agenda, instr	uctor bios and d	orm and a curricul lescription of the t e to DCJS, picforn	raining, no	later than 60 days
PART B: FOR	DCJS USE ONL	Υ.Υ			
Approved for:	☐ Law Enforcement ☐ Department of C			nt of Correc	etions
	☐ Jailor/Cust	todial Officer	☐ Court Sec	urity/Proces	ss Server
Hours Approved:	Legal: C	Career Developme	ent: Cultura	l Diversity -	Total:
	DCJS Staff Signature				Date

- 1. The PIC-2 Out-of-State Training Conference form must be signed by **each** instructor or course coordinator of the training attesting that the officer was present for the duration of each block of training.
- 2. The completed and signed PIC-2 form must include supporting documentation of the training to include:
 - Hour-by-hour conference agenda with current date (must be laid out in hour blocks for credit approval)
 - Brief biography of the instructors,
 - Brief description of each training block;
 - Agency administer or designee must sign the request;
- 3. The PIC-2 form and the supporting documentation must be submitted to DCJS to the email address: picforms@dcjs.virginia.gov no later than 60 days following the last date of training. If all documentation is not submitted, no partial in-service credit will be approved.
- 4. List courses attended and have the course coordinator or instructor sign verifying attendance.

Name of Class Attended	Signature of Course Coordinator or Instructor