BEDFORD POLICE DEPARTMENT

Ronnie E. Lewis, Jr. - Chief of Police

Respect, Integrity, Courage, Teamwork, Innovation

Dear Applicant:

Thank you for your interest in applying for the position of Police Officer with the Bedford Police Department. The position will remain open until filled.

The items listed below must be returned to the Human Resources Department for the Town of Bedford.

1. A completed Town of Bedford Application
2. Fair Credit Reporting Act Disclosure Form.
3. Fair Credit Reporting Act Acknowledgement Form
4. Firstpoint/Insight Employment Report Authorization
5. Authorization for Release-**signature must be notarized**
6. Physical Agility & Strength agreement-**signature must be notarized**

All forms must be properly completed and returned with the application. An applicant who fails to properly complete the required forms will not be considered for employment. Please ensure that your address and telephone number are correct on the application form.

Also enclosed in this packet which you may retain for your own records:

A. Job Description and Required Qualifications
B. Selection process for Sworn Entry Level Personnel

The selection process consists of the following steps:

A. Application Process
B. Physical Agility Test
C. Written Test
D. Panel Interview

If you are selected to continue in the process after this portion, you may be given a conditional offer and will then be required to have a thorough background investigation, a physical examination and a psychological examination.

If you have any questions, you may contact Lt. S. W. Walker at 540-587-6011, Monday through Friday, 8:30am to 5:00pm.

Sincerely,

Ronnie E. Lewis

Ronnie E. Lewis, Jr.
Chief of Police

PHYSICAL AGILITY AND STRENGTH TEST INSTRUCTIONS

Note: If the applicant fails to complete a task, the attempt will be terminated at that point. The applicant will be given a rest period and allowed to retest ONE TIME.

1. The test starts when the applicant is given a physical description of a suspect (two descriptors; any combination of type/color of hate and type/color of shirt coat) and emerges from a seated position after being told "GO". Stopwatch starts.
2. Run seventy-five (75) feet to the next task. Applicant must sprint.
3. Jump a three (3) foot wide obstacle. The applicant must leave the ground before the first mark and land beyond the second mark. If the applicant touches either the first or second mark, the task is not complete.
4. Run twenty-five (25) yards to the next task. Applicant must sprint. If the applicant is unable to continue, the task is not complete.
5. Climb over a five (5) foot high barrier. If the applicant is unable to go over the obstacle, the task is not complete.
6. Run the ten (10) yards to the next task. Applicant must sprint. If the applicant is unable to continue, the task is not complete.
7. Crawl under an obstacle twenty-four (24) inches high and ten (10) feet long. If the applicant is unable to crawl the complete distance, or raises, shakes or moves the obstacle, the task is not complete.
8. Run twenty-five (25) yards to the next task Applicant must sprint, If the applicant is unable to continue, the task is not complete.
9. Climb a standard step of eight (8) inches using an up/up, down/down movement (first foot up, second foot up, first foot down, second foot down). The applicant must complete twelve (12) repetitions. A complete repetition is counted when both feet have returned to the floor. If participant does not have both feet on the step during each repetition, or is unable to finish twelve (12) complete repetitions, the task is not complete.
10. Run fifteen (15) yards to the next task. Applicant must sprint. If the applicant is unable to continue, the task is not complete.
11. Climb through an opening. The applicant must climb through an opening (window frame) thirty-six (36) inches wide by thirty (30) inches high, located thirty-six (36) inches off the ground. If the applicant is unable to pass through the opening, the task is not complete.
12. Run ten (10) yards to the next task. Applicant must sprint. If the applicant is unable to continue, the task is not complete.
13. Identify suspect. Based on the description previously, the applicant must identify the proper suspect from a group of four (4) figures on laminated poster board. Each picture is numbered and dressed differently with only one matching the description previously given to the applicant. The participant must yell the correct number of the suspect figure. If the suspect is incorrectly identified, the task is not complete.
14. Run fifteen (15) yards to the next obstacle. Applicant must sprint. If the applicant is unable to continue, the task is not complete.
15. Drag body. The applicant must move a dummy or drag bag simulating a body weighing one hundred-fifty (150) pounds beyond a designated line five (5) yards away. If the participant is unable to move the bag or dunny beyond the designated line, the task is not complete.

16. Run twenty (20) yards to the next obstacle. Applicant must sprint. If the applicant is unable to continue, the task is not complete.
17. Trigger pull. The applicant must pick up an unloaded, read to fire, double action weapon from a table using the dominant hand and insert the muzzle in to a stationary border, six (6) inches in diameter at shoulder level. The applicant will put the trigger once, while holding the muzzle inside of the border. The applicant will then remove the muzzle of the weapon from the border, transition to the non-dominant (weak) hand, insert the weapon into the border and again pull the trigger one time. The applicant will remove the weapon from the border and place the weapon back on the table. If the applicant is unable to pull the trigger, or touches the side of the border, the task in not complete.
18. Time stops when the weapon is placed back on the table.

Note: This phase of testing is pass/fail. Each applicant must complete the entire course in order to advance to the next phase of testing. Times will be recorded for each applicant but the times will only be used as tie breakers in the application process.

This course was established using a standard completion time of one minute thirty seconds (00:01:30). The Virginia Department of criminal Justice Services established this time for all certified law enforcement academy graduates.

PHYSICAL AGILITY AND STRENGTH TEST AGREEMENT

The American Disabilities Act prevents the Town of Bedford from inquiring as to your physical or medical conditions prior to the administering of the Physical Agility and Strength Test. It is strongly recommended by the Town of Bedford that the applicants review the test requirements and check with their personal physicians prior to taking the test.

I hereby release the Town of Bedford of any civil liability while I am engaged in the physical agility and strength test. I further understand that I am participating in this test of my own accord.

Signature of Applicant: _____ Date: _____

MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC FOR THE APPLICATION TO BE VALID.

Applicant's Name: _____ SS#: _____

Address: _____ City: _____ State: ___ Zip: _____

Subscribed and sworn to before me this _____ day of _____,_____ in the state of _____ and County/City/Town of _____.

_____
Notary Public

My commission expires: _____

AUTHORIZATION FOR RELEASE

Of Any Information In Connection With Employment
Application and Other "Employment" Purposes
Including Reference Checks and Verification

To assist in evaluation of employment application and/or for employment purposes.

I authorize the Town of Bedford, Virginia, to request and receive any and all information concerning me from any persons, schools, companies, corporations, partnerships, government or government sub-divisions, agencies or other entities including, but not limited to, law enforcement agencies, licensing agencies and any of my previous employers. This authorization includes, but is not limited to, authorization for the Town of Bedford to check and verify any information contained in my employment application including DMV records.

I hereby authorize any and all of the aforesaid enumerated parties to furnish the Town of Bedford any and all information concerning me.

I further release all parties referred to herein and the Town of Bedford, and/or employees from any and all liability and responsibility arising out of the release of any information concerning me.

Name _____ Maiden (?) _____
Last First Middle

Date of Birth _____ *(Only used for record confirmation)*

Social Security Number _____

Current Address: _____ How long? _____

City, State, Zip: _____

Previous Address: _____ How long? _____

City, State, Zip: _____

Driver's License # and State issued: _____

Please list all other names that information may be listed under:

_____

Signed: _____ Date _____

MUST BE SIGNED IN THE PRESENCE OF A NOTARY FOR THE APPLICATION TO BE VALID

Subscribed and sworn to before me this ____ day of _____, _____.

_____
Notary Public

Open Position applying for: _____
(An application must be submitted for each position)

APPLICATION FOR EMPLOYMENT
Town of Bedford 215 E. Main Street
Bedford, Virginia 24523

Town of Bedford Website: www.bedfordva.gov

INSTRUCTIONS

Please read and follow directions carefully

The Town of Bedford only accepts applications and resumes for current openings. Openings are posted on the Town Website and at the Town Municipal Building, 215 East Main Street, Bedford, Virginia, on Bedford Government Information Channel 12 and the Virginia Employment Commission.

Your application should include the following inserts: (In order for your application to be considered for employment with the Town of Bedford, both forms must be submitted with each application).

Fair Credit Reporting Act Disclosure Form

Fair Credit Reporting Act Acknowledgement and Consent Form

- Fully complete all sections of the application. A supplemental form for additional employment history is available.
- The completeness and appearance of your application will be considered in the selection process and therefore should represent your best effort.
- A separate original application for each position for which you apply is preferred. However, a copy of the application may be submitted if applying for more than one position.
- Applications that are received unsigned, or after the closing date, will not be processed.
- Applications, resumes, letters of reference and other information submitted will become the property of the Town and will not be returned.
- Residency in the Town of Bedford may be required for certain positions.

In order to learn the most effective way of informing interested persons of the job opportunities with the Town of Bedford, please check below how you learned of the job opening with the Town.

Town of Bedford Website: ❑ **From a Town Employee:** ❑ **Cable TV (Channel 12):** ❑

Virginia Employment Commission: ❑

Newspaper (Name of Newspaper): ❑ _____

Other (please specify): ❑ _____

Number of Attachments: _____

Town of Bedford, Virginia
Application for Employment
An Equal Opportunity Employer

Open Position applying for: _____
(An application must be submitted for each position)

PERSONAL INFORMATION:

NAME: _____ Social Security Number: _____
First Middle Last

Present address: _____
Street City State Zip Code

Previous address: _____
Street City State Zip Code

Phone number (Day): _____ (Evening): _____

Are you a current employee or have you worked for the Town of Bedford in the past? Yes ❑ No ❑ If yes, when _____

Your name when employed (if different): _____

Do you have a valid driver's license? Yes ❑ No ❑ CDL? Yes ❑ No ❑ Endorsements (if any): _____

Expiration date: _____ Issuing state: _____

Have you ever been convicted of a: Felony Yes ❑ No❑ b: Misdemeanor Yes ❑ No❑

If yes, please explain:

_____

Any traffic infractions (moving violations) Yes ❑ No ❑ If yes, please explain and give dates: _____

_____

(A conviction or violation does not automatically eliminate you from employment consideration. The nature of the offense, when it occurred and the requirements of the position will be taken into consideration.)

Have you ever been fired or asked to resign from a job? Yes ❑ No ❑
If yes, give date(s), name and address of employer, and reason (attach additional sheets if necessary): _____

_____

(A firing or forced resignation does not automatically eliminate you from employment consideration. The circumstances, time elapsed, and employment record may be considered.)

Failure to be completely truthful and accurate may cause you to be disqualified from employment consideration or result in termination if discovered after employment.

EDUCATION:

Do you have a High School Diploma? Yes ❑ No ❑ GED? Yes ❑ No ❑

School name and address: _____

_____

_____

ADDITIONAL EDUCATION:

Name and Address	Number of Years completed	Degree Completed (BA, BS, MA, etc., or certificate)	Field(s) of Study
College			
Graduate Work			
Other (i.e., business, secretarial, vocational, technical, military, etc.)			

Please list any special skills, qualifications, professional memberships or other matters that you believe qualify you for the position you are seeking. (Do not disclose membership in organizations that do not relate to the position you are seeking.)

REFERENCES:

List names and contact information for three people that know your qualifications. Incomplete information could affect your consideration.

Name and Occupation	Company	City and State	Phone # (include Area Code)
1.			
2.			
3.			

WORK HISTORY:

Give a complete record of your employment history including part-time work, military service, and volunteer experience. List all experience in order, starting with your present or most recent position and working back. Describe your duties and responsibilities in each position so that your experience may be thoroughly and fairly evaluated. *Use supplementary Experience Form for additional space.* Account for all periods of unemployment.

May we contact your present employer? Yes ❑ No ❑

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: To:
		Full-time ❑ Part-time ❑
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: Final Salary:

Number of people you supervised: Reason for leaving:

Description of duties:

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: To:
		Full-time ❑ Part-time ❑
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: Final Salary:
Number of people you supervised:	Reason for leaving:	
Description of duties:		

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: To:
		Full-time ❑ Part-time ❑
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: Final Salary:
Number of people you supervised:	Reason for leaving:	
Description of duties:		

List the equipment, computers, software, etc. you have used in previous jobs: _____

_____

WPM: _____

Certification- Each application requires current date and original signature

I hereby certify that all entries on the application and attachments to the application are true and complete. I understand that any willful misstatements or material omissions in this application or attachments will be sufficient cause to disqualify me from employment consideration with the Town of Bedford. I agree and understand that any misstatements or omissions, regardless of time of discovery, may be considered grounds for dismissal. I understand that this completed application and any materials submitted with it are the property of the Town of Bedford and will not be returned. In the case of a panel interview, which may consist of non-Town employees, I authorize my application to be viewed by members of the panel. I also understand that any offer of employment is contingent upon my ability to produce documentation as required by law to confirm that I am eligible for employment in the United States.

I understand that all information on this application is subject to verification. I consent to background checks that may include contacting references, former employers and educational institutions listed being contacted regarding this application.

I further authorize the Town of Bedford to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, non-governmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

I authorize the release of any and all job-related information that the Town of Bedford may request or any records pertaining to past or present employment which may now exist or may exist in the future.

Signature: _____ Date: _____

SUPPLEMENTAL SHEET

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: To:
		Full-time ❑ Part-time ❑
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: Final Salary:
Number of people you supervised:	Reason for leaving:	
Description of duties:		

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: To:
		Full-time ❑ Part-time ❑
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: Final Salary:
Number of people you supervised:	Reason for leaving:	
Description of duties:		

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: To:
		Full-time ❑ Part-time ❑
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: Final Salary:
Number of people you supervised:	Reason for leaving:	
Description of duties:		

SUPPLEMENTAL SHEET

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: To:
		Full-time ❑ Part-time ❑
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: Final Salary:

Number of people you supervised: Reason for leaving:

Description of duties:

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: To:
		Full-time ❑ Part-time ❑
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: Final Salary:

Number of people you supervised: Reason for leaving:

Description of duties:

Name of Employer and Mailing address (including zip code)	Job Title:	Dates Worked: To:
		Full-time ❑ Part-time ❑
Employer Telephone Number (including area code)	Name and title of your immediate supervisor:	Starting Salary: Final Salary:

Number of people you supervised: Reason for leaving:

Description of duties:

FAIR CREDIT REPORTING ACT DISCLOSURE

By this document, the Town of Bedford discloses to you that a consumer report may be obtained for employment purposes as part of the pre-employment background investigation and at any time during your employment. This disclosure is required by the Fair Credit Reporting Act. Please sign below to signify that you have reviewed this disclosure.

Full Name
(Please Print): _____

Signed: _____

Date: _____

FAIR CREDIT REPORTING ACT ACKNOWLEDGEMENT AND CONSENT

I acknowledge that I have reviewed a clear and conspicuous Fair Credit Reporting Act Disclosure form. I understand that the Town of Bedford may obtain consumer reports about me for employment purposes from a consumer reporting agency. I understand and authorize the consumer reporting agency to verify my past and present driving records, education records, credit history, and professional credentials. I further authorize the consumer reporting agency contracted by the Town to perform a criminal records search. I also understand that:

- The Town of Bedford may use consumer reports to evaluate me for employment, and, if I am hired, may use consumer reports to evaluate me for other employment purposes.
- The Town of Bedford may not obtain a consumer report about me for employment purposes without my written authorization.
- Before the Town of Bedford denies me employment or makes any other employment decision which adversely affects me based in whole or in part on a consumer report, the Town of Bedford must first provide me with a copy of the report and a summary of my rights under the Fair Credit Reporting Act.
- The Town of Bedford considers consumer reports to be important tools in its personnel administration, audit and security practices. My failure to authorize the Town of Bedford to obtain a consumer report about me may serve as grounds for the Town of Bedford to refuse to hire me. My revocation of such authority may serve as grounds for the Town of Bedford to dismiss me from its employment.

I authorize the Town of Bedford and its agents, affiliates, or assign to obtain one or more consumer reports about me for employment purposes at any time they may deem appropriate. I understand that the consumer reporting agency does not guarantee the accuracy or timeliness of the information obtained from other third party sources. This is a continuing authorization that shall remain in effect until I revoke it in writing.

Name _____ Maiden (?) _____
Last First Middle

Date of Birth: *(Only used for record confirmation)* _____

Social Security Number _____

Current Address: _____ How long? _____

City, State, Zip: _____

Previous Address _____ How long? _____

City, State, Zip _____

Driver's License # and State issued: _____

Please list all other names that information may be listed under: _____

Signed: _____ Date: _____

California, Minnesota & Oklahoma residents only: I want to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report on me that is requested. ❑Yes ❑No

For GA Criminal Searches Only (Must Check One): ❑ Employment w/ Mentally Disabled (Purpose Code M)
❑ Employment w/ Elder Care (Purpose Code N)
❑ Employment w/ Children (Purpose Code W) ❑ None Apply

FIRSTPOINT

NAME (First, Middle, Last): _____

MAIDEN NAME (If applicable): _____

CURRENT ADDRESS: _____ HOW LONG? _____

CITY, STATE, ZIP: _____

1ST PREVIOUS ADDRESS: _____ HOW LONG? _____

CITY, STATE, ZIP: _____

2ND PREVIOUS ADDRESS: _____ HOW LONG? _____

CITY, STATE, ZIP: _____

APPLICANT SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: ____/____/____

DRIVER'S LICENSE # & STATE ISSUED: _____

APPLICANT AUTHORIZATION:

I hereby authorize FirstPoint, Inc. ("FirstPoint") to prepare an INSIGHT report that will include my present and previous employment information including salary as well as work performance. I also authorize FirstPoint to verify my past and present driving records, education records, credit history, and professional credentials. I further authorize FirstPoint to perform a criminal records search.

I understand that FirstPoint does not guarantee the accuracy or timeliness of the information obtained from other sources and that FirstPoint will not be liable for any inaccuracy in the information obtained from other sources that is included in the INSIGHT report.

Further, I authorize my current and former employers, as well as other organizations to provide such information to FirstPoint and I hereby release and hold harmless FirstPoint, my current and former employers, as well as other organizations who have provided information in connection with my INSIGHT report.

CONSUMER DISCLOSURE

I understand that a pre-employment consumer report (Insight) may be obtained from the FirstPoint, Inc. for employment purposes.

_____ _____

APPLICANT'S SIGNATURE DATE

For office use only

Fax to Insight @ 1-800-888-3487

Company Name: **Town of Bedford** **Requester** _____

Criminal Records ☐ Credit Report (Persona) ☐ Motor Vehicle Record ☐ Multi-State criminal Index ☐

SS number & Name Verification /Address search ☐ FACIS (Healthcare Only) ☐

Criminal (Where?)(1) _____ (2) _____ (3) _____

Employment (1) _____ (2) _____ (3) _____

Professional License verification _____ Education verification _____

Insight

POLICE OFFICER – 7101

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate protective service work involving a variety of general police assignments; does related work as required. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Enforcing laws; investigating criminal activity; ensuring safety of public; maintaining records and files; testifying in court; preparing reports.
Enforces the laws and ordinances of the town and state;
Patrols the town by foot or motorized equipment;
Checks doors and windows, examines premises of buildings or residences in order to detect any suspicious conditions;
Investigates suspicious conditions and complaints; makes arrests of persons who violate laws and ordinances;
Accompanies prisoners to headquarters, jail or court and appears in court as arresting officer;
Directs traffic and takes proper enforcement action when violations of traffic laws are observed;
Checks automobile parking; enforces town and state parking ordinances;
Responds to fires and accidents as directed; gives all possible assistance and prepares necessary reports;
Maintains order in crowds, parades and other public gatherings;
Maintains a lookout for stolen cars and wanted or missing persons;
Makes investigations and enforces town and state laws pertaining to juvenile offenders;
Answers criminal complaints and takes necessary corrective action;
Gives information on laws, ordinances and other general information to the public;
Operates radio patrol car as required;
Takes photographs and fingerprints as required;
Investigates traffic accidents, prepares reports and takes enforcement action where indicated;
Serves warrants and subpoenas;
May be assigned to a special unit or activity such as DARE, School Resource Officer or Animal Control Officer;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of buildings and street geography of the town; general knowledge of laws, ordinances and policies related to law enforcement and department operations; general knowledge of basic law enforcement principles, practices, methods and equipment; ability to prepare clear and concise reports; ability to use and qualify with firearms; ability to operate police vehicles and equipment; ability to present court testimony effectively; ability to act with sound judgment in routine and emergency situations; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of DCJS law enforcement certificate issued by the Commonwealth of Virginia or the ability to obtain certification with one year of employment with the town. Must meet and maintain all department requirements for the position.

SELECTION PROCESS FOR SWORN ENTRY LEVEL POSITIONS

1. Applications for sworn entry level positions are received by Human Resources:
   a. Once the application deadline has passed, the applications will be forwarded from Human Resources to the Police Department.
   b. The applications will be screened to insure that the applicants have met the minimum requirements for the position and that all necessary requested information is supplied. Those applicants meeting these criteria will be scheduled for the next step. Applicants failing to show for any of the scheduled steps will be eliminated from the selection process.

2. Preliminary Background Check:
   Preliminary background checks consisting of the criminal history record and driving record will be conducted on all applicants reaching this level. Applicants with criminal records or excessive traffic infractions will be eliminated from the selection process

3. Written Examination Battery:
   a. Applicants for sworn positions must successfully complete a written examination. No prior police experience or training is required.
   b. Tests used are professionally developed to determine an applicant's ability to learn and apply information, remember details, follow directions, use judgment and logic, and to communicate.
   c. Tests are scored in accordance with the recommendations of the company that developed the test. This may be done by using a scoring key provided by the company. The tests may be mailed to the company for scoring, scored by using a computerized scanning procedure or scored internally. Steps will be taken to insure that the applicant's identity is not known by the scorer.

4. Physical Agility and Strength test:
   The physical agility and strength test requires a waiver to be signed by the applicant prior to the test. The test is composed of eight stations consisting of job related skills. The stations are designed to evaluate the following:
   a. An applicant's hand strength, dexterity and movement that is necessary to properly handle a firearm. No live firing of handguns will take place. Firearm experience is not necessary, but it may help an applicant.
   b. The applicant's ability to negotiate and maneuver around and over various obstacles (fences, ditches, bushes, etc.) that an officer may encounter during a tour of duty.
   c. An applicant's ability and strength by dragging a heavy object (approx. 150lbs) over a short distance. This simulates the handling of a person who is intoxicated, injured, or combative and refusing to cooperate.

5. Preliminary Interview:
   Applicants successfully reaching this step will be scheduled for a preliminary interview. This interview will consist of a review of the application and a briefing regarding the basic qualifications, and any necessary information needed for the background investigation will be obtained. At the conclusion of this interview, an applicant sheet will be completed. Numerical scores will be assigned to each applicant based on the criteria listed on the applicant sheet. The applicants will be ranked numerically by computing the factors assigned on their applicant sheet.
   a. This interview will be conducted by a person selected by the Chief of Police or his/her designee.
   b. Applicants reaching this step will be placed in an applicant pool and will remain eligible to be called in to complete the remaining selection process for a period of twelve months from the date the applications were due.
   c. The top five candidates will proceed to the next stage. The Chief of Police, based on the number of vacancies, may increase the number of applicants to insure an adequate candidate pool.

6. Background Investigation:
   a. Applicants reaching this level will undergo an intensive background investigation that will research the applicant's personal history, employment history, educational history, credit history, social history, military service, including additional criminal and traffic record checks. This is to insure that the information provided earlier is correct and the applicant meets the standards of the Department.
   b. If the information is found to be accurate, the applicant will move forward.

7. Formal Interview:
   a. Applicants will participate in a formal oral interview with the Deputy Chief and any other selected members of the Department as required by the Chief of Police.
   b. There shall be a standard list of questions that each applicant will be asked.
   c. A determination of each applicant's ability to fill the vacancy will be determined and decided on by the interview committee. The applicants will be ranked and a decision made as to which applicant or applicants will be given a conditional offer of employment.

8. Conditional Offer of Employment:
   a. The final applicant or applicants, depending on the number of vacancies, will be offered a position provided the following are successfully completed:
      (1) Drug screening.
      (2) Physical examination: Applicant must be able to comply with the duties listed in the job description.
      (3) Psychological examination: Applicants must receive a positive recommendation from the mental health professional conducting the examination.

9. Post Offer of Employment:
   a. Applicants must complete a probationary period which will include at least one written evaluation.
   b. Applicants must pass all mandated training as required by the Department of Criminal Justice Services and any required by the Police Department.

<u>Post Application Process</u>

All applications with attachments shall be forwarded to Human Resources along with a copy of those applicants that may be eligible for future employment (applicant pool). Test results and applications will be maintained by Human Resources for a period of three (3) years.

Applicants will receive notice of their application dispositions. A copy of the notification shall be attached to the application prior to it being forwarded back to Human Resources.

<u>Current certified officers and Regional Academy pre-employment</u>

1. Applicants who hold a current Virginia law enforcement officer certification <u>may</u> be exempt from the written and physical agility tests at the discretion of the Chief of Police. All other phases of the application process will be required.

2. Applicants who have undergone a pre-employment process at a Virginia regional law enforcement academy, at the discretion of the Chief of Police, may be exempt from:
   a. Written test(s);
   b. Physical agility;
   c. Psychological examination, providing that the regional academy has done so;
   d. Background check, providing that the regional academy has done so.

   The applicant will be required to sign a release for information contained in a through d above prior to its release to the investigator.