

POLICY AND PROCEDURE: **504**

EFFECTIVE DATE: **October 15, 1996**

REVISION DATE: **October 1, 2002**

SUBJECT: **Pre-employment Training Entrance Requirements**

APPROVING AUTHORITY: **Carl B. Vickers, Director**

POLICY: It shall be the policy of the Cardinal Criminal Justice Academy to require individuals who make application to Academy pre-employment training programs to meet specific entrance standards. No individual may make application to Academy pre-employment programs unless they meet the standards articulated within this policy and procedure.

PURPOSE: The purpose of this policy is for the Academy Governing Council to establish specific entrance requirements which must be met by all pre-employment applicants prior to consideration for enrollment.

PROCEDURE:

- I. Individuals who request application for admittance to Academy pre-employment training programs, shall be informed that prior to acceptance, candidates must provide documentation that the requirements of this policy have been met.
- II. Candidates that wish to attend Academy pre-employment training programs shall be required to complete an Application for Admission for pre-employment training application. This application will request information that ensures applicants meet all law enforcement officer employment standards identified under § 15.2 - 1705 Code of Virginia. A copy of the Academy application for admission to pre-employment programs is attached to this policy.
- III. Candidates shall provide Academy staff at the time of application the following certificates and credentials:
 - A. An original birth certificate documenting United States citizenship, and that the potential candidate has or will have reached his:
 1. Twentieth (20) birthday no later than the day of program opening for the law enforcement training program, or;

2. Eighteenth (18) birthday no later than the day of program opening for the jailor/court services, dispatcher or animal control training programs.
- B. A valid vehicle operators license, if the training program requires the pre-employment student to operate a motor vehicle as a part of the required curriculum. Serious traffic violations, or habitual minor traffic violations may result in dismissal from the application process. ***(Not required for dispatcher candidates)***
 - C. An official high school diploma, or official transcripts documenting that the candidate has successfully been awarded a high school diploma, or; official documents that indicate successful completion of GED requirements.
 - D. An original Physician's Certification for Medical Eligibility form, signed by a licensed physician from a medical facility designated by the director, stipulating no training restrictions. Following completion of this exam, the attending physician shall mail the completed document to the director within the prescribed time period identified by director. ***(Not required for dispatcher or animal control officer candidates)***
 - E. The original Physicians Certification for Mandatory Drug Testing form, signed by the laboratory technician who conducted the analysis or the attending physician after reviewing the laboratory results, that indicates a negative presence of illegal drugs. This drug test shall be conducted in conjunction with the physical examination medical facility designated by the director. Following completion of the drug screening, the attending physician shall mail the completed documents to the director within the prescribed time period identified by director.
 - F. Documented evidence that a fingerprint based criminal history records check has been conducted and that such check ensures that the applicant has not been convicted of, or plead guilty or no contest to, a felony or any offense that would be a felony if committed in Virginia.
 1. The applicant shall report to a criminal justice agency, designated by the director, to provide the appropriate fingerprints and information necessary to obtain a fingerprint history examination for all states in which he/she has resided beyond his/her fourteenth (14) birthday.
 2. Conviction of a felony, or any offense that would be a felony if committed in Virginia, shall result in dismissal from the application process.

3. Conviction of a serious misdemeanor, or habitual minor misdemeanor convictions may, at the discretion of the Academy Admissions Committee, result in dismissal from the application process.
 4. A provisional admission be may be granted pending the results of the fingerprint based criminal history records check from a state where the applicant has previously resided, with the approval of DCJS and the Academy Admissions Committee. Should the records check should reveal a criminal record, continuation in the academy will be contingent on § II.F.2 and § II.F.3 of this policy. Should the records check reveal a previously undisclosed criminal conviction, the provisional student shall be dismissed from the academy.
- G. Demonstrate, through a written testing instrument, that the applicant is capable of reading and writing on a tenth grade level. ***(Not required for dispatcher or animal control officer candidates)***
- H. Must successfully complete a vocational suitability evaluation. ***(Not required for dispatcher or animal control officer candidates)***
- IV. Candidates shall provide completed materials, documents, certificates, certifications and credentials at a time specified by director. Failure to provide all required materials at such specified time may result in the candidates non consideration for admission.
- V. Candidates shall be financially responsible for ALL pre-employment training program application costs. Pre-employment candidates should budget for the following application expenses:
- I. Original birth certificate
 - J. Vehicle operators license (if required)
 - K. Official high school diploma
 - L. Official GED certificates
 - M. College and/or university transcripts
 - N. Medical screening/licensed physician exam (if required)
 - O. Drug testing

- P. Virginia criminal history records check, and criminal history records checks for all states of residency beyond their fourteenth (14) birthday
 - Q. Literacy testing (if required)
 - R. Vocational suitability testing (if required)
 - S. DCJS registration fee
 - T. Academy fees
- VI. Candidates shall be financially responsible for supplies and equipment that are not included in tuition cost. Guidelines for such equipment and supplies are identified in Cardinal Criminal Justice Academy Policy #502, Pre-employment Equipment.
 - VII. Candidates shall be financial responsible for all pre-employment tuition costs, which will be paid in full, prior to admission to the Academy pre-employment training program. Pre-employment training tuition charges will be specified in the Memorandum of Understanding which shall be completed prior to student admission to the pre-employment training program.
 - VIII. Pre-employment candidates shall agree to release information to the director which is required for program admission. Provided the candidate qualifies, this information shall be gathered, reviewed, and taken before the "Academy Admissions Committee", which shall then determine program admission.
 - IX. The Academy reserves the right to change any of the provisions under this policy as might be required.