



City of Virginia Beach



**POLICE OFFICER RECRUIT
INSTRUCTIONS FOR PARTICIPATING IN THE
SELECTION PROCESS**
*****READ CAREFULLY AND SAVE FOR FUTURE
REFERENCE*****

I. Initial Application

To participate in this process, you will need to complete an on-line application (**WAVE**) via www.vbgovcareers.com. Upon completion of your application you will be given instructions to download the Personal History Questionnaire (PHQ) and procedures to get assigned a test date.

II. Drug History, Consumer (Credit) Report, DMV and Criminal History

Your consumer (credit) report, DMV report and criminal history check will be run prior to your test appointment. If your drug history, initial consumer (credit) report and/or criminal history include violations listed on the enclosed List of Automatic Disqualifiers, you will be notified of your disqualification by E-mail and you will not be scheduled to test. Please be aware that consumer (credit) report information is not always up-to-date. We recommend that you be proactive and request a copy of your credit history to ensure that the information we will be reviewing is accurate. You may do this by contacting one of the following credit reporting agencies (there may be a fee associated with this service). The Virginia Beach Police Department runs credit checks using Equifax, Inc.

Equifax, Inc.	1-800-685-1111 or www.equifax.com
Experian	1-800-682-7654 or 1-800-392-1122 or www.experian.com
TransUnion	1-800-888-4213 or www.transunion.com

III. Test Scheduling

Applicants must be available from 9 a.m. to 5 p.m. on the day they are scheduled for testing. The testing will begin with the Written Test followed by the Physical Ability Test. **Please note:** it is extremely important that you keep your initial test appointment. If you are unable to keep your appointment, please notify the Law Enforcement Training Academy at (757) 385-6987 at least one week prior to the test date. We will reschedule you for the next available test date. Applicants who are unable to keep their initial test appointment and who **do not** reschedule for the next available test date will have to reapply after 6 months.

IV. Availability for Employment

Applicants may participate in the selection process **one full year** prior to becoming available for employment. For example, an applicant separating from the military in January 2020 would be permitted to test in January 2019. If you are not available for employment within one year of the testing date, please do not submit your initial application materials until you meet the one year requirement.

V. **Required Documents**

Prior to being assigned a test date, applicants will be asked to provide copies of the following documents at least five weeks prior to the date they wish to test. All documents **MUST** be received at the Law Enforcement Training Academy (LETA) to be scheduled. The required documents are: birth certificate; GED/high school diploma **OR** high school transcripts; social security card; valid driver's license with photo; military discharge Form DD-214 pages 1 and 4 (if applicable) **OR** active duty military ID; and transcripts for any education above the high school level (if applicable). College transcripts should be the original, official copy mailed by the college or university to the Law Enforcement Training Academy, Virginia Beach Police Department, 411 Integrity Way, Virginia Beach, VA 23451.

All documents submitted will become the property of the City of Virginia Beach Police Department and will not be returned.

VI. **Contacts for Additional Information**

A tremendous amount of information is available regarding the City of Virginia Beach and the Virginia Beach Police Department on our website: www.vbgov.com/policejobs.

For questions regarding the application process or selection steps, please contact the **Law Enforcement Training Academy** at (757) 385-6987 or email us at PDapplicanttesting@vbgov.com

For questions regarding disqualifiers or other background investigation issues contact the Police Selection Officer at (757) 385-6983 or the Police Recruitment Officer at (757) 385-6986 (Monday through Friday, 8:00 a.m. to 4:00 p.m.), call toll free 1-866-2POLICE or email us at PDapplicanttesting@vbgov.com

Please notify the Law Enforcement Training Academy at the phone number provided above with any changes in address, phone number, or availability.

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**Explore your career with the
Virginia Beach Police Department!**



City of Virginia Beach POLICE OFFICER RECRUIT SELECTION STEPS



The following is a brief description of each phase of the selection process for Police Officer Recruit. Please note that the selection process for Police Officer Recruit is a multi-tiered process. In other words, applicants must successfully complete each component of the process before proceeding to the next phase. Applicants should be prepared to begin with the written test on testing day.

NOTE: Applicants must present photo identification and a Physical Ability Testing Waiver to be admitted to testing. No exceptions.

WRITTEN

The test contains multiple-choice questions which assess the following skills and abilities. Each question may have as few as two or up to five answer choices. Some questions may have pictures, diagrams, or graphs that you must interpret or use in order to determine an answer. The test covers several critical areas that have been found to be important for law enforcement personnel. The list below defines these areas and provides examples of specific skills and abilities measured. It also provides examples of duties that law enforcement personnel perform that require or use the skills being measured within each area. Applicants who fail the Written Test **must** wait a minimum of 1 year from test date to reapply.

- **Practical Skills** refer to the ability to handle everyday changes and situations. Law enforcement personnel must be able to use good judgment and common sense, think clearly, quickly, and logically, and identify, analyze, and solve problems in complicated situations.
- **Interpersonal Skills** refer to the various abilities required to relate well and get along with others. Law enforcement personnel should demonstrate empathy, courtesy, a customer service orientation, and an ability to interact effectively with supervisors, co-workers, and others in daily work and communal living situation. Law enforcement personnel must be able to work cooperatively with diverse groups of people within the department and in the area in which they serve.
- **Emotional Outlook** refers to the ability to recognize and deal effectively with the emotions of one's self and others, handle problems and challenges with appropriate emotional responses, and act confidently and effectively in situations that are challenging, stressful, or dangerous. Law enforcement personnel must be committed to maintaining high standards of ethical conduct and be dependable in meeting commitments and work hard to complete assigned tasks.
- **Basic Educational Skills** refer to measures of acquired knowledge. Law enforcement personnel must have these abilities to succeed in an academy and on-the-job training, and must be able to comprehend, learn, retain, and present the information necessary for performing the job.

PHYSICAL ABILITY

The test consists of four components that measure your upper and lower body muscular strength, muscular endurance, and anaerobic power. No candidate will be allowed to participate in this test without first providing the Physical Ability Testing Waiver of Liability Form. The Physical Ability Test is a two tier test. The scores from each test are combined to determine the overall score. In addition, there are baseline or minimum scores that must be obtained for each test. These minimum scores are as follows:

- Push-ups: 11 completed using proper form
- Sit & Reach: 5.33 centimeters
- Trunk Pull: 72 pounds of pressure
- 300-Meter Run - 112 seconds

Because the test is based on both minimum scores (as indicated above) as well as a cumulative score, if an applicant only achieves the minimum or baseline score in each test, he/she will not have a successful overall score.

- **Push-ups.** To assess upper body strength and endurance, the applicant will perform as many correct push-ups as you can in one minute. The number of correctly performed push-ups is eleven (11) or greater. Upper body strength is needed to perform essential police officer tasks such as lifting and dragging individuals, climbing fences and walls, and restraining individuals.
- **Sit & Reach.** To assess the flexibility in your hamstrings, the applicant will sit on the floor with legs straight and feet flat against the sit & reach box and will reach forward with your hands attempting to stretch as far as you can. The candidate will be given one practice trial which is not scored. They will then conduct three (3) test trails with a 15-second rest between each trial. The candidate will have to reach forward 5.33 centimeters or greater. Flexibility is needed to perform essential police officer tasks such as climbing walls and fences, blocking and evading potential aggressive actions by a suspect, and quickly moving out of the way of traffic.
- **Trunk Pull.** To assess the maximum force that can be generated by the torso muscles, the applicant will sit on the floor, knees straight, feet flat against a platform, hands grabbing a bar with palms towards the floor and on the command will lean back looking at the ceiling pulling on the bar until the administrator tells you to stop. This test involves three (3) trials in which a maximal contraction is exerted on each trial for three (3) seconds. The candidate will be allowed a 30-second rest period between trials. The candidate will have to exert a minimum force of 72 pounds or greater. Torso strength is needed to perform essential police officer tasks such as lifting and dragging individuals, extracting individuals out of vehicles, and restraining individuals.
- **300-Meter Run.** To assess anaerobic power and lower body muscular endurance, the applicant will run 300 meters as fast as you can, your score will be the time it takes you to complete the run. Anaerobic power is needed to perform essential police officer tasks such as running in pursuit of suspects, restraining and disarming individuals, and using bodily force to gain entry through a door.

Applicants who fail the Physical Ability Test may retest on the next available test date.

BACKGROUND INVESTIGATION/POLYGRAPH

Successful applicants will move to the background investigation phase. This process includes a thorough review of information obtained from the following sources: PHQ, DMV abstract, consumer (credit) report, criminal history; personal interview with investigators; personal and employment references; and a polygraph examination.

PRE-SCREENING BOARD

A review of the results of the polygraph examination and findings of the background investigation is conducted and discussed by a committee representative of the Police Department. Applicants are not present for this step in the process. Successful applicants will be scheduled for an oral interview.

ORAL INTERVIEW

The oral interview is conducted by an oral review board. Please check with the Law Enforcement Training Academy staff for additional information.

CONDITIONAL OFFER OF EMPLOYMENT

Candidates who are recommended by the oral review board will be extended conditional offers of employment contingent upon the successful completion of both a physical (including vision) and psychological exam provided at City expense. Successful candidates will also be contacted by a mentor (an experienced police officer) to assist them in preparing for the academy.

ACADEMY

Police Officer Recruits will attend a 26 week basic academy at the Law Enforcement Training Academy (LETA). Upon successful completion of the basic academy, recruits are sworn in as Police Officers and are assigned to a Police Training Officer (PTO) for a minimum of 16 weeks.

SPECIAL NOTE TO VETERANS

The Virginia Beach Police Department is approved by the Department of Veteran Affairs as an Official Education and On-the-Job/Apprenticeship Training program site. Veterans who have served in the military and have been hired as Police Recruits are eligible for Education and On-the-Job/Apprenticeship training (OJT/APP) benefits from the Department of Veteran Affairs.

Hired Veterans attending the Virginia Beach Police Academy may draw G.I. Bill education benefits for the 6 months while attending the academy. After successfully completing the Police Academy, the Veteran will transition from the Education phase to the On-the-Job/Apprenticeship training phase and draw two years of OJT/APP benefits while performing their day-to-day Police duties.

U.S. Active duty (discharged) and selected Reserve Veterans are eligible for G.I. Bill Education and OJT/APP training benefits. The G.I. Bill Education benefits are collected in addition to your city salary.

Veterans requesting education benefits must first apply on-line by using the VONAPP (Veterans ONLINE APPLICATION) at <https://vabenefits.vba.va.gov/vonapp/default.asp> to establish entitled benefits prior to the start of the Police Academy. Once the VA certifies the Veteran's entitled education benefits, a Certificate of Eligibility will be mailed to the Veteran. The Veteran must bring the Certificate of Eligibility to the first day of the Academy where the school certifying official will enroll the Veterans into the VA education programs.

The Virginia Beach Police Department has an Officer assigned as the VA Coordinator/School Certifying Official and is responsible for the submission of all paperwork. The VA Coordinator serves as the primary liaison between the Police Department and the Department of Veteran Affairs.

SPECIAL NOTE TO RECIPIENTS OF PERKINS COLLEGE LOANS

Recipients of Perkins college loans (after November 29, 1990) should visit: www.finaid.org/loans/forgiveness.phtml or www.ed.gov/prog_info/SFA/StudentGuide/2000-1/perkinscancel.html for information pertaining to additional benefits available upon employment as a police officer.

SPECIAL NOTE TO APPLICANTS WHO RESIDE OUTSIDE THE HAMPTON ROADS, VA AREA

We have made every effort to provide you with the information you need to make the appropriate travel arrangements for the steps in the selection process described above. From start to finish, the selection process for Police Officer Recruit takes about four to six months. Please be advised that successful candidates can expect to make three trips to Virginia Beach for the following:

1. Initial Testing (Written Test and Physical Ability Test)
2. Polygraph Exam and Interview with Background Investigator.
3. Oral Interview
Psychological
Exam
Physical Exam with Occupational Health Services

If you need assistance with hotel accommodations, please contact the City of Virginia Beach Visitor Information Center at (757) 385-4888, 1-800-822-3224 or at the web address, www.vbfun.com.

SPECIAL NOTE REGARDING AVAILABILITY OF THE VBPD EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

Copies of the City's EEO Plan are available in the Human Resources Applicant Office (Municipal Center Building #18, Room 106). If you prefer that a copy be mailed to you or if you have questions about the plan, please contact Miriam Bryant, Police Human Resources Coordinator, at (757) 385-4663.

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City of Virginia Beach
POLICE OFFICER RECRUIT
JOB ANNOUNCEMENT



\$43,264

(Upon completion of the basic academy, recruits are sworn in as Police Officers and receive a 5% pay increase, to \$45,448)

Requirements:

- *20 years of age to apply, 21 years of age at the time of academy graduation
- *U.S. citizen at time of employment (or application in process and citizenship expected by academy graduation)
- *Virginia or North Carolina driver's license (or eligible to obtain)
- *High school graduate (or equivalent)
- *Successful completion of testing and acceptable background investigation, including polygraph exam
- *Eligible for issuance of a handgun permit by the Commonwealth of Virginia.
- *Upon receiving a conditional offer of employment, successful completion of medical and psychological exams (provided at City expense)

SPECIAL REQUIREMENTS: Must be able to work rotating shifts (days/evenings/midnights) including weekends and holidays and be available to work overtime when required to meet operational needs. This is a safety sensitive position and is subject to random drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

Academy and Field Training: Upon employment, police officer recruits attend a 26-week academy training program. Recruits are provided daily classroom instruction in such areas as Basic Law, Criminal Investigation, Report Writing and Cultural Diversity as well as practical experience in Defensive Driving, Firearms and Water Safety. Attainment of mandated objectives, including firearms qualification, shall be accomplished through a series of tests and practical exercises throughout the Recruit Academy session. Students are responsible for maintaining all notes taken during class, and the successful student must maintain a minimum academic average of 85% on all tests during the academy. After completing the academy, successful candidates will be assigned to a Police Training Officer for a minimum of sixteen weeks of "on the job" or field training.

Duties as Police Officer: Upon completion of training, a police officer enforces state laws and local ordinances and arrests suspected violators of the law; responds to citizen-initiated calls for service and conducts self-initiated investigations while patrolling a specific geographical area to deter criminal activity; explains laws and police procedures to citizens; operates keyboard data terminals; checks for want/warrants on persons; identifies, collects and preserves evidence; mediates domestic disputes; prepares various reports and documents to complete investigations; and presents evidence and testimony in a judicial setting. Police personnel are required to work rotating shifts and holidays.

Other: The City of Virginia Beach Police Officer Recruit selection process is a multi-tiered process. Applicants must successfully complete each component of the process before moving to the next step. The selection process includes the following components: *Written test *Physical ability test *Polygraph examination *Background investigation *Oral interview. Successful candidates must meet the Commonwealth of Virginia's criteria for the issuance of a handgun permit. (Refer to the Virginia State Police website discussion of the Firearms Transaction Program for additional information, http://www.vsp.state.va.us/Firearms_VFTP.shtml) Conditional offers of employment are extended after the oral board interview, contingent upon the successful completion of *Medical and *Psychological exams provided at City expense. As a condition of employment, all new employees must sign an agreement that they will not use tobacco products either on or off duty.

Special Note to Certified Police Officer Applicants: With the exception of Virginia Certified Officers who are reviewed on a case by case basis, all others must attend the basic 26 week police recruit academy.

VBPD Recruit Academy: The Training Staff strives to create a positive learning environment during the twenty-six (26) week academy. All students are provided instruction that meets and exceeds all performance standards and objectives set by the state oversight agency, the Department of Criminal Justice Services (DCJS). Emphasis is placed on providing high quality training that will prepare the students to become patrol officers. Students are provided daily classroom instruction in such areas as Basic Law, Criminal Investigation, Report Writing and Cultural Diversity as well as practical experience in Defensive Driving, Firearms and Water Safety. Attainment of mandated objectives shall be accomplished through a series of tests and practical exercises throughout the Recruit Academy session. Students are responsible for maintaining all notes taken during class, and the successful student must maintain a minimum academic average of 85% on all tests during the academy. After completing the academy, successful candidates will be assigned to a Police Training Officer for a minimum of sixteen weeks of "on the job" or field training.

In addition to the academic objectives, the curriculum includes performance objectives relating to fitness/health standards. The academy incorporates a rigorous physical training program in order to provide each student with the best opportunity to meet and exceed these objectives. This challenging program consists of various types of muscle strength/endurance training, as well as various types of cardiovascular and flexibility training. Students are strongly encouraged to prepare for the rigors of the academy by adopting a suitable physical fitness program prior to the start of the academy. The fitness programs should include exercises designed to improve performance in the following areas:

1. Students should improve both upper and lower body strength through the use of calisthenics and/or weight training. (Minimum of 3 times each week). Effective exercises include pushups, pull-ups, squats, and knee bends. Students should also endeavor to increase abdominal strength by incorporating crunches, leg thrusts, etc. Effective weight training exercises include bench press, shoulder press, lat pull downs, leg press and abdominal strength building exercises.
2. Students should improve cardiovascular fitness. (Minimum of 3 times each week). Running is an outstanding way to improve cardiovascular fitness, particularly since the academy curriculum includes a significant amount. Students are encouraged to start their routine by running a minimum of 15-20 minutes 3 times a week, while gradually increasing distance and intensity prior to the start of the academy. Bicycling and jumping rope are also effective ways to increase cardiovascular fitness.
3. Students should improve flexibility in their hamstrings and lower back. (Minimum of 3-5 times each week). Students should work on stretching exercises a minimum of 3 to 5 times each week. Students are reminded to hold each stretch at least 20-30 seconds.

Police Code of Conduct

All law enforcement officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing. The International Association of Chiefs of Police believes it important that police officers have clear advice and counsel available to assist them in performing their duties consistent with these standards, and has adopted the following ethical mandates as guidelines to meet these ends.

Primary Responsibilities of a Police Officer

A police officer acts as an official representative of government who is required and trusted to work within the law. The officer's powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community, safeguarding lives and property, protecting the innocent, keeping the peace and ensuring the rights of all to liberty, equality and justice.

Performance of the Duties of a Police Officer

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy consideration and dignity. Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and in carrying out their responsibilities officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and department in such a manner as to inspire confidence and respect for the position of public trust they hold.

Discretion

A police officer will use responsibly the discretion vested in his position and exercise it within the law. The principle of reasonableness will guide the officer's determinations, and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken. Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest—which may be correct in appropriate circumstances—can be a more effective means of achieving a desired end.

Use of Force

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances. The use of force should be used only with the greatest restraint and only after discussion, negotiation, and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

Confidentiality

Whatever a police officer sees, hears or learns of that is of a confidential nature will be kept secret unless the performance of duty or legal provision requires otherwise. Members of the public have a right to security and privacy and information obtained about them must not be improperly divulged.

Integrity

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers. The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official responsibilities honestly and within the law. Police officers must not receive private or special advantage from their official status. Respect from the public cannot be bought; it can only be earned and cultivated.

Cooperation with Other Police Officers and Agencies

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice. An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

Personal-Professional Capabilities

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence. Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never-ending process of personal and professional development that should be pursued constantly.

Private Life

Police officers will behave in a manner that does not bring discredit to their agencies or themselves. A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.