

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

Subject:

**PRE-EMPLOYMENT PROCEDURES:
POLICE PERSONNEL**

Regulation No:

2.5

Effective Date:

December 15, 2015

Supersedes: August 1, 2001; June 22, 2012

I. PURPOSE

The purpose of this Administrative Regulation is to outline the minimum hiring requirements for personnel for the Vienna Police Department. The requirements outlined herein apply to entry and lateral sworn law enforcement officer and identified non-sworn civilian positions.

II. SWORN PERSONNEL RECRUITMENT PROCESS

A. Creation of Eligibility List

1. Upon the expiration or expected depletion of the existing police officer eligibility list, the Human Resources Department (HRD) will schedule a date for the next written test to be given.
2. A job announcement is prepared and distributed to all Town work areas and facilities. It is also placed on the Town's web page and advertised in appropriate media sources.
3. HRD will source job announcements in publications and media as widely as prudent to seek sufficient numbers of qualified candidates.
4. Applicants apply online through the Town's Employment link and, if they meet minimum qualifications, are notified by email on the process of scheduling themselves for a written examination.
5. The written examination is given and scored by the HRD and the Vienna Police Department (VPD). Minimum passing score requires that an individual correctly answer 70% of all questions contained on the test.
 - a. Candidates who pass the written exam move on to the next qualifying steps of the process.
 - b. Individuals who fail the written exam are removed from further consideration in the current recruitment process.
 - c. Applicants may take the test once every 12 months.

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B. Application Review

1. The HRD and the VPD Criminal Investigations Section (CIS) are responsible for processing all candidates through the qualifying criteria.
2. At any step of the review procedure, an interviewer may inquire about the candidate's ability to perform the essential functions of the job. The candidate may also be asked what, if any, reasonable accommodation may need to be provided in order for the person to perform the essential functions of the job.
3. Once CIS notifies HRD that a candidate qualifies for further consideration, HRD sends the candidate a "Conditional Offer of Probationary Employment" form and "Personal History Statement" questionnaire via the electronic mail system, which the candidate completes and returns within 30 calendar days.

C. Process Following Conditional Employment Offer

1. After the Personal History Statement is received, the following actions, listed in no particular order of priority, may be completed and may not be all inclusive:

Telephone Screening
Background Interview
I.D. Photograph and Fingerprints
DMV Check
NCIC Check
VCIC Check
Previous Employment Verifications
Reference Verifications
Criminal Background Checks
Credit Checks
School Records and Transcripts Verifications
Polygraph Examination
Physical Examination
Psychological Examination
Physical Agility Screening
Final Personal Interview

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2. If any negative or unsatisfactory results are obtained from the above, the candidate may be rejected from further consideration at any point in the process.
3. HRD will notify rejected candidates by electronic email.

D. Final Qualification

1. Candidates will receive a final composite determination of one of, (a) "Best Qualified;" (b) "Qualified;" or, (c) "Not Qualified."
2. An employment offer may be tendered to an individual who has been found to be "Best Qualified" in all areas of the evaluation process.
3. Those candidates found to be "Qualified" and not hired during that recruitment process may reapply and undergo the review process again at a later date.
4. A candidate determined to be "Not Qualified" is ineligible to reapply.
5. HRD will notify candidates by electronic mail as to the final determination.

E. Final Offer of Employment

The Human Resources department makes all final offers of employment.

F. Validation of Selection and Testing Process

The HRD will validate any selection criteria by showing that the process will either predict job performance or detect aspects of the applicant's work behavior, as related to the position of police officer. The Chief of Police or designee will consult with the Human Resources Director who will review the selection procedures for validity and utility at least every two years.

The HRD shall reduce adverse impact as much as possible in its hiring procedures, and will retain hiring tests and records to monitor adverse impact. All records shall be kept in accordance with the Virginia Records Retention and Disposition Schedule.

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	Supersedes: August 1, 2001; June 22, 2012	

III. SWORN PERSONNEL LATERAL TRANSFER

The cost of personnel turnover in law enforcement is among the highest in the public sector, by virtue of the requisite lengthy and comprehensive recruitment and training processes. Employing a law enforcement officer who is already certified saves the Town and its citizens significant tangible expenses. In addition, tangible and intangible costs are mitigated by having an experienced officer street-effective much sooner than an uncertified officer.

A. Qualification Criteria

1. An applicant who is currently certified as a law enforcement officer in Virginia may be considered for employment as a Vienna Police Officer by way of a lateral transfer. This is done on a case-by-case basis, as determined by the Chief of Police.
2. A candidate under the lateral transfer program must meet the Virginia Department of Criminal Justice Services requirements for certification.
3. In order to apply for this program, an officer must have a minimum of two years of certified law enforcement experience and have performed police enforcement duties in a full time, non-probationary capacity in a recognized law enforcement agency, acceptable to VPD.
4. Candidates must meet all Vienna Police Officer hiring qualifications and standards.
5. For consideration under this program, the applicant must submit a Town employment application and personal history statement to the Human Resources Department.
6. No rank or seniority will be transferred.
7. The laterally transferred officer will complete up to four (4) months of field training.
8. All new hire probationary period requirements apply to lateral transfer officer.

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B. Hiring Incentives for Certified Officers

1. The Chief of Police, with the approval of the Town Manager, may offer additional salary and/or benefits to a Virginia-certified officer in good standing upon the hiring of that officer as a Police Officer with the Town of Vienna.
2. The offered salary will be within the established budget and will not exceed the existing salary of peer officers in the VPD.
3. The Chief of Police, with the approval of the Town Manager, may grant the accumulation of annual leave at a higher rate than the entry level amount in recognition of prior years of Virginia-certified law enforcement employment.

IV. NON-SWORN PERSONNEL RECRUITMENT PROCESS

The following procedures shall apply to all non-sworn police positions whose qualification and/or certification is mandated by the Virginia Department of Criminal Justice Services (DCJS). Examples of these positions are Police Dispatcher and Animal Control Officer.

A. Announcement of Vacancy

1. A job announcement is prepared and distributed to all Town work areas and facilities. It is also placed on the Town's web page and advertised in appropriate media sources.
2. The Human Resources Department will source job announcements in various publications and media as appropriate to seek sufficient numbers of qualified candidates.
3. Applicants apply online and are notified by email on the recruitment process.

B. Application Review

1. The HRD and VPD's Criminal Investigations Section (CIS) are responsible for the processing of all applications.
 - a. Individuals who do not meet the minimum standards and requirements of the job will be rejected and notified of such by electronic communication.
 - b. Those identified as meeting the standards of the positions will be invited to participate in the review process.

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- c. At any step of the review procedure, an interviewer may inquire about the candidate's ability to perform the essential functions of the job. The candidate may also be asked what, if any, reasonable accommodation may need to be provided in order for the person to perform the essential functions of the job.
- d. Once CIS notifies HRD that a candidate qualifies for further consideration, HRD sends the candidate a "Personal History Statement" questionnaire with a Release Form, via the electronic mail system for completion, which the candidate completes and returns within 30 calendar days.

A. Conditional Offer of Employment & Post-Offer Screenings

- 1. A conditional offer of employment may be made to an individual who best meets the requirements of the job.
- 2. Thereafter, the Town will conduct, which may not limited to, a polygraph examination, physical examination, and psychological examination.
- 3. A personal interview is conducted by the Chief of Police before a final offer is made.

B. Final Offer of Employment

The Human Resources Department makes all final offers of employment.

Signature of the Town Manager:	<i>Date:</i>
	December 15, 2015