

**APPENDIX B
ROANOKE COUNTY POLICE DEPARTMENT
CIVILIAN EMPLOYEE SELECTION REQUIREMENTS**

I. Disqualifiers

A. Criminal History:

1. Conviction of any felony
2. Conviction of any crime involving moral turpitude (lying, cheating, stealing).
3. Conviction of a Class 1 or Class 2 misdemeanor or the Code of Virginia equivalent within the last twelve months. Convictions beyond twelve months will be reviewed on a case by case basis.
4. Conviction of a Class 3 or Class 4 misdemeanor or the Code of Virginia equivalent within the last twelve months.
5. Admission of felonious behavior.

B. Traffic Violations:

1. Conviction of Driving Under the Influence, Refusal to take Blood or Breath Test, Eluding Police, or Racing.
2. Reckless Driving or any suspension/revocation of driving privileges within the last 5 years for any reason will be reviewed on a case by case basis.

C. Drug Use:

1. Possession of marijuana within the last twelve (12) months.
2. Must not have possessed or used any Schedule I drugs as defined by the Code of Virginia 54.1-3448, 54.1-3450, 54.1-3452, and 54.1-3454.
3. Must not have used any other illegal drug in the past five years preceding the taking of the written test.
4. Must not have used any illegal drug while holding a position of trust.
5. Any other drug possession will be reviewed on a case by case basis.
6. Selling any illegal drugs.

D. **Other:**

1. Dishonorable Discharge from any military service.
2. De-certification of law enforcement or jailor status by the Department of Criminal Justice Services, according to the Code of Virginia 15.2-1707, or similar status in other states.
3. Untruthfulness, falsification, or the intentional withholding of any information on any application, certificate, credential, interview, test, or documents associated with the position.
4. Cheating on any examination or testing associated with the position.
5. Failure to submit a **thoroughly complete** application, composite history, and other required paperwork by the assigned deadline.
6. Failure to comply with deadlines to return requested information to the background investigator.
7. Failure to comply with applicant's appointment(s) without prior notification.
8. Credit history with a current unsatisfactory rating.
9. Not being a United States citizen.
10. Background investigation indicating less than acceptable job performance with past employers.
11. Incidents of past physical or mental abuse of anyone.
12. Obtaining a score that is below the established standard on any test or evaluation administered during the selection process.
13. No applicant shall be, shall have been or shall become a member of any organization which advocates the forceful overthrow of the United States government or any other organization cited as being subversive or un-American by the United States Attorney General.

II. **Conditions of Employment:**

- A. You may be required to meet requirements for operation of VCIN/NCIC.
- B. You must possess a valid Virginia Operators License prior to employment.
- C. Upon appointment as a civilian employee, you will serve an initial period of employment for six (6) months. Employees serving in that initial period of employment status may have

that period extended for "less than satisfactory job performance" or be dismissed from employment at the discretion of the appointing authority.

III. Polygraph Investigation:

- A. Questions asked during the polygraph will address the following issues:
1. current illegal drug use,
 2. buying and/or selling illegal drugs or steroids,
 3. falsifying employment application or other relevant documents,
 4. intentional physical or mental abuse of others, and
 5. crimes of moral turpitude (lying, cheating, stealing).
- B. Deception indicated from the polygraph examination will not be utilized as the sole reason for denying an applicant employment.

IV. Medical/Psychological Standards:

- A. All applicants offered a Conditional Offer of Employment must successfully complete a medical examination. The medical examination will evaluate the applicant's ability to successfully perform the essential job functions.
- B. All applicants offered a Conditional Offer of Employment must successfully complete a psychological evaluation. The psychological evaluation will evaluate the applicant's ability to successfully perform the essential job functions.

V. Reapplication/Retesting/Process Duration

- A. Applicants who fail the written examination may reapply after a period of 6 months from the test date.
- B. Unsuccessful candidates who fail due to unacceptable background normally will not be eligible to be reprocessed. Exceptions can be authorized by the Chief of Police.

The selection process normally last three to six months. Applications remain active for six months from the date of the written test. Applicants, unless disqualified, may be processed within this six month period. Applicants will be periodically updated on their status when being actively processed.