

APPENDIX A
ROANOKE COUNTY POLICE DEPARTMENT
SWORN OFFICER 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. Minus 6 or more points on a Virginia Operators License or the equivalent for out of state license at the time of application.
2. Conviction of Driving Under the Influence, Refusal to take Blood or Breath Test, Eluding Police, or Racing.
3. 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 and THC products after application, regardless of location of use (including states/ countries where usage may be legal.)
2. Must not have possessed or used any Schedule I substances as defined by the Code of Virginia 54.1-3448, 54.1-3450, 54.1-3452, and 54.1-3454.
3. Must have not 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. Must not have used any prescription drug in its original intended manner, but without the proper prescription or legal justification for use within twelve months of the written test.
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. Criminal or unethical behavior unsuitable or inappropriate for a Police Officer as determined by the appointing authority.
6. Failure to submit a **thoroughly complete** application, composite history, and other required paperwork by the assigned deadline.
7. Failure to comply with deadlines to return requested information to the background investigator.
8. Failure to comply with applicant's appointment(s) without prior notification.
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 advocated 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.

14. No applicant shall be, shall have been, or shall become a member of a criminal organization.

E. The following will be reviewed on a case by case basis:

1. Conviction of a Class 3 or Class 4 misdemeanor of the Code of Virginia or equivalent that occurred more than twelve months ago will be reviewed on a case by case basis.
2. All prior criminal behavior, whether arrested or not, will be reviewed on a case by case basis.
3. Any conviction taken under advisement will be reviewed on a case by case basis.
4. Reckless Driving or any suspension/revocation of driving privileges within the last five years will be reviewed on a case by case basis.
5. Any traffic conviction taken under advisement will be reviewed on a case by case basis.
6. Any other drug possession will be reviewed on a case by case basis.
7. Any possession of Schedule II, Schedule III, Schedule IV or Schedule V drugs as defined by the Code of Virginia 54.1-3448, 54.1-3450, 54.1-3452, 54.1-3454 unless prescribed by a licensed physician.
8. Buying any illegal drugs will be reviewed on a case by case basis.
9. Credit history with a current unsatisfactory rating will be reviewed on a case by case basis.

II. Conditions of Employment

- A. You are required to meet applicable Virginia state law for law enforcement certification.
- B. Employment as a Roanoke County Police Officer requires that you will work on a variety of shifts that include holiday work, weekend work, and overtime.
- C. You agree that upon employment with the Department not to use any tobacco or nicotine products on or off duty.
- D. You agree that upon application and during employment with the Department not to use any marijuana or THC products on or off duty.
- E. You must possess a valid Virginia Operators License prior to entrance into the police academy.

- F. Upon appointment, you will serve an initial period of employment for eighteen (18) months from your date of hire. Officers 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.
- G. You must agree to meet and follow any applicable personal appearance and grooming standards.
- H. Residency requirements apply to take home car program.
- I. You must sign an employment contract.
- J. Police Officer applicants must possess **a high school diploma or equivalent** at the time of appointment.
- K. Applicants must be 21 years of age by the completion of the academy.

III. Physical Agility Test

- A. There are a variety of skills and job related elements that will comprise the physical agility test.
- B. Applicants must successfully complete all elements of the physical agility test in the set time limit to continue in the selection process.

IV. 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.

V. Medical/Psychological Standards

- A. 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.

1. Vision: Must be correctable to 20/30 and pass a color vision examination.
2. Hearing:

Hertz	500	1,000	2,000	3,000	4,000
Decibels	25db	25db	25db	30db	45db

- B. 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.

VI. Reapplication/Retesting/Process Duration

- A. Applicants who fail the written examination are afforded three attempts during a application process. Unsuccessful applicants can reapply after a period of 6 months form the last 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 to establish a list of eligible applicants for employment will last six months. The eligible employment list will last for an additional six months. Applicants remain eligible for twelve months from the date of application. Applicants, unless disqualified, may be processed within this twelve month period. Applicants will be periodically updated on their status when being actively processed.