

CERTIFICATE OF RECOMMENDATION

This section must be completed by the Chief, Sheriff, or Executive Director of the recommending Criminal Justice Agency.

I, \_\_\_\_\_ Chief of Police, Sheriff, Director of a Criminal Justice Agency, which has active membership with the Piedmont Regional Criminal Justice Training Academy, hereby recommend candidate, \_\_\_\_\_ to make application to the Piedmont Regional Criminal Justice Training Academy Pre-Employment Training Program. I have advised candidate: \_\_\_\_\_ that he/she has only my recommendation to attend the Piedmont Regional Criminal Justice Training Academy Pre-Employment Training Program. This agency will not finance the candidate's pre-employment to attend, but will furnish the following for this part of the training only: Firearms – issue one firearm and ammo/Vehicle – EVOC only.

I understand the Academy procedures outlined within this program. A thorough background investigation will be performed by the Academy Executive Director. Applicant must meet all the requirements stipulated for law enforcement officer employment under 15.2-1705 of the Code of Virginia. The Piedmont Regional Criminal Justice Training Academy Curriculum & Admissions Committee will review this application and then make a recommendation to the full Board of Directors to be approved and voted on for the applicant to attend. I understand that this applicant must meet all Academy entrance requirements and this admission to the Pre-Employment Training Program will be competitive. I have advised this applicant that successful completion of the Pre-Employment Training Program conducted at the Piedmont Regional Criminal Justice Training Academy does not guarantee a position or job within my agency.

SIGNATURE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

Academy Use Only

RECEIVED BY:

\_\_\_\_\_

TITLE: \_\_\_\_\_

DATE RECEIVED:

\_\_\_\_\_

MINIMUM REQUIREMENTS TO APPLY FOR ENTRANCE TO PIEDMONT REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY PRE-EMPLOYMENT TRAINING PROGRAMS:

Individuals who wish to submit an application to Piedmont Regional Criminal Justice Training Academy pre-employment training programs must meet the following minimum requirements listed below. **Failure to meet any one of the following may disqualify such individual from making application.**

INDIVIDUAL REQUIREMENTS:

A birth certificate documenting United States citizenship, and that the potential candidate has or will have reached their eighteenth (18th) birthday, or twenty-first (21st) birthday for LE, no later than the day of program opening.

A valid vehicle operator's license, if the training program requires the pre-employment student to operate a motor vehicle as a part of the required curriculum.

An official high school diploma, and official transcripts documenting attendance, grades, and that the potential candidate has successfully been awarded a high school diploma, or official documents that indicate successful completion of GED requirements.

An original Piedmont Regional Criminal Justice Training Academy health screening and physician referral form signed by a licensed physician stipulating no training restrictions or disabling health conditions, where applicable.

A completed Piedmont Regional Criminal Justice Training Academy Applicant Report for Mandatory Drug Testing reporting a negative presence of illegal drugs.

A completed Virginia fingerprint-based criminal history records check, which indicates the potential candidate has not been convicted of or pleaded guilty or no contest to a felony, or any offense that would be a felony if committed in Virginia.

Completed fingerprint-based criminal history examinations for all States of residency in which the potential candidate has resided beyond their fourteenth (14<sup>th</sup>) birthday.

No misdemeanor convictions or guilty pleas of domestic violence restricting the purchase or possession of firearms or ammunition.

Sufficient financial resources to pay tuition and fees and to complete program pre-evaluations and examinations. Certain programs may require the candidate to purchase specific training equipment.

MEMORANDUM OF UNDERSTANDING BETWEEN PRE-EMPLOYMENT APPLICANT AND THE PIEDMONT REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY:

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APPLICANT FULL LEGAL NAME

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TYPE OF PRE-EMPLOYMENT TRAINING FOR WHICH YOU ARE APPLYING

By signing this agreement, \_\_\_\_\_ and the Piedmont Regional Criminal Justice Training Academy agree to obligations of all requirements and provisions outlined in the Piedmont Regional Criminal Justice Training Academy policy and procedures related to pre-employment training. Both parties understand and agree to meet standards mandated by the Department of Criminal Justice Services.

The Piedmont Regional Criminal Justice Training Academy agrees to:

Provide the training necessary to certify this applicant to meet the standards set forth by the Department of Criminal Justice Services.

Provided that this applicant successfully completes the mandates required for certification for this pre-employment program, report to the proper authorities within established time frames completion of required training.

Provide classroom equipment and expendable supplies for the academic environment.

Maintain records and relevant training information for the prescribed period of time, and at the written request of this applicant report relevant information to qualified parties or agencies.

Provide sufficient staff for the guidance of this applicant in meeting academic and performance standards required for certification.

Have established policy and procedures that identify structure and guidelines to this applicant for the safe and orderly pursuit of training necessary for certification.

Provide proper supervision and leadership that ensure each student has the right to be free from harassment because of age, color, creed, national origin, religion, genetics, protected veteran status, sexual orientation, gender identity, sex, or physical impairment.

## MEMORANDUM OF UNDERSTANDING

Applicant \_\_\_\_\_ understands and agrees that:

1. I will not provide false, misleading or incorrect information concerning my background record in order to gain admittance to academy training programs. I understand that should I knowingly provide false, misleading or incorrect information concerning my past record, that my candidacy for application to academy training programs shall be dismissed and forever be barred.
2. I have not been convicted of or pleaded guilty or no contest to a felony or any other offense that would be a felony if committed in Virginia.
3. I have explicitly disclosed to Academy staff all convictions of guilty pleas, or no contest pleas, of Class 1, 2, 3, and 4 misdemeanors, or any other offense that would be a Class 1, 2, 3, or 4 misdemeanor if committed in Virginia.
4. I have not been convicted of or pleaded guilty or no contest to a misdemeanor offense of domestic violence as defined in the federal statute that would prohibit me from purchasing or possessing firearms or ammunition.
5. I have a clear understanding of the requirements established by law through 15.2-1705 of the Code of Virginia and with no exception have met these requirements.
6. I understand that successful completion of a Piedmont Regional Criminal Justice Training Academy Pre-Employment Training Program is not an offer or guarantee of employment.
7. I shall release relevant background information to the Academy staff, and sign an "Authorization for Release of Information." I also understand and agree to provide samples for drug screening to a certified medical professional utilizing proper medical procedures.
8. I understand that I am responsible for all costs related to the Pre-Employment Training Program involving, but not limited to, tuition costs: (LE) is \$2,500.00, Jail is \$1,250.00, Dispatch is \$300.00, and the treasurer fee is the required amount.
9. I also understand that tuition monies paid will not be refunded if I fail to notify Academy staff in writing of my intent to withdraw after the designated 15-day "drop" period. Monies refunded will be prorated and any equipment and training material cost will be deducted.
10. I understand that I am financially responsible for specific equipment that may be necessary to complete the pre-employment training for which I am requesting admission. I further understand that the academy staff has the responsibility to inspect and approve all equipment and supplies purchased by me prior to use in the Piedmont Regional Criminal Justice Training Academy Pre-Employment Training Program.

11. I understand all pre-employment program admission prerequisites. I understand that I am financially responsible for all evaluations and examinations, and that these admission evaluations will not be refunded should I not be selected for admission to the Piedmont Regional Criminal Justice Training Academy Pre-Employment Training Program.

12. I have a clear understanding that all required admissions materials shall be submitted at a time designated by Academy staff and that failure to provide such materials will result in not being considered for admission to the Piedmont Regional Criminal Justice Training Academy Pre-Employment Training Program.

13. I understand and agree to abide by all Academy rules and regulations and policy and procedures. Violations of such rules and regulations and policy and procedures will result in my immediate dismissal from the Piedmont Regional Criminal Justice Training Academy Pre-Employment Training Program and all training received shall be considered null and void.

14. I understand that as an entry-level student, I will be under the supervision of the Piedmont Regional Criminal Justice Training Academy staff and will be assigned certain household tasks and duties while attending training. This will include specific squad assignments for cleanup duties and details.

15. I understand and agree that I cannot be employed full or part-time to the extent that such employment would affect my academic or skills performance in such a way that would jeopardize my safety, or successful completion of the pre-employment training program for which I am being considered for admission. I further agree that interpretation of my performance shall be monitored by academy staff and adjudged accordingly.

16. I have received a copy of, read, and understand the policies and procedures of Piedmont Regional Criminal Justice Training Academy included in the student handbook.

17. I understand that it is the intention of the Piedmont Regional Criminal Justice Training Academy to comply with Title II of the Americans with Disabilities Act (ADA) of 1990. Therefore, should I need special accommodations to participate in this program, I will notify Academy staff.

18. I understand that the Department of Criminal Justice Services (DCJS) will be regulating the Piedmont Regional Criminal Justice Training Academy and the Piedmont Regional Criminal Justice Pre-Employment Training Program. Therefore, I have knowledge and a clear understanding that following successful completion of the Piedmont Regional Criminal Justice Training Academy Pre-Employment Training Program that:

**NOTE:**

Each pre-employment student is required to pass and complete all DCJS and Academy training/policy mandates.

After employment, each pre-employment student graduate must comply with all field training or with the job training requirements as required by applicable rules. No credit toward mandated field training or on-the-job training may be attained during pre-employment student status.

If I am not employed by a criminal justice agency within twelve (12) months following completion of pre-employment training, I may be required to request waiver of training upon employment.