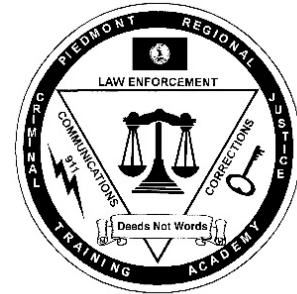


NUMBER: 708	SUBJECT: Pre-Employment Application/Entrance Requirements
EFFECTIVE DATE: 9/30/1999	REVIEW DATE: 8/13/2026
SUPERSEDES:	
REVISED: 8/13/2025	
STANDARDS:	State Laws: Record Sealing
APPROVED:	



I. POLICY:

It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to require individuals who make application to academy Pre-Employment training programs, to meet specific entrance standards. No individual may register for application to academy Pre-Employment programs unless they meet the standards articulated within this policy.

II. PURPOSE:

The purpose of this policy is to establish specific entrance requirements, which must be met by all Pre-Employment applicants prior to consideration for enrollment.

III. PROCEDURE:

Individuals who request application for admittance to academy Pre-Employment training programs shall be advised that prior to acceptance of program application each candidate must provide documentation that the following standards have been met:

1. Candidates that wish to attend academy Pre-Employment training programs shall be required to complete a Pre-Employment training application. This application will request information that ensures applicants meet all law enforcement officer employment standards identified under 15.2-1705 code of Virginia and related canons. A copy of the academy application for admission to Pre-Employment programs is available through the academy website and by asking academy staff.
2. Candidates shall provide academy staff, at the time of application, the following certificates and credentials for completion of their background investigation:

- a. Valid birth certificate documenting United States citizenship indicating appropriate age. The minimum age is 18 to apply, however most agencies hire at 21.
- b. A valid vehicle operator's license to drive a motor vehicle.
- c. Official high school diploma and transcripts including attendance records and grades, documenting that the candidate has successfully been awarded a high school diploma or official documents validating successful completion of GED requirements.
- d. A health screening and physician referral form signed by a licensed physician stipulating no training restrictions. Following completion of this exam, completed documents will be sent to the academy within the prescribed time period identified by academy staff.
- e. A mandatory drug testing from the licensed physician reporting a negative presence of illegal drugs. This drug test shall be conducted within thirty (30) days of program initiation. The Report will be included within the applicant's medical screening package. If the examining physician will not conduct the required drug screening as required by academy policy, the candidate shall submit required drug screening at a facility identified by the academy. Completed drug screening evaluations, reports and final results will not be given to the applicant. The medical and drug screening information will be sent to the academy via US mail or fax within the required time period specified by academy staff.
- f. **If the law allows, the academy may ask for** documented evidence that a Virginia fingerprint based criminal history records check has been conducted and that such check ensures that the applicant has not been convicted of, or pled guilty or no contest, to a felony or any offense that would be a felony if committed in Virginia. The applicant shall, **if allowable by law**, provide evidence of a complete fingerprint history examination for all states in which he/she has resided beyond his/her fourteenth (14th) birthday. Each applicant shall be required to sign an "AUTHORIZATION FOR RELEASE OF INFORMATION" document requesting fingerprint, employment, and residential background search information.
- g. **As of July 1, 2026, certain misdemeanors will be sealed after seven (7) years, if eligibility conditions have been met. Furthermore, specific misdemeanors will automatically be sealed, to include non-**

convictions of criminal cases. Academy staff will follow all state laws when asking for documents in any background investigation.

- h. Documented evidence that the candidate has completed the Nelson-Denny reading test, administered by academy staff, and that test results are sufficient to justify program admittance.
 - i. A psychological examination will be required.
 - j. A **truth verification examination** will be required at the end of the background.
 - k. A height and weight screening shall be conducted along with the minimum physical training requirements.
- 3. Pre-Employment applicants shall be provided with the necessary documents to complete for the background investigation. Associated fees for the Pre-Employment admission are non-refundable if the candidate fails to notify academy staff, in writing, of his/her intent to withdraw **after** the fifteen (15) day drop period.
 - 4. The academy will oversee any background investigation where a candidate is not sponsored by an agency. Should this occur, the academy will ask for assistance from a member agency that can help and supply necessary information that academy staff would not be accessible to.
 - 5. Pre-Employment candidates may be approved for scholarships and/or grants.

IV. PRE-EMPLOYMENT EQUIPMENT/SUPPLIES (NON-SPONSORED)

- 1. The following equipment is required & supplied, unless otherwise stated by the academy director:
 - a. Academy uniforms
 - b. Duty belt, holster, magazine pouches, keepers, handcuffs, and weapon.
 - c. Flashlight, if needed
 - d. Ammunition
 - e. Traffic Vest

- f. Ballistic vest
- g. Academy computer, notebooks, writing utensils, thumb drive, camera, and related classroom supplies.
- h. Access to the academy library

NOTE: The academy will ask a member agency for a vehicle to be used in EVOC.

V. STANDARDS OF CONDUCT (INCLUDES STUDENT MANUAL)

1. Any Pre-Employment candidate shall follow the same conduct as any other student in attendance of any academy training.
2. Academy candidates, for the Pre-Employment training, will be provided with the student manual and access to any related academy policy.