

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 some equipment and the following for this part of the training: **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 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: _____

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 plead guilty or no contest to a felony or any other offense that would be a felony if committed in Virginia.
3. If possible by law, 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, or plead 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 meet 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 cost for: (LE) is \$2,500.00, Jail \$1,250.00, dispatch \$300.00, Basic Animal Control \$500,

Campus Security Officer \$300, and Option #6 Basic \$500, & Treasurer fee of 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 which 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, for 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 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 policy & procedures of Piedmont Regional Criminal Justice Training Academy, to include 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 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:

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

Subsequent to employment, each pre-employment student graduate must comply with all field training or on 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, that I may be required to request waiver of training upon employment.