

**APPENDICES 1, 2 AND 6 MUST BE  
NOTARIZED AND RETURNED WITH  
APPLICATION.**  
**MARTINSVILLE POLICE DEPARTMENT  
EMPLOYMENT APPLICATION AND SELECTION MANUAL**

The purpose of this manual is to set forth guidelines and procedures to be followed in the application and selection process for employment with the Martinsville Police Department. The guidelines and procedures outlined in this manual also provides for the development of a pool of qualified, tested applicants to draw from whenever vacancies occur within the Police Department.

**Equal Employment Opportunity Policy**

The City provides equal employment opportunity to its employees and applicants for employment on the basis of merit and qualifications without regard to such factors as: race, color, religion, national origin, political affiliation, sex, age, or handicap, except where there is a bona fide occupational qualification relating to sex, age, or handicap. This policy is followed in all personnel actions, including but not necessarily limited to recruitment; selection and hiring; promotion; compensation and benefits; transfer; layoff; return from layoff; economic demotion; disciplinary action; training; and the handling of grievances. Any City employee who fails to comply with this policy is subject to disciplinary action.

The complete Equal Employment Opportunity Policy Statement for the City is on file in the City Human Resources Office.

**Legal Requirements**

A. In accordance with the Code of Virginia, Section 15.2-1705, any sworn police officer employed by the City of Martinsville Police Department after July 1, 1988 is required to meet the following minimum qualifications for officer. Such person shall:

1. Be a citizen of the United States.
2. Be required to undergo a background investigation including a fingerprint check and a criminal history records inquiry to the Central Criminal Records Exchange.
3. Have a high school education or have passed the General Education Development exam.
4. Possess a valid Virginia driver's license.

## Employment Application and Selection Manual

5. Undergo a physical examination conducted under the supervision of a licensed physician.
- B. The Department of Criminal Justice Services is authorized to waive the requirements as set out in Section A for good cause shown.

### **Physical Requirements**

The following are ideal physical attributes looked for by the Martinsville Police Department. Failure to meet one or more of these standards will not necessarily disqualify an applicant. Prior police experience, maturity or exceptional ability may effect a waiver.

- A. Age: Applicants must have reached their twenty-first (21) birthday.
- B. Height: The desirable height of applicants shall be at least 5'8" without shoes.
- C. Eyesight: 20/20 in each eye is desirable. All defects must be correctable to 20/20 with corrective lenses.
- D. Hearing: Must be within an acceptable range, when the age of the applicant is considered and as determined during the medical examination.
- E. Speech: Applicants must be able to speak English in a clear understandable manner, free of impediment.
- F. Teeth: Must be clean, well cared for and free from multiple cavities. Dentures properly constructed and fitted will be accepted.
- G. Agility: Police officers are involved in strenuous activities, including running, climbing and the physical handling of arrested people. Therefore, in addition to a physical examination, each applicant must pass several agility tests conducted by the department.

### **Mental Health Requirements**

Applicants must be in sound mental and physical condition as the police profession can be stressful, both on duty and off. Mental or nervous disorders or history of such may be reason for disqualification.

Moral Requirements: Applicants must be of high moral character.

- A. Applicants convicted of a felony will be disqualified. An arrest for a felony may disqualify an applicant based on a thorough investigation. A conviction of certain serious misdemeanors or numerous accidents or traffic convictions may also disqualify an applicant.
- B. Applicants must not have any garnishees, wage assignments or judgments pending against them or a history of such. In addition, an applicant's current total debt must be within reason so that obligations may be met on the salary of a probationary police officer.

### **Educational Requirements**

Applicants will be accepted with a high school education or GED but must agree to complete an associate degree in law enforcement within four (4) years from

## Employment Application and Selection Manual

date of hire. City will pay up to \$1,250 per year toward the attainment of such degree. (See [Appendix 6](#))

### Residency Requirements

- A. Applicants must be citizens of the United States.
- B. Applicants may apply from anywhere but upon appointment must agree to move to Martinsville or Henry County within ninety (90) days; a City residency is preferred.

### **License Requirement**

Applicants must have a valid Virginia operator's license at the time of appointment.

### **APPLICATION**

#### **(First Stage)**

Applicants must complete a standard City of Martinsville application for employment, available at the City Human Resources Office. Applicants must sign the following release forms, have them notarized (with notary seal), and return with application:

- A. Physical Agility and Physical Fitness (See [Appendix 1](#))
- B. Release for Background Investigation (See [Appendix 2](#))

Employment applications for the position of Police Officer will be accepted during the formal advertising period in August of each year or during other additional formal advertising for applicants that may be necessary. All applications will be reviewed at the end of each formal advertising period.

- A. Only a limited number of applicants will be tested each year. Qualification according to the following prioritized criteria shall be considered in determining the applicants who will be selected for testing.
  - 1. Master's
  - 2. Bachelor's
  - 3. Associate
  - 4. High School or GED
- B. The following will be considered in addition to education:
  - 1. One or more years of law enforcement experience, including completion of basic law enforcement training.
  - 2. Two or more years of military police experience.
  - 3. One or more years experience in a law enforcement-related field.
  - 4. Recommendation by any member of the Martinsville Police Department.
  - 5. Previous experience in a law enforcement sponsored Explorer Post and recommendation by the Advisor.

## Employment Application and Selection Manual

Those applicants not selected to participate in the testing process will be notified by the Human Resources Office and/or the Police Department in a timely manner.

Applicants chosen to participate in the second stage of the employment procedures (Initial Testing) will be notified of date for appearance at the Martinsville Police Department for brief orientation of the testing process. The applicant will be responsible for any travel or lodging expense incurred during orientation or testing period. During orientation, candidates will be given study guides which will aid in preparation for the written test.

### **INITIAL TESTING**

#### **(Second Stage)**

Initial testing will consist of the following four categories:

##### A. Written Test

1. The written test for entry level police officer is supplied by the International Personnel Management Association and has been documented as meeting the requirements for validity, utility and minimum adverse impact. The written test is designed to evaluate applicants' ability to function as police officers. The test is composed of questions in the following areas:
  - (a) Memory - Applicants must be able to recognize faces and remember personal history after a study period of a variety of photographs and related personal information.
  - (b) Mathematics - Applicants must be able to solve general math problems relating to speed of vehicles, money exchanges, etc.
  - (c) Vocabulary - Applicants must be able to select the correct definition of words associated with police work and general conversation.
  - (d) Reading Comprehension - Applicants must be able to read selected paragraphs and determine their meanings from a group of related statements.

2. A score of 70% is required to pass the International Personnel Management Test. If an applicant fails the test, they will be ineligible for consideration for employment at this time but may retake the test when the department holds the next testing session.

##### B. Nelson Denny Reading Test

Designed to measure reading comprehension and speed, and determine the reading grade level of the applicant. The test is administered by the Piedmont Regional Criminal Justice Training Academy. A reading grade level of 10 is desirable.

1. A score of 10 is required to pass the Nelson Denny Reading Test. If an applicant fails the test, they will be ineligible for consideration for employment at this time but may retake the test when the department holds the next testing session.

D. Physical Fitness Test

Each candidate will undergo a physical fitness evaluation. This fitness examination is conducted by the Piedmont Regional Criminal Justice Training Academy physical fitness instructor, under the supervision of the Assistant Chief of Police, using valid, useful, and non-discriminatory procedures. Fitness components and measurements include:

1. Resting heart rate, resting blood pressure, and body weight. A ten-minute period of rest will precede measurements of resting rates.
2. Dynamic strength will be measured by counting the number of sit-ups the candidate can complete properly in one minute; sit-ups with legs bent at 45 degree angle, hands clasped together behind the head and shoulders must touch floor after each sit-up.
3. Flexibility is measured with the candidate sitting on the floor, shoes off, feet flat against measuring box, hands placed on top of each other, bending forward and reaching as far forward and along a ruler as they can. No bouncing forward; three attempts; longest reach counts.
4. Body fat percentage is measured by using a Tanita Weight management program that consists of a Tanita scale and computer. The candidate's information, such as height, sex and age is entered into the computer and is used in the computation of the candidate's body fat. The candidate steps on the scale barefooted and a small electrical charge is sent through the body which measures the body fat by the amount of resistance the electrical charge encounters in the body. The scale automatically feeds the information into the computer where the body fat percentage is calculated.
5. The 1.5-mile run is a timed test. The candidate will complete the run in the quickest possible time for the maximum accumulation of points.
6. Bench Press – The candidate will press the maximum amount of weight one time. The candidate must have both feet on the floor. When ready to lift, the candidate will lower the bar to their chest, stop, and then make the lift. In order for the lift to count, the candidate must hold the lift until the evaluator verifies the lift.
7. Lateral Pull Downs – Either from a seated or kneeling position, the candidate pulls the bar behind the head to the occipital region at the back of the skull, then returned to the starting position with arms fully extended. The test is terminated when the candidate no longer can pull the bar behind the head. Weight for males is 100 pounds; for females is 70 pounds.

8. All measurements are scored using guidelines set forth by the "LawFit Fitness Program". The "LawFit Fitness Program" was developed by Dr. David Beaver with George Mason University and implemented by the Department of Criminal Justice Services July 1, 2000, to be used in all Criminal Justice Training Academies in the State of Virginia.

E. Physical Ability Course (Obstacle Course)

The physical ability course is designed to measure the basic physical skills necessary for the successful performance of a law enforcement officer. This course is a timed event and is a total of 150 yards long and consists of ten tasks that must be successfully completed. The candidate starts in a seated position simulating emerging from a patrol car. The candidate is given a physical description of a suspect and given the command to "GO", and the time starts.

The candidate then:

- ⌚③ Emerges from the simulated police car
- ⌚③ Sprints 25 yards
- ⌚③ Jumps a simulated 3-foot ditch
- ⌚③ Sprints 25 yards
- ⌚③ Climbs over a 5-foot wall
- ⌚③ Sprints 10 yards
- ⌚③ Crawls under an obstacle 24" high and 10' long
- ⌚③ Sprints 25 yards
- ⌚③ Climbs up and down a standard 8" step for 12 repetitions
- ⌚③ Sprints 15 yards
- ⌚③ Crawls through a window opening 36" wide by 30" high, 3 feet above the ground
- ⌚③ Sprints 10 yards
- ⌚③ Identifies suspect by shouting the correct number of the suspect
- ⌚③ Sprints 15 yards
- ⌚③ Drags a 150 pound bag or dummy 5 yards
- ⌚③ Sprints 20 yards
- ⌚③ Pulls the trigger of an unloaded double-action weapon one time, while holding it with the strong hand within a 6" diameter border at shoulder level; withdraws the weapon from the border, switches the weapon to the weak hand, replaces it in the border and pulls the trigger one time
- ⌚③ When the weapon is replaced on its rest, the time stops

The course is completed when the candidate successfully completes each task and finishes with an elapsed time of 1:54 min. or less.

## Employment Application and Selection Manual

### Eligibility

Upon successful completion of the initial testing process (second stage), applicants will be placed on an eligibility list as candidates for Trainee/Police Officer or as Police Officer if applicant is already certified as a Virginia Police Officer.

Once an applicant's name is placed on the eligibility list, it will not be removed unless:

1. the applicant fails to update the application, as required, or
2. further investigation reveals the applicant is unsuitable for employment and is so notified, or
3. the applicant requests in writing or by other contact with the department's administration that his/her name be removed, or
4. upon employment by the department.

### Vacancies

When a vacancy occurs in the department, the Chief of Police and his administrative staff shall select candidates from the eligibility list for further consideration and testing. Selection from the eligibility list will be based on the International Personnel Management Association Test, the Nelson Deny Reading Test, educational level, prior police experience or special abilities, and specialized training. The needs of the Martinsville Police Department as well as the overall needs of the community shall also be taken into consideration.

### FINAL TESTING

#### **(Third Stage)**

Each candidate will be notified of date and time for further testing which will include the following categories:

#### Background Investigation

- A. The Chief of Police will ensure that a background investigation is conducted of each candidate prior to appointment. Normally, such investigation will be assigned to the Assistant Chief of Police or his designee, who has been trained in collecting the required information. The administrative officer will use all data available on the candidate, especially the application form and medical history questionnaire. Investigations will be conducted in person, unless great distances are involved in which case mail and telephone inquiries are appropriate.
- B. The background investigation of regular police applicants will include the verification of a candidate's qualifying credentials to include, at a minimum:

1. Educational Achievements: Obtain copies of school transcripts, if possible. Contact school officials for personal information.
2. Employment: Verify employment, past and present.

3. References: If possible, obtain supervisory evaluation of work performance and co-workers comments.
4. Age/Citizenship - Verify birth data, naturalization, etc.
5. Residence - Verify past and current residence; contact landlords, neighbors.
6. Credit history
7. Medical history (after conditional offer of employment)
8. Division of Motor Vehicles transcript
9. A review of a candidate's criminal record, National Crime Information Center (NCIC), state, local records, fingerprint check through the Federal Bureau of Investigation (FBI) and Central Criminal Records Exchange (CCRE).
10. Verification of at least three personal references as provided by candidate and development of at least three additional personal references (teachers, landlords, neighbors, friends, co-workers) not listed by candidate.

### **Polygraph Examination**

Each candidate will be given a pre-employment polygraph examination. Candidates will be asked to complete a polygraph health questionnaire and to sign an agreement to submit to polygraph examination. Pre-Conditional Offer of Employment Evaluation

A. Candidates deemed by the Department administration to be most qualified will be scheduled to take a Pre-Conditional Offer of Employment Examination developed through Psychological Health of Roanoke. Candidates must pass the Examination with one of the following scores to be considered for future employment purposes. The examination will be administered by the department administration.

1. Not Recommended Category I
2. Marginally Recommended Category II
3. Recommended with Reservations III
4. Recommended Category IV
5. Highly Recommended V

### **Medical Examination (after conditional offer of employment)**

- A. Applicants must pass a thorough physical examination by a licensed physician selected by the Chief of Police or his designee.
- B. In accordance with the City's policy on the use of drugs and alcohol by City employees and applicants, each candidate must submit to drug analysis prior to appointment following guidelines set out by City policy.

C. All expenses related to the examination will be borne by the Police Department.

**Post-Conditional Offer of Employment Evaluation**

Candidates will be scheduled for a Post-Conditional Offer of Employment following a Pre-Conditional Offer of Employment Evaluation to be conducted at the Lewis Gale Department of Psychological Medicine. Candidates must receive a favorable evaluation report in order to be considered for future employment purposes.

**Oral Interview**

The Chief of Police, in conjunction with other administrative officers, as one of the final steps in the selection process, will conduct a personal interview with the candidate. The purpose of this interview is to evaluate the candidate's potential as a police officer in terms of his understanding of the job requirements, job stresses, and job demands, as well as to explain the pay, benefits, obligations, and responsibilities of the job. An oral job offer may be made at this time, subject to subsequent written confirmation.

**Notification of Applicant**

Each applicant will be notified in writing by the Chief of Police, either during or at the conclusion of the application process, concerning the progress of the application and the possibility of employment. A copy of the correspondence will be forwarded to the Human Resources Office.

**Reinstatement**

- A. Employment will be evaluated and preference extended to former employees of this department who meet the following criteria:
1. Must meet minimum requirements established in VA Code 15.2-1705;
  2. Obtained regular status; not probationary status with this department;
  3. Resigned from the department in good standing;
  4. Must pass additional background investigation;
  5. Maintained certification within the 2-year time frame through a certified Virginia Training Academy.
- B. Consideration for employment will be extended to individuals meeting the above-established criteria at any time during and after the commencement of any ongoing recruitment process.

## Employment Application and Selection Manual

### **Lateral Entry**

Consideration for employment will be evaluated and preference extended to other individuals currently certified with a certified Virginia law enforcement agency who meet the criterion in 1, 2, 3 and 5 listed in the previous section.