

HARRISONBURG POLICE OFFICER CANDIDATE INFORMATION PACKET



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- **Salary & Benefits**
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- **Supplemental Information**
- **Essential Duties and Responsibilities**

Where to find us:

The Police Department is located at 101 North Main Street Harrisonburg, VA 22802

Professional Standards Unit 540-437-2664

www.harrisonburgva.gov/police www.facebook.com/HarrisonburgPoliceDepartment

harrisonburgpolicerecruit@harrisonburgva.gov

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HARRISONBURG POLICE DEPARTMENT



HPD Vision Statement

We will uphold our core values in behavior and demeanor with loyalty, honesty, integrity, poise, and control. We will strive to master our skill sets and constantly seek knowledge.

Mission Statement

The Harrisonburg Police Department will partner with our community to reduce crime, solve problems, and improve quality of life.

Core Values

These values guide how we treat each other and the public we serve. We use these as the basis for our actions including training, reinforcement, rewards and consequences, and alignment of policies.

Integrity: Our moral and ethical principles are reflected in our actions, words, and conduct.

Accountability: We are obligated and willing to accept responsibility for our own actions, and the outcomes of actions we direct from others

Honor: The foundation of our character, it is the quality that empowers us to exemplify uncompromising moral and ethical behavior.

Leadership: Through motivation, inspiration, and mentorship (and through leading by example) we inspire employees to accomplish our mission.

Diversity: We are committed to create a diverse workforce and reflect the community we serve through inclusion, compassion and understanding.

Information Summary

The purpose of this packet is to give the applicant a better understanding of our hiring process, the qualifications needed to become a Harrisonburg Police Officer and common factors that eliminate candidates. In addition, included in this packet are salary and benefit information and an overview of established positions within HPD.

The Harrisonburg Police Department will conduct police officer testing several times per year to create a pool of applicants. Candidates must register for testing online. Advertisements for police officer testing will be posted on the City of Harrisonburg Employment website. You may sign up to be electronically notified for future testing dates and Police Officer vacancies at www.harrisonburgva.gov/jobs .

Between testing dates, an advertisement for an available Police Officer position will be placed on the employment website. Only those candidates that have passed the Written and Physical testing will be eligible to apply online for Police Officer vacancies. The hiring process will be completed within two months from receiving the online application and Personal History Statement.

The City of Harrisonburg, Virginia is an Equal Opportunity Employer. If an applicant requires reasonable accommodation (per Americans with Disabilities Act) in order to participate in any phase noted herein, the applicant must advise Human Resources in writing along with supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

Qualifications

AGE:

Candidates must be at least twenty-one (21) years of age by completion of academy (currently 20 weeks). **Do not** submit your birth certificate or other legal papers with your application. This information will be requested later in the hiring process.

EDUCATION / EXPERIENCE:

Minimum requirement for a Sworn Police Officer position is a high school diploma or G.E.D., with college degree or military experience preferred. **Do not** submit proof of education or military service with your application. This information will be requested later in the hiring process.

Must meet and maintain all department and State training and education requirements for position including, but not limited to, completion of basic training and certification as a police officer in the Commonwealth of Virginia and completion of field training within one year of employment.

CITIZENSHIP:

Candidates must be a United States Citizen. Proof of such must be presented prior to appointment. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen. **Do not** submit proof of citizenship or other legal papers with your application. This information will be requested later in the hiring process.

DCJS will consider a waiver if the individual is a permanent resident and is in the process of obtaining citizenship.

DRIVING RECORD:

Candidates must have a valid motor vehicle operator's license, or the ability to obtain a valid motor vehicle operator's license by date of hire, and a credible driving record.

THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Police officers are required to maintain an acceptable level of physical fitness. In addition, officers must be able to work 12 hour shifts (currently 6a-6p or 6p-6a). Candidates must be capable of performing the essential job functions of an entry-level police officer with or without reasonable accommodation. All phases of the examination are designed to measure a candidate's ability to perform the essential functions of the job. Please refer to the section titled Essential Duties & Responsibilities for a list of essential functions.

DUTIES AND WORK RESPONSIBILITIES:

Police officers are responsible for performing the essential functions of the job which include the suppression of crime, the protection of life and property from criminal activity, the apprehension and arrest of violators of criminal and traffic laws, the recovery of stolen property and the regulation of non-criminal conduct. Police officers patrol an assigned district, familiarizing themselves with businesses, public facilities, people, etc. Police officers investigate accidents, suspicious persons and circumstances; make detailed reports of such occurrences; and respond to police calls within the City of Harrisonburg, as directed by the Police Dispatch. Please refer to the Essential Duties & Responsibilities section for further details.

RESIDENCY REQUIREMENTS:

Must live or be willing to move within a one hour drive of the City.

CRIMINAL HISTORY:

Candidates must be of good moral character and free of any felony convictions, any convictions that involve moral turpitude or that would harm public confidence in the Department. Please refer to Disqualifying Criteria for a list of common violations that eliminate candidates.

Application Process

A competitive, multi-step process is utilized to select police officer candidates.

- **Written Test**

The National Police Officer Selection Test (POST) is an entry-level basic skills test that helps law enforcement agencies select the most qualified applicants by ensuring that candidates possess the basic cognitive skills necessary to successfully perform the job. The POST is a valid, job-related test designed specifically for law enforcement use, which measures these basic skills: Arithmetic, Reading Comprehension, Grammar and Incident Report Writing.

The study guide can be found at: <https://www.applytoserve.com/Study/>

- **Physical Fitness and Weapons Agility Test**

Generally, the written and agility testing will be on the same day. You must pass the written part of the testing to be invited to attend the physical agility test. Certified Virginia Police Officers will begin the competitive process at this step. A certificate confirming successful completion of both the written and agility testing will be presented to candidates which is valid for up to one year. Candidates then have the luxury to apply during a future hiring process that suits their individual needs (i.e. still in college), may re-apply without having to re-test, or may apply when the applicant otherwise becomes eligible (i.e. age requirement). You may apply as many times as a position comes open unless you are considered not qualified. Group completion time varies based on number of applicants, however most applicants are able to successfully negotiate the course under 1 ½ minutes. Refer to the Physical Ability Course section for details and further information.

- **Personal History Statement**

The Personal History Statement will be used to assist in evaluating a candidate's eligibility, to assist in the background investigation and must be completed in its entirety. Candidates will be issued a unique username and password and will submit the PHS through a secure site. Common mistakes that eliminate candidates are incomplete or intentionally omitted information. Dishonesty, no matter how slight, will not be tolerated and are grounds for permanent disqualification.

- **Panel Interview**

Candidate's application packets will be reviewed by the Professional Standards Office and offers will be extended for an interview. The panel interview staff will typically be comprised of members from the Command staff, Criminal Investigation Division, Patrol Division, Personnel Development Unit, Special Operations Division. Interviews may take up to an hour and candidates will be evaluated based on their responses to several questions presented by the panel.

- **Polygraph**

A polygraph examination will be scheduled for the candidates that have successfully completed the Panel Interview. Polygraphs will be conducted at HPD by one of several certified HPD polygraph examiners. Typical examinations will take 2-3 hours with preferred dress being business casual.

- **Background Investigation**

Candidates shall be investigated as to character, conduct, driving record, drug and alcohol history, habits, environment, previous and current employment, criminal history, credit history and references. Background Investigations will typically be completed within two weeks of assignment to a background investigator.

- **Psychological Testing**

The psychological evaluation shall consist of a written psychological test and a personal interview with a psychologist retained by the department. Each candidate, in order to be eligible for the position of police officer, shall be recommended as suitable for the position. Expect 3-4 hours for Psychological Testing.

- **Physical Examination**

Candidates shall be required to successfully undergo a medical examination. Each candidate, in order to be eligible for the position of police officer, shall show that they have no limitations, and that there are no medical reasons that the applicant would be unable to perform the job without accommodations. Normally Physical Exams are completed within 2 hours.

- **Packet Review by the Chief of Police**

Packets of candidates who pass all of the previous steps will be referred to the Chief of Police for a final review. The final hiring decision rests solely with the Chief of Police.

- **Drug Screening**

Candidates shall be required to successfully undergo a drug screen. This takes less than an hour and follows the packet review by the Chief.

*Applicants must pass each step in order to move on to the next step. Failure to pass any step automatically disqualifies the applicant from further consideration.

Salary and Benefits

Full-time employees are eligible for a comprehensive benefit package that includes:

- Health and Vision Insurance
- Dental Insurance
- Paid Leave
- Twelve paid holidays
- Short Term Disability Insurance
- Life Insurance
- Flexible Spending Accounts- Medical and Dependent Care
- Virginia Retirement System
- Deferred Compensation Plan
- Employee Assistance Program
- Tuition Assistance
- Free/Discounted Gym Membership
- Discounted Movie Tickets
- Discounted Golf/ Greens Fee

Ranking	Salary
Police Officer I	\$40,289.60
Police Officer II upon PTO completion	\$42,702.40
Career PO*	Up to 20% above your current salary

*. Refer to Career Development Plan for details.

Career Development Program

The Career Development Program (CDP) is a program that is based on voluntary participation and is limited to full-time non-supervisory officers (POII, Investigator, Master Police Officer, Career Police Officer) of the Harrisonburg Police Department. At its core, the CDP provides a career track for officers who wish to contribute to the department beyond the minimum requirements of their positions, and provides incentives and recognition for those officers who choose to participate. Officers can earn CDP points by accruing certifications and participating in community activities. There are five established levels, or tiers, to the CDP allowing officers to achieve up to 20% above their annual salary.

CDP Tiers

Tier 1	3 Years of Service	5 CDP Points	2.5% Pay Increase
Tier 2	5 Years of Service	8 CDP Points	2.5% Pay Increase
Tier 3	9 Years of Service	14 CDP Points	5% Pay Increase
Tier 4	13 Years of Service	20 CDP Points	5% Pay Increase
Tier 5	17 Years of Service	22 CDP Points	5% Pay Increase

Program Goals

The primary goals of the CDP are to provide non-supervisory officers an avenue to continuously build upon their career, motivate employees to achieve and maintain specialties and proficiencies, maintain a high level of employee retention, and recognize and reward employees' achievements and contributions to the goals of the Harrisonburg Police Department. Specifically, the CDP recognizes several factors:

- Longevity at the Harrisonburg Police Department
- Exceeding expectations in annual performance evaluations and maintaining status of "Good Standing"
- Police Training and involvement in specialties
- Educational achievements
- Contributions to geographical policing

Non-Supervisory Officer Ranking

Police Officer I	Police Officer recruit (academy and field training)
Police Officer II	Released for solo patrol
Career Police Officer	<i>Requires enrollment in the Career Development Program</i>

Disqualifying Criteria

The following listed activities may result in disqualification from further consideration for employment with the Harrisonburg Police Department. This list is not intended to be all encompassing, but to serve as a general guide for determining applicant eligibility.

General Eligibility

- Applicants must meet the minimum standards as described under Qualifications.
- Applicants who exhibit uncooperative behavior toward any department personnel involved in the pre-hire process or who fail to comply with departmental hiring process requests may be disqualified from further consideration.
- False, misleading, or incomplete responses relating to information sought during any phases of the application process may disqualify an applicant from further consideration.
- Manifestations of any prejudice or aggressive tendencies toward a group or class of people are an automatic disqualifier.

Credit History

- Information regarding financial irresponsibility including bankruptcy (pending or discharged), collections, garnishments, and assets seized or frozen by legal authority may be considered when determining applicant suitability.

Use of illegal drugs/narcotics

- No use of any narcotic or other drug or substance, in violation of Virginia law within the 12 months prior to the date of application.

All other instances of narcotic or other drug or substance use, possession, distribution, or contact, will be evaluated on a case-by-case basis on the following criteria set forth in Harrisonburg Police Department Policy:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

Traffic Offenses

A Minimally acceptable driving record includes the following components:

- (-5) or fewer demerit points;
- No Driving While Intoxicated/Driving Under the Influence (DWI/DUI) convictions within the last 3 years;
- An overall pattern of Safe vehicle operation and driving habits

The following conditions are unacceptable driving record attributes, which normally prevent employment in a position that includes driving responsibilities:

- (-6) or more demerit points;
- DWI/DUI conviction within the last 3 years;
- Any combination of violations, convictions, or accidents that creates a pattern which indicates that the applicant is a high-risk driver due to an ongoing history of unsafe driving habits.

Criminal Activity

- Conviction of ANY felony
- Conviction of any misdemeanor or crime of moral turpitude or which reflects or indicates a pattern of disrespect for the law.
- Commission of serious or repetitive undetected crimes
- Conviction of Domestic Assault and Battery (mandatory disqualifier for Police Officer applicants under Violence Against Women Act/U.S. Gun Control Act (1994, 1996 and 18 U.S.C 922(g) (9).
- Any arrest or pattern of arrests or incidents where the applicant was the subject in investigation by law enforcement that would harm public confidence in the department.
- Crimes against property when committed as a juvenile will be evaluated by the Administrative Commander on an individual basis.

Physical and Psychological Conditions

- Applicant must meet established medical, physical, and psychological requirements.
- Satisfactory completion of the Physical Abilities Test
- Applicant must possess the present ability to perform essential functions of the position sought

Criteria will be confirmed through investigative means up to and including a polygraph examination.

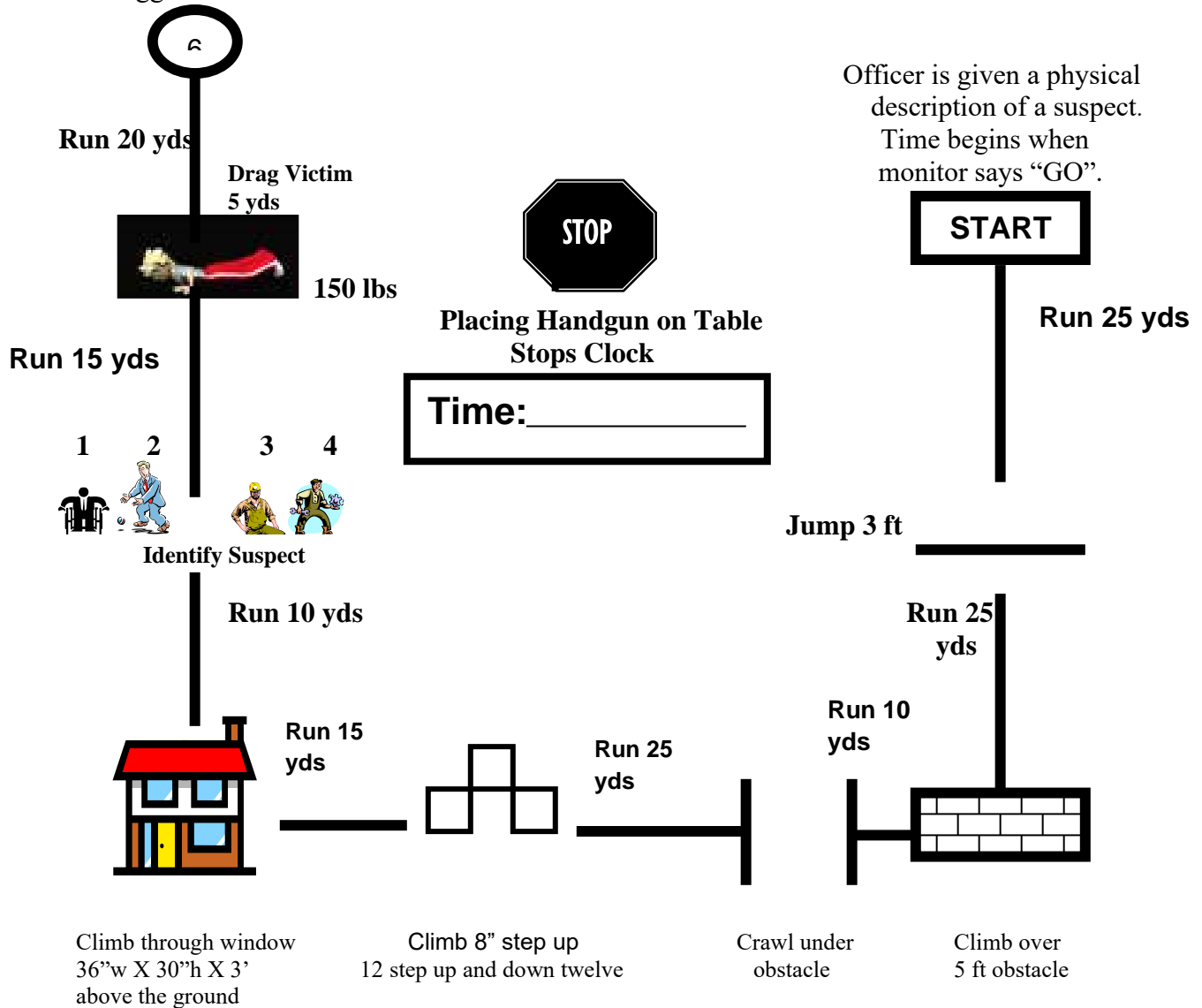
Preparation and Supplemental Information

PHYSICAL ABILITY COURSE WORKSHEET

Place barrel of weapon through 6" opening

Pull trigger once – dominant hand

Pull trigger once – non-dominant hand



There is no time restraint to complete the course. However, once you begin an obstacle you will have 3 minutes to navigate the obstacle. If this is not completed, the applicant must restart the course. The applicant will be allowed 3 attempts to complete the course before disqualification.

Professional Development

Explore your options at the Harrisonburg Police Department and experience professional growth that other Shenandoah Valley agencies just can't provide. The Harrisonburg Police Department offers a wide variety of positions and specialty units usually found in larger departments. This provides officers with the ability to experience multiple disciplines throughout their career, encourages officer retention, produces professional development and increases our effective policing to the community. At HPD, officers are encouraged to attend the best training opportunities available. HPD will also assist with reaching your professional goals of obtaining any supervisory or non-supervisory position or specialty certification. Below are some of the exciting examples of what you can find.

Sworn Positions

Patrol	General Investigations	Community Resource Officer
Bikes	Gang Investigations	Business Resource Officer
Motors	Drug Investigations	DARE Officer
Traffic	CSI - Evidence Technician	Professional Standards Unit
K-9	School Resource Officers	Personnel Development Unit
		Selective Enforcement Team

Specialty Units

SWAT	Honor Guard
Crisis Negotiations Team	Accident Reconstruction Team
Civil Disturbance Unit	Internet Crimes Against Children
Computer/Digital Forensics	Police Training Officer
Intelligence	Forensic Evidence Team
Motor Carrier Inspector	

Supervisory Positions

Chief of Police
Deputy Chief
Captain
Lieutenant
Sergeant

Civilian Positions

Crime Analyst	Property Clerk
Records	Animal Control Officer
Evidence Clerk	Accreditation Manager
School Crossing Guards	Administrative Support Staff
Police Chaplain	Information Technology

Essential Duties and Responsibilities

GENERAL DEFINITION OF WORK:

Performs responsible protective service work involving a variety of general or support duty police assignments; enforcing laws; investigating criminal activity; ensuring safety of public; testifying in Court; maintaining records and files; preparing reports; does related work as required. Much of the work is performed under emergency conditions and frequently involves considerable personal hazard. Work is performed under the limited supervision of a Police Sergeant or Corporal.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fine-motor manipulating, grasping, and feeling; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

ESSENTIAL JOB FUNCTIONS:

- Regular, reliable attendance necessary.
- Operates a City vehicle in the performance of the job duties.
- On an assigned shift, operates a patrol vehicle, bicycle or walks to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order.
- Responds to radio dispatches and answers calls and complaints.
- Enforces traffic laws; issues citations for traffic violations.
- Serves warrants and makes arrests, maintains warrant records, testifies in court.
- Provides police escorts, directs traffic; performs residential and commercial checks.
- Fills out arrest records, fingerprints, photographs, etc.; performs prisoner security functions; investigates traffic accidents.
- Reports unsafe conditions existing in street or other public facilities.
- Assists with criminal investigations, conducts stakeouts, assists with the installation of surveillance equipment.
- Interviews victims and witnesses.
- Performs property and evidence duties.
- Prepares detailed reports on activities and assignments.
- Participates in a variety of in-service training programs.
- May handle animal complaints as assigned.
- Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Some knowledge of police methods, practices and procedures; general knowledge of the geography of the City and location of important buildings; some knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports; ability to deal courteously, firmly and tactfully with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surround hazards and circumstances; possession of physical agility and endurance; skill in the use of firearms and the operation of a motor vehicle; ability to establish and maintain effective relationship with associates and the general public.