

NATIONALLY ACCREDITED \* \* PROFESSIONAL ORGANIZATION

\$38,115.63 PER YEAR

# THE CITY OF ROANOKE POLICE DEPARTMENT



## IS SEEKING QUALIFIED APPLICANTS FOR THE POSITION OF POLICE OFFICER

If you want to join "Roanoke's Finest" located in the Six Time All American City of Roanoke, Virginia, nestled in the beautiful Shenandoah Valley and surrounded by the Blue Ridge Mountains, the "Star City of the South" welcomes you. Applicants must reach their 21<sup>st</sup> birthday prior to completing academy training, have a high school diploma or GED, a good driving record, no felony convictions and be able to pass a physical examination, agility test and background investigation.

If you meet the qualifications and are ready for a challenging career with a starting salary of \$38,115.63/YR, "Come join our team."

### WE OFFER:

- Eleven (11) paid holidays
- 25 years' retirement at age 46
- Educational Reimbursement
- Group Life, Medical, Dental and Long-Term Disability Plans
- Paid Leave, Extended Illness Leave, Family Leave and Military Leave
- Pay for authorized overtime

WE ARE AN EEO/AFFIRMATIVE ACTION EMPLOYER/M/F/DISABILITY

Contact the Department of Human Resources, 215 Church Ave., SW Room 212, Roanoke, Virginia 24011-1519, email: [hr@roanokeva.gov](mailto:hr@roanokeva.gov), or call (540) 853-2231 for an application if you are interested in the testing process. Applications can also be submitted on line by going to the Department of Human Resources at [www.roanokeva.gov/jobs](http://www.roanokeva.gov/jobs). Written tests are given every 2<sup>nd</sup> Tuesday of each month. **Your completed Police Personal History Questionnaire (PHQ) should be submitted at the time of testing if possible.**

# CITY OF ROANOKE

## POLICE OFFICER REQUIREMENTS

1. Must be a citizen of the United States.
2. Must reach 21<sup>st</sup> birthday prior to completing the academy.
3. Must pass the written examination given by the Department of Human Resources which is valid for one year from date of test.
4. Must pass agility test. If failed, agility test maybe rescheduled.
5. Vision Requirements:
  - Standard 20/30 in the better eye corrected.
  - 20/40 in the worse eye corrected.
  - Worse than 20/60 uncorrected, must correct with corrective lenses to 20/30 or greater in the better eye or to 20/40 or greater in the worse eye corrected.
  - Disqualified if uncorrected vision is 20/200 or greater in both eyes.
6. Must be physically fit, (height and weight must be in proportion).
7. Must be a high school graduate or able to furnish documentary evidence of equivalency.
8. Must have a valid Virginia Driver's License at time of hire.
9. No police record except for minor traffic violations.
10. No criminal convictions (class 3 or 4 misdemeanors reviewed at the discretion of the Chief of Police or his designee).
11. Must pass a background investigation and Polygraph examination.
12. Good credit rating required.
13. Must successfully complete Oral Board Review.
14. Must successfully complete psychological testing and comprehensive physical to include alcohol and drug screening.
15. Must sign Special Condition of Employment Agreement which requires employees to maintain good overall physical condition and disallows smoking or using tobacco products at any time.
16. The entire application employment process will take approximately three (3) to six (6) months to complete.

# CITY OF ROANOKE POLICE DEPARTMENT

## SELECTION PROCESS

Submit Police Application  
Written Entrance Exam  
Physical Agility Test  
Behavioral Test  
Personal Interview with Investigator  
Background Investigation  
Polygraph Examination  
Oral Board Interview  
Applicant Review  
Conditional Offer of Employment  
Psychological Examination  
Comprehensive Medical Examination

**Note:** This process may be discontinued at any point during the selection process

## SELECTION PROCESS REQUIREMENTS

### DISQUALIFIERS

#### A. CRIMINAL HISTORY

1. Felony Conviction
2. Conviction of a crime involving moral turpitude (a crime involving honesty, moral conduct, etc).
3. Conviction of a Class 1 or Class 2 misdemeanor of the Code of Virginia, or the equivalent.

#### B. TRAFFIC VIOLATIONS

1. Conviction of Driving Under the Influence, Refusal of Blood or Breath Analysis, Reckless Driving, Failure to Stop for Police, or any combination of hazardous driving convictions may be cause for rejection.
2. A revocation or suspension of driving privileges will be reviewed on an individual basis.

#### C. DRUG USE

1. Use of marijuana, cocaine, LSD, PCP or any type of illegal drug in the past 12 months.
2. Illegal use of anabolic steroids in the past 12 months.
3. Involvement in illegal sales of drugs.

D. **OTHER**

1. Dishonorable discharge from a Military Service
2. Any other discharge less than unconditionally Honorable, shall be reviewed on an individual basis.
3. Untruthfulness, dishonesty or withholding of any information associated with the Applicant/Selection process for Police Officer position with the City of Roanoke.
4. A poor Credit History indicating a possible lack of responsibility shall be reviewed on a case by case basis. Debts due to medical emergencies shall be given appropriate consideration during review.
5. Failure to appear for or to cancel a scheduled appointment in a timely manner can be grounds for removal of the applicant from the Applicant/Selection process.

Written Entrance Examination – Human Resources – (540) 853–2231

All Other Appointments – Roanoke City Police Academy – (540) 853–2649

## **MISDEMEANOR CHARGES BY CLASS**

The following is a partial list of frequently placed charges and classifications. This list is designed to give a basic understanding of the difference in classes and is not all inclusive.

### **CLASS 1 AND 2 MISDEMEANORS**

Assault	Bad Checks (under \$200)
Destruction of Personal Property	Discharge a Firearm in Public
Failure to Appear in Court	Gambling
Petit Larceny (under \$200)	Concealment of Merchandise (under \$200)
Misleading Police; False Report	Possession of Marijuana
Trespassing	Concealed Weapon

### **CLASS 3 AND 4 MISDEMEANORS**

Abusive Language	Drinking in Public
Threats (Verbal Assault)	Curse and Swear in Public
Gambling	Possession of Schedule V & VI Drugs

## INSTRUCTIONS FOR PHYSICAL OBSTACLE COURSE

**NOTE:** If the participant fails to complete a task, the test is terminated at that point. The participant is given two restarts, with a rest period between each restart.

1. **Start.** The test starts when the participant, wearing a weighted gun belt, is seated in a chair. The participant is given a physical description of a suspect (four descriptors any combination of type/color of shirt, jewelry, race/gender, hair and/or facial hair). The participant is given the “GO” command and the stopwatch is started.
2. Run 75 feet to the first task. Participant must sprint.
3. **Ditch.** Jump a 3-foot-wide simulated ditch without stepping or landing in the ditch. If participant steps into the ditch the task is not completed.
4. Run 75 feet to the next task. Participant must sprint. If the participant is unable to continue, the task is not completed.
5. **Wood Fence/Wall.** Climb over a 5-foot-high fence/wall. If the participant is unable to go over the fence/wall, or uses the wall brace for assistance, the task is not completed.
6. Run 30 feet to the next task. Participant must sprint. If the participant is unable to continue, the task is not completed.
7. **Crawl.** Crawl under an obstacle 24 inches high and 10 feet long. If the participant is unable to crawl the completed distance, or touches the obstacle on any side, the task is not completed.
8. Run 75 feet to the next task. Participant must sprint. If the participant is unable to continue, the task is not completed.
9. **Stairs.** The participant must take 12 steps on to, and off an 8” step. A step is completed when both feet are on the step at the same time. If the participant does not complete all 12 steps, the task is not completed.
10. Run 45 feet to next task. Participant must sprint. If the participant is unable to continue, the task is not completed.
11. **Climb Through a Window.** Participant must climb through an opening (window frame), 36 inches wide by 30 inches high and located 3 feet off the ground. If the participant is unable to pass through the opening, or dives through, or uses the top of the frame to “slingshot” through, the task is not completed.

12. Run 30 feet to next task. Participant must sprint. If the participant is unable to continue, the task is not completed.
13. **Identify Suspect**. Based upon description previously provided, the participant must identify the proper suspect from four photographs posted at this location in one attempt. Each photograph will be labeled with a letter (A, B, C, D). The participant must yell the correct letter of the suspect. Only one photograph will match the description given to the participant. If the suspect is incorrectly identified, the task is not completed.
14. Run 45 feet to next task. Participant must sprint. If the participant is unable to continue, the task is not completed.
15. **Body Drag**. The participant must drag a dummy that weighs 150 pounds, beyond a designated line 15 feet away. If the participant is unable to move the dummy beyond the designated line, the task is not completed.
16. Run 60 feet to next task. Participant must sprint. If participant is unable to continue, the task is not completed.
17. **Gun Drill**. The participant will pick up a .40 caliber model 22 Glock and place the barrel through one of the three holes in the gun drill stand. The participant will pull the trigger then remove the gun from the hole. The participant will then rack the slide and place the gun in their weak hand. The participant will place the barrel into one of the three holes provided in the gun drill stand and pull the trigger. The participant will remove the gun from the hole and place it on the shelf provided on the gun drill stand. If the participant touches the sides of the hole provided with the gun or their hand, the task is not completed. If the gun barrel does not penetrate the hole provided, the task is not completed.
18. **The clock stops when the gun is placed safely on the shelf provided on the gun drill stand. The participant must complete the course in 1 minute and 30 seconds (1:30) or less in order to have successfully completed the agility course.**

## **SHUTTLE RUN**

The participant (wearing a weighted gun belt) is seated in a chair. On the command "GO" the clock will start. The participant will sprint 25 yards to an orange traffic cone and touch the top of the cone. They will then sprint 25 yards back to an orange traffic cone at the starting point and touch the top of that cone. The participant will then repeat these two sprints so that they will sprint a total of 100 yards. The participant must complete the 100-yard shuttle run in 24.4 seconds or less to have successfully completed the shuttle run.