



# **Lynchburg Police Department**

## **Applicant Process Information**



Welcome to the Lynchburg Police Department's applicant process for police officers and cadets. This document will detail the various stages of our applicant process and give you a thorough understanding of what to expect.

Law enforcement is a unique profession requiring a certain type of person to do the job effectively. Law enforcement is a professional calling, not a job, and those in this profession carry immense responsibility for representing the justice system. Police officers work a variety of shift hours and divisional areas, including holidays and weekends, in challenging and dangerous circumstances. However, with these challenges and dangers come great rewards as they serve the community and make a difference in the quality of life for others. We commend you for your interest in a career that offers a diversity of work experiences, combined with an immense responsibility for the public's safety.

### **General**

The Lynchburg Police Department is a professional, nationally accredited agency with approximately 170 officers. These officers were hired because of their excellent qualifications and their dedication to our mission, vision, and values.

Our mission is to preserve the peace and maintain order in our community by preventing crime and protecting people and their property. Our vision is always to enhance community safety and improve the quality of life by applying our values of leadership, professionalism, and dedication.

To fulfill our mission and maintain our standards, we have developed a hiring process that identifies the finest, and most qualified, applicants.

Successful applicants have found that the hiring process can take 3 to 12 months to complete, and a number of variables affect their success. The hiring process is competitive in nature and you will be competing against other applicants for available positions. What you have to offer the department, versus what another applicant has to offer, can be very different. We must evaluate your qualifications and test results against those of other applicants. Ultimately, the number of available vacancies and the qualifications of the applicants determine whom we choose to offer employment. Not everyone who applies to our department is able to secure employment. At no point do we guarantee employment to anyone in our applicant process.

We allow you two consecutive opportunities to be selected for employment, and if not chosen, your file will be inactivated. At that point, you would be eligible to reapply and enter the process again as long as there are no issues that would prevent you from doing so.

You have received this document because you have submitted an employment application to the Lynchburg Police Department. Attached is an electronic copy of our Personal History Statement (PHS) which you are required to fill out and submit to our office electronically. **Note: Please save a copy of the Personal History Statement on your computer prior to submitting the form.**

If we have not received your PHS within 30 days, your file will be inactivated for one (1) year. **Certified officers will not have to take the written test.**

Upon a successful review of your PHS, you will be scheduled for the next available written police entrance exam. Please note that at the time of your exam, you will need to complete and sign the necessary release waivers.

### **Oral Review Board**

The oral review board will be your first “interview” and it will take place in the chapel area of the Police Department’s West Building. We recommend you dress in business attire, and you may want to consider refining your interview skills. **Virginia Certified Law Enforcement Officers are not required to participate in the Oral Board Review.**

We staff the oral review board with a combination of police officers *and* select community members, thus allowing for a diverse board as they evaluate your performance. Board members will ask you ten questions related to the following topics: your background; your preparation to take on the role of a police officer; hypothetical police scenarios; leadership abilities; ethics and honesty; and community involvement. Overall, board members will score you on your ability to present your thoughts and ideas; your judgment, maturity and emotional stability; and your overall qualifications for the position.

Based on the results of your interview, board members will either recommend or not recommend you for further consideration. If you are not recommended, you may be eligible to participate in a second oral review board if there are at least 120-days between the first and second boards. We do not allow applicants to participate in more than two review boards within a one-year period from the date of your written police entrance exam.

If the review board recommends you for further consideration, your file will remain active in the process.

Please note that at the conclusion of your interview, you will be photographed.

## **Polygraph Examination**

If you successfully complete the oral review board you will then be eligible to take a polygraph. The number of people we choose for a polygraph depends on the number of vacancies and the qualifications of those in the applicant pool. The only applicants eligible for a polygraph are those who pass the oral review board.

If you are chosen for a polygraph, you will be asked a series of questions generally relating to the following topics:

1. Drug Use
2. Criminal Activity
3. Sex Crimes involving Children
4. Honesty and Integrity
5. Physical Abuse
6. Giving False Information

This is not an exhaustive list and questions from other areas may be added at any time as deemed necessary by the polygraph examiner or the Personnel & Training Unit.

## **Background Investigation**

If you successfully complete a polygraph you will then be eligible for a background investigation. Again, the number of those chosen for a background investigation depends upon the number of vacancies and the qualifications of those in the applicant pool. The only applicants eligible for a background investigation are those who pass a polygraph.

If you are chosen for a background investigation we will notify you at the beginning. A trained investigator will verify all information contained in your file and will interview numerous people. If during the background investigation we discover information that prohibits us from moving forward with your application, we will notify you. The nature of the information will determine whether we can share the details with you.

There are potential areas of concern that could eliminate you from, or affect you negatively in, this process. Several examples are:

- History involving lying, cheating, or stealing
- Criminal History
- Erratic or poor work history
- Not being a team player, a problem solver, or having no initiative
- Poor Financial History
- Poor Driving History
- Drug Use

We will examine the details of any financial, driving, criminal, or drug history information on a case-by-case basis. Felony crimes will bar you from further consideration. If you have any questions regarding these issues please call us before your orientation and we can discuss your particular situation. Please be aware of your credit and driving history, because if problems are not addressed early, it may delay your process.

## **Command Staff Review and Interview**

Those candidates who pass the background investigation will then be scheduled for an interview with a member of the Lynchburg Police Department's Command Staff. Once approved by the Command Staff member interviewing the candidate, their application packet is sent through our chain of command for their review and recommendation.

## **Conditional Offer of Employment**

Only those applicants who pass the background investigation will be considered for available vacancies. At this point in the process, only the most qualified applicants will be given job offers. Again, the number of applicants we offer employment to depends on the number of vacancies and the qualifications of those in the applicant pool.

At this stage, all offers of employment are on a conditional basis. It is conditional because if you are offered employment you will be required to pass three more examinations: the physical skills test, a medical examination, and a psychological examination. The medical and psychological components are two-part examinations that are administered and evaluated by contracted medical and psychological agents for the City of Lynchburg. The physical skills examination is administered at the police department by Personnel & Training Unit staff. This exam tests your ability to surmount a wall, operate and push a full size automobile, load a department firearm, negotiate stairs and run.

To pass these examinations you must successfully complete each one, and based on the results, receive a recommendation for employment from the administering agent. If for some reason you are unable to pass any one of these examinations, the Lynchburg Police Department will rescind the conditional job offer.

## **Conclusion**

As you can see, the police and cadet applicant process is lengthy but necessary to identify the most qualified applicants. We hope you found this information helpful. If you have any questions about our applicant process, or if you have any concerns about your qualifications, please feel free to call us at any time to discuss your particular circumstances. We wish you the best as you compete in our process.

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