

**BRISTOL VIRGINIA POLICE DEPARTMENT**  
**Selection Process for Police Officer**

1. Application submitted by applicant.
2. Testing date scheduled and applicants notified by email. Applicants must be 21 years of age by the testing date.
3. Points are awarded to applicants in the testing process.
4. Written Police Officer Selection Test. This tests the applicant's writing, problem solving and written comprehension abilities. The test is job related, however you do not need to have prior law enforcement experience to successfully complete the test. Points are given for this test as scored. Must score 70% or higher to continue in the process.
5. 1.5 Mile Run – Applicants must run 1.5 miles within 18 minutes or less. Applicants will receive a numerical score in the selection process based on current LawFit standards.
6. Physical Agility Course – Applicants must successfully complete all aspects of the agility course in 1 minute, 30 seconds or less. Applicants will receive a numerical score in the selection process based on current LawFit standards.
7. Military Service – Applicants that are currently active in the Reserves/National Guard or who have been honorably discharged will be awarded 1.0 point. No points awarded for dishonorable discharges.
8. Law Enforcement Officer (LEO) Certification – A certification from any Basic Law Enforcement School within the Commonwealth of Virginia or any other outside agency must still be in current/active status in relation to the time period requirements for that state to be awarded any points.
  - A. A certified certificate showing successful completion of a Basic Jailors School from the Commonwealth of Virginia will be awarded 1.0 point.
  - B. A certified certificate showing successful completion of a Basic Law Enforcement School from outside the Commonwealth of Virginia will be awarded 2.0 points.
  - C. A certified certificate showing successful completion of a Pre-Employment Basic Law Enforcement School from within the Commonwealth of Virginia will be awarded 4.0 points.
  - D. A certified certificate showing successful completion of a Basic Law Enforcement School from within the Commonwealth of Virginia will be awarded 5.0 points.

9. Education – Points will be awarded for the highest certified certificate, degree, or diploma earned as described below. Multiple points will not be awarded for multiple degrees. Points will not be awarded for partial year's completion. Certificates, degrees, or diplomas only.
  - A. A 1 year certificate of completion from an accredited college or university will be awarded 1.0 point.
  - B. An Associate's Degree from an accredited college or university will be awarded 2.0 points.
  - C. A Bachelor's Degree from an accredited college or university will be awarded 3.0 points.
  - D. A Master's Degree or higher from an accredited college or university will be awarded 4.0 points.
10. Once the above segments have been totaled, the top 10 scoring applicants will be given an invitation to be interviewed by the Oral Interview Board. The number of applicants to be interviewed may be adjusted at the discretion of the Chief of Police.
11. Oral Interview Board – Points will be awarded by using the average of the scores from the panelists.
12. Scores and qualifiers from the above steps will be tallied and sorted from highest to lowest overall in a report to the Chief of Police as a guide of applicant standing and a tool for scheduling personal interviews for possible employment as police officer. The number of applicants to be interviewed is at the discretion of the Chief of Police.
13. The scoring process is merely a tool for selection. Top scores do not necessarily mean that that applicant will be offered employment.
14. If an applicant is given a conditional offer of employment, it will be contingent upon successful completion of a medical examination, to include drug screening, a psychological examination, thorough background investigation, and final interview with the Chief of Police.
15. A final offer of employment will be extended to the candidate after having successfully completed all the requirements set forth in the conditional offer. This final offer must be approved by the City Manager.
16. Newly hired police officers will be under a probationary period beginning on the date hired, and shall end 12 months after completion of all minimum training requirements as required by the Department of Criminal Justice Services and the field training program to assume their solo duties as an officer.