



Office of Police Chief
James C. Lane

City of Norton Police Department

Municipal Building
618 Virginia Ave NW
P.O. Box 618
Norton, Virginia 24273-0618
Emergency Call 911



Business (276) 679-1211
Fax (276) 679-2306

To: Police Applicants,

Thank you for considering Norton Police Department for employment. We are very proud of our police department and think it is one of the finest in Southwest Virginia. The following information is being supplied to give you a better understanding of our department, police work in general and to help process your application.

Please read all the attached information and if you meet the requirements for the position you are applying for, and do not fall into the category of automatic rejection, please complete the following documents; the Pre-Employment Standards Form (NPD-3), the Authorization for Release of Information Form (NPD-4) and the City of Norton application. Complete a separate application for each position applied for. **Do not send resumes or copies of certificates; these are not necessary during the initial application period.**

Your application is the first step in the hiring process. The quality of your application is important (neatness, clarity, legibility, and accuracy) as is your ability to follow directions given to you. The ability to file the paperwork accurately, neatly, and completely is an essential part of the job for which you are applying. Your application is and will be part of your interview. All applicants will be kept on file for six months.

You must follow these directions exactly: failure to do so will result in the rejection of your application.

1. Be sure to date the application in the upper right-hand corner of the first page.
2. Be sure to answer all questions truthfully and with N/A when not applicable, leave no question blank.
3. Be sure to indicate all the types of employment you will accept (full time, part time, and temporary)
4. Be sure to have the Authorization for Release of Information (NPD-4) notarized.
5. Be sure to indicate your days and hours available, if part time.
6. Be sure to list any difficulties you might have in meeting work schedules.
7. Please do not list Norton Police personnel in the references section.
8. Be sure to sign the application.
9. If you have held more jobs than space allows, use the Supplemental Experience Form (NPD-6) that is attached. Include all jobs that you have held.
10. Be sure to sign and have notarized where applicable, as failure to do so may result in the delay of the processing of your application.
11. Remember, honesty and integrity is a part of the job for which you are applying. Be certain to give complete and accurate answers to all questions.
12. Complete a separate application for each position applied for.
13. Do not send resumes or copies of certificates; they are not necessary during the initial application period.
14. When sealing the envelope, use tape or the metal clasp. Do not glue seal the envelope.
15. Only return the application for employment with the following forms: NPD-3, NPD-4, NPD-5 and NPD-6.
16. Return all documents at the same time in the sealed envelope (provided) as instructed above and address it to: Application Coordinator.

Note: Unsuccessful applicants may reapply 30 days after last application.

Thank you for your interest in Norton Police Department and good luck.

Sincerely,

James C. Lane
Chief of Police

Minimum Entrance Standards

Police Officer Trainee/Police Officer

Definition of Work

This is a non-supervisory position that involves police work, which protects life and property through the enforcement of laws and ordinances and the investigation of crimes. Work is performed on an assigned shift under general guidance of a Sergeant or Senior Patrol Officer. Assignments are difficult in nature and are carried out according to department rules, regulations, and procedures. An employee must frequently use independent discretion and judgment as direct supervision is often not available. Work requires regular exposure to uncontrolled and/or unpredictable conditions and frequent exercise of moderate to immoderate physical effort.

Examples of work

Patrols in the city on foot, or in a car, to prevent and discover the commission of crime and to enforce traffic and parking regulations; answer calls and complaints, taking the necessary police actions, and enforces all Federal, State, and local laws and ordinances. Responds to calls and complaints involving automobile accidents, robberies, and other misdemeanors and felonies. At the scene of crimes or accidents, administers first aid, conducts preliminary investigations, gathers evidence, locates witnesses, and makes arrests when necessary. Investigates crimes, interrogates witnesses and suspects, testifies in court. Issue warnings and citations of traffic violations. Answer inquiries from the public, provides information and direction to motorists. Prepares reports regarding crimes, accidents, and various other matters. Performs other related work as required.

Necessary Special Requirements

Set forth by the Commonwealth of Virginia as follows: 15.2-1705 – Minimum qualifications; waiver:

- A. The chief of police and all police officers of any locality, all deputy sheriffs and jail officers in this Commonwealth, and all law-enforcement officers as defined in §9.1-101 who enter upon the duties of such office after July 1, 1994, are required to meet the following minimum qualifications for office. Such person shall (I) be a citizen of the United States, (II) be required to undergo a background investigation including fingerprint-based criminal history records inquiries to both the Central Criminal Records Exchange and the Federal Bureau of Investigation, (III) have a high school education or have passed the General Educational Development exam, (IV) possess a valid driver's license if required by the duties of office to operate a motor vehicle, (V) undergo a physical examination, subsequent to a conditional offer of employment, conducted under the supervision of a licensed physician, (VI) be at least eighteen years of age, (VII) not have been convicted of or plead guilty or no contest to a felony or any offense that would be a felony if committed in Virginia, and (VIII) not have produced a positive result on a pre-employment drug screening, if such screening is required by the hiring law-enforcement agency or jail, where the positive result cannot be explained to the law-enforcement agency or jail administrator's satisfaction.
- B. Upon request of a sheriff or chief of police, or the director or chief executive of any agency or department employing law-enforcement officers as defined in §9.1-101, or jail officers as defined in §53.1-1, the Department of Criminal Justice Services is hereby authorized to waive the requirements for qualification as set out in subsection A of this section for good cause shown.

(1982, c. 442. § 15.1-131.8; 1988, c. 396; 1994, cc. 850, 905; 1995, c. 112; 1997, c 587.)

Desirable Preparation for Work

Associate degree in police science or related field or a successful experience involving considerable public contact.

Note: The City of Norton Police Department is an equal opportunity/affirmation-action employer, and complies with the American Disability Act.

Requirements for ALL Applicants



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1. Must be 18 years of age or older.
2. Must be able to pass written entrance examination. Training or experience in the law enforcement field **may not** be required for candidates taking the test.
3. Ability to pass statutory training requirements set forth by the Commonwealth of Virginia (attached).
4. Ability to cope with a variety of situations, firmly, courteously, tactfully and with the respect to the rights of citizens.
5. Ability to analyze situations quickly and objectively and not act under a variety of circumstances.
6. Ability to express oneself clearly and concisely.
7. Ability to function normally when placed under temporary or prolonged stress.
8. Ability to control anger when insulted or threatened.
9. Ability to read with good comprehension.
10. Ability to pass an oral interview panel.
11. Ability and willingness to comply with the Norton Police Department.
12. Must be willing and able to perform essential job functions.
13. Ability to pass required interview with the Chief of Police or designee.
14. Ability to successfully undergo extensive background investigation.
15. Must be able to successfully pass a drug screen.
16. Must be able to successfully pass a psychological exam.

Requirements of Police Officer Applicants

1. Pass physical examination performed by licensed physician.
2. Ability to operate a motor vehicle in a safe manner and demonstrate such skills in the basic police academy and/or in an emergency.
3. Ability to apply principles of investigation and interrogation and applicable laws and ordinances.
4. Ability to develop skills with and to demonstrate the use of firearms.
5. Ability and willingness to pass physical agility test.

Requirements of Dispatch Applicants

1. Ability to pass written spelling test.
2. Ability to pass typing test (40 wpm)
3. Ability to speak clearly and distinctly.
4. Ability to operate computers correctly and efficiently.

Norton Police Department

Police Officer Applicant Physical Fitness Examination

This sheet contains important information about the physical fitness test for Norton Police Department. All applicants taking the written test will be scheduled for the physical fitness test. It is recommended that you begin preparing for the physical fitness test. If you have any concern about your health and/or your ability to take this test, it is strongly recommended that you consult a physician.

The physical fitness examination for Norton Police Department is comprised of four events. Each event is briefly described below:

Situation 1: Sit and Reach

This test measures flexibility of the lower back and upper leg areas. The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is the number of inches reached on a yard stick with 15-inches being at the toes and the 36-inch mark being beyond the toes. Applicants are permitted three tries at this test. The highest score is the final score.

Section 2: 1-minute sit-ups

This test measures muscular endurance of the abdominal muscles. The test involves the performance of as many bent leg sit-ups as an applicant can properly complete in a 1-minute period.

Situation 3: 1-minute push-ups

This test measures muscular endurance of the chest, upper arms, and shoulder muscles (upper body dynamic strength). The test involves the performance of as many push-ups as an applicant can properly complete in a 1-minute period. (Female applicants are encouraged to do modified push-ups).

Situation 4: 1.5-mile run

This is a timed run to measure the heart and vascular systems capability to transport oxygen (cardiovascular endurance). The test involves the timed completion of a 1.5-mile run. Applicants are permitted to run, jog, and/or walk. However, let it be noted, this event cannot be passed if applicants walk all or most of the distance. The score is the number of minutes and seconds needed to complete the 1.5-mile run.

The following standards must be met in order to pass the physical fitness test.

Performance should equal to an overall rating of fair or better. The standards below represent what is necessary to obtain a fair rating on each event.

Age Group	20-29	30-39	40-49	50+
Female				
Sit and reach	19.4 inches	18.4 inches	17.4 inches	16.9 inches
Sit-ups	33	27	22	16
Push-ups	25	22	16	15
1.5-mile run	20:00	20:00	20:00	20:00
Male				
Sit and reach	16.6 inches	15.6 inches	14.4 inches	13.4 inches
Sit-ups	35	42	30	26
Push-ups	30	26	20	15
1.5-mile run	20:00	20:00	20:00	20:00

All physical performance tests will be conducted outdoors, weather permitting.

City of Norton Police Department Background Investigation Criteria



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A. **Automatic Rejection Criteria (Non-traffic)**

1. A felony conviction
2. Use of cocaine, crank, hashish, speed, LSD, crack, heroin, PCP, or any other hallucinogen drugs

B. **Automatic Rejection Criteria (Traffic)**

1. DUI
2. Hit and run
3. Reckless driving – to wit; drag racing
4. Attempting to elude police
5. Felony involving the operation of a motor vehicle

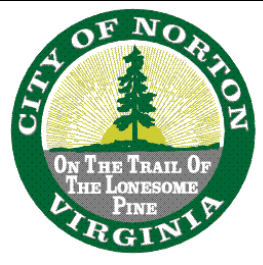
C. **Examples of criteria that may be grounds for rejection; but not limited to the following**

1. Suspended/revoked driver's license within the past four years
2. Two or more traffic violations within the past four years (any not listed is automatic rejection criteria)
3. Termination from past employments due to delinquency or misconduct
4. Misdemeanor arrests or convictions
5. Bad credit history

Taken into consideration when determining outcome of these criteria is when an incident occurred, how often, cause of violation, or reason for action taken against you, seriousness of conduct, and the circumstances.

Name _____ Date _____

City of Norton
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AN EQUAL OPPORTUNITY EMPLOYER

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, marital or veteran status, sex, age, national origin, disability, or any other legally protected status.

PERSONAL INFORMATION

Name (Print) _____ Social Security # _____
Present Address _____ Home or Nearest Phone _____
_____ Emergency Phone _____
City State Zip

If at present address less than one year, please give previous address _____
Are you over the age of 18? Yes No **If no, employment is subject to verification that you are of minimum legal age.**
Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration status? Yes No
Can you produce documented proof of your eligibility for employment in the United States? Yes No
(Either driver's license and Social Security card, birth certificate or Immigration and Naturalization Service Documents)

EDUCATION	Name and Address of School	Circle Last Year Completed	Did you Graduate?	Subjects Studied and Degree(s) Received
Elementary School		5 6 7 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School		9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business or Correspondence School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Subjects of special study or research work _____

Position(s) applied for _____ How soon could you report to work? _____

Type of employment Full Time Part Time Temporary Rate of pay expected _____

What days and hours, if part time? Sun Mon Tue Wed Thu Fri Sat Hours _____

Do you have any reason to believe that you would have difficulty meeting this company's work schedule? Yes No

If yes, explain _____

Have you ever applied for a job with us before? Yes No Have you ever worked for us before? Yes No

Have you ever been bonded? Yes No Have you ever been refused a bond? Yes No

If so, state reason and date _____

Have you ever served in the U.S. Armed Forces? Yes No If yes, what branch _____

Date entered _____ Date discharged _____

Have you ever been convicted of a violation of the law except a minor traffic violation? Yes No If so, state date, court and place where offense occurred _____

Have you ever been discharged or requested to resign from a position? Yes No Are you employed now? Yes No

If yes, may we contact your present employer? Yes No

Have you ever held a position of trust (handling money or confidential material)? Yes No

Why do you desire to make a change? _____

PRIOR WORK RECORD (Start with most recent and present employer and complete in full)		
Name and address of most recent employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Job Titles & Duties	Date Left	Last Rate
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of most recent employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Job Titles & Duties	Date Left	Last Rate
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of most recent employer		Telephone No.
Immediate Supervisor (Name & Position)	Date Hired	Starting Rate
Job Titles & Duties	Date Left	Last Rate
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide any additional information such as special skills, training, management experience, equipment operation, or qualifications you feel will be helpful to us in considering your application. _____

REFERENCES - List three (Do not list relatives or former employers)		
Name	Address	Phone
1.		
2.		
3.		

Job Applicant's Agreement and Certification

"I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statement, and I authorize past employers, all references, and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

"I understand that nothing contained in the employment application or in the granting of an interview is intended to create an employment contract between the company and myself for either employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the company retains the same right."

"I agree to submit to a physical examination whenever requested, and I understand my becoming employed and/or continued employment are subject to the results of any physical examination related to my job duties in accordance with company policies and procedures. I understand that if employed, polices and rules which are issued are not conditions of employment and that the employer may revise polices or procedures in whole or in part, and any time."

"I understand that this application will be kept on file for _____ days from the date completed, after which time I would have to reapply in accordance with established company procedures."

Signature of applicant _____ Date _____



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Pre-Employment Standards Form

I, _____, do hereby affirm that responses to the below are true and accurate:

- A. 18 years of age or older. Yes No
- B. High school graduate or GED. Yes No
- C. U.S. citizen. Yes No
- D. Will undergo background check. Yes No
- E. Will undergo fingerprint check. Yes No
- F. Possess valid driver's license. Yes No
- G. Will undergo examination by doctor. Yes No
- H. Have been convicted of a felony. Yes No
- I. Have been convicted of a misdemeanor on federal, state, or local level relating to:
 - 1. Force. Yes No
 - 2. Violence. Yes No
 - 3. Theft. Yes No
 - 4. Dishonesty. Yes No
 - 5. Gambling. Yes No
 - 5. Alcohol/Drugs Yes No
- J. DUI conviction (driving under influence). Yes No
- K. Felony conviction with motor vehicle. Yes No
- L. Hit & Run conviction. Yes No

Certifications

- A. I am a current VA certified Police Officer. Yes No
- B. I am a current VA certified Dispatcher. Yes No
- C. I am EMD certified. Yes No
- D. I am VCIN certified. Yes No
- E. I am CPR certified. Yes No
- F. I am EVOC certified. Yes No
- G. I am a certified Intoxilyzer operator. Yes No
- H. I am ASP certified. Yes No
- I. I am O/C certified. (Pepper spray) Yes No
- J. I am a General Instructor. Yes No

Signature

Date

Witness



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AUTHORIZATION FOR RELEASE OF INFORMATION

TO: Any doctor, hospital, medical association, US Armed Forces, Maritime Services, Veteran’s Administration, or Any academic Dean, Registrar, Principal, Guidance Counselor, other authorized person at a school, college, business, trade, or high school or any past or present employer, Credit Bureau or Retail Merchant’s Association, bank financial institution or any other credit extending agency, or any State, Federal, County or City agency or Municipality

I, _____ Address _____

Have applied for employment with the Norton Police Department. I am aware that my entire background is to be investigated. I hereby authorize and request the release of all information you have concerning me (including a transcript of any academic records) to the Norton Police Department or its agent upon presentation of this release of copy hereof.

I am further aware that this investigation may not begin or be concluded for an undetermined amount of time after the execution of this document and I authorize this document to be recognized as valid until such time as my background investigation has been completed.

Armed Force Service of Serial Number, if any _____
Veterans Administration Claim Number, if any _____
Social Security Number _____

Signature _____
(Sign before Notary only)

Commonwealth of Virginia, County/City of _____

This day _____ personally appeared before me and
acknowledged his/her signature to the above statement.

My commission expires on the _____ Day of _____ 20_____

Notary Public _____

Release of this information subject to this authorization is not in conflict with the Fair Credit Reporting Act, Public Law 91-508 nor Virginia Statutes relating to the Privacy Protection Act.



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AUTHORIZATION FOR RELEASE OF CREDIT HISTORY

I Authorize the City of Norton Police Department to obtain a record of my credit history from the current provider, Equifax. This record will be used in the conjunction with other information to determine my eligibility for employment with the city of Norton Police Department. I further understand that if my credit record adversely affects my eligibility for employment with City of Norton Police Department, I will be provided with a copy of the credit record. I agree to hold harmless the City of Norton, its agents and employees against all claims, damages, losses, expenses, and attorney's fees, arising out of the authorization. I Voluntarily sign this statement and haven no objections to any part of this statement.

Printed Name _____

Address: _____

Date of Birth _____

Social Security: _____

Signature _____

(Sign before Notary only)

Commonwealth of Virginia, County/City of _____

This day _____ personally appeared before me and
acknowledged his/her signature to the above statement.

My commission expires on the _____ Day of _____ 20_____

Notary Public _____

Release of this information subject to this authorization is not in conflict with the Fair Credit Reporting Act, Public Law 91-508 nor Virginia Statutes relating to the Privacy Protection Act.



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Previous Addresses

Please list **all** previous addresses since your 18th birthday. Include physical addresses, not just PO Boxes. Include addresses that were temporary, such as, while away for college, etc. Do not fail to report **every** place you have lived since your 18th birthday. Use a separate sheet, if needed.

Physical Address

Street

City, State, Zip Code

Physical Address

Street

City, State, Zip Code

Physical Address

Street

City, State, Zip Code

Physical Address

Street

City, State, Zip Code

Physical Address

Street

City, State, Zip Code

Mailing Address

(Check mark if same)

Mailing Address

(Check mark if same)

Mailing Address

(Check mark if same)

Mailing Address

(Check mark if same)

Mailing Address

(Check mark if same)

Physical Address

Street

City, State, Zip Code

Physical Address

Street

City, State, Zip Code

Physical Address

Street

City, State, Zip Code

Physical Address

Street

City, State, Zip Code

Physical Address

Street

City, State, Zip Code

Physical Address

Street

City, State, Zip Code

Mailing Address

(Check mark if same)

Mailing Address

(Check mark if same)

Mailing Address

(Check mark if same)

Mailing Address

(Check mark if same)

Mailing Address

(Check mark if same)

Mailing Address

(Check mark if same)



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Supplementary Job Experience Form

Position Applied for _____

Name _____ Social Security Number _____

Job Title _____ Duties _____

Employer _____

Address _____

Employer Phone _____ Number of employees supervised _____

Type of business _____ Equipment used _____

Immediate supervisor _____ Reason for leaving _____

Title _____ Your name if different from present _____

Salary (start) _____ (finish) _____ Dates (Mo/Yr.) _____ to (Mo/Yr.) _____

Full-time Part-time Hours/week _____

Name _____ Social Security Number _____

Job Title _____ Duties _____

Employer _____

Address _____

Employer Phone _____ Number of employees supervised _____

Type of business _____ Equipment used _____

Immediate supervisor _____ Reason for leaving _____

Title _____ Your name if different from present _____

Salary (start) _____ (finish) _____ Dates (Mo/Yr.) _____ to (Mo/Yr.) _____

Full-time Part-time Hours/week _____

Name _____ Social Security Number _____

Job Title _____ Duties _____

Employer _____

Address _____

Employer Phone _____ Number of employees supervised _____

Type of business _____ Equipment used _____

Immediate supervisor _____ Reason for leaving _____

Title _____ Your name if different from present _____

Salary (start) _____ (finish) _____ Dates (Mo/Yr.) _____ to (Mo/Yr.) _____

Full-time Part-time Hours/week _____

Name _____ Social Security Number _____

Job Title _____ Duties _____

Employer _____

Address _____

Employer Phone _____ Number of employees supervised _____

Type of business _____ Equipment used _____

Immediate supervisor _____ Reason for leaving _____

Title _____ Your name if different from present _____

Salary (start) _____ (finish) _____ Dates (Mo/Yr.) _____ to (Mo/Yr.) _____

Full-time Part-time Hours/week _____

Name _____ Social Security Number _____