

# **RICHMOND POLICE DEPARTMENT**



## **POLICE RECRUIT HIRING PROCESS**

It is the policy of the Richmond Police Department to screen, hire and select the most qualified candidates for the position of Police Recruit. The Department utilizes a stringent process that is uncompromising on ethics, professionalism, and excellence.

## **HIRING & SELECTION PROCESS**

### **PHASE I**

Federal and State regulations guide the department's hiring process. Each component of the hiring & selection process is designed to predict job performance or detect important aspects of the applicant's character and work-related behavior as it pertains to the position in question. All phases are in accordance with applicable laws and regulations considering utility, validity, adverse impact, and fairness to each applicant.

**All** police recruit applicants must submit an electronic City of Richmond application for employment.

**Initial Application Screening** - The Personnel & Recruitment Unit will initially screen and certify each application to ensure the applicant meets the minimum qualifications for the position.

**Physical Agility Test** - All Police Recruit applicants are required to successfully complete a physical agility test validated and prepared by the academy. The test will evaluate cardiovascular fitness, flexibility and upper and lower body strength, and is intended as a measurement of the applicant's physical suitability for the police recruit position. Applicants who fail the agility test are eligible to retest two additional times within a 12 month period.

**Written Test** - Police Recruit applicants must pass an entry-level, nationally accredited, Police Officer applicant written examination, that is designed to measure the ability to comprehend and analyze detailed information quickly; such as names, descriptions, and facts; how well one follows directions; how and if one uses proper judgment and logic; and to evaluate reading comprehension. A member of the Personnel & Recruitment unit will notify all applicants who fail to attain a passing score prior to their departure from the test site. Applicants who fail to achieve the passing score are eligible to retest two additional times within a 12 month period. "Certified" Virginia law enforcement officers, VACORPS applicants, RPD Cadets, and those who have successfully graduated from an out-of-state police academy and served as a police officer, are not required to complete the written test. However, they must successfully complete all other phases of the process in order to become a Richmond Police Recruit.

**Panel Interview** – Applicants must pass a panel interview. The panel interview assesses the applicant's ability to perform the essential functions of the job and the applicant's suitability for the position in the Richmond City Police Department. Applicants who fail to achieve the passing score are eligible to reapply after a 12 month period.

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**Written Notice** - A member of the Personnel & Recruitment Unit will notify all applicants who fail to attain a passing score on either the physical agility test or written test prior to their departure from the test site. Notice will include advisement of timeframe eligibility to retest.

Applicants who fail to attain a passing score on the panel interview will receive notice at a later date. Notice will include advisement of timeframe eligibility to reapply.

Upon successful completion of all Phase I steps, candidates are provided an offer letter, employment is contingent upon successful completion of steps outlined in Phase II and the approval of the Chief of Police.

## **PHASE II**

**Initial Background Interview** – All applicants who successfully complete the initial application screening undergo an initial background interview. This interview consists of questions designed to detect important aspects of the applicant’s character and work-related behavior in accordance with federal and state laws and regulations.

**Polygraph Examination** – Applicants who are considered viable prospects for future employment are then scheduled for a polygraph examination. The polygraph is an investigative tool used to assist the department in determining the accuracy of information provided by the applicant. It also assists in uncovering potentially unsuitable character traits. The polygraph test shall not be the single determinant used in rejecting a candidate; however, any admissions made during the interview, and before or after the actual polygraph test, will be considered in the employment decision. A trained and licensed polygraph examiner administers the polygraph examination in accordance with the Standards of Practice set forth by the Virginia Department of Professional and Occupational Regulations.

**Applicant Background Investigation** – Background investigators conduct a comprehensive background investigation using the Background Investigation Questionnaire. At a minimum, the background investigator conducts the following:

- \*Criminal history check (s)
- \*Credit history report
- \*Driving Record check (s)
- \*Education and/or military service verification check(s)
- \*Previous employer personnel file review
- \*Personal and professional reference check(s)

**Written Statement** – Applicants must submit a statement in their own handwriting to enable a review of the applicant’s use of the English language and writing skills.

**Ride Along** – Applicants are encouraged to complete a “ride along” with a selected City of Richmond Police Officer as part of the evaluation process. The officer is to observe the applicant’s behavior and attempt to determine the applicant’s suitability for police work. The applicant may also complete a “ride along” earlier in the process, if desired, as coordinated

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by the Recruitment Team. The officer will provide a written evaluation of the “ride along” candidate to the Personnel & Recruitment unit.

***Psychological Evaluation*** - Psychological evaluations are conducted by a licensed clinical psychologist and include both written and oral evaluations. The written test involves the use of selected pen and pencil or computer generated personal inventory instruments. This process also includes a structured oral interview, which consists of a review of the written personality tests and a clinical appraisal. The clinical psychologist submits a report based on the above information along with the interviewer’s professional judgment regarding the suitability of the applicant to be a police officer.

***Pre-employment Comprehensive Physical Examination*** - The comprehensive physical examination consists of a review of the applicant’s medical history, a drug-screening test, and a physical examination conducted by a city approved medical physician. The physician, provided with the essential tasks of the position, will render a medical opinion as to the applicant’s physical suitability to perform the required duties.

At the completion of Phase II, the investigator condenses the results of the entire investigation into a final background investigation package. This package is forwarded through the HR chain of command for approval or disapproval to hire.

### **PHASE III**

***Selection Administration*** - The Chief of Police, the department’s Appointing Authority, in consultation with the department’s HR Division Chief makes the final determination on all applicants selected for each basic Recruit Academy.

***Salary Determination*** - The salary offered to police recruit applicants selected to attend the Basic Recruit Academy are based on the following guidelines:

- All Police Recruit applicants employed will receive the base salary designated by the City of Richmond’s compensation plan.
- Lateral Police Officer applicants are entitled to receive higher initial salaries, as determined by the department’s lateral hire program.
- Salary negotiations for lateral officers will be conducted by the HR Division Chief with final approval from the Chief of Police.
- Former Richmond Police Officers who return to duty with RPD within 12 months and are still certified by DCJS will have their former salaries and career development levels reviewed on a case-by-case basis to determine compensation upon re-entry.

***Final Notice*** – Upon approval for hire, applicants are contacted to determine a start date. A formal hire letter is mailed to the new Recruit confirming details of hiring / orientation process. Applicants not approved for hire will receive written notice of such.

***Duration*** – The hiring process is a comprehensive, thorough procedure which can take from 60 to 120 days depending on circumstances. RPD generally conducts 2-3 Basic Recruit Classes each year with each Class running approximately 32 weeks.

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**EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN**

The RPD Human Resources Division maintains an Equal Employment Opportunity Plan that is reviewed biennially and updated as necessary. The Equal Employment Opportunity Plan is posted on the Richmond Police Department website.