



August 06, 2010

Dear Applicant:

**It is important that you read this letter in its entirety, as certain locations and times have changed.**

This is to inform you that the six-time Nationally Accredited Hampton Police Division is currently posting for the positions **of Police Cadet Posting dates are as follows: Aug.6 -26<sup>th</sup>, 2010.** You must visit the City of Hampton Department of Human Resources website at [www.hampton.gov/hire/](http://www.hampton.gov/hire/) to make application. This will require you to submit an application, answer supplemental questions, choose a hiring assembly to attend and download the background questionnaire. Be sure to click on the **"Save and Proceed or Save and Release"** prompt after completion. If you do not have internet access, there are several computers located in the Office of Human Resources at 22 Lincoln St, Hampton, VA 23669. Their telephone number is 727-6407. The dates of the assemblies and other significant steps, can be found on **page seven (7)** of this letter. The assembly and testing will take approximately six **(6) hours**.

**NOTE: Applicants are required to submit the 11-page HPD Background Questionnaire on the date of assembly attendance.**

The Assembly will consist of an overview of the Hampton Police Division's qualifications, disqualifiers, selection process, benefit package, training and will answer any additional questions that you may have. At the completion of the assembly portion, all applicants continuing in the process will submit to a **written test (page 4), physical ability test (page 5), and a personal interview.** Each step will be thoroughly explained at the assembly. The physical ability test will be conducted outside, regardless of the weather **therefore, we encourage weather appropriate attire, to include warm-ups, workout clothes and shoes.** We recommend that applicants attend the assembly in this attire.

The assemblies will be held at **The Public Safety Building, 5<sup>th</sup> floor Training Room, 40 Lincoln Street on Aug 12<sup>th</sup>, 23<sup>rd</sup>, & 2<sup>nd</sup> of Sept. 2010 at 8:30 am. The Physical ability test will be conducted on the following dates Aug. 13<sup>th</sup>, 24<sup>th</sup>, & 3<sup>rd</sup> of Sept. 2010.**

On page 2, you will find an **Applicant Instruction Sheet** with directions you must follow. It is preferred that items identified in **Part I** and **Part II** be brought with you to the assembly. If you do not have all of the paperwork listed, you will have the opportunity to submit it at a later time.

If you have any questions, please contact the Personnel and Recruiting Office. Contact information is below. For more information about the Hampton Police Division, applicants are urged to visit us online at <http://www.hampton.gov/police/>.

Sincerely,

C. R. Jordan, Jr.  
Chief of Police

Cpl. F.E.Edmonds, Recruiter, (757) 727-6643 or [fedmonds@hampton.gov](mailto:fedmonds@hampton.gov)



## APPLICANT INSTRUCTIONS

### I. The applicant must be able to furnish:

1. Complete names, mailing addresses, (to include zip code), and phone numbers of all employers and supervisors during the past ten years.
2. Complete addresses where you have lived during the past fifteen years.
3. Six Character References and five Employment References.  
Note: Do not bring reference letters, we only require complete names, mailing addresses and telephone numbers of persons to be contacted.
4. Virginia Residents: You must go to the Virginia Department of Motor Vehicles and obtain a transcript of your driving record. If your Va. D.M.V. point balance is worse than -2, you will be required to take a Driver Improvement Course to remain competitive. It is your responsibility to obtain this at your own expense.  
If you are not licensed in Virginia, you will need to make contact with your respective State DMV where you are licensed and request this information.

### II. It is desired that the documents listed below be turned into the Hampton Police Division Personnel Office on the day you attend the hiring assembly. Originals will be returned upon request.

1. Original or certified copy of Military DD Form 214 - Form, (If prior military).
2. Last three Performance Appraisals/Evaluations i.e., EPR's, APR's, OPR's, *if applicable*.
3. Birth Certificate
4. Social Security Card
5. High School Diploma / H.S. transcript / GED Certification
6. College Diploma and certified transcript
7. Certificates of related/unrelated training in the Law Enforcement field
8. DMV Drivers Transcript, along with valid Operators License (See part I, item #4)
9. If applicant reaches the Medical Physical Portion, they will be required to furnish personal medical records.

**Note:** Applicants are required to furnish *copies* of important personal documents. Copies will be accepted after verification of the originals. The process may take up to five months to successfully complete. Applicants are urged to apply/reapply anytime the position is posted.

### III. The Application Assembly will consist of an overview of the Hampton Police Selection Process. The Physical Ability will be conducted outside on that afternoon, after taking and passing the Written Test. Enclosed you will find a copy of the Physical Ability Test that you will be expected to pass.

Report To: Hampton Police Division  
5<sup>th</sup> floor Training Room  
40 Lincoln St.  
Hampton, VA 23669

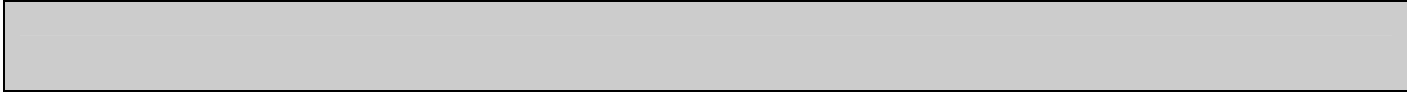


DIVISION OF POLICE  
40 LINCOLN STREET, HAMPTON, VIRGINIA 23669

**BENEFITS SNAPSHOT**

**A. BENEFITS/INCENTIVES**

- 1. **Police Cadet:**
  - A. Starting salary: \$24,112/yr, \$11.592hr



**B. Holidays**

- A. 10 Paid per year
- B. Those worked at 2.5X's the hourly rate. Not worked, straight time.

4. **Vacation/Normal Leave**

- A. Annual Leave- 8, 10, 12, 14, 16 hours/month (depending on time in service)  
Normal leave accumulates and increases 2 hours per every 5 years of service.
- B. Sick Leave- 8 hours/month (accumulative)
- C. Military Leave- 15 days per year for Military Reservists

5. **Education Incentive**

- A. AA: \$600./year, \$800. after three years.
- B. BS: \$800./yr \$1200./yr after three years, \$1600./yr after five years and \$2,000/yr after seven years service.
- C. Masters: \$2200./year after ten years service
- D. Up to 100% college tuition reimbursement, after probationary period
- E. Inquire about G I Bill reimbursement during training

6. **Take Home Car Program**

7. **On Site-Gym, Weight Room, and Work Out Center (24 hour access)**

**C. HEALTH/LIFE INSURANCE**

- 1. Health Insurance/Hospitalization: TRIGON BC/BS KEYCARE PLAN
- 2. Dental and Eye Care Plans also available
- 3. Life Insurance: *(Amounts are based on Certified Salary)*
  - Natural Death 2 times Salary = \$73,400
  - Accidental Death 4 times salary = \$146,800
  - Killed in line of duty - Virginia = >\$100,000
  - Killed in line of duty - Federal = >\$100,000

(Note: City pays a portion of your premium)

**NOTE:** Personnel may add an Optional Life Ins. plan at a low additional cost. In line of duty for State and Federal benefits must be applied for by the survivor(s). Above amounts are approximates and subject to increase. They do not include benefits i.e., Workers Comp. Social Security, beneficiary educational incentives, etc. For more information contact Risk Mgmt.

**D. RETIREMENT -Virginia Retirement System (VRS)**

- B. Employee's of the City of Hampton fall under VRS. This system is one of the best in the State, if not the world. Currently, personnel may retire with full benefits at age 50 and 25 years service. Members also receive a Hazardous Law Enforcement Supplement of \$916.00 /mo. until age 65, with 20 years service.
- C. Deferred Compensation (457 Plan, . . . much like 401k plan)
- D. Inquire about Prior Service Credit or contact [www.state.va.us/vrs/vrs](http://www.state.va.us/vrs/vrs)

EOE

## APPLICANT SELECTION PROCESS

- a. **Posting** - The job announcement is made public.
- b. **Assembly** - Applicants are assembled and given an overview of the Selection Process. Applications and questionnaire are completed at this time.
- c. **Physical Ability Testing** - To determine if the applicant is physically suited for a career in Law Enforcement. Physical Training attire required, i.e. shorts, T-shirt, sneakers. Eyeglass ware and corrective lenses are allowed, as they are considered affordable accommodation under ADA.
- d. **Written Examination** - A comprehensive examination that tests the applicant's ability in the following basic areas: reading comprehension, grammar, math, and writing skills.
- e. **Personal Interview** - The background questionnaire is reviewed focusing on areas of Driving history, Criminal history, and Drug usage to ascertain instant disqualifiers. The applicant may be rejected at this phase.
- f. **Oral Interview Board** -An oral interview panel evaluates each applicant based on their responses to set questions. By combining Oral Board scores with Personal Interview points, a final ranking of each applicant is made.
- g. **Background Interview/Polygraph** - The application is reviewed in depth with the applicant. This is to verify the accuracy and the integrity of information provided on applications and during interviews. The Background Questionnaire is the "Blueprint" for the line of questions asked during polygraph. Applicants under consideration must sign a conditional job offer prior to polygraph. Polygraph results will not be used as the sole determinant of future employment in the Division. Background investigations are also initiated photographs and fingerprints at this time.
- h. **Psychological Testing** - This is to determine if the applicant is psychologically suited for a career in Law Enforcement. This testing consists of two separate procedures, written test and personal interview.
- i. **Physical Examination** - This is to determine if the applicant is physically suited for a career in Law Enforcement. This testing consists of two separate procedures conducted by a licensed physician and medical facility under contract with the City.
- j. **Senior Management Review** - At this stage, candidates have achieved an overall high ranking and possess a favorable background. The Professional Standards Branch Commander and at least one staff officer will conduct a management level review before candidates are presented to the Chief of Police for final selection.
- k. **Major's Selection** - During this interview, the Major in charge of Professional Standards makes his/her selection or non-selection of the applicant. The Major in charge of Professional Standards selects all personnel prior to employment.

**Applicants must attend and successfully complete every phase of the hiring process to be considered for employment.**

**HAMPTON POLICE DIVISION**

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**POLICE CADET  
ABILITY TEST FORM**

**Testing Dates: Aug 13<sup>th</sup>, 24<sup>th</sup>, & 3<sup>rd</sup> of Sept, 2010**

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**TEST REQUIREMENTS:**

**TIME ALLOWED:**

- |  |   |
|--|---|
| 1. 165 LB WEIGHT DRAG (30' Distance)                               | -15 Sec.  |
| 2. HANDGUN TRIGGER PULL TEST:<br>(Pull trigger 12 times each hand) | -12 Seconds (Right Hand)<br>-12 Seconds (Left Hand) |
| 3. VISION TEST (No more than 3 mistakes):                          |   |
| 4. ¼ MILE RUN (440):   | -90 Sec.  |
| 5. 6' RUNNING BROAD JUMP:  | -N/A  |
| 6. 6' WALL SCALE:  | -10 Sec.  |
| 7. 100-YARD DASH:  | -18 Sec   |

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**STATEMENT OF RELEASE**

In consideration of being permitted to complete the application requirements for employment as a Police Officer with the Hampton Police Division by taking the ability test which is one of the basic prerequisites for consideration for such employment, the undersigned hereby releases the City of Hampton, the Hampton Police Division, and all their employees and agents, of and from any and all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage or injury, including death, that maybe sustained by the undersigned as a result of taking the said ability test.

The undersigned, being duly aware of the physical exertion, risks and hazards involved in taking the said ability test, hereby elects voluntarily to take it, and voluntarily assumes all risks of loss, damage, or injury, including death that may be sustained as a result thereof.

In signing this release, the undersigned acknowledges and represents that he or she has read the foregoing, understands it, and signs it voluntarily, and that he or she is over 18 years of age and of sound mind.

**NOTE: Physical Ability and Physical Assessment Standards are not the same. Physical Assessments are covered in Policy & Procedure 618, and are given later after employment. Assessment Standards consist of sit-up, bench press, sit and reach, leg press, push-up and 1 1/2 mile run.**

## ***Directions to Hampton City Hall 22 Lincoln Street and Hampton Police Division 40 Lincoln Street***

### ***From Richmond/Williamsburg***

Follow Interstate 64 east to Exit 267, Hampton University/Settlers Landing Road. Turn right at the light onto Settlers Landing Road. Follow this road over the Booker T. Washington Bridge. At the foot of the bridge, make a right turn at the light onto Eaton Street. Follow this street until you get to Syms Street and then turn left into the parking lot. The first building on your left is City Hall followed by the Hampton Police Division.

### ***From Virginia Beach/Norfolk***

Follow Interstate 64 west to Exit 267, County Street/Woodland Road. Turn left onto Woodland Road (Woodland Road will turn into Settlers Landing Road). Go through the first traffic light, past Hampton University and over the Booker T. Washington Bridge. At the foot of the bridge, make a right turn at the light onto Eaton Street. Follow this street until you get to Syms Street and then turn left into the parking lot. The first building on your left is City Hall followed by the Hampton Police Division.



**THE PARKING LOT AT THE POLICE DIVISION IS PERMIT PARKING ONLY DURING THE NORMAL WORK HOURS. THERE IS PARKING ALLOTTED ALONG THE CURBS AND AT THE BUS STATION LOCATED NEAR THE CORNER OF KING STREET AND PEMBROKE AVE.**

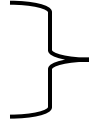
**Tentative Schedule of Events  
for the May-September 2010  
Police Cadet Hiring Process**

**Position Posting**

**Aug 6-26, 2100**

**Information Assemblies 0830hrs / 8:30am  
to include:**

- **Written Test**
- **Personal Interview**
- **Ability Test**



**Aug-Sept, 2010**

**Police Cadet Oral Boards**

**Sept. 20- 24, 2010**

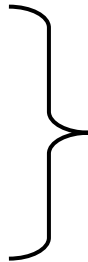
**NOTE:**

Applicants must attend the Oral Board on the date and time for which they signed up. The Oral Board phase will not have make-up dates. Additional Oral Board dates will be dependant on the size of the application pool and the needs of the Division.

**Background Investigations**

**(To include):**

- **Polygraph Test**
- **Psychological Test**
- **Medical/Physical Examination**
- **Senior Management Review**
- **Chief's/Major's Selection**
- **Employment**



**Aug – Nov 2010**

**NOTE:** Hampton Police Division is currently hiring for Police Cadet Permanent Full Time and Seasonal Positions.