

Out-of-State & Federal Law Enforcement Certification Lateral Transfer Preclearance Questionnaire

Instructions: Fill in all highlighted blanks. Use "N/A" if the question does not apply.

Requesting Agency	Point of Contact	Email Address
Last Name	First Name	Middle Name
Email Address	Cell Phone	Work Phone

Law Enforcement Experience (List All)

Department	Start Date Month/Year	End Date Month/Year	Avg hrs per week	Employment Status (FT / PT / Reserve / Auxiliary)

Basic Law Enforcement Training (Attach Transcript)

Training Academy (Name & Location)	Dates Attended Month / Year – Month / Year

Calls For Service / Law Enforcement Events "Handled" By Applicant

Offense Type	Approximate Number	Appr. Date of Most Recent	Offense Type	Approximate Number	Appr. Date of Most Recent
Larceny / Shoplifting			Traffic Stops		
Robbery			Accidents / Crashes		
Burglary			Vehicle Pursuit(s)		
Domestic Violence			DWI / DUI		
Crimes in Progress			Narcotics / Drugs		
Warrant Services			Mental Health		

For the following questions please type "Yes," "No," or "N/A"

	Response
Have you made a custodial arrest? (Placing a person under arrest using handcuffs)	
Have you regularly responded to calls for service (i.e., crashes, domestic disputes, etc.)?	
Have you responded to any incident(s) requiring vehicle emergency equipment activation?	

Describe your regular and specific duties performed by you for each Law Enforcement employment (Attach additional pages if necessary). Be specific in your actual duties and performance -- not general such as "protect and serve area / enforce laws"

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This questionnaire is initially intended to obtain preliminary information to evaluate an applicant's preclearance eligibility for a possible partial law enforcement training waiver for lateral applicants from out-of-state or federal law enforcement agencies.

If you are granted a preliminary approval, you may be required to complete some Virginia specific training. A final partial training waiver will be reviewed by the Virginia Department of Criminal Justice Services (DCJS) after being hired by a Virginia Law Enforcement Agency

I have read the attached Instruction sheet and understand my Law Enforcement employment history (including regular duties) and training history will be reviewed by Virginia DCJS after hired by an Agency to determine the extent of my training waiver. I may be required to attend a full Basic Law Enforcement Training Academy in order to be certified by Virginia

Appl. Initial

Appl. Initial

PLEASE RETURN THIS COMPLETED FORM TO YOUR ASSIGNED RECRUITER, OR BACKGROUND INVESTIGATOR, FOR CONSIDERATION FOR A PARTIAL TRAINING WAIVER

INSTRUCTIONS

The attached **Out-of-State & Federal Law Enforcement Certification Lateral Transfer Eligibility Questionnaire** will be used to conduct an initial review of a candidate's eligibility for consideration for a partial training waiver. Once a candidate is employed by the Agency, the form will be used for final consideration for a partial training waiver to meet the *Minimum Compulsory Training Standards* to obtain certification as a Virginia Law Enforcement Officer.

In order to properly evaluate a candidate for a partial training waiver to obtain certification as a Virginia Law Enforcement Officer, a candidate must meet the following requirements:

- Must have at least 3 years / 36 months continuous law enforcement experience commensurate with those of a Virginia law enforcement officer (i.e. respond to calls for service, take reports of crime, conduct traffic stops, issue summons, make arrests)
- *Must be a current law enforcement officer or out of law enforcement employment for less than 24 months*
- Must be in good standing with former employer(s)
- Must meet all requirements of 15.2-1705 Code of Virginia

In addition to the above requirements, a comprehensive review of a candidate's training records will be completed which includes comparison of law enforcement training at Non-Virginia Certified Criminal Justice Academies, or training facilities, to those mandated by the Commonwealth of Virginia.

A final partial training waiver approval may only be obtained upon a comprehensive review of an applicant's training records by the Virginia Department of Criminal Justice once the candidate is hired by a Law Enforcement Agency.

Employing Agency

A copy of this **Out-of-State & Federal Law Enforcement Certification Lateral Transfer Eligibility Questionnaire** may be forwarded to your DCJS Field Services Coordinator for Initial Review for possible eligibility for a partial training waiver for viable candidates.

Upon hiring a candidate, who desires a Partial Training Waiver for Virginia Law Enforcement Certification, please forward the following to your Field Services Coordinator for final review.

- Out-of-State & Federal Law Enforcement Certification Lateral Transfer Eligibility Questionnaire
- Completed **DCJS Form W-2** (Application for Exemption from Virginia Compulsory Minimum Training Standards)
- Notarized Authorization of Release of Information by candidate
- Out-of-State / Federal Training Academy Transcript(s) / Record(s)
- Candidate's complete Law Enforcement Employment History if not contained in the Questionnaire