

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

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

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

Law Enforcement Experience (List All)

Department (Include State)	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 including State)	Dates Attended Month / Year – Month / Year

Calls For Service / Law Enforcement Events Performed By Candidate

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"

Question	Response
Have you ever been Terminated from a Law Enforcement Position and/or had a Law Enforcement Certification Decertified or Revoked (If yes, explain in detail on separate page including your Name, Date of Birth, Date of Incident, Employer, Decertification / Revoking Entity)	
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?	
Have you previously submitted this form or applied for a Virginia DCJS Partial Training Waiver?	

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"

This questionnaire is intended to obtain preliminary information to evaluate possible eligibility for a partial law enforcement training waiver for 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 and training history and will be reviewed and verified by Virginia DCJS after hired by an Agency to determine a possible training waiver.

I understand providing false information is grounds for an automatic denial for consideration for a partial training waiver.

I understand an approval based on this form is not a guarantee for final approval of a partial 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

Candidate

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 and does not guarantee approval of 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.

A candidate, under consideration for a partial training waiver to obtain certification as a Virginia Law Enforcement Officer, must meet several requirements in addition to the following:

- At least 36 months continuous full time 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).
- *Be a current law enforcement officer or out of law enforcement employment for less than 24 months.*
- Be in good standing with current and / or former Law Enforcement employer(s)
- Any Law Enforcement Certification must not be, or have been, Revoked or Decertified
- Meet all requirements of 15.2-1705 Code of Virginia

In addition to the above requirements, a comprehensive review of a candidate's training and employment 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. **Any false, or misleading, information provided by the Candidate may result in immediate denial of a Partial Training Waiver.**

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, including any documentation the Candidate left prior Law Enforcement Agencies in good standing.