



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

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 Event "Handled" by Applicant

| Offense Type | Approximate Number | Approx. Date of Most Recent | Offense Type | Approximate Number | Approx. 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 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".

| | |
|---|----------------------|
| <p>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.</p> <p><u>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.</u></p> | Appl. Initial |
| | |
| <p><u>I have read the attached Instruction sheet and understand my Law Enforcement employment history (including regular duties) and training history will be reviewed by 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.</u></p> | Appl. Initial |
| | |

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



Out-of-State & Federal Law Enforcement Certification 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 the *Code of Virginia* § [15.2-1705](#)

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 DCJS Field Services Coordinator for final review:

- [Out-of-State and 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