

# TIMBERVILLE POLICE DEPARTMENT

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## CANDIDATE INFORMATION PACKET

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The purpose of this document is to give the applicant an overview of the hiring process and the qualifications for the position of Police Officer with the Timberville Police Department. Also included in this document are current salary and benefits.

### Contact Information:

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# TIMBERVILLE POLICE DEPARTMENT

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## Vision Statement

We, the Town of Timberville Police Department, are committed to providing the highest quality of police services to the people who live, work and visit our community. We will strive to ever improve our service and professionalism by continuous self-evaluation, progressive thinking and relentless effort. We will embrace modern innovations and procedures while reflecting the traditional values of our community.

## Mission Statement

The Timberville Police Department is committed to serving the Town of Timberville's residents and visitors by providing a safe community. In partnership with the community and all available resources, we identify and resolve issues that impact public safety and quality of life. We hold ourselves to the highest standards of professionalism and dedication to our oath of office.

## Core Values

**HONOR** - Our word will be given as a bond and guarantee.

**INTEGRITY** - We will adhere to the principles of our profession, both in our private and public life.

**SERVICE** - We will remain selfless, ever serving the needs of our community.

## Law Enforcement Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder and to respect the Constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency.

I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

## Qualifications

### **Age:**

Candidates must be at least twenty-one (21) years of age by date of hire. **Do not** submit your birth certificate or other legal papers with your application. This information will be requested later in the hiring process.

### **Education/Experience:**

The minimum educational requirement is a high school diploma or G.E.D., with additional consideration given to college and military experience. All eligible applicants must be currently certified as a police officer through Virginia DCJS. **Do not** submit proof of education or military service with your application. This information will be requested later in the hiring process.

### **Citizenship:**

Candidates must be a United States Citizen. Proof of such must be presented prior to appointment. Acceptable proof of citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport or a Certificate of Live Birth Abroad of a United States Citizen. **Do not** submit proof of citizenship or other legal papers with your application. This information will be requested later in the hiring process.

### **Driving Record:**

Candidates must have a valid motor vehicle operator's license and a credible driving record.

### **The Ability to Perform the Essential Job Functions:**

Police officers are required to maintain an acceptable level of physical fitness. In addition, officers must be able to work 12 hours shifts (both 6a-6p and 6p-6a). Candidates must be capable of performing the essential job functions of a police officer.

### **Duties and Work Responsibilities:**

Police officers are responsible for performing the essential functions of the job which include the suppression of crime, the protection of life and property from criminal activity, the apprehension and arrest of violators of criminal and traffic laws, the recovery of stolen property and the regulation of non-criminal conduct. Police officers investigate accidents, suspicious persons and circumstances; make detailed reports of such occurrences; and respond to police calls as directed by police dispatch.

### **Criminal History:**

Candidates must be of good moral character and free of any felony convictions, any convictions that involve moral turpitude or that would harm public confidence in the Department. Please refer to Disqualifying Criteria for a list of common violations that eliminate candidates.

## **Application Process**

### **Resume and Application:**

Candidates should submit a personal resume and Town of Timberville Application to the Department by the closing date of the current job opening. Under extenuating circumstances, late submissions may be accepted by the Chief of Police. Documents may be mailed to the Department or hand delivered. The Town Application is available at Town Hall or on the Town website at <http://www.townoftimberville.com/publications/forms/>.

### **Panel Interview:**

Candidate applications/resumes will be reviewed by the Chief of Police and the most qualified applicants will be contacted and scheduled for an interview. The panel interview staff will typically consist of the Chief of Police, the Sergeant, the Town Manager, a council member and an outside representative of the community. Interviews may take up to an hour and candidates will be evaluated based on their responses to several questions presented by the panel.

### **Polygraph:**

A polygraph examination will be scheduled for the candidate(s) that have successfully completed the panel interview and are being considered for immediate hire. Polygraphs will be conducted at Rockingham County Sheriff's Office by a certified polygraph examiner. Typical examinations will take 2-3 hours with preferred dress being business casual.

### **Background Investigation:**

The candidate(s) that progress through the panel interview shall be investigated as to character, conduct, driving record, drug and alcohol history, habits, environment, previous and current employment, criminal history, credit history and references. Background investigations will typically be completed within two weeks.

### **Interview with the Chief of Police:**

Candidates who pass all of the previous steps may be referred to the Chief of Police for a final interview. The final hiring decision shall be made by the Chief of Police with the approval of the Town Manager.

### **Physical Examination:**

The candidate(s) that progress through the panel interview shall be required to successfully undergo a medical examination. Each candidate, in order to be eligible for the position of police officer, shall show that they are physically healthy enough to perform the tasks of a police officer without limitations. The medical examination will be paid for by the Town of Timberville.

### **Drug Screening:**

The candidate selected for hire shall be required to successfully undergo a drug screen. This examination will be paid for by the Town of Timberville.

## Salary and Benefits

**Full-time employees are eligible for a comprehensive benefit package that includes:**

- Health and Vision Insurance
- Dental Insurance
- Annual and Sick Leave
- 13 Paid Holidays
- Life Insurance
- Virginia Retirement System (with LEOS benefits)
- Optional Deferred Compensation Plan
- Employee Assistance Program
- Compensatory Time

**Other employee benefits:**

- Take home car (contingent on distance from employee's residence to Town)
- Tuition Assistance
- Free Gym Membership
- Free Pool Pass

**Current starting annual salary: \$38,000**

## **Disqualifying Criteria**

The following listed activities may result in disqualification from further consideration for employment with the Timberville Police Department. This list is not intended to be all encompassing, but to serve as a general guide for determining applicant eligibility.

### **General Eligibility**

- Applicants must meet the minimum standards as described under Qualifications.
- Applicants who exhibit uncooperative behavior toward any Town personnel involved in the pre-hire process or who fail to comply with departmental hiring process requests may be disqualified from further consideration.
- False, misleading or incomplete responses relating to information sought during any phases of the application process may disqualify an applicant from further consideration.
- Manifestations of any prejudice or aggressive tendencies toward a group or class of people are an automatic disqualifier.

### **Credit History**

- Information regarding financial irresponsibility including bankruptcy (pending or discharged), collections, garnishments and assets seized or frozen by legal authority may be considered when determining applicant suitability.

### **Use of Illegal Drugs/Narcotics**

- Use of any narcotic or other illegal drug or the illegal use of legal drugs or substances in violation of the law within the twelve (12) months prior to the pre-employment interview.
- Use of marijuana in any amount more than deemed experimental during the lifetime of the applicant.
- Any use of a Schedule I drug, illegal use of a Schedule II drug or illegal use of anabolic steroids.
- Any involvement in the distribution of controlled drugs for the purpose of financial gain.

### **Traffic Offenses**

- Any excessive convictions of traffic offenses or recent DWI convictions as determined by the Chief of Police.

## **Criminal Activity**

- Conviction of ANY felony.
- Conviction of any misdemeanor of a crime of moral turpitude or which reflects or indicates a pattern of disrespect for the law.
- Commission of serious or repetitive undetected crimes.
- Conviction of Domestic Assault and Battery.
- Any arrest or pattern of arrests or incidents where the applicant was the subject of an investigation by law enforcement that would harm public confidence in the department.

Criteria will be confirmed through investigative means up to and including a polygraph examination.