

POLICY AND PROCEDURE: **501**

EFFECTIVE DATE: **October 15, 1996**

REVISION DATE: **October 1, 2002**

SUBJECT: **Pre-employment Training Age Requirements**

APPROVING AUTHORITY: **Carl B. Vickers, Director**

POLICY: It shall be the policy of the Cardinal Criminal Justice Academy to establish a minimum age for a student to matriculate into Academy pre-employment programs.

PURPOSE: The purpose of this policy is to identify a specific minimum age that each pre-employment student must have attained prior to the Academy staff considering them for application to pre-employment training programs.

PROCEDURE:

- I. No student who makes a request for admission to Academy pre-employment law enforcement training program will be considered until such student can document that he has, or will have, reached his twentieth birthday (20th) on the day of program opening.
- II. No student who makes a request for admission to Academy pre-employment jailor/court services, dispatcher or animal control training programs will be considered until such student can document that he has, or will have, reached his eighteenth birthday (18th) on the day of program opening.
- III. Student proof of minimum age requirements shall be documented by an original birth certificate issued by the Virginia Department of Health, or other state agency which is responsible for the issuance of birth certificates in the state which the applicant was born, which shall be provided to Academy staff at the time of request. A copy of the original birth certificate will be made by an academy staff member and placed in the candidate's personnel file. The original birth certificate may be returned to the candidate.