

CARDINAL CRIMINAL JUSTICE ACADEMY  
Pre-employment Training Program

**MEMORANDUM OF UNDERSTANDING**

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Applicants Full Legal Name (Print of type)

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Social Security Number

Type of Pre-employment Training to Which You Are Applying:

Entry Level Law Enforcement       Entry Level Dispatcher

Entry Level Jailor/Court Services       Entry Level Animal Control

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By signing this agreement, both the above listed Applicant and Cardinal Criminal Justice Academy agree to a specific understanding and obligations of all requirements and provisions outlined in Cardinal Criminal Justice Academy policy and procedures related to pre-employment training. Both parties also understand and agree to meet standards placed by the Commonwealth on pre-employment training, through the Department of Criminal Justice Services.

The Cardinal Criminal Justice Academy agrees to:

1. Provide the training necessary to certify the applicant to meet the standards for potential employment as an officer/deputy in the criminal justice field indicated above, with the exception of the vehicle operations requirements and qualification with the employing agency's issued service weapon. Upon the applicant's successful completion of all other areas of training and subsequent employment by a Virginia criminal justice agency, training in these two areas will be provided, without additional cost, during the next scheduled entry level class.
2. Provided this applicant successfully completes the mandates required for certification for this pre-employment program, report the completion of required training to the proper authorities within established time frames.
3. Provide classroom equipment and expendable supplies for the academic environment except such equipment and supplies which the applicant must provide under Cardinal Criminal Justice Academy policy.
4. Maintain records and relevant training information for the prescribed period of time, and at the written request of this applicant report relevant information to qualified parties or agencies.
5. Provide staff sufficient for the guidance of this applicant in meeting academic and performance standards required for certification.
6. Have established policy and procedures which identify structure and guidelines to this applicant for the safe and orderly pursuit of training necessary for certification.

Applicant \_\_\_\_\_ understands and certifies the following:

1. I understand all of the pre-employment program admission prerequisites and that I am financially responsible for these evaluations and examinations, and that monies paid for these admission evaluations will not be refunded should I not be selected for admission to the pre-employment training program.
2. I have read Cardinal Criminal Justice Academy Policy #504, Pre-employment Training Entrance Requirements, and:
  - a. I understand that I must report to a criminal justice agency, designated by the director, to provide the appropriate fingerprints and information necessary to obtain a fingerprint history examination for all states in which I have resided beyond my fourteenth (14) birthday.
  - b. I understand that conviction of, or having plead guilty or no contest to, a felony, or any offense that would be a felony if committed in Virginia, shall result in dismissal from the application process.
  - c. I understand that conviction of, or having plead guilty or no contest to a serious misdemeanor, or habitual minor misdemeanor offenses may, at the discretion of the Academy Admissions Committee, result in dismissal from the application process.
  - d. I understand that, should I be granted provisional admission to the academy pending the results of the fingerprint based criminal history records check from a state where I have previously resided, and should said records check reveal a criminal record, my continuation in the academy will be based on the standards outlined in sections Cardinal Criminal Justice Academy Policy #508, § B6-b and § B6-c. Should the records check reveal a previously undisclosed criminal conviction, I will be dismissed from the academy. Any provisional admission must be approved by both DCJS and the Academy Admissions Committee.
  - e. I understand that I must demonstrate, through a written testing instrument, that I am capable of reading and writing on a tenth grade level.
  - f. I understand that I must successfully complete a vocational suitability evaluation.
3. I understand the requirements established by § 15.2-1705 Code of Virginia, Minimum Qualifications; Waiver and with no exception meet these requirements.
4. I shall release relevant information to the director which is necessary for my consideration for admission to this program.
5. I have read Cardinal Criminal Justice Academy Policy #506, Pre-employment Training Drop Period, and:
  - a. I understand that I am responsible for all costs related to the pre-employment training program, and that the tuition cost for this program is \$3,900.00, which must be paid in full prior to admission.
  - b. I understand that tuition monies paid will not be refunded if I fail to notify director in writing of my intent to withdraw prior to the end of the designated "drop" period.
  - c. I understand that if I am dismissed from a pre-employment training program for failing to meet academic standards I am eligible for a tuition refund, minus the administrative fee outlined in the above policy, provided that the dismissal occurs within the designated "drop"

period" deadline established in below. After the deadlines established below, no tuition refund will be made.

- d. The date designated as the "drop" period for the pre-employment training program for which I am requesting admission ends \_\_\_\_\_.
- e. I understand that if I am dismissed from a pre-employment training program for a violation of the Academy rules and regulations or for any conduct on my part that reflects unfavorably upon the academy or the training of a criminal justice officer candidate, after a review by the Academy Admissions Committee, I shall not receive a tuition refund.

6. I understand that I am financially responsible for the purchase and maintenance of certain equipment which is necessary to complete the pre-employment training for which I am requesting admission, as enumerated in Cardinal Criminal Justice Academy Policy #504, Pre-employment Equipment. I further understand that the director has the right to approve all equipment and supplies purchased by me prior to use in the pre-employment training program.

7. I have read Cardinal Criminal Justice Academy Policy #506, Pre-employment Training Physical Examinations, and:

- a. I understand that I must submit to a complete physical examination, at a medical facility designated by the director, and an original Physician's Certification for Medical Eligibility form, signed by a licensed physician, must stipulate that there are no training restrictions. Following completion of this exam, the attending physician shall mail the completed document to the director within the prescribed time period identified by director.
- b. I understand that the aforementioned physical examination will include a drug test. The original Physicians Certification for Mandatory Drug Testing form, signed by the laboratory technician who conducted the analysis or the attending physician after reviewing the laboratory results, must report a negative presence of illegal drugs. A positive result for any illegal drug shall be grounds for dismissal from the application process. The candidate shall be required to declare the use of any and all prescription drugs to the attending physician prior to submitting to the drug screening. The candidate shall present the present the actual labeled prescription container to the attending physician at the time of the declaration of prescription drug use. Following completion of the drug screening, the attending physician shall mail the completed documents to the director within the prescribed time period identified by director.

8. I understand that all required admissions materials shall be submitted at a time designated by director, and that failure to provide such materials will result in not being considered for admission to the pre-employment training program.

9. I understand and agree to abide by all Academy rules and regulations and policy and procedures. Violations of such rules and regulations and policy and procedures will result in my dismissal from the pre-employment training program.

10. I understand that, should I be selected to attend any Academy pre-employment training program, any conduct on my part that reflects unfavorably upon the academy or the training of a criminal justice officer candidate will be reviewed by the Academy Admissions Committee and may result in my dismissal from the pre-employment training program. If the aforementioned conduct is extreme or aggravated, the director shall have the authority to suspend me from attending classes pending a review of the incident by the Academy Admissions Committee.

11. I understand and agree that I cannot be employed full or part-time to the extent that such employment would effect my academic or skills performance in such a way that would jeopardize my safety or successful completion of the pre-employment training program for which I am being considered for admission. I further agree that interpretation of my performance shall be monitored by director and judged accordingly.

12. I understand that I am required to submit to an alcohol and/or drug test at any time, when ordered to do so by the director, when there is a reasonable and articulable suspicion that I may be under the influence of alcohol, drugs, or other self administered intoxicants. A positive result for any illegal drug or self administered intoxicant, or a blood alcohol content of 0.01% or higher shall be grounds for dismissal from the academy. Failure to submit to the required alcohol and/or drug test shall be deemed insubordination and shall result in my immediate suspension from the academy, pending a review by the Academy Admissions Committee. Any costs for the aforementioned alcohol and/or drug test shall be paid by the academy.
13. I understand that the Department of Criminal Justice Services will be regulating Cardinal Criminal Justice Academy and the pre-employment training program. Therefore, I understand that following successful completion of the pre-employment training program that:
  - a. If I am not employed by a criminal justice agency within twenty-four (24) months following completion of pre-employment training, that I may be required to request waiver of training upon employment.
  - b. I must fully comply with the certification standards for firearms and driver training upon employment with a criminal justice agency.
  - c. Successful completion of pre-employment training does not exempt me from field training if I am subsequently employed by a criminal justice agency.

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BY SIGNING THIS DOCUMENT BOTH PARTIES UNDERSTAND AND AGREE TO ALL STIPULATIONS ARTICULATED WITHIN.

CARDINAL CRIMINAL  
JUSTICE ACADEMY:

APPLICANT:

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

State of \_\_\_\_\_; County of \_\_\_\_\_

to wit: Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC

My commission expires \_\_\_\_\_.