



Ricky Pinksaw  
Chief of Police

## EMPORIA POLICE DEPARTMENT

310 Budd Street  
Emporia, Virginia 238  
Phone (434) 634-2121  
Fax (434) 634-7326

June 16, 2017

To: Police Department Applicant:

Thank you for your interest in employment with the City of Emporia Police Department. We are a full-service law enforcement agency working towards law enforcement accreditation through CALEA. In today's ever changing diverse population we are looking for dedicated public servants to serve the citizens of Emporia.

**There are several steps which an applicant will undergo in order to successfully apply for either a sworn or non-sworn City police department position. The steps which applicants will undergo are:**

1. Submit a completed City of Emporia employment application
2. Written Examination (Sworn position only)
  - a. Virginia Certified Police Officers will receive a waiver of the written test
3. Oral Panel Interview
4. Thorough Background Investigation
5. Psychological Evaluation (Sworn positions only)
6. Medical Examination
7. Drug Testing

**Note:** Those steps which are followed by the notation (Sworn Position Only) will only be applicable to those candidates applying for a Sworn Police Officer position.

### **Length of Applicant Procedure**

The overall length of the application process can take anywhere from 60-180 days.

### **Re-Application Procedure and Testing Policy**

1. Once the City Manager's Office informs applicants in writing of the testing date, failure to contact the Manager's Office about their inability to attend their test date and not showing up for the test, constitutes an applicant being removed from this hiring cycle. Applicants will need to re-submit their application to be considered in the future.

2. If an applicant is unable to successfully pass the written examination, then they will be ineligible until the next time the City of Emporia offers a written examination.
3. If an applicant is deemed ineligible due to the results of the psychological evaluation or results of the background investigation they may not be eligible to re-apply for employment with the City of Emporia Police Department.

In the interim, should you have any questions or concerns, please feel free to contact me at (434) 634-2121.

Sincerely,

A handwritten signature in cursive script that reads "Ricky A. Pinksaw". The signature is written in black ink and is positioned below the word "Sincerely,".

Ricky A. Pinksaw  
Chief of Police  
Emporia Police Department