

**CHITTENDEN COUNTY  
LAW ENFORCEMENT  
EXECUTIVES COMMITTEE**

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Dear Candidate:

Thank you for your interest in the Chittenden County Police Recruitment event scheduled for Friday April 28<sup>th</sup>, 2017. This letter will explain the details of the day's events. Please pay careful attention to the instructions listed in this letter as there will not be time for special accommodations to be made on the date of the event.

**Pre-registration for the event is strongly encouraged.** To register, please contact Cpl. Kye Richter of the Colchester Police Department at (802) 264-5555 or [kye.richter@colchesterpdvt.org](mailto:kye.richter@colchesterpdvt.org). Anyone who has previously participated in the entrance testing for the VPA **must pre-register**.

Candidates must be at least 18 years of age, possess a valid high school diploma or equivalent and have the ability to obtain a Vermont Operator's License. Further, candidates must demonstrate a history of responsible decision making, sound judgment and team work. More basic qualifications can be found on the VPA website <http://vcjtc.vermont.gov/training/three/entrance-standards>

Eligible candidates should report to the gymnasium of the Frederick H. Tuttle Middle School in South Burlington no later than 0715 on 4-28-17.

Candidates will need to bring:

1. government-issued photo ID is required
2. bring 10 copies of resume & letter of intro
3. bring check payable to Curt Bartol for \$25
4. bring check or cash for VPA test fee \$30
5. bring bag lunch and water for PT test
6. bring towel and personal hygiene supplies

Candidates should arrive in PT gear and bring a change of clothes suitable for the job fair and interviews. No firearms or any weapons are allowed on school property. Change of clothes and bag lunch should be kept in your vehicle. There is no secure storage on site.

Any request for special accommodation on the written test must be pre-arranged by contacting the Vermont Police Academy directly at [drew.bloom@vermont.gov](mailto:drew.bloom@vermont.gov). No on-site accommodations can be made.

## Schedule of events:

- 0715 Registration
- 0800 Administer written test (90 minutes). Tests will be immediately scored.
- 1000 PT test will be administered to those who passed the written test. Test consists of bench press, sit ups, pushups & 1.5 mile run. See the VPA website for details: <http://vcjtc.vermont.gov/training/three/entrance-standards>
- 1130 Candidates will have an opportunity to shower & change clothes.
- 1200 Job fair in cafeteria. Each participating agency will have a table highlighting their agency and allow you to discover the different types of communities, opportunities, salary/benefits, etc.  
We will have water and light snacks available while you explore the different tables and talk to recruiters from each agency. You should bring a bag lunch which can be eaten any time after PT and before interviews.
- 1210 Each agency will highlight their agency via an oral presentation/pitch.
- 1245 Job fair continues & candidates sign up for interviews\* at participating agencies.
- 1315 BREAK – for schedule coordination of interviews
- 1345 Interview session #1 (30 min) [MMPI offered concurrently]
- 1425 Interview session #2 (30 min) [MMPI offered concurrently]
- 1505 Interview session #3 (30 min) [MMPI offered concurrently]
- 1545 Interview session #4 (30 min) [MMPI offered concurrently]
- 1620 Interview session #5 (30 min) [MMPI offered concurrently]
- 1700 Event ends\*\*

\*Participation in this event does not guarantee that an agency will offer an interview.

\*\*Each agency has slightly different hiring processes. Successful completion of this event does not constitute an offer of employment. Each agency will discuss the remainder of their hiring process individually.

### Information for candidates:

Each agency has slightly different hiring requirements. The following is a general overview of things that would constitute disqualification from all agencies. This list is not comprehensive and each participating agency retains the right to consider each applicant's history on a case by case basis.

#### Automatic disqualifiers:

- If you are the subject of a restraining order or stalking order.
- If you are disqualified from possessing a firearm.
- If you are a convicted felon.
- If you have been convicted of any sex crime, or other crime involving domestic violence, abuse of a child or vulnerable person.
- If you have been convicted of DUI #2 or greater.
- If you are unable or unwilling to work rotating shifts/weekends/holidays.
- If you are unable or unwilling to use lethal force if necessary.
- If you are unable or unwilling to attend a 4 month Monday through Friday residential training program (a waiver may be available for full-time certified officers).
- If you have lied under oath, or knowingly made false statements or claims such as perjury, insurance fraud, or worker's comp fraud.