

POLICY AND PROCEDURE: **507**

EFFECTIVE DATE: **October 15, 1996**

REVISION DATE: **January 12, 2010**

SUBJECT: **Academy Admissions Committee**

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

POLICY: It shall be the policy of the Cardinal Criminal Justice Academy to establish a committee entitled, "Academy Admissions Committee"

PURPOSE: The purpose of the "Academy Admissions Committee" is to insure that only quality applicants are admitted to the Academy pre-employment training programs.

PROCEDURE:

- I. Applicants who are eligible for admission into the Academy pre-employment program, in that they meet the administrative and financial requirements shall be considered for potential candidacy by an "Academy Admissions Committee".
- II. The "Academy Admissions Committee" shall be a three member committee appointed by the Director, on an "as needed" basis.
- III. The Academy Admissions Committee's sole purpose is to make conclusions regarding admissions to the Academy pre-employment training program.
- IV. The admission decisions of the "Academy Admissions Committee" shall be final.
- V. The director or his designee shall sit as an ex-officio member with no voting rights. However, the director or his designee will be present during meetings and offer comments, evidence, or testimony regarding matters relevant to applicant consideration.

- VI. The director or his designee shall ensure that appropriate applicant information is provided to the Academy Admissions Committee in a timely fashion. This committee shall meet, review the application information supplied by the director, interview the applicant, and make a final conclusion regarding each applicant's candidacy in sufficient time for matriculating students to meet all administrative and financial responsibilities.
- VII. The director shall ensure that no application is forwarded to the Academy Admissions Committee in which the individual does not meet the entrance standards as specified by Academy policy and procedure #504, Pre-employment Training Entrance Requirements, and the employment standards as identified in 15.2 - 1705 Code of Virginia.