

Virginia Fire Marshal Academy
Basic Law Enforcement School
Application Instructions

Complete the VFMA Basic Law Enforcement School application and submit it, along with all required supporting documentation, by the registration deadline. Submit complete application packages to FMA@vdfp.virginia.gov. Applications submitted via other means or to other addresses will not be accepted. Submit applications separately, i.e. a separate E-mail for each applicant.

Please note that a complete application package consists of:

1. Completed and signed application form
2. Copy of VDFP Fire Investigator (NFPA 1033) certificate
3. Copy of Oath of Office indicating police powers in accordance with COV§27-34.2-1
4. Copy of specific section of jurisdiction's code or ordinance authorizing police powers in accordance with COV§27-34.2-1
5. Needs Statement

Criminal History / Background Investigation: Code of Virginia §15.2-1705 defines the minimum qualifications for law enforcement officers within the Commonwealth. There are specific categories and types of offenses that disqualify an individual from holding such a position. This information is reproduced on the updated application. Rather than submitting a criminal history / background check to VFMA, we are placing responsibility on the employing / sponsoring agency to conduct a criminal history / background check and certify that the applicant satisfies the stated criteria. There is a signature block on the application for the Chief of Department or Chief Executive of the jurisdiction to certify this information.

Fees: The fee for the Basic Law Enforcement School is \$300.00 per student. This is the school fee only, which covers course materials, training supplies and two VFMA Polo Shirts (required uniform). This fee DOES NOT include lodging, travel, or meal costs. Invoices will be sent after the roster is finalized.

Eligibility: Only personnel that are currently assigned, or will be assigned within the next 180 days, to a position that has statutory responsibility for conducting fire investigations and are authorized police powers by the governing body of their city, county or town in accordance with COV §27-34.2:1 are eligible to apply to attend the Basic Law Enforcement school. Application packages must include a copy of the applicant's oath of office as well as a copy of the applicable section of the city, county or town code / ordinance that authorizes police powers in accordance with COV §27-34.2:1.

Needs Statement: There is a potential to have more applicants than available seats for this school. Therefore, a "Needs Statement" is required with each application. This statement should include any relevant information to help VDFP prioritize school admission, such as total number of law enforcement positions in your agency, number of personnel currently certified, number of currently vacant positions, number of anticipated vacancies, etc.

Signature / Endorsement: Note that the application requires the signature of the **Chief of Department** or the **Chief Executive Officer** of the jurisdiction (i.e. County Manager, etc.). Applications signed by other individuals will be considered incomplete.



VFMA

FIRE MARSHAL BASIC LAW ENFORCEMENT SCHOOL APPLICATION



THIS FORM IS TO BE USED BY ALL INDIVIDUALS APPLYING FOR THE FIRE MARSHAL BASIC LAW ENFORCEMENT SCHOOL ONLY
PLEASE READ THE ENTIRE FORM AND FILL OUT COMPLETELY UNLESS INDICATED OTHERWISE

Applicant Name (as it should appear on certificate - FIRST, MI, LAST):		Nick Name (if applicable):	
Department Name:			FDID:
Department Address (include zip code):		Department Telephone #:	
Home Address (include zip code):		Home Telephone #:	
Last Four of SSN:	School Location:	School Start Date:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Check highest level of your formal education: <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> College <input type="checkbox"/> Post Graduate School		Date of Birth:	Business E-mail Address:
Rank or Title:		Alternate Telephone Contact Information	
		Cellular #	Pager #
<p>Criminal History / Background Check: By signing below, the Chief of Department / Jurisdiction Chief Executive certifies that a Criminal History / Background Check has been conducted on the applicant and they have not been convicted of, or pled guilty or no contest to, a felony or any offense that would be a felony if convicted in the Commonwealth, have not been convicted of or pled guilty or no contest to (a) any misdemeanor involving moral turpitude, including but not limited to petit larceny under §18.2-96, or any offense involving moral turpitude that would be a misdemeanor if committed in the Commonwealth, (b) any misdemeanor sex offense in the Commonwealth, another state, or the United States, including but not limited to sexual battery under §18.2-67.4 or consensual sexual intercourse with a minor 15 or older under clause (ii) of §18.2-371, or (c) domestic assault under §18.2-57.2 or any offense that would be domestic assault under the laws of another state or the United States.</p>			
<p>ELIGIBILITY: Only personnel that are currently assigned, or will be assigned within the next 180 days, to a position that has statutory responsibility for conducting fire investigations and are authorized police powers by the governing body of their city, county or town in accordance with COV §27-34.2:1 are eligible to apply to attend the Basic Law Enforcement school. Application packages must include a copy of the applicant's oath of office as well as a copy of the applicable section of the city, county or town code / ordinance that authorizes police powers in accordance with COV §27-34.2:1.</p>			
<p>Chief of Department / Jurisdiction Chief Executive Certification: By signing below, I certify that 1) the applicant meets the eligibility requirements defined above; 2) a Criminal History / Background Check has been completed and the applicant satisfies the criteria specified above; and 3) the applicant has been administered an Oath of Office in accordance with COV §27-37, or will have such Oath of Office administered within 180 days of completion of this school</p>			
Chief or CEO Signature		Title (Chief / Jurisdiction CEO)	Chief or CEO Printed Name
<p>Prerequisites for VFMA Basic Law Enforcement School are: 1) VDFP Fire Investigator (NFPA 1033) certification; 2) Meet eligibility requirements defined above; 3) Completed "Needs Statement" from Agency. Submit copies of certificates with application. Any questions regarding recognition of certifications should be directed to the VDFP Quality Assurance Division</p>			
Registration Fees	Basic Law Enforcement School: \$300 <input type="checkbox"/> (Plus lodging expenses)	REQUIRED ATTACHMENTS <input type="checkbox"/> VDFP Fire Investigator certificate <input type="checkbox"/> Oath of Office <input type="checkbox"/> Local Code Section authorizing police powers <input type="checkbox"/> Needs Statement	United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Virginia resident? <input type="checkbox"/> Yes <input type="checkbox"/> No
			If you require any accommodations for this school, check the box and contact VFMA Staff to discuss: <input type="checkbox"/>
<p>I certify that the information recorded on this application is correct including the statement of eligibility and criminal background check signed by my Chief. Falsification of information may result in denial of course attendance or a course certification. I agree to abide by the rules, policies, and regulations of the Virginia Department of Fire Programs, Virginia Fire Marshal Academy and host facility. I hereby authorize the release of any information concerning my enrollment and completion of this course. Further, I understand that the Virginia Department of Fire Programs is not authorized to provide medical or health insurance for students. I maintain appropriate medical insurance as an individual.</p>			
APPLICANT'S SIGNATURE			DATE