

September 29, 2015

Dear Applicant:

Thank you for your interest in working for the Lynchburg Police Department. We believe we have one of the finest and most professional law enforcement agencies in Virginia. This letter is to confirm the receipt of your application.

Attached is a Personal History Statement which you will need to complete and return electronically to the Personnel and Training Office **within 30 days of this email**. It is imperative that you complete each section. If any section does not apply, please put NA. An incomplete PHS will not be considered by our department. Upon review and approval of the Personal History Statement, you will be contacted and scheduled for a written test. P&T will respond by email upon receiving your PHS.

If we have not received the PHS within 30 days, your file will be inactivated for 1 year.

Lt. Christopher L. Deaner
Personnel and Training
434-455-6048