

McDonough Police Department

88 Keys Ferry Street

McDonough, Ga 30253

(770) 957-1218



APPLICANT: _____

LAST

FIRST

MIDDLE

POSITION OF INTEREST: _____

Things to Know

- Applications will be accepted by mail or in person between 8:00 am and 5:00 pm at the McDonough Police Department (88 Keys Ferry Street, McDonough, GA 30253).
- All required documentation must accompany your application.
- All questions should be answered truthfully and with a complete explanation, where applicable.
- Appropriate business attire is required for ALL interviews and testing. Any applicant appearing for interviews or testing in casual clothing will be sent home.
- Applicants should appear for all scheduled interviews and testing on time. If you cannot make an appointment, it is your responsibility to contact the Officer who scheduled your appointment.
- The hiring process may take from a few weeks up to several months. It is important to keep the McDonough Police Department updated of any changes in residence or employment.
- Do not call the Chief of Police with questions about your application.

Phases of the Hiring Process

- Only completed applications will be accepted for review.
- Background investigations will begin on all applicants who have turned in completed applications.
- Background investigations will include applicant's employment, criminal, financial and military histories. All references will be contacted.
- If the applicant passes all of the examinations, the Chief of Police will review the file for final approval.
- If the final approval is given the applicant will be notified of their start date.

Instructions

The applicant must complete the attached forms accurately, legibly and completely. Do not leave any blank spaces. Print answers to questions with a black ball point pen or use a typewriter. It is to your advantage to be absolutely truthful in answering all questions on your application and during interviews. A false statement or the omission of requested information is grounds for automatic rejection before appointment, or termination after employment. Often, an applicant is suspended from the hiring process due to falsification or omission of information that would not have disqualified them otherwise. Do not omit an explanation because you think the incident was minor and of no importance.

The following documents are required to begin the application process and must be returned with the application.

- A copy of your High School Diploma, Certified Transcripts, or G.E.D. Certificate
- A copy of your Birth Certificate
- A copy of your current/valid Georgia Drivers License
- (2) Passport type photographs

If applicable to you, the following required documents must be returned with the application.

- DD214 Form showing an Honorable Discharge
- Certified College Transcripts (sealed)
- Name change documents (I.E., Marriage License, Court Order, etc.)
- Citizenship Papers
- A copy of bankruptcy discharge papers

The completed application and required documents must be returned to the City of McDonough Police Department at the following address:

**City of McDonough Police Department
88 Keys Ferry Street
McDonough, GA 30253**

Have you ever used another name or had your name changed? Yes No
Note: This includes, but is not limited to, maiden names, former married names, adopted names, nicknames, etc. If you answered Yes, provide the information in the table below.

Previous Name	Date of Change	Location of Change	Reason for Change

In case of emergency, please list someone we can contact:

Name of person to contact		Relationship	
Address		City	State Zip Code
Home telephone number		Business telephone number	

How did you learn about this position?
 Newspaper Internet Job Fair or Career Day Other

City of McDonough Employee (Name): _____

Have you ever filed an application with the City of McDonough before? Yes No

Position(s) last applied for and date: _____

Have you been employed previously by the City of McDonough? Yes No
 If so did you leave in good standing? Yes No

If Yes, list Position: _____

Date Hired: _____

Date Left: _____

Have you ever been convicted of a felony? Yes [] No []

If Yes, Explain:

List any and all qualifications that you feel, qualify you for the position that you are applying for:

What business machines can you operate?

Education

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Other: _____

If you graduated High School, complete the following information:

_____ Name of High School

_____ Address City State Zip Code

Telephone Number: _____

If you received a GED certificate, complete the following information:

_____ Name of School (If the School no longer exists, list the name of the local Board of Education Office)

_____ Complete mailing address of School (Or address for the Board of Education Office)

List any Degrees that you have received: (A.A., A.A.S., B.S., M.P.A., etc.)

_____ Type of Degree Major and Minor area of study

_____ Type of Degree Major and Minor area of study

Since High School, have you ever been expelled or suspended from any school or been disciplined by any school official? Yes [] No []

If Yes, explain: _____

Note: The applicant is responsible for furnishing the City of McDonough Police Department with a copy of His/Her High School Diploma and sealed College Transcripts (where applicable) at the applicant's own expense.

List below any colleges, universities, vocational/technical schools or graduate schools that you have attended:

Name of School	Complete Address	Major Course of Study	Did You Graduate? Y / N

List any foreign language that you have learned and the extent of your proficiency:

Language _____ Proficiency Some [] Moderate [] Fluent []

Language _____ Proficiency Some [] Moderate [] Fluent []

Language _____ Proficiency Some [] Moderate [] Fluent []

Language _____ Proficiency Some [] Moderate [] Fluent []

Law Enforcement Experience

Are you Georgia P.O.S.T Certified? Yes [] No []

If Yes, Academy Attended: _____

Date Completed: _____ PBLE Number: _____

List the number of years and months experience you have as a certified Law Enforcement Officer? Years: _____ Months: _____

Have you ever served as a reserve Law Enforcement Officer? Yes [] No []

If Yes, explain: _____

As a law enforcement officer, have you ever received disciplinary action to include: oral or written reprimands, suspensions, demotions or terminations? Yes [] No []

If Yes, provide the information in the table below:

Name of Agency	Type of Disciplinary Action	Reason for Disciplinary Action	Date of Action	Was an Internal Investigation Opened or Closed

Military Service

Have you ever enlisted or attempted to enlist in any branch of the United States Armed Forces? This includes Reserves, National Guard or Coast Guard. Yes [] No []

If Yes, what branch? _____

Have you ever served in any branch of the United States Armed Forces? This includes Reserves, National Guard or Coast Guard. Yes [] No []

If Yes, what branch? _____

If you received a military discharge, what type was it? (Honorable, Dishonorable, General, Under Honorable Conditions, Entry Level Separation, Medical, etc.) Be Specific.

Have you ever been involved in, or been accused of being involved in, a subversive act against the United States Government, or any other government, such as mutiny, treason, sabotage, espionage, etc.? Yes [] No []

If Yes, fully explain on an attached sheet of paper.

Have you ever been court martialed, tried on charges, or subject to an article 15, company punishment, or any other disciplinary action while a member of any branch of the Armed Forces? Yes [] No []

If Yes, provide the information in the table below:

Branch of Service	Type of Disciplinary Action	Date of Action	Disposition of Action

CHARACTER / SOCIAL REFERENCES

Provide five (5) references (not relatives, those within your household, or employers) who are responsible adults of reputable standing in their communities, such as heads of households, property owners, business or professional men or women, who have known you well for the past five (5) years. Please confirm that all addresses and telephone numbers are current before you submit the application.

REFERENCE 1

NAME		RELATIONSHIP	HOME PHONE NUMBER		
HOME STREET #	HOME STREET NAME	CITY	STATE	ZIP CODE	
OCCUPATION		BUSINESS TELEPHONE NUMBER			

REFERENCE 2

NAME		RELATIONSHIP	HOME TELEPHONE NUMBER		
HOME STREET #	HOME STREET NAME	CITY	STATE	ZIP CODE	
OCCUPATION		BUSINESS TELEPHONE NUMBER			

REFERENCE 3

NAME		RELATIONSHIP	HOME TELEPHONE NUMBER		
HOME STREET #	HOME STREET NAME	CITY	STATE	ZIP CODE	
OCCUPATION		BUSINESS TELEPHONE NUMBER			

REFERENCE 4

NAME		RELATIONSHIP	HOME TELEPHONE NUMBER		
HOME STREET #	HOME STREET NAME	CITY	STATE	ZIP CODE	
OCCUPATION		BUSINESS TELEPHONE NUMBER			

REFERENCE 5

NAME		RELATIONSHIP	HOME TELEPHONE NUMBER		
HOME STREET #	HOME STREET NAME	CITY	STATE	ZIP CODE	
OCCUPATION		BUSINESS TELEPHONE NUMBER			

NEIGHBOR/LANDLORD REFERENCES

Provide three (3) current or recent neighbors or landlord references. The neighbor reference may live next door to you or within three (3) houses or apartments in any direction of your residence. Do not list references that are related to you by blood or marriage. All persons may be asked to appraise your character, ability, experience, personality, and other qualities. Please confirm that all addresses and telephone numbers are current before you submit the application.

REFERENCE 1

NAME		RELATIONSHIP	LENGTH OF TIME KNOWN		
HOME STREET #	STREET NAME	CITY	STATE	ZIP CODE	
OCCUPATION	BUSINESS TELEPHONE NUMBER		HOME TELEPHONE NUMBER		

REFERENCE 2

NAME		RELATIONSHIP	LENGTH OF TIME KNOWN		
HOME STREET #	STREET NAME	CITY	STATE	ZIP CODE	
OCCUPATION	BUSINESS TELEPHONE NUMBER		HOME TELEPHONE NUMBER		

REFERENCE 3

NAME		RELATIONSHIP	LENGTH OF TIME KNOWN		
HOME STREET #	STREET NAME	CITY	STATE	ZIP CODE	
OCCUPATION	BUSINESS TELEPHONE NUMBER		HOME TELEPHONE NUMBER		

EMPLOYMENT HISTORY

In the following tables, list all jobs worked in the **LAST 15 YEARS**. Include military, volunteer experience, self-employment, internships, periods of unemployment, **ANY** part-time work, and **ANY** full-time work. For any gap of unemployment, write **UNEMPLOYED** under the "NAME OF ORGANIZATION" and explain your means of support (i.e. spouses income, parents, unemployment benefits, etc.). Be prepared to show supporting documentation such as tax returns, Dept. Of Human Resources letters, etc. Failure to properly complete the employment history section may result in your disqualification. A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Follow the example:

EXAMPLE JOB 1

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
Atlanta Police Department	(404)853-3434	6/1998 Present
COMPLETE ADDRESS: 675 Ponce de Leon Ave. Atlanta, GA 30308		TOTAL TIME EMPLOYED: 4 years
OFFICIAL JOB TITLE: Police Officer	NAME OF SUPERVISOR: Sgt. John Doe	OUT OF BUSINESS? YES NO NO
DESCRIBE SPECIFIC JOB DUTIES: Patrol officer. Responsible for answering calls for service, report writing, and accident investigation.		
SPECIFIC REASON FOR LEAVING:		
FIRED	LAY OFF	RESIGNED
END OF ASSIGNMENT		

EXAMPLE JOB 2

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
Bruce Construction	(770)555-6979	1/1995 6/1998
COMPLETE ADDRESS: 7675 Peachtree Industrial Blvd. Norcross, GA 32222		TOTAL TIME EMPLOYED: 3 years / 6 months
OFFICIAL JOB TITLE: Construction Foreman	NAME OF SUPERVISOR: Roy Davis	OUT OF BUSINESS? YES NO YES - 1993
DESCRIBE SPECIFIC JOB DUTIES: Supervised 20 construction laborers. Responsible for safety rules compliance, payroll, and inventory control.		
SPECIFIC REASON FOR LEAVING: Company went out of business in 1993 - lay off		
FIRED	LAY OFF	RESIGNED
END OF ASSIGNMENT		

EMPLOYMENT HISTORY - LIST JOBS IN DESCENDING ORDER BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB.

JOB 1

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
COMPLETE ADDRESS:		TOTAL TIME EMPLOYED:
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO
DESCRIBE SPECIFIC JOB DUTIES:		
SPECIFIC REASON FOR LEAVING:		
FIRED	LAY OFF	RESIGNED
END OF ASSIGNMENT		

JOB 2

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
COMPLETE ADDRESS:		TOTAL TIME EMPLOYED:
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO
DESCRIBE SPECIFIC JOB DUTIES:		
SPECIFIC REASON FOR LEAVING:		
FIRED	LAY OFF	RESIGNED
END OF ASSIGNMENT		

JOB 3

NAME OF ORGANIZATION OR COMPANY	TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
COMPLETE ADDRESS:		TOTAL TIME EMPLOYED:
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO
DESCRIBE SPECIFIC JOB DUTIES:		
SPECIFIC REASON FOR LEAVING:		
FIRED	LAY OFF	RESIGNED
END OF ASSIGNMENT		

EMPLOYMENT HISTORY (continued)

JOB 4

NAME OF ORGANIZATION OR COMPANY		TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:			TOTAL TIME EMPLOYED:	
OFFICIAL JOB TITLE:		NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:				
SPECIFIC REASON FOR LEAVING:				
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT	

JOB 5

NAME OF ORGANIZATION OR COMPANY		TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:			TOTAL TIME EMPLOYED:	
OFFICIAL JOB TITLE:		NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:				
SPECIFIC REASON FOR LEAVING:				
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT	

JOB 6

NAME OF ORGANIZATION OR COMPANY		TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR	
COMPLETE ADDRESS:			TOTAL TIME EMPLOYED:	
OFFICIAL JOB TITLE:		NAME OF SUPERVISOR	OUT OF BUSINESS? YES NO	
DESCRIBE SPECIFIC JOB DUTIES:				
SPECIFIC REASON FOR LEAVING:				
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT	

EMPLOYMENT HISTORY (continued)

JOB 7

NAME OF ORGANIZATION OR COMPANY		TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
COMPLETE ADDRESS:			TOTAL TIME EMPLOYED:
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR		OUT OF BUSINESS? YES NO
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

JOB 8

NAME OF ORGANIZATION OR COMPANY		TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
COMPLETE ADDRESS:			TOTAL TIME EMPLOYED:
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR		OUT OF BUSINESS? YES NO
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

JOB 9

NAME OF ORGANIZATION OR COMPANY		TELEPHONE (INCLUDE AREA CODE)	DATES EMPLOYED: FROM MO/YR TO MO/YR
COMPLETE ADDRESS:			TOTAL TIME EMPLOYED:
OFFICIAL JOB TITLE:	NAME OF SUPERVISOR		OUT OF BUSINESS? YES NO
DESCRIBE SPECIFIC JOB DUTIES:			
SPECIFIC REASON FOR LEAVING:			
FIRED	LAY OFF	RESIGNED	END OF ASSIGNMENT

Application Questionnaire

Instructions: If you answer "Yes" to questions 3-15 you must explain the "Yes" answer fully on the following Explanation Sheets. Remember to indicate the question number that you are addressing. Failure to follow instructions will result in your application being returned to you.

	YES	NO
1. Will you consent to a thorough background investigation of your character?	_____	_____
2. Will you consent to a rigid medical examination by a physician, upon conditional offer of employment?	_____	_____
3. Have you ever been rejected for employment, for any reason, by any law enforcement agency? If "yes", what agency and why.	_____	_____
4. Have you ever been terminated by any law enforcement agency? If "yes" give the date of termination and reason for termination.	_____	_____
5. Have you ever been terminated or asked to resign from ANY job? If "yes", list the name of the job(s), dates of employment, and reason for termination or resignation under pressure.	_____	_____
6. Have you EVER been physically arrested or given a copy of charges for violation of any city, municipal, state, or federal law?	_____	_____
7. Have you EVER appeared in any court (including juvenile) as a defendant to answer any city, municipal, state, or federal criminal charge? If so, give the court in which you appeared and the disposition of the case (i.e. conviction, first offenders, charges dismissed, etc).	_____	_____
8. Have you EVER been detained by any law enforcement representative, been the subject of any criminal investigation, or been named as the accused on a warrant? If "yes", explain in detail.	_____	_____
9. Have you EVER received any tickets for traffic violations (excluding parking tickets) on any license that you have held since you began driving? If "yes", list the type of violation, date received, jurisdiction, and disposition (i.e. fine, suspension, charges dismissed).	_____	_____
10. Have you EVER used, tried, ingested, or experimented with marijuana (including as a juvenile or even one experimental use)? If "yes", write the total number of times used, date of first use, and the date of last use.	_____	_____
11. Have you EVER used, tried, ingested, or experimented with ANY other type of illegal narcotics or dangerous drugs (i.e. heroin, cocaine, hashish, speed, LSD, anabolic steroids, etc)? If "yes", indicate what type of drug, when you used it, and how many times you used the drug.	_____	_____

		YES	NO
12.	Have you EVER sold any type of illegal drug, delivered illegal drugs, shared drugs with another person, or directed another person where to buy drugs?	_____	_____
13.	Have you EVER filed or declared bankruptcy, had any judgements, repossessions, foreclosures, or collections?	_____	_____
14.	Do you know of anything that might prevent you from obtaining the position you have applied for?	_____	_____
15.	Have you purposely omitted any information from your employment application?	_____	_____
16.	Were you able to understand all the questions in this application?	_____	_____
17.	Have you EVER committed an act that you were not caught doing, if caught you would have been arrested? If "yes", explain in detail.	_____	_____
18.	Have you EVER fraudulently obtained money? If "yes", explain in detail.	_____	_____
19.	Have you EVER committed a fraudulent act against an employer? If "yes", explain in detail.	_____	_____
20.	Have you EVER intentionally damaged the property of another? If "yes", explain in detail.	_____	_____
21.	Have you EVER filed ANY false report? For any reason. If "yes", explain in detail.	_____	_____
22.	Since you have been an adult (18 years old), have you ever had sexual involvement with someone under the age of 18? If "yes" explain in detail how old they were, how old you were, and how long ago was this involvement.	_____	_____
23.	Have you EVER been involved in a sexual act that if caught you would have been arrested? If "yes", explain in detail.	_____	_____
24.	Have you EVER been involved in a sexual act that if caught you would have been fired from your employer? If "yes", explain in detail.	_____	_____
25.	Have you EVER engaged in prostitution or used the services of a prostitute? If "yes", explain in detail.	_____	_____
26.	Have you EVER benefitted from the sale of illegal drug, either directly or indirectly, free drugs or sexual favors? If you received any money from a friend or family member involved in drug sales indirectly, list and give details. If "yes", explain in detail.	_____	_____
27.	Have you EVER driven a motor vehicle under the influence of alcohol or drugs? If "yes", explain in detail.	_____	_____

- | | YES | NO |
|--|------------|-----------|
| 28. Have you EVER purchased or pawned an item that you knew or should have know it to be stolen? If "yes", explain in detail. | _____ | _____ |
| 29. Did you list ALL of your jobs for the past fifteen years on your employment application, to include part-time and temporary jobs? If "no", explain in detail. | _____ | _____ |
| 30. Have you EVER been charged with a crime? If "yes", explain in detail. | _____ | _____ |
| 31. Have you EVER failed to pass a polygraph? If "yes", explain in detail. | _____ | _____ |

SWORN STATEMENT

I HEREBY SWEAR THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE. I ALSO UNDERSTAND THAT ANY MISSTATEMENTS, OMISSIONS, OR FALSIFICATIONS OF MATERIAL FACTS WILL SUBJECT ME TO DISQUALIFICATION AND TERMINATION FROM THE HIRING PROCESS, AND COULD RESULT IN CRIMINAL PROSECUTION UNDER OCGA sec. 16-10-20.

APPLICANT'S FULL LEGAL NAME (PRINT)

SIGNATURE OF APPLICANT

APPLICANT'S SOCIAL SECURITY NUMBER

DATE

NOTARY PUBLIC

DATE

**McDonough Police Department
88 Keys Ferry Street
McDonough, Georgia 30253
(770) 957-1218**

Do you give the McDonough Police Department permission to conduct a work record check with your current employer ? _____
Yes No

If you do not wish for us to do so at this time, please list all disciplinary action taken against you, or pending by your employer. This information will be verified prior to your being employed with the McDonough Police Department.

Explain : _____

Any falsification or omission will result in your name being removed from the eligibility roster.

Signature of Applicant

Date

Notary Public

(SEAL)

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Georgia Driver's History Consent Form

I hereby authorize the _____
(fire department/law enforcement agency name)

to receive a copy of my Georgia driver's history information as part of my application for criminal justice employment, or for use relative to the performance of my official duties with this agency.

Full Name (print)

Address

Sex

Date of Birth

Driver's License Number

Signature

Date

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Consent Form

I hereby authorize _____
to receive any Georgia criminal history record information pertaining to me which may be in the
files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex Race Date of Birth Social Security Number

Signature

Date

Special employment provisions (check if applicable):

- Employment with mentally disabled (Purpose code 'M')
- Employment with elder care (Purpose code 'N')
- Employment with children (Purpose code 'W')

One of the following must be checked:

- This authorization is valid for 90/180/ _____ (circle one) days from date of signature.
- I, _____ give consent to the above
named to perform periodic criminal history background checks for the duration of my
employment with this company.

McDonough Police Department
88 Keys Ferry Street
McDonough, Georgia 30253
(770) 957-1218

Authorization for Release of Personal Information

I, _____, authorize the National Personal Records Center, St. Louis, Missouri or other custodian of my military records to release to the McDonough Police Department, information or photocopies from my personnel and related medical records. This could include a photocopy of my DD 214 form, Report of Separation, or Article 15's and /or non-judicial punishment.

Signature of Applicant

Date

Notary Public

(SEAL)

As well as meeting the above requirements, I believe that following the completion of Basic Law Enforcement Training, I will have the ability to perform the following functions, with or without a reasonable accommodation.

1. Effect and arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self defense.
2. Prepare investigative reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgement in determining where there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what extent.
4. Operate a law enforcement vehicle during both day and night; in emergency situations involving speed in excess of posted speed limits, in congested traffic and in poor road conditions caused by such factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in Criminal Investigations by interviewing and obtaining the statements of victims, witnesses and suspects.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting a law enforcement patrol vehicle; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles; ditches and streams; clawing in confined spaces; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions, handguns, shotguns and other agency firearms and conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings and large outdoor areas which involve feeling and detecting objects. Walking for long periods of time, stopping and detaining suspicious persons and vehicles.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working shifts, walking foot patrol and physically checking the security of buildings, windows and doors.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communications skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses or indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering medical aid, lifting, dragging and carrying people away from dangerous situations and evacuating people from particular areas.
17. Process and transport prisoners using handcuffs and other appropriate restraints.
18. Extinguish small fires by using a fire extinguisher and other appropriate means.
19. Read and comprehend legal and non-legal documents, including the preparation and processing of each document such as citations, affidavits and warrants.

**For Administrative Purposes Only Applicant's
Do Not Write On This Page!**

Interview conducted by: _____

Date: _____

Comments: _____

Conclusion

Second Interview: _____

Date: _____

Hired: _____

Date: _____

Start Date: _____

Rate of Starting Pay: _____

I agree and accept the above terms of my employment and rate of starting pay.

Applicant's Signature: _____

Authorized Signature: _____