

CITY OF WASHINGTON

POLICE OFFICER APPLICATION PACKAGE

APPLICATION INCLUDES:

Questionnaire

APPENDIX B: Waiver and Release for Background Investigation

APPENDIX C: Description of Essential Duties of a Police Officer

GENERAL INSTRUCTIONS: This application consists of several sections; a questionnaire; a Notification Procedure Release; a Waiver and Release for Background Investigation; and a Description of Essential Job Functions. Each one of these sections must be completed for the City of Washington to accept the application as complete. Print (do not type) an answer to each question. If a particular question does not apply to you, so state with a N/A. If space available is insufficient, use reverse side and proceed with the number of the referenced block. **DO NOT MISSTATE OR OMIT MATERIAL FACT SINCE THE STATEMENTS MADE HEREIN ARE SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.**

QUESTIONNAIRE

1. _____
Last Name First Name Middle Name
2. _____
Social Security Number
3. _____
Alias(es), Nickname(s), Maiden Name, Other Changes in Name
4. _____
Telephone Number
5. _____
Present Residence Address Street/City/State/Zip Code
6. _____
U.S Citizen: Native (Yes/NO) Naturalization No. Date Place Court
7. _____
Residence: List all for the past ten years beginning with current

Month & Year From To	Address	With whom did you live? Where are they now?
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8. **FAMILY:** List in order given showing relationships, parents, guardians, stepparents, foster parents, parents-in-law, brothers, sisters, stepbrothers and stepsisters. Include any other with whom you have resided or with whom a close relationship existed or exist.

Relationship	Name	Address If Living	Phone Number
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Father: _____

Mother: _____

9. **VEHICLE OPERATOR'S LICENSE:** Give the following information concerning any vehicle operator's license you have held or now hold.

Type of License	Number	Issuing Authority	Expiration
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Have you ever had a license suspended or revoked?

10. CRIMINAL HISTORY:

Have you ever been charged with a misdemeanor or felony? (Yes/No) If yes, state violation, court of jurisdiction and case disposition:

11. FINANCIAL STATUS:

Do you have any income from any source other than your principal occupation? (Yes/No) How much? _____
How often? _____ The source(s) _____

Do you have or have you had any financial account (savings, checking, loans, stocks, bonds, etc.?) List all accounts during the past seven (7) years.

Name and Address of Financial Institution: Type of Account:

12. PAST AND PRESENT MEMBERSHIP IN ORGANIZATIONS:

Name	Address	Zip	Type (Social, Fraternal, Professional, etc.)	Office Held	Membership Dates From: To:

13. SUBVERSIVE ORGANIZATIONS:

(Yes/No)

_____ Are you now or have you ever been a member of any organization, association, movement group or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by any unconstitutional means?

_____ Are you or have you ever been affiliated or associated with any organization of the type described above, as an agent, official or employee?

_____ Are you now associating with, or have you associated with, any individual, including relatives, who you know or have reason to believe are or have been members of any organizations identified above?

_____ Have you ever been engaged in any of the following activities of any organization of the type described above: Distribution(s) to, attendance at or participating in any organizational, social or other activities of said organization or of any projects sponsored by them; the sale, gift, or distribution of any written, printed or other matter, prepared, reproduced, or published by them or any of their agents or instrumentalities?

If yes to any of the answers above, describe the circumstances. Attach additional sheets for a for a fully detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held. Also include dates, places and credentials now or formerly held. If associations have been individuals who are members of these organizations, then list the individuals and the organization with which they were or are affiliated.

14. EDUCATION:

A. List all elementary, junior high and high schools attended:

Name	Address	City	State	Phone Number	Graduated Yes/No

B. Higher Education: List all colleges or universities attended. Attach transcript from last institution.

Name	City	Zip	Years Attended	Credits	Phone Number	Degree Rec'd

C. Major and Minor Courses:

C. Other Schools or training (trade, vocational, military) List for each the name and location of school, years attended, subjects studied, certificates earned, and any other pertinent data. Include complete mailing address.

15. SPECIAL QUALIFICATIONS AND SKILLS:

A. Indicate type of special license such as pilot, radio operator, etc. Showing licensing authority, where the license was first issued, and date current license expires.

B. Special skills you possess and machines and equipment you can use. (For example, computer Programmer, polygraph operator, vehicle inspection mechanic, scientific or professional devices.)

C. Approximate number of words per minute: Keyboard or typing _____ Shorthand _____

D. Special qualifications not covered in application. (For example, your most important publications, patents, inventions, public speaking, membership in professional or scientific societies, honors and fellowships received, etc.)

16. FOREIGN LANGUAGE: Enter language and indicate fluency.

Language	Reading	Speaking	Understanding	Writing

17. FOREIGN TRAVEL: Exclude trips of less than 30 days to Canada or Mexico and travel as a direct result of U.S. Military duties:

Dates	Country	Purpose of Travel

18. HOBBIES AND INTERESTS:

Name	Length of Participation	Level of Proficiency

19. EMPLOYMENT: begin with your most recent job and list your work history for the past 10 years, including part-time, temporary, or seasonal employment and all periods on unemployment.

From Date	Name & Address of Employer	Phone Number/ Reason for leaving
To Date		Description of Duties
Salary	Name of Supervisor	Name of Co-Worker

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To Date		Description of Duties
Salary	Name of Supervisor	Name of Co-Worker

If additional employer blocks are needed, attach requested information on a separate sheet.

Have you ever been discharged, asked to resign, furloughed, or put on inactive status for cause, or subject to disciplinary action while in any position (except military)? If yes, state reason.

Have you ever resigned after being informed your employer intended to discharge you for any reason? If yes, explain. List name, address and phone number of employer, approximate date and reason in each case.

20. MILITARY STATUS:

Yes No

Have you ever served in the U.S. Armed Forces?

Do you claim veterans' preference?

If yes, include a copy of your DD 214

A. While in the military service, were you ever convicted for any crime graded as a misdemeanor or felony. If yes, list date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident. Use separate sheet to record this information.

B. Are you presently a member of a Reserve Component or the National Guard? **Y/N**
If yes, complete the following:

Rank/Pay Grade: _____

Branch and Component: _____

Organization and Station or Unit and Address, Phone Number:

Indicate reserve obligation and status, if any:

21. SELECTIVE SERVICE: (Please provide a copy of your Discharge Papers – DD214)

Selective Service Number: _____

22. CHARACTER REFERENCES: List only character references that have definite knowledge of your qualifications for the position of application. List 5-character references. (Do not list relatives, former employers or persons living outside the United States.)

Name	Address	Home Phone	Work Phone	Years Known

23. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to perform or which might require further explanation? If yes, provide details.

24. Have you ever applied for a position with any other governmental agencies? If yes, provide details.

VERIFICATION

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers and that the information I have provided in the application is true and correct to the best of my knowledge, belief and are made in good faith. I understand that any false statement contained therein is subject to the penalties prescribed by 18PA. C.S.A.4904, relating to unsworn falsification to authorities.

Signature of Applicant

Date

APPENDIX A

Notification Procedure Release

In the processing procedure required for applicants, it may become necessary to contact the applicant in the event they are being given further consideration for the position of police officer with The City of Washington Police Department.

If conventional methods fail in attempting to contact the applicant a certified or Registered letter will be sent to the applicant's address listed on the application. Should the registered letter be returned indicating that it was unclaimed or undeliverable, the applicant will be eliminated from further processing and consideration.

It is the applicant's responsibility to notify The City of Washington Police Department, in writing, of any change of address. By signing this form, the applicant acknowledges having read and understands the contents of the procedure.

Date

Signature

APPENDIX B

Waiver and release for Background Investigation

I am presently applying for employment, as a police officer with the City of Washington, which I acknowledge and understand, must thoroughly investigate my employment background, criminal history, personal background, education, and references in order to evaluate my qualifications for a position as a police officer. I understand that it is in the public's interest that all relevant information in this regard, including my personal and employment history with my current and former employers, be disclosed to the City of Washington.

By this release, I hereby authorize any representative of all former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize all former employers identified in my employment application to permit a review and full disclosure of all records, or any duly authorized agent of the City of Washington, whether said records are public, private, or confidential nature.

The intent of this authorization is to permit all former employers identified in my employment application to provide, and for the City of Washington to obtain, full and free access to the background and history of my personal life and my employment history and performance, for the specific purpose of permitting City of Washington to conduct a thorough background investigation regarding me that will provide pertinent data for consideration by City of Washington in determining my suitability for employment as a police officer. It is my specific intent to provide the City of Washington with access to personnel information, however personal or confidential it may appear to be.

I authorize all former employers, which have been fully disclosed and identified in my employment application to release any and all public and private information that it may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including my arrest record(s) and records compiled during or as the result of a criminal investigation(s) of me, efficiency ratings, complaints or grievances filed by me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release all former employers identified in my employment application, and, if applicable, then-elect and appointed officials, employees and agents and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release all former employers identified in my employment application, and, if applicable, its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family of associates because of compliance with this organization and request to release information, or any attempt to comply with it. I direct all former employers identified in my employment application to release such information upon request of the duly accredited representative of City of Washington, regardless of any agreement, written or oral, I may have made with the former employer to the contrary.

In addition, I also give City of Washington the right to thoroughly investigate my background, previous employment, education, and references in order to ascertain my suitability for service as a

City of Washington employee. I release and hold harmless The City of Washington, its elected and appointed officials, agents, and employees from and against all liability which might result from conducting such an investigation, including any damages of whatever kind which may at any time result to me, my heirs, family or associates because of such investigation.

I recognize and understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, regarding access and disclosure of records, and I waive those rights with the understanding that information furnished by any former employer will be used by The City of Washington in conjunction with employment procedures.

I understand that if a former employer refuses to cooperate with this investigation by failing to provide full disclosure of any and all relevant information about my employment, then The City of Washington may disqualify me from further consideration for employment as a police officer.

A photocopy or facsimile of this release form will be valid as an original thereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on my employment application.

I agree to indemnify and hold harmless the person to whom this request is presented, as well as his agents and employees, from and against all claims, damages, losses, and expense, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Date

Signature

APPENDIX C

Essential Duties of a Police Officer

1. Running for several hundred yards.
2. Climbing over obstacles.
3. Crawling
4. Pushing motor vehicles
5. Pulling or carrying accident, fire, or crime victims.
6. Using physical force to apprehend and subdue arrestees.
7. Withstanding prolonged exposure, as long as (12) hours, to extreme weather conditions.
8. Withstanding prolonged periods of standing and sitting.
9. Withstanding frequent exposure to stress-producing situations such as encountering persons injured or killed by accident, crimes, or suicide.
10. Dealing with domestic disputes
11. Dealing with verbal and physical abuse of the officer, including taunts, insults and threats to the officer, family members, or fellow police officers.
12. Communicate effectively with individuals suffering from trauma.
13. Operate a motor vehicle for long periods of time and under varying weather and road conditions
14. Use a firearm proficiently; and
15. File written reports in a clear, concise and legible manner.
16. Communicate, orally, in a clear and concise manner often during high stress situations.

I have reviewed the above list of essential job functions for The City of Washington Police Officer and believe that:

_____ I can fully perform all duties with or without reasonable accommodations.

_____ I cannot fully perform all duties even with accommodations.

City of Washington Police Department

Physical Agility Test

Applicants must pass all stages of the physical agility test in order to pass the test. Failure to complete one stage, the applicant will have failed the entire test.

Quarter Mile Run (110 Sec)

Stretcher carry (200lbs,10 yards, non-stop)
(No Time Limit)

175lb Drag 25 Feet (Non-Stop)
(No Time Limit)

Trigger Pull 15 Weak/15 Strong
(1 Minute Arm fully extended)

50lb weighted bar lift x 2
From Ground to Overhead
Locking elbows (1 Minute)

20 Sit-ups, Non-Stop
(No Time Limit)

15 Squat-Thrust, Non-Stop
(No Time Limit)

6Ft Wall Climb/two attempts
(1Min 30Sec to complete)

CITY OF WASHINGTON POLICE DEPARTMENT

PHYSICAL AGILITY TEST

LIABILITY RELEASE

This agreement releases the City of Washington, the City of Washington Police Department; it's Officer's and/ or Agents from any liability relating to injuries that may occur during the Physical Agility Testing of applicants for the City of Washington Police Department. By signing this agreement, I agree to hold the City of Washington, the City of Washington Police Department, it's Officer's and or Agents entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by accident and or negligence.

I also acknowledge the risks involved in taking a Physical Agility Test. I swear that I am participating voluntarily, and that all risks have been made clear to me. Additionally, I do not have any conditions that will increase my likelihood of experiencing injuries while engaging in this activity.

By signing below, I forfeit all right to bring a suit against the City of Washington, the City of Washington Police Department; it's Officers and or Agents for any reason. I will also make every effort to obey safety precautions that are explained to me verbally & ask for clarification when needed.

I, _____ fully understand and agree to the above terms.

APPLICANT SIGNATURE

DATE