



SENOIA POLICE DEPARTMENT

APPLICATION FOR EMPLOYMENT



POSITION APPLIED FOR: _____ DATE: _____

RECRUIT SWORN REINSTATEMENT RESERVE

Note: All fields must be answered fully in order to be considered for employment. Please ask for assistance if any portion of the application is unclear.

LAST NAME	FIRST NAME	MIDDLE/MAIDEN	D.O.B. / /	AGE	SSN - -
ADDRESS/APT #			CITY	STATE	ZIP
TELEPHONE NO(S)	EMAIL		PLACE OF BIRTH	CITY	STATE
POSSESS A VALID DRIVERS LICENSE: <input type="checkbox"/> YES <input type="checkbox"/> NO	DRIVERS LICENSE NO:	STATE	EXPIRATION DATE	CLASS/ENDORSEMENTS	
ARE YOU A U.S. CITIZEN OR ALIEN AUTHORIZED TO BE EMPLOYED IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO					
HEIGHT	WEIGHT	EYE COLOR	HAIR COLOR	SEX	ETHNICITY
MARITAL STATUS: <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> ENGAGED <input type="checkbox"/> SEPARATED <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED					NO. OF CHILDREN
U.S. MILITARY HISTORY: <input type="checkbox"/> YES <input type="checkbox"/> NO (INCLUDE A COPY OF DD FORM 214)					
BRANCH	DATE ENTERED	DATE DISCHARGED	TYPE OF DISCHARGE	HIGHEST RANK/UNIT	
SPECIAL SKILLS ACQUIRED IN THE U.S. ARMED FORCES:					

HAVE YOU EVER APPLIED WITH THE CITY OF SENOIA BEFORE: YES NO

ARE YOU AVAILABLE TO WORK NIGHTS? YES NO IF NOT, EXPLAIN: _____

ARE YOU AVAILABLE TO WORK WEEKENDS? YES NO IF NOT, EXPLAIN: _____

ARE YOU WILLING TO WORK OVER NORMAL HOURS IN THE EVENT OF A DISASTER? YES NO

ARE YOU WILLING TO WORK HOLIDAYS? YES NO

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM ANY JOB OR POSITION? YES NO

HAVE YOU EVER RESIGNED WHILE UNDER INVESTIGATION, OR IN LIEU OF BEING TERMINATED FOR ANY REASON? YES NO

HAVE YOU EVER QUIT A JOB WITHOUT GIVING NOTICE? YES NO

HAVE YOU EVER BEEN DISCIPLINED, REPRIMANDED, OR COUNSELED AT ANY JOB FOR ANY REASON? YES NO

HAVE YOU EVER STOLEN FROM YOUR EMPLOYER (OTHER THAN MINOR OFFICE SUPPLIES)? YES NO

HAVE YOU EVER BEEN PLACED ON ANY PERFORMANCE IMPROVEMENT PLAN BY AN EMPLOYER? YES NO

HAS YOUR EMPLOYER EVER COMPELLED YOU TO ATTEND ANGER MANAGEMENT OR SENSITIVITY/SEXUAL HARASSMENT TRAINING DUE TO YOUR ACTIONS OR COMPLAINTS AGAINST YOU? YES NO

THE CITY OF SENOIA IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDES FAIR AND EQUAL EMPLOYMENT OPPORTUNITIES TO ALL APPLICANTS FOR EMPLOYMENT AND EMPLOYEES WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, CITIZENSHIP STATUS, AGE, SEX, DISABILITY, VETERAN'S STATUS, OR POLITICAL AFFILIATION.

TELEPHONE: (770) 599-3256

505 HOWARD ROAD
SENOIA, GEORGIA 30276

WEBSITE: SENOIAPD.COM

CRIMINAL HISTORY:

HAVE YOU EVER BEEN ARRESTED, CHARGED, CONVICTED, OR RECEIVED A SUMMONS BY ANY LAW ENFORCEMENT AGENCY AS A JUVENILE

AND/OR ADULT? YES NO

AGENCY	CHARGE/VIOLATION	MONTH/YEAR	PLEA	DISPOSITION

IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING, YOU MUST PROVIDE AN EXPLANATION ON A SEPARATE SHEET OF PAPER AND ATTACH IT TO THE APPLICATION.

- HAVE YOU EVER HAD A CRIMINAL HISTORY RECORD EXPUNGED? YES NO
- HAVE YOU EVER BEEN ON PROBATION AND /OR PAROLE? YES NO
- HAVE YOU EVER BEEN FINGERPRINTED FOR ANY REASON? (BESIDES MILITARY/EMPLOYMENT/ETC) YES NO
- DO YOU HAVE ANY PENDING CHARGES (FELONY, MISDEMEANOR, TRAFFIC)? YES NO
- HAVE YOU OR YOUR SPOUSE BEEN A PLAINTIFF OR DEFENDANT IN A CRIMINAL COURT ACTION? YES NO
- HAVE YOU COMMITTED A CRIME FOR WHICH YOU WERE NEVER ARRESTED? YES NO
- HAVE YOU EVER COMMITTED OR BEEN ACCUSED OF COMMITTING AN ACT OF DOMESTIC VIOLENCE? YES NO
- IS ANY MEMBER OF YOUR FAMILY ON PROBATION AND/OR PAROLE? YES NO

LAW ENFORCEMENT/MILITARY:

ARE YOU A CURRENT OR PAST POST CERTIFIED LAW ENFORCEMENT OFFICER? YES NO

ACADEMY ATTENDED	STATE	DATE OF GRADUATION	CERTIFICATION NO.

- HAVE YOU EVER BEEN ON PROBATION WITH POST? YES NO
- DO YOU HAVE PATROL EXPERIENCE? YES NO
- DID YOU SUCCESSFULLY COMPLETE FTO PHASES? YES NO
- DO YOU HAVE ANY INVESTIGATIONS EXPERIENCE? YES NO
- DO YOU HAVE ANY SUPERVISORY EXPERIENCE? YES NO

LIST ALL LAW ENFORCEMENT AGENCIES IN WHICH YOU HAVE APPLIED

AGENCY	DATE APPLIED	JOB OFFER
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

ARE YOU CURRENTLY IN THE MILITARY? YES NO IF YES – EXPECTED DATE OF SEPARATION: _____

LAST DUTY STATION: _____ MILITARY COMPONENT: ACTIVE DUTY NATIONAL GUARD RESERVES

WHILE ENLISTED, WERE YOU SUBJECT TO ANY DISCIPLINARY ACTIONS? YES NO IF YES, EXPLAIN.

WHILE ENLISTED, WERE YOU EVER INCARCERATED (BRIG TIME)? YES NO IF YES, EXPLAIN.

HAVE YOU EVER BEEN REJECTED FOR ENLISTMENT, RE-ENLISTMENT, OR INDUCTION INTO ANY BRANCH? YES NO
IF YES, EXPLAIN.

ARE YOU NOW OR HAVE YOU EVER BEEN A DESERTER FROM ANY BRANCH OF THE ARMED FORCES? YES NO IF YES, EXPLAIN.

LIST ALL MEDALS AND DECORATIONS AWARDED TO YOU AS A MEMBER OF THE ARMED FORCES.

EDUCATIONAL INFORMATION:

HIGH SCHOOL – LIST ALL HIGH SCHOOLS ATTENDED (INCLUDE COPIES OF DIPLOMA OR GED)

NAME	LOCATION	FROM: MO/YEAR	TO: MO/YEAR	GRADE LEVEL	GRADUATED
					Y / N
					Y / N
					Y / N

DATE OF GRADUATION: _____ / _____ / _____
MONTH DAY YEAR

COLLEGE AND/OR UNIVERSITY – LIST ALL COLLEGE/UNIVERSITIES/COMMUNITY COLLEGES/TRADE SCHOOLS (INCLUDE TRANSCRIPTS)

NAME	LOCATION	FROM: MO/YEAR	TO: MO/YEAR	GPA	YEARS COMPLETED	GRADUATED
						Y / N
						Y / N
						Y / N

ARE YOU CURRENTLY WORKING TOWARDS A COLLEGE DEGREE? YES NO

IF YES, WHAT TYPE? ASSOCIATE BACHELOR GRADUATE OTHER

WHEN DO YOU EXPECT TO GRADUATE? _____ MAJOR: _____ MINOR: _____

ARE YOU FLUENT IN ANY OTHER LANGUAGE(S) BESIDES ENGLISH? YES NO IF YES, PLEASE LIST. _____

INDICATE SPECIAL COMPUTER SKILLS YOU POSSESS (SOFTWARE PROGRAMS). _____

INDICATE SPECIAL TRAINING/SKILL/QUALIFICATIONS YOU BELIEVE MAY BE BENEFICIAL TO THE DEPARTMENT.

WERE YOU EVER SUSPENDED, EXPELLED, OR ASKED TO WITHDRAW FROM ANY HIGHER EDUCATIONAL INSTITUTIONAL SYSTEM, INCLUDING ACADEMIC SUSPENSION? YES NO IF YES, PLEASE EXPLAIN. _____

EMPLOYMENT HISTORY – BEGIN WITH PRESENT EMPLOYMENT. LIST ENTIRE WORK HISTORY. ATTACH ADDITIONAL SHEETS IF NEEDED.

JOB TITLE: _____	<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> SEASONAL	<input type="checkbox"/> INTERNSHIP
COMPANY NAME: _____	FROM: _____ / _____ / _____	TO: _____ / _____ / _____		
MAILING ADDRESS: _____		CITY _____	STATE _____	ZIP _____
SUPERVISOR'S NAME: _____		TELEPHONE: _____		
DID YOU GIVE NOTICE: <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU ELIGIBLE FOR RE-HIRE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DID YOU QUIT IN LIEU OF BEING FIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO		ANY SUPERVISORY EXPERIENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
JOB DUTIES: _____				
REASON FOR LEAVING: _____				

JOB TITLE: _____	<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> SEASONAL	<input type="checkbox"/> INTERNSHIP
COMPANY NAME: _____	FROM: _____ / _____ / _____	TO: _____ / _____ / _____		
MAILING ADDRESS: _____		CITY _____	STATE _____	ZIP _____
SUPERVISOR'S NAME: _____		TELEPHONE: _____		
DID YOU GIVE NOTICE: <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU ELIGIBLE FOR RE-HIRE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
DID YOU QUIT IN LIEU OF BEING FIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO		ANY SUPERVISORY EXPERIENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		
JOB DUTIES: _____				
REASON FOR LEAVING: _____				

JOB TITLE: _____ FULL-TIME PART-TIME SEASONAL INTERNSHIP

COMPANY NAME: _____ FROM: ____/____/____ TO: ____/____/____

MAILING ADDRESS: _____ CITY STATE ZIP

SUPERVISOR'S NAME: _____ TELEPHONE: _____

DID YOU GIVE NOTICE: YES NO ARE YOU ELIGIBLE FOR RE-HIRE? YES NO

DID YOU QUIT IN LIEU OF BEING FIRED? YES NO ANY SUPERVISORY EXPERIENCE? YES NO

JOB DUTIES: _____

REASON FOR LEAVING: _____

JOB TITLE: _____ FULL-TIME PART-TIME SEASONAL INTERNSHIP

COMPANY NAME: _____ FROM: ____/____/____ TO: ____/____/____

MAILING ADDRESS: _____ CITY STATE ZIP

SUPERVISOR'S NAME: _____ TELEPHONE: _____

DID YOU GIVE NOTICE: YES NO ARE YOU ELIGIBLE FOR RE-HIRE? YES NO

DID YOU QUIT IN LIEU OF BEING FIRED? YES NO ANY SUPERVISORY EXPERIENCE? YES NO

JOB DUTIES: _____

REASON FOR LEAVING: _____

REFERENCES:

SPD REFERENCE – GIVE NAME OF FRIEND AND/OR RELATIVE WHO IS PRESENTLY EMPLOYED BY THE SENOIA POLICE DEPARTMENT

NAME	DEPARTMENT	POSITION	RELATIONSHIP	YEARS KNOWN

PERSONAL REFERENCES – GIVE NAME(S) OF FRIEND(S) AND/OR RELATIVE(S). DO NOT LIST ANYONE WRITTEN ABOVE.

NAME/RELATIONSHIP	ADDRESS CITY, STATE, ZIP	OCCUPATION	PHONE NO(S)	YEARS KNOWN

FOR DEPARTMENT USE ONLY: ADDITIONAL REFERENCES

NAME/RELATIONSHIP	ADDRESS CITY, STATE, ZIP	OCCUPATION	PHONE NO(S)	YEARS KNOWN

MISCELLANEOUS INFORMATION:

LIST ALL ORGANIZATIONS, FRATERNITIES, CLUBS, AND/OR AFFILIATIONS:

IS THERE ANYTHING IN YOUR PERSONAL LIFE THAT COULD EMBARRASS YOU OR THE SENOIA POLICE DEPARTMENT? YES NO
IF YES, EXPLAIN.

DO YOU NOW OR HAVE YOU EVER ASSOCIATED WITH KNOWN CRIMINALS? YES NO IF YES, EXPLAIN.

HAVE YOU EVER STOLE ANYTHING OF VALUE? WHY? AMOUNT OF WORTH? YES NO IF YES, EXPLAIN.

HAVE YOUR EVER COMMITTED THE ACT OF SHOPLIFTING? YES NO IF YES, EXPLAIN.

HAVE YOU EVER BOUGHT OR SOLD STOLEN MERCHANDISE? DO YOU CURRENTLY HAVE ANY STOLEN MERCHANDISE OR PROPERTY IN
YOUR POSSESSION? YES NO IF YES, EXPLAIN. _____

HAVE YOU EVER TRIED COCAINE OR METHAMPHETAMINE? YES NO IF YES, EXPLAIN – INCLUDE HOW OFTEN.

HAVE YOU EVER TRIED MARIJUANA? YES NO IF YES, EXPLAIN – INCLUDE HOW OFTEN.

HAVE YOU EVER TRIED ANY OTHER ILLEGAL NARCOTIC? YES NO IF YES, EXPLAIN – INCLUDE HOW OFTEN.

HAVE YOU EVER TAKEN A PRESCRIPTION DRUG NOT PRESCRIBED TO YOU BY A LICENSED PHYSICIAN? YES NO
IF YES, EXPLAIN.

HAVE YOU EVER BEEN INVOLVED IN THE USE, PURCHASE, POSSESSION, OR SALE OF ANY HARMFUL OR HABIT-FORMING DRUG(S)
AND/OR CHEMICAL(S), EXCEPT AS PRESCRIBED BY A LICENSED PHYSICIAN? YES NO IF YES, EXPLAIN – INCLUDE HOW OFTEN.

HAS YOUR USE OF ALCOHOLIC BEVERAGES (LIQUOR, BEER, AND/OR WINE) EVER RESULTED IN THE LOSS OF A JOB OR ARREST BY
POLICE? YES NO IF YES, EXPLAIN.

TERRORIST OR RACIST ORGANIZATION ATTESTMENT:

DO YOU NOW HAVE, OR EVER HAVE HAD KNOWING MEMBERSHIP WITH THE SPECIFIC INTENT OF FURTHERING THE AIMS OR
ADHERENCES TO AND ACTIVE PARTICIPATION IN ANY FOREIGN OR DOMESTIC ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR
COMBINATION OF PERSONS (HEREINAFTER REFERRED TO AS ORGANIZATIONS) WHICH UNLAWFULLY ADVOCATES OR PRACTICES THE
COMMISSION OF ACTS OF FORCE AND/OR VIOLENCE TO PREVENT OTHERS FROM EXERCISING THEIR RIGHTS UNDER THE CONSTITUTION
OF LAWS OF THE UNITED STATES OR SUBDIVISION THEREOF BY LAWFUL AND/OR UNLAWFUL MEANS?

YES NO IF YES – GIVE THE NAMES OF THE ORGANIZATION(S) AND INCLUSIVE DATES (MONTH AND YEAR) OF MEMBERSHIP.
DESCRIBE THE NATURE OF YOUR ACTIVITIES AS A MEMBER OF THE ORGANIZATION(S) BELOW:

FAMILY INFORMATION:

MARITAL STATUS: SINGLE MARRIED ENGAGED SEPARATED DIVORCED WIDOWED

SPOUSE

LAST NAME	FIRST NAME	MIDDLE/MAIDEN	DOB	RACE	SEX
			/ /		

PLACE OF EMPLOYMENT: _____
ADDRESS: _____

HAS YOUR SPOUSE EVER BEEN ARRESTED? YES NO IF YES, EXPLAIN. _____

FATHER

LAST NAME	FIRST NAME	MIDDLE/MAIDEN	DOB	RACE	SEX
			/ /		
ADDRESS/APT #		CITY	STATE	ZIP	

MOTHER

LAST NAME	FIRST NAME	MIDDLE/MAIDEN	DOB	RACE	SEX
			/ /		
ADDRESS/APT #		CITY	STATE	ZIP	

NOTIFY IN CASE OF EMERGENCY:

NAME: _____ TELEPHONE: _____
ADDRESS: _____ CITY STATE ZIP
RELATIONSHIP: _____

RESIDENCES:

LIST ALL RESIDENCES FOR THE PAST TEN (10) YEARS. START WITH THE MOST RECENT

1. <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> FAMILY	FROM: ____/____/____	TO: ____/____/____
ADDRESS: _____	CITY	STATE ZIP
LOCAL POLICE DEPARTMENT: _____	TELEPHONE: _____	
2. <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> FAMILY	FROM: ____/____/____	TO: ____/____/____
ADDRESS: _____	CITY	STATE ZIP
LOCAL POLICE DEPARTMENT: _____	TELEPHONE: _____	
3. <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> FAMILY	FROM: ____/____/____	TO: ____/____/____
ADDRESS: _____	CITY	STATE ZIP
LOCAL POLICE DEPARTMENT: _____	TELEPHONE: _____	

HAVE YOU EVER RESIDED OUTSIDE THE STATE OF GEORGIA OR THE UNITED STATES? YES NO

IF YES, LIST EXACT ADDRESS:

ADDRESS: _____ CITY STATE ZIP

FINANCIAL/LEGAL:

HAVE THERE EVER BEEN ANY LAWSUIT(S) AGAINST YOU AND/OR CIVIL JUDGEMENT(S) AGAINST YOU? YES NO
IF YES, EXPLAIN (PROVIDE COPIES)

HAVE YOU EVER FILED ANY CIVIL SUIT(S)? YES NO
IF YES, EXPLAIN (PROVIDE COPIES)

HAVE YOU EVER FILED FOR BANKRUPTCY(S)? YES NO
IF YES, EXPLAIN (PROVIDE COPIES)

WERE YOU EVER SUMMONED OR SUBPOENAED TO ANY COURT OF LAW IN A CIVIL OR CRIMINAL ACTION AS A DEFENDANT/WITNESS? IF YES, EXPLAIN AND PROVIDE DATE AND LOCATION. YES NO

ARE YOU AN OWNER, CO-OWNER, PARTNER AND/OR INVESTOR IN ANY CORPORATION? YES NO
IF YES, EXPLAIN.

PLEASE READ THE IMPORTANT INFORMATION BELOW. SHOULD YOU NEED ANY CLARIFICATION, PLEASE ASK

OATH

I HAVE READ AND COMPLETED THE FOREGOING PERSONAL HISTORY STATEMENT AND UNDERSTAND THE CONTENTS. I CERTIFY THAT THE ANSWERS GIVEN BY ME TO ALL QUESTIONS ARE TRUE, HONEST, AND CORRECT TO THE BEST OF MY KNOWLEDGE. I FURTHER AFFIRM THAT I HAVE NOT KNOWINGLY WITHHELD ANY FACTS OR CIRCUMSTANCES THAT WOULD DETRIMENTALLY AFFECT MY APPLICATION FOR EMPLOYMENT, AND I UNDERSTAND THAT ANY MISLEADING OR INCORRECT STATEMENT MAY RENDER THIS APPLICATION VOID AND WOULD BE CAUSE FOR DISMISSAL, IF EMPLOYED. SHOULD ANY CONTENT CHANGE REGARDING THIS APPLICATION, I WILL IMMEDIATELY NOTIFY THE BACKGROUND INVESTIGATOR.

ADDITIONALLY, I UNDERSTAND THAT IF OFFERED A POSITION, I WILL BE REQUIRED TO SUBMIT TO A MEDICAL EXAMINATION, DRUG SCREENING, PSYCHOLOGICAL ASSESSMENT, AND POLYGRAPH ANALYSIS. ANY MISREPRESENTATION OF FACTS IN SUBSEQUENT INTERVIEWS MAY RESULT IN DISQUALIFICATION OR DISMISSAL FROM THE SENOIA POLICE DEPARTMENT.

I AGREE, IF HIRED, THE CITY OF SENOIA OR I MAY TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE. I UNDERSTAND THAT NO CITY POLICY, PRACTICE, PROCEDURE, OR STATEMENT BY ANY CITY REPRESENTATIVE SHALL LIMIT OR ALTER THIS AT WILL EMPLOYMENT RELATIONSHIP.

APPLICANT'S SIGNATURE

DATE

FOR DEPARTMENTAL USE ONLY:

RECEIVING EMPLOYEE'S SIGNATURE

TITLE

DATE



SENOIA POLICE DEPARTMENT
505 HOWARD ROAD
SENOIA, GEORGIA 30276
(770) 599-3256

APPLICATION SELECTION INFORMATION SHEET

ATTACHED IS THE CITY OF SENOIA APPLICATION FOR EMPLOYMENT.
YOU MUST FURNISH OUR DEPARTMENT WITH A COPY OF THE BELOW LISTED
DOCUMENTS:

1. BIRTH CERTIFICATE
2. DRIVER'S LICENSE (NO ID'S)
3. SOCIAL SECURITY CARD
4. HIGH SCHOOL DIPLOMA OR EQUIVALENT
5. COLLEGE TRANSCRIPTS AND DIPLOMA (IF APPLICABLE)
6. DD-214 (IF APPLICABLE)
7. POST CERTIFICATION / OUT OF STATE PEACE OFFICER CERTIFICATION (IF APPLICABLE) – ATTACH ACADEMY'S CURRICULUM

ADDITIONAL MANDATORY DOCUMENTS:

1. NOTARIZED AUTHORIZATION FOR RELEASE OF PERSONAL RECORDS FORM
2. CRIMINAL HISTORY CONSENT FORM

IT SHOULD BE UNDERSTOOD BY THE APPLICANT THAT THE MERE ACT OF SUBMITTING AN APPLICATION DOES NOT CONSTITUTE A GUARANTEE OF EMPLOYMENT. SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THE HIRING PROCEDURES, REFER TO THE SENOIA STANDARD OPERATING PROCEDURE GUIDELINES, WHICH IS ATTACHED TO THIS APPLICATION PACKET.

ALL APPLICATIONS SUBMITTED MUST BE COMPLETED IN ITS ENTIRETY TO BE CONSIDERED FOR EMPLOYMENT. SHOULD ANY DOCUMENTATION BE OMITTED, THE APPLICATION WILL AUTOMATICALLY BE DISQUALIFIED.



SENOIA POLICE DEPARTMENT

Authorization for Release of Public Records

Applicant's Name (Print): _____

Other Legal Names: _____

Date of Birth: _____ SSN: _____ - _____ - _____ Sex: _____

I, the undersigned individual, authorize an immediate review of and full disclosure of all records to any authorized agent at the Senolia Police Department, regardless of their public, private, or confidential classification. I fully understand that this information could be used against me in civil and/or criminal proceedings.

The intent of this Authorization for Release of Personal Records is to demonstrate my consent for full and complete disclosure of all records, including but not limited to, educational records, financial records, credit records, employment records, medical records, psychological records, military records, pre-employment records, disciplinary records, complaint or grievance records, personal evaluation records, criminal history records, driver history records, and the records of any completed or pending legal actions in which I have been a party.

I fully understand that any information obtained by virtue of the Authorization for Release of Personal Records could be utilized, in whole or part, to determine my suitability for employment by the City of Senolia.

I certify that any entity or individual who releases any record consistent with this Authorization for Release of Personal Records shall not be held accountable and is expressly released from any/all liability that could be incurred as a result of releasing said records.

A photocopy of this notarized Authorization for Release of Personal Records shall be valid as the original.

I further acknowledge that this Authorization for Release of Personal Records shall be used in part for the purpose of financial investigation, which includes a credit check report. Any findings could have a direct impact on my consideration for employment.

This Authorization for Release of Personal Records shall be valid for the purposes of pre-employment investigation.

Applicant Signature

Date

State of Georgia

County of _____

Sworn to and subscribed before me this

_____ day of _____, 20____.

Notary Public Signature

My Commission Expires: _____

Name-Based Criminal History Record Information (CHRI) Consent/Inquiry Form

I hereby authorize _____ to conduct an inquiry for
Agency/Company
 the purpose below and receive any Georgia and/or national CHRI as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for _____ days from date of signature.

I, _____, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.

Signature _____ Date

Attorney for Individual (Purpose Code E and U Only) _____ Bar Number _____ Date

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code Used (check one): Note: *Only one inquiry may be performed per consent form.*

NON-CRIMINAL JUSTICE PURPOSES	
E	Employment
M	Employment direct care with Mentally Ill/Developmentally Disabled
N	Employment direct care with Elderly
W	Employment direct care with Children
P	Public Record (no consent required)
F	Probate Court/Weapons Carry License
PERSONAL REQUEST (INDIVIDUAL OR THEIR ATTORNEY)	
U	Personal Copy (stamp return "personal copy")
CRIMINAL JUSTICE EMPLOYMENT	
J	Civilian Criminal Justice Employment (state and III data received)
Z	Sworn Criminal Justice Employment (state and III data received)

This inquiry resulted in the following (check all that apply):

	No criminal history available
	Criminal history available (attached/released)
	No NCIC/GCIC Warrant
	Possible NCIC/GCIC Warrant (list Wanting agency below)
	Wanting Agency Name:
	Wanting Agency Telephone:

Agency Designee Signature and Title

Job Title: Patrol Officer

Job Summary: This position is responsible for maintaining law and order and protecting life and property in the City of Senoia.

Major Duties:

- Enforces local, state and federal laws;
- Maintains law and order; protects lives and property;
- Handles stressful situations according to department policies and procedures; provides back-up for calls;
- Patrols City streets, businesses and neighborhoods in police vehicle, as required, to prevent and detect crimes, respond to suspicious activity and enforce traffic regulations;
- Maintains traffic control through observation and the use of speed detection devices; tests and detains drivers suspected of DUI; issues traffic violations as necessary;
- Conducts investigations of vehicle accidents; prepares accident reports;
- Prepares reports and case files as necessary for all incidents;
- Prepares cases for prosecution and testifies in court on cases investigated or reports written;
- Conducts security checks of businesses, parks, public buildings, and residences;
- Issues citations and makes arrests for violations of laws including traffic violations and local ordinances;
- Locates defendants and serves criminal warrants; arrests and transports criminals;
- Processes arrested persons following established procedures;
- Assists with crowd control and security assignments at public gathering or incident scenes; provides security and traffic enforcement for all City sponsored events;
- Serves as first-responder to provide assistance to victims of traffic accidents and other natural or man-made disasters; assists fire and emergency medical personnel in treating and transporting victims;
- Collects and preserves evidence from crime scenes including fingerprinting, trace and biological evidence, collecting blood samples, photographing crime scenes, etc;
- Participates in City neighborhood watch programs; meets with neighborhood residents; gives presentations and responds to questions and concerns; educates citizens on how to protect themselves from criminal activity;
- Conducts inquiries on state and national crime information networks for outstanding warrants, license status, vehicle registrations, administrative messages, etc.;
- Reports hazards on roadways within City limits;
- Maintains and operates all assigned equipment;
- Participates in daily roll call, including inspection and training prior to going on duty;
- Attends training programs to improve knowledge and skills;
- Protects the property and civil rights of persons placed in custody;
- Performs other duties as assigned.

Job Title: Patrol Officer (Continued)

Knowledge Required by the Position:

- Knowledge of law enforcement concepts and terminology, including criminal investigation, law enforcement and crime prevention; knowledge of human behavior theories related to criminology, crisis intervention and crowd control;
- Knowledge of laws and court decisions pertaining to law enforcement, including search and seizure, suspects' and prisoners' rights, and custody and protection of evidence; knowledge of operational principles and practices of criminal investigation, law enforcement and crime prevention; knowledge of court and trial procedures;
- Knowledge of the use and effects of law enforcement weapons; methods of self-defense and physical restraint;
- Knowledge of first-aid principles and techniques;
- Knowledge of Police Department policies and procedures, geographic layout of the City and vocabulary of technical/specialized fields of law enforcement such as identification, detention and pathology;
- Skill in learning, interpreting, applying and explaining complex laws and regulations and in reading and interpreting documents such as maps and diagrams;
- Skill in performing accurate mathematical calculations, comprehending and retaining factual information and applying what is learned;
- Skill in observing and remembering details of events, names, faces, numbers and physical descriptions; skill in preparing and maintaining clear, accurate and concise reports and files;
- Skill in communicating effectively in both oral and written form; exercising tact, self-restraint, judgment and strategy in dealing with people of all races, ethnicities and socio-economic groups and who may have emotional or physical difficulties;
- Skill in exercising sound independent judgment in emergency or stressful situations and correctly interpreting a given situation and taking appropriate action under a variety of conditions;
- Ability to react quickly and calmly in emergencies;
- Ability to operate a computer and various programs;
- Ability to understand and carry out oral and written instructions;
- Ability to gather, assemble, analyze and evaluate facts and evidence and to draw sound conclusions; working ability to obtain valid information by interview and interrogation;
- Ability to work rotating shifts, varying hours and be on call;
- Ability to work well with others;
- Ability to communicate effectively with co-workers and the general public.

Supervisory Controls: The Sergeant assigns work in terms of departmental goals and objectives. The work is reviewed through reports and observation of activities.

Job Title: Patrol Officer (Continued)

Guidelines: Guidelines include federal, state and local ordinances and regulations and departmental policies and procedures governing law enforcement action, including court procedures. These guidelines require sound judgment and interpretation in application.

Complexity: The work involves performing various duties in protecting life and property and enhancing public safety in the City. The incumbent is required to perform varied duties including physical observation, simultaneous operation of vehicle and computer, processing reports and interpersonal communication – often in adverse situations. The diversity of the population served, rapid population growth and rotating shifts add to the complexity.

Personal Contacts: Contacts are typically with other law enforcement officers, emergency personnel, citizens, victims, witnesses, defendants, judges, attorneys, other criminal justice agency employees, City employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, negotiate or settle matters and provide services and protection.

Physical Demands: The individual must have visual acuity in both eyes and normal color vision. The individual must be able to: hear in-person radio and telephone conversations; recognize differences or changes in sound patterns, loudness or pitch; speak audibly and clearly; identify and distinguish smells of different materials; sit or stand for prolonged periods; walk, run, kneel, stoop, crawl and crouch; make precise and coordinated finger, hand and limb movements; maintain uniform, controlled hand-arm posture or movement; must be able to load, unload, aim and operate firearms; push, pull or drag an adult (averaging 160 pounds); lift and carry boxes of evidence (average 50 pounds); use force to restrain/subdue others and work efficiently for long periods of time.

Work Environment: Work is performed in a variety of field and office settings and may require exposure to dangerous and life-threatening situations. Must be willing to carry a firearm, mentally and physically capable of taking the life of another, if justified, willing to work any hour of the day or night (shift work), overtime, weekends, on call and holidays, work at any location in the City and travel on specific assignments.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

Associates preferred; must be at least 18 years of age; meet P.O.S.T. requirements for Peace Officer Certification and/or academy admittance pursuant to GA law; successful completion of the pre-employment process, which includes, in the following order, a **Written Selection Test**, an **Oral Interview Board**, a **Background Investigation**, a **Polygraph Examination**, a **File Review**, an **Interview with the Chief of Police** and a **Medical and Drug Screening**; successful completion of Police Academy; valid State of Georgia driver's license and satisfactory Motor Vehicle Record required; equivalent combination of education and experience.

STANDARD OPERATING PROCEDURE

Revised Date: 10/23/2023 **Original Issue:** 05/14/09 **CHIEF OF POLICE:** Jason Edens

S.O.P. 3-3 HIRING PROCEDURES**I. PURPOSE**

The purpose of this order is to establish a selection process which will ensure only the most qualified candidates for the position of police officer are hired and employed by the Senoia Police Department. Non-sworn (civilian) positions are also addressed in this policy.

II. POLICY

It is the policy of the Senoia Police Department to obtain the best employees possible. To that end, the department shall practice a regimented selection procedure while simultaneously affording equal opportunity to everyone regardless of race, creed, color, sex, natural origin, or age. The department does not discriminate against people with disabilities and affords them the same access to employment provided to all citizens. Where possible, the department provides reasonable accommodation to the known disabilities of qualified people.

It is also the policy of the Senoia Police Department to strictly follow the Employment Policy established by the City of Senoia as described in the "Personnel Policy for City of Senoia" manual.

III. DEFINITIONS.

- A. **Department.** The department shall mean the Senoia Police Department.
- B. **He, his, him, or himself.** These pronouns shall be used generically for the sake of readability and shall not denote gender.
- C. **Group Assessment.** Process by which candidate applications are reviewed against minimum requirements to compete for the position of police officer with the City of Senoia Police Department. Applications are banded into two categories; 1) Qualified, 2) Not Qualified.
- D. **Interview Board.** An interview board **will** be comprised of a minimum of two persons designated by the Chief of Police, who will conduct personal interviews with each candidate. The Board will band the applicants into two categories; 1) Qualified, 2) Not Qualified.
- E. **Written Selection Test.** A written test that measures the basic skills necessary to function as a police officer (i.e. reading, mathematics, language and spelling).

IV. PROCEDURES/RULES AND REGULATIONS

All elements of the selection process for all personnel will be administered, scored, evaluated, and interpreted in a uniform manner. Failure of applicants to meet the minimum requirements, or

achieve a grade of *Pass*, for each phase will disqualify the candidate from continuing in the selection process and they shall be notified in writing that they are ineligible for hire.

All personal, medical, and psychological information collected on all applicants will be held as confidential and released only within guidelines of State and Federal law reference privacy, security, and freedom of information. Internal access to such information shall be limited to the Chief of Police, his Administrative Assistant, oral board members, and those conducting the background investigation. Selection folders and materials will be stored in a secure location by the Chief of Police or his designee, when not in use.

A. QUALIFICATIONS TO COMPETE FOR EMPLOYMENT/GROUP ASSESSMENT

Candidates for sworn positions must meet the following minimum requirements for employment with the City of Senoia Police Department. The minimum requirements as set forth in Georgia Code § 35-8-8, “Requirement for appointment or certification of persons as Peace Officers,” must be met before the effective date of hiring.

1. Additional requirements for the group assessment **may** be mandated at the discretion of the City of Senoia and the Chief of Police, such as:
 - ♦ Present Peace Officer Certification
 - ♦ Prior completion of a POST mandated academy training program
 - ♦ Pertinent levels of education, and/or levels of experience or combination of the experience and education
2. Applicants must complete a City of Senoia Application. Applicants will be made aware of the sensitive and/or confidential aspects of their background investigation and the procedures the Police Department will take to ensure the applicants privacy.
3. When applications are received by the Police Department, applicants who do not meet the minimum requirements as set forth by the **Group Assessment** will be notified of their disqualification(s), and the standards in which they were disqualified within 30 days upon completion of the assessment. Applications of all candidates, even those deemed ineligible for employment, will be maintained within guidelines established by the City of Senoia and the State of Georgia.

B. SELECTION PROCESS

1. **Written Selection Test**
 - a. After the Group Assessment, those applicants who have met the minimum qualifications will be contacted to participate in the written selection test.
 - b. Applicants must score a 70% in each of the sections of the written selection test to receive a pass score for this phase. Any applicant who scores below a 70% in any category of the test will receive a grade of fail for this phase.

- c. Applicants who pass the written assessment test will be labeled qualified and move on to the next phase of the selection process. Applicants who fail this test will be labeled not qualified and shall be notified.

2. **Oral Interview Board**

Applicant's who complete the written selection test will be notified by telephone and/or letter of the date and time to appear before an oral interview board.

- a. Applicants will be required to appear before the interview board, as defined in III, D above.
- b. The Staff will attempt to answer all questions about the hiring process and provide briefing of the Senoia Police Department.
- c. The oral Interview Board will receive a set of standard questions and is charged with asking the same job related questions to all applicants by the examiner. The questions will be scored and evaluated uniformly for each candidate.
- d. Each Board member will rate each applicant with a numerical score. The Board Members will add their scores together to get an average. The minimum qualifying score for the oral interview board will be 104. Any applicant receiving an average below 104 will be considered not qualified and will be notified of disqualification from the process.

Note:

$$\frac{\text{Score}}{\text{Assessor A}} + \frac{\text{Score}}{\text{Assessor B}} = \text{Total Score}$$

Total Score is then divided by 2 = Average Score for Applicant

- e. All oral boards are held in private, and no applicant (or other person outside of this Department) will be permitted to observe other applicants while they appear before the board. Interviews may be recorded.

3. **Background Investigation**

Applicants who receive a qualified score on the oral interview will be given background packets to complete. Those applicants who complete and return the background packet to the Senoia Police Department will be required to provide the signed, notarized consent form to release any and all personal information. Applicants who fail to return the Senoia Police Department background packet by the designated deadline will be disqualified from the remainder of the selection process and notified in writing or by telephone. The Background Investigation portion of the process will be completed prior to any appointment to probationary status.

- a. The Background Investigation will be conducted by those who receive training in the area of collecting information and procedures to conduct background investigations.
- b. A thorough and complete investigation will be performed on each of the applicants. The process will be handled in stages as to ensure the applicant qualifies in each area prior to advancing in the employment selection. Preliminary investigation will consist of reviewing a criminal history, social media handles (if applicable), verification of credentials, drivers' history, educational background, military service, if any, and an interview with references (minimum of three) from the City of Senoia employment application.
- c. Upon satisfactory review, further background investigation will include the inspection of financials, an additional three references, personnel files, internal affairs files, and all training files of applicants previously employed by law enforcement agencies. The purpose of this inspection is to document all training, discipline, and other matters associated with the applicant.
- d. All information regarding the applicants will be thoroughly documented and placed in the applicant's folder for review by the Chief of Police.
- e. Derogatory background information will eliminate the applicant from consideration unless the applicant provides evidence of contradiction or correction of cited information.
- f. Applicants shall be periodically informed of the status of their applications, all contacts shall be documented and logged.

4. File Review

Applicants who have completed or are near completion of the background investigation phase will have their files reviewed and ranked in order of preference by members of the oral interview board.

5. Interview with the Chief of Police

- a. The Chief of Police will review each applicant's file and the list comprised by the oral interview board. The Chief will then select applicants to personally interview.
- b. The Chief of Police will at his discretion offer conditional employment to any applicant presented after the completion of the procedures above.

- c. Once employment is finalized, and prior to assuming sworn status, the officer will be required to take and subsequently abide by an oath of office as provided by O.C.G.A. 45-3-1 and enforce the law.
- d. Personnel hired by this agency for police officer positions will not be assigned any work which would require use of force, the carrying of any firearms or weapon, or arrest until such employee has successfully completed Georgia Post Mandate Training.

6. **Medical Background Check, Drug Screening, Psychological Evaluation, Polygraph Examination**

All applicants, sworn or non-sworn, accepting a conditional offer, will be required to submit to a drug screen, medical background check, psychological evaluation, and a polygraph examination, prior to the appointment of probationary status, at the expense of the City by a physician(s) chosen by the City of Senoia Police Department (O.C.G.A. 35-8-8 (a)(7)).

Qualified applicants will be notified of the date and time of the polygraph examination. Only persons possessing professional training and credentials in the use and interpretation of results will administer the exam. A list of areas in which questions will be drawn will be provided to the candidate prior to testing.

The polygraph is used as an investigative aid only, and not as a sole determinant of employment.

With the exception of the polygraph, any applicant who fails this portion of the employment process will be terminated at the discretion of the Chief of Police.

C. **DOCUMENTATION**

- 1. All personal, medical, and psychological information collected on all applicants will be held as confidential and released only within guidelines of State and Federal law reference privacy, security, and freedom of information.
- 2. Internal access to such information will be restricted to the Staff and those investigators conducting the background investigation. Selection folders and materials will be stored in a secure file, the Chief's office, or the office of his designee, when not in use.
- 3. Information recorded from an applicant shall be maintained in the employee's personnel file if hired. Applicant files that are not hired will be in held in records storage.
- 4. At any point during the selection process the candidate is determined to be ineligible for hire, they shall be notified in writing.

5. All selection materials will be stored in secure area when not in use and shall be disposed of in a manner that prevents the disclosure of the information within.

D. CIVILIAN EMPLOYEES

1. When there is an opening for a civilian position within the Senoia Police Department the City's Human Resource office will be notified. Recruiting, advertisement, and hiring will be conducted according to the Personnel Policy for City of Senoia.
2. A committee comprised of no less than two persons should be developed.
3. The committee will meet to review all submitted applications. During this review the committee should look at the accuracy with which the application was completed, work history (including length of stay at jobs, reason for leaving etc.), and needed skills including computer and customer service skills.
4. From this review the committee should select those applications that they feel meet the standards listed above and meet the minimum skills listed in the job description. Those selected shall be called for an oral interview.
5. The interview board will consist of the committee. The board will ask the applicant questions regarding work history, experience working in a law enforcement environment, computer knowledge, customer service experience etc. The board will give the applicant an overview of the work that is involved with the job and benefits provided by the City. Each board member will be given an additional list of pre-approved standard questions that they will ask the applicant. The oral interview will also consist of a skills test. The test will consist of items such as requiring the applicant to complete a memo, find all of the mistakes within a document, and complete a timed typing exercise. These items will be graded uniformly by the board members. Upon completion of all of the interviews, the board will convene to rank the group in order of preference. Those selected will be given background packets to complete. Backgrounds on candidates for non-sworn positions will be conducted in the same manner as those done for sworn positions. Upon completion of the background checks, the board will reconvene to review the applicants and rank them again in order of preference. The board will submit a memorandum to the Chief of Police indicating how the applicants rank.
6. Civilian records (of those hired and not hired) will be maintained with the same security as sworn personnel. Selection materials will also be stored in a secure area when not being used and will be disposed of in a manner that prevents disclosure of the information.
7. Candidates will be kept informed of the status of their application during the process and candidates not selected for positions will be notified.

8. The Chief of Police will review each applicant's file and the list comprised by the oral interview board. The Chief will then select applicants to personally interview.
9. The Chief of Police will at his discretion offer conditional employment to any applicant presented after the completion of the procedures above.