

FAIRVIEW POLICE DEPARTMENT

Police Officer Application for Employment

Copies of the following items are required along with your completed application for employment.

Failure to provide one of the listed items will be considered a non-completed application and will not proceed with further consideration for employment.

- Drivers License
- Social Security Card
- High School Diploma or GED
- College Transcripts (if applicable)
- Birth Certificate
- Military Record DD FM 214 (if applicable)
- All certificates listed in this application

If you have any questions concerning any of these items contact the Chief of Police at
580-227-4444

FAIRVIEW POLICE DEPARTMENT

Police Officer Application for Employment

Print or type answers to each question clearly and completely. All questions must be answered. This is an Application for employment and no employment contract is being offered. Use page 11 provided for additional information.

Last Name	First	Middle	Social Security Number
Street Address			Home Phone
City, State, Zip			Business Phone
List any other names(s) you have been known by: _____			
Provide any other Social Security Number(s) you have used: _____			

Date of Application: _____ Date Available for work: _____

Are you available to work: Shift Work Weekends Nights

If you are under 21 years of age, you may not be hired until 21.
 Present age: _____ Date of Birth: _____

AN EQUAL OPPORTUNITY EMPLOYER: The city does not discriminate on the basis of race, color, religion, sex, national origin, age marital or veteran status, political affiliation, disability status, or any other legally protected status.

Warning: All information in this application will remain confidential and only released to those who need to know, however, it will be subject to extensive background examination and polygraph. Any false, misleading or incomplete statements will be considered grounds for rejection. Leave no blank spaces. If the question does not apply to you, mark N/A (not applicable).

At this point, please stop and review the attached job description for Police Officer.

After reviewing the essential job functions, the minimum qualifications and special requirements from the attached job description, are you able to do them with or without reasonable accommodation? Yes No

The City is concerned with your ability to perform the job and will not at this time consider your need for reasonable accommodation except as necessary to complete the application form. If after reviewing your application form, verifying your response, conducting an extensive background investigation, conducting necessary interviews or test, you are considered for the job and would need reasonable accommodation to perform the essential job functions or demonstrate performance in the examination process, the parties will explore these alternatives. **REMEMBER: The City conducts a pre-examination exam, which will determine whether you can do the essential functions of the job without substantial risk or harm to yourself and the public.**

Appendix A

CITY OF FAIRVIEW
Job Description

Title: Police Officer
Department: Police
Reports To: Chief of Police

Purpose of Position:

- This is an entry-level position in the FAIRVIEW Police Department.

Position requires monitoring and enforcement of the criminal and traffic laws. Work of this nature requires responsibility to react in a thorough and professional manner and an ability to deal with the public and observe suspicious activity. Works under the direct supervision of the duty officer.

Essential Job Functions:

1. Patrols assigned areas of the city checking buildings, bars, and residences for suspicious activity to deter crime and to protect lives and property of the citizens.
2. Enforces state and federal laws and city ordinances and traffic laws.
3. Investigates crime scene; talks to or interviews witnesses or victims; searches for and preserves evidence; participates in line-ups; makes oral or written reports such as criminal complaint forms or narrative reports; testifies in court.
4. Makes arrest on criminal and traffic related offenses at the scene. Executes search warrant and arrest after obtaining sufficient evidence to arrest.
5. Assist stranded motorists, and provides assistance to those who need aid, comforts those who are in distress. Determines if a person is a danger to self or others and evaluates the mental stability of the individual.
6. Investigates traffic accidents. Have jail responsibilities, booking and fingerprinting, and assisting the animal control officer.
7. Speaks before citizens and citizen's groups; participates in various in-service training; communicates with other law enforcement personnel in various agencies and with the City/District Attorney's Office.
8. Must demonstrate proficiency with firearms and with physical defense techniques to defend self and other.
9. Performs other duties as assigned.

CITY OF FAIRVIEW

Job Description

Education, Training, and Experience Required:

To be eligible for Patrol Officer: Must be 21 years of age. Although this is an entry level position, the incumbent will be in a probation status for a minimum of 90 days and maximum of 180 days and will be directly supervised by a Field Training Officer (FTO) during such period. Must be able to pass local comprehensive/aptitude test, practical exams, MMP/CPI or related psychological performance tests, must pass a comprehensive background investigation; may be subject to other interviews, polygraph if necessary, drug tests or other exams. Must be CLEET certified and pass the state firearm qualifications and physical defense exams, etc.

Must be a citizen of the United States and possess a high school diploma or G.E.D. Must not have been convicted of a felony, domestic abuse charge, or have pending criminal actions. Must not be a current user of controlled substances. Must demonstrate both through background investigation, interviews, and other test that he/she is suited for the job of reserve patrol officer.

Knowledge, Skills and Abilities:

Ability to operate two-way radio, handheld portable in field situations, and to operate effectively radar equipment, breathalyzer, in car emergency equipment, and to perform routine preventive maintenance on vehicle.

Ability to read, understand and interpret ordinances, laws, and other operating procedures and communicate orally and in writing; ability to investigate crimes and make reports.

Ability to drive vehicle both safely and effectively while under stress to communicate information on the radio, pursue violators, or handle emergency situations, at times must be done simultaneously and in all environmental conditions.

Ability to deal effectively with the public tact and diplomacy and remain calm in emergency situations. Ability to diffuse a potentially volatile situation.

Ability to make split second decisions that could affect the life and property of the public, department, fellow employees as well as the officer's safety.

Ability to locate locations on a map, receiving radio instructions, and to make and provide directions to others.

Self-confidence, Ability to lead or take charge of a situation and to make proper decisions.

Willingness to work with others and follow orders or allows a superior officer(s) or other trained experts to take charge as required. Must be flexible in dealing with situations.

Ability to interface properly with other law enforcement personnel in the city and in other agencies and to cooperate in law enforcement work.

CITY OF FAIRVIEW
Job Description

Ability and skill firearms hand to hand combat, and other means of defense, ability to effect the arrest of a resisting person.

Ability to perform first aid or CPR as required for emergencies or assist other emergency personnel administering aid.

Sensitive and responsive to the needs and feelings of others; sensitive to the community values and norms; knowledge or appreciation of special lingo or slang to communicate with public; sensitive to alternative lifestyles and socio-economic groups and races in applying or enforcing the law.

Ability to maintain confidentiality. Must be honest in his/her dealings with the public and obey the laws.

Ability to work rotating shifts, holidays, weekends, and long hours as necessary with exposure to unpleasant weather conditions.

Must be able to respond to varying situations with tact, evenhandedness, and diplomacy and know how to assess and handle stressful, hostile or irrational persons. Whether due to physical or mental disability, drugs/controlled substances or alcohol, or other factors.

Ability to immediately respond to high emotional/high stress or physically taxing situations without any warning or warm up and to quickly return to daily activities thereafter.

Ability to gather information from a crime scene and determine motive or clues; ability to question witness and glean important information; ability to be objective and sensitive to the feelings of those harmed or injured while communication information; ability to testify under direct/cross examination.

Knowledge and ability to use mathematical formulas to determine accident investigations and complete other investigations at a level generally obtained in high school. Must be able to understand and comprehend reading of laws, ordinances, etc., generally of at least a high school level.

Contact with others:

Notifies parents and guardians of the arrest or detention of juveniles; confers with the District Attorney, City Attorney, or other law enforcement personnel relative to law enforcement duties; talks with citizens to gather and exchange information or to provide assistance; testifies in Court or before other tribunals.

CITY OF FAIRVIEW

Job Description

Special Certification, Registrations, Licenses Required:

CLEET/CLEET Reserve Certificate, completion of FTO program, and valid operator's license with good driving record. Possible certification in Radar, Breathalyzer, OLETS certification. Must qualify with duty weapon and shotgun and re-qualify as often as deemed appropriate by the Department Policy.

Physical/Mental Requirements:

Must be able to demonstrate in the **MMPI-2** /or **CPI** related personality performance test the ability to do the job effectively of a police officer including:

- Honest self-appraisal
- Self-confidence able to lead, take-charge, and make decisions.
- Even-tempered, reacts well to stress.
- Willingness to work with other and follow others.
- Sensitive and responsive to the needs and feelings of others.

Must be able to drive in a vehicle for extended periods of time, communicate on the radio, and arrest uncooperative citizens.

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As you complete the next portions, provide us with prior education, work experience, and any relevant training or certificates and license that would indicate your knowledge, skills and abilities to perform the job. Be as specific as possible since you will be screened on what you include regardless of what you might otherwise be able to perform.

It is extremely important that you provide correct responses to the following questions and that you indicate your qualifications to be able to do the essential functions of the Police Officer position. Failure to answer these questions may indicate that you have not provided the information to qualify for the present position. Use page 11 if you need additional space.

1. Are you an U.S. Citizen? Yes No

If yes, give prior name and dates:

Reason for leaving:

2. Have you ever worked for the City of Fairview: Yes No

If so, give name, department, and relationship:

3. Are you related to any City employee or any member of the City Council?

Yes No

4. Have you applied with any other Police Department in the last 5 years? Yes No

If yes, which department(s) and when?

5. Do you know any City of Fairview Police Officers: Yes No

If yes, Who?

6. Can you operate: [] Automobile [] Motorcycle [] Airplane [] Helicopter

License(s) Numbers	State	Date Expires	Type

7. Does your drivers' license have any restrictions? Yes No If yes, explain:

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8. Have you ever had a driver's license suspended or revoked? Yes No

If yes, please explain:

9. Do you have liability insurance on the vehicles you operate? Yes No

Have you ever had your insurance policy cancelled? Yes No

If yes, please explain:

10. In the last seven years:

- 1) How many traffic tickets have you received? _____
- 2) Number of times arrested while driving while drinking or under the influence? _____
- 3) Reckless driving of any type? _____
- 4) Number of accidents you were involved in as a driver for which you were charges or cited? _____
- 5) Have you been involved in a serious accident(s) where you were the driver?
 Yes No

If yes, or anything other than none to the above, explain:

11. It is imperative that law enforcement personnel have a clean conviction record and not be addicted to controlled substances. (Arrest information will not necessarily disqualify you). Have you ever been arrested? Yes No

If so, placed in jail? Yes No , detained Yes No ,
 received a conviction? Yes No , suspended sentence? Yes No ,
 deferred sentence which has not been sealed? Yes No ,
 probation? Yes No , by any court of law or enforcement body anywhere?
 If so please explain below:

Date	Charge	Age at Time	Court of Jurisdiction	Disposition	Location of Police Agency Involved

Other Explanation:

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18. Employment experience for the past 10 years.

Social Security Number: _____

Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	
Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	
Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	
Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	
Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	
Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	

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Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	
Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	
Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	
Dates (From - To)		Employed by	
Title of Position	Salary	Reason for Leaving	Phone Number
Type of duties:		Name of Supervisor	

19. If you have had no prior employment experience, please explain what you have done since high school to prepare you for this job.

20. Have you ever been fired, suspended, or put on an inactive status (other than for workers' compensation cases) by any of your previous employers? Yes No .
 If yes, state circumstances:

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21. Account for all periods of time since age 18 that you were not in school, working, in the military or recuperating from an illness or injury if over 90 days in duration:

22. In chronological order, list all special training received and occupational schools attended in your employment history. (Exclude military schools and training, high school, colleges, etc.)

Name of School	Location City & State	Type of School	Dates of Attendance	Hours Completed	Certificate Received

23. Indicate if you have any additional information or comments concerning any volunteer experience, any special licenses or training, which would help us, determine your suitability for this position.

24. Are you now engaged in any business as an owner, partner (active or silent) or other connection (such as an employee)? Yes No . If yes, give full details: (e.g. name, address, etc.)

25. Has any corporation, partnership or business of which you are/were an officer, partner, etc. even been issued or denied a license or permit by any City, State or Federal Government? Yes No . If yes, give full details: Exclude drivers license(s):

Selective Service / Military Service

26. Have you registered for the selective service? Yes No . If yes, when _____

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27. Have you served in any branch of the military? Yes No . If yes, indicate branch, current status, and military training or experience that would assist you in being a Police Officer:

Base or Name of School	Location City & State	Type of School	Dates of Attendance	Hours Completed	Certificate Received

28. List any medals, decorations, campaign and theatre ribbons awarded to you while in the armed forces:

29. Were you honorably discharge? Yes No . Please provide a copy of any discharge papers (Forms DD 214 and DD 214 Member 4)

Subversive Organizations

30. As used in this application, a subversive organization shall mean any group or organization which does not support local, State and Federal Laws and which advances its beliefs through violence and force.

A. Have you advocated, advised or taught the doctrine that the government of the United States of America or any State or any political subdivision thereof should be overthrown by force, violence or any other unlawful means? Yes No .

B. Are you now or have you ever been a member of any subversive organization? Yes No .

C. Have you ever been connected, or affiliated in any manner with or have you ever attended meetings of any subversive organization? Yes No .

D. Have you ever paid, collected, or solicited any money, dues, or contributions to, for, or on behalf of any subversive organization? Yes No .

If your responses are yes to any of the questions in category 30, please indicate circumstances:

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31. Background references pertaining to past character:

(This information is used to question family members and associates to determine your fitness to do the essential functions of the job)

Name, Phone Number and Address of Current Spouse, if applicable:

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Name, Phone Number and Address of Former Spouse, if applicable:

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Name, Phone Number and Address of College Roommate, if applicable:

--

Name, Phone Number and Address of Military Associate, if applicable:

--

Name, Phone Number and Address of Mother, Father & Siblings:

Name, Phone Number and Address of any other personal references:

32. List any social, labor, civic and fraternal organizations that you have or now belong to which demonstrates your fitness for this position (you may exclude any that is associated with a national origin if wish)

33. Are you the co-maker or signer on an outstanding loan? Yes No . If yes, explain details:

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34. Have you ever been bonded? Yes No . With respect to each time bonded, state details below:

Date	Reason	By, Whom	Address, City, State

35. Which of your previous jobs did you like the best? Explain the duties, the type of supervisor, and other reasons:

36. Which of your previous jobs did you like least? Explain the duties and reasons why:

37. What prior experience have you had with firearms? Explain:

38. Other than in law enforcement capacity, have you ever been served with a summons or subpoena? Yes No . If yes, how many times [] and list reason:

Date	Charge	Location	Court Disposition	Police Agency Concerned

39. Do you know any other information that we have not asked for which may come out in the background information concerning your present fitness to handle the essential functions of the job? Yes No . If yes, you have an opportunity to disclose at the present time. (We are not in this question interested in your physical or mental ability to do the job).

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40. This is for additional information. Indicate question number with each response:

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READ CAREFULLY BEFORE SIGNING

I certify that I am the person named above and that facts in this application are true and complete to the best of my knowledge. In signing this statement I do so with the understanding that the truthfulness of all statements herein will be investigated and if found incorrect, incomplete, or misleading, it may render me ineligible for employment as a Police Officer.

I hereby grant permission to the City of Fairview to investigate any information included in the application and I agree to submit to a pre-employment drug screen, polygraph examination or post offers medical examination if requested to do so. I understand that this application is not a contract of employment. I hereby release the City of Fairview and its agents from all liability in making any investigation and inquiry relative to information contained in the application form. I understand that if employed, false or misleading statements given in this application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the city.

I hereby authorize any City, County State or Federal Agency or former employer to any individual listed in this application form to furnish to any member of the Fairview Police Department any information concerning me necessary to process this questionnaire. A Photostats and or verfax copy of this authorization shall be considered as valid as the original.

Date _____ Signature _____

Subscribed and sworn to me on this date: _____

Notary

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Authorization to Release Information

To Whom It May Concern:

I hereby authorize any sworn Police Officer or other authorized representative of the Fairview Police Department bearing this release, or copy thereof, within one year of its date, to obtain information from your files pertaining to my employment, credit, or educational records, including but not limited to academics, achievements, attendance, athletics, personal (non medical) history, and disciplinary records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of the Fairview Police Department. Consent is granted for the Fairview Police Department to furnish such information as is described above, as third parties in the course of fulfilling its official responsibilities.

I hereby release you as the custodian of such records and any school, college, university, or other educational institution, credit bureau, leading institutions, consumer reporting agency or retail business establishment including 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 or associates because of any compliance with this authorization and request to release information, or an attempt to comply with it.

A copy of this authority to release will be as valid as the original.

Should there be any question as to the validity of this release, you may contact me as indicated below.

Date: _____ Signature: _____
Month/Day/Year Full Name

Typed or Printed Name: _____
Full Name

Current Address: _____

Phone: _____

Witness: _____

Date: _____

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Authorization to Release Medical & Workers' Compensation Information

To Whom It May Concern:

I hereby authorize any physician or other authorized medical representative under contract or agreement with the City of Fairview bearing this release, or copy thereof, within one year of its date, to obtain information concerning medical history to determine whether I can do the essential functions of the position of Police Officer with the City of Fairview. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use any medical group, medical or psychological practitioner or professional for the City of Fairview. Consent is granted for the purpose of performing such post offer medical or psychological exam as required by the City of Fairview Police Department. Such information is confidential and will not be released to the City except as covered by the Americans with Disabilities Act and as required by State law.

I hereby release you as the custodian of such records and any hospital or other repository of medical records, including 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 or associates because of any compliance with this authorization and request to release information, or an attempt to comply with it.

A copy of this authority to release will be as valid as the original.

Should there be any question as to the validity of this release, you may contact me as indicated below.

Date: _____ Signature: _____
Month/Day/Year Full Name

Typed or Printed Name: _____
Full Name

Current Address: _____

Phone: _____

Witness: _____

Date: _____

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Confidential Information Agreement Form

A thorough investigation will be conducted to determine your qualifications for the position of Police Officer. To a great extent, your ability to be qualified for employment will depend on information obtained in confidential interviews with persons with whom you have been associated, including personal references you have listed.

If reasons for your non-acceptance are of a temporary nature, whereby you could be accepted at a later date, you will be so notified. Failure to be certified and hired at the present time does not indicate that you cannot apply at a later date but other candidates provided experience, education and background data that were more suitable for employment.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT

Date: _____

Signature: _____

Witness: _____

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Personal Questionnaire

As an applicant for the position of Police Officer with the City of Fairview, you will be subjected to an intense background investigation, which could include a polygraph on any of these questions. The following questionnaire is a preview of items that will be necessary for us to check information. It will be to your benefit to answer all questions honestly and to the best of your ability.

1. Have you in the past 7 years used any controlled substance such as narcotic, speed, PCP, barbiturate, amphetamine, LSD, cocaine, crack, heroin, marijuana, etc., that was not prescribed for you by a medical doctor? _____ . If you, please indicate the type of drug, the date of use and extent of usage:

2. During the past 5 years, except as covers by medical procedure, have you sniffed or inhaled glue, paint lacquer, gasoline or any other substance with the intent of getting high or intoxicated? _____ If the answer is yes, please indicate the particulars:

3. Have you stolen anything of value? _____ . If the answer is yes, please indicate what it was, when it happened, and how often it happened:

4. Have you ever been arrested and or convicted of any crime? _____ . If yes, be sure you have explained this in detail indicating the outcome of the conviction on page 9 of this application form.

5. Do you support the local, State and Federal Laws and are you willing to do so without reservation? _____

6. Are you able to do the essential functions of the job of Police Officer with or without reasonable accommodation? _____

Date: _____
Month/Day/Year

Signature: _____