**Laurens Police Department**

**201 West Main Street Laurens, S.C. 29360**

**Telephone (864) 984-3532 Fax (864) 984-5054**

Dear Applicant:

Thank you for your interest in a career with the Laurens City Police Department. To begin the application process, all applicants are required to submit a complete application packet. Incomplete application packets will not be considered.

Requirements of applicant:

* 21 years of age for Sworn Officer or 18 years of age for all other positions
* High School Diploma or GED
* Ability to complete required training
* Possess a valid South Carolina Driver’s License Application packet must include:
* Signed Application (Available at the Laurens City Police Department)
* Signed Waivers and Notarized where applicable
* Copy of Law Enforcement Certification (if previously certified)
* Copy of Social Security Card and Driver’s License
* Copy of High School Diploma or State GED Certificate
* Copy of Birth Certificate or Certificate of Naturalization (if US citizen through Naturalization process)
* A Certified Copy of College Transcript(s), if you have attended or graduated from college
* A copy of DD214 (former military service members must furnish their final DD214)

As an equal opportunity employer, it is the policy of the Laurens City Police Department to only hire qualified applicants who are best suited for employment with our agency, without regard to race, religion, color, national origin, age, sex, marital status, sexual orientation, or affiliation, or any other unlawful discriminator(s). The following steps may occur in the employment process:

* Preliminary review of application packet to determine minimum qualifications
* Preliminary background investigation to include at a minimum: Driver’s History & Criminal History (NCIC)
* Job Related Testing
* Oral Interview Board
* Interview with Chief of Police
* Credit Check
* Online Personal History Questionnaire
* Polygraph Examination
* Conditional offer of employment
* Background Investigation
* Psychological Testing
* Drug testing and physical examination

You will be contacted if you are considered beyond the preliminary review of your application. Our process could take from two to four months depending on the department’s status of hiring, the scheduling of testing and the applicant’s particular background. Should you not be selected at this time, you may reapply and repeat the process after one year has passed. If your personal contact information changes during the selection process, please contact Captain Scott Franklin at (864) 681-2341 or email him at sfranklin@cityoflaurenssc.com . **Please do not contact the Department to determine the status of your application. A member of the Department will contact you if you are selected to participate in the employment process beyond the review of your application package.**

Best Wishes,

*Chrissie C. Latimore*

Chief of Police **NOT A CONTRACT**

**Laurens Police Department**

## JOB DESCRIPTION

**Position Title:** Patrol Officer

Statement of Duties

Position provides highly responsible law enforcement and crime prevention functions for the Police Department. Responsibilities include enforcing laws and ordinances, investigating misdemeanor and felony crimes, arresting offenders of the law, responding to dispatch calls involving traffic accidents, medical and other emergencies, civil disputes, family disturbances and other calls requiring police assistance.

Supervision

Employee works under the general supervision of a shift supervisor. Prior training and experience guide the employee in necessary actions to take on specific field situations. Employee operates with a degree of independence but must inform superior officer of any unusual situation, and secure additional instructions, dependent upon the gravity of each situation. Work is reviewed through written and verbal reports, by complaints of citizens and observation by superior officer. Pertinent laws and court decisions must be observed and followed. Employee uses judgment and experience to solve problems and determine work methods.

Questionable cases are referred to the supervisor. Employee has access to criminal investigation and records material related to specific cases.

Employee has access to some access to confidential information including criminal records. Employee does not have any supervisory responsibilities.

Job Environment

Employee works within numerous standard operating procedures, as detailed in the department rules and regulations, the police manual, and applicable state, federal, and local laws that often require additional interpretation. Responsibilities are diverse and require understanding, common sense and the application of a variety of techniques and practices learned in law enforcement training. Employee must be aware of and understand human behavior under stressful conditions, fact-finding, and investigative techniques. While many guidelines and laws are available and need to be observed, the enactment of new laws and court decisions occur often. Employee must exercise good judgment and initiative in meeting unforeseen situations and emergencies, and ensures equal application of law without bias.

Errors can result in a delay or loss of service, personal injury/loss, legal repercussions, damage to buildings and/or equipment and monetary loss. The position’s responsibility is to provide the protection of lives and property under hazardous and emergency conditions, and may require decisions that can have catastrophic consequences to the city if improperly made.

The position has constant contact with the public to receive and respond to calls, enforce laws, conduct educational programs, attend and participate in meetings, respond to inquiries and complaints, and/or provide information and assistance. The position has daily contact with other city departments, fire department, EMS, animal control, school department, other law enforcement agencies, court personnel, attorneys, suspects, witnesses, victims, professionals, various agencies and organizations for the purpose of giving or receiving information, conducting research and investigations, coordinating activities, and/or providing information and assistance. Contact usually occurs in person or on the phone.

**Position Functions**

**The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.**

**Essential Functions**

1. Works on rotating shifts performing security patrols, traffic control, investigation and minor first aid at accidents, detection, investigation and arrest of persons involved in crimes or misconduct.
2. Maintains normal availability by radio or telephone for consultation on major emergencies or precedent.
3. Patrols City streets, parks, commercial and residential areas to preserve the peace and enforce the law, control vehicular traffic, prevent or detect and investigate misconduct involving misdemeanors, felonies and other law violations and to otherwise serve and protect.
4. Responds to emergency radio calls and investigates accidents, robberies, civil disturbances, domestic disputes, fights, drunkenness, missing children, prowlers, abuse of drugs, or other situations, and takes appropriate law enforcement action.
5. Interrogates suspects, witnesses and drivers; preserves evidence; arrests violators; investigates and renders assistance at scene of vehicular accidents; summons ambulances and other law enforcement vehicles; takes measurements and draws diagrams of scene.
6. Conducts follow-up investigations of crimes committed during assigned shift; seeks out and questions victim, witnesses and suspects; develops leads and tips; searches scene of crimes for clues; analyzes and evaluates evidence and arrests offenders; prepares cases for giving testimony and testifies in court proceedings.
7. Prepares a variety of reports and records including officer's Daily Log, reports of investigation, field interrogation report, alcohol reports, DUI reports, breathalyzer check list, bad check form, vehicle impoundment form, traffic hazard report, and other reports.
8. Undertakes community oriented police work, and assists citizens with such matters as stalled vehicles, crime prevention, traffic safety, and other matters.
9. Participates in investigating criminal law violations occurring within the City limits, obtaining evidences and compiling information regarding these crimes, preparing cases for filing of charges, testifying in court, and related activities.
10. Conducts patrol activities including directing traffic, investigation of reported or observed violations of law, and conducting patrol activities.
11. Coordinates activities with other officers or other City departments as needed, and exchanges information with officers in other law enforcement agencies.
12. Maintains contact with police supervisory personnel to coordinate investigation activities, provide mutual assistance during emergency situations and provides general information about Department activities.
13. Maintains departmental equipment, supplies and facilities.
14. Maintains contact with general public, court officials, and other City departments in the performance of police operating activities.
15. May serve as a member of various employee committees.
16. Performs other related duties as required.
17. As DARE officer, teaches classes in drug resistance education to area schools; educates general public in crime prevention, including teaching neighborhood watch groups and church groups.
18. Employee may be assigned as a SRO as required.

Recommended Minimal Qualifications Physical and Mental Requirements

Employee primarily works outdoors on patrol in a police car. Employee may be exposed to outdoor weather conditions, high places, toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, moving mechanical parts, risk of electric shock, work with explosives, risk of radiation, dangerous people and/or situations, stress, traffic, and biological hazards. Employee is required to stand, walk, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl and reach with hands and arms.

Employee frequently lifts up to 10 lbs. and occasionally lifts up to or more than 100 lbs. Normal vision is required for this position. Equipment operated may include automobile, light equipment, medical equipment, office machines, computers, firearms, and other tools of the trade.

Education and Experience

A candidate for this position should have a High school diploma or GED equivalent supplemented by training in law enforcement, criminal justice administration, or a related field; and ability to successfully complete South Carolina Criminal Justice Academy training. A failure to complete the South Criminal Justice Academy will result in loss of employment.

Special Requirements

A candidate for this position must also have a valid South Carolina driver’s license with no prior convictions for any violation which would have or did cause their driving privileges to be suspended and the ability to meet the department’s physical standards.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of

* State and local laws as well as principles, practices, and methods related to law enforcement and crime prevention
* Constitutional and civil rights
* Investigative techniques
* Geographical and demographical information of the city

Skill in:

* Handling hostile or difficult situations effectively
* Effectively communicating with people of all backgrounds and ages
* Effectively operate required vehicle and equipment

And ability to:

* Gather information and conduct thorough investigations
* Produce accurate and precise reports of incidents
* Properly handle and maintain evidence
* Maintain professional demeanor and make sound decisions under stress
* Detect hazardous situations
* Resolve problems
* Prioritize tasks and perform multiple tasks simultaneously
* Ensure the rights and equitable treatment of citizens
* Perform the physical requirements of the position

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

# Laurens Police Department

## Employment Application

**IMPORTANCE OF HONESTY STATEMENT**

It is extremely important that you are completely honest in all of your answers. Honesty is the most important characteristic that you must demonstrate.

The importance of honesty from the time of completion of all application documents, questionnaires and during all interviews cannot be overemphasized. Failure to respond to any questions accurately and completely, whether orally or in writing will result in disqualification. Applicants have been disqualified for dishonesty.

While filling out all documents, you are cautioned to take your time and to be thorough and specific in all answers. If you have any doubt in your mind concerning a particular question, or if you are unsure whether to include certain information, the answer is “**Yes**, include it.”

You may think that something you have done will disqualify you from further consideration. That may or may not be the case. For example, an arrest, being fired from a job, use of drugs, etc. may or may not disqualify you. Lying or distorting the truth will disqualify you.

By signing below, I acknowledge I have read and understand the contents of the **“Importance of Honesty Statement.”**

|  |  |  |
| --- | --- | --- |
| Printed Name of Applicant |  |  |
| Applicant Signature (Sign in Blue Ink) |  | Date |

**NOT A CONTRACT**

# Laurens Police Department

## Employment Application

###### TO: All Sworn Personnel / Applicants

FROM: Human Resources

RE: Law Pertaining to Possession of Firearms / Ammunition

Two recent amendments to the Gun Control Act of 1968 have significant impact on Law Enforcement Officers by restricting an officer’s ability to possess a firearm. The 1996 amendment adds sections that make it illegal to provide a firearm or possess a firearm if the person;

has been convicted in any court of a misdemeanor crime of domestic violence…18 USC 922(d)(9); also see 18 USC 922 (g)(9).

As defined in the law, a “misdemeanor crime of domestic violence” means any offence, whether or not explicitly described in a statue as a crime of domestic violence, which has, as its factual basis, the use or attempt use of physical force (i.e., simple assault and battery), or the threatened use of deadly weapon, committed by the victim’s current or former domestic partner, parent or guardian.

There is no time limit on the conviction. Thus any law enforcement officer with such a disability would be in violation of Federal law if he currently possessed a firearm even if the criminal domestic violence conviction occurred prior to the passage of the law.

The 1994 amendment added sections which make it illegal to provide a firearm to any person or for that person to possess a firearm if the person;

is subject to a court order that restrains such person from harassing, stalking, or threatening an intimate partner of such person or child or such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child…18 USC 922 (d)(8); also see 18 USC 922 (g)(8).

The restraining order has to meet three conditions:

1. Issued after a hearing of which the person had actual notice and an opportunity to participate;
2. Restrains the person from harassing, stalking, or threatening an intimate partner, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury;
3. Includes a finding that the person represents a credible threat to the physical safety of the partner or by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against the intimate partner that would reasonably be expected to cause bodily harm.

All employees who are in possession of an agency issued firearm and/or ammunition or who have received authority to carry a privately owned firearm/ammunition in the performance of his/her duties or while off duty under agency policy must complete the attached affidavit and return it to his/her supervisor. Failure to return the affidavit or to provide false information in the affidavit will subject you to agency disciplinary procedures and may be used in a prosecution for false swearing as provided by law. YOUR ANSWERS OR INFORMATION GAINED BY REASON OF YOUR ANSWERS CANNOT BE USED AGAINST YOU IN ANY CRIMINAL PROSECUTION FOR A VIOLATION OF 18 USC SECTION 922 (g) 8, or 922 (d) 9.

If you answer “yes” or “not certain” to either of the questions in the affidavit, you must immediately turn over any agency issued firearms / ammunition to your immediate supervisor. This is a continuing obligation. Thus if you are the subject of a restraining order or convicted of Criminal Domestic Violence in the future, you must immediately notify your supervisor.

|  |  |  |
| --- | --- | --- |
| **COUNTY OF LAURENS** | **)** |  |
| **CITY OF LAURENS** |  | **)** | **AFFIDAVIT** |
| **STATE OF SOUTH CAROLINA** | **)** |  |
| Personally appeared before me,  |  | , who first |
| being sworn, deposes and says that (s)he has read the attached memo which explains the provisions of the Gun Control Act of 1968 and (s)he answers the following questions to the best of his/her knowledge and belief further understands that furnishing false information may be grounds for adverse personnel action as well as prosecution for false swearing. |
| Have you been convicted of a misdemeanor crime of domestic violence within the meaning of the statute as defined in the memo pertaining to firearms/ammunition? |
| Yes | No | not certain |  |
| **(If uncertain, explain here or on attachment.)** |
| Are you subject to a current restraining order issued by any court which restrains you from harassing, stalking, or threatening a past or present intimate partner or child of such intimate partner or person? Or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child and which includes a finding that you represent a credible threat to a physical safety of the person or by its terms explicitly prohibits the use, attempted use, or threatened use of physical force against the person that would reasonably be expected to cause bodily harm, as defined in the memo pertaining to possession of firearms/ammunition? |
| Yes | No | not certain |  |
| **(If uncertain, explain here or on attachment.)** |
| WITNESSED, this  | day of  | ,  |
| Applicant’s Name **(IN BLUE INK)** |
| Applicant’s Signature **(IN BLUE INK)** |
| Sworn to before me this |  day of |  ,  |
| Notary Public for  |  |
| My commission expires on  |  |

## Employment Application

#### PLEASE CAREFULLY READ THE FOLLOWING STATEMENTS AND SIGN

**Student Loan:** State Law (59-111-50) prohibits employment with any subdivision of the State to people how have defaulted on certain student loans, unless they can prove that satisfactory arrangements have been made for repayment By my signature, I certify that I am not currently in default on a student loan.

|  |  |
| --- | --- |
| **Signature:**  | **Date:** |
| **REQUIRED IN BLUE INK** |  |

**Selective Service:** All males between the age of 18 and 25 are required to be registered with Selective Service. By my signature, I certify that I have registered with Selective Service.

|  |  |
| --- | --- |
| **Signature:**  | **Date:** |
| **REQUIRED IN BLUE INK** |  |

SECTION A:

It is the policy of the City of Laurens to select an applicant deemed most suitable to fill a position based on educational background, related work experience, and other work related factors. The City of Laurens is an Equal Opportunity Employer.

It is further the policy of the Laurens City Police Department to recruit, hire, train and promote employees and applicants without regard to race, religion, color, national origin, age, sex, marital status, sexual orientation, or affiliation of any other unlawful discriminator(s).

The City of Laurens has designated the following (person or office) as the contact to coordinate efforts to comply with this requirement. Inquiries should be directed to: Scott Satterfield, Laurens City Police Department 201 West Main Street Laurens, SC 29360.

#### SECTION B: (CHECK EACH BOX AFTER READING EACH STATEMENT)

|  |
| --- |
| I hereby affirm that all statements made herein or attached hereto are true and correct. I understand that all |
| statements are subject to verification and any omission, false, misleading or incomplete statements are grounds to bar |
| me from employment or for dismissal. |  |
| I agree to submit to a urine drug screen, physical or other medical tests, if required for this position. The results |
| of such may be grounds for disqualifying me or terminating my employment. |  |
| I understand and agree that if employed, I will be an employee “at-will” and will have the right to terminate my |
| employment at any time, with our without notice and with or without cause, and that the city has the same right. |
| I understand that if hired, I must meet the eligibility verification requirements of the Federal Immigration and |
| Nationalization Service and submit appropriate documentation to satisfy the requirements of completing INS Form |
| I-9. This documentation will be provided to the Department of Homeland Security to confirm work authorization |
| E-Verify. |  |
| I authorize and request each former employer and person, firm or corporation, given as a reference, to answer |
| any and all questions that may be asked, and to give any and all information that may be sought in connection with |
| this application concerning my work habit, character and/or skill. |  |
| The use of this application form in no way obligates the City of Laurens. |  |
| I certify that I have read, understand, and agree to all the statements listed above. |  |
| **APPLICANT’S SIGNATURE:**  | **DATE:**  |
| **REQUIRED IN BLUE INK** |  |

**APPLICATION FOR AT-WILL EMPLOYMENT**

**This application must be completed in full and signed in blue ink. Incomplete or unsigned applications will not be considered.** Mark all areas that do not apply with “N/A” so as not to leave it to our interpretation as to why it was left blank. If you are selected for an interview, the appropriate department will notify you. Be aware that certain information contained in this completed application may be subject to the **Freedom of Information Act. Thank you for your interest in employment with the Laurens City Police Department. Attach additional pages if necessary to completely respond to a question.**

PLEASE PRINT (This application is not intended to be a contract of employment).

Social Security #: DOB: Name: Driver’s License # State & Exp Date: Address City: State: Zip: Home Phone: Work Phone: Cell Phone: E-Mail:

List ALL other names you have used. Include circumstances and dates when used.

Have you been convicted, pled no contest, or pled not guilty of a crime other than a minor traffic collision? Yes No

NOTE: Conviction is not necessarily a bar from employment. Circumstances surrounding the conviction and job applied for are considered.

If yes, please explain:

Are there any charges or indictments now pending against you? Yes No

If yes, please explain:

Are you a citizen of the United States? Yes No

Are you an alien lawfully authorized to work in the United States? Yes No

Have you ever worked or applied for a position with the City of Laurens?

Currently a City employee

Yes No

If yes, what department, position and when?

###### AVAILABILITY

|  |  |  |  |
| --- | --- | --- | --- |
| Immediately | **Are you willing to work (check all that apply)** | Inclement Weather | Outdoors |
| After two week notice | Full time (40 hr per week) | Nights/Weekends | Overtime |
| Other  | Part time (Less than 30 hr per week) | Rotating Shifts | Holidays |

Are you currently a Certified Law Enforcement Officer?

###### EDUCATION

Yes

No. If yes, what state?

Circle last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 / GED / 13 14 15 16 / Graduate School 17 18 19

What specific academic, vocational, technical or professional educations have you had that relates to this job?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME & LOCATION OF SCHOOL** | **DATES ATTENDED** | **GRADUATE** | **DEGREE** | **MAJOR** |
|  |  | Yes No |  |  |
|  |  | Yes No |  |  |
|  |  | Yes No |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SKILLS** |  |  |  |  |
| **Computer Software** |  | Indicate the types of software you are skilled in using:Windows Word Excel PowerPoint Access Outlook WordPerfect Lotus 1-2-3 AutoCADOther : |
| **Equipment** |  | Indicate the types of equipment you are skilled in operation: Truck/Dump trucks Backhoes Motor GradersOther: |  |
| **Professional Registrations/Licenses/Certifications** | Please list (Examples: EMT, CPR, Law Enforcement, etc… |  |
| **Other Training (any training not listed above that would be beneficial to the position you are applying for)** |
| **MILITARY SERVICE** |  |
|  | Branch | Rank | Date Entered | Date Discharged |
| Have you ever been the subject of a judicial or non-judicial disciplinary action while in the military? Yes No |
| If yes, please explain,  |
| Were you ever punished by court martial, tried on charges or subject of a summary court, desk court, Captain’s Mast, company punishment or any other type of disciplinary action while in the armed force? Yes No |
| If yes, please explain,  |
| List all medals and decorations awarded during your military service.  |
| Are you a member of the Reserve or National Guard? Yes No |
| Ready Standby | Unit and location:  |
| List any disciplinary action taken while in the National Guard or other Reserve Unit.  |
| How long have you lived at your present address?  |
| List ALL previous places, states and dates of residence since age 18. (Attach a separate page, if necessary) |
| List the full names of person that you are currently residing with:  |
| List those individuals whom you have resided with during the last five (5) years. Exclude family members. |
| FULL NAME |  | PRESENT ADDRESS | PHONE NUMBER |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Have you ever been dismissed from school or been subject to any disciplinary action, such as scholastic probation during your academic career? Yes No |
| If yes, please indicate circumstances of rule infractions and action taken by school or university. |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCES** |  |  |  |
| List three (3) persons (not former employers or employees) whom you have known for at least three (3) years. |
| Name | Address | Phone | Occupation |
|  |  |  |  |
|  |  |  |  |
| List any relative(s) employed by the City of Laurens (give name, department, and relationship to you). |
| **EMPLOYMENT HISTORY** |  |  |  |
| Please include part-time and temporary employment, as well as job-related military service for the last 20 years and any self-employment.**Attach additional sheets if necessary.****May we contact your current employer? Yes No** |
| Current Employer: |  |  |  |
| Name of Company:  |  | Phone Number: |   |
| Address:  |
| Start Date:  | Entry Job Title:  | Entry Salary $  | per  |
| End Date:  | Ending Job Title:  | Ending Salary $ |  per  |
| Detailed Description of Duties:  |
| Name and Title of Supervisor: |   |
| Reason for Leaving:  |
|  |
| Previous Employer: |  |  |  |
| Name of Company:  |  | Phone Number: |   |
| Address:  |
| Start Date:  | Entry Job Title:  | Entry Salary $  | per  |
| End Date:  | Ending Job Title:  | Ending Salary $ |  per  |
| Detailed Description of Duties:  |
| Name and Title of Supervisor: |   |
| Reason for Leaving:  |
|  |
| Next Most Recent Employer: |  |  |  |
| Name of Company:  |  | Phone Number: |   |
| Address:  |
| Start Date:  | Entry Job Title:  | Entry Salary $  | per  |
| End Date:  | Ending Job Title:  | Ending Salary $ |  per  |
| Detailed Description of Duties:  |  |  |
| Name and Title of Supervisor:  |  |  |
| Reason for Leaving:  |  |  |

|  |
| --- |
| Next Most Recent Employer: |
| Name of Company:  | Phone Number: |   |
| Address:  |
| Start Date: |  Entry Job Title:  | Entry Salary $  | per  |
| End Date: |  Ending Job Title:  | Ending Salary $ |  per  |
| Detailed Description of Duties:  |
| Name and Title of Supervisor:  |
| Reason for Leaving:  |
|  |
| Next Most Recent Employer: |
| Name of Company:  | Phone Number: |   |
| Address:  |
| Start Date: |  Entry Job Title:  | Entry Salary $  | per  |
| End Date: |  Ending Job Title:  | Ending Salary $ |  per  |
| Detailed Description of Duties:  |
| Name and Title of Supervisor:  |
| Reason for Leaving:  |
| **PERSONAL INFORMATION** |
| Have you ever or are you now engaged in a private business? Yes No |
| If yes, list your capacity, name and dates.  |
| Do you: | 1) Object to wearing a uniform? Yes No |  |  |
| 2) Object to being away from home for long period of time due to official duties? Yes No |
| 3) Object to working a rotating shift (7am to 7pm and 7pm to 7am)? Yes No |
| Have you ever been bonded? Yes No If yes, on what job(s)?  |
| Do you have any physical limitations that preclude you from performing the following job duties? |
| Stand for long periods of time, climb, balance, stoop, kneel, crawl, crouch Yes No |
| Frequently lift or move objects up to 50 pounds and occasionally lift or move objects up to 165 pounds Yes No |
| Adjust vision/focus in the use of firearms and operation of motor vehicle Yes No |
| If yes, describe such restrictions and specific work limitations.  |
| Do you have any physical limitations that preclude you from working in the following work environments? |
| All weather conditions including temperature extremes including wet, humid environments? Yes No |
| During day and night? Yes No |
| Under emergency and stressful situations? Yes No |
| Exposure to hearing alarms and gunfire? Yes No |

|  |
| --- |
| Exposure to smoke, noxious odors, fumes, chemicals, liquid chemicals, radioactive materials, solvents and oils?Yes No |
| Near moving mechanical parts, vibrations and in areas with risk of electrical shock? Yes No |
| In high, precarious places? Yes No |
| If yes, please describe such restrictions and specific work limitations.  |
| **RELATIVES/FRIENDS EMPLOYED BY LAW ENFORCEMENT** |
| List complete names, locations and place of employment of any close relatives or friends (including in-laws) who are |
| employed in law enforcement.  |
| List the following information concerning relatives. If you have been married more than once, list information concerning each former spouse. If you or your spouse have stepparents, legal guardians or other with whom you lived other than your parents, please include them. If you are engaged to be married in the near future, complete information should be included about your future spouse and future in-laws as well. |
| FULL NAME | PRESENT ADDRESS | PHONE NUMBER |
| Father:  |  |  |
| Mother:  |  |  |
| Spouse, Fiancée, FormerSpouse:  |  |  |
| Father-in-law (current):  |  |  |
| Mother-in-law (current):  |  |  |
| Children, Step-children:  |  |  |
| Other:  |  |  |
| Roommates:  |  |  |

#### APPLICATION FOR AT-WILL EMPLOYMENT

**BIOGRAPHY** in the space below, please provide a short biography of yourself and why you want to work with the Laurens City Police Department. There is not specific information that is required or requested; whatever you feel is pertinent. The biography submitted should NOT be any longer than in the space provided. It is not expected to be in depth or exhaustively detailed.

I hereby certify that all statements made herein or attached hereto are true. I understand that, if employed, any falsehood or misrepresentation is cause for separation from service with the Laurens City Police Department. I authorize the release of such information for background investigation from all sources to include my work, school and medical, personal, mental and police records along with other information as needed to determine my qualifications for the position I am seeking with the Laurens City Police Department. I agree to submit to a pre-employment drug screen, polygraph, physical, and psychological evaluation as required for the position for which I am applying.

|  |  |
| --- | --- |
| **Applicant’s Signature:**  | **Date** |
| **(IN BLUE INK)** |  |

## Pre-Employment Polygraph Examination Applicant Questionnaire

Purpose:

The purpose of this questionnaire is to assist the polygraph examiner in conducting a fair and comprehensive exam. Truthful responses to these questions will identify any possible problem areas and help the examiner assist you in successfully completing the polygraph examination. Please answer each question truthfully. Your response on this questionnaire will remain confidential and the results of the polygraph alone will not disqualify you from employment.

Directions:

Follow all directions. Answer each question completely. Print or type your answers. If your answer requires more space than allotted, attach a separate page and identify the answer with the corresponding number. If you print your answers and make a mistake, do not erase or block it out. Place one line through the word(s) you are choosing not to use. Remember, these areas will be the subject of a background investigation and will be covered in the polygraph examination. If it is determined that you failed to answer each question fully and truthfully you may be disqualified from the selection process.

|  |  |
| --- | --- |
| Name:  | Date of Birth: |
| Social Security Number:  | Position Applied For: |

NOT A CONTRACT

**Employment History:**

(1.) Did you falsify any part of your employment application?

If yes, please explain:

Yes No

(2.) Did you intentionally leave out a previous place of employment?

If so, what did you leave out and why?

Yes No

(3.) Have you ever been fired from any job that you have held in the past?

If so, state the place of employment and the reason for dismissal.

Yes No

(4.) Have you ever been asked to resign from any job that you have held in the past?

Yes No

If so, state the place of employment and the circumstances under which you were forced to resign.

(5.) Have you ever quit a job that you have held in the past because you thought you were going to be fired? Yes No If so, list the place of employments and state the circumstance.

(6.) Are you eligible for rehire at your previous place of employment?

Yes No

(7.) Have you ever received any formal disciplinary actions on any job you have ever worked (such as a suspension, written or oral reprimand, letter of warning, counseling, etc.)? Yes No

If yes, list everyone and explain:

(8.) Have you ever been involved in a physical confrontation with a fellow employee?

If yes, explain:

Yes No

(9.) Have you ever had a sexual harassment complaint made against you?

If yes, explain:

Yes No

(10.) Have you ever been sued or named in lawsuit at any place you have ever worked?

If yes, explain:

Yes No

##### Driving History:

(1.) Do you have a valid driver’s license?

Yes

No Issued by what state?

(2.) Have you ever held a driver’s license from another state?

Yes

No What state?

(3.) Have you ever had a driver’s license suspended or revoked for any reason?

Yes No

If so, indicate the state that issued the license and the reason for the suspension.

(4.) Have you ever been charged with any violation that would have caused your license to be suspended or revoked? Yes No If so, state the offense.

(5.) List any and all traffic violations with which you have been charged:

**Criminal History:**

(1.) Did you ever commit a crime that you were not arrested for? crime?

Yes

No If so, what was the nature of the

(2.) Have you ever been arrested other than minor traffic offenses?

Yes No

If so, state the reason(s) for all your arrest(s) including when and where the arrest occurred?

(3.) Have you ever stolen money from an employer?

Yes

No If so, how much?

(4.) Have you ever stolen any merchandise or equipment from an employer?

If so, identify the item(s) and value:

Yes No

(5.) Have you ever shoplifted?

Yes

No If yes, identify the value of the item(s) and at what age this last occurred:

(6.) Have you ever given confidential information from your job to any unauthorized person or people? Yes No If yes, explain:

(7.) Have you been involved or participated in the planning of a serious crime, even if you did not actually commit the crime?

Yes No If yes, explain:

(8.) Since age 18, have the police responded to your residence for any domestic disputes (whether or not you were involved or arrested)? Yes No If yes, explain:

(9.) At any time in your life, have you ever committed any of the following crimes, even if you were never caught?

|  |  |  |
| --- | --- | --- |
| A. Arson | Yes | No |
| B. Assault and Battery | Yes | No |
| C. Breaking Into a Motor Vehicle | Yes | No |
| D. Burglary | Yes | No |
| E. Criminal Domestic Violence | Yes | No |
| F. Criminal Sexual Conduct | Yes | No |
| G. Driving Under the Influence | Yes | No |
| H. Embezzlement | Yes | No |
| I. Forgery | Yes | No |
| J. Grand Larceny | Yes | No |
| K. Homicide (Murder) | Yes | No |
| L. Indecent Exposure | Yes | No |
| M. Other Sexual Crimes | Yes | No |
| N. Petty Larceny | Yes | No |
| O. Vandalism | Yes | No |
| P. Child Pornography (possessed) | Yes | No |

If yes to any of the above, please explain:

**Vice Activities:**

(1.) Identify below any drugs/narcotics you have used and indicate the most recent time used:

##### Substance Yes No Most recent time used (month/year) Times Used

Marijuana

Hashish

Cocaine

Heroin

Morphine

Codeine

Methadone

LSD

PCP

Quaaludes

Amphetamines

Barbiturates

Mescaline

Psilocybin

Opium

Identify any drug/narcotics that you have used that were not listed above. Also list approximate amount of times used on all “yes” answers above:

(2.) Have you ever sold any illegal drugs or narcotics?

Yes No

If yes, what drugs were sold provide the drug/narcotic name(s) and date(s) sold?

(3.) Have you ever purchased any illegal drugs or narcotics?

Yes No

If yes, name the drug(s)/narcotic(s) purchased and date(s) purchased?

(4.) Have you ever abused any narcotic drug to include a prescription drug?

Yes No

(5.) Do you drink alcoholic beverages?

If yes, explain how much and how often?

Yes No

(6.) Have you ever gone to work or school while intoxicated?

Yes No

(7.) Have you ever operated a motor vehicle while intoxicated?

Yes

No If yes, explain

(8.) Do you gamble?

Yes No

If yes, how often do you gamble and what is the greatest financial loss you have ever sustained due to gambling (at one time)?

(9.) Are you currently or have you ever been a member or affiliated with a known criminal gang or illegal enterprise?

Yes No If yes, what gang or illegal enterprise and when was your last association?

(10.) Are you currently or have you ever been a member or associated with an organization that advocated the overthrow of the US government, advocated racism, or terrorism? Yes No

If yes, what organization and when was your last association?

**Law Enforcement History: (If you have no prior or currently not LEO History, go to next section)**

(1.) Have you ever applied for a position with or been associated with another law enforcement agency? Yes No if yes, list below and include position in which you held or applied:

(2.) Were you ever the subject of an internal affairs investigation (or its equivalent)?

If yes, explain:

Yes No

(3.) Have you ever quit or resigned while under investigation? Yes No

If yes, explain:

(4.) Where you ever been given the opportunity to resign instead of being fired?

If yes, explain:

Yes No

(5.) Have you ever received any formal disciplinary actions while in law enforcement (such as a suspension, written or oral reprimand, letter of warning, counseling, etc.)? Yes No If yes, list and explain:

(6.) Did you ever drink alcoholic beverages while on duty?

If yes, explain:

Yes No

(7.) Did you ever use any illegal drugs while on duty? Yes No

If yes, provide the name(s) of the drug(s)/narcotic(s) and how many times you used the drug(s)/narcotic(s) while on duty:

(8.) Have you ever intentionally used “excessive force” on anyone?

If yes, explain:

Yes No

(9.) Have you ever kept anything belonging to a suspect, witness, or victim which you did not turn in as evidence or property? Yes No If yes, explain:

(10.) Did you ever lie in a report to cover up your actions or the actions of another law enforcement officer?

Yes No If yes, explain:

(11.) Have you ever accepted a gratuity valued over $50.00 that wasn’t reported?

If yes, explain:

Yes No

(12.) Have you been involved in any on-duty traffic accidents?

If yes, explain:

Yes No

(13.) Have you ever violated any policies for which you would or could have been fired if you had been caught?

Yes No If yes, explain:

**Credit History:**

(1.) Is your current credit rating?

bad

poor

fair

good

excellent

(2.) Have you ever declared bankruptcy?

Yes No

If yes, indicate when and the court that issued the bankruptcy decree:

(3.) Have you ever had any civil actions(s) against you for failure to pay any debt (liens, judgments, lawsuits, etc.)?

Yes No If yes, explain:

(4.) Have you ever had anything repossessed (voluntarily or involuntarily)?

Yes

No If yes, explain:

(5.) Are you behind in child support payments?

Yes

No If yes, how much?

(6.) Have you ever had a government subsidized educational loan?

Yes No

If yes, have you ever received a deferment or ever been declared in default?

Yes

No.

**(Provide dates of the loan and proof of your current standings with the loan)**

Do you have a Facebook, Twitter, or Skype account?

associated with these accounts:

Yes

No If yes, list screen names and or email addresses

### I understand that it is a violation of the law to give false or misleading information to any law enforcement agency. Further, I understand that the hiring process will be terminated if I intentionally have been untruthful in any of the above statements I have given. All of the above statements/answers are true and accurate to the best of my knowledge.

|  |  |  |
| --- | --- | --- |
| Print Name |  | Signature **(IN BLUE INK)** |
| Date |  |  |

**Notice of Obtaining Consumer Report**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Printed Name |  | Social Security Number |  | Date of Birth |

|  |
| --- |
| In connection with your application for employment and/or your continued employment, the City of Laurens may obtain a consumer report (as defined by the Fair Credit Reporting Act) concerning you from a consumer reporting agency. This report will be used for employment purposes.I certify that The City of Laurens has complied with 15 U.S.C. Section 1681b (4) (b) (2) and will comply with 15 U.S.C. |
| Section 1681 (4) (b) (3) by providing |  with a copy of the report and a |
| description of his or her rights under the Fair Credit Reporting Act prior to taking adverse action based in whole or in part on the report received. I further certify that information from the consumer report will not be used in violation of any applicable Federal or State Equal Employment Opportunity Law or Regulation.I have read and understand the above disclosure and hereby authorize the City of Laurens to obtain a consumer report. |
| Signature **(IN BLUE INK)** | Date |
| Social Security Number | Date of Birth |
| Address |  |
| City/State Zip Code |
| SWORN to before me this |  |
|  day of  | , A.D.,20  |
|   | (SEAL) |
| Notary Public |  |
| My Commission Expires: |  |
|  | **NOT A CONTRACT** |

### Personal Inquiry Wavier Authority for Release of Information

To:

Any Doctor, Hospital, Medical Association, U.S. Armed Forces, U.S. Selective Service System, Maritime Service, Veterans Administration, or

Any Academic Dean, Registrar, Principal, Guidance Counselor, other authorized person at a school (college, business, trade, or high school), or

Any past or present employer, listed reference or any other individual furnishing information, or Any County, State, or Federal Governmental Agency, or

Any other individual furnishing truthful information regarding the undersigned individual’s fitness for law enforcement service.

|  |  |
| --- | --- |
| I,  | , am aware that my entire background is to be |

investigated and hereby authorize and request the release of any and all information you have concerning me, excluding bank or savings and loans associated balances, to the Laurens City Police Department or its agents, I hereby designate the Laurens City Police Department as my authorized representative for the purpose of obtaining such information.

I hereby release anyone addressed above, who gives information about me in the course of an investigation covered by this authorization, from any and all liability for damages of whatever kind to me, my family, heirs, or associates as a result of giving such information.

|  |
| --- |
| Print Full Name Including Maiden Name |
| Signature of Full Name (**IN BLUE INK)** | Date |
| Date of Birth: |  Social Security Number: XXX-XX-  |
|  | Last 4 Digits |
| SWORN to before me this |
|  day of |  , A.D.,20  |  |
|  (SEAL) |  |
| Notary Public |
| My Commission Expires: |
|  | **NOT A CONTRACT** |  |

**RECRUITING SURVEY**

COMPLETION OF THIS SECTION IS VOLUNTARY

The City of Laurens is an Equal Employment Opportunity Employer. In an effort to determine the most effective personnel recruiting method, we request that you complete this optional survey. The information contained in this survey will not be used in the selection process for the position that you have applied.

Date of Survey:

Position Applied For:

Sex: Male

Female

Race/Ethnicity: Black

White

Asian

Hispanic

Other Race/Ethnicity

Age Range: 18-24

25-31

32-38

39-45

46-52

Over 52

**How did you hear about the job position at the Laurens Police Department that you applied?**

Newspaper Name:

Internet governmentjobs.com

govtjobs.com

sciway.net

masc.org

acap.army.mil

policeone.com

cityofLaurens.org

Laurenspolice.com

Other

City of Laurens Employee : Employee’s Name (if known):

Other Law Enforcement Agency: Agency Name:

College or University Name:

Career Fair Location & Date:

Unsolicited Contact:

Other Person:

Other:

**This survey is requested for recruiting purposes only and is kept entirely separate from the application.**

## EEOE SURVEY

COMPLETION OF THIS SECTION IS VOLUNTARY

In an attempt to ensure the City of Laurens continued commitment to Equal Employment Opportunities, we would appreciate your taking a moment to complete the questionnaire below.

The Civil Rights Act of 1964 prohibits discrimination of employment practices because of race, color, religion, sex or national origin. P.L.90-2002 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years old.

Date: Position Applied For:

Race (check one)

Asian African/American Hispanic

American Indian White Other

Sex (check one)

Male Female

**This survey is requested for EEO reporting purposes only and is kept entirely separate from the application.**