

Chatsworth Police Department

501 N Third Avenue
Chatsworth, GA 30705

Telephone (706) 695-9667 Fax (706) 695-9770

Dear Applicant:

Thank you for your interest in a career with the City of Chatsworth 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 Georgia Driver's License

Application packet must include:

- Signed Application (Available at the Chatsworth City Hall or may be downloaded from www.chatsworthga.gov)
- 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 City of Chatsworth 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
- 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
- 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 weeks 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 the police department at (706) 695-9667 or email at hire@chatsworthpolice.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,

Josh Etheridge
Chief of Police

Chatsworth Police Department

Employment Application

TO: All Sworn Personnel / Applicants

FROM: Josh Etheridge, Chief of Police

RE: Law Pertaining to Possession of Firearms / Ammunition

DATE: 05/28/2014

Two 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 new law, a "misdemeanor crime of domestic violence" means any offence, whether or not explicitly described in a statute 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:

- A. Issued after a hearing of which the person had actual notice and an opportunity to participate;
- B. 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;
- C. Includes a finding that the person represents a creditable 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 by June 06, 2014. Failure to return the affidavit or to provide false information in the affidavit will subject you to agency disciplinary procedures any 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 MURRAY)
CITY OF CHATSWORTH)
STATE OF GEORGIA)

AFFIDAVIT

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 _____

Chatsworth Police Department

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 City of Chatsworth 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 City of Chatsworth. I authorize the release of such information as my work, school, police, medical, personal and mental records and other information as needed to determine my qualifications for the position I am seeking with the City of Chatsworth. 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)

Chatsworth Police Department

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: _____

Employment History:

(1.) Did you falsify any part of your employment application? Yes No

If yes, please explain:

(2.) Did you intentionally leave out a previous place of employment? Yes No

If so, what did you leave out and why?

(3.) Have you ever been fired from any job that you have held in the past? Yes No

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

(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, 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? Yes No

If yes, explain:

(9.) Have you ever had a sexual harassment complaint made against you? Yes No

If yes, explain:

(10.) Have you ever been sued or named in lawsuit at any place you have ever worked? Yes No
If yes, explain:

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 or any crime that has gone undetected? Yes No If so, what was the nature of the crime?

(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? Yes No

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

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

<u>Substance</u>	<u>Yes</u>	<u>No</u>	<u>Most recent time used (month/year)</u>	<u>Times Used</u>
Marijuana	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Hashish	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Cocaine	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Heroin	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Morphine	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Codeine	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Methadone	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
LSD	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
PCP	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Quaaludes	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Amphetamines	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Barbiturates	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Mescaline	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Psilocybin	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
Opium	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Identify any drug/narcotics that you have used that was 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? Yes No
If yes, how much and what type on an average? What period of time, monthly, weekly, daily?

(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, when was the last time (days, weeks, months, etc.) and how many drinks had you consumed prior to driving intoxicated?

(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)? Yes No
If yes, explain: _____

(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? Yes No

If yes, explain:

(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? Yes No

If yes, explain:

(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? Yes No

If yes, explain:

(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? Yes No

If yes, explain:

(12.) Have you been involved in any on-duty traffic accidents? Yes No

If yes, explain:

(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 MySpace, Facebook, Twitter, or Skype account? Yes No If yes, list screen names and or email addresses associated with these accounts:

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

Chatsworth Police Department

Employment Application

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 Chatsworth 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 Chatsworth 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 Chatsworth 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: _____

Chatsworth Police Department

Employment Application

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 Chatsworth Police Department or its agents, I hereby designate the Chatsworth 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: _____

Chatsworth Police Department

Employment Application

PERSONAL INFORMATION

- 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

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: _____
REQUIRED IN BLUE INK

Date: _____

Chatsworth Police Department

Background Consent Form

I hereby authorize any representative of the Chatsworth Police Department (C.P.D.) bearing this release, or copy thereof, within one year of its date, to obtain any and all records pertaining to my employment, military, credit, or educational records to include but not limited to personal history, disciplinary records, medical records, and credit records.

I also give my consent for a criminal history record check and driver's history record check.

The undersigned agrees and consents to submit to drug testing and a polygraph examination as part of the undersigned's pre-employment application. The undersigned authorizes the release of information of any and all information obtained during the exam and testing procedure to the Chief of Police of Chatsworth or his representative.

I hereby release you, as the custodian of such records, from any liability for damages of whatever kind, because the compliance with this authorization and request to release information, or any attempt to comply with it.

I am furnishing my Social Security number on a voluntary basis with the understanding such is not required by State or Federal statute or regulation. I understand the C.P.D. will utilize this number only to facilitate the location of such records listed above in connection with this application.

Printed Full Name

Social Security Number

Signature

Date of Birth

Date

Witness

Chatsworth Police Department

INFORMED CONSENT RELEASE AND
HOLD HARMLESS FOR CONFIDENTIALITY
OF PRE-EMPLOYMENT BACKGROUND INVESTIGATION DATA

I fully recognize that under Georgia law, individuals must clearly demonstrate their personal, medical, and psychological fitness to serve in the position of a peace officer. I further recognize that an employing agency has both a legal and a moral obligation to make every reasonable effort to ensure that any person employed by them as a peace officer will conform to the very highest standards.

I understand that I am authorizing an intensive investigation into all aspects of my personal, medical, and psychological fitness, and that such investigation will include contacting persons and/or organizations that have information relating to my fitness, including if I am or have been a peace officer in Georgia. I further understand that this background investigation includes a credit check and that negative credit information may be considered as part of this process. I understand that under the law I am entitled to a copy of the credit report. I also understand that those persons and/or organizations may feel inhibited, intimidated, or otherwise reticent about furnishing information concerning my fitness unless confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I otherwise would not be privy. I have also been informed that because this background investigation is either mandated by law, responses from persons contacted, whether solicited or unsolicited, may enjoy absolute privilege under Georgia Law.

Therefore, I exonerate, release, and discharge both my prospective employer, their officers, agents, or assigns, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this pre-employment investigation declared confidential pursuant to law, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person. I have had adequate time to review this form, I understand its meaning and purpose and have been furnished a copy of it.

Dated this _____ day of _____, 20____, in the County of _____, State of Georgia. (This release is valid for 120 days from the date of signature).

Signature of Candidate

Signature of Witness