

City of Perry

1211 Washington Street
P.O. Box 2030
Perry, Georgia 31069



www.perry-ga.gov

478-988-2700
Telephone

478-988-2716
Telefax

Dear Applicant:

In an effort to provide the best possible service and quality police protection for the citizens of Perry, all applicants for the Police Department who are selected for consideration for employment are required to participate in a structured evaluation process. The elements of this process are listed in their normal sequence below:

- 1) Applicants must complete a City of Perry application and receive an additional application packet, which must be completed and returned to the personnel department;
- 2) A computerized criminal history investigation of the applicant's background is conducted to determine if he/she has been charged with or convicted of an offense which would disqualify him/her for service with the Police Department;
- 3) An oral interview is scheduled between the applicant and the Director of Public Safety or his designee;
- 4) The applicant must take the Admission Test and receive a passing score;
- 5) The applicant is scheduled to complete a physical agility and fitness course to measure his strength, endurance, coordination, and ease of movement;
- 6) A background investigation of each candidate will be conducted prior to appointment to probationary status;

- 7) A voice stress analysis or a polygraph examination of each candidate will be conducted, with all questions intended to determine information concerning the applicant's truthfulness relative to any significant criminal background and/or drug use history or other information which would serve to disqualify him/her for police service;
- 8) An emotional stability and psychological fitness examination will be conducted and assessed by the Police Department prior to appointment to probationary status;
- 9) The Chief of Police will extend a conditional job offer;
- 10) A physical examination prior to appointment to probationary status will be conducted by a trained medical physician to certify the general health of the candidates;
- 11) A drug screen will be conducted by trained medical staff prior to appointment to probationary status.

The Police Department will generally attempt to create a hiring pool of at least three (3) qualified applicants for each anticipated opening. As the group of applicants move through the hiring process, the department will evaluate the information gained at each stage and make decisions concerning which applicant shall be scheduled for the following stage of the process.

The evaluation process generally requires approximately six weeks to complete. The actual time required may be less than or greater than six weeks, depending upon the individual circumstances of each applicant.

In the event an applicant is not selected for employment the first time he/she completes the hiring process, he/she may reapply and be reconsidered. It is not the intent of the Perry Police Department to indicate that an applicant who is not selected during a hiring process is not capable of performing law enforcement duties or that he/she could not be successful on a subsequent application and hiring evaluation.

Thank you for your interest in the City of Perry and the Perry Police Department.

PERRY POLICE DEPARTMENT APPLICATION PACKET

1. Notice To Police Officer Applicants
2. Required Documents
3. Supplemental Application
4. Self Interview Questionnaire
5. Consent Form for Criminal History
6. Geographical Distance Requirement
7. Applicant Safety Questionnaire
8. Release of Information Form
9. Academy Entrance Examination Access Form
10. OCGA 35-8-22 Training Expenses Acknowledgement

READ THESE INSTRUCTIONS CAREFULLY:

This packet must be completed in FULL, by the applicant. The answers to all questions must be complete. If the information requested does not apply, place the initials N/A (Not Applicable) in the answer space. An applicant that fails to follow these directions will not have their application processed, and will not be considered for employment with the Perry Police Department.

CITY OF PERRY
NOTICE TO POLICE OFFICER APPLICANTS

Applicants must submit and successfully complete the following:

- A. An interview with the Chief of Police;
- B. Pass a thorough investigation to include character, experience, background, and physical fitness;
- C. An investigation of all police records, all previous employment, past places of residence, personal habits including illegal drug use, military records, educational background, and other areas deemed job related; provide access to any and all social networks applicant subscribes to;
- D. A voice stress or polygraph examination and a second interview with the Chief of Police;
- E. A complete physical examination at City's expense;
- F. Psychological examination; and
- G. Submit to a drug screen.

MINIMUM REQUIREMENTS FOR APPLICANTS

- A. A high school education or its equivalent as recognized by the Georgia Department of Education. (Minimum GED score of 45 per section-total 225);
- B. Preference will be given, all other factors equal, to applicants with at least 60 semester hours or 90 quarter hours of college credits from an accredited college or university;
- C. Applications are accepted from nonresidents of the City of Perry. Any applicant selected for a position in the Police Department shall move within a 27.50 mile radius of the Police Department within six months of the individual's employment;
- D. Minimum age limit for Police Officers is twenty (20) years;
- E. Pass the required background investigation, voice stress analysis or polygraph examination, and physical examination;
- F. Willing to work in harmony with staff and on any shift assigned;
- G. Must be a U.S. citizen; and
- H. Must have a valid Georgia Driver's license;
- I. Must possess a social security card.

The City of Perry welcomes you as an applicant for a position in the Police Department. If you cannot meet or abide by the above stated conditions and/or requirements, it is suggested that you not complete the formal application. No exceptions will be made.

Applicant's Signature (In Full)

REQUIRED DOCUMENTS

COPIES OF THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED WITH YOUR COMPLETED APPLICATION:

1. A copy of your driver's license and social security card
2. A copy of your High School Diploma or General Equivalency Diploma (GED)
3. Two recent colored photographs of yourself
4. A grade transcript of all college course work
5. A copy of your DD 214, if you have prior military service
6. A copy of your P.O.S.T. Certification card if you are already a certified Georgia Peace Officer
7. A copy of your Birth Certificate
8. A list of previous employers, supervisor's name, address, and telephone number(s)

**CITY OF PERRY
SUPPLEMENTAL APPLICATION**

POLICE DEPARTMENT

NAME: _____

DATE: _____

The information supplied on the supplemental form will become a permanent part of the Application for Employment.

PLEASE ANSWER ALL QUESTIONS

1. Have you or your spouse ever been a party in the Civil Court action?

YES

NO

If yes, explain: _____

2. Have you or your spouse ever had your pay attached or garnished?

YES

NO

If yes, explain: _____

3. List all indebtedness of either you or your spouse, including liability to credit unions, banks, loan agencies, either as a maker or co-maker, installment contracts, and outstanding debts. List on separate sheet as needed.

To Whom Owed	Address	Balance Due

4. On the reverse side of this form, please answer the question: "Why do you want to be a Police Officer and what do you feel is the scope of job responsibility of a Police Officer?" Please utilize the full page in answering and elaborate on your statements.

I hereby certify that all statements made in this supplemental form are true and complete as far as I can determine, and I understand that any misstatements of material fact may subject me to disqualification or dismissal.

Date

Signature (In Full)

**CITY OF PERRY
DEPARTMENT OF PERSONNEL
POLICE SELF-INTERVIEW QUESTIONNAIRE**

NAME _____ DATE _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

TELEPHONE Home () _____ Business () _____

POSITION APPLIED FOR _____

REFERRED BY _____

SELF-INTERVIEW QUESTIONNAIRE

Please answer every question on this application by circling either "Yes" or "No". Any circled "Yes" or "No" answer that is underlined must be fully explained on the back of this form. Answer all questions truthfully. At any time before, during, or after your employment process for the Perry Police Department, it is found you have answered any questions falsely; you will be disqualified or dismissed from your employment with the City.

- | | | | |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 1. | Have you passed your twenty-first (21 st) birthday? | Yes | No |
| 2. | Did you fail to receive your high school diploma or GED? | <u>Yes</u> | No |
| 3. | Have you ever been convicted in Municipal Court? | <u>Yes</u> | No |
| 4. | Have you ever been convicted in State Court? | <u>Yes</u> | No |
| 5. | Have you ever been convicted in Federal Court? | <u>Yes</u> | No |
| 6. | Are you presently on Parole? If yes, please give name of Parole Officer. | <u>Yes</u> | No |
| 7. | The duties of a Police Officer involve a high degree of public relations, strenuous physical activity, availability for shift duty, a background investigation including all use of drugs, intoxicants, police records, etc. In view of the above requirements, do you know anything that might prevent you from fully performing the duties required of the position for which you are applying? | <u>Yes</u> | No |
| 8. | If you have been in military service, were you discharged for conduct reasons? (If never in service, answer "No") | <u>Yes</u> | No |
| 9. | Have you ever been terminated from any employment for violating company policies or rules and regulations? | <u>Yes</u> | No |
| 10. | Have you previously been employed by the City? | <u>Yes</u> | No |
| 11. | Have you been employed with the City more than once? | <u>Yes</u> | No |
| 12. | Do you have a valid Georgia driver's license? | Yes | <u>No</u> |
| 13. | Have you read the pre-employment process material and understand fully the employment process for the Police Department? | Yes | <u>No</u> |

I certify that I have answered the above questions truthfully and to the best of my knowledge.

Applicant's Signature

Date

City of Perry

Pre-Employment Criminal History Consent Form

Criminal History Record

I hereby authorize the City of Perry to receive any criminal history record information pertaining to me, which may be in the files of any state or local criminal justice agency.

_____		_____	
Print Full Name		Social Security Number	

Street Address	City	State	Zip
_____		_____	
Sex	Race	Date of Birth	
_____		_____	
Signature		Date	

Notary

Signature **Date**

My Commission Expires: _____

TO: APPLICANTS FOR THE POSITION OF POLICE OFFICER

Applications for employment may be accepted from nonresidents of the City of Perry. However, any applicant selected for a position in the Police Department shall move within a 27.50 mile radius of the Police Department of Perry, Georgia to meet emergency reaction times that may arise. This requirement must be met within six (6) months of the individual's employment and is a requirement for successful completion of the initial probationary period which is required of all new employees.

Employment, if offered, is for no definite period or length of time.

The initial six months probationary period, as specified in Article IV, Section 9, page IV-4 of the Personnel Management System for the City of Perry, Georgia shall not begin until attendance and graduation from the State mandated police academy, as well as, the departmental training provided by the Perry Police Department. The initial six months probationary period shall begin after completion of the required classroom training and upon the applicant/employee's assignment to law enforcement duties as a police officer.

The State mandated police academy, departmental training and six months probationary period comprise a job task specific test which must be successfully completed to receive permanent employment status with the City of Perry Police Department. Failure to complete any part of this job task specific test may result in dismissal from employment with the City of Perry Police Department.

I have read and understand the above information.

Applicant's Signature

Date

APPLICANT SAFETY QUESTIONNAIRE

Applicant _____ Date _____

Position _____

1. How many years have you been driving? _____

2. What type of vehicles have you been driving? _____

3. Have you had any vehicle accidents? _____

If yes, explain: _____

4. Have you been issued any traffic citations? _____

If yes, explain: _____

5. In what geographical areas have you operated vehicles in? _____

6. Have you received any safe driver awards? _____

If yes, can you furnish the award or certificate? _____

7. Have you completed driver's education? _____

If yes, can you furnish a certificate? _____

**CITY OF PERRY
POLICE DEPARTMENT**

**AUTHORIZATION TO RELEASE INFORMATION, BACKGROUND AWARENESS NOTICE
AND PSYCHOLOGICAL EXAMINATION RELEASE**

I understand that any appointment tendered to me will be contingent upon the results of a complete character and fitness investigation. I am aware that willfully withholding information or making false statements on this application will be the basis for refusal to hire or dismissal from the Perry Police Department. This background investigation is required by the State Law.

I further understand that as a part of the procedures of the Perry Police Department, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable.

As I am an applicant for a position of _____ with the Perry Police Department, I hereby authorize release of any and all information in your files pertaining to my employment, credit, education, medical history, criminal history, or any other such information otherwise deemed confidential or privileged. This release is executed with full knowledge and understanding that the information is for the official use of the Police Department of Perry, Georgia. A copy may be used in lieu of this original.

I hereby release you, your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages for whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

I further understand that as a part of the processing of my application, I may be required to undergo a psychological examination and medical examination. I hereby voluntarily, without duress, coercion, promise, reward or immunity, submit to evaluation by means of this device, and I do hereby release, absolve and forever hold harmless the City of Perry, the Perry Police Department, its servants, agents, and employees, and anyone acting in its behalf, from any and all claims, demands or other damages from any matter, act or thing arising out of the aforesaid examination.

Signed: _____

Name (Typed or Printed)

Address: _____

Street Address

City State

Telephone: _____

Date: _____

Witness: _____

Name

Title

PERRY POLICE DEPARTMENT
Entrance Examination Access Form
APPLICANT

Name: _____
(Last) (First) (Middle)

HOME ADDRESS: _____
(Street Address) (Apt. Number)

(City) (State) (Zip Code)

RACE: _____ SEX: _____ SS#: _____

I understand the Entrance Exam score may be used for employment purposes and authorize P.O.S.T. to supply the results (PASS/FAIL) to other law enforcement agencies that may consider me for employment.

(Applicant's Signature) (Date)

ATTESTATION

I, as the above named organization's chief executive, personnel officer or designee, verify that the above named individual is an applicant for a peace officer position with our organization. I understand this individual must successfully complete the P.O.S.T. Academy Entrance Exam as one qualification for employment as a peace officer.

(Signature)

(Title) (Date)

*******NOTICE*******

Each applicant should:

1. **Be on time (once testing begins, no one will be allowed entrance into testing area);**
2. **Bring a valid driver's license with picture or other picture I.D. to test site;**
3. **Bring two (2) sharpened #2 pencils; and**
4. **Allot two (2) hours for test taking and administration time.**

OCGA 35-8-22. Training Expenses

- (a) **Unless otherwise provided by an employment contract to the contrary, if the State of Georgia or any county or municipality thereof employs a peace officer and said peace officer is hired by another agency within 15 months after completing mandated or formalized training requirements, then the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency to the State of Georgia or any county or municipality thereof which paid for such training. If said officer is hired by another agency during a period of 15 to 24 months after mandated or formalized training requirements are completed, then one-half of the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency to the State of Georgia or any county or municipality thereof which initially paid for such training. The council shall set standards for reimbursement by the hiring agencies based upon actual expenses incurred in mandated or formalized training by individual departments.**
- (b) **The State of Georgia or any county or municipality thereof which initially paid for the training of a peace officer shall submit an itemized, sworn statement to the new employer of the peace officer and shall demand payment thereof and may enforce collection of such obligations through civil remedies and procedures.**
- (c) **Effective July 1, 2003, in order for the State of Georgia or any county or municipality thereof to demand reimbursement, the demanding governmental unit must be able to document that the peace officer in question signed an acknowledgment of the terms of this Code section or an employment contract specifying the provisions of this Code section prior to such peace officer's employment with the demanding governmental unit. Otherwise, this Code section shall not apply to such demand for reimbursement.**

History (Code 1981, 35-8-22, enacted by Ga. L. 1992, p. 1325, 2.)

I, _____ have read and fully understand Georgia code section 35-8-22 as listed above. I also understand that as a precondition of employment with the City of Perry Police Department, which I must acknowledge that I have read the code section listed above by signing below in the space provided for new applicant.

Applicant

Notary Public

Witness

CITY OF PERRY

P.O. Box 2030
Perry, Georgia 31069

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

Please Print

Position applied for: _____ Date: _____

I. PERSONAL

Name _____ Social Security No. _____

Present address _____

Telephone _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before?

Yes No

If Yes, give date _____

Have you ever been employed with us before?

Yes No

If Yes, give date _____

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a felony within the last 7 years?

Yes No

Conviction will not necessarily disqualify an applicant from employment.

If Yes, please explain _____

Do You have a valid Georgia Driver's License?

Yes No

II. MILITARY

Have you ever had any job-related training in the United States military?

Yes No

If Yes, please describe _____

List professional, trade, business or civic activities and offices held.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status: _____

III. EDUCATION:

	Elementary School	High School	Undergraduate College/University	Graduate / Professional
School Name and Location				
Years Completed Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				

IV. EMPLOYMENT HISTORY—BEGIN WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT

1. Name of Employer		Address	
From	To	Name, Title and Phone # of Immediate Supervisor	
Position held or Title		Starting Salary	Ending Salary
		\$ Year	\$ Year
Type of Work or Major Duties/Responsibilities:			
Major Accomplishments:			
Reason for Leaving:			
2. Name of Employer		Address	
From	To	Name, Title and Phone # of Immediate Supervisor	
Position held or Title		Starting Salary	Ending Salary
		\$ Year	\$ Year
Type of Work or Major Duties/Responsibilities:			
Major Accomplishments:			
Reason for Leaving:			
3. Name of Employer		Address	
From	To	Name, Title and Phone # of Immediate Supervisor	
Position held or Title		Starting Salary	Ending Salary
		\$ Year	\$ Year
Type of Work or Major Duties/Responsibilities:			
Major Accomplishments:			
Reason for Leaving:			

4. Name of Employer		Address	
From	To	Name, Title and Phone # of Immediate Supervisor	
Position held or Title		Starting Salary	Ending Salary
		\$ Year	\$ Year

Type of Work or Major Duties/Responsibilities: _____

Major Accomplishments: _____

Reason for Leaving: _____

GENERAL INFORMATION: LIST OFFICE MACHINES WHICH YOU CAN OPERATE

Typing Speed _____ WPM
 Shorthand Speed _____ WPM

V. REFERENCES:

If presently employed, have you given formal termination? _____ Yes _____ No

May we make inquiries of your present employer? _____ Yes _____ No

PERSONAL REFERENCES: Give names of three citizens personally acquainted with your reputation. Do not give names of relatives or former employers.

Name	Address	Years Known	Occupation	Phone
1.				
2.				
3.				

VI. POSITION YOU ARE APPLYING FOR: _____

REASON (Include your own personal reasons why you feel you can do this job.) _____

If employed, how soon could you start work? _____

OTHER COMMENTS: _____

I UNDERSTAND that as part of your procedure for processing my application, an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. I understand that the CITY will notify me if my application is turned down due to any credit information obtained by the CITY. At this time, the CITY will supply me with the name and address of the person or agency giving the adverse information.

I HEREBY CERTIFY that the answers given by me to the foregoing questions and the statements made by me are full and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentation of facts called for in this application, or any supplements thereto, are cause for rejection of my application or discharge at any time during my employment. I voluntarily authorize my former employers, schools, and persons named herein to give information regarding me, whether or not such information is a part of their records. I hereby release said organizations or persons from any liability or damages whatsoever for issuing this information.

I UNDERSTAND that as a condition of employment, I may be required to pass an employment physical and any future physical examination required by the CITY. I understand that such employment is subject to the policies of the CITY and the passing of any required written, physical ability or skill examination. It is understood that the use of this form does not indicate that there are any position openings and does not in any way obligate the CITY.

Furthermore, I understand that this application will remain active for 60 days from date of signature. After that time, I must request by person, mail, or phone continued activation of this application or file a new one.

Signed: _____ Date: _____

NOTE: This application will be retained on file for 60 days.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER.

FOR OFFICE USE ONLY:

Date Hired: _____ Department _____

Job Title: _____ Salary: _____ Position: _____

VII. INTERVIEWER'S COMMENTS: