

CANDIDATE MINIMUM QUALIFICATIONS

- ❖ Must be a U.S. Citizen
- ❖ Must have a high school diploma or G.E.D.
- ❖ Must be able to conceal any/all tattoos under standard uniform/dress within department uniform/dress guidelines.
- ❖ Must successfully complete background investigation
- ❖ Must successfully complete drug screening test
- ❖ Must not have been convicted of a felony or any offense that would be a felony in Arizona
- ❖ Must not have been dishonorably discharged from the U.S. Armed Forces
- ❖ Must not have been denied a driver's license nor had license revoked or suspended
- ❖ Must not have sold, produced, cultivated, or transported marijuana for sale
- ❖ Must have never used marijuana for any purpose within the last year, and only limited prior usage
- ❖ Must not have illegally sold, produced, cultivated, or transported for sale dangerous drugs/narcotics
- ❖ Must not have illegally used dangerous drugs/narcotics for any purpose 'within the past 5 years
- ❖ Must not have a pattern of illegal use of prescription medications
- ❖ Must have undergone a successful polygraph test
- ❖ Must have read the code of ethics and affirm by signature.

I have read, fully understand and meet all minimum qualifications as set forth in this document. I understand this is not an exhaustive list nor does it address all policies, procedures, orders and directives for the Chino Valley Police Department.

Printed Name of Applicant

Applicant Signature

Date

CHINO VALLEY POLICE DEPARTMENT JOB PREVIEW CHECKLIST

Experience has shown that many applicants for positions consider only the positive aspects of the job, while ignoring some of its less attractive features. As a result, when new employees encounter negative job features, they sometimes react by leaving the job well before training is completed (sometimes in only a few weeks). Early resignations which result from lack of accurate job knowledge contribute to a much higher than desirable attrition rate among trainees.

There are many satisfying, rewarding aspects to the position. The job offers the opportunity to make significant contributions for the welfare and safety of the public and fellow employees. The work is challenging and rewarding. It is important for all applicants to carefully consider both the negative and positive features of a new career before deciding to test for the position. The job factors listed are features of the position which many applicants are unaware of. If any of these conditions are unacceptable to you, we strongly suggest you consider alternative employment choices that may better fit your individual needs.

Place initials in the box before each statement to indicate you have read and thought about each item.

Working Environment

- Be unable to physically leave your worksite at anytime other than a short restroom break.
- Be unable to schedule your own lunch or rest breaks.
- Be unable to take lunch or rest breaks.
- Be unable to smoke at your worksite.
- Work at a small, confined work area with limited mobility.
- Work alone in a building for hours at a time.
- Have limited opportunity to talk with fellow workers during your shift,
- Work within an organization structured on a "military" model, i.e., work through a highly structured "chain-of-command."
- Have supervisory rotation resulting in your immediate Supervisor changing from two to four times a year.
- Work at a rapid pace of which you have little control.

- Have to maintain intense concentration and attention for extended periods of time and then experience periods of very slow activity.
- Make important decisions based on limited information.
- Receive a daily critique your job performance during training, including criticism.
- Maintain control of your emotions while dealing with incidents/accidents involving serious injury and/or death
- Search and check welfare of arrestees

Work Schedule - Depending on the position .

- Be required to work any of three shifts,
- Be required to work weekends on a regular basis.
- Potentially have to work Thanksgiving Day, Christmas Day, New Year's Day, any or all holidays.
- Have no choice about which shift you are assigned to work.
- Have no choice on which days you work.
- Work double backs, i.e., 8 on/ 8 off/ 8 on.
- During on-the-job training, have to work the same shift, days and hours as your instructor.
- Have to change work shifts, days off or cancel holiday plans on minimal notice.
- Be called in to work at short notice to maintain mandatory coverage.

Call Types

- Answer telephone calls where someone is rude or screams at you.
- Answer telephone calls where the caller directs obscene language at you.
- Answer and respond to telephone calls where the caller is drunk, irrational, confused or speaks a foreign language.
- Answer and respond to calls where a violent crime is in progress.

- Answer and respond to telephone calls in which the caller is difficult to understand.
- Have to make quick decisions on which one or more person's safety is at stake.
- Tell someone who expects police service that his or her problem does not require police unit response.

Additional Responsibilities

- Maintain various types of written recording of events.
- Type reports and enters information into computer.
- Be able to keep information confidential.
- Perform other duties as assigned.

With my signature below, I state that I have read and considered each item on the checklist, and am willing to work in the above listed environment and perform the listed responsibilities.

Applicant Signature

Date

BRING THIS JOB PREVIEW CHECKLIST ON TESTING DAY.

TOWN OF CHINO VALLEY
POLICE DEPARTMENT

Chuck Wynn
Chief of Police

DATE _____

POSITION _____

() SWORN () CIVILIAN () RESERVE

TO THE APPLICANT:

Those who will be considering you for employment will use this questionnaire for reference.

An extensive background investigation will be conducted into your personal history.

Applicants will be required to take a polygraph examination to confirm the information in this questionnaire, and to determine other items of background information.

I understand that I will not receive, and I am not entitled to a copy of the report or to know its contents, and I further understand that the contents will be used in the evaluation process for employment with Chino Valley. Further, that no documents submitted by me will be returned and no copies of any other reports or documents utilized for or during my application for employment or a commission will be furnished or given to me. Unless I am not selected for employment based on a single test, I WILL NOT BE ADVISED OF THE REASONS FOR NON-SELECTION.

Where written explanations are required in this form, it is MANDATORY that the information be listed TOTALLY AND COMPLETELY.

The existence of any of the conditions listed below in result in rejection from the selection process. These areas will be explored during an extensive background investigation, psychological (where appropriate) and polygraph examinations.

Check all that apply:

- 1. CONVICTIONS OF A FELONY OR ANY OFFENSE THAT WOULD BE A FELONY IF COMMITTED IN ARIZONA
- 2. BEEN DISHONORABLY DISCHARGED FROM THE UNITED STATES ARMED FORCES.
- 3. SOLD, PRODUCED, CULTIVATED. OR TRANSPORTED MARIJUANA FOR SALE.
- 4. USED MARIJUANA FOR ANY PURPOSE WITHIN ME PAST THREE (3) YEARS.
- 5. USED MARIJUANA OTHER THAN FOR EXPERIMENTATION.

- 6. USED MARIJUANA WHILE EMPLOYED WITH A POLICE DEPARTMENT.
- 7. ILLEGALLY SOLD, PRODUCED, CULTIVATED, OR TRANSPORTED FOR SALE,
- 8. ANY DANGEROUS DRUGS OR NARCOTICS, OTHER THAN MARIJUANA.
- 9. USED DANGEROUS DRUGS OR NARCOTICS, OTHER THAN MARIJUANA, FOR ANY PURPOSE WITHIN THE PAST SEVEN (7) YEARS.
- 10. ILLEGALLY USED DANGEROUS DRUGS OR NARCOTICS OTHER THAN FOR EXPERIMENTATION.
- 11. ILLEGALLY USED DANGEROUS DRUGS OR NARCOTICS WHILE EMPLOYED WITH A POLICE DEPARTMENT. () II. ABUSED PRESCRIPTION MEDICATION.
- 12. ANY HISTORY OF DISREGARD FOR TRAFFIC LAWS WITH SUCH FREQUENCY SO AS TO INDICATE A DISRESPECT FOR TRAFFIC LAWS AND A DISREGARD FOR THE SAFETY OF OTHER PERSONS ON THE HIGHWAY WITHIN THE PAST THREE YEARS.
- 13. DEMONSTRATED A PATTERN OF SEXUAL CONDUCT PROHIBITED BY LAW.
- 14. BEEN CONVICTED OR A MISDEMEANOR DOMESTIC VIOLENCE OFFENSE.

PLEASE CONFIRM THAT YOU HAVE READ, UNDERSTOOD, AND AGREE TO THE AFOREMENTIONED CONDITIONS AND CRITERIA AND HAVE ANSWERED ALL QUESTIONS CONTAINED IN THE BACKGROUND QUESTIONNAIRE TRUTHFULLY BY SIGNING BELOW.

SIGNATURE MUST BE NOTARIZED!

 PRINTED NAME

 SIGNATURE

 DATE

State of Arizona)

County of _____)

Subscribed and sworn to before me this ___ day of _____ 20

Notary Public: _____

You are in receipt of a pre-employment packet for a position with the Chino Valley Police Department. The information requested in this packet must be completed and returned before any offer of employment will be made. If you do not wish to pursue a position with the Chino Valley Police Department, please contact the Personnel Department at (928) 636-2646 and we will remove you from our eligibility list.

PLEASE COMPLETE AND RETURN WITHIN FIVE (5) DAYS TO EXPEDITE YOUR BACKGROUND INVESTIGATION PROCESS. If you are unable to return within this time limit, please contact the Personnel Department at 202 N. State Route 89, Chino Valley, AZ 86323.

In the pre-employment packet you have received the following forms to be completed:

- () CVPD Background Questionnaire (must be NOTARIZED)
- () AzPOST Personal History Questionnaire (must be NOTARIZED)
- () AzPOST Medical History Questionnaire

(Please complete ALL questionnaires included with this packet. ALL questionnaires must be completed by each and every viable applicant.)

In addition to the above COMPLETED forms, please submit copies of the following:

- Social Security Card
- Current Driver's License
- Birth Certificate
- Current Voter Registration Card
- High School Diploma or G.E.D.
- Marriage License(s) or Divorce Decree(s) (as applicable)
- DD-214 (if you served in the Armed Forces)

FAILURE TO FULLY COMPLETE ALL QUESTIONNAIRES OR SUBMIT THE REQUIRED DOCUMENTS TO THE PERSONNEL DEPARTMENT WITHIN THE FIVE (5) DAYS WILL DELAY YOUR PROCESSING AND MAY RESULT IN DISQUALIFICATION. PLEASE PRINT CLEARLY. ILLEGIBLE DOCUMENTS MAY ALSO RESULT IN DISQUALIFICATION.

Thank you,
Chino Valley Police Department

ATTENTION

PLEASE READ

CAREFULLY

The attached Background Questionnaire is the first step in the hiring process. It is very important that you fill it out completely and honestly. Lying or false representation will result in disqualification. You should complete this document and return it to the *Personnel Department* at the 202 N State Route 89 as soon as possible.

THE HIRING PROCESS CANNOT CONTINUE UNTIL THIS DOCUMENT IS COMPLETED AND RETURNED.

Please return the questionnaire(s) with or without the documents requested to facilitate your hiring process. If you are unable to locate some of the documents requested in the Background Questionnaire, please indicate on the enclosed form the type of document you are having trouble locating, and the date you expect to produce it.

Thank you,
Chino Valley Police Department

INSTRUCTIONS

READ CAREFULLY

1. Neatly *PRINT* all answers in *black ink*. If you choose to type your responses, be sure that all pages are reattached.
2. *Read and answer each question completely*. If the information requested in a particular question does not apply, so indicate by writing, "N/A" in the appropriate space.
3. In completing this Applicant Questionnaire, include phone numbers for all people named, and the ZIP Code for all addresses: also you must provide the Area Code for all out-of-state telephone numbers.
4. If additional space is required to answer a question, continue your response on the back of the page involved.
5. *ALL* questions on this application *must* be answered *in full* before it will be accepted for processing. Failure to complete the application will prevent you from proceeding further in the applicant process.
6. Be sure to read and sign the Code of Ethics and release of information form. Have your signature notarized on the release of information document, before returning the questionnaire.
7. You must submit copies of your high school diploma or GED certificate, birth certificate, any legal name-change documents, all marriage and divorce decrees, your current driver's license, auto insurance cards, and your military DD214 with reenlistment code. Any delay in providing this information will have a negative impact on your consideration for employment.

TOWN OF CHINO VALLEY
POLICE DEPARTMENT

Chuck Wynn
Chief of Police

Background Questionnaire

FOLLOW DIRECTIONS CAREFULLY

1. USE INK TO COMPLETE QUESTIONNAIRE.
2. COMPLETE USING YOUR OWN PRINTING.
3. PRINT LEGIBLY.
4. READ EACH QUESTION CAREFULLY.
5. ANSWER EACH QUESTION COMPLETELY AND ACCURATELY.
6. ANSWER ALL QUESTIONS.
7. IF A QUESTION DOES NOT APPLY, WRITE N/A IN THE SPACE.
8. IF YOU NEED ADDITIONAL SPACE, WRITE ON BACK OF PAGE.
9. BEFORE RETURNING QUESTIONNAIRE, READ AND SIGN WHERE REQUESTED.

NOTE:

Failure to follow instructions, or incomplete information, will delay the background process or eliminate you from further processing. Your incomplete packet will be rejected.

Please print legibly.

- Include complete addresses:
Street address, Mailing address (if different), City, State, Zip Codes.
- Include complete telephone numbers:
Area code and number

I. PERSONAL HISTORY

1. Your Full Name: _____
Last First Middle

2. Your Social Security Number: _____

3. Your Date of Birth: _____

4. Your Place of Birth _____

5. Other names you have used (i.e., maiden name(s), previous names, aliases):

6. Your Present Residence Address: _____

Your mailing address if different: _____

7. Home Telephone () _____
Area Code

8. Work/Message Telephone () _____
Area Code

9. Are you a citizen of the United States by BIRTH ____ or NATURALIZATION ____ ?
(You will be required to submit proof of Citizenship.)

14. PERSONAL REFERENCES: List at least *five* persons, *not* related to you and not former employers or co-workers, who have known you for at *least* two years. Include both *home* and *work* telephone numbers.

NAME (LAST, FIRST, MIDDLE INITIAL)	ADDRESS, APT #, CITY, STATE, ZIP	HOME AND WORK PHONE NUMBERS	RELATIONSHIP	YEARS KNOWN
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		

15. List all persons with whom you have lived during the past five years. Start with your present address and work backwards. Do *not* include your children in this listing. Include both *home* and *work* telephone numbers.

DATE FROM	DATE TO	NAME (LAST, FIRST, MIDDLE INITIAL)	ADDRESS, APT #, CITY, STATE, ZIP	HOME AND WORK PHONE NUMBERS	RELATIONSHIP
				H () W ()	
				H () W ()	
				H () W ()	
				H () W ()	
				H () W ()	
				H () W ()	
				H () W ()	
				H () W ()	

16. List three of your present neighbors, and landlord if you have one. If you have just recently moved, list your most immediate past neighbors. Include both *home* and *work* telephone numbers.

DATE FROM	DATE TO	NAME (LAST, FIRST, MIDDLE INITIAL)	ADDRESS, APT #, CITY, STATE, ZIP	HOME AND WORK PHONE NUMBERS	LANDLORD/NEIGHBOR
				H () W ()	
				H () W ()	
				H () W ()	
				H () W ()	
				H () W ()	

17. FAMILY: List below all immediate relatives (i.e., father, mother, stepfather, stepmother, sisters, brothers, fathers-in-law and mothers-in-law and all children); if the individual is deceased, list the date of death in the address column. Include both *home* and *work* telephone numbers.

NAME (LAST, FIRST, MIDDLE INITIAL)	ADDRESS, APT #, CITY, STATE, ZIP	HOME AND WORK PHONE NUMBERS	RELATIONSHIP	AGE
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		
		H () W ()		

19. Have you received a High School Diploma? Or GED Certification?

University/College Degree?

Date and Issuing Institution: _____
(You will be required to submit copy of High School Diploma or General Education Certificate)

20. How many college credits do you have? _____
(You will be required to substantiate this claim with transcripts)

21. If you attended college, what was your declared major? _____
Declared Minor (if any)? _____

22. Have you ever been suspended or expelled (beginning with high school) from any school? NO YES

If YES, indicate the institution involved, date, and reason for each suspension or expulsion.

III. EMPLOYMENT HISTORY

23. List below all employers you have worked for since the age of 17 or the last 15 years. Include full-time, part-time, and volunteer positions. Begin with your present job (or most recent if not currently employed) and work backwards. Indicate here if you do not wish your present employer contacted, and why.

Name of Company _____

Reason _____

A.

DATES OF EMPLOYMENT FROM _____ TO _____ MO/YR MO/YR	EMPLOYER (NAME OF COMPANY)	JOB TITLE/DESCRIPTION
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY	ADDRESS, CITY, STATE, ZIP	
	REASON FOR LEAVING	
SALARY	PHONE NO.	CO-WORKERS (NAMES AND PHONE NO'S) 1.
SUPERVISOR (NAME & PHONE NO.)		2.
		3.

NOT EMPLOYED FROM: _____ MO/YR TO: _____ MO/YR

B.

DATES OF EMPLOYMENT FROM _____ TO _____ MO/YR MO/YR	EMPLOYER (NAME OF COMPANY)	JOB TITLE/DESCRIPTION
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY	ADDRESS, CITY, STATE, ZIP	
	REASON FOR LEAVING	
SALARY	PHONE NO.	CO-WORKERS (NAMES AND PHONE NO'S) 1.
SUPERVISOR (NAME & PHONE NO.)		2.
		3.

NOT EMPLOYED FROM: _____ MO/YR TO: _____ MO/YR

C.

DATES OF EMPLOYMENT FROM TO MO/YR MO/YR	EMPLOYER (NAME OF COMPANY)	JOB TITLE/DESCRIPTION
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY	ADDRESS, CITY, STATE, ZIP	
	REASON FOR LEAVING	
SALARY	PHONE NO.	CO-WORKERS (NAMES AND PHONE NO'S) 1.
SUPERVISOR (NAME & PHONE NO.)		2.
		3.

NOT EMPLOYED MO/YR MO/YR
 FROM: _____ TO: _____

D.

DATES OF EMPLOYMENT FROM TO MO/YR MO/YR	EMPLOYER (NAME OF COMPANY)	JOB TITLE/DESCRIPTION
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY	ADDRESS, CITY, STATE, ZIP	
	REASON FOR LEAVING	
SALARY	PHONE NO.	CO-WORKERS (NAMES AND PHONE NO'S) 1.
SUPERVISOR (NAME & PHONE NO.)		2.
		3.

NOT EMPLOYED MO/YR MO/YR
 FROM: _____ TO: _____

E.

DATES OF EMPLOYMENT FROM TO MO/YR MO/YR	EMPLOYER (NAME OF COMPANY)	JOB TITLE/DESCRIPTION
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY	ADDRESS, CITY, STATE, ZIP	
	REASON FOR LEAVING	
SALARY	PHONE NO.	CO-WORKERS (NAMES AND PHONE NO'S) 1.
SUPERVISOR (NAME & PHONE NO.)		2.
		3.

NOT EMPLOYED MO/YR MO/YR
 FROM: _____ TO: _____

F.

DATES OF EMPLOYMENT FROM _____ TO _____ MO/YR MO/YR	EMPLOYER (NAME OF COMPANY)	JOB TITLE/DESCRIPTION
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY	ADDRESS, CITY, STATE, ZIP	
	REASON FOR LEAVING	
SALARY	PHONE NO.	CO-WORKERS (NAMES AND PHONE NO'S) 1.
SUPERVISOR (NAME & PHONE NO.)		2.
		3.

NOT EMPLOYED FROM: _____ MO/YR TO: _____ MO/YR

G.

DATES OF EMPLOYMENT FROM _____ TO _____ MO/YR MO/YR	EMPLOYER (NAME OF COMPANY)	JOB TITLE/DESCRIPTION
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY	ADDRESS, CITY, STATE, ZIP	
	REASON FOR LEAVING	
SALARY	PHONE NO.	CO-WORKERS (NAMES AND PHONE NO'S) 1.
SUPERVISOR (NAME & PHONE NO.)		2.
		3.

NOT EMPLOYED FROM: _____ MO/YR TO: _____ MO/YR

H.

DATES OF EMPLOYMENT FROM _____ TO _____ MO/YR MO/YR	EMPLOYER (NAME OF COMPANY)	JOB TITLE/DESCRIPTION
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> VOLUNTARY	ADDRESS, CITY, STATE, ZIP	
	REASON FOR LEAVING	
SALARY	PHONE NO.	CO-WORKERS (NAMES AND PHONE NO'S) 1.
SUPERVISOR (NAME & PHONE NO.)		2.
		3.

NOT EMPLOYED FROM: _____ MO/YR TO: _____ MO/YR

24. Have you ever been fingerprinted for employment or any other reason? NO YES

If YES, complete the following:

AGENCY TAKING FINGERPRINTS	DATE	PURPOSE OR REASON

25. Have you ever been discharged, fired or asked to resign from any employment? NO YES

If YES, explain below: include employer, date, and reason for each incident.

26. Have you ever resigned from a job because of a disagreement with an employer? NO YES

If YES, explain below: include employer, date, and reason for each incident.

27. Have you ever failed to complete a probationary period of employment? NO YES

If YES, explain below: include employer, date, and reason for each incident.

28. List any disciplinary action taken against you by an employer (e.g., demotion, suspension, formal reprimands, etc.).

DATE	EMPLOYER	DISCIPLINE	REASON

29. Have you previously applied for any position with the Chino Valley Police Department, or any other law enforcement agency, prior to this application? NO YES

If YES, explain below:

DATE	POSITION TITLE	AGENCY	COMPLETE ADDRESS

If not selected, explain on the reverse side.

30. Have you been employed by, or served as a volunteer with, the Chino Valley Police Department or any other law enforcement agency? NO YES

If YES, explain below:

DATES	POSITION s	REASON FOR SEPARATION IF APPROPRIATE

SPECIAL INSTRUCTIONS

APPLICANTS WITH PRIOR LAW ENFORCEMENT EXPERIENCE
PROCEED TO QUESTION #31

ALL OTHER APPLICANTS
PROCEED TO QUESTION #37

**QUESTIONS #31 -36 TO BE ANSWERED BY
PERSONS WITH PREVIOUS LAW ENFORCEMENT EXPERIENCE**

31. Complete the following on any law enforcement agency/agencies for which you have worked. Begin with the most recent agency. In the block marked "Agency type", indicate if the agency was state, municipal, county, etc. In the block marked "Size" indicate the approximate number of sworn officers employed by the agency. Include volunteer or reserve positions as well as paid positions.

AGENCY	CITY, STATE	DATES FROM/TO	POPULATION	AGENCY TYPE	SIZE

32. In the table below, describe the various assignments/duties (e.g., uniform patrol, homicide detective, traffic investigator, etc.) and ranks which you have held in the agency/agencies you have worked for.

ASSIGNMENT DUTY / RANK AGENCY	YEARS / MONTHS

33. In the table below, describe the law enforcement training you have received, the hours of training received, and who provided the training (i.e., agency name). Include your basic academy training.

DESCRIPTION OF TRAINING	AGENCY	DATE	HOURS

IV. FINANCIAL HISTORY

37. Have you ever failed to meet financial responsibilities (e.g., child support or alimony payments, vehicle repossessions, court actions to receive payments, wage garnishments, accounts to collections, late payments to creditor, or any other financial or credit problems)? If YES, explain below, include dates, city and state involved. NO YES

If YES, explain below, including dates.

38. Have you ever declared bankruptcy? NO YES

If YES, explain below, including dates.

39. Have you ever been sued in court for any reason? NO YES

If YES, describe the circumstances, dates, city, state, and outcome. (To include all civil actions, alimony, child and spouse support actions, etc.).

V. MILITARY HISTORY

40. Have you ever served in the Armed Forces, including the NO YES
Reserves, National Guard or ROTC?

(You will be required to submit a DD-214 with reenlistment code if you have separated from the military service.)

If NO, proceed to question #45; if YES complete the following:

BRANCH	SERIAL NUMBER	ENTRY DATE	SEPARATION DATE	DISCHARGE TYPE	LAST DUTY STATION (CITY, STATE, COUNTRY) (TELEPHONE NUMBER IF AVAILABLE)

ASSIGNMENTS/OCCUPATIONAL SPECIALTIES/DUTY STATIONS (CITY, STATE, COUNTRY)	RANK/DATES

41. Are you currently participating in any military Reserve, National NO YES
Guard or ROTC programs?

If YES, list unit, location, telephone number, supervisor, names of three co-workers and duties:

42. Were you ever questioned as part of a military criminal investigation? NO YES

If YES, provide complete details:

43. Were you ever the subject of military discipline pursuant to the Uniform Code of Military Justice, or any service regulation? NO YES

If YES, complete the following:

44. Have you ever held any type of military/federal government security clearance? When? What type? Ever canceled/revoked?

VI. DRIVING AND CRIMINAL HISTORY

45. In the chart below, list your current driver's license information (if any) and any driver's license you presently or have ever held from any state (or country) for the last five years. Begin with your current license and work backwards. List the state (or country) even if you cannot remember the license number itself.

STATE	LICENSE NUMBER	EXPIRATION DATE	LICENSE RESTRICTIONS

46. Has any driver's license that has been issued to you ever been suspended, canceled, or revoked by any state? NO YES

If YES, complete the following:

STATE	DATES	CIRCUMSTANCES

47. Have you ever been refused a driver's license by any state? NO YES

If YES, explain fully, including state involved, reason for refusal, and date.

48. List all motor vehicles which are registered or titled in your name, which you lease, or which you frequently drive.

STATE	LICENSE NUMBER	EXPIRATION	VEH. YEAR	MAKE	MODEL	BODY STYLE	COLOR

49. Do you presently have public liability and property damage automobile insurance? NO YES

If YES, complete the following:

INSURER	AGENT, PHONE NO, ADDRESS, CITY, STATE, ZIP	POLICY NUMBER

If NO, indicate reason: _____

50. Have you ever had your auto insurance canceled? Explain : _____

51. Have you ever been involved in a motor vehicle traffic accident as a driver? NO YES

If YES, begin with the most recent collision:

DATE	POLICE AGENCY REPORTED TO, CITY, STATE, ZIP	INCIDENT DESCRIPTION	WHERE YOU CITED?

52. Have you ever received any moving violations, traffic citations, NO YES including citations issued to you as a juvenile, even if you were later found "Not Guilty"? *Do not include* parking tickets. Include citations listed in question #51.

If YES, complete the following, listing *all* citations you have received (begin with the most recent citation):

DATE	POLICE AGENCY, CITY STATE	OFFENSE	DISPOSITION (INCLUDING FINES/PENALTIES)

53. Have you ever been physically arrested, cited and released, NO YES detained only, or summoned into court by a law enforcement agency for any offense other than a minor traffic violation (e.g., stop sign, red light, etc.) listed in question #52? Include arrests made while you were a juvenile, either in this country or any other country.

If YES, list all such incident(s) below including juvenile arrest(s) beginning with the most recent incident(s).

DATE	POLICE AGENCY, CITY STATE	OFFENSE	DISPOSITION (INCLUDING FINES/PENALTIES)

54. Were you ever questioned in an incident, but not charged? NO YES

If YES, explain:

55. Have you ever been charged and then later had that charge reduced, either by the Prosecutor's Office or by plea agreement with the Court? NO YES

If YES, explain:

56. Have any of your immediate relatives or spouse ever been arrested, convicted and/or imprisoned for a felony? NO YES

If YES, give details about individual involved, offense, penalty, date occurred, city and state:

57. Are there at present any charges, civil or criminal, or court actions outstanding against you which have not been adjudicated? NO YES

If YES, give complete details:

58. Please give details of all civil actions against you that have been adjudicated.

59. GAMBLING

- A. Do you now, or have you ever had any gambling debts? NO YES
If YES, explain
- B. Have you ever used an employer's money to gamble with? NO YES
If YES, explain
- C. Have you ever worked for an illegal gambling operation or booked any illegal bets? NO YES
If YES, explain

60. Have you ever used, in any form, a narcotic drug (e.g., heroin, cocaine, etc.), or similar controlled substances, not prescribed for you by a physician? (This includes a one-time use!) NO YES

If YES, give complete details, including the total number of times used, amounts used, dates of first and last use, circumstances involved and method of use:

61. Have you ever used any form of a prescription only drug (e.g., anabolic steroids, tranquilizer, barbiturate, amphetamine, etc.), not prescribed for you by a physician? (This includes a one-time use!) NO YES

If YES, give complete details, including the total number of times used, amounts used, dates of first and last use, circumstances involved and method of use:

62. Have you ever used in any form, a hallucinogenic drug (e.g., Magic Mushrooms, LSD, PCP, Peyote, etc.) or similar controlled substance, not prescribed for you by a physician? (This includes a one-time use!) NO YES

If YES, give complete details, including the total number of times used, amounts used, dates of first and last use, circumstances involved and method of use:

63. Have you ever used, in any form, marijuana, or similar controlled substance, not prescribed for you by a physician? (This includes a one-time use!) NO YES

If YES, give complete details, including the total number of times used, amounts used, dates of first and last use, circumstances involved and method of use:

64. Have you ever been involved in the *illegal* production, sale, NO YES
purchase, growing, transportation, or distribution of marijuana,
narcotics, prescription (including anabolic steroids), and/or
hallucinogenic drugs or related, controlled substances? (This
includes a one-time use!)

If YES, give complete details, including dates and circumstances involved:

65. Have you ever engaged in any undetected felony, thefts, or other NO YES
serious crimes? Include juvenile incidents, shoplifting, and thefts
from employer.

If YES, give complete details, including offense(s), dates, and circumstances:

66. Do you know of anything that would disqualify you, or prevent you, NO YES
from fully discharging the official duties of an employee
for the Chino Valley Police Department?

If YES, explain fully:

67. Chino Valley Police Department regulations require members to NO YES
submit to a polygraph examination at the request of the Chief of
Police in regard to any matter which becomes the subject of an
official investigation. If employed by this agency, do you agree to
submit to such a test?

68. If employed by the Chino Valley Police Department, do you agree to assist the Department in the investigation of complaints that may be registered against you as required by the Department regulations? NO YES

69. If employed by the Chino Valley Police Department, do you agree to submit to a blood and/or urine test to determine the alcohol drug content of your blood/urine upon request of a supervisor, with cause, and as required by Department regulations? NO YES

70. Do you agree to submit to a pre-employment test to determine the presence of alcohol and/or drugs in your blood or urine? NO YES

71. Are you now, or have you ever been, a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted or shows a policy of advocating or approving the commission of force or violence to deny other persons their rights under the Constitution of the United States of America or the State of Arizona, or which seeks to alter the form of government of the United States of America by unconstitutional means? NO YES

If YES, give complete details, including name(s) of organizations and dates of membership:

72. Do you have any knowledge or information, in addition to that specifically required in this questionnaire, which is or may be relevant, directly or indirectly, to an investigation of your eligibility or fitness for the position you are seeking? This includes, but is not limited to: character traits, temperance, habits, employment, education, subversive activities, family, associations, undetected criminal offenses, traffic violations, or residence. NO YES

If YES, give complete details:

I, _____ an applicant for the position in the Police Department with the Town of Chino Valley have read in its entirety the Part I, Personal History; Part II, Education; Part III, Employment History; and Questions 31 through 72 of the attached Employment Application.

If hired, I understand any misrepresentation will result in immediate termination if my employment with the Chino Valley Police Department.

In witness whereof, by execution of this document, I state I have reviewed and answered each question completely and honestly.

Signed on the _____ day of _____, 20 ____

(Applicant Signature)

Subscribed and sworn to before me

This _____ day of _____, 20 ____

Notary Public in and for said
County and State

TO THE APPLICANT

THE ATTACHED DOCUMENTS ENTITLED:

**STATEMENT OF RELEASE & CONSENT TO POLYGRAPH
EXAMINATION**

&

**YOUR RIGHTS WHEN ASKED TO TAKE A
POLYGRAPH EXAMINATION**

ARE PROVIDED FOR YOU TO PREVIEW ONLY. DO NOT
COMPLETE THESE FORMS UNTIL ADVISED TO DO SO AT A
LATER DATE IN THE TESTING PROCESS.

REVIEW THE POLYGRAPH RELATED FORMS AND RETURN
THEM WITH THE EMPLOYMENT PACKET.

CHINO VALLEY POLICE DEPARTMENT
"STATEMENT-OF RELEASE & CONSENT TO
POLYGRAPH EXAMINATION"

DATE: _____ TIME: _____ LOCATION: _____

I, _____ voluntarily and without threats, duress, coercion, force, promises of immunity or reward, agree and stipulate to take a polygraph examination (commonly referred to as a lie detector) which is a detection of deception technique.

I understand and have been advised by _____, who is identified as an employee of the Chino Valley Police Department, (CVPD) that (1) I may refuse to take the polygraph examination; (2) I may discontinue the polygraph examination at any time I so desire; and (3) I may refuse to answer any individual question or questions that I may be asked.

I do hereby authorize the CVPD, its officers and/or employee(s) to disclose both orally and in writing the examination results and opinions to whomever and for whatever purposes they deem proper.

I am fully aware that the examiner's opinion may be that I have not been truthful. Notwithstanding such, in consideration of and as an inducement for the CVPD to give me this polygraph examination, I, for myself and my successors, assigns, heirs, executors and administrators, hereby release, absolve, covenant, promise, agree to save harmless, forever discharge, and hold free from all harm, liability, or damage to me, the Town of Chino Valley, the CVPD and their officers and employees, and I release and discharge the CVPD, their officers and employees, from any and all suits, actions, or causes of actions at law, claim, demand, or liability either in law or in equity including but not limited to false arrest, false imprisonment, libel, slander, or invasion of my rights of privacy or otherwise which I, my successors, assigns, heirs, executors and administrators have now or may ever have resulting directly, indirectly or remotely from my taking said examination, rendered oral and written opinions and statements, and/or all future actions taken by the above based upon the examination.

NOTE: THIS IS A LEGALLY BINDING CONTRACT. IF NOT UNDERSTOOD, SEEK COMPETENT ADVISE.

Witness _____ Signature _____

This examination was concluded at on the above date. I completely reaffirm my above agreement and that I knowingly and intelligently continued to waive all my rights, and that I willingly agreed to answer questions and make the statements I did. I also state that during the entire time I was well treated, submitted myself freely to the examination, remained of my own free will knowing that I could leave at any time I so desired, and that there were no promises, threats, or any harm done to me during the entire period I have been here, either in connection with the examination or the signing of this consent.

Witness _____ Signature _____

CHINO VALLEY POLICE DEPARTMENT

YOUR RIGHTS WHEN ASKED TO TAKE A POLYGRAPH EXAMINATION

"Lie Detection" is the popular but misleading name for the polygraph. In Greek, polygraph means "many writings," the instrument was so named because it makes various ink recordings of a person's body functions.

Actually, the polygraph should be called a "truth verifier," since statistics show that in the vast majority of instances, the instrument verifies an innocent person's truthfulness.

There are many misconceptions about a polygraph examination. For example, it is widely assumed that it is wrapped in secrecy, and that the polygraph's success depends on keeping it secret. This is not so. There are not, and never should be, any secrets in either the operation of the polygraph or the reason for an examination.

Each of the following questions have been asked by us many times, not only by persons about to take an examination, but by those merely interested in the subject.

If you are about to be given a polygraph examination, you will probably feel much more at ease about the matter after you have read this.

QUESTIONS:

I. I AM TELLING THE TRUTH, BUT I AM NERVOUS ABOUT TAKING THE EXAMINATION. HOW DOES THE INSTRUMENT TELL THE DIFFERENCE BETWEEN NERVOUSNESS AND LYING?

It is quite normal for the innocent person to be nervous, and the polygraphist is definitely aware of this.

Here is how a polygraphist looks at each person's nervousness:

1. A truthful person may be nervous because he is afraid of the unknown.
2. An untruthful person may be nervous because he is afraid of what he knows to be true.

In addition, you must remember this:

1. Nervousness on the polygraph recording does not look like deception to the polygraphist.
2. Nervousness does not prevent the polygraphist from distinguishing between truth and deception.

II. I HAVE HIGH BLOOD PRESSURE. WON'T THAT LOOK AS THOUGH I AM LYING?

While blood pressure is the principal polygraph recording, high blood pressure does not cause the characteristic pattern that results when a person is untruthful. That is, an untruthful answer appears on a polygraph chart as a characteristic pattern different from that treated by either high or low blood pressure. A truthful answer is readily apparent, even though a person has a blood pressure problem.

If you are currently under treatment because of a heart condition or any mental condition, be sure to tell the polygraphist about it.

III. DOES THE TEST HURT? WILL I GET AN ELECTRIC SHOCK?

No, the test does not hurt. Also, there is no possibility of you getting an electric shock.

It is most important that during the examination, you be as comfortable as possible. The only discomfort some people (especially children) experience is' a slight pressure on the arm because of the standard blood pressure cuff.

This is the same kind of upper arm cuff a doctor uses to determine your blood pressure, and it is generally no more uncomfortable than when he takes your pressure. Other than that, there is no discomfort involved.

IV. SUPPOSE THE INSTRUMENT SAYS I AM LYING WHEN I AM NOT?

The polygraph cannot "say" anything. It merely records on a chart certain bodily reactions to the questions you are being asked. It is up to the polygraphist to "read" the information your body provides, and he does so with an extremely high degree of accuracy.

We know of no verified instance of a competent polygraphist reporting a truthful person as untruthful.

V. CAN ANYONE FORCE ME TO TAKE THE EXAMINATION?

No! In order for a polygraph examination to be administered properly, you must sit still and not move your blood pressure cuffed arm. Since the polygraphist must have this cooperation from you, you must volunteer for the test.

If, for any reason, you do not want to take the examination, you certainly should refuse.

VI. WHY ME? WHY DO I HAVE TO TAKE THE EXAMINATION?

You have the right to know why you are being asked to take the examination and you may request the answer from the person who asks you to take it. The polygraphist will also be happy to discuss this with you.

VII. WILL I KNOW BEFOREHAND WHAT THE QUESTIONS WILL BE?

Yes. You will be told word for word the exact questions on the test, and you will be asked on the test only those questions you want to have asked. The examination itself requires "yes" or "no" answers.

The polygraphist will discuss the questions with you and reword them if necessary until you can easily answer "yes" or "no" to each one. Not until then will the test begin.

VIII. WILL THERE BE ANY TRICK QUESTIONS?

No. The polygraphist is counting on your trust in him/her, and your cooperation. He/she cannot expect your trust and cooperation if he/she does something that leads you to mistrust him/her.

IX. I FEEL THAT A POLYGRAPH IS AN INVASION OF PRIVACY.

The polygraphist is interested only in determining if you have been truthful or not. If you agree to be examined, it can hardly be termed an invasion of privacy. Of course, if you do not agree, no examination will be administered.

X. HOW LONG DOES AN EXAMINATION TAKE?

Most examinations require about one and a half to two hours, which includes the pretest interview and several three to four minute polygraph tests. Some may be longer or shorter than that, depending on the type of examination and the issues involved. A re-examination is sometimes necessary.

XI. WHAT IS A RE-EXAMINATION? WILL I HAVE TO TAKE ONE?

A re-examination is usually requested by a polygraphist when he/she cannot interpret the first polygraph recording:-In most instances, interpretable recordings are then obtained during the re-examination. Of course, we never know in advance whether or not a person will need to be asked to take a re-examination. Naturally, taking a re-examination is like taking the original examination. If you want to take the re-examination, take it. If you do not want to take it, do not take it.

XII. IF I TAKE THE EXAMINATION, WHOSE SIDE IS THE POLYGRAPH GOING TO BE ON?

Neither side. The aim of a polygraph is to seek the truth. He/she must give careful attention to every person he/she is examining. Every person, whether truthful or not, has the right to be examined with dignity and impartiality.

XIII. IF THE EXAMINATION RESULTS ARE ALLOWED IN COURT, DOES IT MEAN THEY ARE INFALLIBLE?

No, it does not. For example, excessive twitching of the arm containing the pressure cuff could result in the examination being "inconclusive". Infallibility has never been found in any science, and especially those dealing with human beings. However, remember that a properly trained polygraphist will be conducting examinations and rendering opinions with a high degree of accuracy.

XIV. WHAT IF I FEEL RESPONSIBLE AND GUILTY ABOUT IT? WON'T IT SHOW UP AS LYING ABOUT IT?

When you refer to "feeling guilty about it," you probably mean you feel concerned about it. Only a person who committed the crime should "show up" as being responsible. There are some truthful people who will react abnormally strong to every test question asked of them.

This problem was long ago recognized and is determined by asking irrelevant questions such as, "Do you live in the United States?" Feeling responsible is not the same as being responsible.

XV. HOW CAN I TELL IF THE POLYGRAPHIST KNOWS WHAT HE IS DOING?

This question is probably the most important question you can ask before you consent to take a polygraph examination. You are entitled to a satisfactory answer. In fact, that's why this article was given to you before any polygraph examination is given.

IF YOU HAVE READ PROCEEDING INFORMATION CAREFULLY, YOU KNOW WHAT IS EXPECTED OF A WELL-TRAINED ETHICAL POLYGRAPHIST. IF HE OR SHE DEPARTS FROM THE PROCEDURES DESCRIBED, YOU MAY QUESTION THE DEPARTURE.

Signature _____ Date _____

Witness _____ Date _____