



## **City of Tybee Island**

**P.O. Box 2749 – 403 Butler Avenue, Tybee Island, GA 31328**

**(912)786-4573 – FAX (912) 786-5737**

**[www.cityoftybee.org](http://www.cityoftybee.org)**

### **Hiring Procedures for Police Department**

**PLEASE READ THE FOLLOWING INFORMATION BEFORE COMPLETING YOUR APPLICATION. A SEPARATE APPLICATION FORM IS REQUIRED FOR EACH POSITION TITLE.**

#### **EMPLOYMENT POLICY**

The City of Tybee Island is an Equal Opportunity Employer. It is our policy that employment decisions are made on the basis of merit and fitness for the position.

#### **COMPLETING THE APPLICATION**

Applicants must complete an application for each position. Please follow the instructions shown on the application. If you need more space, you may attach additional sheets. All applications must be completed **IN FULL. A RESUME MAY BE ATTACHED TO PROVIDE ADDITIONAL INFORMATION BUT DOES NOT TAKE THE PLACE OF COMPLETING THE APPLICATION.** A complete and accurate application is essential, since this is the primary source used for determining your qualifications.

#### **JOB REQUIREMENTS**

Please note the education and/or experience requirements listed in the Job Vacancy Announcements and Job Descriptions. These are minimum standards which all applicants must meet in order to be considered for employment. All employees are required to provide proof of identity and authorization of employability.

#### **POLICE OFFICER**

##### **Overview**

The City of Tybee Island, Georgia is seeking qualified candidates for the position of Patrol Officer.

The Tybee Island Police Department serves a population of approximately 4,200 citizens and 15 minutes from the City of Savannah. The ideal candidate will have exposure to law enforcement in a growing community, and be committed to Community Policing.

##### **Minimum Requirements:**

- High School Diploma or equivalent.
- Must be at least 21 years of age.
- Must be a U.S. Citizen.
- Must possess a valid driver's license that has not been suspended or revoked for reasons other than nonpayment of insurance premiums, in the past five years.

- Must not have any felony convictions. Conviction of a misdemeanor offense may possibly deem applicant unacceptable. Applicants who have by self-admission, committed crimes that were never detected, shall be presumed to have committed the crime or act. Pleas of Nolo Contendere are considered a conviction.
- No more than 1 DUI conviction or any DUI conviction in the past 5 years.
- Must show a stable employment history and credit history.
- Must not have a history of illegal drug use. Shall not have used marijuana within 24-month period prior to date of application. Experimental usage of marijuana, prior to the age of 21 will not be sole reason for disqualifying a candidate.
- Must successfully undergo extensive character background, polygraph examination, psychological, and physical examination.
- Must be able to perform the essential functions of the job.
- Must be able to work rotating shifts, nights, weekends, and holidays.
- Be in good physical condition.
- Must pass the FTO Program.

## **POLICE PATROL OFFICER**

### **Job Description**

An employee in this position is responsible for maintaining law and order; protecting life and property, and enforcing all statutes, laws, ordinances and regulations of the local, state and federal governments. Employee works under general supervision of a superior officer but has very definite operating procedures. However, much judgment is required in interpreting laws, ordinances, policies, and procedures. Employee must achieve a balance between enforcement of laws and ordinances and maintaining good public relations for the Police Department. Work contains a substantial element of risk and employee must be able to exercise judgment independently in emergency situations. Work is reviewed through reports, personal inspection and conferences. No supervision over others exercised.

### **Examples of Work**

The following duties and associated tasks are typically performed by a person in this position. No attempt is made to be exhaustive in this listing.

- Patrols assigned residential or business areas on foot or in a patrol car and checks doors and windows.
- Discourages criminal activity through high visibility.
- Protects people and property from criminal hazards; initiates investigation as warranted.
- Monitors area to ensure safety and welfare of civilians.
- Responds to radio dispatcher calls to investigate burglar alarms, traffic violations, domestic problems and other acts against person, property, or law or for assistance from other officers.
- Intercedes in domestic quarrels; attempts to dissolve potentially dangerous situations through tact.
- Resolves, or attempts to resolve, discrepancies or disagreements.
- Secures scene of more serious crimes and calls for assistance.
- Refers disadvantaged or victims to necessary agencies and counsels victims as needed.
- Participates in traffic law enforcement by facilitating the flow of traffic when necessary issues citations for violations; operates intoximeter.
- Processes, searches and incarcerates prisoners.
- Makes necessary reports.

- Ensures swift resolution of auto accidents.
- Verifies ownership or status of abandoned vehicles.
- Assists civilians in line of duty; gives directions, information, etc.
- Maintains scheduled court appearances.
- Reviews prior information and data for court cases.
- Makes case for judgment against perpetrator.
- Acts as Bailiff in absence of official or as needed.
- Participates in required in-service training.
- Performs related work as required.
- Knowledge, Skills and Abilities
- Knowledge of local and state laws and ordinances.
- Knowledge of geography of city.
- Knowledge of Community Policing Philosophy.
- Knowledge of firearms.
- Knowledge of modern police methods.
- Knowledge of people and behavioral problems.
- Knowledge of proper vehicle stop and check procedures.
- Knowledge of legal and proper methods of arrest and investigation.
- Knowledge of Georgia Criminal Code and traffic laws.
- Skill in operations of motor vehicle at times at a high rate of speed.
- Skill in police radio, radar, etc.
- Skill in use of firearms.
- Skill in fact-finding.
- Skill in observing unusual or out-of-the-ordinary situations.
- Ability to communicate effectively, both orally and in writing.
- Ability to react to a crisis situation calmly and quickly.
- Ability to identify drugs and other substances.
- Ability to qualify with firearms.

### **OVERVIEW OF APPLICATION PROCESS**

Successful applicants will go through the following process:

1. An application will be reviewed for thoroughness and accuracy as part of the hiring process.
2. A polygraph examination - Areas of questions consist of Work History, Driving History, Criminal Violations, Use of Illegal Drugs, and Employment.
3. Interview with the hiring board.
4. Pass a thorough background investigation to include character, experience, and background. The investigation will also include a polygraph examination, a review of all police records, previous employment files, past places of residence, lawsuits, personal habits including criminal conduct, internet activity, military records, credit history, educational background and other areas deemed pertinent and appropriate.
5. A psychological examination at the City's expense, after conditional job offer has been extended.
6. A drug screen and physical examination, after conditional job offer has been extended.

## ADVERTISING VACANCIES

Vacant positions are advertised on the City's website at [www.cityoftybee.org](http://www.cityoftybee.org) and posted for review on various bulletin boards throughout the City's departments. Depending on the position, periodically the vacant position is advertised in the Savannah Morning News as well as various Governmental and Professional websites. Applications are accepted only for positions which are currently being advertised.

## APPLICANT PROCEDURE

A completed City of Tybee Island application should be received by the Human Resources Office.

## APPLICATION REVIEW

Every application received is reviewed for completion by the Human Resources Office. Applications will be forwarded to the appropriate department for consideration.

## INTERVIEWS

1. Hiring departments select applicants for interviews from the applicant pool. The hiring department notifies the persons selected for scheduled interviews by telephone or email.
2. Those selected for interviews need to complete an Authorization for Release of Information form. This form is used for the sole purpose of conducting a background investigation which may include a credit search, a criminal history check, and/or driver's record check. If the City of Tybee Island decides to obtain a consumer credit report, the city will provide, at your request, the name and address of the reporting agency so that you may obtain from such reporting agency the nature and substance of information contained in such a report. **Information regarding age, sex or race will not be used as part of any employment decision.**
3. After the interviews, the hiring department makes a selection pending the background check. All applications are returned to the Human Resource Office.
4. The Human Resources Office contacts the selected candidate for submission to drug and alcohol screening. The candidate must pass the drug and alcohol screening before employment is offered. After the results of the drug and alcohol screening are obtained, the Human Resources Office contacts the applicant and offers the position. All candidates who are interviewed, but not selected, are informed of the decision.

NOTE: Applications, resumes, letters of reference, etc., submitted with the application become property of the City of Tybee Island. Some information you have provided on the application may be subject to public disclosure under the Georgia Open Records Act.

YOUR INTEREST IN EMPLOYMENT WITH THE CITY OF TYBEE ISLAND IS APPRECIATED. SHOULD YOU HAVE ANY QUESTIONS OR COMMENTS,

PLEASE CONTACT:

Human Resources Office at 912-472-5029



# TYBEE ISLAND POLICE DEPARTMENT

## LAW ENFORCEMENT APPLICATION

Name: \_\_\_\_\_

Please check position that you are applying for:

- Communication Officer
- Detention Officer
- Police Officer

Date Received: \_\_\_\_\_

**Please complete and attach the following documents:**

Copy of your Birth Certificate and certificate of naturalization, if applicable

Copy of your Driver's License

Copy of your Social Security Card

Copy of your High School diploma or GED certificate

Copy of your DD-214 Long Form (if applicable)

Copies of any certificates of training in the area of Law Enforcement

Copies of Diploma's listed by applicant in this application

When you have completed the application and have all copies of all needed documentation, please bring your application to:

Human Resources Department  
City of Tybee Island  
403 Butler Avenue  
Tybee Island, GA 31328

**WITHOUT THE ABOVE DOCUMENTATION, YOUR APPLICATION WILL NOT BE PROCESSED.**

A Notary is available at the Tybee Island City Hall and Police Department free of charge for the notarizing of this application.

## **IMPORTANT NOTICE**

IT IS TO YOUR ADVANTAGE TO BE ABSOLUTELY TRUTHFUL IN ANSWERING ALL QUESTIONS IN YOUR INTERVIEWS, ON YOUR APPLICATION AND PERSONAL HISTORY STATEMENT.

A MIS-STATEMENT OF FACT OR THE OMISSION OF REQUESTED INFORMATION IS GROUNDS FOR **AUTOMATIC** REJECTION.

WE HAVE FOUND IN THE PAST THAT SOME APPLICANTS HAVE BEEN REJECTED BECAUSE OF A MIS-STATEMENT OR OMISSION WHERE THE FACT WHICH THEY ATTEMPTED TO HIDE WOULD NOT HAVE BEEN A REASON FOR REJECTION.

WE ENCOURAGE YOU TO BE ABSOLUTELY TRUTHFUL IN THESE MATTERS.

## INSTRUCTIONS AND INFORMATION

### PLEASE READ CAREFULLY BEFORE BEGINNING

1. An investigation will be conducted by the Tybee Island Police Department based on the information you provided in this application. It is critical that you fill out this application completely, truthfully and accurately. At any point during the background investigation, or thereafter, it is found that you misrepresented, deliberately omitted or falsified any information, you will be automatically disqualified from further consideration.

It is imperative that you list any convictions to include a finding or a verdict of guilt, a plea of guilty, or a plea of nolo contendere in a criminal proceeding, regardless of whether the judgment of guilt or sentence is withheld or not entered thereon. This includes first offenders (OCGA 35-8-7.1). Do not leave blanks in this booklet. If an item does not apply, write NA.

I fully understand what I have read.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

2. Complete the application in **YOUR OWN HANDWRITING.**
3. If you are a Georgia Certified Peace Officer (registered with the Georgia Peace Officers Standards and Training Council, POST) attach a copy of your basic certificate displaying your certification number.
4. The following situation **WILL** prohibit an applicant from serving as a law enforcement officer:
5.
  - a. Conviction in any Court of a felony offense.
  - b. Conviction in any Court of a drug related offense.
  - c. Less than twenty-one (21) years of age at time of appointment.
  - d. Any medical, physical, or mental condition which would prevent an applicant from satisfactorily performing assigned duties or complying with regulation of the Georgia POST Council.
6. The following situations **MAY** prohibit an applicant from serving as a law enforcement officer:
  - a. Any pending criminal action in any court
  - b. A military Discharge other than Honorable
  - c. Seven (7) or more points accumulated against drivers' at the time of the application
  - d. Not a citizen of the United States



\*\* An applicant who has received an official pardon or other similar action for any offense or applicable condition as stated above is not obligated to disclose the offense or condition in this application. If, however, during the course of a background investigation, facts are discovered regarding the offense or condition, the applicant may be required to produce proof of such pardon or action to remain in consideration for employment.

7. If you have any questions regarding this application, please contact the Tybee Island Police Department at (912) 786 – 5600.
8. The following is a checklist for your convenience. You are urged to use it, as an incomplete application cannot be processed. Upon completion of the application, refer to this checklist to make sure no information has been omitted.

\_\_\_\_\_ All questions answered; those not applicable to be marked “NA” or “NO”.  
\_\_\_\_\_ I have attached copies of the following:

- \_\_\_\_\_ Birth Certificate and, if applicable, certificate of naturalization
- \_\_\_\_\_ High School Diploma
- \_\_\_\_\_ Valid Driver’s License
- \_\_\_\_\_ Social Security Card
- \_\_\_\_\_ DD214 Long Form (if applicable) showing character of service
- \_\_\_\_\_ Application is signed and dated.

All forms so noted have been signed in the presence of a Notary Public. These forms MUST bear the signature, stamp, and seal of a Notary Public.

**PERSONAL INFORMATION**

1. Name: \_\_\_\_\_

2. Minimum Age is 21: Yes \_\_\_\_ No \_\_\_\_

3. Are you a U.S. Citizen? Yes \_\_\_\_ No \_\_\_\_

4. Have you ever used any other name? Yes \_\_\_\_ No \_\_\_\_

5. Have you ever legally changed your name? \_\_\_\_\_ If "Yes," what was your previous name? \_\_\_\_\_

6. Home Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

7. How long at present address: \_\_\_\_\_

Rent: Yes \_\_\_\_ No \_\_\_\_ Name of Landlord: \_\_\_\_\_

Own: Yes \_\_\_\_ No \_\_\_\_

Live with Family: Yes \_\_\_\_ No \_\_\_\_

8. Previous Addresses if less than 10 years at current address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Have you ever filed an application with the Tybee Island Police Department before?

Yes \_\_\_\_ No \_\_\_\_ If so, when and for what positions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE**

10. Complete Military Service:

Branch of Service \_\_\_\_\_  
Service Number: \_\_\_\_\_ Dates of Service: \_\_\_\_\_  
Highest Rank Attained: \_\_\_\_\_ MOS/Rating: \_\_\_\_\_

11. Did you ever receive any type of disciplinary action? Yes \_\_\_\_\_ No \_\_\_\_\_  
Court Martial? \_\_\_\_\_ AWOL? \_\_\_\_\_ Reduction In Rank \_\_\_\_\_  
Article 15? \_\_\_\_\_ Any Other? \_\_\_\_\_

12. Name of your last supervisor: \_\_\_\_\_  
Phone Number and Unit: \_\_\_\_\_

**FORMAL EDUCATION**

13. Highest grade of school completed: \_\_\_\_\_

14. Did you graduate from High School: \_\_\_\_\_

15. Name of High School: \_\_\_\_\_  
City/State: \_\_\_\_\_

16. If you did not graduate from high school, do you have a GED Certificate?  
Yes \_\_\_\_\_ No \_\_\_\_\_ Date Obtained: \_\_\_\_\_

17. Give names and locations of any Colleges and Universities you have attended, and major course work studied. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Circle highest year of college completed: 1 2 3 4 Degree/Year Obtained: \_\_\_\_\_

19. Graduate School: 1 2 3 4 Degree / Year Obtained: \_\_\_\_\_

20. Do you have any special skills or training that would be helpful to you if you were selected for a Law Enforcement position? \_\_\_\_\_  
\_\_\_\_\_

21. Do you read, write or speak any foreign language? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, please list: \_\_\_\_\_

**LAW ENFORCEMENT EMPLOYMENT HISTORY**

**List ALL previous law enforcement employment, starting with the most recent first:**

22. Name/Address of Agency: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Name and telephone number of immediate supervisor: \_\_\_\_\_  
\_\_\_\_\_

Job Title and Duties: \_\_\_\_\_  
\_\_\_\_\_

May we contact this agency? \_\_\_\_\_

23. Name/Address of Agency: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Name and telephone number of immediate supervisor: \_\_\_\_\_  
\_\_\_\_\_

Job Title and Duties: \_\_\_\_\_  
\_\_\_\_\_

May we contact this agency? \_\_\_\_\_

24. Name/Address of Agency: \_\_\_\_\_  
\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Name and telephone number of immediate supervisor: \_\_\_\_\_  
\_\_\_\_\_

Job Title and Duties: \_\_\_\_\_  
\_\_\_\_\_

May we contact this agency? \_\_\_\_\_

25. Name/Address of Agency: \_\_\_\_\_

\_\_\_\_\_  
Dates of Employment: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Name and telephone number of immediate supervisor: \_\_\_\_\_

\_\_\_\_\_  
Job Title and Duties: \_\_\_\_\_

\_\_\_\_\_  
May we contact this agency? \_\_\_\_\_

26. Name/Address of Agency: \_\_\_\_\_

\_\_\_\_\_  
Dates of Employment: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Name and telephone number of immediate supervisor: \_\_\_\_\_

\_\_\_\_\_  
Job Title and Duties: \_\_\_\_\_

\_\_\_\_\_  
May we contact this agency? \_\_\_\_\_

**COMPLETE THIS SECTION ONLY IF YOU ARE CURRENTLY OR HAVE BEEN A LAW ENFORCEMENT OFFICER. THIS DOES NOT INCLUDE SECURITY EXPERIENCE.**

27. Are you currently a Peace Officer? Yes \_\_\_\_\_ No \_\_\_\_\_

28. If "Yes," State of Certification: \_\_\_\_\_ Certification# \_\_\_\_\_

29. Certification Type: \_\_\_\_\_

30. Certification Date: \_\_\_\_\_

Name and Location of Police Academy: \_\_\_\_\_

31. How many years of law enforcement experience do you have? \_\_\_\_\_

32. Have you ever been the subject of an internal investigation: \_\_\_\_\_

If "YES," attach an explanation to this application giving full details.

33. Has disciplinary action ever been taken by your certifying agency (POST)? \_\_\_\_\_

If "YES," attach an explanation to this application giving full details.

34. Have you ever qualified with a weapon? \_\_\_\_\_  
If "YES," what type of weapon? \_\_\_\_\_

**NON-LAW ENFORCEMENT EMPLOYMENT HISTORY**

35. List previous employment for the past ten (10) years or back to your 18<sup>th</sup> birthday, whichever is longer.

36. Name/Address of Employer: \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Name and telephone number of immediate supervisor: \_\_\_\_\_

\_\_\_\_\_

Job Title and Duties: \_\_\_\_\_

\_\_\_\_\_

May we contact this organization? \_\_\_\_\_

37. Name/Address of Employer: \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Name and telephone number of immediate supervisor: \_\_\_\_\_

\_\_\_\_\_

Job Title and Duties: \_\_\_\_\_

38. Name/Address of Employer: \_\_\_\_\_

\_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Name and telephone number of immediate supervisor: \_\_\_\_\_

\_\_\_\_\_

Job Title and Duties: \_\_\_\_\_

\_\_\_\_\_

39. Name/Address of Employer: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

Name and telephone number of immediate supervisor: \_\_\_\_\_

Job Title and Duties: \_\_\_\_\_

(IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL SHEETS)

**CRIMINAL RECORD (PLEASE CHECK APPROPRIATE RESPONSES)**

*Conviction will not necessarily disqualify an applicant from employment unless convicted of a felony*

40. Have you ever been arrested, charged, indicted, or convicted of felony offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

41. Have you ever been arrested, charged, indicted, or convicted of a firearms or explosive charge?

Yes \_\_\_\_\_ No \_\_\_\_\_

42. Have you ever been arrested, charged, indicted, or convicted of any offenses related to alcohol or drugs (including DUI)?

Yes \_\_\_\_\_ No \_\_\_\_\_

43. Are there currently any charges pending against you for any criminal offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

44. Have you ever been arrested, booked, charged, indicted, or convicted of any type of offense (including traffic citations, warrants or misdemeanors)?

Yes \_\_\_\_\_ No \_\_\_\_\_

45. Have you ever been arrested, charged, booked, indicted or convicted of a domestic violence offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

46. Have you ever been named as a defendant in a Protective Order from any court?

Yes \_\_\_\_\_ No \_\_\_\_\_

**EXPLAIN BELOW ANY QUESTION THAT YOU ANSWERED "YES" TO ABOVE.**

Date of Offense

Offense

Law Enforcement Authority/Court

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**DRIVING RECORD**

47. Can you operate a motor vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_

48. Do you possess a valid Georgia Driver's License? Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES," give license number and expiration date: \_\_\_\_\_

49. Has your license ever been suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

If "YES," give State and license number: \_\_\_\_\_

50. Has your license ever been suspended or revoked? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, for what reason: \_\_\_\_\_

If yes, was it restored: \_\_\_\_\_

51. Have you ever been refused a license by any State? \_\_\_\_\_

52. Give details of any motor vehicle accidents you have been involved in.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

53. Person References (other than family members and former supervisors)

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years Known: \_\_\_\_\_

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Years Known: \_\_\_\_\_



**CREDIT REFERENCES**

54. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Account: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Account: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Type of Account: \_\_\_\_\_

**BACKGROUND INFORMATION (Marital/Family Information)**

55. Marital Status:

Single \_\_\_\_\_ Married \_\_\_\_\_ Separated \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed \_\_\_\_\_

56. Spouse's Name: \_\_\_\_\_

57. Spouse's Occupation: \_\_\_\_\_

58. Spouse's Employer: \_\_\_\_\_

59. Spouse's Employer Address: \_\_\_\_\_

60. Spouse's Employer Telephone Number: \_\_\_\_\_

61. Spouse's Length of Employment: \_\_\_\_\_

62. Date of Marriage: \_\_\_\_\_

63. Is your spouse in favor of you becoming a law enforcement officer? Yes \_\_\_\_\_ No \_\_\_\_\_

64. Closest Living Relative: \_\_\_\_\_

65. Are you supporting all children born to you or adopted by you? Yes \_\_\_\_\_ No \_\_\_\_\_

66. Are you related to any City of Tybee Island employee? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "YES", please name the employee: \_\_\_\_\_  
What department do they work for? \_\_\_\_\_

67. Do you know any employees of the City of Tybee Island? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "YES", please give their names: \_\_\_\_\_  
\_\_\_\_\_

**OTHER INFORMATION**

68. This position requires you to:

Wear a uniform	Do you object to doing so? _____
Work a rotating shift	Do you object to doing so? _____
Work overtime	Do you object to doing so? _____
Work Holidays, Weekends, Special Events	Do you object to doing so? _____

69. Do you have any Body Art (Tattoo's) exposed when wearing a class "B" (Pants and Short Sleeve Shirt) uniform? \_\_\_\_\_

70. Have you ever had experience working shift work? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, where and when? \_\_\_\_\_

71. If you have ever been fingerprinted by a police agency other than for an arrest, give details below. Your answer will be checked with the FBI and other agencies.

Agency	Date	Purpose
_____	_____	_____
_____	_____	_____

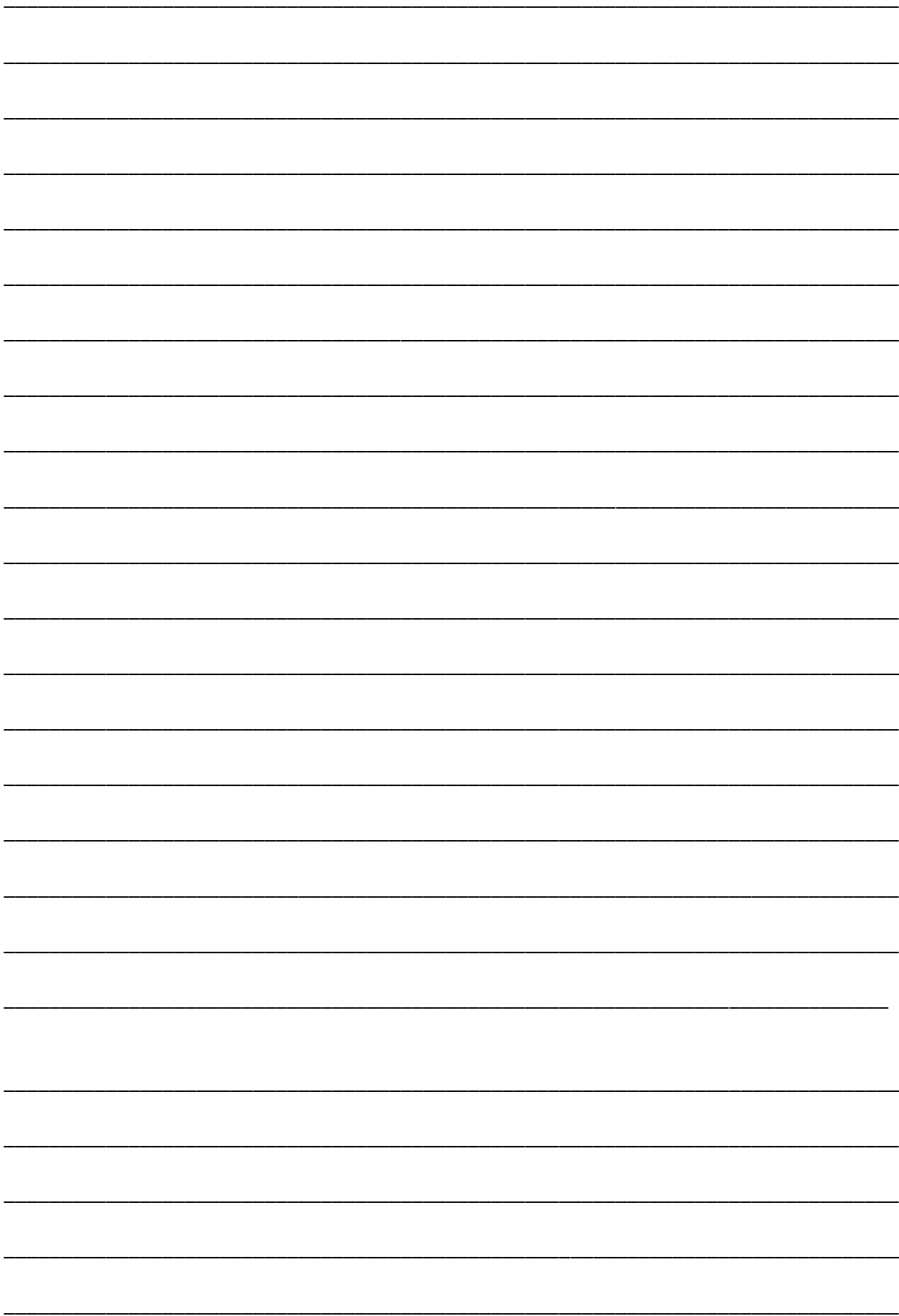
72. Do you drink alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_ If "YES," when was the last time?  
\_\_\_\_\_

73. Have you ever used marijuana? Yes \_\_\_\_\_ No \_\_\_\_\_ If "YES," when was the last time?  
\_\_\_\_\_

74. Have you ever used any other illegal drugs, opiate, pills, etc? Yes \_\_\_\_\_ No \_\_\_\_\_  
If "YES," what were the circumstances? \_\_\_\_\_  
\_\_\_\_\_

75. Do you now or have you ever associated with anyone that used drugs? Yes \_\_\_\_\_ No \_\_\_\_\_





**TYBEE ISLAND POLICE DEPARTMENT**

**FAIR CREDIT REPORTING ACT AUTHORIZATION TO OBTAIN INFORMATION**

In undertaking this agreement, I understand that I have certain rights under the Fair Credit Reporting Act which include but are not limited to the following:

- You must be told if information in your file has been used against you
- You can find out what is in your file
- You can dispute inaccurate information with the CRA
- Inaccurate information must be corrected or deleted
- You can dispute inaccurate items with the source of information
- Out-dated information may not be reported
- Your consent is required for reports that are provided to employers, or reports that contain medical information
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers
- You may seek damages from violators

Being knowledgeable of my rights under the Fair Credit Reporting Act, I hereby authorize the Tybee Island Police Department to order and obtain a Consumer Report to be used for employment consideration purposes.

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

**CRIMINAL JUSTICE EMPLOYMENT RELEASE WAIVER FOR NEW APPLICANTS**

**CONSENT TO BACKGROUND INVESTIGATION: DRUG TESTING & PHYSICAL AND PSYCHOLOGICAL TESTING**

TO: City of Tybee Island, Tybee Island Police Department, Any Authorized Employee thereof

RE: NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_ DOB: \_\_\_\_\_  
DRIVERS LICENSE # / STATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ HGT: \_\_\_\_\_ WGT: \_\_\_\_\_

Accept this instrument as my personal request and authorization to conduct a comprehensive personal background investigation, including pending charges of any description, a complete traffic history, criminal history (including first offender status, if applicable), credit history report, medical records, full and complete disclosure of the records of educational institutions, financial statements and records, wherever filed; Veterans administration; employment and re-employment records, including background reports, polygraph examinations or reports, efficiency rating, complaints or grievances filed by or against me. Furthermore, I voluntarily, FULLY CONSENT TO UNDERGO PHYSICAL, PSYCHOLOGICAL, PSYCHOMETRIC, AND URINALYSIS DRUG SCREEN TESTING. I am fully aware, and consent that the information gathered in this screening process, be made known to the officers and employees of the Tybee Island Police Department, as well as the officers and employees of the City of Tybee Island Human Resources Department and the Georgia Peace Officer Standards and Training Council. I am aware that such information is required for application for POST certificate as a law enforcement officer, and for employment with the Tybee Island Police Department. I certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. Therefore, I AGREE THAT THE INFORMATION ACQUIRED IN THIS INVESTIGATION BE USED FOR EMPLOYMENT, TERMINATION, OR DISCIPLINARY DETERMINATIONS, and that such information becomes a matter of public information and is accessible to the public under existing state laws.

In consideration of making application for employment, and in complete understanding of the foregoing facts and possible results, I agree to hold to all elements of this release waiver, and further agree TO HOLD HARMLESS, CITY OF TYBEE ISLAND/TYBEE ISLAND POLICE DEPARTMENT FROM ANY CIVIL LIABILITY OF ANY KIND OF DESCRIPTION and INCLUDING ANY ACT OF OMISSION OR COMMISSION.

This declaration is made freely and voluntarily without fear of punishment of promise or reward, and with full and complete understanding of the terms and consequences of my action.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, \_\_\_\_\_ (L.S.)  
(Legal Signature)

Sworn to in the presence of \_\_\_\_\_  
(Notary Public)

**GEORGIA BUREAU OF INVESTIGATION  
GEORGIA CRIME INFORMATION CENTER**

**Georgia Driver's History Consent Form**

I hereby authorize the TYBEE ISLAND POLICE DEPARTMENT to receive a copy of my Georgia driver's history information as part of my application for criminal justice employment, or for use relative to the performance of my official duties with this agency.

\_\_\_\_\_  
Full Name (Print)

\_\_\_\_\_  
Date of Birth                  Driver's License Number                  State                  Expiration Date

\_\_\_\_\_  
Signature                  *(Please sign in the presence of Notary Public)*                  Date

\*\*\*\*\*

Notary Public \_\_\_\_\_ Notary Expiration \_\_\_\_\_

**Name-Based Criminal History Record Information Consent/Inquiry Form**

I hereby give consent for the \_\_\_\_\_ to receive any Georgia or  
**Criminal Justice Agency**

III criminal history record information pertaining to me, as authorized under state and federal law for individuals seeking employment with a criminal justice agency.

<b>Full Name (print):</b>			
<b>Address</b>			
<b>Sex</b>	<b>Race</b>	<b>Date of Birth</b>	<b>Social Security Number</b>

- This authorization is valid for 90/180 \_\_\_\_\_ (circle one) days from date of signature.
- I, \_\_\_\_\_ give consent to the above named to perform periodic Criminal history background checks for the duration of my employment with this agency.

\_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Date**

**Date of inquiry:** \_\_\_\_\_ **Time of inquiry:** \_\_\_\_\_ **Operator's initials:** \_\_\_\_\_

**Purpose Code used: (check one)**

	<b>Civilian Employment with a Criminal Justice Agency (J)</b> – Provide complete <i>Georgia</i> and <i>III</i> Criminal History Record Information except juvenile or restricted records and
	<b>P.O.S.T. Certified Employment with a Criminal Justice Agency (Z)</b> – Provides <i>Georgia</i> and <i>III</i> Criminal history Record Information including restricted records that contain completed first offender sentences for nay offense

**The inquiry resulted in the following: (check all that apply)**

	No Georgia or III CHRI results available.
	Georgia / III CHRI attached/released.
	No NCIC/GCIC Warrant results available.
	Possible NCIC/GCIC Warrant. Contact Agency listed below.
	Wanting Agency Name
	Agency Telephone:

\_\_\_\_\_  
 Agency Designee Signature and Title \_\_\_\_\_  
Date