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; initiatives 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 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
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.
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.
5. 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 18th 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 or 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.

<table>
<thead>
<tr>
<th>Date of Offense</th>
<th>Offense</th>
<th>Law Enforcement Authority/Court</th>
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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_______
76. Have you ever been fired or permitted to resign from employment for breach of trust, embezzlement, theft, or other crime? Yes_______ No_______
   If “YES,” please provide circumstances: ________________________________________________
   ________________________________________________________________________________

77. Have you ever been fired or permitted to resign from employment for abuse of authority, insubordination, or for ANY other disciplinary reason? Yes_______ No_______
   If “YES,” please provide circumstances. ________________________________________________
   ________________________________________________________________________________

78. If it became necessary in the course of law enforcement duties to take a human life, would you have any reluctance to do so because of your beliefs? Yes_______ No_______
   If “YES,” give details: ________________________________________________________________
   ________________________________________________________________________________

79. In the space provided below, give a brief biography or history of yourself. Begin with your past, bring yourself into the present, and project yourself into the future. Tell where you were born, where you grew up, significant experiences and accomplishments in your life. Tell something about your hobbies, special interests, and any other subject which “zeros” in on your individuality. Also, describe your reasons for applying for a position with the Tybee Island Police Department. If you need additional space, attach a separate to this application.
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
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 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.

<table>
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<th>Full Name (Print)</th>
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<tr>
<th>Date of Birth</th>
<th>Driver’s License Number</th>
<th>State</th>
<th>Expiration Date</th>
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</table>

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.

<table>
<thead>
<tr>
<th>Full Name (print):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Sex</td>
</tr>
<tr>
<td>Race</td>
</tr>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td>Social Security Number</td>
</tr>
</tbody>
</table>

☐ 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)

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

10/24/2014 Retyped by JE/04/02/2019