

**\*\*\* IMPORTANT \*\*\***

**Selection Process:**

Once an application is received, it is reviewed by the recruiting officer for completeness and compliance with basic minimum standards. The applications passing this review are forwarded to the Operations Commander for scheduling of an initial interview.

Applicants receiving a favorable recommendation during initial interview phase will be scheduled to submit to a Computer Voice Stress Analysis Exam (CVSA). The recruiting officer will then review the application and test results. Applications passing this review will be forwarded to the criminal investigations divisions and assigned to a background investigator for a more thorough review.

If the outcome is favorable, the applicant will be scheduled for an Executive Interview. If the applicant is given a conditional offer of employment, the applicant must pass a psychological and medical exam before starting employment. Applicants for the position of police officer, that are not certified, are required to pass the P.O.S.T. entrance exam prior to their start date.

Provided the application is complete, the processing time is 45 to 90 days.

Applicants that are rejected may reapply after 1 year as long as all minimum departmental requirements are met.

**Application Requirements:**

If you have had a drivers' license in any other state in the last 5 years, you must include a driver's history from that state.

Include the following documents/copies:

Driver's License	DD214 (Military discharge paperwork)
Birth Certificate	Any certificates involving schools or a police academy
High School Diploma or G.E.D.	Any other information you feel
College Diploma and transcripts (if applicable)	Pertinent
Citizenship Papers (if applicable)	

REMEMBER, fill in all blanks on the application, even if it is "none" or "n/a". Following instructions is imperative. You must have 2 pages notarized, and you must sign the back of the application.

Failure to include the above documents or leaving blanks on the application may result in denial of your application.

Additionally, complete the attached questionnaire and turn it in with your application. I have also attached our Drug Use Disqualification Table for your review. Please use this table to determine if you meet our standards for employment.

**Thank you!**

**Captain Jamie Reynolds**

**404-366-7280 ext 434**

**Applicant Drug Use Disqualification Table**

The drug disqualification table reflects the Forest Park Police Department's standards for considering job applicants who have some history of illegal drug usage. The standards are based on the drug used, the frequency of use, and how recently the drug use occurred.

FREQUENCY	DEFINITIONS
<i>Seldom</i>	Very limited "lifetime" use – generally 1 to 5 times total
<i>Occasional</i>	1 x per week or less. E.g. 52 uses in one year equal weekly use
<i>Frequent</i>	More than 1 x per week over a long period of time (months or years)
<i>Dealing</i>	Selling, transporting to sell, distributing or manufacturing illegal substances at any level
RESULT	DEFINITIONS
<i>(A)Acceptable</i>	Applicant will not be disqualified for stated use
<i>(C)Considered</i>	Applicant's drug history will be evaluated on case-by-case basis
<i>(D)Disqualified</i>	Applicant will not be considered for employment

WHEN USED	DRUG / SUBSTANCE USED	FREQUENCY OF USE	RESULT
Used within last 12 months	Any illegal drug	Any use.....	D
WHEN USED	DRUG / SUBSTANCE USED	FREQUENCY OF USE	RESULT
Used within 1 to 3 years ago	Marijuana	Seldom or Occasional use...	C
		Frequent use or Dealing.....	D
	Any other illegal drug	Any use OR DEALING.....	D
WHEN USED	DRUG / SUBSTANCE USED	FREQUENCY OF USE	RESULT
Used within 3 to 7 years ago	Marijuana	Seldom or Occasional use...	A
		Frequent use.....	C
		Dealing.....	D
	Steroids, Prescription Drugs <sup>1</sup> , speed Cocaine or any Other Illegal Drug	Seldom or Occasional use.....	C
		Frequent use or Dealing.....	D
	Heroin, PCP, LSD	Any use.....	D
WHEN USED	DRUG / SUBSTANCE USED	FREQUENCY OF USE	RESULT
Used 7 years ago or longer	Marijuana	Seldom, Occasional or Frequent use	A
		Dealing.....	C
	Steroids, Prescription Drugs, or Any Other Illegal Drug	Any use or dealing.....	C
		Seldom or Occasional use.....	C
	Heroin, PCP, LSD, Cocaine, Speed	Frequent use or Dealing.....	D

**Important Notice**

This is intended as a general guide only, and is not a guarantee or promise of specific treatment in any particular situation. The Forest Park Police Department reserves the right to apply different standards: more strict, more lenient or new standards based on the facts of individual situations and in the context of an applicant's overall background and suitability for employment with the Forest Park Police Department. Nothing in this guide is intended to contravene Federal or state laws. All protection extended to individuals based on disability or protected status will be extended to job applicants.

<sup>1</sup>Prescription Drugs" refers to abuse and/or fraudulent acquisition of drugs prescribed by a physician.

# FOREST PARK POLICE DEPARTMENT

## JOB APPLICANT QUESTIONNAIRE

Complete this form and turn it in to the background investigator. If you answer "yes" to any of the questions, please provide an explanation in the space provided or on a separate piece of paper. (Circle yes or no for each question)

1. Have you ever been fired or asked to leave a job? Yes No \_\_\_\_\_  
\_\_\_\_\_
2. Have you ever stolen any property or currency from an employer? Yes No  
\_\_\_\_\_
3. Have you ever stolen any property valued over \$50 from anyone? Yes No  
\_\_\_\_\_
4. Did you ever commit a crime so serious that, if known, would keep you from being hired by this agency? Yes No \_\_\_\_\_  
\_\_\_\_\_
5. Have you ever used marijuana of any form? Yes No \_\_\_\_\_  
\_\_\_\_\_
6. Have you ever used cocaine in any form before? Yes No \_\_\_\_\_  
\_\_\_\_\_
7. Have you intentionally withheld or altered required information on your employment application? Yes No \_\_\_\_\_  
\_\_\_\_\_
8. Have you ever belonged to an anti-government or subversive group or gang? Yes No  
\_\_\_\_\_

**Job Applicant Questionnaire (continued):**

9. Have you ever committed, or been accused of any acts of domestic violence? Yes No

\_\_\_\_\_

10. Do you regularly associate with persons known to commit criminal acts? Yes No

\_\_\_\_\_

11. Have you ever solicited anyone for a sexual act? Yes No \_\_\_\_\_

\_\_\_\_\_

12. Have you ever used any illegal drugs? Yes No \_\_\_\_\_

\_\_\_\_\_

13. Did you knowingly file a false insurance claim? Yes No \_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, swear/affirm the answers provided in this  
(Print Name)

questionnaire are truthful.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date