

CITY OF CORTLAND
DEPARTMENT OF POLICE



EMPLOYMENT QUESTIONNAIRE

APPLICANT NAME: _____
(Last Name) (First Name) (MI)

SOCIAL SECURITY NUMBER: _____

POSITION APPLIED FOR: _____

DATE GIVEN QUESTIONNAIRE: _____ DATE RETURNED: _____

COMPLETED APPLICATIONS MAY BE RETURNED IN PERSON OR MAILED BACK TO:
Cortland City Police Department
400 North High Street
Cortland, Ohio 44410

Cortland Police Department Application Process

A prospective police officer with the Cortland City Police Department faces a thorough selection process before being appointed by the Safety Director.

Before the application will be processed, the following basic requirements must be met:

1. The applicant must be an Ohio resident, residing in Trumbull County or any adjacent county, or willing to meet such requirements *before* being appointed.
2. The applicant must possess, or be able to obtain, a valid Ohio driver's license.
3. The applicant must be twenty-one (21) years of age at the time of appointment.
4. The applicant must be a United States citizen.
5. The applicant must have a high school diploma.

Once it is determined the applicant has met the above basic requirements, the applicant will be requested to complete this Employment Questionnaire. Once the questionnaire is complete, and this agency determines positions are available, the process will begin. Officers of the Cortland Police Department will conduct a thorough investigation into the applicant's background to determine suitability for employment as a Police Officer. The following occurrences (not limited to) in the background could result in rejection of the application:

1. Felony conviction(s), misdemeanor conviction(s) (not including minimal minor traffic offenses) and / or felony/serious misdemeanor conduct.
2. Non-compliance to law.
3. Illegal use of drugs or conviction for drug related violation.
4. Intemperate use of alcohol.
5. Anti-social behavior.
6. Poor work record.
7. Poor driving record.
8. Numerous debts which are not regularly being paid.
9. Other than honorable discharge from the United States Armed Services.

Either while the background investigation is being conducted, or after it has been completed, an oral interview will be conducted with the Reserve Unit Commander. Refusal to participate in the interview will result in the application being rejected. During the background investigation, the applicant may be requested to submit to a polygraph examination.

Once the Reserve Unit Commander has determined the applicant will be recommended for employment, an interview may be conducted with the Chief of Police and / or the Mayor / Safety Director. If a conditional offer of employment is extended, the applicant may be subject to a physical medical examination (at own expense by family doctor). The applicant may also be required to submit to a drug screening and a psychological evaluation prior to being appointed. If the applicant successfully passes the above process, they will be appointed to the position of Probationary Reserve Police Officer or other position selected for.

THE CORTLAND POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

NOTICE

This Employment Questionnaire is intended for use by the Cortland Police Department and the City of Cortland for employment purposes. You must be truthful and complete in all your answers. All information contained herein is subject to verification and may be subject to disclosure under public records laws of this City and State.

You are cautioned to answer all questions directly and without evasion. Ohio Revised Code, City Ordinance and Departmental Rules and Regulations provide penalties for making false or misleading statements and for practicing fraud or deception to obtain a position with this agency. Such penalties may include rejection of application, discharge after employment and prosecution under the Ohio Revised Code / Cortland City Ordinance. If convicted of falsifying this application, you could be imprisoned and/or be fined.

INSTRUCTIONS TO THE APPLICANT

Your answers must be printed legibly in black ink or typed. Each question must be answered completely as possible. If a question does not apply to your particular circumstance, insert "DNA" (Does Not Apply). Should there not be sufficient space to answer a question, use the back of the page. The applicant should initial each page in the space provided. Incomplete information may delay the processing of your application. *The signature page and authorization to release information must bear your signature and be notarized or your application will not be processed.*

Please attach all copies of pertinent certificates, diploma's, transcripts etc. to this packet when you return it. You will also be required to submit a complete copy of your credit report (dated within 30 days of submission) as part of your background investigation, however, it does not have to be turned in when you initially submit this application. You may obtain a copy of your credit report through one of the following agencies:

Credit Bureau Services	1-800-632-1765
Equifax	1-800-685-1111
TransUnion	1-800-888-4213
Experian	1-888-397-3742

Your application will be kept active for a minimum of 90 days or until you have been disqualified from eligibility, whichever comes first. At the discretion of the background investigator, your application may be kept active longer than 90 days, however, it is not mandated an extension be afforded. It is the applicant's responsibility to keep a current address and telephone number on file with the Cortland Police Department.

REQUEST TO WITHDRAW

I WISH TO WITHDRAW FROM CONSIDERATION FOR THE POSITION OF _____
WITH THE CORTLAND CITY POLICE DEPARTMENT.

(Only sign this box if you are withdrawing your name from consideration for employment with CPD)

Applicant's signature

Date

Witness

AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I am an applicant for a position with the Cortland Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department. I hereby authorize any representative of the Cortland Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Cortland Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Cortland Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal, or confidential it may appear to be. I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files or incident reports, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed. I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of _____ organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the authorized representative of the Cortland Police Department regardless of any agreement I may have with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release may discontinue processing my application if you refuse to disclose the information requested. For and in consideration of the Cortland Police Department's acceptance and processing of my application for employment, I agree to hold the Cortland Police Department, its agents and employees harmless from any and all claims of liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Cortland Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Cortland Police Department in conjunction with employment procedures. A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature. This waiver is valid for a period of one (1) year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the phone number listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature of Applicant

Date

Applicant's printed name: _____ Phone #: _____

Notary signature

Date

PERSONAL INFORMATION

Name: _____
(Last) (First) (MI)

List any other names you have been known by: (Maiden name, former married name(s), aliases, nicknames, etc.)

Current Street Address: _____
(Street) (City) (State) (Zip)

Current Mailing Address: _____
(Street) (City) (State) (Zip)

Telephone Number: () () ()
(Home) (Work) (Other, i.e. cell/pager)

Landlord: _____ Telephone #: _____

How long have you lived at the above address? _____ From: _____ to _____
(mo/yr) (mo/yr)

Second Address, If applicable (e.g., college, military, etc.)

Address : _____
(Street) (City) (State) (Zip)

Landlord: _____ Telephone #: _____

How long have you lived at the above address? _____ From: _____ to _____
(mo/yr) (mo/yr)

Previous addresses (for the past 10 years)

Street Address:	City:	State:	Zip:	From:	To:
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					

(use additional sheets if necessary)

Place of birth: _____

Are you 21 years of age or older? Yes No

Are you a United States Citizen? Yes No

FAMILY HISTORY

Father's name: _____ Phone #: _____

Address: _____
(Street) (City) (State) (Zip)

Occupation: _____ Living? _____

Mother's name: _____ Phone #: _____

Address: _____
(Street) (City) (State) (Zip)

Occupation: _____ Living? _____

Spouse's name: _____ Phone #: _____

Address: _____
(Street) (City) (State) (Zip)

Occupation: _____ Married when? _____

Have you been previously married? _____ If yes, how many times? _____

List by (maiden & current) name (use back of form for additional space)

1. _____ 2. _____

List your children (include step-children)

Name:	Address:
_____	_____
_____	_____
_____	_____
_____	_____

List your brothers / sisters (include step)

Name:	Address:
_____	_____
_____	_____
_____	_____
_____	_____

CORTLAND INFORMATION

Are you now, or have you ever been employed by the City of Cortland? _____

If yes, describe: _____

Are any of your family members employed by the City of Cortland? _____

If yes, describe: _____

CHARACTER REFERENCES

List the names of three adult references you have known for at least five (5) years who are not related to you that we may contact. Do not include previous employers, relatives or anyone already listed elsewhere in this application.

Name: _____ Phone #: _____

Address: _____
(Street) (City) (State) (Zip)

Occupation: _____ Yrs. Known _____

Name: _____ Phone #: _____

Address: _____
(Street) (City) (State) (Zip)

Occupation: _____ Yrs. Known _____

Name: _____ Phone #: _____

Address: _____
(Street) (City) (State) (Zip)

Occupation: _____ Yrs. Known _____

LAW ENFORCEMENT INFORMATION

Do you now possess a valid Ohio Peace Officer Certificate? Yes No

Date obtained: _____ Academy name: _____ Phone #: _____

Do you need to take any refresher courses through OPOTA? Yes No

Which agency are you currently commissioned with? _____

MILITARY INFORMATION

Were you ever a member of the United States Armed Forces? Yes No

If yes, which branch? _____

Date enlisted: _____ Date Discharged: _____ Type of discharge: _____

If other than honorable, explain: _____

Rank & pay grade at time of discharge: _____ Highest rank held: _____

Specialty(ies): _____

List all duty stations starting with basic training: (include Unit, base name, city, state & country)

Answer the following questions. If you answer yes for any, explain in the space below. If you need additional space to explain, use the back of this form.

1. Were you ever overseas?	Yes	No
2. Were you ever AWOL?	Yes	No
3. Were you ever given non-jurisdictional punishment (Article 15)?	Yes	No
4. Were you ever reduced in rank?	Yes	No
5. Were you ever court-martialed?	Yes	No
6. Were you ever incarcerated in a brig or stockade?	Yes	No
7. Have you ever been rejected for a security clearance?	Yes	No
8. Did you ever convert or sell any US Government property illegally?	Yes	No
9. Did you ever have any break in service?	Yes	No
10. Are you currently a member of the National Guard or Reserves?	Yes	No

Explanation section for Military Questions above only:

GOVERNMENT EMPLOYMENT HISTORY

Have you ever applied for a position with any government agency, police or fire departments? _____
If yes, list below:

Department	Position applied for:	Hired? Yes/No/Pending

EMPLOYMENT HISTORY

Begin with your present employer and list in order your complete work history in chronological order. Include all full time, part time, auxiliary & volunteer positions. List ALL government jobs held within your lifetime, even if you held that position more than 10 years ago. Civilian jobs prior to 10 years ago do not need to be listed unless it was as a government contractor. All time should be accounted for the past 10 years, including times of self employment and unemployment. Simply write "unemployed" in one of the employer boxes listed below along with the dates (use date hired and date left space to account for time).

Employer name: _____

Address: _____
(Street address) (City) (State) (Zip)

Immediate supervisor: _____ Phone #: _____

Date hired: _____ Date left: _____ Last salary: _____ per _____

Title or position held: _____

Where you ever disciplined for any reason? _____ (list even if purged from pers. file)

Explain: _____

How many times a year were you late for work? _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Reason for leaving: _____

Employer name: _____

Address: _____
(Street address) (City) (State) (Zip)

Immediate supervisor: _____ Phone #: _____

Date hired: _____ Date left: _____ Last salary: _____ per _____

Title or position held: _____

Where you ever disciplined for any reason? _____ (list even if purged from pers. file)

Explain: _____

How many times a year were you late for work? _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Reason for leaving: _____

Employer name: _____

Address: _____
(Street address) (City) (State) (Zip)

Immediate supervisor: _____ Phone #: _____

Date hired: _____ Date left: _____ Last salary: _____ per _____

Title or position held: _____

Where you ever disciplined for any reason? _____ (list even if purged from pers. file)

Explain: _____

How many times a year were you late for work? _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Reason for leaving: _____

Employer name: _____

Address: _____
(Street address) (City) (State) (Zip)

Immediate supervisor: _____ Phone #: _____

Date hired: _____ Date left: _____ Last salary: _____ per _____

Title or position held: _____

Where you ever disciplined for any reason? _____ (list even if purged from pers. file)

Explain: _____

How many times a year were you late for work? _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Reason for leaving: _____

Employer name: _____

Address: _____
(Street address) (City) (State) (Zip)

Immediate supervisor: _____ Phone #: _____

Date hired: _____ Date left: _____ Last salary: _____ per _____

Title or position held: _____

Where you ever disciplined for any reason? _____ (list even if purged from pers. file)

Explain: _____

How many times a year were you late for work? _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Reason for leaving: _____

Employer name: _____

Address: _____
(Street address) (City) (State) (Zip)

Immediate supervisor: _____ Phone #: _____

Date hired: _____ Date left: _____ Last salary: _____ per _____

Title or position held: _____

Where you ever disciplined for any reason? _____ (list even if purged from pers. file)

Explain: _____

How many times a year were you late for work? _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Reason for leaving: _____

Employer name: _____

Address: _____
(Street address) (City) (State) (Zip)

Immediate supervisor: _____ Phone #: _____

Date hired: _____ Date left: _____ Last salary: _____ per _____

Title or position held: _____

Where you ever disciplined for any reason? _____ (list even if purged from pers. file)

Explain: _____

How many times a year were you late for work? _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Reason for leaving: _____

Employer name: _____

Address: _____
(Street address) (City) (State) (Zip)

Immediate supervisor: _____ Phone #: _____

Date hired: _____ Date left: _____ Last salary: _____ per _____

Title or position held: _____

Where you ever disciplined for any reason? _____ (list even if purged from pers. file)

Explain: _____

How many times a year were you late for work? _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Reason for leaving: _____

Employer name: _____

Address: _____
(Street address) (City) (State) (Zip)

Immediate supervisor: _____ Phone #: _____

Date hired: _____ Date left: _____ Last salary: _____ per _____

Title or position held: _____

Where you ever disciplined for any reason? _____ (list even if purged from pers. file)

Explain: _____

How many times a year were you late for work? _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Reason for leaving: _____

EDUCATION HISTORY

Name of High School: _____

Address: _____
(Street address) (City) (State) (Zip)

What was the highest grade completed? _____ Graduated? _____ Date graduated: _____

List all colleges/universities attended:

College/University	City/State	Dates attended
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Total credit hours: _____ Major / Minor: _____

List all college degrees obtained, date obtained and from which institution:

Degree	Date	University
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Where you ever suspended / expelled from college? _____ If yes, explain: _____

List the name and address of any other type school(s) attended, e.g. vocational school, trade school and / or business school, etc.

Name: _____ Address: _____

Dates attended: _____ Course type & mo/yr completed: _____

Name: _____ Address: _____

Dates attended: _____ Course type & mo/yr completed: _____

Name: _____ Address: _____

Dates attended: _____ Course type & mo/yr completed: _____

Name: _____ Address: _____

Dates attended: _____ Course type & mo/yr completed: _____

List any other education, seminars or special schooling received (include military courses). You will be expected to provide documentation to support each item listed.

CIVIC /VOLUNTEER ACTIVITIES

List the name of the organization, post / unit #, address and type of activity

1. _____
2. _____
3. _____
4. _____
5. _____

DRIVING RECORD

Do you have a valid driver's license? Yes No

Which state: _____ License number: _____ Expires: _____

How long have you been a licensed driver? _____

Have you ever had your license suspended? _____ If yes, explain each time: _____

Have you ever had a license through another state? _____ If yes, list each: _____

List all accidents you were involved in as the driver. Include the dates, agency which investigated, if you were at fault/issued a citation and if there were any injuries/fatalities. List unreported accidents also.

Date of accident	Investigating agency / State	Citation/fault	Injuries
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all traffic violations, convictions and bond forfeitures in the past 10 years:

Date	Issuing agency	Offense	Court	Disposition

Do you have any pending parking tickets? _____ If yes, how many? _____

Have you had automobile insurance denied or cancelled within the past 10 years: _____

If yes, explain each time: _____

Do you currently have automobile insurance? _____ With whom: _____

Have you ever been placed on assigned risk or high risk insurance? _____

CRIMINAL HISTORY

1. Have you ever committed, attempted to commit or participated in any of the following serious crimes? List even if you were never arrested, charged or suspected. Mark yes or no in the space provided. If you mark yes, you must explain below.

- _____ Murder, manslaughter, or felonious assault.
- _____ Robbery (armed or unarmed)
- _____ Arson
- _____ Burglary
- _____ Felonious assault or assault
- _____ Rape (include date rape)
- _____ Menacing by stalking
- _____ Kidnapping / Abduction
- _____ Extortion
- _____ Any sex crime listed in chapter 2907 of the Ohio Rev. Code or similar statute from another state.
- _____ Felony theft / fraud offense
- _____ Domestic violence / violation of a protection order

Explanations for Question #1:

How many times have you been arrested and / or convicted of a criminal offense? Include misdemeanors, felonies and military. Even if you were acquitted or the case dismissed, you are required to list below.

Date	Arresting agency	Offense	Court	Disposition

GENERAL QUESTIONS

Answer all the below listed questions. If you answer "yes" to any of the questions, you must explain below by referring to the corresponding question number.

1. Have you ever been arrested or sent to a juvenile court?	Yes	No
2. Have you ever had a protection/restraining order filed against you?	Yes	No
3. Were you ever been suspended or expelled from school?	Yes	No
4. Have you ever been summoned or ordered to appear in any court as a witness or accused?	Yes	No
5. Have you ever paid anyone to engage in sexual activity? (i.e. prostitution)	Yes	No
6. Has anyone ever paid you to engage in sexual activity? (i.e. prostitution)	Yes	No
7. Have you ever worked for an illegal gambling operation?	Yes	No
8. Have you ever used another person's money to gamble without their knowledge?	Yes	No
9. Do you have any gambling debts at this time?	Yes	No
10. Have you ever been suspected or questioned in a criminal investigation?	Yes	No
11. Have you ever been fingerprinted? List by whom, if yes.	Yes	No
12. Have you ever been involved in any type of situation for which someone could blackmail you?	Yes	No
13. If it became necessary in the course of your police duties, to take a human life, would you have any reluctance to do so due to your religious or other personal beliefs?	Yes	No
14. Have you ever taken another human life? (list even if justified)	Yes	No
15. Within the past 5 years, have you stolen anything of value less than \$50.00	Yes	No
16. As an adult, have you ever stolen anything of value more than \$50.00	Yes	No
17. As an adult, have you ever bought anything that you had reason to believe or should have known it was stolen?	Yes	No
18. Have you ever been incarcerated? (list each time and for how long)	Yes	No
19. Do you currently have any pending criminal or traffic charges against you in a court of law?	Yes	No
20. Have you ever used illegal drugs? (list type and number of times used)	Yes	No

21. Within the past 3 years, have you operated a motor vehicle after consuming more than 3 beers / intoxicating drinks? If yes, how many times?	Yes	No
22. Have you ever used any narcotic such as opium, morphine, codeine, methadone, darvon, oxycotin, etc., that was not prescribed by a physician or qualified treatment specialist?	Yes	No
23. Have you ever used designer type drugs or those drugs that are chemically altered to give the same effect as an illegal drug?	Yes	No
24. Have you ever sold, or been party to the sale of, or in any way financially benefited from the sale of illegal drugs or controlled substances?	Yes	No
25. Within the past 5 years, have you been involved in glue sniffing or inhaling any substance with the purpose of obtaining a state of intoxication?	Yes	No
26. Are you now, or have you ever been, receiving any type of governmental assistance (such as welfare, ADC, housing subsidy, educational loans or grants, workman's compensation, etc.) that you were not eligible for, or received in a fraudulent manner, or after receiving same became ineligible but continued to receive those benefits?	Yes	No
26. Are you, or have you ever been, a member of a street gang or crime organization?	Yes	No
27. Do you have any hatred or prejudices towards others based on their sex, race, national origin, religious beliefs and / or disabilities?	Yes	No
28. Are you a member of, or do you support the cause of, any terrorist organization?	Yes	No
29. Have you ever been, or are you currently party to a civil lawsuit?	Yes	No
30. Have you ever been declared delinquent in child support payments?	Yes	No
31. Have you ever sexually harassed a co-worker, been investigated for sexual harassment or had an official sexual harassment complaint filed against you?	Yes	No

PRIOR/CURRENT POLICE QUESTIONS

If you are currently, or have ever been a police officer, please answer the following questions. A yes response is required even if you have never been officially investigated/caught, but have committed the act.

32. As a police officer, have you ever committed perjury?	Yes	No
33. As a police officer, have you ever damaged department property without legal authorization?	Yes	No
34. As a police officer, have you ever stolen department property?	Yes	No
35. As a police officer, have you ever fabricated evidence against a suspect?	Yes	No
36. As a police officer, have you ever used more force than necessary against a person. (i.e. have you ever used excessive force)	Yes	No
37. As a police officer, have you ever struck a suspect once he/she was handcuffed and / or no longer resisting?	Yes	No
38. As a police officer, have you ever administered "street justice" (i.e. beat a person) to any person?	Yes	No
39. As a police officer, have you ever used your position to sexually harass anyone?	Yes	No
40. As a police officer, have you ever lied during an internal investigation?	Yes	No
41. As a police officer, have you ever falsified a police report?	Yes	No
42. As a police officer, have you ever been disciplined in any way?	Yes	No

FINANCIAL STATUS

Are you: _____ Buying a home
 _____ Renting
 _____ Living with another
 _____ Living with parents
 _____ Other: _____

Do you owe money to any of the following:

	YES/NO	AMOUNT OWED	MO. PMT.	X's LATE
1. Home loan / rent	_____	_____	_____	_____
2. Personal loan(s)	_____	_____	_____	_____
3. Auto loan(s)	_____	_____	_____	_____
4. Credit Union	_____	_____	_____	_____
5. Past/present fellow workers	_____	_____	_____	_____
6. Past/present employers	_____	_____	_____	_____
7. I.R.S	_____	_____	_____	_____
8. Back taxes (anyone)	_____	_____	_____	_____
9. Alimony	_____	_____	_____	_____
10. Gasoline credit card(s)	_____	_____	_____	_____
11. Back rent	_____	_____	_____	_____
12. Student loan	_____	_____	_____	_____
13. In-laws/parents	_____	_____	_____	_____
14. Court judgments	_____	_____	_____	_____
15. Charge accounts	_____	_____	_____	_____
16. Child support	_____	_____	_____	_____
17. Utilities (combine)	_____	_____	_____	_____
18. Groceries	_____	_____	_____	_____
19. Insurance(s)	_____	_____	_____	_____
20. Other debts not listed	_____	_____	_____	_____

Answer the following financial questions. A "yes" response requires an explanation below.

F1. Have you ever had a debt turned over to a collection agency? Explain all.	Yes	No
F2. Are any creditors pressing you for payment?	Yes	No
F3. Have you ever declared or filed bankruptcy?	Yes	No
F4. Have you ever had anything repossessed?	Yes	No
F5. Have your wages ever been attached or garnished?	Yes	No
F6. Have you ever been taken to court over a debt?	Yes	No
F7. Have you ever been refused credit?	Yes	No
F8. Have you ever wrote a check that you knew would be dishonored?	Yes	No
F9. Do you have a checking account? If yes, list bank and account #.	Yes	No
F10. Do you have a savings account? If yes, list bank and account #.	Yes	No

Explanations:

POSITION DESCRIPTION

POSITION: POLICE OFFICER
CLASSIFICATION: POLICE OFFICER (CLASSIFIED & UNCLASSIFIED)
SUPERVISES: LESS SENIOR/RANKING OFFICERS/CIVILIANS
SUPERVISED BY: CAPTAIN & CHIEF OF POLICE

DUTIES:

- A) ENFORCES ALL PERTINENT & APPLICABLE LAWS OF THE CITY OF CORTLAND, STATE & FEDERAL GOVERNMENT.
- B) RESPONDS TO CITIZEN COMPLAINTS & DOCUMENTS IN ACCORDANCE WITH GOVERNING POLICY.
- C) PATROLS ASSIGNED AREAS OF THE CITY OBSERVING VEHICULAR TRAFFIC, CRIMINAL ACTIVITY, HAZARDOUS CONDITIONS, SUSPICIOUS ACTIVITY, ETC. & RESPONDS ACCORDINGLY.
- D) CONDUCTS INVESTIGATIONS & ATTENDS REQUIRED COURT APPEARANCES.
- E) COLLECTS & PRESERVES EVIDENCE AT & FROM CRIME SCENES IN ACCORDANCE WITH POLICY & PROFESSIONAL POLICING STANDARDS.
- F) RESPONSIBLE FOR FACILITY SECURITY.
- G) RESPONSIBLE FOR ASSUMING FIELD COMMAND OF MAJOR OR EMERGENCY INCIDENTS & TO SUMMON THE APPROPRIATE SUPERVISORY PERSONNEL.
- H) RESPONSIBLE FOR COORDINATING & PRESENTING VARIOUS CITIZEN PROGRAMS UPON REQUEST AND/OR ASSIGNMENT.
- I) RESPONSIBLE FOR MAINTENANCE OF ALL DEPARTMENT EQUIPMENT.
- J) RESPONSIBLE FOR PRESENTING A PROFESSIONAL IMAGE TO THE COMMUNITY BY APPEARANCE AND ACTIONS.
- K) RESPONSIBLE FOR REVIEW OF THE DUTY MANUAL & A COMPREHENSIVE UNDERSTANDING & RECOGNITION OF THE CONTENTS THEREIN.
- L) RESPONSIBLE FOR ADDITIONAL DIRECTION & DELEGATION OF AUTHORITY FROM SENIOR OR RANKING AGENCY PERSONNEL.

QUALIFICATIONS:

COMPREHENSIVE KNOWLEDGE OF PATROL & INVESTIGATIVE TECHNIQUES. ABILITY TO OBEY ORDERS & WORK IN HARMONY WITH OTHERS INTERNAL & EXTERNAL TO THE ORGANIZATIONAL ENVIRONMENT. MUST MEET REQUIREMENTS AS SET FORTH BY LAW.

Above is a position description of the duties for police officer within the City of Cortland Police Department.

CAN YOU PERFORM THESE DUTIES?

YES NO

