Tallahassee Police Department

Personal History Packet

Reserve Police Officer

All candidates desiring to enter the background investigation portion of the applicant process must complete this information package. **There are no exceptions.**

The submission of this biographical information package carries with it the understanding that you are authorizing the Tallahassee Police Department to contact any and all available sources of information for the purpose of obtaining information regarding your qualifications to be employed by, and/or to ensure that you meet the minimum standards of, the Tallahassee Police Department. Furthermore, you agree to hold harmless the Tallahassee Police Department and its staff from any and all liability attached to that effort.

**The information that you are required to provide in this document must be true, accurate, complete, and without omission of any kind. It is YOUR responsibility to provide complete and accurate information. Omissions, misstatements, withholding information, or intentionally providing inaccurate information on this questionnaire or during the truth verification examination may result in immediate disqualification from the hiring process.**

**I HAVE READ, UNDERSTAND, AND ACKNOWLEDGE THE ABOVE.** (Applicant’s initials)

Correct dates, addresses, zip codes, email addresses, fax numbers and telephone numbers are required, and **it is your responsibility to provide them at the time of submission of this package.** Zip code information may be obtained from any U.S. Post Office, the telephone company directory, directory assistance, or through any public library. The internet should also be considered a valuable source of information for virtually any information you might need. Search engines such as Google, White Pages, Yellow Pages and People Search are available to assist you in obtaining information. If you do not own a computer with internet access, you may utilize a computer at any city/county public library.

This document will become part of your permanent record and should be considered an employment document. It will be viewed by prospective employers. **All entries must be clear and legible. Documents containing cross-outs or whiteouts will not be accepted. Incomplete or sloppy documents or packages not complying with these instructions will be rejected.**

**I HAVE READ AND UNDERSTAND THE INSTRUCTIONS PROVIDED.**       (Applicant’s initials)

This portion of the selection process with the Tallahassee Police Department will cover your personal history, truthfulness and integrity. It is essential that you answer each question truthfully. Omitting, misstating or withholding information, or intentionally providing inaccurate information on this questionnaire may result in immediate disqualification from the hiring process. Do not leave any blanks on this form and use “N/A” for any questions that do not apply to you. This information will be verified through interviews and background investigations.

REMEMBER: You are applying with a law enforcement agency. Your honesty and integrity on this questionnaire are vital. The answers you give here are for our use in determining your suitability for employment with the Tallahassee Police Department.

I,       do hereby voluntarily, without any threat, coercion or promise made to me, agree that if necessary, I will submit to a Computer Voice Stress Analyzer examination later in the application process. I further understand that I am free to leave this examination at any time for any reason. I hereby release, absolve, and forever hold harmless the Tallahassee Police Department, its servants, agents and anyone acting on its behalf, from any and all claims, demands, or other damages from any matter or act, arising out of the aforesaid examination. I understand that this examination will be video and/or audio recorded. To the best of my knowledge, I have no physical or mental condition that would prevent me from taking this examination.

APPLICANT’S INFORMATION

NAME:

 (Last Name) (First Name) (Full Middle Name)

Have you ever had your name changed? Yes[ ]  No [ ]

Aliases, Maiden, Nickname, Legal name changes, or any other names used:

Date and Location of Change:

Reason for change:

Date of Birth:       Age:

Place of Birth:

(City, County, State, Country)

Social Security Number:

Do you have a valid driver license?

Yes [ ]  No [ ]  (If yes, State:       Driver License Number:       Exp.:

UNITED STATES CITIZEN? Yes [ ]  No [ ]  Naturalization Certificate #:

Port of Entry:       Date of Citizenship:

United States Permanent Resident Card #:       Date Expires:

MARITAL STATUS: Single [ ]  Married [ ]  Widowed [ ]  Divorced [ ]  Annulled [ ]

**SPOUSE INFORMATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Full name of spouse:

 (Last Name) (First Name) (Middle Name)

Maiden name:       Other names spouse has used:

Date of Birth:       Age:

Place of Birth:

 City County State Country

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

**This below requested information is for statistical and criminal background history use only.**

Applicant information:

Race:      Gender:      Weight:      Height: feet      inches      Eye Color:      Hair Color:

REFERENCES

**Provide three (3) references (not relatives, fellow employees or school teachers) who are responsible adults of reputable standing in their communities, such as heads of households, property owners, business or professional men or women, who have known you well during the past five (5) years.**

Name:      Phone #

Address (No., Street, Apt., City, State, Zip)

Occupation:       E-mail:

Name:       Phone #

Address (No., Street, Apt., City, State, Zip)

Occupation       E-mail:

Name:       Phone #

Address (No., Street, Apt., City, State, Zip)

Occupation:       E-mail:

RESIDENTIAL INFORMATION

**List ALL addresses where you have lived since you separated employment with the Tallahassee Police Department and the dates you lived at each address. List the name and phone number of the landlord or management company for each rental property.**

1. Dates: from       to

Address (Street, City, State, Zip):

If rented, Landlord’s name       Phone:

2. Dates: from       to

Address (Street, City, State, Zip):

If rented, Landlord’s name       Phone:

3. Dates: from       to

Address (Street, City, State, Zip):

If rented, Landlord’s name       Phone:

4. Dates: from       to

Address (Street, City, State, Zip):

If rented, Landlord’s name       Phone:

ADDITIONAL REFERENCE/RESIDENTIAL SPACE

Please use this space for any additional comments about your reference/residential history.

MILITARYAND EMPLOYMENT HISTORY

In detail; list **ALL** of the jobs that you have worked, since separating employment with the Tallahassee Police Department, in chronological order. Include all full time, part time, seasonal, temporary, and cash jobs, as well as internships (both paid and unpaid), volunteer positions and any other types of employment. All jobs must be listed.

**Current Employer:**

Dates of employment:       to       Name of employer:

Street address:       City:       State:       Zip Code:

Phone number:      Fax number:

Position held:       Name used while employed:

Ending pay rate:       (i.e. per hour or yearly) Name of last supervisor:

Did you receive any discipline while employed? Yes [ ]  No [ ]

(If yes, describe in detail, i.e. suspensions, written and/or documented verbal reprimands, counseling forms, etc.)

Reason for leaving:

Did you give a 2 week notice prior to leaving? Yes [ ]  No [ ]  (If no, describe why you did not)

Are you eligible for reemployment with this employer? Yes [ ]  No [ ]

If this is a period of unemployment describe how you were able to financially support yourself:



**Employer 2:**

Dates of employment:       to       Name of employer:

Street address:       City:       State:       Zip Code:

Phone number:      Fax number:

Position held:       Name used while employed:

Ending pay rate:       (i.e. per hour or yearly) Name of last supervisor:

Did you receive any discipline while employed? Yes [ ]  No [ ]

(If yes, describe in detail, i.e. suspensions, written and/or documented verbal reprimands, counseling forms, etc.)

Reason for leaving:

Did you give a 2 week notice prior to leaving? Yes [ ]  No [ ]  (If no, describe why you did not)

Are you eligible for reemployment with this employer? Yes [ ]  No [ ]

If this is a period of unemployment describe how you were able to financially support yourself:



**Employer 3 :**

Dates of employment:       to       Name of employer:

Street address:       City:       State:       Zip Code:

Phone number:      Fax number:

Position held:       Name used while employed:

Ending pay rate:       (i.e. per hour or yearly) Name of last supervisor:

Did you receive any discipline while employed? Yes [ ]  No [ ]

(If yes, describe in detail, i.e. suspensions, written and/or documented verbal reprimands, counseling forms, etc.)

Reason for leaving:

Did you give a 2 week notice prior to leaving? Yes [ ]  No [ ]  (If no, describe why you did not)

Are you eligible for reemployment with this employer? Yes [ ]  No [ ]

If this is a period of unemployment describe how you were able to financially support yourself:

ADDITIONAL EMPLOYMENT DETAILS

Please use this space for any additional comments about your employment history.

**MILITARY:**

1. Have you ever served in any military organization of the United States?

Yes  No  If yes, what branch and years served?

2. What type of discharge did you receive from the military? (List all military discharges)

Honorable  Dishonorable  Honorable conditions  Other

**GENERAL EMPLOYMENT HISTORY QUESTIONS:**

1. Have you ever been terminated or asked to resign from a job?

Yes  No  (If yes, explain details)

2. Have you ever retired from a previous employer?

Yes  No  (If yes, explain details)

3. Have you ever been disciplined by your current or previous employers? (If discipline was by a law enforcement agency, refer to law enforcement experience questions)

Yes  No  (If yes, explain details)

4. Have you ever been counseled or reprimanded by an employer? (Even if the documentation may no longer be in your personnel file)

Yes  No  (If yes, explain details)

5. Have you ever resigned or been given the opportunity to resign from a job in which you were under investigation for a policy violation or any type of misconduct?

Yes  No  (If yes, explain details)

6. Have you ever possessed, delivered, or used an illegal or controlled substance (not prescribed to you) while in the workplace?

Yes  No  (If yes, explain details)

7. Have you ever consumed alcohol in the workplace?

Yes  No  (If yes, explain details)

8. Have you ever been told by someone to stop sexually harassing him or her?

Yes  No  (If yes, explain details)

9. Have you ever been the focus of a sexual harassment complaint, formally or informally?

Yes  No  (If yes, explain details)

LAW ENFORCEMENT EMPLOYMENT QUESTIONS

If you answer “yes” to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrence. Use additional paper or the back of this questionnaire if necessary.

1. Have you ever accepted a cash bribe or gratuity?

 Yes  No  (If yes, explain in detail)

2. Have you ever taken (stolen) anything from an investigative or service call site?

 Yes  No  (If yes, explain in detail)

3. Have you ever stolen anything from a prisoner or detainee?

 Yes  No  (If yes, explain in detail)

4. Have you ever been investigated for or accused of using excessive force?

 Yes  No  (If yes, explain in detail)

5. Have you ever used more force than was necessary to subdue another person or have you ever witnessed an excessive force situation?

 Yes  No  (If yes, explain in detail)

6. Have you ever struck a handcuffed or restrained prisoner?

 Yes  No  (If yes, explain in detail)

7. Have you ever tampered with or mishandled evidence in an illegal manner?

 Yes  No  (If yes, explain in detail)

8. Have you ever falsified any report, covered up facts, took or destroyed facts or lied to protect another officer?

 Yes  No  (If yes, explain in detail)

9. Have you ever used your position as an officer for personal gain?

 Yes  No  (If yes, explain in detail)

10. Have you ever been the subject of an internal investigation? If yes, list all investigations in chronological order, including a short synopsis, the final outcome, and discipline received, if any. PLEASE BE SPECIFIC.

 Yes  No  (If yes, explain in detail)

11. Are you currently involved in any active or pending internal investigations or discipline?

 Yes  No  (If yes, explain in detail)

12. If you currently possess, or have possessed a law enforcement or correctional certificate or a security officer license, in Florida or another state, have you ever been under investigation or review by the state or issuing authority?

 Yes  No  (If yes, explain in detail)

13. As an officer, have you ever been disciplined? Please include oral and written reprimands, suspensions, and anything that would have been purged from your personnel file.

 Yes  No  (If yes, explain in detail)

14. Have you ever stolen anything from a place that had already been burglarized or robbed? Please give dollar amount and list items.

 Yes  No  (If yes, explain in detail)

15. Have you ever stolen cash, property, or valuables from a dead body, intoxicated person, or crime victim or while another person was being helped?

 Yes  No  (If yes, explain in detail)

16. Have you ever lied to a supervisor or manager?

 Yes  No  (If yes, explain in detail)

17. Have you ever told a friend, acquaintance, or relative about an investigation involving them?

 Yes  No  (If yes, explain in detail)

18. Have you ever provided confidential information to an unauthorized person?

 Yes  No  (If yes, explain in detail and include if you received any money)

19. Have you ever illegally removed, destroyed, or altered records or files?

 Yes  No  (If yes, explain in detail)

BACKGROUND QUESTIONNAIRE

**DRIVING HISTORY:**

1. Do you have a valid driver license?

Yes  No  (If yes, State:       Driver License Number:       Exp.:

 2. Since separating employment with the Tallahassee Police Department, have you received a traffic citation? Please provide the approximate dates, violations, the agencies issuing the citations, and the final dispositions (paid, contested, attended school, not paid) of the citations. List ALL citations you have received.

Yes  No  (If yes, explain details)

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Violation: | Issuing agency | Final disposition: |
|       |       |       |       |
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3. Since separating employment with the Tallahassee Police Department, have you been involved in a traffic accident that was your fault? Yes  No  (If yes, explain details to include when, where, investigating agency, etc.)

4. Since separating employment with the Tallahassee Police Department, have you driven a vehicle (i.e. automobile, motorcycle, snowmobile, ATV, boat, jet ski or bicycle) in a manner and/or condition that you could have been arrested for?

Yes No When was the last time?       Explain the details:

**CHARACTER:**

1.Is there anything that you know, have done, or that is in your background that someone can blackmail you about?

Yes  No  (If yes, explain details)

2. Have you ever lied or provided false information to obtain any official document? (i.e.: passport, visa, driver license, marriage license, etc.)

Yes  No  (If yes, explain details)

3. Have you ever belonged to any organization, or associated with anyone belonging to any organization, past or present, that espoused violence and/or intolerance toward a person or group of people (e.g., KKK, Nazi organization, any gang, Sovereign Nations, organized crime groups, extremist groups, or any anti-government groups)?

Yes  No  (If yes, explain details)

4. Have you ever belonged to any organization, or associated with anyone belonging to any organization, past or present, that would place the integrity of the Tallahassee Police Department in question?

Yes  No  (If yes, explain details)

5. Do you now, or have you ever, had regular associations with persons whom you knew, or should have known, were under criminal investigation, or who had a reputation in the community (or with law enforcement agencies) for involvement in criminal behavior?

Yes  No  (If yes, explain details)

**UNDETECTED CRIMES:**

1. Have you ever committed an act that you were not discovered doing, but if discovered, you could have been arrested for committing? Yes  No  (If yes, explain details)

2. Has the Tallahassee Police Department or any other law enforcement agency ever been called because of your involvement in something (as a victim, suspect, witness or reporter)? Yes  No  (If yes, explain details)

3. Have you ever **been involved** in any of the following illegal acts? (If yes to any, please include when, where, and value

 to the side or on the back of this page.)

1. Switching price tags Yes No

2. Car theft Yes No

3. Theft of car parts Yes No

4. Buy, sell, or possessing stolen property Yes No

5. Burglary (home/business) Yes No

6. Embezzlement Yes No

7. Retail theft Yes  No

8. Counterfeiting Yes No

9. Passing Bad or Worthless Check or Credit Cards Yes  No

10. Uttering/Forgery Yes  No

11. Con games Yes  No

12. Leaving the scene of an accident Yes  No

13. Arson Yes  No

14. False report of a Fire Yes  No

15. False Official Statement Yes  No

16. Manufacture of a counterfeit controlled substance Yes  No

17. Sale of counterfeit controlled substance Yes  No

18. Fraudulent drug test Yes  No

19. Prescription fraud Yes  No

20. Possession/Sale/Delivery of a controlled substance Yes  No

21. Bombing (either making of or detonation of) Yes  No

22. Assault Yes  No

23. Domestic Violence Yes  No

24. Child Abuse, Neglect, Delinquency or Dependence Yes  No

25. Stalking Yes  No

26. Witness Tampering Yes  No

27. Violation of an injunction for protections Yes  No

28. Impersonating a Law Enforcement Officer Yes  No

29. Resisting an Officer Yes  No

30. Refusal to aid a Law Enforcement Officer Yes  No

31. Obstruction by disguise Yes  No

32. Perjury not in an official proceeding Yes  No

33. Prostitution or Lewdness Yes  No

34. Unnatural or Lascivious act Yes  No

35. Exposure of Sexual Organs Yes  No

36. Sexual Battery Yes  No

37. Battery Yes  No

38. Robbery Yes  No

39. Carrying concealed weapon/firearm Yes  No

40. Possession/Sale of a firearm with altered serial numbers Yes  No

41. Failure to pay alimony or child support Yes  No

42. Illegally obtaining public assistance, workers

 compensation or unemployment by fraud Yes  No

4. Were you ever in a fight in which a weapon was used?

YesNo (If yes, when and how many times, explain details)

5. Have you ever injured, or caused the death of, another person?

YesNo (If yes, explain details)

6. Have you ever physically abused a spouse, significant other, girlfriend, boyfriend, parent, child or an elderly person?

Yes No (If yes, when and how many times)

7. Have you ever intentionally damaged property belonging to another person?

Yes No (If yes, when, how many times, and what were the circumstances)

8. Have you ever had any type of sexual contact with a person who was under the age of 16?

Yes No If yes, how old were they?       How old were you?       How long ago?       (Explain details)

9. Have you ever had any type of sexual contact with a person who was incapacitated? (by drugs, alcohol, or medical condition)

Yes No (If yes, when and how many times )

10. Have you ever sexually assaulted anyone?

Yes No (If yes, when and how many times )

11. Have you ever been accused of any type of sexual misconduct?

Yes No(If yes, when and how many times)

12. Have you ever been questioned by a law enforcement agency as a suspect in an investigation? (Do not include situations in which you were a victim or witness to a crime.)

Yes No (If yes, explain details)

13. Have you ever been involved in any manner with identity theft?

Yes No(If yes, when and how many times)

14. Have you ever deliberately searched the internet for erotic or nude pictures of anyone under the age of 18?

Yes No (If yes, when and how many times)

15. Have you ever viewed, manufactured, purchased or participated in an act of child pornography?

Yes No (If yes, when and how many times)

**ARREST RECORD:**

1. Have you ever been arrested, charged, or detained by a law enforcement agency, including military apprehensions? (Include any arrests in which the charges were dropped or reduced, you were found not guilty, or in which the records were sealed or expunged. Pursuant to Florida State Statutes, you must disclose records even when sealed or expunged. Failure to do so could result in termination of the application process. **A Notice to Appear is considered an arrest and must also be listed.**)

Yes No (If yes, explain details to include the charge, arresting agency, date and the final disposition of the case)

2. Have you ever served court ordered probation, parole, community control, or community service?

Yes No (If yes, explain details)

3. Other than traffic fines, what fines have you been required to pay and were they paid on time?

4. Have you ever been fingerprinted by a law enforcement agency?

Yes No  (If yes, provide agency, date, and the reason why you were fingerprinted)

**DRUG USAGE:**

1. Have you ever used any of the following? **(If yes, include the date last used)**

A. Yes No Speed Last Used

B. Yes No  Anabolic Steroid Last Used

C. Yes  No  Barbiturates (Downers) Last Used

D. Yes No  PCP (Angel Dust) Last Used

E. Yes No  Amphetamines (Uppers) Last Used

F. Yes No  Crack Last Used

G. Yes No  Rush Last Used

H. Yes No  Cocaine Last Used

I. Yes No Quaaludes Last Used

J. Yes No Heroin Last Used

K. Yes No LSD Last Used

L. Yes No Ecstasy Last Used

M. Yes No Hash Last Used

N. Yes No Designer Drugs (Molly, Flakka) Last Used

O. Yes No  Ice or methamphetamine Last Used

P. Yes No  Peyote Last Used

Q. Yes No Mushrooms Last Used

R. Yes No GHB Last Used

S. Yes No Mescaline Last Used

T. Yes No Angel Trumpets Last Used

U. Yes No Another person’s prescription Last Used

 If yes, what was the prescription?

V. Yes No Acid Last Used

 W. Yes No Marijuana Last Used

 Any other illegal substance not listed:

2. Have you ever been involved in the sale of illegal drugs, either directly or indirectly?

Yes  No  (If yes, include the type of drug, the amount, the circumstances and the last time)

1. Explain, in detail, any other information relating to illegal drug use or involvement which has not been

covered, to include transporting, manufacturing, etc.

**THEFT OF MERCHANDISE:**

1. Estimate the total amount of merchandise, tools and/or equipment that you have stolen during your life:

 $50,000 $5,000 $500 $75

 $40,000 $4,000 $400 $50

 $30,000 $3,000 $300 $25

 $20,000 $2,000 $200 $10

 $10,000 $1,000 $100 $5

 $0

2. Name the single most expensive item that you have ever stolen? Item:

Amount:       Date:

3. Have you ever taken anything or shoplifted anything from a business? (Include personal and employee theft)

Yes  No  (If yes, explain details)

4. Have you ever taken anything from a current or former employer? (to include all miscellaneous office supplies)

Yes  No (If yes, explain details)

5. Estimate the amount of cash you have stolen in your entire life and explain each incident. (Include personal cash thefts from family or friends and cash thefts from employers, along with any other incidents.)

6. Have you ever purchased, pawned, traded, or sold an item you knew or should have known had been stolen?

Yes  No  (If yes, explain details)

7. Are there any other incidents in your life not mentioned herein which may reflect on your suitability for this job or which may

require further explanation?

Yes  No  (If yes, explain details)

**I certify that all the above information I provided is true and correct. I have been completely truthful in my answers to these questions.**

Signature:       Date Completed: