

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

# **Police Officer Applicant**

## **West Point Police Department**

Jeffery K. Cato  
Chief of Police

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Robert L. Fawley  
Patrol Commander

Thank you for your interest in becoming a member of the West Point Police Department. We feel that we offer numerous incentives that make this agency a competitive organization and an enjoyable place to work. Some of the questions asked most often have been addressed below to assist you in making a decision as to whether you would enjoy working for this department. If, however, you still have any questions please feel free to contact me. It would be better that you never come to work for the West Point Police Department than for you to be dissatisfied and wish you never applied. Candidates should also realize that the department requires each new employee to sign an agreement stating that the employee will maintain employment with the City of West Point for two years or reimburse the city for the cost of the training. An employee that is already certified would be required to reimburse the city approximately \$5,100.00 while a non-certified employee would be required to pay back approximately \$10,200.00. The specific amount will be determined prior to employment. Officers work twelve-hour shifts with alternating weekends off.

The City of West Point, Georgia is a small town with a population of about 3,500. People living in a small community such as ours expect certain personalized services that larger departments either will not, or cannot provide. This agency is called upon to perform services that vary from unlocking a vehicle, to removing a snake from a residence. It should be understood that our department operates under a "Pro-Active" attitude with the understanding that officers should be actively searching for violations and then taking the appropriate action. The action could be as simple as a verbal warning but could lead to an arrest or officers should be willing to take whatever action is necessary and not be concerned with such things as how close it is until the end of their shift. Departments engaging in pro-active law enforcement generally receive more complaints than agencies that do not. Complaints are seriously investigated but if it is found that the officer conducted himself/herself in a professional manner the officer will be supported. Employment with a smaller agency, such as West Point, offers the benefit of handling numerous types of calls, often within the same day. Smaller agencies can seldom rely on the benefits of specialized units and each officer must be able to handle a variety of calls.

The West Point Police Department consists of the chief of police, patrol division commander, and commander of the criminal investigation division, shift supervisors and patrol officers. The shift personnel work twelve-hour shifts with a fluctuating

schedule requiring 7 days worked in a fourteen-day work period. Officers are eligible to rotate quarterly but could find themselves on the same shift for longer periods of time, depending on the agency's needs.

Unlike most law enforcement agencies, this department is not as concerned with the prospective employee being a Georgia certified police officer as to whether the person will make a good police officer for the City of West Point. The candidate's certification is only taken into consideration if two candidates are so close in qualifications that the only difference is whether one is certified and the second is not.

The position that all applicants must apply for is the position of "Patrol Officer." Any other position must be earned through a promotion process that will test your knowledge in areas such as criminal law, motor vehicle law, juvenile law, city ordinances, policy and procedures of this department, street and block numbers for this city, as well as in several other areas that would determine if you possess the knowledge necessary to supervise other officers. Officers that continually study to be prepared at a moment's notice is the best prepared for the testing procedure. In addition, officers are able to earn additional promotions points in numerous areas such as additional training, college courses, etc. It is not uncommon for officers with less time than their counterparts to be promoted.

The beginning pay for non-certified patrol officers is \$14.56 per hour which is \$30,284.80 per year. Officers have the opportunity to obtain a five percent raise in six months but first you will be expected to satisfactorily complete the police academy, FTO program, receive a satisfactory score on a map and block number test as well as other items deemed necessary by the Chief of Police. The officer also has the possibility of a pay increase at the one year anniversary if there is continued improvement which is determined by the shift supervisors and concurred by the Patrol Commander. These merit raises should not be considered "automatic" but must be earned by the employee. The last merit step for a patrol officer can be obtained upon the completion of two years of employment but it also requires the officer to obtain the intermediate certificate issued by the State of Georgia. To assist officers in the completion of the required courses, this department will send the officer to the Georgia Public Safety Training Center as well as other local Law enforcement training facilities. The department accepts the cost for individuals attending training including meals as well as lodging when it is not furnished and will also pay the officer's mileage to and from all training, when transportation can not be furnished by the police department. This allows officers of this agency to attend professional courses without personal expenses occurring. In addition to merit raises, employees generally receive yearly cost-of-living raises. Employees should not consider this raise as automatic since this raise is only received when economical conditions are favorable.

The City of West Point officers each employee the opportunity to obtain medical, dental, vision and life insurance at a reasonable cost to the employee.

Persons that are selected to be a police officer must complete numerous training steps before they are considered for continuous employment. Candidates must successfully complete 8 hours training in the communication division. This training prepares an officer to operate any equipment in the communications area.

During the training period all new officers are required to visit each business in West Point to introduce themselves and take this opportunity to update all emergency numbers for each business. The officer would take this time to learn the basic layout of each business as well as who is normally working on each shift. In the event that a call is answered, the officer should have a good idea if the person claiming to be an employee is in fact who he says he is. This procedure offers a good opportunity for the new officer to meet the various business people in the community and also provides an extremely good public relations image.

State law prevents persons that are not certified from having arrest powers. This department's policy is that anyone not able to have arrest powers will be prevented from carrying a firearm and performing any police duties, since any action could develop into an arrest situation. These employees would be considered cadets and able to complete only the basic functions, such as report writing, under the direct supervision of a superior officer. Cadets would utilize this opportunity to watch certified officers and to ask questions. A new employee that is not certified would remain in the cadet status until he satisfactorily completes the police academy.

After becoming certified, all new patrol officer employees would begin a Field Training Officer (FTO) program where the new employee would be assigned a supervisor, giving the new employee the opportunity to become more involved in answering calls. The FTO program varies on length depending on each individual's experiences and progression in the FTO program, the average length of six weeks from the date of the completion of the basic course. During this period each new patrol officer is given instructions in all aspects of the position and has to demonstrate proficiency in these areas before the supervisor will attest completion. All supervisors meet weekly to discuss each new officer's progress and feedback can be expected from the patrol commander if it is necessary.

The City Council of West Point realizes that not only is it important to employ quality employees but employees should have high quality equipment to be able to perform their duties well. The department issues all equipment necessary for them to perform their jobs in a highly professional manner. In addition to the uniform the officer is issued his own portable radio, bullet proof vest, 9mm Glock handgun, and a

20,000 candle power flashlight among other equipment. This agency works diligently to maintain all equipment in a high state of readiness at all times.

Individuals are encouraged to complete an application but **do not sign the application.** Before returning the application, the applicant should bring the application to the police department where the signatures will be witnessed and notarized by city personnel.

All applicants should realize that the West Point Police Department is an equal employment agency and women and minorities are encouraged to apply.

# Applicant Check List

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

## (Items to be returned with application)

- \_\_\_\_\_ Personal History Statement
- \_\_\_\_\_ High School Diploma or GED Certificate
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Social Security Card
- \_\_\_\_\_ Current Driver's License
- \_\_\_\_\_ Copy of DD-214, If Applicable
- \_\_\_\_\_ Police Academy Certificate, If Applicable
- \_\_\_\_\_ Copy of all Police Certificates, If Applicable

## (Items to be completed by agency)

- \_\_\_\_\_ Photograph
- \_\_\_\_\_ Criminal History Check
- \_\_\_\_\_ Oral Interview
- \_\_\_\_\_ Written Test
- \_\_\_\_\_ Physical Agility Test
- \_\_\_\_\_ Writing Assessment
- \_\_\_\_\_ Polygraph Results
- \_\_\_\_\_ Psychological Results
- \_\_\_\_\_ Physical Examination (with Doctor's signature)
- \_\_\_\_\_ Entrance Exam
- \_\_\_\_\_ Credit Check
- \_\_\_\_\_ P.O.S.T. Check
- \_\_\_\_\_ Background Investigation
- \_\_\_\_\_ Firearms Qualifying
- \_\_\_\_\_ Shotgun Familiarization
- \_\_\_\_\_ Fingerprint (2 cards)
- \_\_\_\_\_ Post Application
- \_\_\_\_\_ Oath of office
- \_\_\_\_\_ City Application
- \_\_\_\_\_ Tax, Insurance, Retirement, etc.
- \_\_\_\_\_ Employment Agreement
- \_\_\_\_\_ POAB Form
- \_\_\_\_\_ Awareness Statement

## **Police Candidate Pre-employment Testing City of West Point, Georgia**

In order to establish eligibility for employment as a police officer, an individual must demonstrate that he or she meets certain qualifications and perform the essential functions of the job. Therefore, it is proposed that candidates for employment be subjected to the following detailed application process.

### **Step 1: APPLICATION AND PERSONAL HISTORY**

This process will include completion of a formal application for employment. A preview of the application will determine if the candidate meets the minimum requirements of: (1) 21 years of age, (2) possess either a high school diploma or GED certificate, an associate degree is preferred (3) eyesight correctable to 20/30, (4) if veteran, possess an honorable discharge, (5) possess a valid driver's license, (6) be a citizen of the United States.

### **Step 2: AGILITY TEST**

Since the essential duties of a police officer include a great amount of physical stress, an applicant will be required to undergo a complete physical agility test. The fundamental purpose of the test is to ensure that more than ordinary strength and agility, which are required in police service, are present.

### **Step 3: ORAL INTERVIEW**

The oral interview will be conducted by panel or by a senior level police officer. The purpose of the oral interview is to measure those aspects which cannot be more accurately assessed by other steps in the selection process. The applicant will be asked the questions that will be focusing upon such qualities as appearance, ability to communicate, general poise and bearing and alertness.

### **Step 4: WRITING ASSESSMENT**

The assessment will determine the level of an individual's writing ability by having each candidate write a full page on a generic topic.

### **Step 5: POLYGRAPH or CVSA**

The background investigation is only as complete as the information that is provided throughout the process. Since this is the case, applicants will be subjected to a polygraph examination to ensure truthfulness on all information given.

**Step 6: PSYCHOLOGICAL TESTING**

Police officers are placed under moderate to severe emotional stress. For example, the handling of arrests when surrounded by hostile crowds, domestic crisis situations, constant exposure to death, violent injuries and the need to make sound decisions often with minimum amount of information, all contribute to the emotional stress. Since the ability to deal with the emotional stress is a test subsequent to a conditional offer of employment the test will be given so as to preclude the employment of those who are emotionally unstable, brutal or suffering from some personality disorder.

**Step 7: BACKGROUND INVESTIGATION**

A criminal background check will be conducted by an investigator to determine the accuracy of each item or statement listed on the application. This investigation will be all inclusive in ascertaining whether an applicant is believed to be of a good moral character and has not been convicted of a felony or three or more misdemeanors in a five year period

**Step 8: PHYSICAL EXAMINATION AND DRUG TESTING**

Physical excellence is an essential quality for individuals who are to be employed as law enforcement officers and this can only be determined by the administration of a rigid medical examination. The purpose of such an examination is to assure the employment of persons who possess the physical ability to perform with or without reasonable accommodations. During the physical examination, tests will be conducted to determine use of drugs or abuse. Such examination will be administered subsequent to a condition offer of employment.

**CONFIDENTIALITY**

The results of all tests administered in conjunction with this application will remain confidential.

**POLICE CANDIDATE  
PERSONAL HISTORY STATEMENT  
CITY OF WEST POINT, GEORGIA**

**Instructions:** Using your own handwriting, legibly printing in ink, fill out this form completely and accurately. If you need extra space, add additional pages and identify the information by item number. If an item does not apply to you, indicate by entering "N/A" in the blank.

**NOTE:** All statements are subject to verification and any incorrect statements or omissions may bar or remove you from employment. This application must be notarized upon completion.

**Do not sign any portion of this personal history unless you are before a notary public.**

**PERSONAL**

Date of Application: \_\_\_\_\_ Position Applied: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Nickname or Alias: \_\_\_\_\_

Have you ever had your name legally changed?

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

If yes, indicate the following:

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

Date and Location of Change: \_\_\_\_\_

Reason for Change: \_\_\_\_\_

Height in Inches: \_\_\_\_\_ Weight: \_\_\_\_\_

Home Address (Not a Post Office Box) \_\_\_\_\_

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

Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Have you previously submitted an application with this agency?

Yes \_\_\_\_\_ No \_\_\_\_\_ Approximate Date: \_\_\_\_\_

Are you related by blood or marriage to any person(s) now employed by the City of West Point? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, give

name(s): \_\_\_\_\_

**Education**

	School	Date	Type of Diploma
High School:	_____	_____	_____
College:	_____	_____	_____
College:	_____	_____	_____
Other:	_____	_____	_____

If you did not graduate from high school, have you passed the General Education Development (GED) Test?

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

Location where you completed the GED:

\_\_\_\_\_

**Residence**

List addresses for the past 10 years, starting with present address **at top**.

From	To	Address	Landlord
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Financial**

What income other than salary do you have at present?

\_\_\_\_\_

Are you now supporting all children born to you, adopted by you and stepchildren? Yes \_\_\_\_\_

No \_\_\_\_\_ If not, give details:

\_\_\_\_\_

\_\_\_\_\_

Have you ever been sued? Yes \_\_\_\_\_ No \_\_\_\_\_

What was the disposition of the suit? \_\_\_\_\_

\_\_\_\_\_

What is the total amount of all your debts at present?

\$ \_\_\_\_\_

What is the average monthly total of all your bills, payments, and current living expenses?

\$ \_\_\_\_\_

List credit references, including businesses to which you make monthly payments.

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount owing \$ \_\_\_\_\_  
Address \_\_\_\_\_

**Work History**

**List all jobs you have held. Put your present or most recent job first.**

Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Note: Using a separate sheet, explain in full any breaks in employment.**

## Work History

List all jobs you have held. Put your present or most recent job first.

Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Employer \_\_\_\_\_ Title \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Date Employed \_\_\_\_\_ Date Separated \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_  
Duties \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**Note: Using a separate sheet, explain in full any breaks in employment.**

Are you certified by the State of Georgia to be a Police Officer? (Post Certification) Yes \_\_\_\_\_  
No \_\_\_\_\_

If yes, where and when did you complete the GA Police Academy?

\_\_\_\_\_

Have you ever been denied employment by a Criminal Justice Agency?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, list agency and details

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

Do you object to wearing a uniform? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you object to working nights? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you object to working rotating shifts? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you object to occasionally being away from home overnight and for other periods of time attending meetings, required training and otherwise performing official duties? Yes \_\_\_\_\_

No \_\_\_\_\_

**Military Service**

Were you ever in the U.S. Military Service, Coast Guard, or any other Military organization?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, complete the following questions:

What is your service number? \_\_\_\_\_

What is the highest rank you held? \_\_\_\_\_

What was the date and location of your first entrance into active duty? Date \_\_\_\_\_  
Location \_\_\_\_\_

What were your permanent unit assignments in the service?

BRANCH	UNIT	LOCATION	DATES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What was the date and location of your last discharge from active duty? Date \_\_\_\_\_  
Location \_\_\_\_\_

What was the type of your last discharge?  
Honorable \_\_\_\_\_ Bad Conduct \_\_\_\_\_  
General \_\_\_\_\_ Dishonorable \_\_\_\_\_  
Medical \_\_\_\_\_ Other \_\_\_\_\_

List all medals and decorations awarded you during your military service \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you presently a member of the National Guard or any Military Reserve? Yes \_\_\_\_\_  
No \_\_\_\_\_ If yes, give unit, location and your obligation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Use of Alcohol or Drugs**

Do you drink alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, how often? \_\_\_\_\_  
\_\_\_\_\_

**ANSWER THE FOLLOWING SUMMARY ABOUT ILLICIT DRUGS BY PLACING THE MONTH AND YEAR UNDER THE APPROPRIATE HEADING.**

	<b>POSSESSED</b>	<b>USED</b>	<b>TRANSPORTED</b>	<b>SOLD</b>	<b>BOUGHT</b>
<b>MARIJUANA</b>	_____	_____	_____	_____	_____
<b>HASH</b>	_____	_____	_____	_____	_____
<b>THC</b>	_____	_____	_____	_____	_____
<b>COCAINE</b>	_____	_____	_____	_____	_____
<b>“CRACK”</b>	_____	_____	_____	_____	_____
<b>HEROIN</b>	_____	_____	_____	_____	_____
<b>MDA</b>	_____	_____	_____	_____	_____
<b>LSD</b>	_____	_____	_____	_____	_____
<b>PCP</b>	_____	_____	_____	_____	_____
<b>ANGEL DUST</b>	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

**ANSWER THE FOLLOWING SUMMARY ABOUT PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU BY IDENTIFYING THE DRUG AND PLACING THE MONTH AND YEAR UNDER THE APPROPRIATE HEADING.**

<b>DRUG NAME</b>	<b>USED</b>	<b>TRANSPORTED</b>	<b>SOLD</b>	<b>BOUGHT</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Traffic Offenses**

List traffic citations or tickets:

<b>DATE RECEIVED</b>	<b>ISSUING AGENCY</b>	<b>TRAFFIC CHARGE</b>	<b>FINE AMOUNT</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Criminal Offenses (Other than traffic)**

Have you ever been arrested by the police? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give details \_\_\_\_\_

\_\_\_\_\_

Offense Charged \_\_\_\_\_ Police Agency \_\_\_\_\_  
Date \_\_\_\_\_ Disposition: Guilty \_\_\_\_\_ Not Guilty \_\_\_\_\_  
Amount of Time Served: \_\_\_\_\_ Location \_\_\_\_\_  
Amount of Fine Paid: \$ \_\_\_\_\_ Amount of Probation \_\_\_\_\_

Offense Charged \_\_\_\_\_ Police Agency \_\_\_\_\_  
Date \_\_\_\_\_ Disposition: Guilty \_\_\_\_\_ Not Guilty \_\_\_\_\_  
Amount of Time Served: \_\_\_\_\_ Location \_\_\_\_\_  
Amount of Fine Paid: \$ \_\_\_\_\_ Amount of Probation \_\_\_\_\_

Offense Charged \_\_\_\_\_ Police Agency \_\_\_\_\_  
Date \_\_\_\_\_ Disposition: Guilty \_\_\_\_\_ Not Guilty \_\_\_\_\_  
Amount of Time Served: \_\_\_\_\_ Location \_\_\_\_\_  
Amount of Fine Paid: \$ \_\_\_\_\_ Amount of Probation \_\_\_\_\_

Offense Charged \_\_\_\_\_ Police Agency \_\_\_\_\_  
Date \_\_\_\_\_ Disposition: Guilty \_\_\_\_\_ Not Guilty \_\_\_\_\_  
Amount of Time Served: \_\_\_\_\_ Location \_\_\_\_\_  
Amount of Fine Paid: \$ \_\_\_\_\_ Amount of Probation \_\_\_\_\_

Were any of the previous charges a felony? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, give details \_\_\_\_\_

\_\_\_\_\_

Were you ever court-martialed, Article 15, or Captain's Mast while a member of the Armed Forces?

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

If yes, give details\_\_\_\_\_

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

Do you possess a valid driver's license? Yes\_\_\_\_\_ No\_\_\_\_\_

Driver's License Number\_\_\_\_\_ Year Issued\_\_\_\_\_

State\_\_\_\_\_

Was your license ever suspended or revoked in any state?

Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, give details\_\_\_\_\_

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Was your license restored? Yes\_\_\_\_\_ No\_\_\_\_\_

When\_\_\_\_\_

Have you ever been refused a driver's license by any state?

Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, give details\_\_\_\_\_

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Have you ever been in a motor vehicle accident?

Yes \_\_\_\_\_ No\_\_\_\_\_ If yes, answer the following:

Date(s):\_\_\_\_\_

Location\_\_\_\_\_

Injuries:\_\_\_\_\_

Charges:\_\_\_\_\_

Final disposition or any charges or civil liability

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Date(s):\_\_\_\_\_

Location\_\_\_\_\_

Injuries:\_\_\_\_\_

Charges:\_\_\_\_\_

Final disposition or any charges or civil liability

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Date(s):\_\_\_\_\_

Location\_\_\_\_\_

Injuries:\_\_\_\_\_

Charges:\_\_\_\_\_

Final disposition or any charges or civil liability

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**Applications Require Five References with full address and working telephone numbers. References must have a work number unless retired or unemployed. List the reason for incomplete information. Applications with less than five references will NOT be considered for employment.**

**References (not relatives)**

1) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Work Number \_\_\_\_\_  
Home Number \_\_\_\_\_

2) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Work Number \_\_\_\_\_  
Home Number \_\_\_\_\_

3) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Work Number \_\_\_\_\_  
Home Number \_\_\_\_\_

4) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Work Number \_\_\_\_\_  
Home Number \_\_\_\_\_

5) Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Work Number \_\_\_\_\_  
Home Number \_\_\_\_\_

Are you willing to take a polygraph examination to verify all information supplied in this application and all other information supplied by you to this department?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, state your reason(s)

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

**STATE OF GEORGIA  
COUNTY OF TROUP**

I certify that each and every statement made on this form is true and complete. I understand that any misstatement or omission of information will subject me to disqualification or dismissal.

This the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature in full

Subscribed and sworn to before me, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

My Commission expires

\_\_\_\_\_, \_\_\_\_\_

**WEST POINT POLICE DEPARTMENT  
PHYSICAL AGILITY COURSE**

**PRIOR TO START**

- Show your ability to perform the task of handcuffing
- You must be able to handcuff the “suspect”, with their hands behind their back.

**STARTING POSITION**

- Sitting seat belted in parked patrol vehicle.
- Patrol vehicle is located at the northwest corner of the city garage building

**AT START**

- Undo seat belt and exit the vehicle.
- Run 107 feet to the course marker
- Run around the outside of the marker.
- Run 156 feet to the cement ramp.
- Run up the ramp to a wooden box frame.
- Crawl under/through the frame.
- Run 140 feet to a 3-foot wood wall.
- Go over the wall and run 89 feet, around a tree, to a simulated window.
- Climb through the window.
- Run 125 feet to a set of wooden stairs.
- Go up one end of the stairs and down the other. (Do not skip individual steps up or down)
- Run 31 feet, around a tree, to a simulated person.
- Grab the “dummy” and drag it 36 feet.
- Release the “dummy”.
- Run 71 feet to the shooting target ring.
- Fire an unloaded weapon six times with your right hand and six times with your left hand.

**PROPER ATTIRE**

- Recruit officers should wear long-fitting pants, shirt and running shoes, i.e., wind suit or sweatpants.

**PHYSICAL CONDITION**

The test requires you to put forth a significant amount of physical effort, but is not dangerous if you are in reasonably good physical condition. It is recommended that candidates who get little exercise make a special effort to get themselves into proper condition prior to the test. Any preexisting illness or injury that could be aggravated by this test should be reported to the test coordinator.

Candidate \_\_\_\_\_ successfully completed physical agility course on

\_\_\_\_\_

Candidate \_\_\_\_\_ failed to successfully complete physical agility course on

\_\_\_\_\_

Observer's Signature \_\_\_\_\_

**STATE OF GEORGIA  
COUNTY OF TROUP**

**RELEASE IN FULL**

Whereas, the undersigned desires to participate in a Physical Agility Test in conjunction with a Police Entrance Examination of the City of West Point and, in consideration thereof, has agreed to assume the risk involved and to release all parties from liability for any damages sustained by him.

NOW, THEREFORE, for and in consideration of the above premises and other good and valuable considerations, I do hereby assume the risk involved in my participation in said Police Physical Agility Entrance Test and do hereby acquit, release and forever discharge, the City of West Point, and the City of LaGrange and its agents, servants and employees, including but not limited to its Police Department and its Police Officers and all other persons, firms, or corporations, who might be liable for any claim, demand, damages, expenses, incidental damages, actions, causes of actions, and grievances of every kind, character and description, including but not restricted to personal injury, loss of consortium, illness or property damage which may hereinafter arise in connections with my participation in a Physical Agility Entrance Test for the West Point Police Department of the City of West Point.

This release is binding upon myself and my heirs, executors, and administrators and assigns.

**BEFORE EXECUTING THIS RELEASE, I HAVE FULLY INFORMED MYSELF OF ITS CONTENTS AND I EXECUTE IT WITH FULL KNOWLEDGE THEREOF AND FULLY VOLUNTARILY WITNESS MY HAND AND SEAL THIS THE \_\_\_\_\_ OF \_\_\_\_\_, \_\_\_\_\_**

\_\_\_\_\_  
**Applicant**

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

**My Commission Expires**  
\_\_\_\_\_

CITY OF WEST POINT, GEORGIA  
BACKGROUND, EMPLOYMENT AND CREDIT RELEASE  
730 FIRST AVENUE  
Post Office Box 487  
West Point, GA 31833  
(706) 645-3525

Date \_\_\_\_\_

TO: INVESTIGATOR FOR THE CITY OF WEST POINT

EVERYTHING THAT I HAVE STATED IN MY APPLICATION FOR EMPLOYMENT IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT YOU WILL RETAIN THIS APPLICATION WHETHER OR NOT I AM HIRED.

Full Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
D.O.B.: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

YOU ARE AUTHORIZED TO CHECK MY CREDIT, POLICE RECORDS, AND EMPLOYMENT HISTORY.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Witness

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

My Commission Expires  
\_\_\_\_\_ 20\_\_\_\_\_