



CITY OF OAK PARK POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

All information must be filled out for application to be considered

LAST NAME	FIRST NAME	MIDDLE INITIAL
PHONE NUMBER	DATE OF BIRTH	SS NUMBER
STREET ADDRESS		APT NO.
CITY	STATE	ZIP
		COUNTY

EMPLOYMENT ELIGIBILITY: To be employed by the Oak Park Police Department, you must meet certain State and Federal employment requirements. Including, but not limited to, US Citizenship or work authorization in this country, positive rehire status, and no felony convictions. Please answer the following questions.

	YES	NO	N/A
1. ARE YOU A UNITED STATES CITIZEN?			
2. ARE YOU AN ALIEN AUTHORIZED TO WORK IN THE UNITED STATES?			
3. HAVE YOU WORKED FOR THE OAK PARK POLICE DEPARTMENT OR THE CITY OF OAK PARK?			
- DID YOU GET DISMISSED FROM YOUR POSITION? IF YES, EXPLAIN.			
4. HAVE YOU BEEN CONVICTED OF A FELONY? IF YES, EXPLAIN.			
5. DO YOU HAVE CRIMINAL CHARGES AWAITING DISPOSITION? IF YES, EXPLAIN.			

EDUCATION

HIGH SCHOOL DIPLOMA OR GED? YES <input type="checkbox"/> NO <input type="checkbox"/>	YEAR OBTAINED?				
COLLEGE/UNIVERSITY/BUSINESS SCHOOLS	CITY AND STATE	DEGREE	MAJOR	YEARS	COMPLETE



GEORGIA LICENSES AND CERTIFICATIONS

CURRENT VALID DRIVERS LICENSE?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	DRIVERS LICENSE NUMBER:
CERTIFIED PEACE OFFICER?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	OKEY NUMBER:
IS YOUR CERTIFICATION IN GOOD STANDING?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF NO, ATTACH EXPLANATION LETTER
ARE YOU CURRENTLY UNDER P.O.S.T. INVESTIGATION?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF YES, ATTACH EXPLANATION LETTER
HAVE YOU HAD ANY P.O.S.T INVESTIGATIONS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF YES, ATTACH EXPLANATION LETTER
ARE YOU CURRENTLY UNDER P.O.S.T SANCTION(S)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IF YES, ATTACH EXPLANATION LETTER
LIST PEACE OFFICER CERTIFICATIONS:			

EMPLOYMENT HISTORY

EMPLOYER:			JOB TITLE:	
ADDRESS:			TO/FROM DATES	
CITY	STATE	ZIP	HRS/WEEKLY	ANNUAL SALARY
SUPERVISOR NAME & TITLE			MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	
DESCRIBE JOB DUTIES				
REASON FOR LEAVING				

EMPLOYER:			JOB TITLE:	
ADDRESS:			TO/FROM DATES	
CITY	STATE	ZIP	HRS/WEEKLY	ANNUAL SALARY
SUPERVISOR NAME & TITLE			MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	
DESCRIBE JOB DUTIES				
REASON FOR LEAVING				

EMPLOYER:			JOB TITLE:	
ADDRESS:			TO/FROM DATES	
CITY	STATE	ZIP	HRS/WEEKLY	ANNUAL SALARY
SUPERVISOR NAME & TITLE			MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/>	
DESCRIBE JOB DUTIES				
REASON FOR LEAVING				



WORK REFERENCES

LAST NAME		FIRST NAME		INITIAL
ADDRESS:				APT. NO.
CITY		STATE	ZIP	COUNTY
PHONE	EMPLOYER		YEARS KNOWN	
LAST NAME		FIRST NAME		INITIAL
ADDRESS:				APT. NO.
CITY		STATE	ZIP	COUNTY
PHONE	EMPLOYER		YEARS KNOWN	
LAST NAME		FIRST NAME		INITIAL
ADDRESS:				APT. NO.
CITY		STATE	ZIP	COUNTY
PHONE	EMPLOYER		YEARS KNOWN	

PERSONAL REFERNCES (Known at least a 1 year)

LAST NAME		FIRST NAME		INITIAL
ADDRESS:				APT. NO.
CITY		STATE	ZIP	COUNTY
PHONE	EMPLOYER		YEARS KNOWN	
LAST NAME		FIRST NAME		INITIAL
ADDRESS:				APT. NO.
CITY		STATE	ZIP	COUNTY
PHONE	EMPLOYER		YEARS KNOWN	
LAST NAME		FIRST NAME		INITIAL
ADDRESS:				APT. NO.
CITY		STATE	ZIP	COUNTY
PHONE	EMPLOYER		YEARS KNOWN	

CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.

I certify that all information on this application is correct. I authorize any agent or employee of the City of Oak Park to verify this information for consideration of employment. I understand that intentionally providing false information on this form or attachments is a violation of state law under O.C.G.A 16-10-20 (False statements and writing, concealment of facts, and fraudulent documents in matters within jurisdiction of state or political subdivisions.)

SIGNATURE:	DATE:
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ITEMS TO INCLUDE WITH YOUR APPLICATION

- COPY OF DRIVERS LICENSE
- COPY OF BIRTH CERTIFICATE
- COPY OF SOCIAL SECURITY CARD
- COPY OF HIGH SCHOOL DIPLOMA OR GED
- COPY OF PEACE OFFICER BASIC MANDATE CERTIFICATION
- COPY OF PEACE OFFICER TRAINING HISTORY



Authorization for Release of Personal Information

Please ensure this document is notarized prior to submitting to City of Oak Park Police Department

I do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the Department of Public Safety, whether such records are of a public, private, or confidential nature.

The intent of this authorization is to give my ongoing consent for full and complete disclosure of all records of driver's history, criminal history, educational background, military personnel records, records of military service, records of financial or credit institutions (including records of loans), records of commercial or retail credit agencies (including credit reports and/or rating), records of the Georgia Department of Revenue, and any other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration; employment and pre-employment records (including background reports, polygraph reports and charts, efficiency ratings, complaints or grievances filed by or against me), and records of local, state, and federal criminal justice agencies.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be used in determining my suitability and continuing suitability for employment. I authorize the disclosure of the personal information to any person(s) deemed by the Department of Public Safety to be a participant in the determination process of employment suitability. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from all liability, which may be incurred because of furnishing such information.

I have read and fully understand the contents of this Authorization for Release of Personal Information Document.

PRINTED FULL NAME

STREET ADDRESS

CITY

STATE

ZIP

SOCIAL SECURITY NUMBER

SEX

RACE

DATE OF BIRTH

SIGNATURE

DATE

Notary Signature & Seal

Date



Georgia Department of Driver Services
 Customer Service, Licensing and Records Division
 P.O. Box 80447
 Conyers, Georgia 30013

REQUEST FOR MOTOR VEHICLE REPORT (MVR)

- I am requesting my own Georgia MVR. (Complete Sections 1, 3, and 4)
- I am requesting a Georgia MVR of another individual. (Complete Sections 1, 2, 3, and 4)

PLEASE PRINT LEGIBLY

SECTION 1 – DRIVER INFORMATION (must exactly match driving record)			
Full Name (First, Middle, Last)			
Driver Date of Birth (MM/DD/YY)		Driver’s License Number	

SECTION 2 – THIRD PARTY REQUESTOR INFORMATION	
Full Name (First, Middle, Last)	
Firm Name (if applicable)	
Address	
FOR DEPARTMENTAL USE ONLY	

SECTION 3 – TERM OF REQUEST
<p>Please choose one of the following options:</p> <p><input type="checkbox"/> Three (3) year Georgia MVR (\$6.00 fee)</p> <p><input type="checkbox"/> Seven (7) year Georgia MVR (\$8.00 fee)</p> <p><input type="checkbox"/> Lifetime Georgia MVR (\$8.00 fee)</p> <p>If you are requesting a Georgia MVR by mail, please include a business sized self-addressed stamped envelope along with this request and the required payment amount. By mail, we accept personal checks, cashier’s checks, money orders, and company checks.</p>

SECTION 4 – AUTHORIZATION TO RELEASE RECORD OF DRIVER			
<p>Under penalty of law, I hereby <input type="checkbox"/> request release of my driving record; OR (Please check one) <input type="checkbox"/> consent to release of my driving record to the person and/or entity named in Section 2, in accordance with O.C.G.A. §40-5-2.</p>			
Signature of Driver		Date (MM-DD-YY)	



JOB DISCRIPTION

POSITION: Police Officer

DEPARTMENT: Police Department

REPORTS TO: Police Chief

Under general supervision of the Police Chief, Mayor and City Council, performs a variety of duties related to the protection of public health, safety, and welfare and the enforcement of applicable federal, state, and local laws; provides traffic enforcement and control; and carries out special assignments in a particular phase of police work.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintains a current knowledge of criminal law, city ordinances and other critical elements of law enforcement and peace keeping.
- Patrols assigned zone to maintain visibility and observe and deter possible criminal activity.
- Responds to all requests for assistance relayed by communications officers.
- Issues tickets to moving and parked traffic violators; impounds abandoned vehicles as warranted.
- Assumes control at traffic accidents, assists victims, and investigates causes of accidents.
- Directs traffic and assists motorists, attends to malfunctioning traffic signals, monitors school crossings, provides escort for funeral processions or other situations.
- Investigates crimes, interviews witnesses, complainants, and victims. Processes crime scenes; collects, analyzes, and preserves evidence for court use. Contacts complainants and/or victims of crimes to inform them of progress of investigations.
- Serves warrants, summonses, subpoenas, civil, and other official papers. Seizes evidence and contraband uncovered in such duties.
- Conducts surveillance of known and suspected criminals. Works undercover to obtain evidence of criminal activity and further investigations. Directs and documents the activities of confidential informants.
- Detains, apprehends, and arrests, criminal suspects and law violators when necessary; follows proper procedures when making arrests. Transports arrestees to detention centers and oversees booking.
- Serves as a witness in court as required.
- Investigates complaints, accidents, or hazardous conditions which might endanger Police.
- Investigates and reports fires or other related events, provides backup and security and crowd control for Fire Department/EMS or other officials.
- Prepares various official reports as required; submits reports to superior officer.
- Maintains uniforms, weapons and other assigned equipment in functional and presentable condition.
- Transports mental patients and detainees to prescribed locations as necessary.
- Answers questions asked by the general public; works with juveniles and adults in related matters; refers public to persons or agencies which can provide further assistance as required.



- Watches for wanted or missing persons and lost children; administers first-aid to the injured in emergencies; reports stray animals to proper authorities.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Operations and standard operating procedures of a Police Department.
- Pertinent federal, state, and local laws, codes, and regulations including laws governing the apprehension, arrest, and custody of persons accused of felonies, misdemeanors, and petty offenses.
- Modern methods, procedures, and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, juvenile programs, record keeping, records management, automated records systems, search and seizure, care and custody of persons and property, and crime prevention.
- Care, maintenance, and operation of firearms and other modern police equipment.
- Principles and practices of data collection and analysis.
- Methods and techniques of report preparation and writing.
- English usage, spelling, grammar, and punctuation.
- Principles and practices used in the identification, preservation, and presentation of evidence.
- Techniques and applications of self defense and proper use of force.
- Methods and techniques used in interviewing witnesses, victims, or suspects.
- Investigative techniques, procedures, and sources of information.
- Principles and applications of public relations.
- Geography of the local area.
- Standard broadcasting procedures of a police radio system.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Occupational hazards and standard safety practices.
- Understand, interpret, apply, enforce, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations. Interpret and explain law enforcement policies and procedures.
- Perform a wide range of law enforcement assignments. Function with a significant degree of independence.
- Gather, analyze, and evaluate facts and evidence and reach sound conclusions.
- Act quickly and calmly in emergency situations.
- Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment
- Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars. Judge situations/people accurately.
- Think clearly and act quickly in a variety of situations. Conduct a variety of criminal and special investigations. Gather, assemble, analyze, evaluate, and use facts and evidence. Interview victims, complainants, witnesses, and suspects. Accurately observe and remember names, faces, numbers,



incidents, and places.

- Control violent people and affect arrests.
- Administer first aid.
- Prepare clear and concise reports and routine correspondence.
- Maintain contact and preserve good relations with the public; respond to requests and inquiries from the general public.
- Meet standards for physical endurance, agility, health, and vision.
- Work flexible hours, including nights, weekends, holidays, and varied shifts.
- Understand and carry out oral and written directions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS

- High school diploma or GED equivalency.
- At least 21 years of age.
- Graduation from a P.O.S.T. Certified Georgia Police Academy. Additional certifications may be required for specialized assignments.
- In-service training with the Field Training Officer.
- Must maintain required level of proficiency and certification in the use of firearms and evasive action/driving skills
- Must complete minimum of 20 hours of required in-service training annually to maintain P.O.S.T. certification.
- No Felony Convictions
- Possession of a valid Georgia Class C driver's license and a satisfactory driving record are conditions of initial and continued employment.

SUPERVISORY CONTROLS

The Mayor, along with the City Council assigns work in terms of departmental goals and objectives. Work is reviewed through conferences, reports, and observation of departmental activities.

GUIDELINES

Guidelines include departmental policies and procedures, federal employment guidelines, court decisions, federal, state and local laws, and city ordinances. These guidelines require judgment, selection, and interpretation in application.

SCOPE AND EFFECT



The purpose of this position is to direct provision of police services to the citizens of the city. Successful performance helps ensure the effectiveness of departmental services, enhances the quality of life for area citizens, and affects the public image of the city.

PHYSICAL DEMANDS

Primary functions require sufficient physical ability to work in a law enforcement setting; an office setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.