Supplemental Application – Police Officer

Please thoroughly read, fill out, and submit this Supplemental Application, as directed. You can also submit a résumé (recommended, not required). These submitted materials will be attached to your Employment Application, which you have already submitted (on-line or hard copy) or are submitting at this time.

Part 1 – Employment Standards

Applicants for Police Officer must meet minimum standards. According to City of Albany Police Department policy, “the following standards have been adopted as prima facie disqualification for public safety applicants.”

The following shall be disqualifying:

Operation of a Motor Vehicle

1. Receipt of three or more moving violations (or any single violation of a potential life threatening violation, i.e., reckless driving, speed contest, suspect of a pursuit, etc.) within three years prior to application. Moving violations for which there is a factual finding of innocence shall not be included. (1000.31.e.1)

2. Involvement as a driver in two or more chargeable collisions within three years prior to date of application. (1000.31.e.2)

3. A conviction for driving under the influence of alcohol and/or drugs within four years prior to application or any two convictions for driving under the influence of alcohol and/or drugs. (1000.31.e.3)

Integrity

4. Any material misstatement of fact or significant admission during the application or background process shall be disqualifying, including inconsistent statements made during the initial background interview (Personal History Statement) or polygraph examination or discrepancies between this background investigation and other investigations conducted by other law enforcement agencies. (1000.32.e.1)

5. Any forgery, alteration, or intentional omission of material facts on an official employment application document, or sustained episodes of academic cheating. (1000.32.e.2)
Credibility as a Witness in a Court of Law

6. Conviction of any criminal offense classified as a misdemeanor under California Law within three years prior to application. (1000.33.b.1)

7. Conviction for two or more misdemeanor offenses under California law as an adult. (1000.33.b.2)

8. Conviction of any offense classified as a misdemeanor under California law while employed as a peace officer (including military police officers). (1000.33.b.3)

9. Admission(s) of having committed any act amounting to a felony (including felony-misdemeanor offenses) under California law, as an adult, within five years prior to application or while employed as a peace officer (including military police officers). (1000.33.b.4)

10. Admission(s) of administrative conviction of any act while employed as a peace officer (including military police officers) involving lying, falsification of any official report or document, or theft. (1000.33.b.5)

11. Admission(s) of any act of domestic violence as an adult against a romantic partner or parent. (1000.33.b.6)

12. Admission(s) of any criminal act, whether misdemeanor or felony, committed against children, including, but not limited to: molesting or annoying children, child abduction, child abuse, lewd and lascivious acts with a child, indecent exposure, except: acts of consensual unlawful intercourse accomplished between two minors shall not be included, unless more than four years difference in age existed at the time of the acts. (1000.33.b.7)

Learning Ability

13. Being under current academic dismissal from any college or university where such dismissal is still in effect and was initiated within the past two years prior to the date of application. (1000.35.e.1)

14. Having been academically dismissed from any P.O.S.T. certified basic law enforcement academy wherein no demonstrated effort has been made to improve in the deficient areas, except: subsequent successful completion of another P.O.S.T. basic law enforcement academy shall rescind this requirement. (1000.35.e.2)

Personal Sensitivity

15. Having been disciplined by any employer (including the military and/or any law enforcement training facility) for acts constituting racial, ethnic or sexual harassment or discrimination. (1000.36.f.1)

16. During this process, uttering any epithet derogatory of another person's race, religion, gender, national origin or sexual orientation. (1000.36.f.2)

17. Having been disciplined by any employer as an adult for fighting in the workplace. (1000.36.f.3)
Judgment Under Pressure

18. Admission(s) of administrative conviction or criminal convictions for any act amounting to assault under color of authority or any other violation of federal or state Civil Rights laws. (1000.37.e.1)

19. Any admission(s) of administrative conviction or criminal conviction for failure to properly report witnessed criminal conduct committed by another law enforcement officer. (1000.37.e.2)

Illegal Use or Possession of Drugs

20. Any adult use or possession of a drug classified as a hallucinogenic within seven years prior to application for employment. (1000.38.a.1)

21. Any adult use or possession of marijuana within one year prior to application for employment. (1000.38.a.2)

22. Any other illegal adult use or possession of a drug not mentioned above (including cocaine) within three years prior to application for employment. (1000.38.a.3)

23. Any illegal adult use or possession of a drug while employed in any law enforcement capacity, military police, or as a student enrolled in college accredited courses related to the criminal justice field. (1000.38.a.4)

24. Any adult manufacture or cultivation of a drug or illegal substance. (1000.38.a.5)

25. Failure to divulge to the police department during the background investigation any information about personal illegal use or possession of drugs. (1000.38.a.6)

26. Any drug test of the applicant, during the course of the hiring process, where illegal drugs are detected. (1000.38.a.7)

Each of the preceding 26 items is disqualifying in the application to and candidacy for the position of Police Officer. Please answer the following question:

Do any of the preceding 26 items apply to you? ____ yes  ____ no

(If you answered no, sign and date below, and then skip to Part 2 of the supplemental application on the following page.)

(If you answered yes, sign and date below, and return this page to the Albany Human Resources Office, to the fax number or address listed at the bottom of the following page. We will withdraw you from this recruitment for Police Officer. If you have any questions or concerns, please call 510-528-5714.)

I certify that the answer I have provided on this page is true and accurate:

sign name ______________________________    date _______________

print name ______________________________
Part 2 – POST Test T-Score
One of the requirements for this position is that you have taken the POST Entry-Level Reading & Writing Test and received a “T-Score” of at least 42.5. Please read the following information and answer the questions below.

If you have never taken the POST Entry-Level Reading & Writing Test, you will need to take it somewhere (it may be offered at a local police academy) in order to get a T-Score to submit to the City of Albany. Your application is not complete until you have submitted a copy of the T-Score.

If you have taken this test, regardless of when or where you took it, please submit a copy of your T-Score (on testing agency or POST letterhead) to the Albany Human Resources Office as soon as possible. The agency that administered the test is required by POST to provide you with your T-Score, in writing. If you did not retain that document, you will need to contact the agency and have them provide you with a copy, or have them contact the Albany Human Resources Office to verify your T-Score.

1. Have you already submitted a copy of your T-Score from the POST Entry-Level Reading & Writing Test to the Albany Human Resources Office?  ____ yes  ____ no
   (If you answered yes, skip to the bottom of this page, sign and date, and return the two signature pages of this supplemental application to the Albany Human Resources Office. We may contact you prior to our next examination.)

2. Have you taken the POST Entry-Level Reading & Writing Test?  ____ yes  ____ no
   (If you answered no, skip to the bottom of this page, sign and date, and return this supplemental application to the Albany Human Resources Office. You will need to take this test somewhere [it may be offered at a local police academy] in order to get a T-Score to submit to the City of Albany. Your application is not complete until you have submitted a copy of the T-Score.)

3. Do you have your T-Score on testing agency or POST letterhead?  ____ yes  ____ no
   (If you answered yes, skip to the bottom of this page, sign and date, and return the two signature pages of this supplemental application and a copy of your T-Score to the Albany Human Resources Office. We may contact you prior to our next examination.)

4. If you do not have your T-Score on testing agency or POST letterhead, you will need to contact the agency that administered the test and have them provide you with a copy, or have them contact the Albany Human Resources Office to verify your T-Score. Please do this as soon as possible. If you are unable to obtain your T-Score, you will need to take the test somewhere (it may be offered at a local police academy) in order to get a T-Score to submit to the City of Albany. Your application is not complete until you have submitted a copy of the T-Score.)  If you have any questions or concerns, please call 510-528-5714.

I certify that the answers I have provided on this page are true and accurate:

sign name ___________________________________ date ________________

Fax the two signature pages to 510-528-5797, or mail to City of Albany, HR Office, 1000 San Pablo Ave., Albany, CA 94706. Include T-Score, if applicable & available.