

# COLUMBIA POLICE DEPARTMENT PRELIMINARY BACKGROUND BOOKLET

## INSTRUCTIONS:

When filling out this booklet please **save this document before filling it out**. You will do so by hovering over the bottom right of the page and clicking the save button as shown below:



Save the document in a familiar folder. **Open the document in Adobe**. If you do not have Adobe, you can download the free version at this link: <http://get.adobe.com/reader/>. Fill out the form and save it. **You will need to attach the document to your online application, found at [www.gocomojobs.com](http://www.gocomojobs.com), before Certifying and Submitting.**

All answers in this booklet should be complete and true representations of the facts. You must be completely open and frank about all aspects of your life. You are instructed to truthfully answer the questions in this questionnaire. Discovery of incorrect statements later in the process may result in disqualification from the hiring process.

The booklet is broken into four sections. The first section is a two-page essay. The second section requires you to provide education, residence and reference information. The third section is a question and answer session. The fourth section is short essay answers. In the third section, it is important to answer every question, unless the section does not apply to you (i.e. military service, law enforcement, etc...). Most questions in this section will be answered by circling "Yes, No or N/A", if an explanation is requested you must provide one. If you need additional space for an explanation use the provided "Continuation Sheet" on the last pages of the document. In the fourth section, you will be asked to tell about a series of events that most people have been presented with in their life. Answer each question with an account of the situation. Use complete sentences in all three sections. If you have a question about the wording or meaning of any question, call the Training and Recruiting unit at 573-874-7422.

**THIS QUESTIONNAIRE IS REQUIRED AS PART OF THE POLICE OFFICER APPLICATION PROCESS. APPLICATIONS WITHOUT A COMPLETED QUESTIONNAIRE WILL BE SCREENED. PLEASE COMPLETE THIS QUESTIONNAIRE AND ATTACH TO YOUR APPLICATION PRIOR TO THE APPLICATION DEADLINE.**

**COLUMBIA POLICE DEPARTMENT**  
**BIOGRAPHICAL DATA SHEET**

CONTROL#: \_\_\_\_\_

FULL LEGAL NAME: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ APT# \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_ TYPE: \_\_\_\_\_

HOME #: \_\_\_\_\_ WORK #: \_\_\_\_\_

CELL #: \_\_\_\_\_ PAGER #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Choose the best telephone number to contact you and indicate the best time for a staff member to call: Home# / Work# / Other# / Time: \_\_\_\_\_





## **SECTION II**

### **PERSONAL INFORMATION**

**Education** (List all diplomas, degrees and/ or certifications and where obtained)

Degree/Certificate/Yr. \_\_\_\_\_  
Courses Studied/Major \_\_\_\_\_  
GPA \_\_\_\_\_ School \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_  
Dates attended \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Degree/Certificate/Yr. \_\_\_\_\_  
Courses Studied/Major \_\_\_\_\_  
GPA \_\_\_\_\_ School \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_  
Dates attended \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Degree/Certificate/Yr. \_\_\_\_\_  
Courses Studied/Major \_\_\_\_\_  
GPA \_\_\_\_\_ School \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_  
Dates attended \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_

Are you currently attending a college/university or taking any training or continuing education classes? \_\_\_\_ Yes \_\_\_\_ No

Which college/university are you presently attending?

\_\_\_\_\_  
What is the purpose of your current training or class?

\_\_\_\_\_  
If you do not currently have at least a bachelor's degree, when will you graduate?

\_\_\_\_\_  
What is your expected final GPA: \_\_\_\_\_

Have you ever been expelled/suspended from school? \_\_\_\_ Yes \_\_\_\_ No

If yes, explain:

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

**Organizations:** List job-related past and/or present organizations or other associations ----Please omit those which indicate your race, religion, color, national origin, ancestry, sex, or age.

Name and Location \_\_\_\_\_  
Type (Social, Professional, etc.) \_\_\_\_\_  
Membership Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Office(s) Held \_\_\_\_\_

Name and Location \_\_\_\_\_  
Type (Social, Professional, etc.) \_\_\_\_\_  
Membership Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Office(s) Held \_\_\_\_\_

Name and Location \_\_\_\_\_  
Type (Social, Professional, etc.) \_\_\_\_\_  
Membership Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Office(s) Held \_\_\_\_\_

Name and Location \_\_\_\_\_  
Type (Social, Professional, etc.) \_\_\_\_\_  
Membership Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Office(s) Held \_\_\_\_\_

Name and Location \_\_\_\_\_  
Type (Social, Professional, etc.) \_\_\_\_\_  
Membership Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Office(s) Held \_\_\_\_\_

**Residences:** List all residences, including military and school addresses for the past TEN (10) years. Begin with your present address and go back in chronological order. Use attachment sheet if necessary.

**Date/From:** \_\_\_\_ - \_\_\_\_ **To:** Present

**Address:** \_\_\_\_\_ **Apt. #** \_\_\_\_\_

**City and State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Apt. Name:** \_\_\_\_\_ **Office Telephone # (\_\_\_\_)** \_\_\_\_\_

**Date/From:** \_\_\_\_ - \_\_\_\_ **To:** Present

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Name: \_\_\_\_\_ Office Telephone # (\_\_\_\_) \_\_\_\_\_

**Date/From:** \_\_\_\_ - \_\_\_\_ **To:** Present

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Name: \_\_\_\_\_ Office Telephone # (\_\_\_\_) \_\_\_\_\_

**Date/From:** \_\_\_\_ - \_\_\_\_ **To:** Present

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Name: \_\_\_\_\_ Office Telephone # (\_\_\_\_) \_\_\_\_\_

**Date/From:** \_\_\_\_ - \_\_\_\_ **To:** Present

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Name: \_\_\_\_\_ Office Telephone # (\_\_\_\_) \_\_\_\_\_

**Date/From:** \_\_\_\_ - \_\_\_\_ **To:** Present

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Name: \_\_\_\_\_ Office Telephone # (\_\_\_\_) \_\_\_\_\_

**Date/From:** \_\_\_\_ - \_\_\_\_ **To:** Present

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Name: \_\_\_\_\_ Office Telephone # (\_\_\_\_) \_\_\_\_\_

**Date/From:** \_\_\_\_ - \_\_\_\_ **To:** Present

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Name: \_\_\_\_\_ Office Telephone # (\_\_\_\_) \_\_\_\_\_

**Date/From:** \_\_\_\_ - \_\_\_\_ **To:** Present

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City and State \_\_\_\_\_ Zip \_\_\_\_\_

Apt. Name: \_\_\_\_\_ Office Telephone # (\_\_\_\_) \_\_\_\_\_

**References**

List a minimum of **Ten (10)** persons **who know you well enough** to provide current information.

**ALL INFORMATION IN THE SECTION BELOW IS REQUIRED**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home # (\_\_\_\_) \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ Pgr/Cell # (\_\_\_\_)

Age \_\_\_\_ Years Known \_\_\_\_\_ Relationship: \_\_\_\_\_ (friend, neighbor etc.)

**Employment History**

Begin with your **current or most recent job**. List all jobs you have held in the ten (10) years, including military service, all part-time, temporary or seasonal employment, periods of unemployment (including school). Add a separate sheet if necessary.

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?  
\_\_\_\_\_

Description of duties:  
\_\_\_\_\_

Skills required in job:  
\_\_\_\_\_

From: \_\_\_\_ - \_\_\_\_ To: \_\_\_\_ - \_\_\_\_ Supervisors Name \_\_\_\_\_

**Business Name:** \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary/Hourly Rate: \_\_\_\_\_

How many hours a week? \_\_\_\_\_ What Shift? \_\_\_\_\_

Why did/would you leave?

\_\_\_\_\_  
Description of duties:

\_\_\_\_\_  
Skills required in job:

\_\_\_\_\_

### SECTION III

Full Legal Name: \_\_\_\_\_ Suffix (\_\_\_\_)  
*Last First Middle Jr., Sr., Etc...*

Have you ever used or been known by any other name(s) other than the one above? Y N  
If so, what name(s): \_\_\_\_\_

The Columbia Police Department requires that ALL tattoos be covered anytime you are working in any capacity as a police officer. Do you agree to adhere to this policy? Y N

MO POST requires all officers to be Citizens of the United States, by either birth or naturalization. Do you meet this requirement? Y N

Please review the attached job description. Can you meet the essential functions of this job as listed? Y N

Do you currently have at least sixty hours from an accredited college or university? Y N

The Columbia Police Department does not tolerate illegal drug use and/or drug or alcohol abuse. Do you agree to obey all personnel rules and regulations as they relate to this issue if hired? Y N

The Columbia Police Department prohibits the use of tobacco products while on duty. Y N

Do you agree to obey this policy if hired? Y N

The Columbia Police Department has a strict dress and grooming policy. Do you agree to conform to all dress and grooming standards if hired? Y N

Do you agree to abide by all other City of Columbia policies and Columbia Police Department policies and procedures, if hired? Y N

Do you understand that police work is a 24 hour a day, seven day a week profession and as such you will be required to work shift work, weekends and holidays for your entire career? Y N

Are you aware of any problems that could prevent you from being licensed as a police officer or being hired for this position? If so, explain: \_\_\_\_\_

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

**Have you or any member of your family, ever owned or operated a business that could cause a potential conflict of interest when employed as a police officer? If so, explain:** Y      N

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**Have you ever been refused a security clearance by the U.S. government? If so, explain:**\_\_\_\_\_

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**Are you delinquent on any child support payment? If so, explain:** \_\_\_\_\_ Y      N

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**Have you ever been ordered into court or had a warrant issued for non-payment of child support? If so, explain:**\_\_\_\_\_ Y      N

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**Have you ever been suspended, expelled or placed on probation by a school, college or university? If so, explain:** \_\_\_\_\_ Y      N

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**Would you arrest a friend or family member for a violation of the law if you were a police officer?** Y      N

**Do you own any firearms? If so, how many and what types?** \_\_\_\_\_ Y      N

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**Have you ever gotten a “kick” or thrill out of seeing a person or animal killed, injured or suffer? If so, explain:** \_\_\_\_\_ Y      N

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**Have you ever caused an animal to attack a person or another animal? If so, explain:** Y      N

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**Do you have any training in martial arts, defensive tactics or boxing? If so, what type and how much?** \_\_\_\_\_ **Y** **N**

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

**Have you ever been a trainer or teacher in martial arts, defensive tactics or boxing? If so, when, where and for how long?** \_\_\_\_\_ **Y** **N**

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

**Have you ever been involved in a fight with another person where you used a weapon other than your hands, feet, head or other body part? (Other than as a police officer or as part of a military action) If so, explain:** \_\_\_\_\_ **Y** **N**

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

**Have you ever displayed or pointed a weapon at someone for any reason? (Other than as a police officer or as part of a military action) If so, explain:** \_\_\_\_\_ **Y** **N**

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

**Do you or have you ever held as a person, business, corporation, etc... any license(s) other than a Driver License or a Concealed Hand Gun License? If so, when, what type(s) of license(s) and for what reason?** \_\_\_\_\_ **Y** **N**

**Have you ever had any type of license that has been suspended or has a motion or request for suspension ever been filed? If so, explain:** \_\_\_\_\_ **Y** **N**

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

**Do you have any pending civil actions or lawsuits? If so, explain:** \_\_\_\_\_ **Y** **N**

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

**Do you know any police officers or law enforcement professionals? If yes, who are they, what agency do they work for and how do you know them? (Limit this to 10 officers)** **Y** **N**

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

**FINANCIAL INFORMATION:**

Have you ever completed an application for credit that contained false information? **Y N**  
If so, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever used the social security number of another person for any reason? **Y N**  
If so, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever had property repossessed or foreclosed on for any reason? **Y N**  
If so, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever filed an income tax statement that contained false information? **Y N**  
If so, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever failed to file an income tax statement for any reason? **Y N**  
If so, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever used a credit, debit or ATM card not issued to you without the card holder's permission? If so, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever written a check on another person's account without their permission? If so, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever issued a personal check **knowing** that you did not have sufficient funds in or on deposit with the bank? If so, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever issued an insufficient funds check "hot check"? (List the date, county issued, and disposition) If so, explain: \_\_\_\_\_

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

Have you ever filed a claim to an insurance company that you knew contained incorrect or false information? If so, explain: \_\_\_\_\_

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

Have you ever knowingly not paid a bill? If so, explain: \_\_\_\_\_

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

Do you receive or have you ever received income from any illegal source? \_\_\_\_\_

Have you ever moved to avoid paying rent? If so, explain: \_\_\_\_\_

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

**EMPLOYMENT:**

Have you included all previous jobs in section II, including any temporary, part-time or full-time positions? If not, list all jobs you omitted, dates you worked and reason for leaving: (Please use the continuation sheet provided) \_\_\_\_\_

Have you ever resigned or been asked to resign from any job to keep from being fired, terminated or disciplined? If so, explain: \_\_\_\_\_

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

Have you ever been fired, terminated or disciplined at any job? If so, explain: \_\_\_\_\_

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

Have you ever been terminated, disciplined or asked to resign from a position due to harassment, sexual harassment or an EEOC violation? If so, explain \_\_\_\_\_

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

**Have you ever walked off a job or quit a job without giving at least two weeks notice? If so, explain:** \_\_\_\_\_

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

**Have you ever taken anything from a place of employment or employer regardless of the value (including money, office supplies, uniforms, merchandise, food, etc...) If so, list the items and the company name:** \_\_\_\_\_

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

**Do you still have these items? If so, which items?** \_\_\_\_\_

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

**Have you ever converted an employer's property for personal use? If so, explain:** \_\_\_\_\_

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

**Have you ever taken part in a theft from an employer with another employee? If so, explain:** \_\_\_\_\_

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

**Have you ever witnessed a fellow employee steal anything from work? If so, explain:** \_\_\_\_\_

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

**Have you ever intentionally or knowingly damaged an employer's property? If so, explain:** \_\_\_\_\_

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

**Have you ever conspired to do any of the above? If so, explain:** \_\_\_\_\_

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

**Do you usually get along with your co-workers?** \_\_\_\_\_

**Do you usually get along with your supervisors?** \_\_\_\_\_

Have you ever used leave inappropriately? If so, explain the circumstances and how often:      Y      N

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How often are you late to work in an average month? \_\_\_\_\_

Have you ever violated a rule, regulation or policy of an employer? If so, explain:      Y      N

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Have you ever received any complaints, reprimands (written or oral), suspension(s) or disciplinary actions of any kind from any employer? If so, explain: (Please use the continuation sheet provided)      Y      N

**DRIVING HISTORY:**

List all states where you currently possess a driver license or have possessed a driver license in the past. Include the state and license number if known. Begin with your current license.

STATE	LICENSE NUMBER	APPROX. YEAR ISSUED
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all traffic convictions issued to you in the last seven years (speeding, stop sign, parking, no insurance, expired registration, etc...),. (Please use the continuation sheet provided)

DATE	VIOLATION	LOCATION	DISPOSITION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all traffic accidents you have been involved in, as the driver, in the last seven years. Indicate if officers responded or a state accident report was filed. Also, describe what happened and list who was at fault. (Please use the continuation sheet provided)

DATE	DESCRIPTION	LOCATION	DISPOSITION

Is there any reason that your Missouri Drivers License may be suspended? If you do not have a Missouri Drivers License, is there any reason you can not obtain one? If so, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Y      N

Have you ever had your drivers license suspended or revoked for any reason? If so, explain when and why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Y      N

In the past three years, have you driven a motor vehicle when you were uninsured? If so, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Y      N

Do you have any unpaid traffic tickets or parking tickets? If so, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Y      N

Have you ever driven a vehicle while under the influence of an alcoholic beverage or a drug (prescription or illegal)?

If yes, how many times? \_\_\_\_\_ Approximate last date? \_\_\_\_\_

Y      N

While operating a vehicle, have you ever struck another vehicle, person or any object and then left the scene without notifying law-enforcement or the owner? If so, explain and include the date(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Y      N

Have you ever been involved in an accident after consuming an alcoholic beverage, using an illegal drug or prescription drug? If so, explain and include the date(s): Y    N

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**CRIMINAL HISTORY: (In this section do not include traffic violations or other driving offenses)**

Have you ever been convicted, placed on probation or SIS/SES for any offense(s)? If so, list the offense(s), date(s) when you completed your probation and/or SIS/SES and whether the record was sealed or expunged. Y    N

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Have you ever committed or been an accomplice to any of the below offenses? (Choose the appropriate response for each offense)

- |   |   |  |   |   |                                      |
|---|---|--|---|---|--------------------------------------|
| Y | N | murder                                 | Y | N | kidnapping                           |
| Y | N | false imprisonment                     | Y | N | fighting in public                   |
| Y | N | injury to a child/elderly individual   | Y | N | violation of protective order        |
| Y | N | armed criminal action                  | Y | N | property damage                      |
| Y | N | terrorist threat                       | Y | N | burglary                             |
| Y | N | criminal nonsupport                    | Y | N | tampering with a motor vehicle       |
| Y | N | robbery                                | Y | N | theft of a motor vehicle of any kind |
| Y | N | theft                                  | Y | N | perjury                              |
| Y | N | forgery                                | Y | N | harassment                           |
| Y | N | disorderly conduct                     | Y | N | violated person's civil rights       |
| Y | N | riot                                   | Y | N | cruelty to an animal                 |
| Y | N | assault                                | Y | N | theft of utilities                   |
| Y | N | abuse of a corpse                      | Y | N | weapons violation                    |
| Y | N | engaged in organized criminal activity | Y | N | inhaling or huffing paint            |
| Y | N | vehicular assault                      | Y | N | credit card fraud                    |
| Y | N | use of abuseable glue or aerosol       | Y | N | unlawfully carrying a weapon         |



**Have you ever assaulted (struck, pushed, hit etc...) anyone, including a family member, roommate or partner? If, so explain: \_\_\_\_\_** **Y N**

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

**Have you ever caused another person to fear you would hurt them? If, so explain: \_\_\_\_\_** **Y N**

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

**Have you ever requested, suggested or received money or anything of value from a person as a gift to thank you for your protection or for not harassing or hurting them? If, so explain: \_\_\_\_\_** **Y N**

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

**Have you ever viewed, purchased, possessed, manufactured or distributed child pornography? If so, explain: \_\_\_\_\_** **Y N**

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

**Have you ever owned, operated or participated in the operation of a website that depicted child pornography, nudity and/or sexual acts? If so, explain: \_\_\_\_\_** **Y N**

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

**Have you ever been a member of a street gang or any other criminal organization? If, so explain: \_\_\_\_\_** **Y N**

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

**Have you ever illegally gained access to a computer that you were not authorized to use? If, so explain: \_\_\_\_\_** **Y N**

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

**Without consent of the owner, have you ever used the password of another person to gain access to a secure computer, website or other electronic device? If so, explain: \_\_\_\_\_** **Y N**

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

**Have you ever been involved or assisted anyone in the smuggling or transportation of any illegal contraband (drugs, chemicals for drug manufacturing, money, weapons etc...), persons or property for any illegal purpose? If, so explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever set an item, regardless of value or ownership, on fire for personal reason, profit, revenge, self-gratification, pleasure or fun? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**To your knowledge, do you have any family members, friends, or close personal contacts who are involved in any type of criminal activity? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**To your knowledge, have you ever lived or associated with a felon? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever bought or obtained anything that you suspected of being stolen? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Do you have knowledge of or have you ever participated in the act of money laundering operation(s)? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever placed a bet with a bookmaker? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever operated or worked for an illegal bookmaking operation? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever provided information to the police to receive a reduction or removal of a charge against you? If so, explain: \_\_\_\_\_** **Y N**

\_\_\_\_\_

**Have you ever impersonated a police officer? If so, explain: \_\_\_\_\_** **Y N**

\_\_\_\_\_

**Have you ever used or presented a badge, insignia or other document that would identify or suggest to others that you were a police officer, when you were not? If so, explain: \_\_\_\_\_** **Y N**

\_\_\_\_\_

**Have you ever given a false name, date of birth or address to a police officer? If so, explain: \_\_\_\_\_** **Y N**

\_\_\_\_\_

**Have you ever resisted arrest or detention by fleeing from a police officer either on foot, in a vehicle or by any other means? If so, explain: \_\_\_\_\_** **Y N**

\_\_\_\_\_

**Have you ever made a false statement under oath? If so, explain: \_\_\_\_\_** **Y N**

\_\_\_\_\_

**Have you ever made a false statement or report to a police officer (written or verbal). If so, explain: \_\_\_\_\_** **Y N**

\_\_\_\_\_

**Have you ever been a member of a group or organization that took part in violating the civil rights of an individual or group of individuals, even though you may not have personally taken part? If so, explain: \_\_\_\_\_** **Y N**

\_\_\_\_\_

Have you ever used an altered identification or the identification of another person? If so, explain: \_\_\_\_\_

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

Have you ever used an altered identification or the identification of another person to purchase alcoholic beverages? If so, explain:

Have you ever purchased for, sold to or furnished any alcoholic beverage to a person you knew to be under 21 years of age? If so, explain: \_\_\_\_\_

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

Have you ever illegally sold or attempted to sell government information or secrets? If so, explain: \_\_\_\_\_

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

Have you ever been married to more than one person at the same time? If so, explain: \_\_\_\_\_

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

Have you ever committed any criminal act that went undetected by any law enforcement entity? If so, explain: \_\_\_\_\_

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

List all non-traffic citations/tickets that you have received. (i.e. disorderly conduct, disturbing the peace, barking dog, etc...)

DATE	VIOLATION	LOCATION	DISPOSITION

**ILLEGAL DRUG/NARCOTICS USAGE**

102. Have you ever illegally used any of the below drugs/narcotics? (Choose the appropriate response for each) This section covers usage of any controlled substance, dangerous drug, inhalant or marijuana. Usage is the introduction of a substance into your body, through experimentation, snorting, smoking, ingestion, injection, huffing, tasting, trying or via any other means.

		<b>DRUG</b>	<b># TIMES USED</b>	<b>LAST DATE USED</b>
Y	N	Marihuana	_____	_____
Y	N	Hashish	_____	_____
Y	N	Amphetamines "Speed"	_____	_____
Y	N	Methamphetamines	_____	_____
Y	N	Cocaine	_____	_____
Y	N	Crack-cocaine	_____	_____
Y	N	LSD"Acid"	_____	_____
Y	N	Ecstasy "X"	_____	_____
Y	N	PCP "Angel Dust"	_____	_____
Y	N	Mescaline "Peyote"	_____	_____
Y	N	Tranquilizers (non prescribed)	_____	_____
Y	N	Methadone	_____	_____
Y	N	Steroids	_____	_____
Y	N	Heroin	_____	_____
Y	N	Psilocybin "Mushrooms"	_____	_____
Y	N	Morphine	_____	_____
Y	N	Codeine	_____	_____
Y	N	Opiates	_____	_____
Y	N	Barbiturates	_____	_____
Y	N	Methaqualone	_____	_____
Y	N	GHB	_____	_____

Have you ever used any other illicit drug, controlled substance or dangerous drug not listed above? If so, list the drug the number of times and when last used: Y      N

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you ever sold or provided any illicit drug, controlled substance, dangerous drugs or marihuana whether listed above or not to anyone? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever bought any illicit drug, controlled substance, dangerous drugs or marihuana? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever been present when someone else was buying, selling or using drugs? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever possessed, transported, or purchased any precursor chemicals or any chemical laboratory glassware or apparatus used in the manufacturing of any controlled substance or dangerous drugs? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever used a prescription medication that was prescribed for another person? If so, explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**

**Have you ever operated a vehicle after using any of the above illicit drugs, controlled substance, dangerous drug or marihuana? If so, explain with the number of times and the last date:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Y N**



Were charges ever preferred or referred against you to a court martial? If so, explain: \_\_\_\_\_ Y N

\_\_\_\_\_

Did you have any other disciplinary actions taken against you? If so, explain: \_\_\_\_\_ Y N

\_\_\_\_\_

Were you discharged before the scheduled end of your tour of duty? If so, explain: \_\_\_\_\_ Y N

\_\_\_\_\_

Have you already turned in a copy of your DD214? If no, please attach to this questionnaire. \_\_\_\_\_ Y N

**LAW ENFORCEMENT/SECURITY/MILITARY POLICE/JAILERS:**

Have you ever applied with the Columbia Police department before this date or any other Law Enforcement Agency for any position? If so, provide the below requested information. Under the heading "Position" identify the application as: police officer, jailer, dispatcher, etc... Under the Heading "Status" explain where you are in that agency hiring process, i.e. "awaiting test date", "failed physical agility", "hired", etc... Y N

Name of Agency	Position	Date	Status
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever taken part in a police ride-along program? If so, what department and when? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Y N

Have you ever taken part in a police/fire cadet or explorer program? If so, what department and when? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Y N

Do you have prior work experience as any of the following?

- |   |   |   |
|---|---|---|
| Y | N | As a certified paid police officer.           |
| Y | N | As a certified unpaid reserve police officer. |
| Y | N | As a jailer or prison guard.                  |
| Y | N | As a paid security officer/guard.             |
| Y | N | As a military police officer.                 |
| Y | N | Other: _____                                  |

**IF NO TO THE ABOVE QUESTIONS SKIP TO SECTION III.**

Have you ever accepted money or any item, in return for not enforcing a law, jail or prison policy? If so, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Y N

Have you ever falsified any type of police report or document? If so, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Y N

Have you ever committed any crime while working as security guard, jailer, prison guard, police officer or military police officer? If so, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Y N

Have you ever been accused of injuring a person as part of your duty? If so, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Y N

**Have you ever received an oral or written reprimand, while a security guard, jailer, prison guard, police officer or military police officer for any action taken in that capacity? If so, explain:** \_\_\_\_\_

**Y N**

\_\_\_\_\_

**Have you ever received a suspension or demotion , while a security guard, jailer, prison guard, police officer or military police officer? If so, explain:**

**Y N**

\_\_\_\_\_

**Have you ever received any form of discipline not mentioned above, while a security guard, jailer, prison guard, police officer or military police officer? If so, explain:** \_\_\_\_\_

**Y N**

\_\_\_\_\_

**Have you ever had any excessive force complaints filed against you? If so, explain:** \_\_\_\_\_

**Y N**

\_\_\_\_\_

**Have you ever slept on duty? If so, explain:** \_\_\_\_\_

**Y N**

\_\_\_\_\_

**Have you ever been classified as ineligible for rehire by any department, jail or prison or in the military were you ever removed from your military police position for any reason? If so, explain:** \_\_\_\_\_

**Y N**

\_\_\_\_\_

**Have you ever resigned while under any type of investigation? If so, explain:**

**Y N**

\_\_\_\_\_

**Have you ever engaged in any sexual contact while you were on duty? If so, explain:**

**Y N**

\_\_\_\_\_

\_\_\_\_\_

**Have you ever watched another security guard, jailer, prison guard, police officer or military police officer commit any type of criminal offense and not reported that officer to the proper authorities? If so, explain: \_\_\_\_\_**

**Y N**

\_\_\_\_\_

**Have you ever watched another security guard, jailer, prison guard, police officer or military police officer violate the civil rights of another person and not reported that officer to the proper authorities? If so, explain: \_\_\_\_\_**

**Y N**

\_\_\_\_\_

**Have you ever committed any undetected act, which if discovered, may have resulted in disciplinary or criminal action taken against you? If so, explain: \_\_\_\_\_**

**Y N**

\_\_\_\_\_

**While on duty in your official capacity as an security guard, jailer, prison guard, police officer or military police officer, have you made any derogatory, slanderous, or libelous statements toward an individual or group of individuals based on their race, color, religious belief or sexual preference? If so, explain: \_\_\_\_\_**

**Y N**

\_\_\_\_\_

**As a security guard, jailer, prison guard, police officer or military police officer, have you ever violated the civil rights of any person? If so, explain: \_\_\_\_\_**

**Y N**

\_\_\_\_\_

**Have you ever used deadly force against another person? If so, explain: \_\_\_\_\_**

**Y N**

\_\_\_\_\_

**While on duty, have you ever discharged your duty firearm other than as part of a training exercise or the humane killing of an animal? If so, explain: \_\_\_\_\_**

**Y N**

\_\_\_\_\_

**While off duty, have you ever discharged your firearm other than during a practice session or hunting? If so, explain: \_\_\_\_\_**

**Y N**

\_\_\_\_\_

**Have you ever had your security license, jailer license or police officer license revoked or denied by final order? If so, explain: \_\_\_\_\_**

**Y    N    N/A**

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

**As a security guard, jailer or police officer have you ever voluntarily surrendered your license/certificate? If so, explain: \_\_\_\_\_**

**Y    N    N/A**

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

**Have you ever had a complaint of civil rights violations filed against you? If so, explain: \_\_\_\_\_**

**Y    N**

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

## **SECTION IV**

**In this section confine your answers to the area provided. Do not use a continuation sheet and do not take more than the space provided to answer the questions.**

**Law enforcement is a high stress occupation. Tell about a time when you had to handle a high stress situation. Describe the situation, the other people involved, what happened, and what you did to help or resolve the situation.**

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**Sometimes we need to remain calm on the outside, even when we are upset on the inside. Give an example of a time when you have been able to control your emotions in such a manner.**

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**Tell about a time that you had to “stand up” for a decision you made, although other important people were opposed to that decision.**

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**In most jobs, there are occasions when it is convenient or popular to take advantage of an employer. Tell about a time when you had such an opportunity, although you may not have taken advantage of the opportunity.**

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**Problems occur in all work relationships. Describe a time when you had to cope with the resentment, anger or hostility of a subordinate, co-worker, peer or boss, and describe how you dealt with the problem.**

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**Most people have had contact with a police officer or law enforcement official. Describe a time when you had a positive contact with a police officer or law enforcement official.**

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As follow up to the above question, describe a time when you had a negative contact with a police officer or law enforcement official.

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Describe a time when you had to work as part of a team to complete a project at work or at school or in a volunteer capacity. Tell what your role in the project was.

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**CERTIFICATION STATEMENT**

I certify that there are NO MISREPRESENTATIONS, FALSIFICATIONS OR OMISSIONS in the foregoing statements and answers. All entries are true, complete and correct. I agree and understand that if hired, I may be discharged, if any of the information provided contains any misrepresentations, falsifications or if any material information has been omitted

NAME (PLEASE PRINT):

---

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Columbia Police Department  
Release of Information and Disclosure

Due to the nature of work, and public trust instilled within the position of police officer a background investigation is necessary to ensure employability. Your signature authorizes the City of Columbia to review current and previous employment, disciplinary, driving, and criminal records, and/or other background data as it may relate to the position for which you are applying or have been hired. Questions may be directed to The Office of Personnel Development, Columbia Police Department (573) 874-7422. The City of Columbia is an equal opportunity employer.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Please Print Your Name

**Missouri Revised Statutes**  
**Chapter 590**  
**Peace Officer, Selection, Training and Discipline**  
**Section 590.118**

Peace officer investigations made available to hiring law enforcement agencies.

590.118. 1. All completed investigations of alleged acts of a peace officer shall be made available to any hiring law enforcement agency. The transfer of any law enforcement agency record to another law enforcement agency does not make the record a public record.

2. Any law enforcement agency with information showing a peace officer's unfitness for licensure shall provide such information to the peace officer's standards and training commission.

**CONTINUATION SHEET**

# **CONTINUATION SHEET**

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## POSITION DESCRIPTION

Last Changed: 08/10

Job Code: 3001

Non-Exempt

### CLASS TITLE:

POLICE OFFICER

Work is performed under the general supervision of a Police Sergeant. This is responsible law enforcement work involving the prevention, detection, and investigation of criminal acts, the apprehension and arrest of law violators, and the safeguarding of lives and property. Must complete the required training for certification and be certified as eligible for employment as a peace officer in the State of Missouri before assuming the duties of Police Officer with the City of Columbia.

Applicants **MUST** include an **OFFICIAL CERTIFIED TRANSCRIPT**

(photo copies will not be accepted) from an accredited college verifying successful completion of at least 60 hours of college credit.

### SUPERVISION EXERCISED:

None; however, the employee may give guidance and training to less experienced Officers, Community Service Aides, or volunteers.

### ESSENTIAL FUNCTIONS/TYPICAL EXAMPLES OF WORK PERFORMED

(This list is not comprehensive, but indicates duties and responsibilities which may be redefined pursuant to operational needs):

Patrols assigned areas of the City; performs security checks on buildings and residences; observes and takes appropriate action with regard to suspicious activity. Investigates reported criminal acts in progress, domestic disturbances, public nuisances; and responds to citizen requests for assistance. Enforces traffic ordinances, directs traffic and investigates traffic accidents. Interviews witnesses and preserves crime scenes and evidence; conducts searches and surveillances; serves warrants, subpoenas and other court documents; gives testimony in court. Makes forcible arrests; books and transports prisoners. Operates police vehicles; uses weapons and specialized equipment. Writes accurate and detailed reports concerning law enforcement activities; completes forms and maintains logs. May participate in special police programs and units. Performs related duties as needed or assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES - MINIMUM QUALIFICATIONS

Completion of 60 hours of college coursework at an accredited college. A major in law enforcement/criminal justice preferred. Ability to engage in foot pursuit of suspects, effect

forcible arrests; transport criminal offenders; conduct crime scene investigations; enforce criminal/traffic laws; prepare reports. Ability to render credible testimony in court. Ability to administer accident scene assistance/first aid, establish traffic control/police protection as needed. Ability to communicate clearly/accurately orally and in writing, prevent/discover commission of crimes. Operate police vehicles, acquire proficiency in use of all approved police weapons and equipment; ability to transfer among all officer positions in the department as needed/required. Demonstrated mental/physical health as required by job functions; corrected 20/40 vision in each eye; corrected minimum hearing required; does not pose threat to health/safety of others. Demonstrated sound judgment, stress tolerance, decisiveness, leadership, listening, interpersonal insight and persuasiveness. Excellent work history and attendance record. Certified as eligible for employment as a peace officer by the State of Missouri within six (6) months of employment. Possess and maintain a valid Missouri driver's license and excellent driving record. No serious criminal record (determined by nature of violation). Must be at least twenty-one (21) years of age by hire date. No one under 20 may take exam. Departmental response time requires residence within 30 miles of the Columbia Police Dept.