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## Recruitment and Selection

### 1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Tewksbury Police Department and that are promulgated and maintained by the Department of Human Resources.

### 1000.2 POLICY

In accordance with applicable federal, commonwealth, and local law, the Tewksbury Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

### 1000.3 RECRUITMENT

The supervisor in charge of recruitment should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

- (a) Identification of racially and culturally diverse target markets.
- (b) Use of marketing strategies to target diverse applicant pools.
- (c) Advertising as an Equal Opportunity Employer.
- (d) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (e) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.

The supervisor in charge of recruitment shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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#### **1000.4 SWORN OFFICER ELIGIBILITY FOR SELECTION**

To be eligible for selection for employment as a full-time police officer, a candidate must be certified as eligible by the Massachusetts Human Resources Division, commonly known as Civil Service, and hereinafter referred to as HRD.

Certified eligibility lists are established by HRD following statewide police entrance exams and are valid for two years.

#### **1000.5 SWORN OFFICER SELECTION PROCESS**

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities of eligible candidates.

The selection process of personnel will be conducted only when the Chief of Police requests, through the appointing authority, that openings in the department be filled. The eligibility list will then be requested through the Human Resources Division. The process of selection is then administered as follows:

1. Eligible candidates are notified by HRD to report to the appointing authority (Town Manager) to sign the eligibility list, indicating their willingness to accept employment.
2. Candidates who sign the list indicating that they will accept employment are then provided an application package from the Tewksbury Police Department including the [POST New Hire Officer Certification Packet](#) . At the time of their formal application, candidates will be informed, in writing, of the following:
  - (a) All of the elements in the selection process..
  - (b) The expected duration of the selection process.
  - (c) The department's policy on reapplication.
3. Completed applications and associated required supporting documentation must be returned to the Chief of Police by the date specified in the original mailing.
4. The Chief of Police will ensure that the application is complete and interviews of eligible candidates will be conducted.
  - (a) Applications for all positions are not rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.
  - (b) Written notification of the date/time of the interview will be sent by U.S. Mail to the address of record for the candidate.
5. The Chief of Police and/or his designee(s) will conduct interviews.
6. Candidates chosen to fill the vacancies will be offered a conditional offer of employment contingent on the successful completion of the following: (not necessarily in this order)
  - (a) Background Investigation conducted by a Tewksbury Police Department Detective.

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- (b) Medical Examination/Drug Screening to be conducted by a physician chosen by the Human Resources Department for the Town of Tewksbury (may only be given after a conditional offer of employment but prior to appointment to probationary status).
  - (c) Psychological assessment conducted by a licensed psychologist and/or psychiatrist chosen by the Human Resources Department for the Town of Tewksbury (may only be given after a conditional offer of employment but prior to appointment to probationary status).
  - (d) Physical abilities test.
7. The Chief of Police will select candidates who have successfully completed all phases of the process and recommend them for appointment to the appointing authority, who will submit an Authorization of Employment Form to HRD.
  8. HRD will review the form and approve the appointments.
  9. The appointing authority will notify all candidates chosen for appointment, either directly or through the Chief of Police, that they are to be appointed and the date of such appointment.
  10. Candidates, upon appointment, will be notified, in writing, when and where to be sworn in to the position.
  11. Candidates who are not selected for appointment, due to unsuccessful completion of any phase of this process, will be notified of such decision in writing, within thirty days of the decision. They will also be notified of the re-application and future eligibility requirements as set forth by HRD.

#### 1000.5.1 VETERAN PREFERENCE

The Department will provide veteran preference as required (G.L. c. 31, § 26).

#### **1000.6 SWORN OFFICER BACKGROUND INVESTIGATION**

Prior to appointment to probationary status, every candidate shall undergo a thorough background investigation, including a review of any criminal record and verification of at least three personal references, in order to verify his/her qualifying credentials, personal integrity, and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Tewksbury Police Department.

The background investigation shall include a check of the following as established by the Massachusetts Peace Officers Standards and Training Commission (MPOSTC):

- (a) Fingerprinting
- (b) Full Employment History
- (c) Driver History (KQ)
- (d) Massachusetts Criminal History (BOP)
- (e) Massachusetts Suicide (Q5)
- (f) CJIS/NCIC Wanted/Missing Person/Vehicle (QWA)

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- (g) Massachusetts Warrants (WMS)
- (h) Massachusetts Sex Offender (SX)
- (i) Out-of-State Driver's License (DQ)
- (j) Massachusetts License to Carry (LTC)/Firearm Identification Card (FID):(BOPFI)
- (k) Massachusetts Firearm Ownership (FSI)
- (l) Criminal History NCIC/III (AFIS-IR):(QH/QR)
- (m) Coplink
- (n) Massachusetts Driver's License (R3)
- (o) Check of the National Decertification Index

The background investigation shall also include the following:

- (a) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (b) Information obtained from public internet sites
- (c) Local, commonwealth, and federal criminal history record checks
- (d) Reference checks
- (e) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

Background investigators shall be provided with department-approved training in conducting employment suitability investigations.

#### 1000.6.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

#### 1000.6.2 COMMONWEALTH NOTICES

All applications for employment shall contain a notice that the Tewksbury Police Department does not require or administer a lie detector test as a condition of employment or continued employment, as prescribed in G.L. c. 149, § 19B.

#### 1000.6.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Criminal Investigation Division Commander should not require candidates to provide passwords, account information, or access to password-protected social media accounts.

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The Criminal Investigation Division Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate, and validated.
- (c) The Department fully complies with applicable privacy protections and local, commonwealth, and federal law.

Regardless of whether a third party is used, the Criminal Investigation Division Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

### 1000.6.4 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

### **1000.7 DISQUALIFICATION GUIDELINES**

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

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### **1000.8 SWORN OFFICER TRAINING**

Following appointment to the department, candidates must successfully complete a Municipal Police Training Committee (MPTC) sanctioned Basic Police Officer Academy, unless the candidate is already certified and verification of this certification has been verified.

- An exemption application will be filed through the MPTC for all out-of-state, certified applicants eligible for appointment.

Following the completion of the Basic Police Officer Academy, all full-time officers must satisfactorily complete the Field Training Officer Program.

### **1000.9 SWORN OFFICER PROBATIONARY PERIOD**

Following appointment as a full-time Tewksbury Police Officer, all officers must complete a twelve month probationary period before they shall be considered a full-time tenured employee. For new officers requiring basic training this probationary period will begin following graduation of the academy, per Massachusetts General Law Chapter 31; section 61.

### **1000.10 EMPLOYMENT STANDARDS**

All candidates shall meet the minimum standards required by commonwealth law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

#### **1000.10.1 STANDARDS FOR OFFICERS**

Candidates shall meet the minimum standards established by Massachusetts law, including those established by the MPOSTC and MPTC, which provide at a minimum that officers shall (G.L. c. 6E, § 4):

- (a) Be at least 21 years of age.
- (b) Have successfully completed:
  1. A high school education or an MPOSTC-approved equivalent.
  2. The basic training program approved by the MPTC.
  3. An MPOSTC-approved physical and psychological fitness evaluation.
  4. A state and national background check as required by the MPOSTC.
  5. An oral interview administered by the MPOSTC.
- (c) Pass the required MPOSTC examination.
- (d) Be certified in first aid and CPR as required by the MPOSTC.

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- (e) Be of good moral character and fit for employment in law enforcement as determined by the MPOSTC.
- (f) Not have been convicted of a felony.
- (g) Not be listed in the national decertification index or the database of decertified law enforcement officers maintained by the MPOSTC (G.L. c. 6E, § 11; G.L. c. 41, § 96A).
- (h) Not have engaged in any conduct, act, or omission while previously employed in law enforcement in any state or territory or with the federal government that would have resulted in a revocation of their certification had they been employed by an agency in the Commonwealth.
- (i) Meet all other requirements for certification as a law enforcement officer jointly established by the MPOSTC and the MPTC.

A person who smokes any tobacco product is not eligible for the position of officer (G.L. c. 41, § 101A).

Candidates shall also meet any other applicable standards established by local or Commonwealth law (G.L. c. 4, § 4; G.L. c. 4, § 4A; G.L. c. 4, § 4B; G.L. c. 31, § 28; G.L. c. 31, § 48; G.L. c. 31, § 50; G.L. c. 31, § 58; G.L. c. 31, § 58A; G.L. c. 31, § 59; G.L. c. 31, § 61A; G.L. c. 31A, § 1; G.L. c. 31A, § 4).

#### 1000.10.2 STANDARDS FOR NON-SWORN CANDIDATE POSITIONS

All candidates must submit a complete Town of Tewksbury Employment Application form and sign the required Authority for Release of Information forms. All candidates must also produce any documentation required for the position for which they are applying (i.e. Massachusetts's Drivers License, High School Diploma, Military Records, etc.)

Civilian Candidates shall (G.L. c. 31§ 28; G.L. c. 31§ 50):

1. Meet any established age limit.
2. Be given preference pursuant to commonwealth laws.
3. Not habitually use intoxicating liquors.
4. Have no convictions for any disqualifying crime.

#### 1000.11 NON-SWORN BACKGROUND INVESTIGATIONS

For all non-sworn personnel, the Town of Tewksbury Human Resources Department shall contract a 3rd party company to conduct a background investigation. The background investigation shall include, at a minimum, the following:

- A review of the candidates criminal history;
- Verification of the candidates references;
- Verification of the candidates educational experience; and
- Verification of the candidates prior employment history.

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Upon completion of the background investigation by the 3rd party company, the information shall be forwarded to the police department for review. In addition, a detective trained in background investigations shall conduct an in-house records check and Coplink check. The information will then be forwarded to Human Resources for processing.

### **1000.12 PROBATIONARY PERIODS**

The Professional Standards Manager should identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

### **1000.13 RECORDS RETENTION AND DISPOSITION**

All records associated with the application and selection of a candidate for employment, including but not limited to medical, emotional stability, and psychological fitness examinations, background information, and records of applicants who are not selected, should be securely stored and disposed of in a manner to prevent unauthorized disclosure and maintained in accordance with the established records retention schedule.

Records of applicants who are not selected shall be maintained and stored separately from records of applicants who are selected.



## Attachments

## **POST New Hire Officer Certification Packet.pdf**

**Peace Officer Standards and Training Commission**

**Agency Official's Attestation Regarding Candidate for Certification  
as a Law Enforcement Officer**

**I. General Instructions for Agency Head**

Your continued efforts to ensure that the Commonwealth's law enforcement officers are qualified and deserving of the public's trust are greatly appreciated. In order to be certified as a law enforcement officer by the Peace Officer Standards and Training (POST) Commission in accordance with Chapter 6E of the Massachusetts General Laws, an individual must meet certain specified standards. The POST Commission thus asks that you provide this attestation form to the individual within your Agency who has been charged with evaluating the qualifications of the relevant Candidate. That individual should ensure that the Candidate has answered certain questions on a written application, review the results of background checks concerning the Candidate, conduct an oral interview of the Candidate that includes questioning on specified topics, and take other steps necessary to diligently complete a thorough examination of whether the Candidate possesses the requisite character and fitness. After completing those steps, the Evaluator should execute the attestation below. Ultimately, the Evaluator's determination as to a Candidate's character and fitness for employment should be based on the totality of the information obtained. Please be advised that, if the Evaluator attests that the Candidate does possess such character and fitness without having thoroughly or diligently investigated the Candidate, the Evaluator's actions may be reported to the POST Commission and considered a complaint against the Evaluator that is subject to investigation and possible sanction by the Commission.

**II. Candidate and Evaluator**

Please provide the following information.

- A. **Candidate Name:** \_\_\_\_\_
- B. **Evaluator Name:** \_\_\_\_\_
- C. **Agency Name:** \_\_\_\_\_
- D. **Date:** \_\_\_\_\_

**III. Candidate Application**

Pursuant to M.G.L. c. 6E, § 4(f)(1)(ix), (f)(2)(i), the POST Commission requires your Agency to: ask all questions listed in the attached Appendix to the Candidate, within a written application for appointment; incorporate the "Instructions for Applicant" provided in the Appendix, or substantially similar instructions, into any such application; and provide the "Instructions for Agency Head or Designee" stated in the Appendix, or substantially similar instructions, to any personnel who may administer or review such an application.

**IV. Background Check**

Pursuant to M.G.L. c. 6E, § 4(f)(1)(v), (ix), (f)(2)(i)-(iii), a state and a national background check must be conducted on the above-named Candidate. Please individually check off each action/query that was completed.

- Fingerprinting
- Full employment history (where the Candidate was previously employed in law enforcement in any state or United States territory or by the federal government, the Candidate’s full employment record, including complaints and disciplinary records, was reviewed). This includes a reference check with agencies where the individual was previously employed.
- KQ: Driver History
- BOP: MA Criminal History
- Q5: MA Suicide Check
- QWA: CJIS/NCIC Wanted/Missing Person/Vehicle
- WMS: MA Warrants
- SX: MA Sex Offender
- DQ: Out-of-State Driver’s License
- BOPFI: MA License to Carry (LTC)/Firearms Identification Card (FID)
- FSI: MA Firearms Ownership
- QH/QR: Criminal History NCIC/III (AFIS-R)
- Coplink
- R3: MA Driver’s License

**V. Oral Interview**

Pursuant to M.G.L. c. 6E, § 4(f)(1)(viii), (ix), (f)(2)(i), the POST Commission requires your Agency to orally interview the above-named Candidate. At a minimum, such an interview must address the types of matters covered in the application questions prescribed in these sections of the Appendix:

- Section II.C: Other Legal Matters (including those involving crime or physical abuse)
- Section II.D: Social Media and Affiliations (including conduct suggestive of bias)
- Section II.E: Substance Use and Other Conduct (including substance abuse and violence)

**VI. Evaluator’s Attestation**

Please complete the attestation below.

I, the above-named Evaluator, a member of the above-named Agency, on the Date listed above, under the pains and penalties of perjury, hereby attest to all the following with respect to the above-named Candidate:

1. A state and national background check on the Candidate, which included the checks indicated above, was conducted.
2. I reviewed the results of background checks.
3. The Candidate successfully passed the background check.
4. The Candidate has not been convicted of a felony.
5. The Candidate is not listed in the national decertification index (<https://www.iadlest.org/our-services/ndi/about-ndi>).
6. After conducting due diligence, mindful of the terms of Chapter 6E of the Massachusetts General Laws, I have not concluded that, if the Candidate was previously employed in law enforcement in any state or United States territory or by the federal government, the Candidate would have had their certification revoked by the POST Commission if employed by an agency in the Commonwealth.
7. I have conducted an oral interview of the Candidate.
8. In my oral interview of the Candidate, I specifically discussed: any answers provided on the Candidate's application that are deserving of further exploration; and the topics listed in Section V above.
9. I have taken other steps necessary to diligently complete a thorough examination of whether the Candidate possesses good moral character and fitness for employment in law enforcement.
10. I believe that the Candidate \_\_\_\_\_ (  does /  does not) possess good moral character and fitness for employment in law enforcement, and specifically as an officer with the above-named Agency.
11. I additionally state as follows (optional):

**Signature:** \_\_\_\_\_

## **APPENDIX**

### **Peace Officer Standards and Training Commission**

#### **Questions and Instructions for Law Enforcement Officer Applications**

##### **I. Instructions**

###### **A. Instructions for Applicant**

Thank you for your interest in serving the People of Massachusetts as a law enforcement officer. Your desire to devote yourself to keeping our communities safe is commendable. In light of the importance of the role of peace officer, the responsibility that it entails, and the benefits of ensuring public confidence in law enforcement, your candidacy will be evaluated carefully. To facilitate a thorough evaluation process, you are asked to complete this application. Please note that affirmative responses to the questions below will not necessarily disqualify you from serving as an officer. The Agency to which you are applying is encouraged to discuss any such affirmative response with you, to consider the severity of the circumstances and the length of time that has passed since the occurrence of any event that you identify, and to base any determination of your character and fitness for employment on the totality of the information that it obtains. If a particular question is not applicable to you, write "N/A" in the space below the question. If you have a good faith belief that you cannot answer a question completely and accurately without waiving a privilege, protection, or right recognized by law, you may state that belief in lieu of answering. However, it is important that any answer you provide is complete and accurate. If you intentionally make any false statements, or intentionally omit any pertinent information other than as provided above, your application will need to be disqualified and, if you have been certified as a law enforcement officer, the matter will need to be reported to the POST Commission and considered a complaint subject to investigation and possible sanction by the Commission.

###### **B. Instructions for Agency Head or Designee**

Your continued efforts to ensure that the Commonwealth's law enforcement officers are qualified and deserving of the public's trust are greatly appreciated. This application is designed to further that same objective. Please administer the application to each Candidate. Note that affirmative responses to the questions below will not necessarily disqualify a Candidate, and they should not automatically be treated by your Agency as a basis for finding that a Candidate lacks the requisite character and fitness for employment. Rather, you should discuss the details of any affirmative response with the Candidate, and you are encouraged to consider the severity of the circumstances and the length of time that has passed since any event that the Candidate identifies. Ultimately, your determination as to a Candidate's character and fitness for employment should be based on the totality of the information that you obtain.

## **II. Questions**

### **A. Education and Employment**

1. Were you ever expelled from, or asked to terminate your enrollment at, a school based on disciplinary issues? If so, please provide details as to each such event.
  
2. Have you ever been expelled, been released, been dismissed, or resigned from a law enforcement academy or law enforcement training course in any jurisdiction, for any reason other than an injury? If yes, please provide the details, including the jurisdiction and your dates of attendance, as to each such occurrence.
  
3. Have you ever applied to any other law enforcement or corrections agency? If so, were you offered the position for which you applied? If you were not offered the position, what was the reason, if you know? Please provide the requested information as to each such application.
  
4. If you have been previously employed in a law enforcement capacity in any jurisdiction other than Massachusetts, please provide the full employment and disciplinary file.
  
5. Have you ever been subjected to disciplinary action in connection with any employment? If yes, please give details as to each such incident.

6. Have you ever been found by an employer to have engaged in harassment or by a school to have violated a Title IX policy (that is, one that prohibits sex-based discrimination in any school or other education program that receives federal funds)? If so, please provide details as to each such occurrence.
  
7. In any other prior employment or employer/employee setting, have you ever been found to have violated M.G.L. c. 151B: Unlawful discrimination because of race, color, religious creed, national origin, ancestry or sex?
  
8. Have you ever been dismissed or asked to resign from any employment? Have you ever been dismissed from, or not re-appointed to, a position in law enforcement? If the answer to either question is yes, please provide details as to each such instance.
  
9. Have you ever served in the armed forces? If so, please give the details of your service. Was your discharge anything other than honorable? If so, please explain.

**B. Regulatory Matters**

10. Have you received more than three traffic citations in the last three years? If yes, please give the details, date, and location of each citation.
  
11. Has your license to drive ever been suspended or revoked? Have you ever had an occupational license suspended or revoked? If either answer is yes, please provide details for each such suspension or revocation.



12. Have you ever been charged with a violation of M.G.L. c. 90 § 24, which concerns driving while under the influence of drugs or alcohol? If yes, please give the details, date, and court where the action was initiated.
  
13. Have you ever been found delinquent in paying child support? If so, please provide details regarding each such instance.
  
14. Are you current in all tax payments? This includes federal and state taxes as well as property and excise taxes. (Note: if you are subject to and in compliance with a payment plan established by the federal or state government, you may answer “yes” to this question.) If no, please explain.
  
15. Have you ever declared bankruptcy? If the answer is yes, please provide the timeframe and details, as well as the court, as to each such occurrence.
  
16. Have you ever received a license or permit to possess or carry a firearm, of any type? If so, for each such license or permit, please indicate the issuing jurisdiction or official; indicate whether any such license or permit has ever been revoked or suspended; and if it has been revoked or suspended, provide details.

**C. Other Legal Matters**

17. Have the police ever been called to your current residence or any former residence of yours, while you were a resident or occupant therein, based on a complaint about your conduct? If so, please give the address of each residence and the date of each occurrence.

18. Have you ever been arrested or been the subject of a criminal complaint as an adult or as a juvenile? If so, please indicate the disposition of each case, including any dismissal or other disposition not resulting in a conviction.
  
19. Have you ever been involved in a civil suit in which it was alleged that you acted violently or abusively towards another person? If so, please provide details as to each such suit.
  
20. Has a report pursuant to M.G.L. c. 119, § 51A, regarding suspected abuse or neglect of a child in your household ever been filed by a mandated reporter? If so, please give the date and circumstances of each such report.
  
21. Have you ever been the subject of a restraining order or any other court order that restricted, or imposed consequences based on, your conduct? Have you ever been found in violation of either? If so, please give the details regarding each order, including the timeframe in which it was issued and the identity of the court that issued it.

**D.     Social Media and Affiliations**

22. Please list every social media network as to which you have ever maintained an account, and every name by which you have identified yourself in using each network.

23. In the last five years, have you ever sent or displayed a public communication on social media that you believe could be perceived as biased against anyone based on their actual or perceived race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status, or socioeconomic or professional level, provided you were at least 18 years old at the time? If yes, please provide each such public communication, and details. For these purposes, “communications” include, without limitation, posts, comments, and messages; and “public” communications are those that were made available to three or more people other than you.
24. Have you ever been flagged or restricted by a social media network for comments you made that violated the policies of the social media network? Have you had comment or posts removed from any network?
25. Do you currently belong, or have you ever belonged, to any organization that, at the time you belonged, unlawfully discriminated (including by limiting membership) on the basis of actual or perceived race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status, or socioeconomic or professional level? If so, please provide details regarding each such organization.

**E. Substance Use and Other Conduct**

26. Do you consume alcohol? Do you use cannabis recreationally? If yes, please describe the frequency and amount of your consumption.
27. Have you ever tested positive for illegal drugs? If so, please state when and for what substances.

28. Have you been involved in a physical altercation with any other person within the last five years? If yes, please provide details as to each such altercation.

29. Thinking broadly, do you have any knowledge or information, in addition to that specifically addressed in the preceding questions, which is or which may be relevant, directly or indirectly, to your eligibility or fitness to be appointed as a law enforcement officer with this law enforcement Agency? This would include, but is not limited to, knowledge or information concerning your character, temperament, habits, employment, education, criminal records, traffic violations, residence, or otherwise.

**III. Candidate Affirmation**

I hereby swear or affirm under penalties of perjury that the information provided within my application is true and complete.

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Candidate Initials \_\_\_\_\_

Additional Page for Answers

(Please Identify answers by the Question Number)