



CANTON POLICE DEPARTMENT

221 East Marietta Street
Canton, Georgia 30114

Phone: (770) 720-4883 Fax: (770) 345-1409

CHIEF OF POLICE

Background Questionnaire Selection Process

Entry-Level Hiring Procedures

1. Those persons wishing to apply for a position with the department should complete and return the employment application and the selection process (signature required) document.

If contacted, the applicant will be requested to complete and return the background questionnaire which will include:

- Authorization for release of personal records (signature required).
- Substance abuse testing notice (signature required).
- Required list of attachments to be provided by applicant.

Those individuals who are Georgia P.O.S.T. certified peace officers may be the first applicants contacted.

- a. The Administrative Services Division Commander of his/her designee will review the application and background questionnaire for completeness and will automatically eliminate individuals from the hiring process who disclose information which precludes employment with the department or who are found at anytime in the process to have falsified information or placed misleading information in the application, background information, or other documents.

The background will cover such factors (but no limited to):

1. personal data
2. employment history
3. personal and professional references (at least 3)
4. financial history
5. criminal history
6. driver's history
7. undetected crimes
8. military (if applicable)

- b. Those candidates who are not eliminated by a review of the background information provided may be scheduled to appear before an Oral Interview Board.
- c. Those candidates who pass the Oral interview Board may continue (upon the recommendation by the Oral Interview Board) in the hiring process. The candidate will then be provided a Conditional Employment Agreement which will be read, signed, notarized and forwarded to the Administrative Services Division Commander. The candidate will also be required to hand write an essay. Candidates should have a complete understanding that any failure to fulfill the conditions of employment will result in termination.



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2. Second Phase

Candidates will be required to submit and successfully complete the remainder of the hiring process which includes:

- Polygraph examination
 - Psychological examination
 - Two physical examinations (including drug screening)
 - One to meet requirements of P.O.S.T. (if certified)
 - Second to determine the general physical condition of the candidate for the department
 - Physical Fitness examination
 - Financial investigation (including credit check)
 - Candidates will have their employment history, military service, residential history, and references verified by this department. Candidates will be removed from the hiring process for falsifying any such information.
- a. Any candidate who is not Georgia P.O.S.T. certified, must successfully complete the P.O.S.T. Entrance Exam (EE) which is required by P.O.S.T. before a candidate can be accepted into the police academy. If a candidate cannot pass the test he/she will be removed from the hiring process.
 - b. If a candidate is considered unsuitable and removed from the hiring process for any reason, the candidate will be notified in writing within thirty days that they have been removed from the hiring process.
 - c. The candidate will meet with the Chief of Police for the purpose of an interview. The final decision to hire a candidate shall be that of the Chief of Police.

3. Automatic Disqualification from Process

Candidates will automatically be disqualified from the hiring process for any of the following reasons:

- a. Conviction of a felony, including pleas of Nolo Contendere.
- b. No misdemeanor convictions within the previous twelve months or lifetime convictions of any two misdemeanor crimes (excluding minor traffic offenses) or any lifetime conviction involving an offense of moral turpitude, disrespect for law enforcement authorities, crimes of an aggravated nature, sexual offenses, domestic violence, crimes against children, any violation involving drug use, possession, sale or involvement of any offense deemed unacceptable by the Chief of Police.
- c. Convictions for domestic violence, whether misdemeanor or felony including pleas of Nolo Contendere.



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- d. More than one termination for cause by any employer within a five-year period of the candidate's application.
 - e. A poor credit status, a pending or established garnishment or judgment which may cause undue hardship while employed or any debts currently assigned to collections.
 - f. No bankruptcy filing within the last five years from the date of application or any bankruptcy in process at the time of application.
 - g. Any lifetime involvement in a theft of a felony nature as defined by Georgia law, whether detected or undetected.
 - h. Any lifetime involvement in two or more thefts of a misdemeanor nature as defined by Georgia law or any involvement in one or more thefts of a misdemeanor nature as defined by Georgia law within a twelve-month period prior to the application date. The theft or thefts may be detected or undetected.
 - i. Less than honorable military discharge unless the discharge is upgraded to honorable prior to the time of application.
 - j. Convictions by a General or Special court martial or a pattern of violations under the Uniform Code of Military Justice including punitive judgments or punishments, i.e. Article 15, Captain's Mast etc.
 - k. A history of involvement in commercial gambling such as bookmaking, loan sharking, etc. or outstanding gambling debts owed to any agency, firm, organization or person.
 - l. Undetected crimes discovered through a candidate's admission or other means which are a felony (automatic disqualification), or which are a misdemeanor of a nature judged inappropriate by the Chief of Police. Georgia law guidelines will define whether the actions are a felony or a misdemeanor.
 - m. Any two or more convictions or pleas of Nolo Contendere for Driving Under the Influence within a candidate's lifetime or any one or more convictions or pleas of Nolo Contendere for Driving Under the Influence within a five-year period of the candidate's application date.
 - n. Any lifetime conviction or plea of Nolo Contendere for the traffic offenses of Hit & Run, Homicide by Vehicle, Attempting to Elude or Habitual Violator as defined by Georgia law or other similar state laws regardless of law titles. In addition, any conviction or plea of Nolo Contendere for Reckless Driving or Racing within a five-year period of the application date as defined by Georgia law or other similar state laws regardless of law titles.
 - o. Failure to possess a valid driver's license, any license restrictions which hinder the ability to operate an emergency vehicle in accordance with the laws of the state and the policies of the department or any driver's license suspension within five years of the application date unless for a non-payment of insurance premiums.



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- p. A driver's license point assessment of five or more points at anytime within two years of the application date or anytime within the hiring process itself or any driving history which reflects a recurring pattern of traffic violations which represents disrespect for traffic laws or any restrictions other than for vision.
 - q. Use of any drug within the candidate's lifetime which was considered a felony at the time of commission by Georgia law, whether detected or undetected, or a pattern of use of any non-prescribed drug which was considered a misdemeanor at the time of commission by Georgia law, whether detected or undetected.
 - r. Involvement in selling, bartering, distributing, growing, manufacturing, storing, transporting, preparing or possession of any controlled drug or substance, which was a violation of Georgia law at the time of occurrence, whether the crime was detected or undetected. This includes any history of use or abuse as determined by the Chief of Police.
 - s. No adverse civil rights decision through the Federal Court.

These disqualifying guidelines are not considered all-inclusive. Each candidate will be considered on a case-by-case basis, and the Chief of Police may deem disqualification necessary for a number of reasons not listed herein. If the automatic disqualifier took place over five years before the application date, the candidate's disqualifier information will be presented to the Chief of Police. The Chief of Police will review the disqualifier information and make a decision.

4. Re-Application

Applicants who were not previously hired and are seeking re-application status, may re-apply at any time after receiving notice of the agency's decision not to hire.

5. Re-Hire Criteria

The decision to re-hire rests solely with the Chief of Police and will be decided on a case-by-case basis.

I have read and understand the Canton Police Department Selection Process. I understand that providing false information during the hiring process, including the employment application, supporting documentation, and any other documents that are required to be filled out or signed by the applicant will result in the removal from the hiring process, and/or termination from employment if hired based on false or misleading information.

Applicant Name (Print)

Applicant Signature

Date

Employment Application



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Full Name: _____ Date: _____
 First Middle Last

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Position Applied for _____ Date Available for Employment: _____

Current Drivers License #: _____ State of Issue: _____

Are you a U.S. citizen? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever filled an application with the City of Canton before? Yes No If yes, when? _____

Are you willing to work rotating shifts (includes working days, nights, weekends, and holidays)? Yes No

Are you a GA POST certified police officer? Yes No PBLE # _____

Prior Military Experience: Yes No

Employment Information – List Last Two Employers

Employer: _____ Position: _____

Address: _____ Phone: _____

Dates of employment: ____ / ____ / ____ Thru: ____ / ____ / ____

Reason for Leaving: _____

Employer: _____ Position: _____

Address: _____ Phone: _____

Dates of employment: ____ / ____ / ____ Thru: ____ / ____ / ____

Reason for Leaving: _____

Education – List High School and College Education

School Name	Location	Degree/ Diploma	Year	Graduate
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No