

EDUCATION

Name & location of last high school attended: _____

Diploma or G.E.D? _____

Date received: _____

YES NO

College, Business, or Trade School attended:	Dates (From / To)	Major Subject & Degree	# of Units

EXPERIENCE

List all jobs that you have held in the last five years, with your present or most recent job listed first. If applicable, include any active United States military service. Please attach an additional sheet if more space is needed.

DATES EMPLOYED (FROM / TO)	TITLE OF POSITION	HOURS PER WEEK
EMPLOYER NAME & ADDRESS		# SUPERVISED
		CONTACT PHONE

SUMMARIZE YOUR DUTIES

REASON FOR LEAVING

DATES EMPLOYED (FROM / TO)	TITLE OF POSITION	HOURS PER WEEK
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SUMMARIZE YOUR DUTIES

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SUMMARIZE YOUR DUTIES

REASON FOR LEAVING



WILLITS POLICE DEPARTMENT
125 EAST COMMERCIAL STREET • WILLITS, CA 95490
(707) 459-6122 • FAX: (707) 459-0405

PRE-EMPLOYMENT BEHAVIORAL STANDARDS

The Willits Police Department has established pre-employment behavioral standards designed to ensure that the Willits Police Department employs individuals who have demonstrated sound judgement, maturity, honest, respect for, and adherence to the laws of the State of California while taking into account youthful indiscretion and experimentation. Positions of public trust require individuals who have demonstrated honesty, sound judgement, personal discipline, and responsibility.

The following standards are applicable to applicants for the Willits Police Department:

1. **HONESTY:** Criminal justice employees have access to sensitive information. They are subject to act as witnesses in court. Honesty and integrity are the cornerstone of trust and credibility. Hence, an applicant who is dishonest in any portion of the pre-employment process shall be disqualified from further consideration from employment. Dishonesty includes misstating or misrepresenting identifying information or qualifications whether orally or in writing; misleading any person involved in the pre-employment screening by either misrepresenting or failing to completely answer any questions; not accurately or completely completing applications, background questionnaires, personal history statements, medical screening documents, or any other document used in the pre-employment process to determine the applicants' suitability for the position; or any other act of deceit or deception. The pre-employment process includes the employment application, the oral interview, background investigation including interviews conducted as part of the investigation, the Division Commander interview, the Chief's interview, the polygraph, the psychological evaluation, and the medical screening.
2. **INTERPERSONAL CONDUCT:** Criminal justice employees and peace officers are required to interact daily with their fellow employees. They must have a history of stable interpersonal conduct, sensitivity in their interactions with others, and respect for others' rights. There are certain criminal acts which would, had the acts been detected, make an applicant unsuitable for employment as a criminal justice employee or a peace officer. These acts include murder, rape, robbery, any violent assault upon another including spousal battery, mayhem, sexual battery, or any other acts of violence. This shall include any crime involving or directed against a child or any criminal sexual act which could be classified as a felony.
3. **CONDUCT AGAINST SOCIETY:** Criminal justice employees and peace officers must demonstrate sound judgement and maturity in their lives. As public employees, there are certain acts which are incompatible with public service because the act itself is felonious which would, if it had been detected, disqualify an applicant. Applicants who have manufactured, transported, cultivated, brokered, or sold any controlled substance shall not be eligible for employment. Applicants who have committed arson; burglarized an occupied building; stolen any significant amount of money, goods, or services from their employers, stolen a significant item, goods, or amount of money while in a position of trust; or any other act which demonstrates a lack of respect for others' property shall not be eligible for employment.
4. **HISTORY OF STABILITY:** Criminal justice employees and peace officers must have a history of stability which is demonstrated by their prior employment history. An applicant who has resigned from employment in lieu of termination

except where a hostile work environment has been alleged, has been terminated for cause from employment, has been terminated while on probation except for a reduction in work force within the last three (3) years, or those who have held more than three (3) jobs within five (5) years, with the exception of students and construction workers, shall be disqualified from employment.

5. ABILITY TO LEARN: Constantly evolving technology and changes in law and procedures require employees who are able to assimilate new concepts. The ability to learn can be demonstrated by an applicant's employment or academic history. Peace officer applicants who have been dismissed from a basic course of instruction at a P.O.S.T. Certified Academy or its equivalent in another state within the past three (3) years shall not be eligible employment. Peace officer applicants who have not successfully completed an F.T.O (Field Training Officer) program as demonstrated by either termination or resignation while in the program shall not be eligible for employment.
6. ABILITY TO OPERATE A MOTOR VEHICLE: Peace officers are expected to be able to operate a motor vehicle in a safe and efficient manner. Peace officers must be able to operate emergency vehicles in many differing situations, including emergency response. Applicants shall be expected to have demonstrated the ability to safely operate a motor vehicle as evidences by their driving history. Applicants shall not have has more than two (2) chargeable accidents where they have been found most at fault by the investigating agency in the past four (4) years. Applicants may not have more than three (3) infraction moving violations within the past five (5) years. Applicants may not have any record of alcohol-related incidents such as drunk driving, or such a charge reduced to reckless driving within the past three (3) years. Any applicant who has more than one (1) such offense shall not be eligible for employment.
7. JUDGEMENT AND CREDIBILITY AS A WITNESS: Peace officers are expected to have demonstrated a pattern of sound judgement. Peace officers must be able to be a credible witness in a court of law. Both of these area are specific job dimensions outlined by the Commission of Peace Officer Standards and Training (P.O.S.T.). Applicants who have a history of committing repeated misdemeanors or felony offenses are not credible witnesses. Possession of controlled substances are violations of State and Federal laws and a history of violating the law does not demonstrate sound judgement and hence, is not compatible with law enforcement.
8. PHYSICAL ABILITY: Peace officers must be able to physically perform their duties which includes the ability to run; climb fences; operate a motor vehicle; arrest and physically control large and/or physically combative suspects; lift objects; operate various equipment including computers, weapons, and handcuffs; hear voice, radio, and telephone communications; see and read license plates; ability to see colors, movement, and activities in reduced, limited, or extremely low light conditions. Peace officer applicants must meet the physical requirements established by P.O.S.T as demonstrated by their performance in the Basic Police Academy.

I have read and understood the above listed Pre-Employment Behavioral Standards for the Willits Police Department.

SIGNATURE (in full): _____

DATE: _____