

**CONFIDENTIAL**

APPLICANT PERSONAL HISTORY QUESTIONNAIRE  
CITY OF JACKSONVILLE



FOR HUMAN RESOURCES USE ONLY Date Application Turned In: _____ Test Cycle Scheduled For: _____ Application Deadline: _____ Position Applied For: _____
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AN EQUAL OPPORTUNITY EMPLOYER

Please fill out this application to the best of your ability. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

VERIFICATION OF INFORMATION

The information requested on this questionnaire will be used for reference by those who will be considering your application for employment or training with the JACKSONVILLE POLICE DEPARTMENT. An extensive background investigation will be conducted into your personal history. Applicants for the position of Police Officer will be required to take a physical exam, and oral board exam and drug screening.

Any FALSE, MISLEADING OR INCOMPLETE information substituted for accurate information will be grounds to disqualify you from further consideration in the application process with the Jacksonville Police Department.

I confirm that I have read and understand the above and that all statements and documents presented to the Jacksonville Police Department are true, correct and made in good faith.

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Telephone Number

1. **USE BLUE OR BLACK INK ONLY.** Complete this form in your own handwriting or printing.
2. Be certain that your answers are legible.
3. Read each question carefully before answering.
4. Be certain that each question is answered COMPLETELY and CORRECTLY. Submit all documents as requested. If a question does not apply to you, write N/A (Not Applicable) in the space. Do not leave any blank spaces.
5. Additional space is provided at the end of this packet for any answers that require clarification or further explanation. All entries will have a space to specify which question you are relating the explanation to.

## JACKSONVILLE POLICE DEPARTMENT INSTRUCTIONS & NOTICES FOR JPD APPLICATION PACKET

Please read the following, making sure to follow ALL instructions completely. Failure to provide requested documents or to follow these instructions may disqualify you from completing the background. Do not omit, falsify, or misrepresent the truth on any required or requested forms, and documents. All forms should be complete and thorough, and in your own handwriting, using blue or black ink on forms.

**REQUIRED DOCUMENTS:** (Bring originals with application and copies will be made at the police department)

- |   |  |
|---|--|
| <input type="checkbox"/> College Diploma (if applicable)<br><input type="checkbox"/> DD214 (Long Form) Military Discharge (if applicable) | <input type="checkbox"/> Police Academy Certificate/Training Certificates (if applicable)<br><input type="checkbox"/> Driver's License |
|---|--|

Prior military applicants must complete the online request pertaining to military records by going to <https://www.archives.gov/veterans/military-service-records/index.html>. Request the UNDELETED records. Place the name and address of the person it should be mailed to as listed below\*. Print off the signature pages and bring in the signed signature page with your completed application. This only applies if you don't already have a copy of your DD214 or service records available.

If you cannot provide a copy of any of these documents, you must write a Letter of Excuse pertaining to each document missing, explaining the circumstances and the name, address, and phone number of person(s) who can be contacted to follow up on each document. Also, an approximated time frame for when the document will be available, if at all.

This department will only consider Police Officer applicants who score 70% and above on the Civil Service Commission's Police Entry Level Examination.

The department may contact you at times to clarify information, or ask additional questions to help in the decision making process; therefore, if you change address, phone numbers, or employment status, these must be reported immediately to the background investigator.

\*Send requested documents from above to the Jacksonville Police Department, Attn: Office of Professional Standards, 1400 Marshall Road, Jacksonville, AR 72076. Phone 501-982-3191, Fax 501-982-3020

I have read this form and understand what has been requested, and what is required to be considered for a pre-employment background investigation by the Jacksonville Police Department.

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

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

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

# Jacksonville Police Department Grooming Notice

Jacksonville Police Department Policy 5-9 states, in part, the following about tattoos and piercings/body modifications. As of January 1, 2016, any visible tattoo on the face, head, or neck and any piercing/body modification, to include but not limited to, as determined by the Chief of Police, those listed is an automatic disqualification for employment.

- **Tattoos:** Maintaining a professional appearance is critically important to fostering public trust and confidence in law enforcement, and exceeding the standards of the profession. The following shall be adhered to:
  1. Employees, both uniformed and non-uniformed, will report their existing tattoos that are visible below the elbows and below the knees which would likely be seen in a short sleeved shirt or bicycle shorts. This shall be done via their chain of command to the Chief of Police, describing the tattoos and their location on the body.
  2. Only one (1) "ring style" finger tattoo is permitted on each hand.
  3. No employee shall obtain or display any tattoo on the front or sides of the neck, the head, or the face area. Existing employees, from the date of this policy, that have any prohibited tattoos must keep the tattoo(s) completely covered, without exception, while on duty or during work related functions.
  4. No employee shall exhibit any tattoo that is likely to be seen as gang or drug related, racist, sexist or sexually suggestive or explicit, obscene or profane, vulgar or containing profanity, religiously discriminatory, undermining City or Department values, or containing illustrations, references, symbols, acronyms, etc. that represent criminal, oppressive, prejudicial, or discriminatory beliefs or organizations. The Chief of Police shall have the discretion to request an employee to keep any tattoo covered which he deems unprofessional.
  5. No employee shall obtain any new tattoos that would be visible to the public while on duty or work related functions without written permission from the Chief of Police. A written request will be submitted via the employee's chain of command.
- **Piercings and Body Modifications:**
  1. Facial piercings of the nose, lip, eyebrows, tongue, or another part of the face or neck is unacceptable for all employees. An exception will be a female officer may wear one (1) pair of stud earrings in the lower ear lobe(s), and non-sworn females may wear professional looking pierced earrings.
  2. Body modifications that are visible while on duty or during work related functions are prohibited. Body modifications are defined as any intentional body mutilation, scarring, or branding and include, but are not limited to, the following:
    - a. A split, forked tongue;
    - b. Foreign objects inserted under the skin to create a design, effect, or pattern;
    - c. Scarification;
    - d. Enlarged or stretched out holes in the earlobes (other than normal piercing holes) and dermal punching.
- **Dental Ornamentation:** Officers shall not have dental ornamentation. The use of gold, platinum, silver, or other veneer caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneered, shall not be ornamented with designs, jewels, initials, etc.

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

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

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



# JACKSONVILLE POLICE DEPARTMENT

COURAGE • INTEGRITY • PROFESSIONALISM

*John C. Franklin*  
Chief of Police

1400 Marshall Rd.  
Jacksonville, AR 72076  
(501) 982-3191

## TATTOO DISCLOSURE FORM

If you wish to be participating in the pre-employment process, you must disclose the following information about any and all tattoos that are visible on your forearms (elbow and below), hands, and lower legs (knee and below) you have by providing the following information:

1. Location
2. A detailed description of tattoo design;
3. An explanation of what each of the tattoo represent to you;

I do not have any applicable tattoos to disclose. \_\_\_\_\_ **Initials**

I do not have any tattoos on my head/face/neck. \_\_\_\_\_ **Initials**

**IMPORTANT:** Return this form completed and with the information requested, if applicable, prior to or upon arriving for the P.A.T.

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# City of Jacksonville

## Application for Employment

### Equal Opportunity Employer

#1 Municipal Dr. Jacksonville, Arkansas 72076 (501)982-4671 FAX (501)982-4670

We consider application for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Previous Names Used	Last Name	First	Middle
Address		City	State Zip
If not a resident at current residence for 2 years, give previous address and phone number:			
Home Number	Cell	Work	Email
Drivers License # and State	How did you hear about this position?	Type of employment? Full-Time      Part-Time      Seasonal	
Position Applied For:			Date:
Have you ever been convicted of a felony? (A past criminal history does not necessarily disqualify an applicant from employment.) YES      NO			
If yes, describe fully:			

Available for work: ____/____/____	Desired salary: \$_____
Are you legally eligible for employment in the U.S.?	YES      NO
<small>**If offered employment, you will be required to provide documentation to verify eligibility.</small>	
Have you ever been employed with the City of Jacksonville before?	YES      NO
If so, when? _____	
Are you at least 16 years of age?	YES      NO
Are you at least 20 ½ years of age? <b>(Police and Fire only)</b>	YES      NO
Do you have any friends or relatives who work for the City of Jacksonville?	YES      NO
If YES, name and relationship _____	
Are you currently employed?	YES      NO
May we contact your present employer:	YES      NO
In case of an emergency, who should we contact?	
Name: _____	Home: _____ Cell: _____
Address: _____	Relation: _____

### EDUCATION

School	Name and City/State	Course of Study	From Mo / Yr	To Mo / Yr	Diploma / Degree
High School					
College					
College					
Other (Specify)					

**WORK EXPERIENCE** (Must be completed even if you supply us with a resume)

Employer	Dates Employed		Job Duties		
Address	From	To			
Phone Number					
Job Title	Pay Rate / Salary				
Supervisor			May we contact:	YES	NO
Reason for Leaving			Were you fired?	YES	NO
Employer	Dates Employed		Job Duties		
Address	From	To			
Phone Number					
Job Title	Pay Rate / Salary				
Supervisor			May we contact:	YES	NO
Reason for Leaving			Were you fired?	YES	NO
Employer	Dates Employed		Job Duties		
Address	From	To			
Phone Number					
Job Title	Pay Rate / Salary				
Supervisor			May we contact:	YES	NO
Reason for Leaving			Were you fired?	YES	NO

Comments: (Include explanation of any gaps in employment)


Describe any specialized training, apprenticeship and skills.


**ADDITIONAL INFORMATION**

Other Qualifications *(Summarize special job-related skills and qualifications acquired from employment or other experience)*


**PERSONAL / PROFESSIONAL REFERENCES** (DO NOT INCLUDE FAMILY MEMBERS OR PAST SUPERVISORS)

Name	Phone Number	Occupation	Years Acquainted
1.			
2.			
3.			

## APPLICANT'S STATEMENT

I certify that answers given herein, and any attached resume, are true and complete. Any false, misleading or incomplete information furnished by me regarding this application may result in the rejection of this application or if employed, dismissal. I understand that in consideration of my employment, I agree to conform to the rules and regulations of the City of Jacksonville, and further agree that my employment and compensation are at the will of the City of Jacksonville and can be terminated, with or without cause, and with or without notice, at anytime at the option of the City of Jacksonville or myself. I understand and agree that these terms can only be modified in writing and signed by the Human Resources Director of the City of Jacksonville. No supervisor, representative, agent, or other employee of the City of Jacksonville has now or has had in the past the authority to enter into any agreement for employment for a specified period of time, or to make any agreement which is contrary to or in modification of the above terms, nor can any policies or practices of the City of Jacksonville, either written or oral, modify the above terms.

I understand and agree to take any physical examination, including drug testing; all such tests will be administered in compliance with the Americans with Disabilities Act.

I understand and hereby authorize persons, school, companies, employers and/or their representatives to furnish verification to the City of Jacksonville, any and all information set forth in this application and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers and/or their representatives from any and all claims that have or which may arise, against any and/or all of them, including the City of Jacksonville, as a result of them furnishing information to the City of Jacksonville. I authorize the City of Jacksonville, should they employ me, to release employment references, if my employment becomes terminated for any reason. I also authorize the City of Jacksonville to conduct credit, police, criminal and driving record inquiries, or any other employment related inquiries in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C Section 1681, et. seq. I understand that the decision for my continued employment and to hire me and will be subject to the results of these inquiries.

I understand this application will be active until this position applied for is filled. After that time, if I wish to be considered for employment, I must re-apply.

### **A PRE-EMPLOYMENT DRUG SCREEN AND BACKGROUND CHECK WILL BE CONDUCTED UPON JOB OFFER.**

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE STATEMENT.

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

\_\_\_\_\_  
Date



*"Soaring Higher"*

**CITY OF JACKSONVILLE**  
**POLICE SUPPORT PROPERTY ROOM TECH**  
**Job Description**

**Exempt:** No

**Department:** CIVILIAN POLICE EVIDENCE-PROPERTY TECHNICIAN

**Reports To:** Support Services Sergeant

**Location:** 1412 West Main Street

**Date Prepared:** September 29, 2010

**Date Revised:** May 01, 2012

**GENERAL DESCRIPTION OF POSITION**

Assigned to the Support Services Division, the civilian property officer coordinates and maintains the Police Department's property room including determining, executing and documenting all evidence for property release, destruction, auction, and inventory. The property officer ensures the preservation and proper disposition of all items received into the property room. The property officer represents the Department to other law enforcement agencies, the courts, prosecutors, citizens and the Arkansas Crime Lab.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Collects, packages, and processes all items into evidence submitted by police officers, cadets and detectives.
2. Prioritizes work assignments and projects; ensures daily operations of the Property Room are conducted in an appropriate and timely manner.
3. Ensures that all items of evidentiary material meet the legal requirements of custodial documentation prior to acceptance into the Property Room; ensures the safeguarding of these items while in his/her custody; and ensures the evidence log, chain of custody record, and the final disposition files are properly maintained.
4. Coordinates, processes, and obtains court orders as needed.
5. Monitors legal and procedural developments related to the property and evidence function; reports updates, changes and modifications to higher level management.
6. Responds to telephone and in person requests and inquiries from the public concerning release of property; ensures proper packaging and release of property.
7. Coordinates, prepares and processes all items designated for auction; coordinates, properly destroys and/or disposes of unclaimed property of negligible value.
8. Checks out and releases evidence to appropriate persons; updates and maintains the BEAST evidence tracking system to reflect chain of custody for each item.
9. Coordinates, processes, handles and documents all weapons and narcotics destruction.
10. Testifies in court and/or other legal proceedings as directed. Testimony will relate to the assigned responsibilities regarding the handling and safekeeping of the evidence concerned and will normally deal with specific questions concerning chain of custody, proper storage and the accountability of all evidence during the time it is legally in the custody of the evidence-property room.
11. Responsible for attending annual BEAST training to ensure procedures are up to date and standardized.
12. Reviews and inspects forfeiture seizure packets and evidence forms for accuracy and proper chain of custody.
13. Retrieves property and/or evidence from the Property Room for distribution to officers/detectives for court proceedings and receives same once the proceeding is completed along with a disposition from the court.
14. Ensures the evidence/property room is maintained and available for inspection; Maintains accurate records for Legislative Audit.
15. Prepares and transports evidence to the Arkansas State Crime Lab and picks up evidence from the Crime Lab to return to the Property Room; Receives and disseminates analysis reports from the Arkansas State Crime Lab.
16. Conducts regular inventory of evidence/property stored in the Property Room and prepares a monthly report for the Division Commander.
17. Provides training for new officers and cadets in the BEAST evidence/property tracking system. Also provides refresher training as directed.
18. Prepares and records items for annual auction and is on site during the auction event.
19. Assists Fleet Manager as needed in transporting vehicles for maintenance and/or repair and readying police vehicles submitted for auction.



20. When not performing within the duties pertaining to evidence/property may be tasked with assisting the training officer with documents that are required reporting to the Arkansas Crime Information Center, Arkansas Law Enforcement Academy, and Minimum Standards; assists Warrant Officer with warrant validations, entries, and subpoenas.
21. Collects, packages, and processes all items via the Prescription Drug Drop Box Program, to include all National Drug Take Back Events, and coordinates reporting and disposal with the appropriate agency (DEA).
22. Retrieves and copies audio/visual digital media as required for evidentiary purposes.
23. Assists as needed with walk in and telephone reports.
24. Conducts an annual inventory of all department equipment.
25. Perform any other related duties as required or assigned

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school, with particular emphasis during high school in office skills, shop skills, or others, plus 12 to 18 months related experience and/or training. Or equivalent combination of education and experience.

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Funds, Property & Equipment Responsibility: \$ 100,000

## **SUPERVISORY RESPONSIBILITIES**

None.

## **COMMUNICATION SKILLS**

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

## **CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

## **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

## **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

## **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

**MENTAL DEMAND**

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

**ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

**PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

**EMPLOYEE CONTACT**

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Basic ALETA Certificate preferred  
Valid Arkansas Drivers License

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Training Certificate in Microsoft Word  
Training Certificate in Microsoft Excel  
Basic BEAST Training Certificate or similar evidence processing software  
Basic ALETA certificate, or professional certificates or degrees related to evidence processing and handling

**SOFTWARE SKILLS REQUIRED**

Intermediate: Database  
Basic: 10-Key, Contact Management, Presentation/PowerPoint, Spreadsheet, Word Processing/Typing

**ADDITIONAL INFORMATION**

Some travel is required: The CEPT is required to transport evidence to the State Crime Laboratory; to court proceedings, destruction sites; in-State as well as out of State conferences, training, etc. The employee primarily works in an office environment. While working the employee may be exposed to chemicals, narcotics, firearms,

blood, blood soaked clothing, or blood borne/air borne pathogens using necessary safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; and occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**RECEIPT OF JOB DESCRIPTION**

I have received a copy of this job description on \_\_\_\_\_ and certify that I can perform the essential functions of this position with or without reasonable accommodation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date