



THE CITY OF RICHLAND, MISSOURI
RICHLAND POLICE DEPARTMENT

201 South Chestnut Street
Post Office Box # 798
Richland, Mo 65556

M.J. Hurney
Chief of Police

Voice (573) 765-4144

Fax (573) 765-3093

BACKGROUND QUESTIONNAIRE
For police employment

TO THE APPLICANT:

This questionnaire is required & will be used as a reference to those who will be considering you for employment and for a commission with the Richland Police Department.

An extensive background investigation will be conducted into your personal history. Where written explanations are required in this form, it is **MANDATORY** that the information be listed **TOTALLY AND COMPLETELY**. **AN INCOMPLETE PACKET WILL BE REJECTED.**

Read the statements and standards carefully. Sign where indicated if you understand & agree with the statements. Please contact a police supervisor if you have questions or need clarification.

ATTACH A COPY OF THE FOLLOWING DOCUMENTS TO THIS

PACKET: Missouri POST Certificate, Copy of Driver's License, and Military DD214 Discharge Papers (if applicable).

GENERAL DIRECTIONS:

1. USE BLACK INK TO COMPLETE QUESTIONNAIRE.
2. COMPLETE IN YOUR OWN HAND WRITING OR PRINTING.
3. WRITE OR PRINT LEGIBLY.
4. READ EACH QUESTION CAREFULLY.
5. ANSWER EACH QUESTION CAREFULLY.
6. ANSWER ALL QUESTIONS.
 - Be sure to include thorough answers, including complete addresses (including street numbers and PO Boxes) and complete phone numbers with area codes.
7. IF A QUESTION DOES NOT APPLY, WRITE "N/A" IN THE SPACE.
8. IF YOU NEED ADDITIONAL SPACE, WRITE ON THE BACK OF THE PAGE.
9. WHEN COMPLETED, RETURN TO:

RICHLAND POLICE DEPARTMENT
Attn. Chief of Police
PO Box 798
Richland, Mo 65556

Statement of Understanding

I understand that I will not receive, and I am not entitled to, a copy of the report or to know its contents and I further understand that the contents will be used in the evaluation process for employment with the Richland Police Department. Further, that no documents submitted by me will be returned and no copies of any other reports or documents utilized for or during my application for employment or a commission will be furnished or given to me. **I WILL NOT BE ADVISED OF THE REASONS FOR NON-SELECTION.**

The existence of any of the conditions listed below may result in rejection from the selection process. These areas will be explored during an extensive background investigation.

POSSIBLE DISQUALIFICATIONS- Include but are not limited to:

- 1. ANY FELONY CONVICTIONS.**
- 2. PARTICIPATION IN ANY SERIOUS CRIME, INCLUDING “Under Investigation”**
- 3. ANY MISDEMEANOR CONVICTION INVOLVING NARCOTICS, DRUGS OR MARIJUANA.**
- 4. ANY SELLING OF NARCOTICS, DRUGS, OR MARIJUANA.**
- 5. ANY ILLEGAL USE OF OPIATE NARCOTICS, HALLUCINOGENS, AND/OR OTHER DANGEROUS DRUGS.**
- 6. ANY RECENT USE OF MARIJUANA.**
- 7. EXCESSIVE USE OF INTOXICANTS.**
- 8. UNFAVORABLE BACKGROUND, INCLUDING FAMILY & EMPLOYMENT**
- 9. DOMESTIC VIOLENCE HISTORY AND/OR CONVICTIONS**

“I, an applicant for employment with the Richland Police Department, hereby state that I honestly feel that I am not barred or prohibited from employment based on the aforementioned list.”

PLEASE CONFIRM THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE AFOREMENTIONED CONDITIONS AND CRITERIA BY SIGNING BELOW.

Signed by: _____

Printed name: _____

Dated: ____ / ____ /20 ____

Dated: ____/____/20____

POSITION SOUGHT: _____

1. PERSONAL DATA

Last Name First Middle (full)

Date of Birth: ____/____/____ Social Security Number: ____-____-____

List any other names you have ever used.

Home Phone (____) _____

Cell Phone (____) _____

Other # (____) _____ # Type: _____

Current HOUSE Address (No P.O. Boxes) City State Zip Code

Length of time at this address: Y: ____ M: ____

LIST ALL PREVIOUS ADDRESSES FOR THE PAST FIVE YEARS:

Address City State Zip Length of time

Address City State Zip Length of time

Address City State Zip Length of time

2. FAMILY STATUS

Status: Married () Single () Separated () Divorced () Widowed ()

If male and married, list wife's maiden name: _____

If female and married, list maiden and any previous last names: _____

Spouse/Ex's name Date of Birth Spouse's Occupation (Also note their address/#, if different)

Child's name Date of Birth Address Phone

Child's name Date of Birth Address Phone

Child's name Date of Birth Address Phone

Your Family Status list needs to include all ex-spouses, including any “common law” marriages as recognized by other states. If you are divorced, separated, widowed, etc. you must include these former spouses names and information on the reverse side or mark [] N/A

Your list also needs to include all children, whether from this relationship or another, step children, etc. If you have more than 3 to list (as above), please use the reverse side or mark [] N/A

3. EMPLOYMENT HISTORY

Your original application required your employment background for the last 10 years. This MUST include all paid (part or full-time) and volunteer work. If this is out-of-date or incomplete, please note that on the reverse side or mark [] N/A

Your original application also required full information as to the reason for separation from these employers. It is best to be accurate and thorough up-front. Add any additional detail you may need to:

4. PERSONAL CONTACTS

A) List three (3) personal contacts (not relatives or former employers) who are responsible adults, and who have known you well during the past five (5) years. THESE 3 NEED TO BE IN ADDITION TO ANY THAT WERE LISTED ON YOUR APPLICATION OR RESUME’.

1		
Name	Residence Address	Home Phone
How long known?	Occupation & Business	Address

2		
Name	Residence Address	Home Phone
How long known?	Occupation & Business	Address

3		
Name	Residence Address	Home Phone
How long known?	Occupation & Business	Address

B) List the names of any acquaintances employed by this Department:

C) Have you ever applied to, or been employed by the Richland Police Department in any capacity as a paid employee or volunteer?

Yes _____ No _____ If Yes, when/where: _____

D) Have you ever applied for any position with another law enforcement agency, other than those listed as employers? Yes _____ No _____

Date	Agency Name and State	Status of Application
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Date	Agency Name and State	Status of Application
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Date	Agency Name and State	Status of Application
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5. EDUCATION AND TRAINING

Is the training and education listed on your resume' and/or application, complete and accurate and up-to-date? YES _____ NO _____

6. MILITARY STATUS

A) Have you ever served in the Army, Navy, Marine Corps, Air Force, Coast Guard, R.O.T.C., or any other military or semi-military organization? YES _____ NO _____

If Yes, explain:

Entry Date	Rank	Brach/Organization
Discharge Type	Discharge Date	

B) Are you registered with the Selective Service? YES _____ NO _____

7. CRIMINAL HISTORY

A) Have you ever been detained, arrested, or questioned for any offense or violation (other than simple traffic charges) by any law enforcement officer?

YES _____ NO _____

If Yes, describe: POLICE CONTACTS

DATE	REASON	DISPOSITION	POLICE AGENCY CITY/STATE
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B) Have you ever been convicted for any offense, or violation of any statute, ordinance, or law regulation by any civil or military authority in this country of any other country?

YES _____ NO _____

If Yes, describe: CRIMINAL CONVICTIONS

DATE	CHARGE	DISPOSITION	POLICE AGENCY CITY/STATE
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C) Have you even committed an act, which if charged would be a Class A or B Misdemeanor or a felony, for which you were not caught or questioned?

YES _____ NO _____

If Yes, describe: CRIMINAL ACTIVITIES

DATE ACTIVITY CIRCUMSTANCES

8. NARCOTIC/DRUG AND ALCOHOL USAGE

Use reverse side if additional space is needed to explain YES answers- include number of times and when.

Have you ever tried or used an illegal narcotic or dangerous drug? YES _____ NO _____

If Yes, explain:

of times

- _____ Heroin, Opium, Morphine
- _____ LSD / Acid
- _____ Cocaine
- _____ Methamphetamines
- _____ Peyote, Mescaline, or any other hallucinogen
- _____ Marijuana
- _____ Any other narcotics or dangerous drugs

Have you ever possessed or been around an illegal narcotic, other dangerous drug, or any drug paraphernalia (other than during lawful law enforcement duties)? YES _____ NO _____

If Yes, explain:

Have you ever been in possession of a prescription drug prescribed to another person with the intent of using, illegally possessing, or selling/giving the drug away? YES _____ NO _____

If Yes, explain:

Have you ever been in possession of a controlled substance with the intent of selling/giving the drug away and/or aiding in the same? Include police activities. YES _____ NO _____

If Yes, explain:

How many times per month do you consume alcoholic beverages? _____

In the last year, how many times did you consume intoxicants to
The point an average person would consider "excessive"? _____

Do you have any dependence or habits relating to intoxicants that
Would adversely affect your ability to operate as a police professional? YES _____ NO _____

9. ANSWER THE FOLLOWING...

Use the reverse side for explanations

A) Have you ever had your wages attached/garnished? YES() NO()

B) Have you ever been a party to a small claims or other court action? YES() NO()

C) Do you have any immediate civil actions pending against you? YES() NO()

D) Have you ever been a party in any other civil actions? YES() NO()

E) Have you ever had judgment rendered against you? YES() NO()

F) Have you ever been discharged or asked to resign from any position? YES() NO()

G) Have the police ever been called to your home for any reason other
Than as a victim? YES() NO()

H) Have you or your spouse ever been sued or summoned into court? YES() NO()

I) Ever had a fingerprint check done, other than for employment? YES() NO()

J) In any employment setting, including military service, have you
Received any verbal or written reprimands or suspensions for violations
Of company policy? YES() NO()

K) Would you have any difficulty in working or dealing with member
Of the opposite sex, different origin, race, religion, or nationality? YES() NO()

L) In any job that you've held, have you been involved in any physical
or major verbal confrontations? YES() NO()

M) Would you be able to follow direct orders, even though you may not
agree with them? YES() NO()

N) In any previous employment setting, were you ever exposed to
any high stress or an extreme emergency condition? YES() NO()

O) Have you ever left a place of employment without giving two
weeks notice? YES() NO()

P) Have you ever been extensively delinquent on any of your
Financial obligations? YES() NO()

Q) Are you now current on your financial obligations? YES() NO()

R) Are there any questionable or unfavorable issues in your immediate family or relationships that would bring into question your fitness for police employment?

YES() NO()

(S) Do you feel that your temper/attitude might not be compatible with successful police tasks/activities?

YES() NO()

13. SUPPLEMENTARY BACKGROUND INFORMATION

Use ONLY this space to describe the following:

1. Why do you want to be an employee for the Richland Police Department?

2. What qualities do you possess that would make you a good employee for the department?

ANY FURTHER INFORMATION YOU MIGHT ARISE DURING YOUR BACKGROUND CHECK THAT IS PERTINENT TO THIS APPLICATION PROCESS:

I HAVE COMPLETED THIS PACKET PERSONALLY AND HAVE DONE SO TO THE BEST OF MY KNOWLEDGE AND ABILITY.

Signed _____

Dated ____/____/20____