

Lebanon Division of Police
 Kenneth R. Burns, Chief of Police
 25 West Silver Street
 Lebanon, Ohio 45036
 513-932-2010

The Lebanon Police Department is an Equal Opportunity Employer.

Personal History Questionnaire

(Last Name)	(First Name)	(Middle Name)
(Street Address)		
(City)	(State)	(Zip Code)
(Home Phone #)	(Cell Phone #)	
(E-Mail Address)		
Position Applied For:		Date this questionnaire completed.
<input type="checkbox"/> Police Officer	<input type="checkbox"/> Dispatcher	

This personal history questionnaire is intended for the use of the Lebanon Police Department's personal administration section. You must be truthful and complete all answers requested on this form. All information contained herein will be subject to verification, i.e., source documentation, polygraph, and screening procedures.

The answers to questions in this questionnaire must be printed, in your own hand, legible in **black ink only**. **Each individual question must be answered. There can be no blanks.** If a question does not apply to your particular circumstance, insert "**DNA**" in that blank. When answering questions that require dates, insert full dates. You must provide complete address information when requested.

Warning

Applicants are cautioned to answer every question truthfully and without evasion. The Ohio Revised Code provides penalties for making a false statement of a material fact, or for practicing any fraud or deception in obtaining or attempting to obtain municipal employment. such penalties include rejection for appointment or discharge after employment and/or prosecution under Ohio Revised Code, Section 2921.13.



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To Whom It May Concern:

I, hereby, authorize any commissioned agent or representative of the Lebanon Ohio Division of Police, bearing this release, or copy thereof, within one year of it's date, to obtain any information in your files pertaining to my employment, academic, educational records including, but not limited to, academic, achievement, attendance, athletic, personal history and disciplinary records, military records, medical records and credit records. I, hereby, direct you to release such information upon request of the bearer.

This request is executed with full knowledge and understanding that the information is for official use of the Lebanon, Ohio Division of Police. Consent is granted for the Lebanon, Ohio Division of Police to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities.

I, hereby, release you, as the custodian of such records, and any school, college, university or other educational institution, hospital, or other repository of medical records, military records, credit bureau, lending institutions, consumer reporting agency, police departments or retail business establishments including its officers, employees or related personnel, both individually and collectively, from any and all liabilities for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to validity of this release, you may contact me as indicated below.

Print Full Name	Signature	Date
Current Address		Phone Number

_____, Notary Public in and for the State of Ohio. My commission expires: _____ .

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Family Information

Legal Name: Last	First	Middle Name
By what other names have you been known? (Maiden name, former married name, aliases, nickname, etc.)		
Residence Address: (Number, Street, Apartment, City, County, State, Zip code)		
Telephone #: (Home)	Cell Phone #:	E-Mail Address:
Height	Weight	Color Hair
Color Eyes	D.O.B.	SSN
Drivers License #:		State
Marital Status	Date Married/Divorced	Place of Birth (City, County, State, Country)
		American Citizen (Yes/No)

Spouse Information

Name of Present Spouse (Last, First, Middle)	Spouse Maiden Name	Spouse SSN
Spouse D.O.B.	Place of Birth (City, County, State, Country)	
Name and Address of spouse's Employer		

Dependent Information: List All Children

#	Name: (Last, First, Middle)	Sex	D.O.B.
Place of Birth (City, County, State, Country)		Relationship To You (Natural, Step, Adopted, Foster)	
#	Name: (Last, First, Middle)	Sex	D.O.B.
Place of Birth (City, County, State, Country)		Relationship To You (Natural, Step, Adopted, Foster)	
#	Name: (Last, First, Middle)	Sex	D.O.B.
Place of Birth (City, County, State, Country)		Relationship To You (Natural, Step, Adopted, Foster)	
#	Name: (Last, First, Middle)	Sex	D.O.B.
Place of Birth (City, County, State, Country)		Relationship To You (Natural, Step, Adopted, Foster)	

List additional dependents on a separate sheet of paper.

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Employment History

Begin with your most recent job and list your complete work history in chronological order. Include in sequence all part time jobs, periods of unemployment, and military service. When listing military service, substitute for the name and address of immediate supervisor, the name, address, and rank of the last commissioned officer who was your immediate supervisor and substitute for the name and address of co-worker, the name and address of a noon-commissioned officer with whom you served. When listing periods of unemployment, indicate the dates in the space provided. In that block designated "Name of Employer", write unemployed. In the block designated "Reason for Leaving", indicate from what source you received income during that period of unemployment. Address information must be complete - street, apartment, or suite, city, state and zip code. If you are presently unemployed, indicate so in the first block.

May we contact your present employer? Yes No If no, explain why.

Employed From	Name of Employer	Job Title	Hours Worked and Days Off
Employed To	Address of Employer		Description of Duties
Full Name of Immediate Supervisor		Address	Telephone #
Full Name of Co-Worker		Address	Telephone #
Reason for Leaving: _____			
Employed From	Name of Employer	Job Title	Hours Worked and Days Off
Employed To	Address of Employer		Description of Duties
Full Name of Immediate Supervisor		Address	Telephone #
Full Name of Co-Worker		Address	Telephone #
Reason for Leaving: _____			
Employed From	Name of Employer	Job Title	Hours Worked and Days Off
Employed To	Address of Employer		Description of Duties
Full Name of Immediate Supervisor		Address	Telephone #
Full Name of Co-Worker		Address	Telephone #
Reason for Leaving: _____			
Employed From	Name of Employer	Job Title	Hours Worked and Days Off
Employed To	Address of Employer		Description of Duties
Full Name of Immediate Supervisor		Address	Telephone #
Full Name of Co-Worker		Address	Telephone #
Reason for Leaving: _____			

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Employment History (Continued)

Employed From	Name of Employer	Job Title	Hours Worked and Days Off
Employed To	Address of Employer	Description of Duties	
Full Name of Immediate Supervisor	Address	Telephone #	
Full Name of Co-Worker	Address	Telephone #	

Employed From	Name of Employer	Job Title	Hours Worked and Days Off
Employed To	Address of Employer	Description of Duties	
Full Name of Immediate Supervisor	Address	Telephone #	
Full Name of Co-Worker	Address	Telephone #	

If more space is needed, attach an 8 1/2 x 11 plain sheet of paper.

Have you ever applied for a position with any law enforcement or other government agency? Yes No

Name of Department or Agency	Date Applied	Accepted	If no, give reason for rejection or declining of appointment,

EDUCATION

	Name & Location of School	Course of Study	Years Completed	Diploma/Degree
High School				
College				
Graduate School				
Other (Specify)				

Are you an Ohio state certified law enforcement officer? YES No Date of Certification _____

General Information Inquiry

The following questions and answers will be verified through the use of a truth verification device (i.e.: lie detector, C.V.S.A., etc.). If the answer to any of the following is yes, it will be necessary for you to explain, in detail, on the continuation sheet provided. (Page 10) Full and comprehensive explanations are required.

1.	Have you ever committed a felony for which you were never arrested or convicted?	
2.	Have you ever been placed on or served in a criminal diversion type program that led to the eventual dismissal of any criminal charges?	
3.	Have you ever been convicted of a felony?	
4.	Have you ever been convicted of a misdemeanor that had been reduced from original felony charges?	
5.	Have you ever been convicted of any criminal offense? i.e.: theft offenses, assault and battery, wrongful influence of a minor, disorderly conduct, gambling, sex offenses involving immoral or indecent conduct, fraud, trespassing, conversion of trust, offenses involving military justice, or any other criminal offenses?	
6.	Have you ever been convicted of any traffic offenses? i.e.: operating a motor vehicle under the influence of alcohol or drugs, reckless operation, hit skip, vehicular homicide, speeding, drag racing, willfully fleeing or eluding police, operating an unsafe vehicle, driving without a license, passing a school bus receiving or discharging passengers, or any other traffic offense, excluding parking or equipment violations.	
7.	As an adult, have you ever stolen anything?	
8.	Have you ever bought or sold any property that you knew was stolen?	
9.	Has your driver's license ever been suspended or revoked?	
10.	Have you ever been committed to any penal institution as a result of either a felony or misdemeanor conviction?	
11.	Are you presently under indictment or a defendant in any pending criminal, traffic, or civil action?	
12.	Have you ever used any hallucinogens such as marijuana, hashish, mescaline, P.C.P., T.H.C. peyote, P.C.E., T.C.P., angel dust, or any other derivatives, etc.? (If yes, list a first used, age last used, total number of usages.	
13.	Have you ever used any narcotics such as opium, morphine, codeine, meperidine, methadone, or any of their derivatives such as darvon, lomotil, etc.? If yes, age first used age last used and total number of usages.	
14.	Have you ever used cocaine, herion, or L.S.D. If yes, age first used, age last used, total number of usages.	
15.	Have you ever used any prescription drugs such as barbiturates, amphetamines, Valium, librium, spoors, uppers/downers, etc. without the benefit of a prescription? If yes, age first used, age last used, total usages.	
16.	Have you ever used any prescribed mediations for purposes other than for that which they were originally prescribed or intended? If yes, type and use.	
17.	Have you ever used what are described as designer drugs, i.e.: substances that are chemically altered in make-up but which give the same effect as illicit drugs? If yes, age first used, age last used, total number of usages.	
18.	Have you ever sold, been party to the sale, or in any way been financially rewarded due to the sale of any controlled substances or prescription drugs or any other substance purported to be a controlled substance?	
19.	Have you ever been involved in glue sniffing or used any other such chemical agents for the purpose of obtaining a state of intoxication?	
20.	Are you addicted to or use alcohol excessively or suffer from any alcohol related problems, or received any related treatments?	
21.	Have you ever applied for and received unemployment compensation, the amounts of which you are not eligible to receive?	
22.	Are you now, or have you ever, received any type of government support such as welfare, A.D.C., housing subsidy payments, medical or educational loans or grants that you are not eligible for, received in a fraudulent manner or after receiving became ineligible for but continued receiving?	
23.	Do you have any hatreds or prejudices toward others because of their race, sex, national origin, religion, or color, that would be detrimental to your functioning as a police officer or police employee?	
24.	Do you have any problems because of gambling?	
25.	Do you have any problem controlling your temper?	
26.	Have you ever been involved in an automobile accident?	
27.	Have you engaged in any grossly unnatural sexual acts?	
28.	Have you ever engaged in any illicit sexual activities?	
29.	Do you have an addiction to pornography?	

Interview Questionnaire

General Instructions: Hand write or print an answer to every question. If a question does not apply to you, so state with N/A. If space available is insufficient, use a separate sheet and precede each answer with a phrasing of the question or statement. Questions referring to "have you ever.." carries the assumption "since your eighteenth birthday."

Name: _____ Date: _____

D.O.B. _____ Place of Birth: _____ Age: _____

Address: _____

Are you currently married? _____ How long?: _____ Number of marriages?: _____ Number of children?: _____

What are your current non-work interests? _____

What is your current employment? _____

How long have you been employed in your current job? _____ Since high school, how many full-time jobs have you held? _____

What were they and for how long?

1. _____

2. _____

3. _____

4. _____

5. _____

Have you ever been fired from a job?: _____ Explain: _____

What is your definition of stealing?: _____

Have you ever stolen something? _____

Are you behind in your financial obligations? _____

Have you ever knowingly written a check for which you did not have sufficient funds? _____

Describe your use of alcohol (past and current). _____

Have you ever used a controlled substance? _____

Have you ever reported off sick when you were not sick? _____

How many times? _____ What are the total number of work days that you have missed because of illness in the past year? _____

What was the highest grade of school that you completed? _____

What was the highest diploma or degree that you earned? _____

What was the worst thing that has happened to you? _____

What was the best thing that has happened to you? _____

Why do you want to be in law enforcement? _____

Will you be making less money if you get this job? _____

G. F. Schneider
Psychologist

5799 Utica Road
Waynesville, Ohio 45068
Office: (513) 932-2897
Pager: (513) 933-8585

Permission to Evaluate and Release Information

I hereby release Gerald F. Schneider, psychologist, from any liability associated with administering psychological and other tests to me or with evaluation or reporting on the results of such tests and/or psychological interview. I understand that this is a pre-employment psychological evaluation and authorize Gerald F. Schneider to release the summary of his findings to the **Lebanon Division of Police** and that feedback of the results will not be provided to me.

I also understand and agree that the results of this evaluation will be used as part of the selection material for determining my acceptance or rejection for the position for which I am applying.

Applicant

Date



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PLEASE READ BEFORE AFFIXING YOUR SIGNATURE. In you have any questions regarding this statement, please ask an employment interviewer before signing.

I affirm that the information provided on this application is true and to the best of my knowledge and that I have provided complete disclosure of all information requested. I further affirm that any misleading or falsified information and/or omissions may disqualify me from further consideration for employment, and may be considered justification for dismissal when discovered at a later date. I also realize that any falsification may subject me to prosecution under Ohio Revised Code Section 2921.13.

I authorize the Lebanon Division of Police to make investigation and inquiries of my personal employment, financial or medical history and other related matters as the division of police deems necessary in arriving at an employment decision. If requested, I will undergo a physical examination by a medical doctor selected by the division of police.

I understand that the foregoing is an application for employment and that I will be contacted for an interview only if a suitable position is available. I agree that if employed, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at the will of the division of police at any time without previous notice. I understand that no supervisor or representative of the division of police is authorized to enter on the behalf of the division of police into any agreement contrary to the foregoing or for employment permanent or for any specified duration.

I acknowledge that I have read the foregoing disclosure and understand the same.

 Name of Applicant (Print or Type)

 Name of Witness

 Signature of Applicant

 Signature of Witness

 Date

Lebanon Division of Police Conditions of Employment

1. Candidates given a conditional offer of employment will be given a medical examination to determine physical ability to perform the job. Good health and vision are required.
2. Candidates being considered for employment are given a physical fitness test that may include strength and agility.
3. Candidates being considered for employment will be required to take a psychological examination. This examination is designed to determine basic psychological fitness of the candidate.
4. A truth verification examination is required. This examination centers on questions asked on the candidates' background information and stresses on areas such as past criminality, etc.
5. An interview is required. The candidate is subjected to questioning regarding the task of policing.
6. Due to the nature and condition of the work, a criminal conviction records may be a bar to employment in this career field. Candidates, who have a criminal record, will not be prevented from taking the written examination. If an investigation reveals that a criminal conviction record is job related, the candidate will not be selected and the city will authorize the passing over of such names on the eligibility list, as provided by state law.
7. Candidates are required to have or be able to obtain a valid Ohio driver's license prior to the end of their probation period. A negative driving record will be cause to pass over the candidate on the eligibility list, in accordance with the city's insurance carrier.
8. Persons appointed to a position with the Lebanon Police will be required to be present for duty on Saturdays Sundays, and holidays. Employees in these positions may be assigned to any one of a number of work shifts. Employees in these position are required to report to work when called during emergencies.
9. Demonstration of practical knowledge and proficiency in the safety and care of firearms will be required of police applicants prior to appointment or upon completion of the Ohio Peace Officer Training Council.
10. Prior to appointment being made permanent, a person appointed to a position of police officer trainee must have successfully completed, within the first year of employment, a training course approved by the Ohio Peace Officer Training Council. Candidates must, therefore, be able to meet the minimum standards as determined by the Ohio Peace Officer Training Council.
11. Candidates receiving a passing rating on all parts of the test will be interviewed before appointment. Also, candidates are subject to background investigation by the Lebanon Division of Police in order to establish eligibility to be commissioned and carry a firearm.
12. Persons appointed to this position are required to have a telephone in their residence so they may be contacted at any time.

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Candidate's Signature and Date

**Lebanon Police
Recruitment Disqualification**

The Lebanon Police Division expects and requires the highest level of character, ethics and professionalism of our employees. The citizens of our community deserve nothing but the best. In order to select and hire only those individuals that possess these levels, the Lebanon Police Division will only hire and retain those individuals that meet these requirements.

Recruits will be disqualified for the following reasons.

FELONY: Applicants will not have been convicted or committed any serious felony which include but are not limited to attempted, conspiracy or solicitation of any felony relating to job performance, treason, murder rape, robbery, arson, burglary, drugs, kidnapping, forgery, felonious assault, dishonesty, using force or the threat of force while committing a crime.

MISDEMEANOR: The applicant may not have committed or been convicted of any offense of theft, dishonesty, a crime of violence, a crime relating to job performance, in the last 5 years or have committed 2 or more offenses that would show a pattern of criminal behavior.

DRUGS (except marijuana: The applicant may not have committed or been convicted of any use, sales, distribution or possession of any drugs in the past five (5) years.

MARIJUANA: The applicant may not have committed or been convicted of the distribution or sales of marijuana in the past five (5) years. The applicant may not have used or possessed marijuana in the past three (3) years.

SEXUAL: The applicant may not have been convicted or committed any sex related offense.

WEAPON OFFENSES: The applicant may not have committed or been convicted of any offense relating to the carry or use of a weapon.

DOMESTIC VIOLENCE: The applicant may not have committed or been convicted of domestic violence or have a conviction on any charge that is reduced from domestic violence.

AUTOMOBILE: Any conviction in the last five (5) years for driving under the influence, leaving the scene of an accident, reckless operation, or a 6 point suspension/notification, or two (2) or more driving under suspension. The individual must have a valid driver's license for at least one (1) year prior to application. More than two (2) traffic citations, or more than one (1) traffic citation and one (1) at fault accident or more than two (2) at fault accidents in the past two (2) years from the date of application.

DEBTS: The applicant must be current on all debt, have all support payments up to date, or have no debit judgments pending. The applicant may not have any judgments against them for the past three (3) years for any of the above actions. The applicants may not have any criminal convictions for any of the above actions in the past three (3) years.

WORK HISTORY: The applicant may not have been fired for job performance in the past five (5) years. The applicant may not have been suspended for job performance in the past five (5) years or have more than two (2) disciplinary actions against them in the past two (2) years.

MILITARY: The applicant may not have anything other than an honorable discharge from the military.

ORGANIZATIONS: The applicant may not be associated with or be a member of any subversive or racist organization.

ADDICTION: The applicant may not abuse or be addicted to alcohol, drugs, gambling or sex, or received treatment for any of the above in the past two (2) years.

TATTOOS: The applicant may not have any tattoos that are visible when wearing the uniform (short sleeves).

FALSE STATEMENTS: The applicant may not make any false statements wither verbally or in writing during the recruitment/selection process.

In order for a recruit to be disqualified for any of the above listed categories, it must be supported by an admission or the applicant or through documentation, Unsupported accusations or truth verification results are not enough to disqualify an applicant on its own.

I have read the above Recruitment Disqualifications and I do not meet or fall into any of the above categories.

Signature of Applicant and Date

**Job Description
Police officer
City of Lebanon**

- 1. Qualifications (An example of acceptable qualifications): High School Diploma or equivalent; successful completion of the Ohio Peace Officer Training Program; must possess a valid Ohio driver's license.**
- 2. Licensure or Certification Requirements: Valid Ohio driver's license; Ohio Peace Officer Training Certificate; must meet the requirements to be bonded.**
- 3. Minimum Acceptable Characteristics: Knowledge of: public safety radio dispatching procedures; police division goals and objectives; police division policies and procedures; safety practices and procedures; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; surveillance techniques; security practices and procedures; public relations; rules of evidence; program tasks, equipment, material, and procedures.**
- 4. Skill In: Computer operations, use and care of firearms; firearms operations.**
- 5. Ability To: interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; define problems, collect data, establish facts, and draw valid conclusions; understand, interpret, and apply laws, rules, or regulations to specific situations; complete routine forms; prepare accurate documentation; compile and prepare reports; communicate effectively; maintain records according to established procedures; demonstrate physical endurance; demonstrate physical agility; travel to and gain access to work site; subdue and/or restrain suspects; lift, position, and move disabled or bedridden clients/patients.**
- 6. Essential Functions of the Position (For purpose of 42 U.S.C. 12101):**
 - a. Drives patrol car and/or walks to patrol city; pursues suspects on foot (e.g., runs short and long distances, requires physical endurance) and observes and prevents violations of law.**
 - b. Physically restrains/subdues suspects as required.**
 - c. Makes security checks on businesses and residential units.**
 - d. Observes and apprehends violators of traffic laws and issues written citations.**
 - e. Conducts or assists with investigations and/or responds to criminal and civil complaints (e.g., interviews witnesses, suspects, complainants, victims, etc.), and makes arrests as required by law.**
 - f. Makes required reports and takes affidavits.**
 - g. Collects, analyzes, and interprets data received at the crime scene, and preserves evidence of crime scene (e.g., photographs, fingerprints, reconstructs crime, etc.).**
 - h. Operates law enforcement equipment and instruments (e.g., patrol car, radio, firearms, radar, breath analysis, related police tools, etc.).**
 - i. Interviews and counsels parties in domestic disputes.**
 - j. Serves official documents (e.g., court orders, writs, citations, subpoenas, etc.).**
 - k. Maintains logs and ledgers.**
 - l. Testifies in court through speech and demonstration.**
 - m. Properly utilizes and maintains equipment (e.g., firearms, gear, police car, etc.).**
 - n. Receives, assists, and transmits emergency calls by radio or telephone.**
 - o. Completes bi yearly physical agility test in less than fifty nine seconds (starts from buckled position in car, unfastens seat belt, exits vehicle, runs series of obstacles, goes over four foot chain link fence, drags firearms dummy approximately five feet, goes through a window, and identifies a suspect whose description was given at the start of the test).**
 - p. Maintains a valid Ohio driver's license, the ability to be bonded, and Ohio Peace Officer Training Certificate.**
 - q. Demonstrates regular and predictable attendance.**

7. Other Duties and Responsibilities:

- a. Performs civic functions by providing public education and crime prevention through various programs.
- b. Attends training sessions, seminars, workshops, etc., to remain knowledgeable of current enforcement practices and administration.
- c. Assists the fire department in emergency situations.
- d. Works special details (e.g., local school events, parades, festivals, etc.).
- e. Responds to complaints from citizens.
- f. Performs other related duties as assigned by supervisor.

8. Equipment Operated: (The following are examples and are not intended to be all inclusive): Radio; radar; Breathalyzer; computer; video and photographic equipment; firearms; first aid devices; patrol car; GAD Police mountain bike; hand cuffs; A.S.P. expandable baton.

9. Positions Supervised: Administrative Assistant/Police; Communications Officer/Record Clerk; Communications Officer; Meter Attendant.

10. Inherently Hazardous or Physically Demanding Working Conditions: Work conditions vary by shift. The majority of tasks are performed outside while working from a police cruiser. Few tasks require heavy lifting, pushing, pulling, or carrying heavy loads. Flexibility is important because of the need frequently to enter and exit vehicles, inspect buildings, climb over and around obstacles, suddenly move out of the way of danger, etc. Mental alertness is very important because of the need to make fine discriminations and decisions concerning subtle cues of impending danger or to discover inconsistencies in witnesses' or suspects' testimonies, etc. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, incumbents must maintain a physical and mental state of fitness and readiness that will enable them to handle (with minimal force and often without backup) recurrent contacts and involvements with dangerous and potentially dangerous people, animals, and equipment. The employee may be potentially exposed to human blood or other body substances.