



ANNOUNCEMENT OF EMPLOYMENT
RECRUIT POLICE OFFICER and
AZ LATERAL CERTIFIED POLICE OFFICERS

Police officer pay range \$42,660 - \$60,736 annually
All applicants meeting the standards are ENCOURAGED to apply.

State certified police officer entry pay ranges from \$42,660 (Step 1) to \$56,139 (Step 8) DOE/Q with earning potential to \$60,736 (Step 10), plus potential specialty pay and overtime. Lateral officers may receive consideration for prior years of service up to step 8 in our current compensation pay plan.

The City of Prescott Police Department delivers quality Community Based Policing in active partnership with the citizens we serve. We are seeking career and community oriented individuals who desire to be a professional, positive influence in their community. We serve a family-friendly community of approximately 40,000 residents, located adjacent to Prescott National Forest. Our beautiful town square is in the heart of historic downtown and is the site of year-round community activities. We offer an excellent modified lateral compensation package for AZPOST Certified Full Authority Peace Officers and encourage all qualified officers to apply. For questions regarding our selection process, working conditions, or any other aspect of Prescott Police Department, contact our Training/Recruiting Section, Officer David Fuller, at (928) 777-1915 or dave.fuller@prescott-az.gov. For details about City of Prescott benefits, contact the City of Prescott Human Resources Department at (928) 777-1315 or (928) 777-1347

WORK SCHEDULE: Officers work rotating schedules which may include days, nights, weekends and/or overtime. Work schedules are subject to change according to the needs of the community.

MINIMUM QUALIFICATIONS: MUST meet all Arizona Peace Officer Standards and Training Board conditions for certification which include: at least 21 years of age before end of certification training; high school graduate or equivalent; United States citizen; possess a valid Arizona motor vehicle operator's license with a good driving record. Must be able to pass a rigorous background investigation and other selection process criteria. Lateral applicants must successfully maintain certification as and be able to perform the essential functions of an AZPOST Certified Full Authority Peace Officer.

RESIDENCE REQUIREMENT: After hire, employees must reside within 45 minutes driving time (under normal conditions) to the Police Department at 222 South Marina St, Prescott, AZ.

SELECTION PROCESS: Includes written test, physical fitness test (descriptions and standards are included in this application package), and verbal review board and staff interview(s). Applicants successful in the selection process may be placed on an eligibility list for further consideration. The list expires one year after testing. Candidates considered for employment must successfully complete a physical examination (including drug screening), psychological evaluation, polygraph interview, and a comprehensive background investigation. Additional interview(s) may be scheduled with Chief of Police or his designee.

Deadline: Application packets must be received by 5:00 p.m., October 17, 2011

APPLICATION PROCESS

Full application packet available at www.cityofprescott.net, by phone request 928-777-1315,
(928)-777-1347, 800-748-6205 or pick up in the lobby of City Hall.
City of Prescott, Human Resources, 201 S. Cortez Street, Prescott AZ 86303
Human Resources Phone Number: 928-777-1315, 800-748-6205, TDD: 928-777-1100, Fax: 928-777-1213
After acceptance of your application, you will be sent notification advising you of the test time and location.
Posted: September 30, 2011 EEO/M/F/V/H/D/NSE

Michael Kabbel _____
Police Chief

Mary Jacobsen _____
Human Resources Director

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Public Safety Personnel Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits.
PROBATION: A twelve-month probationary period must be satisfactorily served by each officer employee.

NOTICE

This application packet is to be used
by candidates who are applying for a position as a
POLICE OFFICER RECRUIT with the
CITY of PRESCOTT, ARIZONA

The forms contained in Part A must be
completed, signed and **RECEIVED** in the
Prescott Police Department
Training Section
222 South Marina
Prescott, AZ 86303

BEFORE 5PM ON OCTOBER 17, 2011

Candidates with **CORRECTLY COMPLETED**
APPLICATIONS (PART A) ON FILE

Should contact David Fuller at
928.777.1915

to make an appointment for testing.



PRESCOTT POLICE DEPARTMENT SELECTION PROCESS Essential Steps and Sequence

PART A OF THE APPLICATION PACKET

Complete, sign and submit the forms in Part A of the Application Packet immediately. These forms include:

- the City of Prescott Application for Employment
- the Prescott Police Department AzPOST Peace Officer Certification Standards statement.
- the Affirmative Action form is optional

These must be completed, signed and returned to the Prescott Police Department immediately. Your *original signature* must appear where requested on all forms submitted to us.

DO NOT INCLUDE ANY OTHER PAPERWORK, PHOTOS or RESUMÉ with the forms in Part A.

PART B OF THE APPLICATION PACKET

Immediately make an appointment with a physician. The appointment with the physician is at YOUR EXPENSE. Show the physician all of Part B of the Application Packet.

We do NOT ask that a physician do a complete physical examination. We do NOT need the physician or physician's staff to conduct the physical fitness test events described in the materials. The description is provided for the physician to evaluate your risk in participating in the fitness testing. What IS necessary is for a physician to affirm that you are physically capable of participating in the described events without risk to yourself. You will not be permitted to participate in our physical fitness testing without a waiver signed by a physician. AT THE TIME OF TESTING, you must provide the waiver of liability form *signed by a physician*.

DO NOT mail this form to us. Bring the form with you, signed by a physician, on test day.

After you have the Waiver signed by a physician, CALL David Fuller at 928.777.1915 and make appointment(s) for physical fitness test and oral board interview at mutually agreeable date(s) and time(s).

PART C OF THE APPLICATION PACKET

Complete and **KEEP** these forms:

- Prescott Police Department Background Questionnaire.

DO NOT MAIL THESE ANYWHERE. Keep the forms contained in Part C. Complete the forms, sign them where indicated, have them notarized where indicated and BRING them with you on the day of your oral board interview. We will collect those forms ONLY IF YOU PASS THE INTERVIEW. A list of other documents that must be copied and submitted is provided in Part C of the Application Packet. *You may, if you wish, include resumé, certificates, other supporting documents (these are entirely optional).*

Written test is waived for those applicants who are AzPOST Certified Full Authority Peace Officers. If you score less than the 40th percentile on ANY EVENT during physical fitness testing, you will be eliminated from further consideration or testing. The panel interview is a pass/fail event. If you fail, you will be eliminated from further consideration.

If you pass all these events and submit all paperwork properly, as requested, you will be eligible for consideration for all peace officer positions that become open at Prescott Police Department during one year following the date of interview. ***It is our intent to select the best candidate available to us at any given time.*** If you pass all parts of the selection process you will be included on our eligibility list for one year. We may immediately begin a background investigation using the information you have provided to us. Fingerprints and other identifying information (like date of birth, place of birth, gender, race, ethnic origin, social security number) will be used only during the background investigation to confirm your identity.

Part A

Oral board interviews will be conducted only for those who pass the fitness testing. Some polygraph interviews may be conducted immediately. All testing and subsequent events will be scheduled as the needs of the Prescott Police Department demand. You will be scheduled for testing events IF YOU HAVE A CORRECTLY COMPLETED APPLICATION PART A ON FILE at Prescott Police Department, Training Section.

COMPLETE, SIGN, AND MAIL TO US the attached forms, which include:

- the *City of Prescott Application for Employment*,
- the *AzPOST Peace Officer Certification Standards* statement,
- the *Affirmative Action Survey* may be returned with the application – *this page is optional* return them together to Prescott Police Department, Training Section, 222 South Marina,, Prescott, AZ 86303. **DO NOT** INCLUDE ANY OTHER MATERIALS, PICTURES or RESUMÉ.

Your complete application Part A must be on file, correctly completed and signed, in Prescott Police Department, Training Section.

Incomplete applications will **NOT** be returned. You will **NOT** be notified if your application is incomplete. It is critical that information be provided completely, truthfully and legibly.

When we receive your complete application and you have the Waiver signed by a physician, you need to call David Fuller, 928.777.1915, to make appointment(s) for physical agility test and oral board interview.

Attachments:

- City of Prescott Application for Employment (w/ Affirmative Action form)
- Prescott Police Department / AzPOST Peace Officer Certification Standards

Position Applied For: _____

Date: _____



City of Prescott

Application for Employment

P.O. Box 2059 Prescott, AZ 86302 www.cityofprescott.net
Telephone (928) 777-1347 (928) 777-1315 Toll Free (800) 748-6205 FAX (928) 777-1213 TDD (928) 777-1100

The City of Prescott is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, disability, or any other reason prohibited under Federal, State, or local laws. We base all hiring decisions on merit alone. Additionally, the City of Prescott is a drug free and non-smoking workplace.

Please type or print. This application must be legible, fully completed, signed and dated for consideration.

Name: _____
Last First Middle

Other Names Used: _____

Address: _____
City State Zip

Home Telephone # _____ Cell Phone # _____

Email Address _____ Best Time to Call _____

May we contact you at work? Yes No N/A
If yes: Work Telephone # _____ Best Time to Call _____

Have you ever been employed by the City of Prescott? Yes No
If yes, give dates: _____ to _____ as a _____ in the _____ Dept.

Are you legally eligible for employment in the United States? Yes No
(Proof of U.S. Citizenship or immigration status will be required upon employment)

Type of Employment Desired: Full-time Part-time Temporary Seasonal

Will you work overtime if required? Yes No Date available for work: _____

Do you have a valid driver's license? Yes No

License # _____ Class _____ State _____ Expiration Date _____

Have you ever had your driver's license suspended or revoked? Yes No
If yes, please explain. Include dates, places, and nature of offenses.

Have you ever been convicted, received deferred adjudication, or entered a guilty plea or nolo contendere for any felony or class 1 misdemeanor offense? Yes No
Note: a "yes" answer will not automatically disqualify you from employment with the City of Prescott.
If yes, please explain. Include dates, places, and nature of offenses.

Are you presently under indictment for any felony or class 1 misdemeanor offense? Yes No
If yes, please explain. Include dates, places, and nature of offenses. Do not include information for any charges that have been dismissed or are no longer pending.

Telephone: _____
Name: _____
(Last)
(Home)
(Message)
(First)
(Middle)
Position Applied For: _____

Have you ever been dismissed from any job? Yes No

If yes, please explain.

Educational Background:

Check highest grade completed: High School: 8 9 10 11 12 GED College: 1 2 3 4
 Graduate Work: Yes No

College/University/Trade School	City/State	# Units	Degree Diploma	Major

If you are fluent in any languages other than English, please list. _____

Employment History:

List your complete employment history for the past **ten** years starting with your most recent employer. List all positions held, including military experience, part-time summer and/or volunteer work and periods of employment; do not omit any employers. Explain any gaps in employment in comment section. If you are submitting a resume, you are still required to summarize your job responsibilities in the space provided.

Current Employer	Dates Employed	Contact for employment verification:	
Employer Name:	From:	Telephone:	
Telephone:	To:	Telephone:	
Address:	Starting Salary	F i n a l S a l a r y	May we contact current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	\$ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	\$ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
Summarize your job responsibilities		Reason for leaving:	
_____		_____	
_____		_____	
_____		_____	
_____		_____	

Previous Employer	Dates Employed	Contact for employment verification:	
Employer Name:	From:	Telephone:	
Telephone:	To:	Telephone:	
Address:	Starting Salary	F i n a l S a l a r y	May we contact previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title:	\$ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	\$ <input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
Summarize your job responsibilities		Reason for leaving:	
_____		_____	
_____		_____	
_____		_____	
_____		_____	

Previous Employer Employer Name: Telephone: Address: Job Title:	Dates Employed		Contact for employment verification:		
	From:		Telephone:		
	To:		F i n a l S a l a r y	May we contact previous employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Starting Salary				
\$	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	\$	<input type="checkbox"/> Hourly <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		

Summarize your job responsibilities	Reason for leaving:
_____	_____
_____	_____
_____	_____
_____	_____

Professional/Work References:
List name and telephone number of three **professional/work** references who are not related to you. Please include one previous supervisor.

Name, Company, Address	Telephone

Special Skills and Qualifications:
Typing _____ WPM List any PC applications you have used:

Job-Related Certificates	Date Acquired	Status: Current/Void

List special accomplishments, publications, awards and the names of professional groups of which you are or have been a member:

List any relative working for the City.

List any additional comments and/or information you would like us to consider:

Where did you hear about us? Check all that apply...

- | | | |
|---|--|--------------------------------|
| <input type="checkbox"/> Prescott Job Hotline | <input type="checkbox"/> Prescott Daily Courier | <input type="checkbox"/> Other |
| <input type="checkbox"/> Posting at City Hall | <input type="checkbox"/> The Employment Network | _____ |
| <input type="checkbox"/> City's Website | <input type="checkbox"/> Friend/Relative in the Area | _____ |

Chamber of Commerce Website

City Employee

I certify that all information on this application form is complete and accurate. I understand that any omissions or misstatements of facts are cause for rejecting my application or, if I am hired, termination of employment. I also authorize the City of Prescott to make all necessary and appropriate investigations to verify the appropriate information provided in this application and to secure additional job-related information about me. I understand that this application is not an employment contract. Any applicant requiring accommodation for a disability should advise the Human Resources Department.

Signature of Applicant

Date

**THANK YOU FOR COMPLETING THIS APPLICATION FORM AND YOUR INTEREST
IN WORKING FOR THE CITY OF PRESCOTT!**

EEO/M/F/V/H/D/NSE



City of Prescott Applicant Profile

To all Applicants:

The City of Prescott is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, or any other legally protected status. Although completion of this profile is not mandatory, your assistance will be greatly appreciated and will help us to improve our recruitment practices and policies. The information that you provide on this profile is used for statistical purposes only in complying with record keeping requirements of the Federal Government to assure equal employment opportunity in the City's hiring practices. This profile will be filed separately from your application and will not be used in any way in the employment process.

Thank you.

Applicant's Name:

Last

First

Middle

Date: _____

Position Applied For: _____

Sex:

Male

Female

Age:

Under 21

21-39

40-54

55-70

Race/Ethnic Group:

Hispanic

Black

White

Asian/Pacific Islander

American Indian/Alaska Native

Check if Applicable:

Veteran

Disabled Veteran

Do you consider yourself or do others consider you to be handicapped or disabled?

Yes

No

PRESCOTT POLICE DEPARTMENT
AzPOST PEACE OFFICER CERTIFICATION STANDARDS

TO THE APPLICANT:

You must meet each of the conditions listed below to become an Arizona Certified Peace Officer. These areas will be explored in depth during extensive background investigation, polygraph and psychological examinations. By signing below, you indicate that you have read these requirements and recognize *that if you do not meet these requirements, it will be extremely difficult for you to become (re remain) certified as a peace officer and we will be unable to offer you a position as a police officer.*

By signing below, I affirm that:

I am a United States Citizen.

I am at least twenty-one years of age, or will be prior to completion of approved certification training.

I am a high school graduate or have successfully completed a General Education Development (G.E.D.) examination.

I have **never** been convicted of any felony or any offense which would be a felony if committed in Arizona.

I have **never** been dishonorably discharged from any branch of the Armed Forces of the United States.

I have **never** had peace officer certification denied, revoked or suspended.

I have **never** illegally sold, produced, cultivated or transported marijuana for sale.

I have not illegally used marijuana for ANY purpose within the past **three** years.

I have not illegally used marijuana other than for experimentation and use of marijuana does not exceed twenty times total, and does not exceed five times since reaching 21 years of age.

I have **never** illegally used marijuana while employed or appointed as a peace officer.

I have **never** illegally sold, produced, cultivated or transported for sale, any dangerous drugs or narcotics.

I have not illegally used dangerous drugs or narcotics for ANY purpose within the past **seven** years.

I have not illegally used dangerous drugs or narcotics other than for experimentation and use of dangerous drug or narcotic does not exceed five times total, and does not exceed one time since reaching 21 years of age.

I have **never** illegally used dangerous drugs or narcotics while employed or appointed as a peace officer.

I do not have a pattern of abuse of prescription medication.

I have not, during the past **three** years, been convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with such frequency as to indicate a disrespect for traffic laws or a disregard for the safety of other persons on the highway.

I have not been negligent in maintaining financial responsibility.

Confirm that you have *Read, Understand, and Meet* the described criteria by signing below.

APPLICANT *PRINT* FULL NAME

DATE

APPLICANT *Signature*

**SIGN & RETURN THIS FORM
WITH YOUR APPLICATION**

Part B

AFTER YOU HAVE MAILED PART A TO PRESCOTT POLICE DEPARTMENT, TRAINING SECTION, make an appointment with a physician. Give the physician the attached *Physical Fitness Test - Cooper Protocol* description sheet, *Physical Fitness Testing Standard* sheet, and the *Waiver of Liability* form.

If the physician finds that you **are physically fit enough to perform the described series of strenuous exercises (at an altitude of 5,000+ feet) without fear of injury**, have the physician complete and sign the top part of the *Waiver of Liability* form.

DO NOT MAIL THIS FORM TO US!.

Bring the Waiver of Liability form (signed by a physician) with you on test day. You will NOT be able to participate in the testing without the *Waiver of Liability* form, completed and signed by a licensed physician.

Attachments:

- Physical Fitness Test – Cooper Protocol & Physical Fitness Testing Standard
- Waiver of Liability



PRESCOTT POLICE DEPARTMENT
PHYSICAL FITNESS TESTING STANDARD
APPLICANTS for POLICE OFFICER

All applicants need to be aware that Prescott Police Department will test all applicants for Police Officer using the Cooper Testing Protocol. The minimum passing score for EACH EVENT in this test is the 40th percentile. If you fail to pass ANY event with a score of AT LEAST the 40th percentile, you fail the entire testing. At any point the participant fails, he/she will not be permitted to continue in the physical fitness testing OR the selection process.

Applicants should also be aware that the Northern Arizona Regional Training Academy (NARTA) has an academy *exit* level on the Cooper Testing Protocol of the 60th percentile. Those unable to reach this level during the academy are in jeopardy of failing to achieve Az POST peace officer certification.

Further, officers of the Prescott Police Department are evaluated twice a year (using the same Cooper Protocol) and are expected to maintain physical fitness sufficient to consistently succeed at at least the 40th percentile.

Prescott Police Department and NARTA are at approximately one mile altitude.

Prescott Police Department uses a current undifferentiated (one performance standard for all candidates regardless of age or gender) chart provided by the Cooper Institute. An extract from that chart is provided:

%ile	Flexibility (Sit & Reach)	Pushups One Minute	Sit-ups One Minute	1.5 Mile Run
99	26 3/4	70	58	10:00
90	22 3/4	53	46	12:15
80	20 7/8	45	40	13:12
70	19 3/4	40	37	13:48
60	18 3/4	36	34	14:23

50	17 7/8	32	32	14:59
40	16 7/8	27	29	15:24

APPLICANT: Give this to the physician you are asking to sign your Waiver of Liability form.

PHYSICIAN NOTE: We are **not** asking you or your staff to conduct these tests. We are **not** asking you to do a complete physical examination of the applicant. The applicant needs you to determine *if the applicant can safely participate in the described events in Prescott, Arizona, at an altitude of about one mile*. If yes, please complete and sign the physician's statement at the top of the attached Waiver of Liability form.

Sit-ups (Muscular Endurance) Test

The person testing starts by lying on their back, knees bent, heels flat on the floor and hands interlocked behind the neck or grasping their shoulders. A partner holds the participant's feet down in a manner indicated by the participant. The participant must touch elbows to knees and then return to a fully reclined position (shoulder blades must touch the mat) before starting the next sit-up. The participant performs as many correct sit-ups as possible in one minute. Partner will count only sit-ups that are correctly and fully completed.

Push-ups (Muscular Endurance) Test

Participant's partner places a closed fist on the floor below the participant's chest. Participant must keep back straight at all times, hands shoulder width apart and feet together resting on their toes. From the up position, the participant will lower their trunk toward the floor until their chest touches their partner's fist, then return to the up position. In the up position, the participant's arms must reach a fully straight, extended position each on each return. The participant performs as many correct push-ups as possible in one minute. Any resting must be done in the UP position. Partner will count only push-ups that are fully and correctly completed.

Flexibility Test

Shoes must be removed. The participant is allowed three attempts with only the best effort scored. The participant sits in an upright position with the heels of both feet placed flat against a twelve-inch high block. Knees may NOT be bent. Hands are placed one on top of the other. The participant leans forward, reaching as far as possible past the toes. Keeping the hands one on top of the other and using the finger tips, the participant pushes a wooden block as far as possible along the measuring device. The movement is made in an even, smooth motion. The measurement begins with 15 inches at the feet of the participant.

Run/Walk (Aerobic Power) Test

On a relatively flat, pre-measured course, the participants will run/walk 1.5 miles. During the test, walking or stopping will seriously jeopardize a passing score. The participant will be timed with a stop-watch to the nearest second. The total time is recorded.



PRESCOTT POLICE DEPARTMENT

WAIVER of LIABILITY

I, the undersigned, am a licensed physician and find the applicant _____ on this date, to be in fit enough physical condition to perform a series of strenuous exercises without fear of injury to him/herself.

This waiver is valid for:

30 Days

60 Days

90 Days

6 Months

Signature of Physician

Date

Print Physician Name

Physician's Telephone Number

Physician's Business Address

I, _____, understand that I am taking part in a potentially stressful physical fitness test to be considered for a position as police officer with the Prescott Police Department.

By signing this "Waiver of Liability," I release the City of Prescott, Prescott Police Department, and all instructors, training personnel, employees and agents, both personally and as agents and employees, conducting these tests, from any and all liability whatsoever.

Furthermore, in the event that I am disabled and/or unable to determine my destiny, I do not want anyone on my behalf to enter into any litigation in order to recover damages for me or my dependents.

READ CAREFULLY BEFORE SIGNING

Signature of Candidate (sign on test day in front of witness)

Date

Candidate Print Name

Social Security Number

Signature of Witness (at Prescott Police Dept.)

Witness Print Name

PRESCOTT POLICE DEPARTMENT PHYSICAL FITNESS TESTING

Waiver of Liability must be completed and signed by applicant and signed by licensed physician before applicant participates in physical fitness testing.
Failure to have the Waiver properly completed eliminates the applicant from further consideration for employment.

APPLICANT
NAME:

APPLICANT DO NOT WRITE BELOW THIS LINE

TO BE COMPLETED BY TEST ADMINISTRATOR ONLY:

DATE OF TESTING:

NUMBER OF SITUPS CORRECTLY
COMPLETED IN ONE MINUTE:

RAW SCORE

PERCENTILE

<input type="text"/>	<input type="text"/>
----------------------	----------------------

NUMBER OF PUSHUPS CORRECTLY
COMPLETED IN ONE MINUTE:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

FLEXIBILITY EXTENSION IN INCHES:

First Try:

Second Try:

Third Try:

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Best of Three:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

TIME TO RUN 1.5 MILES:

<input type="text"/>	<input type="text"/>
----------------------	----------------------

AVERAGE PERCENTILE SCORE:

NOTES:

Signature of Instructor: _____

Part C

DO NOT SEND THESE DOCUMENTS ANYWHERE. HAVE THEM SIGNED AND NOTARIZED AS INDICATED. IF YOU ARE SCHEDULED FOR AN ORAL BOARD INTERVIEW, Bring these forms with you on the day of interview. IF YOU PASS THE INTERVIEW, THESE DOCUMENTS WILL BE COLLECTED FROM YOU.

Carefully read the instructions and then complete the *Prescott Police Officer Background Questionnaire*.

Sign the documents where required. Have the documents **notarized** where required.

Interviews will be scheduled **only** for applicants successful in both the written and the physical fitness tests.

Bring all the documents listed below with you at the time of your oral board interview, they will be collected from you if you pass the interview.

- complete & notarized *Prescott PD Background Questionnaire*
- copy** of birth certificate or proof of U.S. citizenship
- copy** of high school diploma or G.E.D.
- copy** of college degree or transcript if you have attended any college
- copy** of DD214 if you have ever been in the military
- state issued driver history covering the last 5 years from all states where you were licensed during the last 5 years
- copy** of any court document that changed your name
- copy** of AzPOST Peace Officer Certification if you are or have ever been certified

Attachment:

- Prescott Police Officer Background Questionnaire

PRESCOTT POLICE DEPARTMENT POLICE OFFICER CANDIDATE

OFFICIAL USE ONLY

BACKGROUND QUESTIONNAIRE

READ VERY CAREFULLY

Your responses on these questionnaires are the basis of a thorough background investigation. Questions relating to age, height, weight and physical characteristics Social Security number, etc. are used for the purpose of identification in our background investigation and for no other purpose.

Any misstatement of fact, or omission of material information requested in this questionnaire, may disqualify you from any employment with Prescott Police Department. **INCOMPLETE** or **BLANK** responses may be viewed as omission of information.

You will be administered a polygraph (or equivalent) examination to determine the truth and completeness of all information you have provided.

INSTRUCTIONS

- A. Carefully **TYPE** or **PRINT** all answers with ink ~ Legibility is essential.
- B. **Answer every question completely and truthfully**
- C. Leave **NO** item blank. If information requested does not apply, print "**DNA**" in the space. If you cannot remember, or do not know, the requested information, print "*I can't remember*" or "*I don't know*" in the space.
- D. If you need additional space, add continuation pages and ***number*** your responses to correspond to the number of the question/item. Attach continuation page(s) following the applicable page.
- E. *Carefully and completely* read page 2 of the questionnaire. It is unlikely that you will be able to become a peace officer in Arizona unless you meet all the listed criteria.
- F. Have your signature on page 2 notarized. Representatives of Prescott Police Department will **NOT** be able to notarize your signature.
- G. Sign all other appropriate locations within the questionnaire.
- H. Have this questionnaire completed, notarized and ready to submit following your interview.
- I. If you have any questions, contact the Prescott Police Sgt. Georgia Davies at (928) 777-1915.

After reading these instructions, sign here: _____

PRESCOTT POLICE DEPARTMENT
POLICE OFFICER CANDIDATE

OFFICIAL USE ONLY

TO THE APPLICANT

This Background Questionnaire will be used for reference by those who conduct an extensive background investigation into your personal history. Note that we are NOT looking for perfect people. Perfect people do not exist. We can hire people with some history of error. HOWEVER, deception in the background questionnaire, interviews or other parts of the selection process will most certainly jeopardize your opportunity for employment with the City of Prescott. You will be required to take a polygraph (or equivalent) examination to confirm the information provided by you in this questionnaire and elsewhere, and to determine other items of background information.

By signing below, you verify that you have read and understand that you will *not receive* and are *not entitled to* a copy of, nor knowledge of, any background information or reports and, further, you understand that this information is confidential and will be used only in the background investigation by the Prescott Police Department. Additionally, you acknowledge that no documents you submit will be returned to you and no copies of any other reports or documents utilized for, or during, your application or selection will be furnished or given to you. Unless you are not selected for employment based on a **single test**, **YOU WILL NOT BE ADVISED OF ANY REASON FOR NONSELECTION.**

Where written explanations are required in this questionnaire, it is MANDATORY that the information be listed **TOTALLY** and **COMPLETELY**. Fill in all portions of the form leaving nothing blank.

You must meet all of the criteria listed below to become an AzPOST Certified Peace Officer. These areas will be explored in depth during extensive background investigation, polygraph (or equivalent) and psychological examinations.

With my signature, I affirm that...

- I am a citizen of the United States of America.
- I am at least twenty-one years of age, or will be prior to completion of approved certification training.
- I am a high school graduate or the equivalent.
- I have **never** been convicted of any felony or any offense which would be a felony if committed in Arizona.
- I have **never** been dishonorably discharged from any branch of the Armed Forces of the United States or of any other country.
- I have **never** had peace officer certification denied, revoked or suspended.
- I have **never** illegally sold, produced, cultivated or transported marijuana for sale.
- I have not illegally used marijuana for ANY purpose within the past **three** years.
- I have not illegally used marijuana other than for experimentation.
- I have **never** illegally used marijuana while employed or appointed as a peace officer.
- I have **never** illegally sold, produced, cultivated or transported for sale, any dangerous drugs or narcotics.
- I have not illegally used dangerous drugs or narcotics for ANY purpose within the past **seven** years.
- I have not illegally used dangerous drugs or narcotics other than for experimentation.
- I have **never** illegally used dangerous drugs or narcotics while employed or appointed as a peace officer.
- I do not have a pattern of abuse of prescription medication.
- I have not, during the past three years, been convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with such frequency as to indicate a disrespect for traffic laws or a disregard for the safety of other persons on the highway.
- I have not been negligent in maintaining financial responsibility.
- I have never been convicted of any charge of domestic violence.

With your signature below, you confirm that you have *Read, Understand, and Agree* to the aforementioned conditions, and that you meet the listed criteria for AzPOST Peace Officer Certification.

Sworn and subscribed before me this

.....
APPLICANT PRINT FULL NAME

_____ day of _____, 200__.

.....
APPLICANT *Signature*

.....
NOTARY PUBLIC

MILITARY REFERENCES – If you have **NO** military experience mark the box then go on to the **EDUCATION** Section.



6	List past commanding officers or military acquaintances who are potential sources of relevant information pertaining to your character and military service / background. Please list all individuals who know you well enough to provide accurate information about you.			
	Name	Mailing Address	Telephone #	Known From/To

7	Were you ever court martialled? If yes, add a page to describe details completely	No	Yes
8	Have you ever received any Article 15 or Captain's Mast? If yes, add a page to describe details completely.	No	Yes
9	Have you ever lost pay or rating/rank as a punishment? If yes, add a page to describe details completely.	No	Yes

EDUCATION HISTORY

10	LIST ALL SCHOOLS ATTENDED AND ALL EDUCATION ATTEMPTED OR COMPLETED					
	School Name	Mailing Address	City	State	ZIP	
		ELEM				
		ELEM				

11	Where did you earn your high school diploma or G.E.D.? Circle one: Diploma G.E.D. list school where earned :				
	School Name	Mailing Address	City	State	ZIP

12	Post high school education List school & complete mailing address	FROM Mo/Yr	TO Mo/Yr	Major / Minor	Units OR Degree	G.P.A.

13	If you have ever been SUSPENDED or EXPELLED from a school or were ever DENIED ADMISSION to a school, add a page to explain the circumstances, INCLUDING names of schools, dates and results
-----------	--

EMPLOYMENT HISTORY

21

**COMPLETE EMPLOYMENT HISTORY. Start with present position and work backwards.
Use a block to explain EACH period of unemployment.
Do NOT include part-time jobs you held prior to the age of 18.**

A	Name Of CURRENT Employer				Phone Number	
	Complete Mailing Address				City	State Zip
	Your Title Or Duties					
	Average # Of Hours Worked Each Week		Circle All That Apply		Full time	Part Time Volunteer
	Employed From Mo/Yr. To Mo/Yr.		Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number
	Reason For Leaving					

B	Name Of Employer				Phone Number	
	Complete Mailing Address				City	State Zip
	Your Title Or Duties					
	Average # Of Hours Worked Each Week		Circle All That Apply		Full Time	Part Time Volunteer
	Employed From Mo/Yr. To Mo/Yr.		Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number
	Reason For Leaving					

C	Name Of Employer				Phone Number	
	Complete Mailing Address				City	State Zip
	Your Title Or Duties					
	Average # Of Hours Worked Each Week		Circle All That Apply		Full Time	Part Time Volunteer
	Employed From Mo/Yr. To Mo/Yr.		Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number
	Reason For Leaving					

D	Name Of Employer				Phone Number	
	Complete Mailing Address				City	State Zip
	Your Title Or Duties					
	Average # Of Hours Worked Each Week		Circle All That Apply		Full Time	Part Time Volunteer
	Employed From Mo/Yr. To Mo/Yr.		Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number
	Reason For Leaving					

EMPLOYMENT HISTORY Continuation

E	Name Of Employer				Phone Number		
	Complete Mailing Address			City	State	Zip	
	Your Title Or Duties						
	Average # Of Hours Worked Each Week		Circle All That Apply	Full Time	Part Time	Volunteer	Monthly Salary
	Employed	From Mo/Yr.	To Mo/Yr.	Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number	
	Reason For Leaving						

F	Name Of Employer				Phone Number		
	Complete Mailing Address			City	State	Zip	
	Your Title Or Duties						
	Average # Of Hours Worked Each Week		Circle All That Apply	Full Time	Part Time	Volunteer	Monthly Salary
	Employed	From Mo/Yr.	To Mo/Yr.	Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number	
	Reason For Leaving						

G	Name Of Employer				Phone Number		
	Complete Mailing Address			City	State	Zip	
	Your Title Or Duties						
	Average # Of Hours Worked Each Week		Circle All That Apply	Full Time	Part Time	Volunteer	Monthly Salary
	Employed	From Mo/Yr.	To Mo/Yr.	Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number	
	Reason For Leaving						

H	Name Of Employer				Phone Number		
	Complete Mailing Address			City	State	Zip	
	Your Title Or Duties						
	Average # Of Hours Worked Each Week		Circle All That Apply	Full Time	Part Time	Volunteer	Monthly Salary
	Employed	From Mo/Yr.	To Mo/Yr.	Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number	
	Reason For Leaving						

EMPLOYMENT HISTORY Continuation

I	Name Of Employer				Phone Number		
	Complete Mailing Address				City	State Zip	
	Your Title Or Duties						
	Average # Of Hours Worked Each Week		Circle All That Apply	Full Time	Part Time	Volunteer	Monthly Salary
	Employed	From Mo/Yr.	To Mo/Yr.	Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number	
	Reason For Leaving						

J	Name Of Employer				Phone Number		
	Complete Mailing Address				City	State Zip	
	Your Title Or Duties						
	Average # Of Hours Worked Each Week		Circle All That Apply	Full Time	Part Time	Volunteer	Monthly Salary
	Employed	From Mo/Yr.	To Mo/Yr.	Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number	
	Reason For Leaving						

K	Name Of Employer				Phone Number		
	Complete Mailing Address				City	State Zip	
	Your Title Or Duties						
	Average # Of Hours Worked Each Week		Circle All That Apply	Full Time	Part Time	Volunteer	Monthly Salary
	Employed	From Mo/Yr.	To Mo/Yr.	Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number	
	Reason For Leaving						

L	Name Of Employer				Phone Number		
	Complete Mailing Address				City	State Zip	
	Your Title Or Duties						
	Average # Of Hours Worked Each Week		Circle All That Apply	Full Time	Part Time	Volunteer	Monthly Salary
	Employed	From Mo/Yr.	To Mo/Yr.	Name Of Supervisor		Phone Number	
	Names Of Co-Workers					Phone Number	
	Reason For Leaving						

22	Why do you wish to leave your present employer?		
23	Would any problem result if we contact your present employer during the course of our background investigation? If yes, explain.	No	Yes
24	Have you ever been discharged or asked to resign from any employment? If yes, add page(s) and provide complete details of each event, dates and name of employer.	No	Yes
25	List all instances where you have been a successful or unsuccessful candidate for any position requiring peace officer powers.		
	Name Of Agency	Date	Application Status
26	Have you ever been barred from taking a civil service (or similar) examination? If yes, please explain in detail.	No	Yes
27	Have you ever held a position which required supervisory or executive ability, the exercise of authority, OR ability to lead or control subordinates? if yes, add page(s) needed to explain each in detail.	No	Yes
28	Have you ever resigned from a job to avoid termination? If yes, add pages needed to explain each event.	No	Yes
29	DESCRIBE ALL DISCIPLINARY ACTIONS TAKEN AGAINST YOU BY AN EMPLOYER.		
	Name Of Employer	Date	Incident And Outcome

FINANCIAL HISTORY

30	Have you ever been sued in court for any financial matter? If yes, add pages and explain in detail.	No	Yes
31	Have you ever filed for or declared bankruptcy? If yes, add pages and explain in detail.	No	Yes
32	Have you ever had any bills turned over for collection? If yes, add pages and explain in detail.	No	Yes
33	Are you now behind on any debt 30 days or more? If yes, add pages and explain in detail.	No	Yes
34	Are you now behind on any child support payment? If yes, add pages and explain in detail.	No	Yes
35	Have you ever had property repossessed? If yes, add pages and explain in detail.	No	Yes
36	Have your wages ever been garnisheed, seized or impounded? If yes, add pages and explain in detail.	No	Yes
37	Have you ever been delinquent in payment of income or other taxes? If yes, add pages and explain in detail.	No	Yes
38	Have you ever failed to file on your income tax? If yes, add pages and explain in detail.	No	Yes

DRIVING HISTORY

39	Have you ever been refused a driver's license by any state? Circle your answer. If yes, add pages & explain in detail.	No	Yes		
40	AZ requires that owners of motor vehicle be covered by automobile liability insurance or bond or deposit of \$40,000 with the Department Of Motor Vehicles. Therefore, PLEASE LIST THE CURRENT LIABILITY INSURANCE YOU HAVE FOR YOUR VEHICLES				
	Insurance Company	Mailing Address	Policy Number	Expiration Date	
41	Have you ever had vehicle insurance canceled, revoked or refused? Circle your answer. If yes, and pages and provide complete details.	No	Yes		
42	List every traffic accident during the past ten (10) years in which you were a driver.				
	Date	Location (City & Intersection)	How Many Injured?	Name of Police Dept. that Investigated	What violations were you cited for?
43	Have you ever left the scene of an accident in which you were a driver without reporting the accident? If yes, add pages necessary to provide complete details about each incident.	No	Yes		
44	Have you ever been a driver in an accident in which anyone died? If yes, add pages necessary to provide complete details about the incident.	No	Yes		
45	Have you ever been sued as a result of an accident? If yes, add pages necessary to provide complete details about the incident.	No	Yes		

GENERAL INFORMATION

46	If you become a member of the Prescott Police Department, do you agree to take a polygraph examination (or equivalent) when requested to do so by the Chief of Police or his/her designee in regard to any matter?	No	Yes
47	Do you agree to assist the Prescott Police Department in the investigation of complaints or incidents?	No	Yes
48	Do you agree to take a test to determine the alcohol content of your blood upon the request of a supervisor?	No	Yes
49	Do you agree to take other tests (i.e. Drug screening, psychological, medical) upon the request of a supervisor?	No	Yes
50	Have you falsified, omitted or minimized any information in this background questionnaire??	No	Yes
51	<p>With your signature below, you indicate that you have read and understand this statement</p> <p>I am aware that any misstatement of material fact or omission of material information requested in this questionnaire may disqualify me from employment by the Prescott Police Department.</p>		
	APPLICANT'S Signature	DATE	

PRESCOTT POLICE DEPARTMENT

OFFICIAL USE ONLY

TO WHOM IT MAY CONCERN I am an applicant for a position with the Prescott Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the Prescott Police Department.

I hereby authorize any representative of the Prescott Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Prescott Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Prescott Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph (or equivalent) examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, including its officers, employees, or related personnel, both individually and collectively, from any and all liability 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. I direct you to release such information upon request of any duly accredited representative of the Prescott Police Department, regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release may discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Prescott Police Department's acceptance and processing of my application for employment, I agree to hold your organization or company, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Prescott Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Prescott Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

APPLICANT ~ READ CAREFULLY IN TOTAL BEFORE SIGNING BELOW.

PRINT FULL NAME	
SIGNATURE	DATE
CURRENT ADDRESS	
DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER



PRESCOTT POLICE DEPARTMENT
EMPLOYEE SELECTION PROCESS
**NOTICE to PROSPECTIVE EMPLOYEES
WHO ARE TO BE FINGERPRINTED**

I hereby acknowledge that the City of Prescott will fingerprint me as a part of the application process for the position listed below, and that my fingerprints will be used to check the criminal history records of the Arizona Department of Public Safety Criminal Records Section and the FBI. Identification records obtained from the ADPS and the FBI may be used solely for the purpose requested and may not be disseminated outside of City of Prescott Departments. If the information on the record is used to disqualify me from employment with the City of Prescott, the Prescott Police Department shall provide me with the opportunity to complete, or challenge the accuracy of, the information contained in the ADPS and/or FBI identification records. The City of Prescott shall not deny my employment based upon the information in the record until I have been afforded a reasonable time to correct or complete the information, or unless I have declined to do so. I will be presumed not guilty of any charge/arrest for which there is no final disposition stated on the record or otherwise determined. If I wish to correct the record as it appears in the Arizona DPS Criminal Records Section or the FBI's Identification Division Records System, the procedures to change, correct or update the record are set forth in Title 28, CFR, Section 16.34.

Position Applied for

PRINTED Name of Applicant

Social Security Number

Signature of Applicant

Date

PRINTED Name of Witness

Signature of Witness

Date

PRESCOTT POLICE DEPARTMENT

OFFICIAL USE ONLY

CREDIT INFORMATION DISCLOSURE

TO WHOM IT MAY CONCERN I am an applicant for a position with the Prescott Police Department. The department needs to thoroughly investigate my credit history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my credit history be disclosed to the Prescott Police Department.

I hereby authorize any representative of the Prescott Police Department to obtain any information in your files pertaining to my credit history and I hereby direct you to release such information upon request. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Prescott Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to my credit history, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Prescott Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, including its officers, employees, or related personnel, both individually and collectively, from any and all liability 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. I direct you to release such information upon request of any duly accredited representative of the Prescott Police Department, regardless of any agreement I may have made with you previously to the contrary.

For and in consideration of the Prescott Police Department's acceptance and processing of my application for employment, I agree to hold your organization or company, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Prescott Police Department.

I understand my rights under The Federal Fair Credit Reporting Act, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Prescott Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

APPLICANT ~ READ CAREFULLY IN TOTAL BEFORE SIGNING BELOW.

PRINT FULL NAME	
SIGNATURE	DATE
CURRENT ADDRESS	
DAYTIME TELEPHONE NUMBER	EVENING TELEPHONE NUMBER

**Disclosure of Intention to
Obtain a Consumer Report
for Employment Purposes**

In accordance with The Fair Credit Reporting Act, section 604(b)(2)(A), the City of Prescott Police Department, may obtain a consumer report on all individuals who apply for new employment, or current employees for retention or promotion.

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you — such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§ 168M681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights-

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you — such as denying an application for credit, insurance, or employment — must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs ~ to which it has provided the data — of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone — such as a creditor who reports to a CRA — that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA — usually to consider an application with a creditor, insurer, employer, landlord, or other business.

- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552* 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051