

APPLYING FOR EMPLOYMENT AS A POLICE OFFICER AT THE UNIVERSITY OF ALABAMA IN HUNTSVILLE POLICE DEPARTMENT

INSTRUCTIONS:

Please read and follow these instructions for preparing your application for employment as Police Officer. Each part is listed and described.

PART 1. POLICE OFFICER POSITION DESCRIPTION. You are to retain this part.

PART 2. POLICE OFFICER APPLICATION CHECKLIST. Read this part through completely before you proceed to other parts. It will give you a broad view of the entire selection process. You are to retain this part.

PART 3. STATEMENT OF THE “MINIMUM LEGAL REQUIREMENTS FOR ADMITTANCE TO A LAW ENFORCEMENT ACADEMY IN THE STATE OF ALABAMA.” This part informs you of the State of Alabama legal requirements for admittance to a police academy in Alabama. Graduation from a police academy is a requirement for certification as a sworn officer. You are to retain this part.

PART 4. STATEMENT OF THE “PHYSICAL AGILITY EXAMINATION AND PHYSICAL ABILITY EXAMINATION.” This part describes the physical activities required in the examination and will help you know what to expect if you take the test. If you determine you have conditions you should discuss with your personal physician before taking the exam, this will give you a basis for review with the physician. You are to retain this part.

PART 5. STAFF EMPLOYMENT APPLICATION. This part is the standard University employment application. Please provide all requested information. This application is available and must be completed on-line at <http://uah.interviewexchange.com>.

PART 6. SUPPLEMENT TO THE STAFF EMPLOYMENT APPLICATION FOR POLICE OFFICER. This part is special information required of all Police Officer applicants and is available on line at <http://police.uah.edu/PoliceApplicationSupplement.pdf>. This completed form is to be returned to the University Police Department at 501 John Wright Drive (Intermodal Facility).

PART 7. INFORMATION/LIABILITY RELEASES. This part contains the following statements:

- (a) Criminal History Supplement
- (b) Release of Information Authority
- (c) Physical Agility Release
- (d) Authorization to Disclose Medical and Hospital Information
- (e) Court Record Waiver

You must respond to each of these releases, as required, and return to University Police (Parts 6 and 7).

Complete the on-line application and return the Parts 6 and 7 to the University Police Department before the closing date. You will be informed of appropriate dates and times for future steps in the selection process.

POSITION DESCRIPTION – POLICE OFFICER

POSITION SUMMARY – The police officer, with moderate supervision, performs law enforcement duties and provides services that enables The University of Alabama in Huntsville to achieve its mission. This position must successfully complete the Recruit Orientation Period, the Alabama Peace Officers Standards and Training Commission's (APOSTC) minimum standards academy and The University of Alabama in Huntsville Police Department police officer field training program. After completion of these training activities, the position has a 1040 hour probationary period of field assignment duty.

DUTIES AND RESPONSIBILITIES

1. Respond to calls for service including emergencies and determine a proper lawful resolution including the enforcement of local, state, and federal laws or ordinances and affecting the arrest of offenders when necessary.
2. Perform preventive patrol by operating police patrol vehicle, police bicycle, and/or foot patrol including enforcing traffic laws and citing offenders.
3. Meet with complainants/victims, complete incident/offense reports, and conduct preliminary investigations.
4. Investigate vehicular/pedestrian accidents and complete required reports.
5. Testify in court on criminal, traffic, and/or civil matters.
6. Operate radio equipment and emergency equipment including siren, lights, p.a., mobile radios and walkie-talkies in accordance with established departmental procedures.
7. Conduct security checks of facilities and grounds.
8. Enforce University rules and regulations as they apply to parking, traffic, safety, etc.
8. Direct traffic.
9. Attend in-service and specialized training.
10. Perform any other task necessary for the University to accomplish its mission.

PHYSICAL DEMANDS

The physical demands for a police officer are considerable. In-service training and physical training take place on a daily, weekly, and monthly routine. Officers must be fit enough to be able to go from a sedentary position to a 100% physical exertion without time to warm-up. Specific demands are listed below.

Physical Effort

Pursue fleeing suspects on foot or by police bicycle both day and night in unfamiliar terrain. Use body force to gain entrance through barriers to search, seize, investigate, and/or rescue. Subdue resisting subjects using hands and feet while employing defensive tactics maneuvers. Climb over obstacles; climb through openings; jump down from elevated surfaces; jump over obstacles, ditches and streams; and crawl in confined areas to pursue, search, investigate and/or rescue. Conduct searches of buildings and large outdoor areas which may involve walking and/or standing for long periods of time and which requires the ability to distinguish color and perceive shapes. Affect an arrest, forcibly if necessary, using handcuffs and other restraints. Load, unload, aim, and fire handguns, shotguns, and other agency firearms from a variety of body positions in

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POSITION DESCRIPTION – POLICE OFFICER

situations that justify the use of deadly force while maintaining emotional control under extreme stress. Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions. Conduct police duties during special events requiring standing for extended period of times and providing visual and audio surveillance so as to be alert and responsive to requests for service.

WORKING CONDITIONS

The working conditions for a police officer are varied. Officers work day, evening, and night hours. Each schedule has its own set of conditions. Common to all work schedules for officers is the unpredictability of events. Officers work primarily outside with the extremes of weather present. However, duties and assignments require entering and exiting vehicles and buildings on numerous occasions throughout a work schedule. Officers are assigned duties requiring foot patrol, bicycle patrol, and/or vehicular patrol. Foot and bicycle patrol require considerable physical exertion. Vehicle patrol during the day requires operation of vehicle in extremely congested, stressful conditions. Night hour vehicular patrol requires operation in limited and dim light conditions. Operation of emergency equipment requires the officers to be exposed to high levels of noise and visual strain. Officers responding to accident, emergency, or crime scene risk exposure to chemical substances and contagious diseases. The working conditions for officers expose them to emotional concerns. Officers view first hand, accident victims, suicide victims, and crime victims. Verbal abuse and criticism adds considerable stress to the officers.

POSITION SPECIFICATION

1. Education: High School Degree or Equivalent Required
2. Experience: Must be APOST certified within 6 months of date of employment or if previously certified by the state, show proof at time of appointment.
3. Certification/Registration/Licensing: Must have valid Alabama driver's license.
4. Ability: To train and learn new methodologies, concepts, theories, and principles. To perform physical skills necessary to affect arrest by force if necessary, perform law enforcement duties and maintain health under stressful working conditions. To be able to work extra hours and/or call-out duty with little advance notice.
5. Other: Must be able to work shifts of 10 hours or more on a given day. Must be a U.S. Citizen.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
POLICE DEPARTMENT
POLICE OFFICER
APPLICANT CHECKLIST**

The following is a brief description of the applicant processing procedure for police officer at The University of Alabama in Huntsville. You will be given an opportunity to ask questions at the time you make application and will be fully informed of necessary steps to apply for police officer employment. If at any point you do not wish to continue as an applicant for employment, please notify a member of the University Staff Employment Office.

1. COMPLETE THE APPLICATION FORM, PROVIDE INFORMATION RELEASES, AND BE INFORMED OF THE SELECTION PROCESSES.

At this step you are required to read and otherwise be informed of the selection process for appointment as Police Officer at The University of Alabama in Huntsville, to provide complete information on the application form and to sign information releases necessary for UAHPD to conduct the required background investigation. Personnel of the Staff Employment Office will assist you in the preparation of your application at this point in the process.

2. SUBJECT TO BACKGROUND INVESTIGATION.

The background investigation will be conducted by The University of Alabama in Huntsville Police Department. The scope of the investigation will include investigation of all legal requirements mandated by State Law and other considerations which are indicative of satisfactory police officer job performance. Failure to meet the legal requirements will result in disqualification. Applicants disqualified will be notified in writing.

3. PHYSICAL AGILITY EXAMINATION.

Applicants successfully passing the previous steps will be notified of the results and informed of the date, time, and place for taking the physical agility examination. The exam will be administered by a member(s) of UAHPD or their agents and will be at no cost to the applicant. Please read and be familiar with the statements entitled "Physical Agility Examination" given to you at the time you made application. Failure to pass the examination as described will result in disqualification. Applicants disqualified will be notified in writing.

4. TAKE THE WRITTEN EXAMINATION FOR LAW ENFORCEMENT OFFICER.

You will be notified of the date, time, place, and cost (if any) for taking an examination. The test has a possible score of 100 and will represent 50% of the total composite score. Failure to obtain at least a score of 60 on each section of the examination will result in disqualification. Applicants disqualified will be notified in writing.

5. REVIEW BOARD.

The review board will consist of at least three (3) members of the University community. The members will review all components of pre-employment documentation provided by the applicant and other applicant information obtained prior to the interview. The board will jointly conduct an interview of all applicants who have successfully met the qualification requirements in the selection process. Members of the board will assess applicant qualifications based on job requirements, applicant's documentation, and oral interview. Points will be assigned for: (1) Education; (2) Employment History; (3) Physical Abilities; (4) Mental Abilities; (5) Interest in Police Work; and (6) Composite Skills Related to Police Work. The maximum possible score is 100 points. Scores will be added and the

total will be divided by the number of board review members participating. The review board score will account for 50% of the total composite score.

6. POLICE OFFICER CANDIDATE LIST.

All applicants completing the processing steps will be informed of their composite score and ranking. This list will normally serve as the Officer Candidate List for a period of six months; however, the effective period of the candidate list may be adjusted at the discretion of the Chief of Police.

7. CHIEF'S INTERVIEW EVALUATION AND SELECTION.

At the time a vacancy occurs, the Chief of Police may interview candidates who rank in the top ten positions on the Police Officer Candidate List. Before the Chief interviews a candidate, the candidate may be required to take the Physical Ability test and meet the minimum standards. The Chief has the discretion to determine who will take the Physical Ability test based on current or prior certification with the Alabama Peace Officers Standards and Training Commission (APOSTC). When a vacancy occurs, the candidate will be notified of a test location and date. A candidate who meets (or has met if currently or previously certified by APOSTC) the minimum standards of the Physical Ability test is scheduled for an interview with the Chief. In the interview, the Chief will give consideration to the job requirements and the applicant's documentation, including testing and the review board evaluation. An offer of conditional employment will be made to one candidate in the top ten. The candidate must then pass a physical examination and a drug screening. Additional personal information will be required. The conditional nature of the appointment will be fully explained and a Conditional Offer of Employment Agreement signed. During the conditional employment period, candidates will undergo a psychological examination.

UPDATE TO THE POLICE OFFICER CANDIDATE LIST.

The maintenance cycle for revision and update of the candidate list is normally 6 months. The dates of beginning a new recruiting cycle will be announced. You will be informed of the screening process dates. If you previously qualified and were not hired and wish to be considered as a candidate in the next cycle, you will be informed that a new recruitment is in process wherein you may reapply. You will again be given instructions for reapplying and given the opportunity to update all applicant information.

FAILURE TO ACHIEVE MINIMUM STANDARD.

If an applicant fails to achieve the minimum standard of any portion of the selection process, the applicant may reapply for consideration during the next recruitment cycle.

If you have any questions, please contact the staff of the University Staff Employment Office in person or at telephone number (256) 824-6545. Thank you for giving The University of Alabama in Huntsville the opportunity to consider your qualifications for employment as a police officer with the Police Department.

**MINIMUM LEGAL REQUIREMENTS FOR APPOINTMENT
AS A LAW ENFORCEMENT OFFICER
IN THE STATE OF ALABAMA**

The following requirements are mandated by state law and are coded and indexed administrative procedures which include promulgated rules of the State of Alabama, Alabama Peace Officers Standards and Training Commission. The qualification requirements listed below are minimum requirements for the initial employment by law enforcement agencies in the State of Alabama. The University of Alabama in Huntsville is such an agency, and is required to abide by such standards, rules, and regulations of the commission. In addition to these requirements, there are other requirements specified by the Commission required of the employer which are included in the administrative procedures/rules and regulations dated September 29, 1983, and not listed below. Unless otherwise indicated, these requirements are dated effective September 29, 1983 and the authority for such requirements is Title 36-21-41 and Title 36-21-45.

RULE 650-X-2-.02 AGE

The applicant shall not be less than 19 years old.

Authority: CodeofAlabama1975, §36-21-40, §36-21-51.
Effective Date: September 29, 1983.

RULE 650-X-2-.03 EDUCATION REQUIREMENT

The applicant shall have graduated and received a regular or advanced high school diploma as approved by the Alabama State Department of Education. In the instance of a private high school diploma, the diploma must be the equivalent to the regular or advanced diploma issued by the public schools in Alabama and approved by the State Board of Education. A certificate of high school equivalency (GED) issued by General Education Development is acceptable. Correspondence or mail order high school diplomas or certificates are not acceptable.

Authority: CodeofAlabama1975, §36-21-40, §36-21-51.
Effective Date: September 29, 1983. Effective Date: February 24, 2000.

RULE 650-X-2-.04 PHYSICAL QUALIFICATIONS

The applicant shall be certified by a licensed physician, designated by the appointing authority, as in good health and physically fit for the performance of the duties of a law enforcement officer.

Authority: CodeofAlabama1975, §36-21-40, §36-21-51.
Effective Date: September 29, 1983.
Amended: June 12, 1995.
Amended: May 9, 1997.

RULE 650-X-2-.05 CHARACTER

1. The applicant shall be a person of good moral character and reputation;
2. Conviction of any felony pursuant to any state or federal law shall be a complete and absolute bar to certification, employment, appointment or approval as a law enforcement officer.
 - a. The existence of a pardon does not nullify a conviction for the purpose of this Rule.
 - b. An applicant having pleaded guilty or nolo contendere to any felony pursuant to state or federal law is not eligible for certification, employment, appointment or approval as a law enforcement officer, notwithstanding suspension of sentence or withholding of adjudication.
 - c. Conviction of any conduct, including by a plea of guilty or nolo contendere, in any other jurisdiction that would have constituted a felony in Alabama and been punishable by a sentence exceeding one year in Alabama shall be a complete and absolute bar to certification, employment, appointment or approval as a law enforcement officer, notwithstanding suspension of sentence, withholding of adjudication or the existence of a pardon.

**MINIMUM LEGAL REQUIREMENTS FOR APPOINTMENT
AS A LAW ENFORCEMENT OFFICER
IN THE STATE OF ALABAMA**

3. Conviction of a misdemeanor pursuant to any municipal, state or federal law shall not automatically disqualify a person as a law enforcement officer. Such a conviction may be considered as a factor among several in evaluating fitness as a law enforcement officer, which factors shall include but not be limited to the nature and gravity of the offense or offenses, the time that has passed since the conviction and/or completion of the sentence and the nature of the job held or sought and such other factors as to affect the applicant's character. In the case of a misdemeanor conviction, involving a guilty plea or plea of nolo contendere, involving force, violence, moral turpitude, perjury, or false statements, notwithstanding suspension of sentence or withholding of adjudication, results of psychological testing shall also be considered as a factor in considering the applicant's fitness as a law enforcement officer.
4. Adjudication as a youthful offender or juvenile shall not be considered as a conviction for the purpose of these Rules.
5. Any person who is prohibited by state or federal law from owning, possessing, or carrying a firearm, including but not limited to a pistol, handgun, rifle or shotgun, shall not be employed or certified as a law enforcement officer.
6. The arrest of any certified law enforcement officer, provisionally appointed law enforcement officer, or applicant for any felony or misdemeanor offense shall be immediately reported to the Commission by the employing agency, arresting agency and the law enforcement officer.

Applicants who falsify their application must wait two years to be eligible to submit a new application package requesting to attend the academy.

Authority: CodeofAlabama1975, §36-21-46.

Effective Date: September 29, 1983. Amended June 12, 1995. Amended: February 4, 1999. Amended: March 14, 2002.

RULE 650-X-2-.06 APPLICANTS TO BE CITIZENS

The applicant must be a citizen of the United States.

Authority: CodeofAlabama1975, §36-21-40, §36-21-51.

Effective Date: September 29, 1983.

RULE 650-X-2-.07 DISCHARGE FROM ARMED SERVICES

If an applicant has been a member of the armed forces of The United States, the discharge must be under honorable conditions.

Authority: CodeofAlabama1975, §36-21-45, §36-21-46.

Effective Date: September 29, 1983.

Amended: February 4, 1999.

RULE 650-X-2-.08 DRIVER'S LICENSE

The applicant must have a valid Driver's License.

Authority: CodeofAlabama1975, §36-21-40, §36-21-51.

Effective Date: September 29, 1983.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
POLICE DEPARTMENT
POLICE OFFICER PHYSICAL AGILITY EXAMINATION**

GENERAL INFORMATION

You will be required to pass a test of physical agility as a condition of employment. The examination will be conducted by the University of Alabama in Huntsville Police Department. You will be notified of the date, time and place for test.

WHAT DOES THE PHYSICAL AGILITY TEST INVOLVE?

This test has been devised to simulate certain specific activities routinely expected of a police officer on patrol or traffic assignment, and consists of seven events designated to measure minimum levels of endurance, strength, agility, and coordination.

1. **CLIMBING** - This is essentially a wall surmount and is intended to measure agility and coordination. It consists of a fence six feet in height made of chain link, wood, etc. It is typical of the type commonly found around numerous business establishments.

The candidates are instructed to run a total of 25 yards then surmount the fence in any manner they wish so long as it is a solo effort. The student may have the option of climbing a chain link or wood fence.

2. **RUNNING** - The candidate must run a total of 75 yards to the next position.
3. **WEIGHT DRAG** - The candidate is required to run 50 feet then lift, pull, or drag a dead weight object approximately the 165 pound weight of an average male for a distance of 15' feet. This test is designed to gauge the candidate's ability to extricate a human being from an automobile, burning building, etc.
4. **BALANCE** - The balance test requires running a total of 25 yards, surmounting of 6" by 7" beam suspended 1' in the air and walking a distance of 15 feet. At the end of the beam the candidate is required to jump the 1 foot distance to the ground and run an additional 25 yards.

The balance beam is a combination test demonstrating the ability to maintain balance while moving forward on a narrow beam and to a flat surface again. Minimum levels of both balance and coordination are required.

This test simulates any number of job-related activities such as jumping down from porches, stairs, walking along walls, rafters, pipes or beams while in foot pursuit or checking buildings for suspects.

5. **PUSHING** - This test involves pushing a vehicle a distance of 15 feet on a paved, level surface with the gears in neutral. A driver will remain inside the vehicle at all times as a safety factor.
6. **CRAWLING** - The candidate must run a total of 25 yards, crawl through an obstacle approximate 24" square and then run an additional 25 yards.

This insures that a candidate has sufficient body mobility to crawl through or under an obstacle the approximate size of a residential window.

7. **RUNNING** - A period of running is incorporated into each of the six events previously outlined to simulate the apprehension and control of a fleeing suspect.

AM I IN CONDITION TO TAKE THE TEST?

The test requires you to put forth a significant amount of effort, but is not dangerous if you are in reasonably good condition. It is recommended that candidates who get little exercise make a special effort to get themselves into proper condition prior to the test. Any pre-existing illness or injury that could be aggravated by this test should be reported to the test coordinator.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
POLICE DEPARTMENT
POLICE OFFICER PHYSICAL AGILITY EXAMINATION**

CANDIDATES ARE ALLOWED UP TO THE MAXIMUM OF NINETY (90) SECONDS TO SUCCESSFULLY COMPLETE THE AGILITY PORTION OF THE TEST.

WHAT IF I DO NOT SATISFACTORILY COMPLETE THE TEST?

A candidate will be allowed 3 attempts to successfully pass the agility examination. Anyone failing to complete the physical agility exam after 3 attempts as prescribed by Minimum Standards, will not continue in the selection process.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
POLICE DEPARTMENT
POLICE OFFICER PHYSICAL AGILITY EXAMINATION**

GENERAL INFORMATION

You may be required to pass a test of physical ability as a condition of employment. The Police Chief has the discretion to determine who will take the Physical Ability test based on current or prior certification by the Alabama Peace Officers Training and Standards Commission. The examination (if applicable) will be conducted by The University of Alabama in Huntsville Police Department before an interview with the Police Chief. You will be notified of the date, time and place for testing.

PHYSICAL ABILITY

The physical ability test requires individuals to perform adequately on the 1.5 mile run test, the timed 1 minute sit-up test, and the timed 1 minute push-up test.

The entry level standards for the physical ability test are content valid, gender and age neutral, patterned after the Cooper Clinic's approved cardiovascular fitness and dynamic strength tests. All individuals will be held to the same fitness standard.

1. **1.5 Mile Run Test** - individuals will be required to run exactly 1.5 miles on a flat, level course. A minimum time of 15 minutes and 28 seconds (15:28) will be required to pass this portion of the test.
2. **Timed 1 Minute Push-Up Test** - The individual must perform 22 push-ups in one minute to pass the test. Push-ups will be performed as follows:
 - a. Place the palms of the hands on the ground
 - b. weight on the balls of the feet
 - c. maintain the legs in straight position, without bending knees
 - d. at the top of the up position lock the elbows
 - e. maintain the head in diagonal alignment with the torso
 - f. during the down position, bend the elbows to 90 degrees while keeping the knees locked and legs straight
 - g. during the down position, maintain the torso and legs parallel to the floor
 - h. the chest should be three inches from floor at the bottom of the downward movement.
3. **Timed 1 Minute Sit-Up Test** - Individuals must perform 25 sit-ups in one minute to pass the test. Individuals will perform sit-ups according to the following:
 - a. Begin with knees at approximately a 45 degree angle
 - b. soles of the feet on the floor
 - c. partner holding the ankles
 - d. hands behind the head
 - e. first movement requires the elbows to come up to a position where the elbows touch the knees
 - f. next, return to the point where the back touches the floor
 - g. continue in this fashion.

AM I IN CONDITION TO TAKE THE TEST?

While the physical ability test requires you to put forth a significant amount of physical effort, it is not dangerous if you are in reasonably good physical condition. It is recommended that candidates who get little exercise make a special effort over a period of time to get themselves into proper physical condition

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
POLICE DEPARTMENT
POLICE OFFICER PHYSICAL AGILITY EXAMINATION**

prior to the test. Any pre-existing illness or injury which could be aggravated by this test should be reported to the test coordinator.

WHAT IF I DO NOT SATISFACTORILY COMPLETE THE TEST?

A candidate will be allowed one attempt to successfully pass the physical ability examination. Anyone failing to complete the physical ability exam will not be considered for the present position. Candidates may be considered for future job vacancies as long as they are on the current Officer Candidate List.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
SUPPLEMENT TO THE STAFF EMPLOYMENT APPLICATION
FOR POLICE OFFICER**

A. PERSONAL IDENTIFICATION:

Last Name	First Name	Middle Initial	Social Security Number
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B. AGE REQUIREMENT:

Is your age 19 but less than 70? Yes No.
(Age limits are required by State Law. Proof of age will be required if hired.) (RULE 650-X-2-.02)

C. CITIZENSHIP REQUIREMENT:

Are you a citizen of the United States? Yes No.
(Citizenship is a requirement of State Law. Proof of citizenship will be required if hired.) (RULE 650-X-2-.06)

D. DRIVER'S LICENSE REQUIREMENT:

Do you have a valid driver's license? Yes No.
(Possession of a valid driver's license is a requirement of State Law. Proof will be required if hired.) (RULE 650-X-2-.08)

E. PHYSICAL QUALIFICATION REQUIREMENT:

Do you meet the minimum physical requirements of State Law as specified in RULE 650-X-2-.04?
 Yes No.
(Minimum physical requirements are required by State Law. If in your judgment you have doubt, consult your physician. If hired, you will be required to take a physical examination by a physician approved by The University of Alabama in Huntsville.)

F. MILITARY SERVICE REQUIREMENT:

Have you been a member of the armed forces of the United States? Yes No. If yes, was your release/discharge honorable? Yes No.
(Honorable discharge is a requirement of State Law. Proof will be required if hired.) (RULE 650-X- 2-.07)

G. EDUCATIONAL REQUIREMENT:

Do you meet the educational requirement of graduate of a high school accredited with or approved by the State Department of Education or a holder of a certificate of high school equivalency issued by General Education Development (G.E.D.)?
 Yes No.
(State Law required minimum educational achievement. You may be required to offer copies of education records if hired.) (RULE 650-X-2-.03)

Have you satisfactorily completed the basic police training program required of law enforcement officers in the State of Alabama?

Yes No. If yes, describe what, where, and when attended.

Have you attended but did not successfully complete the program? Yes No.

Note: If hired, you will be required the attain The Certification of Law Enforcement Officer as required by RULE 650-X-4 of The Commission. RULE 650-X-4.02 *Employment Requirements*. The applicant must be gainfully employed as a law enforcement officer by a law enforcement agency at the time of his/her application to the academy. Prior to certification, the applicant shall complete the required course of training established by the commission. An applicant may be provisionally appointed for a period of six months. No individual may be employed for an additional period until that individual is certified by the commission.

(Affirmative Action/Equal Opportunity Employer)

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**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
SUPPLEMENT TO THE STAFF EMPLOYMENT APPLICATION
FOR POLICE OFFICER**

H. EMPLOYMENT HISTORY:

LAW ENFORCEMENT EXPERIENCE. Briefly describe more fully any and all law enforcement work experience which you have had, give dates of employment, agency(s) where employed, description of duties and any other information which is relevant to this work experience.

I. COURT RECORD REQUIREMENT:

It is necessary that you be fully informed of the requirements of RULE 650-X-2-.05 to answer the following questions. Have you read RULE 650-X-2-.05? Yes No.

- (1) *CONVICTED OF A FELONY.* Have you been convicted of a Felony? Yes No.
- (2) *CONVICTION OF A MISDEMEANOR.* Have you been convicted of a misdemeanor as described in RULE 650-X-2-.05(3)? Yes No.
- (3) *CONVICTION OF A MISDEMEANOR INVOLVING FORCE OR VIOLENCE.* Have you been convicted of such misdemeanor as described in RULE 650-X-2-.05(3)? Yes No.

I understand that an arrest disclosed in my criminal record will not automatically disqualify me for this position. However, any arrests in my criminal record will be considered as part of the evaluation process and, depending on the circumstances of such arrest, may result in a decision not to hire me. Yes No

J. REFERENCES:

Give three references (not relatives, fellow employees or school teachers) who are responsible adults of reputable standing in their communities and who have known you well during the past five years.

- (1) Name: _____
Address: _____
Phone Number: _____
- (2) Name: _____
Address: _____
Phone Number: _____
- (3) Name: _____
Address: _____
Phone Number: _____

***IMPORTANT NOTIFICATION**

If any offer of employment is extended, it will be conditional. You will be required to have a physical and a psychological examination as specified by The University. You will also be required to provide additional personal information not contained in this application form. Your failure to comply may subject you to dismissal. Subsequent appointment is probationary for a minimum period of six (6) months of satisfactory performance after certification as law enforcement officer.

DATE: _____ SIGNATURE OF APPLICANT: _____

(Affirmative Action/Equal Opportunity Employer)

PART 6

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
CRIMINAL HISTORY SUPPLEMENT**

MILITARY SERVICE			
SELECTIVE SERVICE NUMBER		HAVE YOU EVER SERVED IN THE ARMED FORCES, NATIONAL GUARD OR MILITARY RESERVES? YES [] NO []	
BRANCH	DATE OF SERVICE / / TO / /	RANK AT DISCHARGE	TYPE OF DISCHARGE
ARE YOU CURRENTLY PARTICIPATING IN ANY MILITARY RESERVE OR NATIONAL GUARD PROGRAMS? YES [] NO []			
BRANCH	DATE OF SERVICE / / TO / /	ORGANIZATION DESIGNATION/NAME	RANK
HAVE YOU EVER BEEN THE SUBJECT OF ANY JUDICIAL OR NON-JUDICIAL DISCIPLINARY ACTION? YES [] NO [] (IF YES, GIVE DETAILS. BRANCH OF SERVICE, WHEN, WHERE, CIRCUMSTANCES, INCLUDING ARTICLE 15, CAPTAIN'S MAST, OR COURT MARTIAL.)			

CRIMINAL HISTORY				
AS AN ADULT, HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF ANY OFFENSE, EXCLUDING TRAFFIC OFFENSES? YES [] NO [] (IF YES, COMPLETE THE FOLLOWING.)				
DATE	LOCATION (CITY AND STATE)	ORIGINAL CHARGE	FINAL CHARGE IF AMENDED OR REDUCED	DISPOSITION

NOTE: If the applicant has been convicted of a misdemeanor involving force, violence, or moral turpitude, the following information must be supplied:
 (1) certified court disposition of charge(s).
 (2) notarized affidavit from the applicant describing the circumstances involving the offense.

DRIVER HISTORY			
DRIVER LICENSE NUMBER	STATE	EXPIRATION DATE	NAMES UNDER WHICH LICENSE WAS GRANTED
LIST ALL TRAFFIC OFFENSES (EXCEPT PARKING VIOLATIONS) YOU HAVE RECEIVED WITHIN THE LAST FIVE (5) YEARS (INCLUDING MILITARY BASES)			
NATURE OF VIOLATION	LOCATION (CITY)	APPROXIMATE DATE	INDICATE WHETHER FINED OR ACTION TAKEN ON DRIVER LICENSE

NOTICE:

Failure of an applicant to reveal any and all arrests, including traffic tickets, may result in denial of this application.

**STATE OF ALABAMA
MADISON COUNTY**

RELEASE OF INFORMATION AUTHORITY

TO WHOM IT MAY CONCERN:

I, the undersigned, have made application for employment as a police officer with The University of Alabama in Huntsville Police Department.

I request that the authorized representatives of The University of Alabama in Huntsville Police Department to view and/or be furnished a copy of my personal record and I hereby release and hold forever harmless The University of Alabama in Huntsville and or The University of Alabama in Huntsville Police Department and/or its specified representatives and _____, the custodian of my personal record, from any and all liability resulting in my not gaining employment with The University of Alabama in Huntsville Police Department because of any information which may be derogatory that is obtained from such records.

IN WITNESS THEREOF, I HAVE HERETO SET MY HAND ON THIS THE _____ DAY OF _____, 20____.

SIGNED: _____

ADDRESS: _____

WITNESS: _____

WITNESS: _____

**STATE OF ALABAMA
MADISON COUNTY**

PHYSICAL AGILITY/ABILITY RELEASE

TO WHOM IT MAY CONCERN:

I, the undersigned, hereby acknowledge that participation in a physical agility and/or physical ability test is required for my consideration for employment as a police officer for the University of Alabama in Huntsville. I desire to be considered for such position and agree to participate in any physical agility and/or physical ability test related to such consideration.

In consideration thereof, I hereby release absolutely, forever discharge, and covenant not to sue the University of Alabama in Huntsville, its officers, employees, or agents and any other person, firm, or entity associated in any way with the administration of such physical agility and/or physical ability test from all liability, claims, demands, actions, and expenses of every kind and variety for personal or bodily injury (including any resulting in death) or other damages that I may sustain from whatever cause during, arising out of, or as a result of my participation in such physical agility and/or physical ability tests.

I do further hereby expressly, knowingly, and voluntarily assume all risk of personal or bodily injury from hazards incident to, ordinarily associated with, or reasonably foreseeable from my participation in such physical agility and/or physical ability tests.

IN WITNESS THEREOF, I HAVE HERETO SET MY HAND ON THIS THE _____ DAY OF _____, 20____.

SIGNED: _____

ADDRESS: _____

WITNESS: _____

WITNESS: _____

**STATE OF ALABAMA
MADISON COUNTY**

AUTHORIZATION TO DISCLOSE MEDICAL AND HOSPITAL INFORMATION

TO: Any physician, surgeon, hospital, or clinic by whom or at which the undersigned has been treated.

I, the undersigned, have made application for employment as a police officer with The University of Alabama in Huntsville Police Department.

You are hereby authorized and requested to furnish The University of Alabama in Huntsville Police Department, The University of Alabama in Huntsville, any and all medical information and records in any wise relating to me regarding my physical condition and/or injuries including any and all treatment prescribed or given to me, diagnosis and prognosis of my condition, including any and all other notes and statements of doctors and nurses, x-rays and other tests, and any/all other information which my said prospective employer may request concerning me. I hereby expressly waive any privilege which I may have with request to such information and records.

IN WITNESS WHEREOF, I HAVE HERETO SET MY HAND ON THIS THE _____ DAY OF _____, 20____.

SIGNED: _____

ADDRESS: _____

WITNESS: _____

WITNESS: _____

**STATE OF ALABAMA
MADISON COUNTY**

COURT RECORD WAIVER

TO WHOM IT MAY CONCERN:

I, _____ (print name), having been fully informed of "RULE 650-X-2-.05" and the legal requirements of Alabama State Law for Employment of Police Officer, do hereby waive my right to privacy concerning the conviction record(s) hereon described:

The University of Alabama in Huntsville Police Department or agents on its behalf may conduct such pre-employment investigation as is necessary to establish the facts in the conviction so as to abide by state law in selection of police officers. This waiver terminates 12 (twelve) months following the effective date as shown below.

IN WITNESS THEREOF, I HAVE HERETO SET MY HAND ON THIS THE _____ DAY OF _____, 20____.

SIGNED: _____

ADDRESS: _____

WITNESS: _____

WITNESS: _____
