Gretna Police Department
Applicant's Personal History Packet



Join Our Team!!

"The Place Where Your Future Begins"

Office Use Only:

Applicant's Name: _____ Date Received: _____

Received by: _____

Gretna Police Department
200 5th street
Gretna, Louisiana 70053
504-366-4374

To: All Applicants for the Gretna Police Department

The following are the answers to some commonly asked questions concerning the background investigation and applicant selection process or positions with the Gretna Police Department.

There are eight major steps in the application investigation process in which you will be required to participate:

- Completion of the personal history background questionnaire
- Staff Interview after which you will be fingerprinted
- Voice Stress Analysis Examination
- Job skill survey "entrance" written examination
- Physical assessment for Police Academy Recruits
- Drug Screen
- Interview by Departmental Psychologist
- Successful candidates will be required to undergo a physical examination

Part of the selection process for the applicants for Police Officer, EMT, or Civilian positions with the Gretna Police Department in an extensive background investigation. You will be provided with, and must fill out completely and accurately an "Applicant's Personal History Background Questionnaire", various "Authority Release Information Forms", and other documents relating to your background investigation. You may also be scheduled for other interviews to clarify certain aspects of your background or investigative findings.

You must successfully complete each step in the process. Failure to do so will result in your name being submitted to the Training Division with a recommendation for rejection of your application.

When submitting your completed Applicant's Personal History Packet, you must also include color copies of the following:

- Birth Certificate
- Driver's License
- Voters Registration Card
- Social Security Card
- High School Diploma / GED / College Diploma
- P.O.S.T. Certificate
- Military Form DD214 or Selective Service Registration

<u>This packet will be considered incomplete without these documents</u>

Once completed and returned to the Gretna Police Department, all applications will be held for six months after. After six months you must re-apply.

If printing, use the single side print option for submitting this application.

1. The Gretna Police Department **will not** release any information to the applicant concerning the status of an application or investigation during the selection process. You will be notified either by telephone, email, or letter of the next step in the selection process. **No** information will be supplied to an applicant who calls the Gretna Police Department requesting information on the results of an interview / examination or information on the next procedure in the process.

2. The results of any aspect of the background investigation, including findings of any psychological, physical, or other type of examinations **will not** be released by the Gretna Police Department to any applicant.

3. You may be contacted at any time during the selection process and scheduled for an interview, or testing. You will usually be notified in advance of the scheduled date by telephone, or by email. If you are unable to attend the scheduled procedure, you should notify the Training Division prior to the scheduled appointment and request an alternative date. You may, in emergency situations, make such notifications by telephone, however, you will be required to submit written request for an alternate date.

4. You should notify the Training Division of any change of address and telephone number. This should be addressed to the Training Division, in writing, as soon as possible to avoid any delay on your application being processed.

5. Your employment with the Gretna Police Department will require you to work various hours, days, nights, weekends, holidays, Monday through Sunday. You will be considered an essential personnel employee, so you will be required to stay with the department during hurricanes and other major events. Any restrictions to this availability or limitations must be disclosed on your application.

APPLICATION CHECK LIST

Please ensure copies of all below items are attached when completed

☐Birth Certificate
☐Driver's License
☐Voters Registration Card
☐Passport Photo
☐Social Security Card
☐High School Diploma/ GED/ College Diploma

Include below if applicable

☐P.O.S.T. Certificate
☐Military Form DD214 or Selective Service Registration
☐EMS-National Registry Certificate
☐EMS-State License
☐EMS-CPR Card
☐EMS-ACLS/PALS Card

Gretna Police Department Applicant Personal History Information	**Please Mark Accordingly** ☐Police Academy ☐Regular Officer ☐Reserve Officer ☐Communications Officer ☐EMT ☐Civilian ☐Other

POST CERTIFIED: ☐YES ☐NO

INSTRUCTION:

Answer all questions. Failure to provide detailed information or incomplete information may result in a delay in the processing of your application or rejection of your application. Fill in the appropriate spaces where detailed information is required. You may use the rear of each page for additional comments or explanation to any answer. Use corresponding letter and number to identify responses on separate sheet.

DO NOT SEPARATE THIS FORM. PRINT CLEARLY. ***USE BLUE INK***

A. APPLICANT INFORMATION

1. Name

_____

First Middle Last Maiden Suffix Date of Birth

2. Residence Address

_____

Street Address City State Zip Code Social Security #

3. Contact Information

(____)_____ (____)_____ (____)_____

Home Telephone Work Telephone Cellular Telephone

Personal Email Address _____

4. Previous Residence Addresses

List the three most recent residence addresses indicating the years lived there.

Years	**Address**	**City**	**State**
_____To_____			
_____To_____			
_____To_____			

5. Languages

List any additional languages you can speak fluently? _____

6. Availability

Do you have any limitations to your work availability? _____

B. CRIMINAL HISTORY INFORMATION

Your answers must be complete. List any information or any charges or arrests, whether those charges were eventually dismissed, refused or otherwise disposed of in any manner, or whether you went to court or not. Use the rear of these sheets of this form to add additional information if needed.

1. Have you ever been imprisoned for any criminal conviction or awaiting trial?

☐Yes. ☐No If yes, explain: _____

_____

_____

2. Have you ever given a statement to a law enforcement official for any reason?

☐Yes. ☐No If yes, explain: _____

_____

_____

3. Do you have a criminal record that was expunged? ☐Yes ☐No

If so, for what charge? _____

4. Do you associate with anyone under indictment, or whom criminal charges are pending, or who has a criminal history? ☐Yes ☐No

If yes, provide the individual's name, your relationship, and how often you associate with the individual: _____

_____

5. Have you ever testified in a criminal trial? ☐Yes ☐No

If yes, provide the name of the defendant, type of case, location, and the date:_____

_____

6. Have you ever been, issued a misdemeanor summons, physically arrested, or taken into custody for any length of time by any law enforcement agency (whether civilian, military, local, state, or federal)?

As a Juvenile: ☐ Yes ☐No As an Adult: ☐ Yes ☐No

If yes to either above, list each and explain below.

Date of Incident	**City, State**	**Charges**	**Arresting Agency**

1. _____/_____/_____/_____

Explanation: _____

_____

2. _____/_____/_____/_____

Explanation: _____

_____

3. _____/_____/_____/_____

Explanation: _____

_____

C. MILITARY EXPERIENCE

Have you ever applied for a position with the US Military? If **YES**, when, and which branch(s)?

☐Yes ☐ No _____

Have you ever been denied entry to any branch of the US Military? If **YES**, when and which branch(s)?

☐Yes ☐No _____

(You may skip the rest of this section by placing an X in the box below if you answered NO to the above questions.) ☐ No Military Service

1. What branch of military did you serve in? _____
2. Where was your time served? _____
3. Dates of active Service: _____ to _____
4. Reserve Service? ☐Yes ☐No National Guard? ☐Yes ☐No
5. Reserve / National Guard dates: _____ To _____ Were you ever Court Martialed? ☐Yes ☐No
6. Have you ever been disciplined for Absent Without Leave (AWOL)? ☐Yes ☐No
7. Were you ever arrested by military or civilian authorities? ☐Yes ☐No
8. Were you ever the subject of any non-judicial punishment or discipline while in the military (Article 15, Captain's Mast)? ☐Yes ☐No If yes, provide explanation:

_____

_____

9. Are you currently a member of any National Guard Unit? ☐Yes ☐No
10. Are you currently a member of any Military Reserve Unit? ☐Yes ☐No
11. Do you have any Reserve/National Guard Military obligation? ☐Yes ☐No
    Indicate the length of your Reserve obligation term: _____
12. Have you retired from military? ☐Yes ☐No
    If yes, what branch? _____
13. While in the military, did you ever serve in law enforcement, military, security investigations or intelligence related field(s)? ☐Yes ☐No
14. Have you ever been granted a security clearance, or had clearance while in the military? ☐Yes ☐No
    Classification held: _____
15. Have you ever been denied a security clearance, or had clearance revoked for any reason? ☐Yes ☐No
    If yes, explain: _____

C. MILITARY EXPERIENCE (continued)

17. List your "M.O.S." and describe the nature of your duties and assignment:

_____
_____
_____
_____
_____
_____

18. Have you ever been the subject of an investigation by any of the armed forces, security services, or criminal investigations? ☐Yes ☐No
If yes, explain:

_____
_____
_____
_____
_____
_____

19. Discharge Date:_____ Type of Discharge:_____

D. CIVIL HISTORY INFORMATION

1. Do you have any pending civil matters in which you are a party? ☐Yes ☐No
   If yes, list them here: _____
   _____

2. Have you ever been sued for civil rights violations? ☐Yes ☐No

   If yes, list them here: _____
   _____

E. EDUCATION

a. What high school(s) did you attend? _____
b. Did you receive a high school diploma? ☐Yes ☐No
c. Did you obtain a GED? ☐Yes ☐No
   If yes, what year & state issued diploma? _____

d. Do/did you attend college? ☐Yes ☐No If yes, list below

School	Dates Attended	Major/Degree	Degree Obtained?

F. GENERAL INFORMATION

a. Have you ever been a member of, associated with, or actively supported any group that advocates overthrowing the U.S. government (or a state, local, or federal government agency) by unlawful means? ☐ Yes ☐No
If yes, list those organizations or associations: _____
_____

b. Do you now, or have you in the past advocated or belonged to any organization which advocates or practices the denial or guaranteed Constitutional Rights or equal application of laws to any individual or group or individuals based on their sex, race, creed, religion, or other factor? ☐ Yes ☐No
If yes, list those organizations: _____
_____

c. Have you ever applied with the Gretna Police Department for any position other than the one you are now being considered for? ☐Yes ☐No
If yes, list the year and the position you applied for: _____
_____

d. Have you ever been the recipient of any honors or special awards for any civic, business, social, or private agency? ☐Yes ☐No
If yes, list them below

Type of Award	Organization	Year

G. LAW ENFORCEMENT EXPERIENCE ☐No Law Enforcement Experience

You may skip sections **G** and **G.(a)** by placing an **X** in the box if you have never been a law enforcement official.

1. Have you ever received any law enforcement training? ☐Yes ☐No If yes, list below:

_____

_____

2. Have you ever attended a Police Academy, but did not graduate? ☐Yes ☐No
   If yes, list the name of the academy below:

   Name of Academy_____Reason departed _____

3. Have you ever been POST certified? ☐Yes ☐No If yes, complete below:
   Academy Graduated_____Sponsoring Agency _____
   Date Graduated_____Number of Academy Hours _____
   Level of POST? Level 1☐ Level 2☐ Level 3☐
   (Basic Academy) (Corrections w/firearms) (Corrections Only)

4. Have you ever been qualified by a POST Certified Firearms Instructor with:
   Handgun ☐Yes ☐No Score_____Year_____Caliber_____
   Shotgun ☐Yes ☐No Score_____Year_____
   Patrol Rifle ☐Yes ☐No Score_____Year_____

G.(a) LAW ENFORCEMENT INCIDENTS, DISCIPLINE & LETHAL ENCOUNTERS

5. Have you ever been suspended, demoted, or terminated from Law Enforcement Agency? ☐Yes ☐No

   If yes, note the details of the disciplinary action below. Use the rear of this page if additional space is needed.

Agency	Year	Type of discipline	Disposition

6. Have you ever been involved in a shooting resulting in injury or death? ☐Yes ☐No

   If yes, note the details of the incident below. Use the rear of this page if additional space is needed.

Agency	Year	Type of shooting (death, injury)	Disposition

7. Have you ever been involved in any other incident (physical, vehicular, defensive, etc.) or encounter resulting in serious injury or death?

☐Yes ☐No

If yes, note the details of the incident below. Use the rear of this page if additional space is needed.

Agency	Year	Type of incident & result	Disposition

8. Were you ever involved in a police vehicle involved crash (while operating the police vehicle, on or off duty)?

☐Yes ☐No

If yes, with what agency were you with, when did the crash occur and what was the disposition (outcome) of the crash investigation? Note the details of the crash below.

Agency	Year of crash	Disposition

9. Have you ever accidentally discharged a firearm?

☐Yes ☐No

If yes, note the details below. Use the rear of this page if additional space is needed.

_____

_____

_____

_____

H. PREVIOUS LAW ENFORCEMENT APPLICATIONS

Have you ever applied with another law enforcement agency? ☐Yes ☐No

a. If YES, list all agencies you applied with, the years you applied and the outcome (disposition) of the application process.

Agency	Year Applied	Disposition

I. WORK EXPERIENCE

a. Have you ever been terminated from a previous employer? ☐Yes ☐No
If yes, explain fully:

_____
_____
_____
_____

b. Have you ever been asked to leave an employer or have you resigned before being fired?
☐Yes ☐No

If yes, explain fully:

_____
_____
_____
_____

EMPLOYMENT HISTORY INSTRUCTIONS:

All employment for the past ten years MUST be listed. Additional sheets are available for additional listings, or you may provide the information on attached sheets of paper. Employment prior to ten years ago which is related to the position you are applying for must be listed. You may be required to provide information for any employment over ten years.

Start with your present or most recent position first and work back. Provide the name of your immediate supervisor and all other information requested. Your answers must be complete and legible.

Provide a description of your position and the duties you performed. Indicate your reason for leaving the employer, or reason for wanting to leave a present employer. A month and year must be provided for the beginning and ending of each employment. For volunteer experience, use work experience blocks and disregard references to salary. Indicate the work as volunteer in nature. Indicate any period in which you received unemployment benefits, or which you were unemployed for more that ninety (90) days. ***PLEASE PRINT***.

<table>
<tr><td colspan="2">Name & Address of Business:

_____
_____
_____
Telephone Number ( )</td><td colspan="2">Type of Business:
_____

Position/Title:
_____</td></tr>
<tr><td colspan="2">Name of Your Supervisor:
_____
Supervisor e-mail:
_____
Supervisor Telephone Number:
( ) -</td><td colspan="2">Full Time ☐ Part Time☐

Average Number of weekly hours:
_____</td></tr>
<tr><td>Number of Employees Supervised: _____</td><td>Beginning Salary:</td><td colspan="2">Ending Salary:</td></tr>
<tr><td>Beginning Date:</td><td>Ending Date:</td><td colspan="2">Still Employed?
☐Yes ☐No</td></tr>
<tr><td colspan="4">Describe your duties:</td></tr>
<tr><td colspan="4">May we contact your present employer at this time to inquire about your qualifications?
☐Yes ☐No If no, when may we contact them?
_____</td></tr>
<tr><td colspan="4">What are your reasons for leaving?
☐Quit ☐Resigned ☐Fired/Terminated ☐Laid off
Explain:</td></tr>
</table>

Name & Address of Business: _____ _____ _____ Telephone Number ( )		Type of Business: _____ Position/Title: _____
Name of Your Supervisor: _____ Supervisor e-mail: _____ Supervisor Telephone Number: ( ) -		Full Time ☐ Part Time☐ Average Number of weekly hours: _____
Number of Employees Supervised: _____	Beginning Salary:	Ending Salary:
Beginning Date:	Ending Date:	Still Employed? ☐Yes ☐No
Describe your duties:		
May we contact your present employer at this time to inquire about your qualifications? ☐Yes ☐No If no, when may we contact them? _____		
What are your reasons for leaving? ☐Quit ☐Resigned ☐Fired/Terminated ☐Laid off Explain:		

Name & Address of Business: _____ _____ _____ Telephone Number ( )		Type of Business: _____ Position/Title: _____
Name of Your Supervisor: _____ Supervisor e-mail: _____ Supervisor Telephone Number: ( ) -		Full Time ☐ Part Time☐ Average Number of weekly hours: _____
Number of Employees Supervised: _____	Beginning Salary:	Ending Salary:
Beginning Date:	Ending Date:	Still Employed? ☐Yes ☐No
Describe your duties:		
May we contact your present employer at this time to inquire about your qualifications? ☐Yes ☐No If no, when may we contact them? _____		
What are your reasons for leaving? ☐Quit ☐Resigned ☐Fired/Terminated ☐Laid off Explain:		

Name & Address of Business: _____ _____ _____ Telephone Number ( )		Type of Business: _____ Position/Title: _____
Name of Your Supervisor: _____ Supervisor e-mail: _____ Supervisor Telephone Number: ( ) -		Full Time ☐ Part Time☐ Average Number of weekly hours: _____
Number of Employees Supervised: _____	Beginning Salary:	Ending Salary:
Beginning Date:	Ending Date:	Still Employed? ☐Yes ☐No
Describe your duties:		
May we contact your present employer at this time to inquire about your qualifications? ☐Yes ☐No If no, when may we contact them? _____		
What are your reasons for leaving? ☐Quit ☐Resigned ☐Fired/Terminated ☐Laid off Explain:		

Name & Address of Business: _____ _____ _____ Telephone Number ( )		Type of Business: _____ Position/Title: _____
Name of Your Supervisor: _____ Supervisor e-mail: _____ Supervisor Telephone Number: ( ) -		Full Time ☐ Part Time☐ Average Number of weekly hours: _____
Number of Employees Supervised: _____	Beginning Salary:	Ending Salary:
Beginning Date:	Ending Date:	Still Employed? ☐Yes ☐No
Describe your duties:		
May we contact your present employer at this time to inquire about your qualifications? ☐Yes ☐No If no, when may we contact them? _____		
What are your reasons for leaving? ☐Quit ☐Resigned ☐Fired/Terminated ☐Laid off Explain:		

H. REFERENCE

List individuals, **no relatives**, who will be able to provide information on your character and work habits. You must list 5 references in the spaces provided.

a. Name:_____ Occupation:_____
Address:_____
Telephone:_____ Relationship:_____
How long have you known this person? _____
Email Address:_____

b. Name:_____ Occupation:_____
Address:_____
Telephone:_____ Relationship:_____
How long have you known this person? _____
Email Address:_____

c. Name:_____ Occupation:_____
Address:_____
Telephone:_____ Relationship:_____
How long have you known this person? _____
Email Address:_____

d. Name:_____ Occupation:_____
Address:_____
Telephone:_____ Relationship:_____
How long have you known this person? _____
Email Address:_____

e. Name:_____ Occupation:_____
Address:_____
Telephone:_____ Relationship:_____
How long have you known this person? _____
Email Address:_____

K. RELATIVES/CLOSE ACQUAINTANCES EMPLOYED BY THE GRETNA POLICE DEPARTMENT

List any relative or close acquaintance employed by the Gretna Police Department, not already listed as a reference, who can provide information on your character.

Name	Division	Relationship
1.		
2.		
3.		
4.		

L. LIST THREE INDIVIDUALS TO BE CONTACTED IN THE EVENT OF AN EMERGENCY

Name	Address	Telephone #	Relationship
1.			
2.			
3.			

M. Why are you applying for a position with the Gretna Police Department?

Use this portion of the application to indicate your reasons for wanting to become a member of the Gretna Police Department. Include your specific reasons for applying for a certain position (Police Officer, Communications Officer, EMS, Civilian). You may list any qualifications you have not already covered or which you wish to give more detail on. (***Minimum 50 Words)***

N. SOCIAL MEDIA PRESENCE

List all public social media accounts, professional web sites or blogs/vlogs that you currently maintain, contribute to, or have operated (since 2010 to present). Please ensure accuracy and completeness of the provided spaces below for all applicable accounts.

Note: you are not required to list passwords or log-in credentials.

Platform (e.g., LinkedIn, Facebook, X, Instagram, etc.): _____ Account Handle/Username: _____ Profile URL/Link: _____
Platform (e.g., LinkedIn, Facebook, X, Instagram, etc.): _____ Account Handle/Username: _____ Profile URL/Link: _____
Platform (e.g., LinkedIn, Facebook, X, Instagram, etc.): _____ Account Handle/Username: _____ Profile URL/Link: _____
Platform (e.g., LinkedIn, Facebook, X, Instagram, etc.): _____ Account Handle/Username: _____ Profile URL/Link: _____
Platform (e.g., LinkedIn, Facebook, X, Instagram, etc.): _____ Account Handle/Username: _____ Profile URL/Link: _____
Platform (e.g., LinkedIn, Facebook, X, Instagram, etc.): _____ Account Handle/Username: _____ Profile URL/Link: _____

INTEGRITY & BACKGROUND QUESTIONNAIRE

Background checks and voice stress analysis tests require full disclosure of past behaviors. Lying on these forms is an immediate disqualifier.

- **Drug Use:**
  Have you ever used or sold any illegal drugs?
  ☐Yes ☐No
  If yes, state the specific drug, the date of first/last use, and the maximum number of times used. Explain:
  _____
  _____
  _____

- **Criminal History:**
  Have you ever committed a crime you were not caught for, (example: shoplifting, theft, robbery, burglary, vandalism, etc.)?
  ☐Yes ☐No If yes, Explain:
  _____
  _____
  _____

- **Employment Integrity:**
  Have you ever been fired from a job?
  ☐Yes ☐No If yes, Explain:
  _____
  _____
  _____

  Have you ever taken over $50 in cash, merchandise, or supplies from a former employer?
  ☐Yes ☐No If yes, Explain:
  _____
  _____
  _____

- **Alcohol Use & Driving Record:**
  Do you consume more than 6 alcoholic beverages per day?
  ☐Yes ☐No If yes, Explain:
  _____
  _____
  _____

  Have you ever been charged with a DUI, had your license suspended, or received multiple traffic citations?
  ☐Yes ☐No If yes, Explain:
  _____
  _____
  _____

- **Mental Preparedness:**
  Would you be willing to take a human life in the line of duty?
  ☐Yes ☐No If no, Explain:
  _____
  _____
  _____

O. CERTIFICATION AND SIGNATURE

I certify that the answers I have given to all questions in this application/questionnaire are true to the best of my knowledge. I realize that all information is subject to verification and that a background investigation will be conducted. I realize that I may be employed pending the outcome of that investigation. I know that any misrepresentation herein may cause my application to be rejected and my name removed from the eligibility or subject me to dismissal from employment.

Applicant's Signature:_____ Date: _____

Date Received:_____ Received By:_____

City of Gretna Police Department

Brett Lawson, Chief of Police

BACKGROUND INVESTIGATION INFORMATION SHEET,

ACKNOWLEDGEMENT, AND CONSENT OF APPLICANT

In acknowledgement of my being considered for employment by the City of Gretna Police Department, I _____, understand and consent to a thorough background investigation of me by any member of the Gretna Police Department. I understand that this investigation includes contacting and interviewing my former and present employers, co-workers, creditors, family members, acquaintances, neighbors, medical and mental health care professionals, physicians, nurses, psychiatrists and psychologists, counselors, and any others who may possess any information concerning any aspect of my background. I understand that the investigation shall also include a check for any arrest or criminal information, including juvenile records, credit history, medical and mental history, substance abuse history, traffic citation and driving history information and educational history.

I understand and consent to an entrance exam, interview, physical examination and psychological examination, and understand that I may be required to take part in a physical exercise and a CVSA or "lie detection" examination.

I understand that the results of any interview, test, examination, or procedure utilized by any member of the Gretna Police Department conducting this investigation, or by an individual designated by the City of Gretna Police Department to administer any such interview, test, examination, or procedure, shall become a permanent part of any file maintained by the Gretna Police Department pertaining to my application for employment, and, in the event I am employed by the City of Gretna Police Department, shall become a permanent part of any file maintained by the Gretna Police Department pertaining to my employment.

I hereby release the person or organization identified above and their employees, agents, and officers from any liability for damages of any kind or nature, which may accrue to me any time, as a result of compliance, or any attempts to comply with this authorization.

Applicant Signature: _____ **Date:** _____

Applicant Full Name: _____ Date of Birth: _____
Social Security Number: _____ Sex: _____ Hight: _____ Weight: _____
Describe any distinguishing marks, scars, tattoos, etc.:
_____
_____

Spouse Information: ☐Single ☐Married ☐Divorced ☐Separated ☐ Widowed

Spouse Full Name: _____ Date of Birth: _____
Occupation _____ Telephone #: _____

Background Investigator: _____