

**CARROLL, OHIO  
AUXILARY POLICE OFFICER CANDIDATES**

**APPLICATION PACKET  
Summary of Selection Requirements**

**These items must be completed and received in the office of the  
Carroll Police Chief**

- Village of Carroll, Auxiliary Police Officer Application
- Personal Inquiry Waiver
- Fair Credit Reporting Act Notification
- Acknowledgment of Understanding of Selection Standards
- Carroll Police Department Requirement Questionnaire



# AUXILIARY POLICE OFFICER APPLICATION

## APPLICATION PACKET

**TO: PROSPECTIVE AUXILIARY POLICE OFFICER CANDIDATES**  
**FROM: CHIEF OF POLICE, VILLAGE OF CARROLL**  
**SUBJECT: AUXILIARY POLICE OFFICER SELECTION PROCESS**

Attached are a Job Description, and Auxiliary Police Officer Selection Process Description. All applicants must obtain an application packet which is available and accepted Monday through Thursday at the Carroll Police Department, 68 Center St, Carroll Ohio 43112, and 10:00 a.m. to 4:00 p.m. To qualify for the eligibility list, you must be at least 21 years old at the time of the appointment, possess a valid Ohio driver's license, have completed an approved OPOTC police academy and be eligible for certification as a police officer.

**Application (all steps must be complete for consideration):**

1. The Auxiliary Police Officer application must be completed and signed.
2. The release forms with the application must be signed, dated and witnessed.
3. The acknowledgement of hiring standards and police questionnaire included in this packet must be signed and submitted with your application.
4. Proof of citizenship will be required for employment if hired; e.g. birth certificate, passport, naturalization papers. (U.S. Citizenship required.)
5. Ohio Peace Officer Certification or letter of eligibility for OPOTC appointment.

**POSITION ANNOUNCEMENT  
AUXILIARY POLICE OFFICER**

The Village of Carroll is seeking qualified candidates for the positions of Auxiliary Police Officer. Applicants must be 21 years of age and possess a valid Ohio driver's license and an Ohio Peace Officer Certification at the time of appointment.

Applications can only be obtained at the Carroll Police Department, 68 Center Street Carroll, Ohio 43112

**The Village of Carroll is an Equal Opportunity Employer.**



## **AUXILIARY POLICE OFFICER GENERAL DESCRIPTION OF CLASSIFICATION AND DUTIES**

Under the direct supervision of the Chief of Police; patrols a designated area ensuring compliance with all applicable State Laws and Village Ordinances; answers calls when a crime is suspected or an emergency exists; takes such actions as are necessary to prevent crime and/or to apprehend criminals; to maintain safety; to assist citizens in a wide range of emergency and non-emergency situations, and performs other related duties, tasks and assignments as required and directed by a Sergeant, Assistant Chief or the Chief of Police.

### **EXAMPLES OF WORK: (Illustrative Only – Not All Inclusive)**

- Drives a police vehicle, patrolling designated area.
- Reports unsafe conditions such as obstructions in streets.
- Issues citations for violations of traffic laws.
- Makes arrests, sometimes requiring the use of physical effort.
- Transports prisoners.
- Investigates accidents, determining conditions, causes and other pertinent facts regarding accident.
- Conducts investigations of crimes; preserves crime scenes; gathers and preserves evidence.
- Checks doors and windows of homes and businesses for security.
- Testifies in court.
- Assists injured persons; notifies families of injured persons.
- Answers inquiries; assists stranded motorists.
- Looks for and investigates conditions or situations which may indicate a crime is about to be, or has been committed.
- Maintains records and prepares reports of incidents and activities.
- Takes statements from witnesses and suspects.
- Secures warrants.
- Where juveniles are involved, interviews parents; appears in court, and works with school authorities.
- Directs and regulates traffic.
- Performs other related duties as assigned.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Not All Inclusive)**

- Considerable knowledge of applicable Federal, State and Local Laws relating to law enforcement. (Developed and acquired after appointment.)
- Considerable knowledge of law enforcement methods, principles, practices and procedures. (Developed and acquired after appointment).
- Considerable knowledge of safety practices and procedures.
- General knowledge of municipal government structure and process.
- Skill in the use of firearms.
- Good interpersonal and human relations skills.
- Ability to understand and carry out detailed oral and written instructions.
- Ability to exercise sound reasoning and good judgment.
- Ability to recognize unusual or threatening conditions and take appropriate action.
- Ability to interpret and apply principles, concepts, methods, laws, ordinances and techniques to field conditions.
- Ability to recognize, analyze and define problems, establish facts, draw valid conclusions, and initiate appropriate corrective actions.
- Ability to organize and prioritize daily tasks and activities.
- Ability to use proper research and investigative methods, techniques and practices in gathering data.
- Ability to prepare clear, concise, complete and accurate reports.
- Ability to work alone on most tasks.
- Ability to cooperate with co-workers on group efforts.
- Ability to establish and maintain a good rapport with the public.
- Ability to handle routine and sensitive inquiries from, and contact with, the public.
- Ability to maintain confidentiality in handling of sensitive events and issues.
- Ability to communicate with the public, peers, superiors and other Village officials and employees in an effective, tactful and courteous manner.
- Ability to resolve complaints from angry citizens in an effective, tactful and courteous manner.
- Ability to demonstrate physical strength and dexterity in the use of hands and feet.
- Ability to demonstrate physical fitness.

## **CAUSE FOR REMOVAL:**

An Auxiliary officer may be removed for cause with or without fault. Cause includes, but is not limited to:

- Economic conditions that cause reductions in work force.
- The member's inability to work 16 hours per month.
- Failure to perform competently on any of the essential functions of the position or consistently fail to perform competently on regular tasks.
- Failure to support the mission, vision, and core values of the Carroll Police Department.
- Failure to uphold the oath of office.
- Failure to behave in a manner that supports the Police Officer's Code of Ethics.
- Failure to continually comply with preconditions for original employment.
- Failure to display due regard for the civil liberties of any persons.
- Accruing atypical amounts of dysfunctional work time.
- Requiring atypical amounts of supervisory counseling or remedial training.

## **EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:**

- Minimum of 21 years of age at time of appointment.
- To be appointed to the position of Auxiliary police officer, a candidate must have completed an OPOTC accredited police academy and is currently eligible to be certified as an Ohio peace officer.
- Possession of a valid Ohio Driver's License at time of appointment.
- Must be a United States citizen.
- Must be in good physical condition, as determined by a medical examination.
- Visual acuity – both eyes must have corrected vision of 20/30.
- Successful completion of all phases of the Selection Process prior to appointment. (Process includes application phase, record check, background investigation, oral interview, and appointment by the Chief of Police.) Upon recommendation of the Oral Board, a successful applicant will submit to a psychological, medical, and polygraph exam.
- Auxiliary police officers must be able to be contacted and called back to duty in an emergency. The Auxiliary officer should report to the station, ready for duty, within sixty minutes of being contacted.

## **AUXILIARY POLICE OFFICER SELECTION PROCESS SUMMARY DESCRIPTION**

The purpose of this summary description is to provide Auxiliary Police Officer candidates with information regarding the Auxiliary Police Officer Selection Process.

### **I. Formal Application**

Applications will be available and accepted Monday through Friday, from 10:00 a.m. to 4:00 p.m. at the Carroll Police Department, 68 Center St, Carroll, Ohio 43112.

### **II. Selection Standards**

**Applicants must read and return the acknowledgement** on the last page of this document when filing the application.

The purpose of this selection standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of applicants for the position of Auxiliary Police Officer with the Carroll Police Department; and second, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical selection.

An applicant's failure to meet the selection standards set forth in this document shall automatically disqualify the applicant. The applicant must read and return the Acknowledgment stating their understanding and compliance with the Selection Standards.

### **III. Record Check**

1. A thorough and complete record check of each candidate will be conducted by the Carroll Police Department. The Department will check for local criminal and traffic records.
2. Each candidate's name will be entered into state and national computers for warrants and criminal history.
3. Fingerprints will be taken for each candidate and submitted for state and federal screening.
4. Successful candidates will then be subject to a Background Check.

#### **IV. Background Check**

A thorough and complete investigation of each candidate's background will be conducted at this phase. The function of the background investigation is to determine each candidate's suitability for employment as a Carroll Auxiliary Police Officer. The background investigation will include, but not be limited to, the following:

1. Verification of each candidate's credentials, past and present employment, residences and driver's license.
2. Review of each candidate's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.
3. Interviews with past and present employers, school officials, neighbors and personal references.

The following occurrences or incidents in a candidate's background may result in disqualification from the selection process.

- Conviction for any felony, any crime of domestic violence, or a serious misdemeanor.
- Use of controlled substances (unless under a physician's direction) and/or conviction for controlled substance violation.
- Intemperate use of alcoholic beverages.
- Poor work record.
- Poor driving record; for instance, numerous convictions for moving traffic violations.
- Numerous debts which are not being regularly paid-off.
- Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a Auxiliary Police Officer given the power and responsibilities incumbent to the position.

#### **V. Oral Interviews**

1. Oral interviews of the candidates passing a records check and a background check will be administered by the Oral Review Board at a designated time and place.
2. Each candidate will be interviewed for approximately 45 – 60 minutes by an oral board consisting of police officers from the Carroll Police Department as determined by the Chief of Police.
3. All elements of the oral interview will be standardized to include uniform questions.
4. Each candidate will be evaluated based upon the following rating dimensions:
  - Appearance, image, demeanor and attitude
  - Communication
  - Mental alertness
  - Judgment, reasoning and analysis
  - General personality impressions
  - Social interaction, and human relations



- Overall suitability
5. Should a candidate from the list be considered but not selected more than three times for the same or similar position, the Chief of Police shall have the authority to disqualify said candidate from future consideration and to remove that candidate's name from the existing Eligibility List. The Chief's decision shall be final.
  6. If during or after the interviews, the Chief of Police learns that a candidate has misrepresented his/her qualifications, skills, abilities, prior employment history, etc. or in general has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the Chief shall have the authority to disqualify the candidate from future consideration and to remove the candidate's name from the existing Eligibility List, in which case, the Chief shall notify said candidate in writing stating the reason for his/her disqualification and removal from the Eligibility List. The decision of the Chief to disqualify said candidate from future consideration and to remove said candidate's name from the Eligibility List shall be final. At the conclusion of each interview, candidates will have a final opportunity to ask questions.

#### **VI. Polygraph Examination**

A polygraph examination will be administered to each candidate by a trained and certified polygraph examiner.

1. Questions "relevant" to the nature and extent of the inquiry will be provided to each candidate in advance of the exam so that he/she can have sufficient time to review and understand what is going to be asked of them. Questions will be drawn from areas concerning questions of illegal activities, morals, ethics, and drug/alcohol use.
2. Admissions concerning moral attitudes and illegal activities made during the polygraph examination will be scrutinized as to their acceptability.
3. The candidate may or may not be advised of the results by the examiner upon completion of the exam.
4. The results will not be used as a single determinant of employment status. However, deception to relevant questions during any part of the exam, which is corroborated by other investigative means, will eliminate the candidate from further consideration.

#### **VII. Appointment**

Once a candidate is selected for the position based upon the above procedures, and the candidate successfully passes three additional examinations; polygraph, psychological and medical, the Chief of Police will make an appointment of the successful candidate as a Carroll Auxiliary Police Officer.

# **CARROLL POLICE DEPARTMENT STATEMENT OF HIRING STANDARDS**

## **INTRODUCTION**

The purpose of this hiring standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of Auxiliary Police Department applicants, and secondly, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical process.

## **MINIMUM QUALIFICATIONS**

The Chief of Police of the Village of Carroll has established the following minimum qualifications for the position of Auxiliary Police Officer:

- 1.) You must be (21) years of age before you can receive an appointment as a Carroll Auxiliary Police Officer.
- 2.) You must have a High School diploma from an accredited high school or satisfactory completion of the General Education Development Test (GED).
- 3.) To be appointed to the position of Auxiliary police officer, a candidate must have completed an OPOTA accredited police academy and is currently eligible to be certified as a police officer in the state of Ohio.
- 4.) A valid driver's license at time of appointment.
- 4.) You must be a citizen of the United States.
- 5.) Conviction of a felony is absolute grounds for rejection. Any applicant convicted of a felony will be removed from the eligible list and will receive no further consideration.

## **STANDARDS FOR DISQUALIFICATION/NON-FAVORABLE CONSIDERATION**

### **Removal Standards for Auxiliary Police Officer Applicants:**

Applicants for the position of Auxiliary police officer will be recommended for removal from the Eligibility List for any of the following reasons:

(A) Honesty/Falsification.

- (1) Any intentional falsehood or attempt to conceal disqualifying information during the selection process.
- (2) Any attempt to distort the polygraph examination results.
- (3) Use or attempted use of political influence to change the employment standards in securing police employment.

(B) Family History.

- (1) Verified or admitted physical, sexual or emotional abuse of a family or household member, as defined in O.R.C. 2919.25(E).
- (2) Non-compliance with a court order or legal contract to provide child support, alimony or other financial responsibility, as determined by the appropriate support enforcement agency or a court of law.
- (3) Intentional violation of any protective or temporary restraining order, as determined by a court of law.

(C) Employment.

- (1) Verified inability to obtain or retain steady employment during the five (5) year period immediately preceding application. For purposes of this section, "employment" includes both (a) enrollment as a full-time student in good standing in an accredited academic or vocational program, and (b) full-time participation in volunteer or quasi-volunteer programs including VISTA, Peace Corps, Habitat for Humanity, unpaid internships, etc.

- (2) Disciplinary discharge or resignation in lieu of discipline from any occupation within the last five (5) years.
- (3) Disciplinary discharge or resignation in lieu of discipline from any criminal justice occupation (no time limit).

(D) Military.

- (1) Any discharge from military service under less than honorable conditions.
- (2) Conviction of any article of the Uniform Code of Military Justice that would be equivalent to a felony under the Ohio Revised Code.

(E) Traffic Record.

- (1) Any conviction of vehicular homicide.
- (2) Any OVI, OMVI, DUI or similar conviction within the last five (5) years.
- (3) More than one (1) OVI, OMVI, DUI or similar conviction as an adult or more than two (2) such convictions, including juvenile convictions.
- (4) Three (3) moving violations within the last twelve (12) months.
- (5) Four (4) or more moving violations within the last five (5) years as an adult. The four (4) violations standard will be waived if there are no moving violations within the three (3) most recent years.
- (6) At the time of the interview or polygraph, the applicant is not a licensed driver.
- (7) Applicant does not have auto insurance as required by Ohio law.
- (8) One (1) revocation or suspension of driver's license, as an adult, in effect during the last five (5) years due to a points violation, Financial Responsibility Act violation, or by court order.

(F) Gambling.

- (1) Conviction of a gambling offense within the past five (5) years.

- (2) Admission to gambling that has resulted in unstable financial or credit history within the last seven (7) years.
- (3) Conviction of, or admission to, engaging in promotion of illegal gambling wherein the applicant gains a financial benefit.

(G) Criminal Activity.

- (1) Any theft offense as an adult or within the last five (5) years.
- (2) Any fraudulent claims or applications for insurance, welfare, workers' compensation, unemployment compensation or other public assistance program.
- (3) Any admission or conviction of an offense, as an adult, defined as a felony by the Federal, State or local laws of the jurisdiction where the offense occurred.
- (4) Any admission or conviction of an offense, as a juvenile, defined as a violent felony by the Federal, State or local laws of the jurisdiction where the offense occurred.
- (5) Any conviction, as an adult, in the last five (5) years of a M-1 or M-2 misdemeanor, as defined by the Federal, State or local laws of the jurisdiction where the offense occurred.
- (6) Two (2) or more convictions, as a juvenile, of a M-1 or M-2 misdemeanor, as defined by Federal, State or local laws of the jurisdiction where the offense occurred.
- (7) Any admission of an offense for carrying a concealed weapon within the last five (5) years, if it is defined as a felony by the Federal, State or local laws where the offense occurred.

**CONCLUSION**

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from appointment with the Carroll Police Department if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Carroll Auxiliary Police Officer.

The Carroll Police Department, through careful and thorough applicant processing procedures, can ensure that only the highest quality candidates are appointed and retained. When used properly, these standards for selection will ensure only those applicants meeting

and exceeding the “higher standard” expectations of the public are met. The citizens of Carroll deserve nothing less.

**ACKNOWLEDGMENT OF  
UNDERSTANDING OF  
HIRING STANDARDS**

The Village of Carroll Police Department wants each candidate applying for the position of Auxiliary Police Officer to know the Selection Standards of the Police Department.

This acknowledgment is to help ensure that the candidate has read the Selection Standards and understands each of them. If by reading the whole packet you realize that you do not meet the Selection Standards, there is no reason for you to continue in the process of applying for the position of Auxiliary Police Officer in the Village of Carroll.

**As an applicant for the Carroll Police Department, I hereby affirm that I have read the Selection Standards provided in the Auxiliary police application packet and understand them.**

NAME \_\_\_\_\_  
Auxiliary Police Officer Applicant Signature

NAME \_\_\_\_\_  
Printed Name

DATE \_\_\_\_\_

**The Village of Carroll is an Equal Opportunity Employer.**

# CARROLL POLICE DEPARTMENT (CPD) REQUIREMENTS

In order to work as a Auxiliary Police Officer in the State of Ohio, including the Village of Carroll, Applicants **MUST** be certified by the Ohio Peace Officer Training Commission. To determine if you can meet these requirements, please answer the following questions which will be verified through a detailed background investigation, including a polygraph examination.

Failure to include this completed form along with your application will also result in **NON-CONSIDERATION**.

## CIRCLE ONE

Have you ever ".... been convicted of a felony by a civilian court of this state, the United States, or another state or territory, or by a military court?"

YES NO

Have you ever ".... been convicted, during the ten years immediately before application for hire as a police officer, of a misdemeanor crime of dishonesty or moral turpitude, or a misdemeanor crime which resulted in serious physical injury to another person, or two or more DWI offenses, by a civilian court of this state, the United States, or another state or territory, or a military court?"

YES NO

Have you ever been denied certification as a police officer or has your basic certification ever been revoked by the Council without the revoking later being rescinded?

YES NO

Have you ever ".... illegally manufactured, transported or sold a controlled substance?"

YES NO

Have you, after your 18<sup>th</sup> birthday, possessed a controlled substance other than marijuana, even once, within 10 years of submitting this application?

YES NO

Have you, after your 18<sup>th</sup> birthday, possessed marijuana, even once, within three years of submitting this application?

YES NO

I have read and understand the above requirements.

PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TODAY'S DATE \_\_\_\_\_

## Carroll Police Department Application for Employment

Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License # & State \_\_\_\_\_

Alias/maiden or other names used: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

U.S. Citizen?  Yes  No

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### CONTACTS WITH LAW ENFORCEMENT

List all Traffic Citations regardless whether or not you were convicted:

| <i>Charge</i> | <i>Agency</i> | <i>City</i> | <i>State</i> | <i>Disposition</i> | <i>Date</i> |
|---------------|---------------|-------------|--------------|--------------------|-------------|
|               |               |             |              |                    |             |
|               |               |             |              |                    |             |
|               |               |             |              |                    |             |
|               |               |             |              |                    |             |
|               |               |             |              |                    |             |

List ALL arrests including juvenile arrests regardless of whether or not you were convicted:

| <i>Charge</i> | <i>Agency</i> | <i>City</i> | <i>State</i> | <i>Disposition</i> | <i>Date</i> |
|---------------|---------------|-------------|--------------|--------------------|-------------|
|               |               |             |              |                    |             |
|               |               |             |              |                    |             |
|               |               |             |              |                    |             |
|               |               |             |              |                    |             |
|               |               |             |              |                    |             |

Explain any other times you have been detained or questioned by police other than traffic violations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



List ALL law enforcement agencies with whom you have applied (City, County, State, and Federal):

| <i>Agency Name</i> | <i>City/State</i> | <i>Date of Application</i> | <i>Position</i> | <i>Status</i> |
|--------------------|-------------------|----------------------------|-----------------|---------------|
|                    |                   |                            |                 |               |
|                    |                   |                            |                 |               |
|                    |                   |                            |                 |               |
|                    |                   |                            |                 |               |

**MILITARY SERVICE**

Have you ever been in the military or National Guard?  yes  no    Type of Discharge: \_\_\_\_\_  
 Branch \_\_\_\_\_ Enlisted Date: \_\_\_\_\_ Discharge Date: \_\_\_\_\_ Rank \_\_\_\_\_

**EDUCATION**

**High School Name** \_\_\_\_\_ **Location (City/State)** \_\_\_\_\_  
 Dates Attended: \_\_\_\_\_ Did you graduate?  yes  no    Year \_\_\_\_\_

**Colleges and Trade Schools**

| Name of School | Location | Dates Attended | Total Hours | Degree Earned |
|----------------|----------|----------------|-------------|---------------|
|                |          |                |             |               |
|                |          |                |             |               |

**EMPLOYMENT**

Start with your current employer and list all employers since you began working. It is your responsibility to provide valid phone numbers and complete addresses for each employer.

**Employer Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_  
**Position held and duties:** \_\_\_\_\_  
**Employer's address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_  
**Salary:** \_\_\_\_\_ **Reason for leaving:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_  
**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Supervisor's Name:** \_\_\_\_\_  
**Position held and duties:** \_\_\_\_\_  
**Employer's address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**REFERENCES**

List character references that personally know you. Do not list employers or supervisors. Do not list people that do not regularly interact with you.

| <i>Name</i> | <i>Years Known</i> | <i>Address</i> | <i>City, State, Zip</i> | <i>Phone Numbers</i> |
|-------------|--------------------|----------------|-------------------------|----------------------|
|             |                    |                |                         |                      |
|             |                    |                |                         |                      |
|             |                    |                |                         |                      |

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties of the position you are applying for? \_\_\_yes \_\_\_no

Explain:

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Have you used and/or are you addicted to any unlawful drug or controlled substance?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, note the circumstances and degree of dependency.

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Do you presently chew tobacco or smoke cigarettes or use tobacco of any kind? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, would you be willing to give up this habit(s) as a condition of continued employment?

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If it became necessary in the course of your duties to use force or take a human life, would you have any reluctance to do so because of religious or other beliefs? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain.

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# Carroll Police Department

68 Center St - Carroll, OH 43112  
Telephone (740) 756-9141 - Fax (740) 756-4611



## Authority for Release of Information

|                                 |     |            |                        |                                  |     |
|---------------------------------|-----|------------|------------------------|----------------------------------|-----|
| Last Name                       |     | First Name |                        | Full Middle Name                 |     |
| Home Address                    |     |            | City                   | State                            | Zip |
| Date of Birth (Month/Day/Year ) | Sex | Race       | Social Security Number | Drivers License Number and State |     |

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

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

I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, military records, credit bureau, lending institution, consumer reporting agency, police departments or retail business establishments 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. Should there be any question as to the validity of this release, you may contact me as indicated below.

### MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary signature \_\_\_\_\_