CITY OF CUMMING POLICE DEPARTMENT

Chartered in 1834



Personal History Questionnaire

The City of Cumming affords equal opportunity to everyone regardless of race, creed, color, gender, national origin, age or disability. All eligible individuals will be afforded the same opportunity for employment selection or program participation. Accordingly, should you be disabled, you may request any reasonable accommodation in order to participate in the employment application or program participation.

An equal opportunity employer

Applicant Requirements

- Must be 21 years of age
- High School Diploma or equivalent
- Valid Driver's License
- Successful Completion of GA POST Basic Peace Officer Training
- Pass the following:
 - Background Investigation
 - Oral Interview
 - Polygraph/CVSA Examination
 - Psychological Examination
 - Medical Examination

Uniform and Equipment Provided

- External Vest Carriers
- Primary and Back-Up handguns
- Rifle/Shotgun
- Taser
- Body Camera
- Uniforms and Boots

Benefits of becoming a City of Cumming Police Officer

- Take-home vehicle program
- Health, Vision, & Dental (Anthem Blue Cross Blue Shield)
- 144 Hours of PTO and 9 Paid Holidays
- City Paid Georgia Municipal Defined Benefits Retirement Plan and POAB (Vested after 5 years)
- City Paid STD and Life Insurance
- City Paid Uniform Dry-Cleaning

Opportunities for Advancement

- Motor/Traffic Enforcement
- CID
- Intermediate and Advanced Certifications
- Supervision and Leadership Training

Required Document Checklist

The following documents must be included with this application and will not be returned.
□ Copy of driver's license
□ Copy of birth certificate
□ Copy of High School diploma
□ Copy of Social Security Card
□ College transcripts and diploma if applicable
☐ Military documents (DD 214)
□ This packet
☐ Applicant resume
□ Criminal History Form
□ City of Cumming Employment App.

City of Cumming Police Department Disqualifications for Employment

Elements of the selection process are designed to evaluate the integrity, ethical standards, honesty, prejudice, and past behavior of all applicants. Therefore, only those persons whose conduct, and behavior exemplify expected moral, ethical and professional traits shall be considered.

The following circumstances shall automatically disqualify applicants from consideration for employment:

- Felony Conviction (to include First Offender Status);
- Purchase or use of Marijuana within the past two (2) years;
- Purchase or Use of illegal drugs such as methamphetamine, cocaine, ecstasy, etc., within the past five (5) years;
- Sale, distribution or manufacturing of any drug;
- Purchase or use of pharmaceutical drugs without a prescription from a licensed practicing physician within the past two (2) years (a onetime use, such as taking a relative's prescription, may be excluded);
- Any discharge from a branch of the United States Military which reveals the applicant to be nonsuitable for employment.
- Knowingly associating with family, friends or others who purchase, sale and/or use illegal drugs or participate in criminal activities.
- Any outstanding criminal charges;

- Discovery of applicant's involvement in any crime of a serious/aggravated nature or past or present gang affiliation;
- Issues which would prevent the applicant from complying with agency Uniform/Dress and Personal Appearance policies;
- Any convictions under the Family Violence Act.
- Any conviction or plea of nolo contendere for a serious traffic offense.
- Any applicant with a documented history of lack of candor, truthfulness, or dishonesty
- Any applicant who is on probation for any reason(s) or has a pending investigation with the Georgia Peace Officer Standard and Training (POST) Council or any other state certifying agency
- A conviction (including Nolo contendere plea) of DUI within the past:
 - Three) years for Civilian position;
 - Five (5) years for Sworn Peace Officer position.

Applicants with certain misdemeanor convictions not mentioned above may be considered if two (2) years have passed since their conviction. Each incident shall be evaluated on a case-by-case basis.

City of Cumming Police Department

301 Veterans Memorial Blvd. Cumming, GA 30040

Authorization for Release of Personal Information

I do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the CUMMING POLICE DEPARTMENT, whether such records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of all records of my driver's history, criminal history, educational background, and employment and pre-employment records (including background reports, polygraph reports and charts, efficiency ratings, complaints or grievances filed by or against me).

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be used in determining my suitability for employment by the City of Cumming. I authorize the disclosure of the aforementioned personal information personal information to any person(s) deemed by the CUMMING POLICE DEPARTMENT to be a participant in the determination process of such suitability. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be as valid as the original form, even though the photocopy does not contain my original signature.

I have read and fully understand the contents of this Authorization for Release of Personal Information

document. Full Name Printed Date of Birth Social Sec. Number Street Address City State Zip MUST BE SIGNED IN THE PRESENCE OF A NOTARY Applicant Signature Date Sworn to and subscribed to before me this _____ day of _____, 20___. Notary Seal Notary Public Signature Date

My commission expires: ____

Applicant Personal History Questionnaire

Pre-employment History file access restricted by Standard Operating Procedures

Verification of Information

The information requested on this questionnaire will be used for reference by those who will be considering your application for employment or training with the Cumming Police Department. An extensive background investigation will be conducted into your personal history. Applicants for the position of Police Officer will be required to take a polygraph (lie detector) examination to confirm the information in this questionnaire, and to determine other items of background information.

Any false, misleading, or incomplete information submitted for accurate information will be grounds to disqualify you from further consideration in the application process with the Cumming Police Department.

presented to the Arnold Police Department are true, correct, complete, and made in good faith.			
Applicant Signature	 Date		

Before you begin, read the entire set of directions and listing of documents required for the submission. This is a competitive process, therefore, applications will not be accepted, processed or evaluated unless complete. All addresses and phone numbers must include zip codes and area codes.

Complete this form in your handwriting or printing. If you need any special accommodations in completing this questionnaire, contact the Administrative Lieutenant at (770) 781-2000.

Read each question carefully before answering. Be certain that your answers are legible.

Be certain that each question is answered *completely* and *correctly*. Submit all documents as requested. If a question does not apply to you, write N/A (not applicable) in the space. Leave no blank space.

Additional space will be provided on the last page of this application for answers which require clarification or further explanation. All entries on those pages will begin with the section/question number that you are referencing. If more space is needed for employment or education history, you may print duplicate copies of the page as needed.

After the Personal History Questionnaire is an additional 7-page employment application required for employment with the City of Cumming. It contains certain duplicate information, but should be filled out completely upon submission of this packet.

Upon completion, the application, personal history questionnaire, and all required documents listed on the previous page, will be submitted to the Cumming Police Department in person or by mail at 301 Veterans Memorial Boulevard, Cumming, GA 30040. Submissions may also be made by e-mail to recruiting@cummingpd.net.

A. PERSONAL HISTORY / General Background Information

1.	Full legal name:			
	(Last)	(First)		(Middle)
	ate of Birth:/			
Sc	oc. Security #:	Driver's License	e:(State	:/Number)
2.	Current Address:			
Н	ow long living at current addres	s?	Phone Numb	oer:
3.	Have you ever used a differen	t name?	Circle: Yes	No
4.	Have you ever used a differen	t social security #?	Yes	No
5.	Have you ever used a differen	t date of birth?	Yes	No
6.	Are you a United States citizen	า?	Yes	No
7.	Educational Background:			
	(Name of High School)	(City/State)		(Year Graduated)
	(Name of College)	(City/State)		(Year Graduated)
	College Degree or # of Hours /	Major Studies:		
	(Name of Graduate School)	(City/State)		(Year Graduated)
	Degree / Field of Study:			
	Specialty Training beyond	above:		
8.	Have you ever taken a polygra	aph or other type of	honesty test?	Yes No
	If "Yes":(When)	(Where)	(Purpo	se or Reason)

B. EMPLOYMENT HISTORY

Сι	urrent Employmen	t(s):		
		t(s):(Company)		(Date Started)
1.			recent. Include name of e (p. 22) if space provided is	
2.	List any instance leave a job.	s where you have bee	en fired and/or asked to re	sign or forced to
4.	List all times you supervisor:	have been disciplined	d (suspended, reprimande	d, etc.) by any
5.	•		or ethnic bias or sexual ha	arassment?
_		No		
6.	-	ceived unemploymen	t compensation?	
		No		
7.	Have you ever re you were not ent		ensation or unemploymen	t compensation that
	Yes	No		
8.	Did you ever wor	k and get paid - under	r the table - off the books?	•
	Yes	No		

9.		iken more than \$1,000.00 in merchandise from an employer in one day? Ithing you borrowed and failed to return.)
	Yes	No
10		ken more than \$1,000.00 in cash from an employer in one day? (Even with the intent to repay and you didn't.)
	Yes	No
11	. Have you l shows) in o	ept more than \$50.00 overage (more money than the final accounting ne day?
	Yes	No
12	.What is the	most valuable thing you have ever taken from an employer?
13	3.Were you e	ver aware of fellow employees taking from your employer?
	Yes	No
	If yes, what	did you do about it?
14	List any per	nding applications for other police positions:
15	Yes	ver applied for and not been selected for a police position? No not selected?
Mi	ilitary Servi	e e
1.	Have you re	egistered with selective services?
	Yes	No
2.	Were you e	ver in the military?
	Yes	No
	If yes:	ranch) (Dates of service)
3.	If currently	enlisted, anticipated separation date?

	List all disci military justic	. , .	ems / demotio	ns / convic	tions for violations of uniform code
5.	Circle type of	of discharge	received if app	olicable.	
	Honorable	Honorable	under general	conditions	Hardship
	Dishonorab	le	Medical	0	ther
6.	Did you eve	r take any e	quipment or or	dnance fro	om the military?
	Yes	No			
	What is the or undetecte		s infraction you	ı committe	d in the military, whether detected

C. VIOLATIONS OF THE LAW

General

Have you ever been INVOLVED IN any of the following (that is, have you in any way participated in, conspired with or assisted anyone, regardless of whether or not you were caught)?

		Yes	No
1.	Cause a person's death / person to be hospitalized.	103	140
2.	Take from a store as a child / as an adult.		
3.	Take any property or money without the owner's permission.		
4.	Take a motor vehicle without the owner's permission.		
5.	Change a price tag.		
6. 7.	Falsely report a fire or other emergency situation. Falsely report a crime.		
8.	Use phony or false identification.		
9.	Use a credit card or ATM card illegally.		
	Commit a "hate crime" (racial, ethnic or religious motive).		
	Involved in a physical altercation.		
	Use of show a weapon during an altercation.		
	Take a purse or a wallet / take something from a purse or wallet.		
14.	Make a threatening or obscene communication anonymously		
15	(via phone, mail, E-mail, FAX, etc.) Receive or distribute any items you knew or suspected were stolen.		
	Intentionally damage another's property by any means.		
	Carry any type of a weapon (authorized / unauthorized).		
18.	Manufacture or utilize an explosive or incendiary device.		
	Make a phony or inflated insurance claim.		
	Knowingly make a false statement on any official document.		
	Knowingly make a false statement in a judicial proceeding.		
	Take something from someone by force. Break into a motor vehicle.		
	Break into a building (home / business / etc.).		
	Set fire to anything (Arson).		
26.	Taken anything worth over \$5,000. / \$1,000. / \$500.		
	(If yes, circle amount that applies)		
07	What is the most valuable item you have ever taken:		
	Have sexual contact with someone without their consent.		
∠0.	Kidnap someone or otherwise keep someone against his or her will.		
	Counterfeit anything.		
	Commit blackmail / any form of extortion.		
	Forgery Any social involvement with a minor (under egg 16)		
ა∠. 33	Any sexual involvement with a minor (under age 16). Sell, buy, distribute, or manufacture any illegal substance.		
	Bribery		
	Tamper with a witness or evidence.		
	Fail to appear in court.		
37.	Use a computer to commit a crime.		
	Make a false statement to the police.		
	Harass or stalk someone.		
40.	Expose yourself in public.		

			Yes	No
	41.	Interfere with a police officer.		
		Deliberately hurt an animal.		
		Make an illegal bet/take illegal bets.		
		Married to more than one person at the same time.		
		Impersonate a police officer		
		Ever been convicted of a criminal offense.		
		Ever been given accelerated rehabilitation or youthful offender		
		status.		
	48	Ever had a criminal charge reduced in court.		
	40. ⊿0	Ever been fingerprinted.		
		Have the police ever been contacted because of something you		
	50.	did or assisted someone in doing?		
	5 1			
	51.	Are the police presently looking for you for any reason?		
	E 2	(outstanding warrant, questioning, etc.).		
		Do you have a permit to carry a handgun or revolver?		
	ეკ. ნ 4	Were you ever denied a permit to carry a handgun.		
	54. CC	Did you ever have a gun permit revoked?		
	55.	Were you ever in illegal possession of a weapon?		
	56.	Any family or close acquaintances been involved in criminal		
		activity?		
		If yes, did you assist them in any way?		
	57.	Ever been involved in organized crime.		
	58.	What is the most serious criminal act you ever committed, whether undetected Use additional pages (p. 22) if space provided is inade	detect quate.	ed or
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Do		undetected Use additional pages (p. 22) if space provided is inade	detect quate.	ed or
Do		undetected Use additional pages (p. 22) if space provided is inade estic Violence If married, experiencing any marital problems.	detect quate.	ed or
Do	 ome	estic Violence If married, experiencing any marital problems. Ever use physical force with your spouse or significant other	detect quate.	ed or
Do	 ome	estic Violence If married, experiencing any marital problems. Ever use physical force with your spouse or significant other (Striking, pushing, slapping, shaking, any felony, any battery,	detect quate.	ed or
Do	 ome	estic Violence If married, experiencing any marital problems. Ever use physical force with your spouse or significant other (Striking, pushing, slapping, shaking, any felony, any battery, any assault, stalking, unlawful restraint, criminal damage to	detect quate.	ed or
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Do		estic Violence If married, experiencing any marital problems. Ever use physical force with your spouse or significant other (Striking, pushing, slapping, shaking, any felony, any battery, any assault, stalking, unlawful restraint, criminal damage to property or criminal trespass) Ever use physical force with a parent (striking, pushing, slapping, etc.). Ever use physical force with your child or anyone else's.	detect quate.	ed or
Do		estic Violence If married, experiencing any marital problems. Ever use physical force with your spouse or significant other (Striking, pushing, slapping, shaking, any felony, any battery, any assault, stalking, unlawful restraint, criminal damage to property or criminal trespass) Ever use physical force with a parent (striking, pushing, slapping, etc.).	detect quate.	ed or

Motor Vehicle

btain a license?
the influence of
WHO WAS AT FAULT)
t report it?
se reverse, if
(DISPOSITION)
(5101 00111014)

	13. List any writt Use addition (VIOLATION)	en or verba al pages (p	ll warnings for r . 22) if space p (WHEN)	moving violations: rovided is inadequ (WHERE)	ate.
	•	•	ny fines for traff	ic or parking violat	ions?
	Yes	No			
	15. Ever have a	•	irking ticket 'fixe	ed'?	
	Yes	No			
(Ha att	ended meetings,	en associate provided fir iliated with	nancial or any o any group, gan	other type of assist g, or movement th	er or associate member, ance, volunteered for or at):
	Yes	No			
2.	Requires the co	mmission o	of a crime to be	come a member or	to retain membership?
	Yes	No			
3.	Engages in crim	inal activity	'.		
	Yes	No			
4.	Espouses hatre Yes	d for any ra No	cial, ethnic, or	religious group?	
5.	Advocates any sunconstitutional		activity, such a	s altering the gove	rnment by
	Yes	No			
6.	Have you ever be groups / organize Yes		• •	you ever attempte	ed to join any of the
7.	•	•		e acquaintances th ve been mentioned	at have any ties with 1?

D. SEXUAL CONDUCT

Have you ever been involved in any of the following (that is, have you committed, participated in, or conspired with anyone, regardless of whether or not you were caught)?

1.	Ever force som	eone to have sexual relations/contact with you?
	Yes	No
2.	Ever sexually in	nvolved with a minor (under age 16)?
	Yes	No
3.	Ever sexually a	roused by a child?
	Yes	No
4.	Ever have sexu	ual relations/contact with a family member?
	Yes	No
5.	Ever have sexu	ual relations/contact with an animal?
	Yes	No
6.	Ever have sexu	ual relations/contact with a corpse (dead person or animal)?
	Yes	No
7.	Ever sexually a	roused by a fire?
	Yes	No
8.	Ever paid for se	ex or been paid for sex?
	Yes	No
9.	Ever have sexu	ual relations/contact while at work?
	Yes	No
10	Ever possess,	sell, produce, or distribute any child pornographic material?
	Yes	No
11	.Ever intentiona	lly expose yourself in public?
	Yes	No
12	.Ever physically	or sexually abuse a child?
	Yes	No
13		ual relations/contact with someone not able to give consent (ability to t or diminished due to unconsciousness, drugs, alcohol or mentally
	Yes	No
14	. Ever been invo	lved in any illegal sexual activity?
	Yes	No

E. DRUGS

1.		d in any illegal sexual activity? No
2	Do you smoke ci	arettes?
۷.	•	lo If "yes", when did you start?
3		: TRY marijuana?
4.	When did you las	USE marijuana?
5.		number of <u>USAGES</u> : · <u>USAGES</u> :
6.	•	ell, manufacture or distribute marijuana, or assist anyone?
7.	Ever <u>USE</u> mariju	na while at work? Yes No
	Yes	lo
8.	When did you fire	: TRY cocaine?
9.	When did you las	USE cocaine?
	Most <u>USED</u> in 24	AGE of cocaine:hr. period:hr. period:hr. period:
	•	No
12		have you <u>TRIED?</u> TRST TIME LAST TIME TOTAL TIMES
	THC (purple pills) PCP / Angel dust Ecstasy Steroids Lily Nitrous oxide (whippets)	
	(locker-room)	

13. Ever <u>USE</u> a	ny other illegal narcotic substance that has not been mentioned?		
Yes	No		
14. Ever <u>USE</u> another person's prescription medication?			
Yes	No		
15. Any close friends, relatives or significant others involved in the use, sale, manufacture or distribution of any illegal substance?			
Yes	No		
Alcohol Use			
1. How much al	cohol have you consumed in the past 24 hrs?		
The past	: week?		
Your ave	erage consumption during a typical week?		
2. When was the last time you drank too much?			
3. Ever miss wo	ork because of alcohol consumption?		
Yes	No		
4. Ever been tre	eated, counseled, or sought help for a drinking problem?		
Yes	No		
5. Has drinking	ever caused a problem in your personal life or on the job?		
Yes	No		
6. Have you ever-consumed alcohol while you were working?			
Yes	No		
7. Have you ever been told by someone that they felt you had a drinking problem?			
Yes	No		

F. FINANCIAL HISTORY

1. Do you owe anyt	hing on / to any of the fo OWED TO	ollowing (circle and fill in d AMOUNT OWED	ata)? CURRENT/BEHIND
	0.125 10	(total & per mo.)	001111211111111111111111111111111111111
Doctor / Dentist Hospital / Clinic			
Mortgage			
Bank loan			
Finance Co Auto Ioan			
Back taxes			
Credit union Student loan			
Court judgment			
Child support Alimony			
Back rent			
Delinquent utilities			
Credit cards	etc.)		
2. Are you current v	with all debts?		
Yes	No		
3. Ever not pay a de	ebt - just 'skip out' on it?)	
Yes	No		
4. Ever have a debt	t turned over to a collect	tion's agency?	
Yes	No		
5. Ever been evicte	d?		
Yes	No		
6. Have wages garı	nished?		
Yes	No		
7. Repossession of	vehicle?		
Yes	No		
8. Ever declare ban	kruptcy or been sued fo	or a debt?	
Yes	No		
9. Ever not financia	Ily support someone you	u were obligated to?	
Yes	No		
10. Ever experience	financial problems due	to gambling?	
Yes	No		
11. Ever issue a che	eck knowing you did not	have the funds to cover i	t?
Yes	No		

G. MEDICAL HISTORY

1.	Ever been a	dmitted to a h	ospital?
	Yes	No	If "Yes", explain. Use additional pages (p. 22) if space provided is inadequate.
2.	Ever had an	y surgical pro	cedures?
	Yes	No	If "Yes", explain. Use additional pages (p. 22) if space provided is inadequate.
3.	, ,	escription me	edications you have taken today (even if someone else's
	prescription) MEDICA	ATION	PURPOSE
	The last time	you took a pr	escription medication (even if someone else's prescription)?
		s (p. 22) if sp	nedications you have taken in the past five years. Use ace provided is inadequate. PURPOSE
_			
4.	The last time	you sought p	rofessional medical treatment?
	The reas	on you sough	nt treatment:
5.	Any illnesses mobility, disa		hat have caused you any permanent impairment, loss of
	Yes	No	
	•		chronic condition?
	Yes	No	
	Do you need	the assistand	ce of any brace, cane, or prosthetic device?
	YAS	INO	

6. Circle all of the following that you have had.

Dizzy spells

Black outs

Dyslexia

Dyslexia

Circulatory ailment

Nervous disorder

Convulsions

Asthma

Tonn cartilage

Circulatory ailment

Nervous disorder

Hepatitis

Back problems

Asthma Common cold Back problems
Amnesia Hernia Scoliosis
Allergies Cancer Rheumatic fever
High blood pressure Diabetes Skin disease
Cyst or tumor Paralysis Knee problems

High cholesterol EKG / EEC Mental disorder
Stomach trouble kidney trouble Eyeglass / Contact lenses
Fainting spells Ear trouble Diarrhea

Head injury Broken bones Sexually transmitted disease

Headaches Foot problems Color blindness
Ulcers Appendicitis Constipation
Gynecological disorder Hemorrhoids Hearing problem

Eye surgery, therapy, treatment

7. Ever been counseled or treated for any emotional or psychological problem, or institutionalized for such a problem? Yes No

Yes No

8. Ever been counseled or treated for an addiction to any illegal narcotic substance?

Yes No

9. Ever try to physically harm yourself?

Yes No.

10. Ever been treated for high blood pressure or hypertension?

Yes No

Former Law Enforcement Officers Only

List all police departments, correctional departments and/or security companies that you have been employed by along with dates of employment Use additional pages (p. 22				
it spa	ace provide	ed is inadequate.		
\\/bile	s oo omnio	yed did you engage in any of the following conduct?		
vvriiie	e so emplo	yed, did you engage in any of the following conduct?		
1.	Motor ve	hicle violation while on duty?		
	Yes	No		
2.	Take sor	mething that did not belong to you while on duty?		
	Yes	No		
3.	Drink ald	cohol while on duty?		
	Yes	No		
4.	Have se	xual relations while on duty?		
	Yes	No		
5.	. Commit any crime while on duty?			
	Yes	No		
6.	Sleep or	duty?		
	Yes	No		
7.	Keep se	zed evidence or contraband?		
	Yes	No		
8.	Hit or str	ike a handcuffed person?		
	Yes	No		
9.	Use exce	essive force?		
	Yes	No		
1(D. Accept li	quor?		
	Yes	No		
1′	1.Take you	ur employer's equipment/supplies without permission?		
	Yes	No		
12	2.Use a co	ontrolled or illegal substance on duty?		
	Yes	No		

13. Smuggle contraband or unauthorized material?
Yes No
14. Supply unauthorized or confidential information to anyone?
Yes No
15. Accept something free or at a discount while on duty?
Yes No
16. Accept anything in exchange for performing or not performing your duties?
Yes No
17. Ever 'fix' a ticket or otherwise improperly intercede in an official process?
Yes No
18. Remove, copy or read a file or document when not authorized to do so?
Yes No
19. Made a false report or altered a document?
Yes No
20. Planted evidence or otherwise "framed' someone?
Yes No
21. Covered up for any member of your agency?
Yes No
22. Told someone that they were being investigated without authorization?
Yes No
23. Lied in court or on a report or affidavit?
Yes No
24. Use your official capacity to extort or attempt to extort anyone?
Yes No
25. Broken any of your agency's rules or regulations?
Yes No
26. Ever been disciplined?
Yes No
27. Ever accidentally discharge a firearm?
Yes No
28. Why did you leave the agencies listed (or why are you contemplating leaving, if presently employed)? (Use the space below and the reverse, if needed)

Additional Page(s)	_ of
Use this space to provide information that does not fit elsewhere on this form (e.g., a family members, education, employment, residences, explanations to questions, etc.	
Reference the corresponding section, question, or specific item. You may print copies page as needed.	s of this

City of Cumming Police Department Mission Statement



The Cumming Police Department is dedicated to enhancing the quality of life for all who live, work, and visit our city. Our primary goal is to ensure safety, prevent crime, and build trust with our community, all while upholding the highest ethical standards in law enforcement.