



DEARBORN

POLICE

RESERVES

PERSONAL HISTORY STATEMENT

APPLICANT'S NAME

DATE



Abdullah H. Hammoud
Mayor

CITY OF DEARBORN
Home Town of Henry Ford
Police Department



Issa Shahin
Chief of Police

POLICE RESERVE OFFICER

DISTINGUISHING FEATURES OF WORK:

This is voluntary work in the protection of life and property, the prevention of crime, and the enforcement of criminal laws and local ordinances, as well as the apprehension of suspects and criminals. Volunteers must be able to independently exercise quick, but sound judgment in applying police methods in emergency situations. As the volunteer acquires experience on the job, additional responsibility will be granted. Reserve Officers work in designated areas on an assigned shift and may be assigned to special details or training under supervision. Work is supervised by a superior officer through personal inspection and through general appraisal of their effectiveness in police service.

DUTIES AND RESPONSIBILITIES:

Essential Job Functions (Functions essential to attaining job objectives):

- Affects an arrest, forcibly if necessary, using handcuffs and other restraints.
- Pursues fleeing suspects on foot, both day and night, in unfamiliar terrain.
- Subdues resisting subjects using hands and feet while employing defensive tactics maneuvers or approved non-lethal weapons.
- Climbs over obstacles; climbs through openings; jumps down from elevated surfaces; jumps over obstacles, ditches and streams; and crawls in confined areas to pursue, search, investigate and/or rescue.
- Uses body force to gain entrance through barriers to search, seize, investigate and/or rescue.
- Enters and exits vehicles quickly to perform rescue operations, pursuing a suspect or answering an emergency call.
- Loads, unloads, aims and accurately fires handguns, shotguns and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
- Performs tasks that require lifting, carrying, dragging people or heavy objects while performing arrests, rescues or general patrol functions.
- Performs law enforcement patrol functions.
- Conducts searches of buildings, homes and outdoor areas which may involve walking and standing for long periods of time and which require the ability to see from a distance, to distinguish color and perceive shapes as well as discern smells, tastes and tactile sensations.
- Conducts visual and audio surveillance for extended periods of time.
- Performs searches of persons which involves touching and feeling to detect potential weapons and contraband.
- Operates an emergency vehicle during both day and night; in emergency and pursuit situations involving speeds in excess of posted limits while exercising due care and caution and in exception to traffic control devices; in congested traffic and in unsafe road conditions and environmental conditions such as fog, smoke, rain, ice and snow.

DUTIES AND RESPONSIBILITIES (continued):

- Operates laptop located in patrol vehicle to query computerized law enforcement data with appropriate accuracy and proficiency.
- Communicates effectively over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high-speed vehicle operation.
- Communicates directly with people, giving information, directions and commands while listening effectively.
- Reads and comprehends rules, regulations, policies, procedures and the law for purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Exercises independent judgment within legal guidelines, to determine when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used to what degree.
- Manages interpersonal conflicts to maintain order.
- Interacts and deals effectively with people from various social, ethnic and cultural backgrounds *in* a range of interpersonal situations, demonstrating appropriate courtesy and respect for individual rights.
- Gathers information in criminal investigations through interviews and obtaining the statements of victims, witnesses, suspects and confidential informants.
- Prepares investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
- Testifies as a witness in court.
- Performs CPR and other lifesaving and rescue techniques on individuals in situations requiring immediate action, using appropriate procedures and safety precautions.

Marginal Job Functions (Peripheral or incidental to primary job functions):

- Assists jail administrator in city lock-up facility.
- Maintains order in court and conducts prisoner to court transfers from detention quarters.
- Serves criminal processes including warrants and subpoenas.
- Furnishes escorts when required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Some knowledge of modern approved principles, practices and procedures of police work.
- Some knowledge of federal laws, state laws and city ordinances.
- Working knowledge of departmental rules and regulations.
- Some knowledge of first aid methods.
- Ability to satisfactorily complete required training.
- Ability to learn street and physical layout of the city and adjoining areas within an appropriate time frame.
- Ability to perform essential job functions either with or without reasonable accommodation.
- Ability to cooperate with other officers and volunteers, to accept lines of authority and to deal courteously, but firmly with the general public.

SPECIAL QUALIFICATIONS:

- Possession of a valid motor vehicle operator's license issued by the State of Michigan and a satisfactory driving record.
- Must meet Michigan Coalition on Law Enforcement Standards (MCOLES) physical standards.

The above is intended to describe essential and marginal functions and requirements for the performance of this job. It is not to be construed as an exhaustive statement of all supplemental duties, responsibilities, or non-essential requirements.

Application for Dearborn Reserve Police Officer

Read Carefully

The information that you provide must be complete and accurate. Do not misstate or omit any material fact. This information will assist us in our investigation into your suitability for the position of Reserve Officer. To answer completely and openly is in your best interest. Any pertinent factor in your background will be evaluated in terms of the circumstances surrounding the occurrence, and its degree of relevance to this job.

Keep in mind the following:

All statements are subject to verification.

All time periods must be accounted for.

Deliberate inaccuracies will result in disqualification.

If a particular question does not apply to you, mark the space N/A (not applicable).

Print or type your responses clearly/legibly.

If you require more space to answer a question, you may attach an additional sheet(s).

In the event that there is not sufficient space on this form for your answers, additional sheets must be attached.

You are responsible for obtaining correct and complete addresses (including zip codes). If you are not sure of an address, check it by personal verification. Your local library may have a directory service or copies of local phone directories.

This form will be used to conduct your background investigation. Employers, friends, neighbors and associates may be contacted.

Keep in mind that certain physical abilities are needed to serve as a Reserve Police Officer.

You shall report to the Record Bureau to be fingerprinted at the time of a background investigation.

Upon completion of this Personal History Statement, you must return this letter and the entire packet via mail to:

**Dearborn Police Department
Training Office / Reserve Unit Coordinator
16099 Michigan Ave.
Dearborn, MI 48126**

I certify that the information, which I have furnished, on this application is true and accurate to the best of my knowledge and belief. I understand that any false information will be cause for rejection or dismissal.

Applicant Signature _____

Date _____

I. PERSONAL DATA

The following information is requested of you for verification and contact purposes.

1. What is your full name? _____
Last First Middle
2. Your home phone _____ Work _____
Email _____ Cell _____
3. Social Security Number _____
4. Give any other names which you have used or been known by.

5. What is your date of birth?

Month Date Year
6. If accepted, can you furnish proof that you are a citizen of the United States?
Yes _____ No _____
7. Who or how were you referred to this department?

Publication/Name/Agency City State

Note: Items 4 and 5 will only be used to verify criminal history.

II. DRIVING RECORD

8. *Drivers License Number _____
9. State where license issued _____
10. Have you ever had a driver's license in another state?
Yes _____ No _____ What other States? _____
11. In the last 10 years, has your driver license been suspended or revoked?
Yes _____ No _____
If yes, when? _____ For how long? _____
(Month/Year)

II. DRIVING RECORD (CONTINUED)

12. Have you ever been convicted of driving under the influence (DUI, DWI)?

Yes _____; Number of Convictions _____; No _____

If yes, please explain _____

13. Below, list **all** violations, for which you were issued a citation in the last five (5) years:

Date of Violation _____ Type of Violation _____

Name of Location of Court _____

Date of Conviction _____ Disposition and Fine _____

Date of Violation _____ Type of Violation _____

Name of Location of Court _____

Date of Conviction _____ Disposition and Fine _____

Date of Violation _____ Type of Violation _____

Name of Location of Court _____

Date of Conviction _____ Disposition and Fine _____

14. How many accidents have you been involved in, in the last five (5) years, regardless of severity? _____.

How many as the driver of:

Commercial Vehicles _____ Private Cars _____

	DATE	City where the accident occurred, Brief description of accident and who was at fault
Last Accident		
Next Previous		
Next Previous		
Next Previous		

III. RESIDENCE

Individuals, who have become acquainted with you by reason of your residing in different locations, are often helpful in providing useful information for the background investigation. However, place of residence will not be used as a factor in evaluating you for employment.

15. What is your current address? _____
Street Address Apt. Number

City County State Zip

16. Telephone Number _____

Home Other

Email Cell

17. How long have you resided there? _____

18. Who is your landlord or mortgage holder? _____
Name

Address City State Zip

Phone

19. In chronological order, state each place where you have lived previously during the past ten (10) years. Begin with the most recent and include all addresses while you were in school or in the military.

From Mo.	Yr.	To Mo.	Yr.	Street Address, Apt. Number, City, State, Zip Code

RESIDENCE (CONTINUED)

20. List below any persons (including immediate family), their current addresses, and telephone numbers, with whom you have resided since leaving high school. Please give the dates you resided with them.

Name:	Address/Zip:
Dates:	Relationship:
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

Name:	Address/Zip:
Dates:	Relationship: Tel.
Cell:	

IV. FAMILY RELATIONSHIPS

21. Please supply the following information in the spaces provided below. (If a category is not applicable, please indicate so by labeling N/A).

Father:	Address/Zip:
Occupation:	Phone:
Cell:	
Mother:	Address/Zip:
Occupation:	Phone:
Cell:	
Spouse/Significant Other	Address/Zip:
Occupation:	Phone:
Cell:	

22. Do you have any children? _____

If yes, list below every child born to or adopted by you.

Name	Date of Birth	Place of Birth	Where does the child reside?

V. PERSONAL REFERENCES

23. List five (5) persons who know you well enough to provide current information about you. **Do not list relatives or former employers.** Include at least one person residing within a mile of your current or previous residence.

Name: _____ Address/ Zip: _____

Residence Phone: _____ Business Phone: _____

Cell: _____

Occupation: _____ Years Known: _____

Name: _____ Address/ Zip: _____

Residence Phone: _____ Business Phone: _____

Cell: _____

Occupation: _____ Years Known: _____

Name: _____ Address/ Zip: _____

Residence Phone: _____ Business Phone: _____

Cell: _____

Occupation: _____ Years Known: _____

Name: _____ Address/ Zip: _____

Residence Phone: _____ Business Phone: _____

Cell: _____

Occupation: _____ Years Known: _____

Name: _____ Address/ Zip: _____

Cell: _____

Residence Phone: _____ Business Phone: _____

Occupation: _____ Years Known: _____

Which of the persons listed above lives closest to your present or former residence?

VI. EDUCATION

During the background investigation, persons who have known you in a learning environment will be contacted. A review of your school records may be made in conjunction with those contacts. Please attach copies of all transcripts, certificates, and diplomas.

24. List chronologically (earliest dates first) all schools, colleges, and training courses you have attended. Please include student number if known.

High School _____

Address _____

Phone: _____ Graduated from this High School: Yes _____ No _____

High School _____

Address _____

Phone: _____ Graduated from this High School: Yes _____ No _____

* College, University or Trade School attended _____

* Dates attended: From _____ To _____
Mo/Yr Mo/Yr

Complete Address: _____

Phone: _____

Units completed _____ Major _____ Minor _____

* College, University or Trade School attended _____

* Dates attended: From _____ To _____
Mo/Yr Mo/Yr

Complete Address: _____

Phone: _____

Units completed _____ Major _____ Minor _____

* College, University or Trade School attended _____

* Dates attended: From _____ To _____
Mo/Yr Mo/Yr

Complete Address: _____

Phone: _____

Units completed _____ Major _____ Minor _____

25. It is understood that I will provide the Dearborn Personnel Department with copies of my transcripts and other records, as may be required, at my own expense.

(Initials)

26. Have you ever attended a police academy? Yes _____ No _____

If yes, where and when did you receive this training? _____

Did you complete the training? Yes _____ No _____ Date Completed _____

27. Have you received any Correctional Officer training? Yes _____ No _____

If yes, where and when did you receive this training? _____

28. What other specialized training have you had? _____

29. What professional licenses do you hold? (Please attach copies) _____

30. Other than English, what language(s) do you:

Speak _____

Understand _____

VII. U.S. MILITARY SERVICE

31. Are you presently in the armed forces, National Guard or military reserves?

Yes _____ No _____

32. Have you ever served in the armed forces, National Guard or military reserves?

Yes _____ No _____

33. Branch Services: _____

34. Military Specialty: _____

35. Length of Service: _____

36. Rank held at discharge, or current rank: _____

37. Service Serial Number: _____

38. While in the military were you ever subject to any judicial or other non-judicial disciplinary action? Yes _____ No _____

Explain: _____

*Please attach any records of your military service.

VIII. POLICE EXPERIENCE

39. Have you ever been employed as a Police Officer or Deputy Sheriff?

Yes _____ No _____ If yes, where, when and reason for leaving _____

40. Are you currently a certified police officer within the State of Michigan?

Yes _____ No _____

41. Have you ever made application with this or any other police organization?

Yes _____ No _____ If yes, please complete the following (attach additional pages as needed).

Month/Year Applied

Department Name
Complete Address

Present Status

Month/Year Applied	Department Name Complete Address	Present Status

42. Have you ever failed any psychological evaluation when applying for employment?

Yes _____ No _____ If yes, please explain _____

43. Have you ever been rejected for employment by another Law Enforcement Agency?

Yes _____ No _____ If yes, when, where, and reason for rejection?

44. Are you now employed in a Security Position? Yes _____ No _____

Where? _____

IX. EMPLOYMENT

The falsification of work history is the most common reason for disqualifying an applicant from further consideration for employment. Be sure to answer each answer accurately.

45. If you are currently employed, may we contact your present employer at any time during this investigation? Yes _____ No _____

46. If you answered (No) to the previously listed question, when would you rather prefer we contact your employer to verify your employment? Prior to Oral Board _____
After Oral Board _____ After Job Offer _____ Other _____

We will comply only to the extent that it does not jeopardize a thorough investigation.

47. In the last five (5) years, how many jobs (full/part-time), have you had? _____

48. Were you laid off from any jobs in the last five (5) years? Yes _____ No _____

49. Were you dismissed or forced to resign from any jobs in the last five (5) years?

Yes _____ No _____ If yes, from which employer? _____

50. In the last five (5) years of employment, did you receive any reprimands or disciplinary actions from any of your employers? (please attach copies of same)

Yes _____ No _____ If yes, from which employer? _____

51. In the last 12 months of employment, how many times did you come to work more than 15 minutes late without authorization? _____

52. In the last 12 months of employment, how many days of work did you miss, other than vacation or disabling condition? _____

You must give full and accurate information in regards to present and past employment. All time frames must be accounted for. If unemployed for whatever reason please list. List your occupations for the past ten (10) years, starting with present or most recent employment. Please include any temporary and part time jobs. Please give complete addresses and supervisors' names as they will be contacted by the background investigator.

53. Employer: _____
 Name of Organization/Company Area Code/Phone

 Address City State Zip

 Supervisor Starting Salary Ending Salary

F/T P/T Job Title/Duties _____

 Date Hired to Date Left Reason for Leaving

Employer: _____
 Name of Organization/Company Area Code/Phone

 Address City State Zip

 Supervisor Starting Salary Ending Salary

F/T P/T Job Title/Duties _____

 Date Hired to Date Left Reason for Leaving

Employer: _____
 Name of Organization/Company Area Code/Phone

 Address City State Zip

 Supervisor Starting Salary Ending Salary

F/T P/T Job Title/Duties _____

Date Hired to Date Left Reason for Leaving

Employer: _____
Name of Organization/Company Area Code/Phone

Address City State Zip

Supervisor Starting Salary Ending Salary

F/T P/T Job Title/Duties _____

Date Hired to Date Left Reason for Leaving

Employer: _____
Name of Organization/Company Area Code/Phone

Address City State Zip

Supervisor Starting Salary Ending Salary

F/T P/T Job Title/Duties _____

Date Hired to Date Left Reason for Leaving

Employer: _____
Name of Organization/Company Area Code/Phone

Address City State Zip

Supervisor Starting Salary Ending Salary

F/T P/T Job Title/Duties _____

Date Hired to Date Left Reason for Leaving

Employer: _____
Name of Organization/Company Area Code/Phone

Address City State Zip

Supervisor Starting Salary Ending Salary

F/T P/T Job Title/Duties _____

Date Hired to Date Left Reason for Leaving

Employer: _____
Name of Organization/Company Area Code/Phone

Address City State Zip

Supervisor Starting Salary Ending Salary

F/T P/T Job Title/Duties _____

Date Hired to Date Left Reason for Leaving

V. CRIMINAL HISTORY

54. Have you ever been convicted of a felony? Yes _____ No _____
If yes, when, where, and reason for rejection? _____

55. Do you have felony charges pending against you? Yes _____ No _____
Describe: _____

56. Have you been convicted misdemeanors in the last five (5) years?
Yes _____ No _____ If yes; describe when, where, nature of the offense and disposition of the charges: _____
_____.

57. Do you have any misdemeanors pending against you? Yes _____ No _____
If yes; describe when, where, nature of the offense and disposition of the charges:

_____.

58. In the last five (5) years, have you been convicted of a criminal offense which has been removed or expunged from your record? Yes _____ No _____

Explain: _____
_____.

59. In the last five (5) years, have you ever sold or furnished drugs or narcotics to anyone illegally?

If yes, explain in detail: _____
_____.

60. In the last five (5) years, were you a defendant in a civil action or proceeding in this state or elsewhere, or have you been named in a notice of claim that you may be a defendant in a civil action or proceeding?

Yes _____ No _____

If yes, please complete the following:

Date: _____ Action: _____

Court: _____ Address/Zip: _____

Disposition: _____

_____.

61. Have you ever been bonded? Yes _____ No _____

If yes, explain: _____
 _____.

62. Have you ever had a bond refused? Yes _____ No _____

Explain: _____
 _____.

63. Have you ever been the subject of a restraining order issued by any civil or state court? Yes _____ No _____

If yes explain: _____
 _____.

Have you ever had any other involvement with the police as a witness, victim or other party to any incident? If so, please list dates, city and a brief description of your involvement.

XI. FINANCIAL OBLIGATIONS

64. Give names and addresses of the individuals, companies, or others to whom you are indebted, and the extent of your debt. Include rent, mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts and payments. Include account numbers where applicable.

Type	Names & Complete Address o f C r e d i t o r	Reason for debt or Item Purchased	Account Number	Total Balance	Monthly Payment

TOTAL _____

65. Do you have a garnishment, wage assignment, or judgment pending against you?

Yes _____ No _____ If yes, please complete below information:

What Type:	With Whom:
Explain:	
What Type:	With Whom:
Explain:	

66. Have you defaulted on a loan in the past seven years? Yes _____ No _____

If yes explain: _____
 _____.

67. Have you been refused credit in the past seven years? Yes _____ No _____

If yes explain: _____
 _____.

68. If you are legally obligated to make alimony or child support payments pursuant to court order, have you ever been delinquent in your payments? Yes _____ No _____
 If yes explain; including court, order, file or docket number:

_____.

69. Membership in organizations (past and/or present). It is not necessary to include organizations of a purely religious or ethnic nature.

Name & Complete Address And Phone #	Type (Social, Fraternal, Professional, Etc.)	From	To

70. If it became necessary to take a human life in the course of your duties as a police officer, are you aware of any reason which would prevent you from doing so?
 Yes _____ No _____ If yes explain: _____

_____.

71. Are you aware of any factor which would prevent you from fully performing the duties of a police officer, including working on weekends, evening or night shifts? See job description on posting. Yes _____ No _____
 If yes explain: _____

_____.