

# APPLICATION FOR FULL TIME ASSIGNMENT – POLICE OFFICER

VERSION 05/15 – Page 1 of 7 – BROADMOOR POLICE DEPARTMENT VOLUNTEER SERVICES BUREAU



**Patrick Tobin**  
**Chief of Police**

## APPLICATION FOR FULL TIME/PER DIEM ASSIGNMENT – POLICE OFFICER

### Recruitment Standards

- Education:** Must possess a high school diploma or equivalent (GED). Must possess completion certificates from P.O.S.T. for the position applied for at the time of the application.
- Experience:** Prior law enforcement experience is beneficial, but not required.
- Age:** Must be 21 years old.
- License:** A valid California Driver's License and a satisfactory driving record.
- Physical:** Must be free from any physical or mental conditions that would be disqualifying.
- Citizenship:** Must be a citizen of the United States of America or a resident alien who is eligible, and who has applied for citizenship at least one year prior to appointment. Application for citizenship shall not have been denied.

### Application

To apply, complete an application and return to Capt. Eric Eaton at 388 88<sup>th</sup> Street, Broadmoor, CA 94015.

### Selection Process

- Written Examination (Pass/Fail)
- Oral Interview (Weighted 100%): Qualified applicants will be invited to participate in an appraisal interview. During the interview, the Appraisal Board will assess the experience and personal qualifications of the candidates. Candidates must achieve a score of at least 70% from a majority of the Board in order to be placed on the eligibility list.
- Background A California P.O.S.T. background investigation will be conducted prior to appointment. The applicant must have no felony convictions and no disqualifying misdemeanor convictions.
- Polygraph May be required at the discretion of the Chief of Police.
- Staff Interview Upon completion of the P.O.S.T. background investigation, a Command Staff Interview will be scheduled. (Pass/Fail)
- Psychiatric Evaluation A psychological evaluation is required and will be conducted by a practitioner selected by the Broadmoor Police Department.
- Medical Examination A California P.O.S.T. medical examination will be completed prior to appointment.

**Broadmoor Police Department | 388 88<sup>th</sup> Street | Broadmoor | CA | 94015-1717 | 650-755-3838**

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## Definition

Level I and Level II reserve police officers prevent and detect crime and enforce the laws of this state as governed in Penal Code sections 830.6(a)(1) and 830.6 (a)(2).

## The Position

The department is recruiting to fill current vacancies and establish an eligibility list. Reserve Police Officer is the beginning level in the satisfying and demanding career of law enforcement. The work calls for capable men and women who are willing to volunteer part of their time to the carrying out of responsibilities for protecting lives and property. The Broadmoor Police Department provides the opportunity to receive training and experience in a wide range of law enforcement assignments. Primary assignment consists of patrol responsibilities. Other assignments include traffic control, criminal and juvenile investigations, administrative services, community services, and special events. Upon approval reserve officers can work special assignments such as background investigations, bicycle patrol, gang task force, motorcycle patrol, and more.

The Broadmoor Police Department has two levels of reserve police officers, Level-I which allows “solo-officer” patrol, and Level-II that ride with a regular police officer.

## Essential Duties

- Patrols an assigned area by motor vehicle to observe, investigate, and report suspicious and hazardous conditions; apprehend and arrests law violators.
- Responding to routine and emergency calls for protections of persons and property and for the enforcement of statutory laws.
- Investigating crimes, accidents, deaths, and disturbances: gathers evidence: interview, question, and take statements from complainants, suspects, and witnesses, and gathering case reports.
- Takes charge of juveniles; investigates crimes committed by or against juveniles; handles missing persons cases, and, working with community organizations, and governmental agencies.
- Directs traffic, including regulation of traffic flow at times of emergency or congestion, makes traffic stops and issues citations or warnings where appropriate.
- Appear in court to present evidence and testimony.
- Searches and guards, transports, and assists in the booking and custodial care of arrestee.
- Serving warrants, subpoenas, and other legal documents.
- Assists the public by providing information and traffic directions. Also assists in developing community crime prevention programs.

## Special Requirements

The candidate must possess the ability to make physical arrests, read, comprehend, explain, and comply complex issues of law derived from various sources. The candidate must possess the ability to operate a motor vehicle under all kinds of conditions, including extreme and emergency conditions, and to hear and comprehend verbal communications at normal speaking levels via radio, telephone. The candidate must also regularly qualify in the use of firearms. The applicant must be able to write clear, accurate, clear, concise, and factual reports.

Level II applicants must possess and submit at the time of application a copy of a certificate of completion:

Before July 1, 2000: Peace Officer's Standards and Training (POST) Modules A & B.

After July 1, 2000: Peace Officer's Standards and Training (POST) Modules II & III.

Level I applicants must possess and submit a copy of their basic POST Academy Certificate or valid certificates of completion of modules A, B, C, and D, or currently be active as a Level I Reserve Police Officer in a POST certified agency.

## Hours Required

Reserve Police Officers are required to volunteer 18 hours of patrol time each month. Patrol shifts consist of eight, ten, or twelve-hour shifts. Reserve Police Officers are also required to attend all training meetings. Training meetings are scheduled for the third Tuesday of each month. Additionally Reserve Police Officers are required to attend two mandatory community policing events.

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SECTION 1: PERSONAL						
1. YOUR FULL NAME						
LAST	FIRST	MIDDLE				
2. ADDRESS						
NUMBER / STREET				APT / UNIT		
CITY				STATE	ZIP	
3. CONTACT NUMBERS						
HOME (    )	WORK (    )	EXT	OTHER (    )	<input type="checkbox"/> CELL	<input type="checkbox"/> FAX	<input type="checkbox"/> PAGER
4. EMAIL ADDRESS						
HOME			BUSINESS			
5. If you were born outside of the United States, are you a U.S. citizen? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No						
If no, are you a resident alien who is eligible and has applied for U.S. citizenship?..... <input type="checkbox"/> Yes <input type="checkbox"/> No						
6. DRIVER'S LICENSE			7. HAVE YOU EVER BEEN CONVICTED OF ANY CRIME (OTHER THAN TRAFFIC INFRACTIONS)			
NO.	STATE	EXP	<input type="checkbox"/> YES <input type="checkbox"/> NO   IF YES, EXPLAIN. USE PAGE 9 IF NECESSARY			

SECTION 2: REFERENCES					
A) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE    ZIP
HOME PHONE (    )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE    ZIP
WORK PHONE (    )		CELL PHONE (    )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	
B) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE    ZIP
HOME PHONE (    )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE    ZIP
WORK PHONE (    )		CELL PHONE (    )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	
C) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE    ZIP
HOME PHONE (    )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE    ZIP
WORK PHONE (    )		CELL PHONE (    )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	
D) NAME		HOME ADDRESS (NUMBER / STREET / APT)		CITY	STATE    ZIP
HOME PHONE (    )		WORK ADDRESS (NUMBER / STREET / APT)		CITY	STATE    ZIP
WORK PHONE (    )		CELL PHONE (    )	EMAIL		
HOW DO YOU KNOW THIS PERSON? (FOR EXAMPLE: FRIEND, TEACHER, FAMILY FRIEND, CO- WORKER)				HOW LONG HAVE YOU KNOWN THIS PERSON?	

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**SECTION 3: EDUCATION**

**NOTE: You will be required to furnish transcripts or other proof to support all of your educational claims.**

8. Check applicable:  High School Diploma from an accredited U.S. institution  GED  California High School Proficiency Certificate

9. List high schools attended:

A) NAME	FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CITY	STATE		
B) NAME	FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Yes <input type="checkbox"/> No
CITY	STATE		

10. List all colleges or universities attended:

A) NAME	FROM	TO	TOTAL UNITS EARNED	TYPE OF DEGREE EARNED
CITY	STATE			
B) NAME	FROM	TO	TOTAL UNITS EARNED	TYPE OF DEGREE EARNED
CITY	STATE			
C) NAME	FROM	TO	TOTAL UNITS EARNED	TYPE OF DEGREE EARNED
CITY	STATE			

11. List any trade, vocational, or business schools/institutes attended:

A) NAME	FROM	TO	DID YOU COMPLETE THE COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF SCHOOL OR TRAINING	CITY	STATE	
B) NAME	FROM	TO	DID YOU COMPLETE THE COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF SCHOOL OR TRAINING	CITY	STATE	
C) NAME	FROM	TO	DID YOU COMPLETE THE COURSE? <input type="checkbox"/> Yes <input type="checkbox"/> No
TYPE OF SCHOOL OR TRAINING	CITY	STATE	

12. Have you ever attended a Basic Police Academy?.....  Yes  No

If yes, provide the following information:

A) ACADEMY NAME	FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Y <input type="checkbox"/> N
LOCATION (CITY / STATE)	NAME OF TRAINING OFFICER / ACADEMY COORDINATOR	CONTACT NUMBER ( )	
B) ACADEMY NAME	FROM	TO	DID YOU GRADUATE? <input type="checkbox"/> Y <input type="checkbox"/> N
LOCATION (CITY / STATE)	NAME OF TRAINING OFFICER / ACADEMY COORDINATOR	CONTACT NUMBER ( )	

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## SECTION 5: EXPERIENCE AND EMPLOYMENT

### 13. JOB EXPERIENCE

- List the three most recent jobs you have had, including part-time, temporary, self-employment and volunteer. (Begin with your most current. If more space is needed continue your response on page 25.)
- If you have military experience, including reserve duty, enter your military base, assignments, or unit of assignment.
- List periods of unemployment in excess of 30 days.

A) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
ADDRESS (NUMBER / STREET OR BASE)			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER ( )	EXT	
JOB TITLE			EMAIL		
DUTIES / ASSIGNMENTS			<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer		
NAMES OF CO-WORKERS 1)		2)		REASON FOR WANTING TO LEAVE	
Would there be a problem if we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		IF YES, EXPLAIN:			

B) PERIOD OF UNEMPLOYMENT				FROM	TO
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other					

C) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
ADDRESS (NUMBER / STREET OR BASE)			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER ( )	EXT	
JOB TITLE			EMAIL		
DUTIES / ASSIGNMENTS			<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer		
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING	

D) PERIOD OF UNEMPLOYMENT				FROM	TO
Check applicable: <input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other					

E) NAME OF EMPLOYER OR MILITARY UNIT				FROM	TO
ADDRESS (NUMBER / STREET OR BASE)			SUPERVISOR		
CITY	STATE	ZIP	CONTACT NUMBER ( )	EXT	
JOB TITLE			EMAIL		
DUTIES / ASSIGNMENTS			<input type="checkbox"/> F-T <input type="checkbox"/> P-T <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer		
NAMES OF CO-WORKERS 1)		2)		REASON FOR LEAVING	

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14. Have you **ever** applied to any other public safety agency (city, county, state or federal)?.....  Yes  No

- If yes, list most recent (give complete and accurate addresses).
- **Check all boxes that apply for each agency.**
- If more space is needed, continue your response on page 25.

A) NAME OF AGENCY				DATE APPLIED	
ADDRESS (NUMBER / STREET)			BACKGROUND INVESTIGATOR'S NAME (IF KNOWN)		
CITY	STATE	ZIP	CONTACT NUMBER ( )	EXT	
POSITION APPLIED FOR			EMAIL		
Check each step in the process that you completed, and your status:					
STEPS: <input type="checkbox"/> Application <input type="checkbox"/> Written <input type="checkbox"/> Physical ability <input type="checkbox"/> Oral <input type="checkbox"/> Polygraph/CVSA <input type="checkbox"/> Background <input type="checkbox"/> Chief's oral <input type="checkbox"/> Conditional job offer					
STATUS: <input type="checkbox"/> Hired <input type="checkbox"/> On List <input type="checkbox"/> Withdrawn <input type="checkbox"/> Disqualified					

B) NAME OF AGENCY				DATE APPLIED	
ADDRESS (NUMBER / STREET)			BACKGROUND INVESTIGATOR'S NAME (IF KNOWN)		
CITY	STATE	ZIP	CONTACT NUMBER ( )	EXT	
POSITION APPLIED FOR			EMAIL		
Check each step in the process that you completed, and your status:					
STEPS: <input type="checkbox"/> Application <input type="checkbox"/> Written <input type="checkbox"/> Physical ability <input type="checkbox"/> Oral <input type="checkbox"/> Polygraph/CVSA <input type="checkbox"/> Background <input type="checkbox"/> Chief's oral <input type="checkbox"/> Conditional job offer					
STATUS: <input type="checkbox"/> Hired <input type="checkbox"/> On List <input type="checkbox"/> Withdrawn <input type="checkbox"/> Disqualified					

C) NAME OF AGENCY				DATE APPLIED	
ADDRESS (NUMBER / STREET)			BACKGROUND INVESTIGATOR'S NAME (IF KNOWN)		
CITY	STATE	ZIP	CONTACT NUMBER ( )	EXT	
POSITION APPLIED FOR			EMAIL		
Check each step in the process that you completed, and your status:					
STEPS: <input type="checkbox"/> Application <input type="checkbox"/> Written <input type="checkbox"/> Physical ability <input type="checkbox"/> Oral <input type="checkbox"/> Polygraph/CVSA <input type="checkbox"/> Background <input type="checkbox"/> Chief's oral <input type="checkbox"/> Conditional job offer					
STATUS: <input type="checkbox"/> Hired <input type="checkbox"/> On List <input type="checkbox"/> Withdrawn <input type="checkbox"/> Disqualified					

SECTION 6: MILITARY EXPERIENCE (IF APPLICABLE)	
15. BRANCH OF SERVICE	43. DATES OF SERVICE From _____ To _____

SECTION 11: CERTIFICATION	
16. I hereby certify that I have personally completed and initialed each page of this form and any supplemental page(s) attached, and that all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification. Further I acknowledge that the position I am applying for is a volunteer "at-will" position. I also acknowledge that I must successfully pass multiple steps in the hiring process for the position of Reserve Police Officer prior to appointment including, but not limited to, an oral exam, background investigation, psychological examination, and medical examination.	
SIGNATURE IN FULL	DATE

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## ADDITIONAL SPACE

- Use this space to provide information that does not fit elsewhere on this form (e.g., schools, employers, explanations to questions, etc.).

## OPTIONAL

- Please tell us how you learned about the Broadmoor Police Department's Volunteer Services Bureau and what made you choose to apply.

## SUBMISSION INSTRUCTIONS

- Once this application is completed please return to:  
Broadmoor Police Department – VSB  
Attn: Ofc. Eric Eaton  
388 – 88<sup>th</sup> Street  
Broadmoor, CA 94015
- OR
- email a scanned (signed and initialed) copy of this application to  
[eeaton@pd.broadmoor.ca.us](mailto:eeaton@pd.broadmoor.ca.us)

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