

The logo of the Winston-Salem Police Department is a large, light blue watermark in the background. It features a central shield with a scale of justice, a sword, and a banner that reads "WINSTON-SALEM". Above the shield is an eagle with spread wings. The text "WINSTON-SALEM POLICE DEPARTMENT" and "Winston-Salem, North Carolina" is positioned at the top of the logo.

WINSTON-SALEM POLICE DEPARTMENT
Winston-Salem, North Carolina

Dear Applicant,

Thank you for your interest in joining the Winston-Salem Police Department. We are looking for exceptional people who are committed to providing the highest level of service in a legal, professional, and ethical manner. A career with us can be very rewarding and fulfilling.

You are about to begin a comprehensive application process that is designed to ensure that highly qualified people are identified and selected to serve the citizens of Winston-Salem. Because of the trust placed in us by the citizens, and the nature of the tasks you perform, it is essential that we have extensive testing, background, and selection process.

Throughout the process your past will be investigated and you will be asked numerous questions about your past. We recognize that all of our applicants are human and some may have made mistakes, made wrong decisions, or exercised poor judgment at some time. However, it is imperative that you answer each question completely and truthfully. While past mistakes or minor law violations may not bar your employment, any indication of untruthfulness or lack of candor will result in your elimination from continued consideration. Therefore, answer each question completely, candidly, and honestly. Feel free to attach a letter of explanation if you want to clarify or explain any circumstance, situation or incident.

We take great pride in selecting the best candidates for employment to serve our community and look forward to working with you as a prospective applicant for our department. Good luck as you continue in our application process!

If you have questions, please contact the Recruiting Unit at (336) 773-7707 or visit our web site at www.joinwspdnow.org.

Sincerely,

William H. Penn, Jr.
Chief of Police



Winston-Salem Police Department

Application Package Submission Information Date Sensitive Materials



****IMPORTANT NOTICE – PLEASE READ****

Dear Applicant,

Thank you for your interest in the Winston-Salem Police Department. You have been selected to complete the attached application package. Please complete this application package and return it to the WSPD Recruiting Unit by the date provided by the Recruiting Staff. If you were not provided a pending date upon receiving instructions to complete these materials, please contact WSPD Recruiting Unit personnel immediately.

If you have questions regarding the completion of these forms, please contact the Recruiting Unit at (336) 773-7707. If you are unable to complete this package prior to the due date you may request an extension by contacting the Recruiting Unit. Applicants that fail to submit these materials by the date due, and that fail to obtain an extension, may be subject to being discontinued.

Upon completion, please deliver the package directly to the Recruiting Unit or mail it to the address listed below:

**Alexander Beaty Training Center
Attn: Recruiting Unit
1200 N. Patterson Ave.
Winston-Salem, NC 27101**

Important Notice: *Materials submitted to the agency as a part of your application process becomes the property of the Winston-Salem Police Department. This is to include, but not limited to, all requested documents such as transcripts, certified copies of birth certificates, copies of military records, photo's, etc.. These documents can not be returned. For this reason please ensure that you have maintained a copy of all requested materials for your records.*

The Winston-Salem Police Department is an Equal Opportunity Employer

NOTICE TO ALL APPLICANTS OF THE WINSTON-SALEM POLICE DEPARTMENT

It is the policy of the Winston-Salem Police Department to eliminate any applicant from consideration if it is determined that the applicant intentionally falsified or omitted requested information. Dishonesty will not be tolerated and is an absolute bar to consideration for a position with the Winston-Salem Police Department.

The selection process for employees with the City of Winston-Salem Police Department is an extensive process that usually requires two to three months to complete. The following guidelines are very important when completing the enclosed forms:

- 1) Answer all questions completely. If a question does not apply to you, indicate that by writing N/A. Do not leave questions blank.
- 2) All character references must be individuals other than relatives or past/present employers that you have known for at least two years. **You must list all current addresses (including zip codes) and telephone numbers.**
- 3) **List complete addresses (including zip codes) and telephone numbers of ALL past/present employers, use attachments if necessary.**
- 4) List **all** traffic and criminal arrests, including any citations received, regardless of disposition of the case. **This includes expunged charges.**
- 5) List any name changes including maiden/married names.
- 6) Have the following forms notarized: Authorization for Release of Personal Information, Notification of Consequences for Intentional Omissions or Falsification of Application Material, and Training Agreement.
- 7) **List ALL prior addresses, from birth to present, use attachments if necessary.**

Any and all illegal drug usage will be thoroughly investigated. The Winston-Salem Police Department requires that any and all illegal drug use be listed regardless of the circumstances. If it is determined that any usage has not been listed as required, the applicant will be subject to disqualification from consideration. All answers will be subject to review during polygraph examination. It should be noted that illegal drug usage will not necessarily exclude an applicant from consideration.

The following information must be submitted in addition to the application material to facilitate a thorough background investigation:

- 1) Recent Photo ***in business attire*** (applicant only)
- 2) Birth Certificate (Do not submit original)
- 3) Military Record (Form DD-214) (Do not submit original)
- 4) Copy of driver's license and social security card.
- 5) **For any job terminations, disciplinary actions, illegal drug experimentation, or criminal charges, attach a letter in your own handwriting that explains the incident in your own words.**

Also: Certified high school and college transcripts (Must be in a sealed envelope from the school). Please request transcripts and have available upon request. They **DO NOT** need to be included in the application package.

Any questions regarding the completion of the application material should be directed to the Recruiting Unit at (336) 773-7707.

I have read and understand the contents of this form

Applicant Signature _____ Date _____

Information to be provided to all sworn applicants of the Winston-Salem Police Department

Integrity

Of the many important characteristics a Police Officer must possess, integrity ranks as one of the highest on the list. In simple terms, integrity can be defined as what you do when no one else is watching. Truthfulness is crucial for all employees. Any intentional falsification or omissions on application material will be considered an integrity issue and result in disqualification of an applicant.

Disqualifying Factors

The following are disqualifiers for the position of Police Officer with the Winston-Salem Police Department at the discretion of the Chief:

1. Any felony convictions.
2. Conviction for a crime for which the punishment could have been imprisonment for more than two (2) years.
3. A DWI conviction within five (5) years of the date of application.
4. Conviction of a crime or unlawful act defined as a “Class B Misdemeanor” within the five-year period prior to the date of application for employment.
5. Four or more convictions of crimes or unlawful acts defined as “Class A Misdemeanors” regardless of the date of conviction.
6. Not having graduated from high school or having passed a General Educational Development (GED) Test indicating high school equivalency.
7. Use of any illegal drug whereby the possession of the drug would constitute a felony, with the exception of, use of Cocaine and/or Steroids within five (5) years, or Ecstasy and Psilocybin mushrooms with ten (10) years prior to the application process. The use of prescription drugs, not prescribed to an applicant will be reviewed on a case by case basis.
8. Use of marijuana within three (3) months prior to the application process is considered a disqualifying factor.
9. Any illegal drug use while employed with a criminal justice agency or during the employment application process of a criminal justice agency, regardless of age, is a disqualifying factor.
10. Any illegal drug use while employed by any emergency service, such as but not limited to, fire personnel and emergency medical services is a disqualifying factor or while serving as a Military Police in the military.
11. The distribution, sale, or possession for the purpose of distribution of any illegal drug will be a disqualifying factor.
12. Intentional falsification of any application material.
13. Any pattern of behavior that reveals irresponsibility, inability to accept the consequences of one’s own actions or failure to learn from prior mistakes.

Eye-Detect Questions

All applicants will be required to successfully complete a eye-detect examination. The eye-detect questions may be drawn from the following areas:

- * Truthfulness
- * Drug Usage
- * Criminal Activity

Re-Application Policy

If a candidate is not accepted, he will be eligible to re-apply one year after the date of notification or the expiration of the disqualifying factor, whichever is later. Factors 3, 4, 6, 8 & 10 currently are disqualifying factors that time or subsequent events may alter. However, if an applicant meets one or more of the permanent disqualifying factors (currently factors 1, 2, 5, 7 & 9), he may not re-apply at any time. If an applicant is found to be in violation of any type of integrity violation, the applicant will be permanently disqualified from employment with the Winston-Salem Police Department for any position.

Retest Policy

Reading Comprehension Test:

If an applicant fails the reading comprehension test, they must wait seven (7) days before re-testing. If the re-test is also failed, the applicant must wait a period of six (6) months before they are eligible for a third re-test.

Oral Review Board:

Applicant must successfully complete the oral review board on the first attempt.

Initial Screening:

Applicant must successfully complete the initial screening on the first attempt.

Eye-Detect Examination:

Any discrepancies that are revealed during the eye-detect examination will be thoroughly investigated. Applicants will not be discontinued based on the eye-detect examination alone; however, any discrepancies that arise may be cause for the applicant to be disqualified.

Medical Screening:

If a physician determines an applicant is not medically fit to perform the duties of a police officer, the applicant will be disqualified.

Drug Screening:

If an applicant produces a positive test result or refuses to submit to drug testing, he will be disqualified. A positive result or refusal will be submitted to the North Carolina Education Training Standards Commission and the applicant will be ineligible for certification as a law enforcement officer in the state of North Carolina for a period of five (5) years from the date of the drug-screening test.

Psychological Interview:

Failure to successfully complete the psychological interview will result in disqualification.



CITY OF WINSTON-SALEM POLICE DEPARTMENT

Authorization for Release of Personal Information to Law Enforcement Agencies for Certification/Employment Purposes

To Whom It May Concern:

I am an applicant for a position with the Winston-Salem Police Department. In order to determine my suitability for employment, I understand that the Winston-Salem Police Department, City of Winston-Salem, North Carolina must make a thorough investigation of my personal records and personal background. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I, _____, DOB, _____, Operator's License # _____, do hereby request and authorize any bank, credit union, lending or financial institution, credit bureau, consumer report agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional including mental health, alcohol treatment center, hospital or other repository of medical records, insurance company, governmental agency, criminal and civil courts, certification/licensing commission, military organization, and any other individual agency to produce and provide copies of any and all information to the authorized agent of the Winston-Salem Police Department, City of Winston-Salem, North Carolina regarding me whether of a privileged or confidential nature.

Moreover, I hereby release the Winston-Salem Police Department, City of Winston-Salem, North Carolina and its officers, elected officials, agents and employees from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my employment with the City of Winston-Salem. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I further waive all right to inspect or review any information compiled in reference to my application for employment as allowed by law. I do further authorize the Winston-Salem Police Department, its agents and employees, to release copies of any and all information to any agency

or entity regulating the certification, authority or conduct of law enforcement officers. This is to include, but not limited to: North Carolina Criminal Justice Education & Training Standards Commission, North Carolina Sheriffs' Education & Training Standards Commission, North Carolina Attorney General's Office, agencies of other states and the federal government, and the applicant's/officer's employing agency.

I hereby acknowledge that this authorization is valid for one (1) year or until the employment application or investigation process has been completed, whichever is later.

I do do not give consent for the Winston-Salem Police Department to contact my present employer prior to a conditional offer of employment being tendered. I understand that information obtained from my current employer could result in the conditional offer being rescinded.

A copy of this document is considered valid, just as the original.

I have read and fully understand the above statements.

(Applicant/Officer Signature)

(Printed Name)

Address: _____

Phone Number: _____

STATE OF _____
COUNTY OF _____

Subscribed and sworn to before me this
the _____ day of _____, 20 ____

Notary Public and Seal

My commission expires: _____

**WINSTON-SALEM POLICE DEPARTMENT
WINSTON-SALEM, NORTH CAROLINA**



**NOTIFICATION OF CONSEQUENCES FOR INTENTIONAL OMISSIONS OR
FALSIFICATION OF APPLICATION MATERIAL**

It is the policy of the Winston-Salem Police Department, in accordance with North Carolina Administrative Code 09A.0204-6 through 09A.0204-8, to discontinue any applicant who knowingly and willfully makes a material misrepresentation or omission of any information required for certification as a law enforcement officer. If it is determined that an applicant has violated this rule, his application will be discontinued immediately and will not be eligible for re-application with the Winston-Salem Police Department.

In the event that a false statement made in the application or employment process is not discovered until after an applicant is employed, disciplinary action, which may include a recommendation for termination of employment, will be administered.

By signing below, I _____ acknowledge I have read and understand the above statement and certify that all information (both verbal and written) which I have supplied or will supply will be considered an official part of my application package for a position as a police officer with the Winston-Salem Police Department and is true to the best of my knowledge. I understand if it is determined that I have supplied untruthful information or have failed to supply pertinent information I may become ineligible for a position with the Winston-Salem Police Department and will not be eligible for re-application.

STATE OF _____
COUNTY OF _____

Subscribed and sworn to before me, this the _____ day of _____, 20__.

Notary Public and Seal

Applicant

My Commission Expires: _____

Winston-Salem Police Department



Fair Credit Reporting Act Disclosure and Authorization

Your credit history is an integral part of the employment process with the Winston-Salem Police Department, as it provides insight into personal attributes such as your level of responsibility, and your ability to manage and plan daily life functions. Although your credit history is only one on many tools used to assess your suitability for employment, it could impact the hiring decision regarding your application.

In conjunction with the Fair Credit Reporting Act, 15 U.S.C. 1681M(A), a copy of any credit report used for employment purposes must be provided to the applicant free of charge. Therefore, credit information, which is made part of your application portfolio, will be provided to you at the time of your background investigation interview. If your application is not forwarded to the background portion of the employment process, a credit report will not be requested and the provisions of this notification do not apply. It is important to recognize that the agency reporting the credit information to the Winston-Salem Police Department neither approves nor denies your application for employment, but will address inquiries pertaining to the actual report. The following agency is utilized by the Winston-Salem Police Department to procure credit report:

Equifax Credit Information Services, Inc.
P.O. Box 740241
Atlanta, GA 30374
1-800-685-1111

Acknowledgment of Notification

I have read and understand the above stated information pertaining to the Fair Credit Reporting Act and my dated signature below acknowledge the receipt of this information.

Signature

Date

Social Security Number

Note: Return this document with your application.

POLICE TRAINING AGREEMENT

To ensure that the City of Winston-Salem does not invest time, resources and money training persons as police officers without receiving their services for a reasonable time thereafter, the following Agreement is made by and between _____ hereinafter “RECRUIT”), and the City of Winston-Salem, (hereinafter “CITY”).

1. CITY agrees to provide RECRUIT with training leading to the possibility of certification by the State of North Carolina as a sworn law enforcement officer.
2. RECRUIT, in consideration of training by CITY, agrees to reimburse CITY a portion of costs incurred by CITY for training of RECRUIT as a police officer if RECRUIT’S employment as a police officer is terminated within three years of certification as a law enforcement officer by the State of North Carolina. The amount of reimbursement shall be \$5,000.00.
3. The employment relationship existing between RECRUIT and CITY is without fixed duration and is terminable at the will of either party. For purposes of this Agreement, the termination date is the effective date of termination.
4. RECRUIT shall not be obligated to pay any sum of money to CITY pursuant to this Agreement in the event that RECRUIT’S employment is terminated by the CITY for any reason, except the conditions described in section 5 below.
5. Failure by the RECRUIT to comply with DEPARTMENT or CITY regulations may be deemed to be a voluntary termination of employment by the RECRUIT. This determination will be at the discretion of the POLICE CHIEF.
6. Any sums due and owing the CITY under this Agreement shall be paid in full not more than thirty (30) days from the termination date. Pursuant to N.C.G.S. § 95-25.8, the RECRUIT, hereby authorizes: the CITY to: (i) withhold delivery of any paycheck or salary due to the RECRUIT, after termination of employment if any sum of money is due and owing under the terms of this Agreement, and (ii) deduct any sum due under the terms of this Agreement from the RECRUIT’S salary and final paycheck consistent with the applicable limitations regarding minimum wage and overtime for hours worked. The RECRUIT waives any right to a reasonable opportunity to withdraw this authority, pursuant to N.C.G.S. § 95-25.8(a)(2) or (3). The excess salary owed, if any, shall be paid to the RECRUIT as soon as possible.
7. It is specifically agreed that these sums are not penalties for termination, but are rather to partially reimburse CITY for expenditures to train RECRUIT.

Acceleration Clause: The RECRUIT agrees that in the event the RECRUIT fails to make any payment due under any payment plan established pursuant to this agreement in a timely manner, all sums due under the payment plan shall become immediately due and payable. Further, the parties agree that such action shall entitle the CITY to pursue legal remedies for the entire balance immediately.

Consideration: The parties hereto expressly acknowledge the existence of consideration to support this agreement, the adequacy and sufficiency of which is duly acknowledged.

Merger Clause: This document contains the full, complete, and final Agreement of the parties and, upon its execution by the parties, is intended to be a binding contract under the laws of North Carolina.

The parties hereto have executed this Agreement in North Carolina this _____ day of, _____, 20_____.

CITY OF WINSTON-SALEM

By _____
City Manager (Designee)

STATE OF _____)
COUNTY OF _____)

(Recruit Signature)

I, a notary public of said County and State, do certify that _____ appeared before me this day and acknowledged the execution of the foregoing Agreement.

Witness my hand and seal or stamp this the ____ day of _____ 20_____ .

(Notary Signature)

My Commission expires: _____

(SEAL)

BIOGRAPHICAL DATA

THIS INFORMATION IS TO BE USED FOR BACKGROUND INVESTIGATION ONLY:

1. Name: _____ Age: _____

2. Spouse: _____ Age: _____

Address: _____

Employment: _____

Phone: _____ Work Phone: _____

3. Father: _____ Age: _____

Address: _____

Employment: _____

Phone: _____ Work Phone: _____

4. Mother: _____ Age: _____

Address: _____

Employment: _____

Phone: _____ Work Phone: _____

5. Brother (s): _____ Age: _____

Address: _____

Employment: _____

Phone: _____ Work Phone: _____

Brother (s): _____ Age: _____

Address: _____

Employment: _____

Phone: _____ Work Phone: _____

Brother (s): _____ Age: _____

Address: _____

Employment: _____

Phone: _____ Work Phone: _____

6. Sister (s): _____ Age: _____

Address: _____

Employment: _____

Phone: _____ Work Phone: _____

Sister (s): _____ Age: _____

Address: _____

Employment: _____

Phone: _____ Work Phone: _____

Sister (s): _____ Age: _____

Address: _____

Employment: _____

Phone: _____ Work Phone: _____

7. List children and age. Also list address if different from applicant:

Name: _____ Address: _____ Age: _____

Name: _____ Address: _____ Age: _____

INFORMATION FOR FINGERPRINTS AND RECORD CHECK

NAME: LAST NAME FIRST MIDDLE (OR MAIDEN)

ADDRESS: _____

_____ ZIP _____

MONTH/DAY/YEAR

COUNTY AND STATE

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

| SEX | RACE | HEIGHT | WEIGHT | EYES | HAIR |
|-----|------|--------|--------|------|------|
| | | | | | |

SOCIAL SECURITY NO. _____ - _____ - _____

DRIVER'S LICENSE NO. _____ STATE _____

POLICE OFFICER APPLICANT
SUPPLEMENTAL AUTOBIOGRAPHICAL INFORMATION FORM

NAME: _____

Instructions: In your own handwriting, please describe what led you to become interested in police work. Make your response at least one page long.

Winston-Salem Police Department

Police Officer Applicant Questionnaire



Instructions: The Police Applicant Questionnaire must be completed in its entirety. If printing the form for completion, fill out this questionnaire in your own handwriting, using black ink. If completing the form electronically, please do not type in all caps and be sure to use proper punctuation. This form should be completed by the applicant only. If the space provided for answers is not sufficient, you may complete your answer by adding additional pages and identifying the information by question number. If a question does not apply to you, indicate same by entering N/A in the blank.

NOTE: All statements are subject to verification and any incorrect statements or omissions may subject you to disqualification or dismissal. Truthful statements to any question will not necessarily exclude you from employment.

1. Full Name: _____ Age: _____

List any maiden, married, nicknames, stage names or aliases:

2. Have you ever legally changed your name or used any other name for any purpose? Yes _____ No _____

If yes, list name(s) and state reasons:

Name: _____ Reason: _____

3. If divorced or separated, list the following for each:
Former Spouse's Name: _____
Address: _____
Phone Number: () - _____
Work Phone (If Known): () - _____

4. Provide full names and telephone numbers for all adults (16 yrs. or older) who reside in your household (attach additional sheets if needed).

Name: _____
Phone Number: () - _____ Work Phone: () - _____
Name: _____
Phone Number: () - _____ Work Phone: () - _____

5. Are you a U.S. citizen? Yes _____ No _____

Do you have proof of this status? Yes _____ No _____

What proof do you have? _____

Other than English, What languages can you read, write or speak fluently?

6. Were you ever suspended from high school/college? Yes _____ No _____

If yes, state reasons:

School: _____ Grade: _____ Reason: _____

7. If you were ever enrolled at a college or university, were you ever charged with a student code of conduct violation or made to appear before a disciplinary committee or given a hearing regarding this violation?

If yes, please explain. Yes _____ No _____

Military

8. Have you ever served in the military? Yes _____ No _____
If yes, answer questions 9-12, if no, skip to Employment Section.

9. Are you eligible to re-enlist in the armed services? Yes _____ No _____

If no, please explain:

10. Explain any negative entries that may have been placed into your personnel file while in the military even though they may have been removed.

11. Were you ever questioned or charged in regard to any criminal activity while a member of the armed services? List even if the charge was dismissed or not prosecuted. Yes _____ No _____

If yes, please explain:

12. Describe any arrests or convictions under Uniform Code of Military Justice (Military).

13. Did you ever use or experiment with any illegal drugs while in the military?

Employment

****List ALL employment not previously listed on the application materials you received REGARDLESS of time frame on a separate sheet of paper and attach.****

Attachments(s) YES _____ NO _____

14. If unemployed, how are you supporting yourself and why are you unemployed?

15. Have you ever been employed as a Police Officer, Correction Officer, Court Officer, Security Guard or in any other law enforcement-related position? If yes, with what agency, state your position, the agency employed with and the amount of time you were employed: Yes _____ No _____
Why did you leave?

16. Have you ever received any type of corrective counseling, written warning, verbal warning, suspension or termination, from an employer, due to poor performance, misconduct or rules violations? If yes, list employer and explain the circumstances: Yes _____ No _____

17. Have you ever been denied a job, asked to leave or resign from a job? (*include criminal justice agencies, military service, and any other employment*)
If yes, provide the following: Yes _____ No _____

| Year: | Agency: | Reason: |
|-------|---------|---------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

18. Have you ever been tested on a polygraph for any reason (employment/criminal)?
If yes, explain the circumstances and list the involved agency and dates. Yes _____ No _____

Provide explanations, for any "YES" responses, in the area below. Be sure to reference your explanation with the corresponding question number.

- 19. Have you ever quit a job in lieu of being terminated? Yes_____ No_____
- 20. Have you ever been terminated from employment? Yes_____ No_____
- 21. Are you currently having problems with any co-worker or supervisor? Yes_____ No_____
- 22. Have you ever received a poor work performance evaluation at any job? Yes_____ No_____
- 23. Have you ever been accused/questioned of bias or sexual harassment? Yes_____ No_____
- 24. Have you ever received worker's compensation or unemployment compensation that you were not entitled to receive? Yes_____ No_____
- 25. Have you ever been paid "under the table" or "off the books"? Yes_____ No_____
- 26. Have you ever consumed alcohol while working? Yes_____ No_____
- 27. Have you ever used an illegal drug while working? Yes_____ No_____
- 28. Have you ever had sexual contact/relations while at work? Yes_____ No_____
- 29. Have you ever falsified your time sheet/card or business/company records? Yes_____ No_____

EXPLANATION AREA:

30. How many times in a normal work month have you been late for work? _____
 Reason(s): _____

What is the most valuable thing you ever took from an employer? _____

Many people have taken things from a place where they work without having permission to take the item(s). The items taken may have been cash, merchandise, or property. You may have simply borrowed one of these items and forgotten to return it, given merchandise to another person, or other such activities. **Below, list every item exceeding one dollar in value that you have ever taken from any employer. Use the back of this sheet if more space is needed. You do not need to include items valued at less than one dollar such as a pen, paper clip, envelope, etc.**

| Item Taken | Approx. Value | Month/Year | Employer |
|------------|---------------|------------|----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Total Value of Items Taken: _____

Theft

31. Have you ever stolen anything of value from a person or an entity? Yes _____ No _____
 If yes, what was stolen/taken, what was your age at the time and where did the incident take place?
32. Have you ever been the recipient of stolen goods or have you held stolen items for someone? If yes, explain: Yes _____ No _____
33. Have you ever taken or stolen anything from someone by force? If yes, explain: Yes _____ No _____
34. Have you ever taken a motor vehicle without authorization? If yes, explain: Yes _____ No _____
35. Have you ever taken or stolen anything from inside or off of a motor vehicle? If yes, explain: Yes _____ No _____
36. Have you ever knowingly possessed or distributed stolen items? If yes, explain: Yes _____ No _____
37. What is the most valuable item you have ever taken? _____

In the space provide below, please list EVERYTHING you have ever taken which you did not have permission to take. This does not include previously mentioned thefts from employers.

| Item Taken | Approx. Value | Month/Year |
|------------|---------------|------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Total Value of Items Taken: _____

Criminal Activity

38. How many times (*if ever*) have you stood by and observed someone else take part in criminal activity? _____ Please list and give a short summary.
39. Have you committed an illegal act since turning the age of 16? (*This is to include, but is not limited to, taking pen/pencils from an employer; taking change from a drawer at work for a drink; taking money out of a register; taking items for a scavenger hunt; shoplifting to any degree or similar actions.*)
If yes, please explain. Yes_____ No_____
40. Have you ever received an unauthorized discount or been given free merchandise of any kind from a friend, family member or other person at a business establishment that you reasonably should have known was unauthorized? If yes, please explain. Yes_____ No_____
41. Have you committed an illegal act in the last five years?
If yes, please explain. Yes_____ No_____
42. Describe **any** criminal activities you have participated in that might have gone undetected, were not reported or were settled prior to prosecution.
43. Have you ever reported any incident or crime to the police?
If yes, explain the incident(s) and list the involved agency and dates. Yes_____ No_____
44. Have you ever been questioned or interviewed by the police?
If yes, explain the incident(s) and list the involved agency and dates. Yes_____ No_____

Provide explanations, for any “YES” responses, in the area below. Be sure to reference your explanation with the corresponding question number.

45. Been arrested/detained by a law enforcement officer, even if the charges against you have been dismissed? Yes_____ No_____
46. Anyone ever taken out a warrant against you? Yes_____ No_____
47. Been contacted or questioned by the police as a possible suspect for any kind of criminal investigation? Yes_____ No_____
48. Currently wanted by any law enforcement agency anywhere? Yes_____ No_____
49. Falsely reported any crime or emergency situation to the police or other emergency response agency? Yes_____ No_____
50. Used any type of false identification? Yes_____ No_____
51. Used another person’s identity to obtain items or for any other reason? Yes_____ No_____
52. Used a credit, debit, or ATM card illegally? Yes_____ No_____
53. Used someone’s checks or credit cards without their permission? Yes_____ No_____
54. Wrote a check knowing you did not have funds to cover it? Yes_____ No_____
55. Committed any hate crime (racial, ethnic, religious, etc. motive)? Yes_____ No_____
56. Participated in a physical altercation/fight? (pushing, shoving, kicking) If yes, provide an explanation below, of the incident/s and when it occurred. Yes_____ No_____
57. Used or displayed a weapon during an altercation? Yes_____ No_____
58. Unlawfully caused death or serious injury to a person? Yes_____ No_____
59. Used a weapon against someone? Yes_____ No_____
60. Caused injury to another person? Yes_____ No_____
61. Possessed any illegal/unauthorized weapon? Yes_____ No_____
62. Illegally carried a weapon (i.e. No permit or legal authority)? Yes_____ No_____
63. Been denied a permit to carry a handgun? Yes_____ No_____
64. Manufactured or utilized an explosive or incendiary device? Yes_____ No_____
65. Intentionally damaged property belonging to someone else? Yes_____ No_____
66. Made a false or inflated insurance claim? Yes_____ No_____
67. Knowingly made a false statement on any official document? Yes_____ No_____
68. Knowingly made a false statement in a judicial proceeding? Yes_____ No_____
69. Took something from someone by force? Yes_____ No_____
70. Broke into a motor vehicle or went into an unlocked vehicle without Authorization? Yes_____ No_____
71. Broke into a building (home, business, storage unit, etc.)? Yes_____ No_____
72. Unlawfully set something on fire (vehicle, structure, etc.)? Yes_____ No_____
73. Kidnapped someone or unlawfully kept someone against his or her will? Yes_____ No_____
74. Have sexual contact with someone without their consent (using force, or when they were impaired or otherwise not mentally competent)? Yes_____ No_____
75. Been sexually involved with a minor(under the age of 16 at the time of incident), while you were an adult? Yes_____ No_____
76. Ever had sexual relations/contact with a family member? Yes_____ No_____
77. Paid for sex or been paid for sex (regardless of the location/local laws)? Yes_____ No_____
78. Exposed your genitalia in a public place? Yes_____ No_____
79. Been involved in any illegal sexual activity? Yes_____ No_____

- 80. Physically or sexually abused a child? Yes_____ No_____
- 81. Counterfeited or forge anything? Yes_____ No_____
- 82. Offered or accepted a bribe? Yes_____ No_____
- 83. Failed to appear in court when scheduled or under subpoena? Yes_____ No_____
- 84. Harassed or stalk someone? Yes_____ No_____
- 85. Used physical force with your spouse/significant other (strike, slap, push)? Yes_____ No_____
- 86. Used physical force with a child (beyond simple spanking)? Yes_____ No_____
- 87. Been the subject of a restraining order or protective order? Yes_____ No_____
- 88. Made an illegal bet or take an illegal bet? Yes_____ No_____
- 89. Committed blackmail or any form of extortion? Yes_____ No_____
- 90. Been involved in any police investigation? Yes_____ No_____
- 91. Been convicted of a criminal offense? Yes_____ No_____
- 92. Had a criminal charge reduced in court? Yes_____ No_____
- 93. Had a criminal charge expunged or sealed? Yes_____ No_____
- 94. Have the police ever been contacted because of something you did? Yes_____ No_____
- 95. Ran from or attempted to evade a police officer? Yes_____ No_____
- 96. Impersonated a police officer? Yes_____ No_____

97. Have you ever committed, concealed, or participated in any of the following crimes?

- | | | |
|------------------------------------------|------------------|-----------------|
| Animal/Cruelty (Abuse/neglect) | Yes_____ No_____ | Last Time _____ |
| Trespassing | Yes_____ No_____ | Last Time _____ |
| Vandalism | Yes_____ No_____ | Last Time _____ |
| Hit and Run/ fled scene of an accident | Yes_____ No_____ | Last Time _____ |
| Sexual Contact with a Minor | Yes_____ No_____ | Last Time _____ |
| Illegally Carrying a Concealed Weapon | Yes_____ No_____ | Last Time _____ |
| Assault | Yes_____ No_____ | Last Time _____ |
| Theft from a store as a child | Yes_____ No_____ | Last Time _____ |
| Theft from a store as an adult | Yes_____ No_____ | Last Time _____ |
| Take an item from a hotel/motel | Yes_____ No_____ | Last Time _____ |
| Steal anything in your life | Yes_____ No_____ | Last Time _____ |
| Counterfeiting | Yes_____ No_____ | Last Time _____ |
| Blackmail | Yes_____ No_____ | Last Time _____ |
| Breaking and Entering | Yes_____ No_____ | Last Time _____ |
| Stole something from a construction site | Yes_____ No_____ | Last Time _____ |
| Call in a Bomb Threat | Yes_____ No_____ | Last Time _____ |
| Public Intoxication | Yes_____ No_____ | Last Time _____ |

98. What is the most serious criminal act you ever committed, whether detected or undetected?

GAMBLING

99. What type of Gambling do you do (to include lottery tickets)?
100. How much time have you lost from work due to gambling?
101. Do you ever gamble to get money with which to pay debts or otherwise solve financial difficulties? If yes, explain: Yes _____ No _____
102. Have you ever gambled until your last dollar was gone? If yes, explain: Yes _____ No _____
103. Do you ever borrow to finance gambling? If yes, explain: Yes _____ No _____
104. Have you ever sold any personal property to finance gambling? If yes, explain: Yes _____ No _____
105. Have you ever committed or considered committing an illegal act to finance gambling? If yes, explain: Yes _____ No _____
106. Have you ever worked for a gambler? If yes, explain: Yes _____ No _____
107. When was the last time you used a bookie to make a bet?
108. What is the most you have ever won? _____
109. What is the most you have lost? _____

ALCOHOL USE:

110. Purchased alcohol for a minor? Yes _____ No _____
111. Been arrested for an alcohol related crime? Yes _____ No _____
112. Have you ever been stopped for driving under the influence, but not taken to jail? Yes _____ No _____
113. Have you consumed an alcoholic beverage prior to turning the legal age of 21? Yes _____ No _____

EXPLANATION AREA:

In the space provided, explain any 'yes' answer that you have given in the previous questions. Give the approximate date of the incident and describe the circumstances. Use the back of this page if additional space is needed.

Illegal Drug Use:

In the chart below, write the dates of your first and last use for each illegal drug. The dates should be as accurate as possible. Remember, lying is an intentional act, not an honest error.

When asked to give the maximum number of times used for an illegal drug, you must give the absolute maximum number. If you are not sure how many times you used an illegal drug, then state the maximum number of times you could have used it.

In the 'how drug used' column, write if the drug was injected, snorted, smoked, ingested, etc.

If you have never used one of the listed illegal drugs, indicate such in the 'never' column.

| DRUG USED | 1 ST TIME USED | LAST TIME USED | MAX TIMES USED | HOW USED | NEVER |
|------------------------------------|---------------------------|----------------|----------------|----------|-------|
| Marijuana | | | | | |
| Hashish | | | | | |
| PCP | | | | | |
| Angel Dust | | | | | |
| THC | | | | | |
| LSD/ Acid | | | | | |
| Peyote | | | | | |
| Mescaline | | | | | |
| Heroin | | | | | |
| Cocaine | | | | | |
| Crack | | | | | |
| Quaaludes | | | | | |
| Downers | | | | | |
| Tranquilizers | | | | | |
| Amphetamines | | | | | |
| Steroids | | | | | |
| Ecstasy | | | | | |
| Dilaudid | | | | | |
| Speed | | | | | |
| Inhalants | | | | | |
| Methamphetamine | | | | | |
| Crank | | | | | |
| Psilocybin (Mushrooms) | | | | | |
| Bath Salts | | | | | |
| K2/Spice | | | | | |
| Rx. Drugs not prescribed to you | | | | | |
| Others (list type): _____ | | | | | |

114. Used any other illegal substance that has not been mentioned? Yes_____ No_____
115. Used a prescription medication for recreational purposes? Yes_____ No_____
116. Given or sold your own prescription medication? Yes_____ No_____
117. Purchased any illegal drug? Yes_____ No_____
118. Sold any illegal drug? Yes_____ No_____
119. Manufactured, grown, or harvested an illegal drug? Yes_____ No_____
120. Transported, Delivered or distributed any illegal drug? Yes_____ No_____
121. Held or stored an illegal drug for someone else? Yes_____ No_____
122. Operated a motor vehicle while under the influence of an illegal drug, prescription medication or over the counter medication? Yes_____ No_____
123. Have you been present when anyone:
- Used illegal drugs
 - Sold illegal drugs
 - Cooked illegal drugs
 - Packaged illegal drugs
 - Transported illegal drugs
124. When is the last time you have been in the presence of an illegal drug (excluding circumstances while serving in a sworn capacity) law enforcement? (Explain below) ____/____/____
125. Approximately, how many of your family members, friends or associates use marijuana and/or illegal drugs? (Explain below) _____
126. Have you ever used illegal drugs, steroids, inhalants or prescription medication not prescribed to you while employed with any emergency services organization (i.e. EMS or Fire Department) **OR** while in the military? Yes_____ No_____
127. Have you ever exchanged or traded any illegal drugs, including marijuana, for a beer, sandwich, drink, or other material item? Yes_____ No_____

EXPLANATION AREA:

In the space provided, explain any 'yes' answer that you have given in the previous questions. Give the approximate date of the incident and describe the circumstances. Use the back of this page if additional space is needed

Security Information:

128. Have you ever accessed classified information without authorization? Yes_____ No_____
129. Have you ever given your time, money, or support to any individual, group or organization you knew to be involved in activities that are violent or harmful? Yes_____ No_____
130. Have you ever been or are you presently associated with a member of a criminal youth gang, street gang, outlaw motorcycle gang, terrorist group, white supremacy group (Ex- Bloods, Crips, Latin Kings, MS13, Norteño, Outlaws, Hells Angels, Alqueda, Ku Klux Klan) or any other organization that engages in criminal activity? Yes_____ No_____
131. Have you ever been a member of a group or organization that advocated violence, racism or other illegal activities? Yes_____ No_____
132. Have you ever belonged to any group/organization which advocated the overthrow of the U. S. Government?
A. Were you asked to join? Yes_____ No_____
B. How many of your friends/associates are members? _____
C. Did you ever know anyone who was? Yes_____ No_____
133. Have you ever been involved in any type of terrorist activities? Yes_____ No_____
134. Have you ever been involved in any type of riot, illegal demonstration or illegal strike? Yes_____ No_____
135. Have you ever committed any crime for political or social reasons? Yes_____ No_____
136. Have you ever used a computer to commit a crime? Yes_____ No_____
137. Have you ever possessed, sold, produced, or distributed child pornography? Yes_____ No_____
138. Have you ever viewed or downloaded child pornography? Yes_____ No_____
139. Have you ever accessed any United States government computer system without authorization? Yes_____ No_____
140. Have you ever misused a United States government computer system? Yes_____ No_____
141. Have you ever held citizenship in a foreign country or dual citizenship? Yes_____ No_____
142. Have you ever resided outside the United States? Yes_____ No_____
143. Have you ever had a professional or liaison relationship with a Non-United States citizen? Yes_____ No_____
144. Have you ever owned or co-owned a foreign business or foreign financial account? Yes_____ No_____
145. Have you ever had a close and continuing personal relationship with a Non-United States citizen? (regular contact, shared living space, intimate nature, etc., this excludes family members) Yes_____ No_____
146. Have you ever assisted a Non-United States citizen to illegally enter or remain in the United States? Yes_____ No_____
147. Have you ever been arrested, detained, or questioned by a foreign law enforcement agency, foreign intelligence service, or foreign security service? Yes_____ No_____

Driving

155. Do you now or have you ever had a driver's license in another State? Yes _____ No _____

If yes, list all states, driver's license numbers and the approximate time frame in which you had them.

| State | DL# | From | To |
|-------|-------|----------------|----------------|
| _____ | _____ | ____/____/____ | ____/____/____ |
| _____ | _____ | ____/____/____ | ____/____/____ |
| _____ | _____ | ____/____/____ | ____/____/____ |
| _____ | _____ | ____/____/____ | ____/____/____ |
| _____ | _____ | ____/____/____ | ____/____/____ |

List all convictions in states other than N.C. even if not licensed by that state:

| Violation | Date | State | Penalty |
|-----------|----------------|-------|---------|
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |

156. How many vehicle accidents (whether your fault or not) have you had since you have been driving?

For all accidents document the following information:

| <u>Investigating Agency:</u> | <u>Date:</u> | <u>Location (Street):</u> | <u>City/State:</u> |
|------------------------------|----------------|---------------------------|--------------------|
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |

Explain the circumstances surrounding each accident:

Financial Responsibilities

157. Are you able to manage your finances? If no, Please explain below: Yes_____ No_____
158. Do you own or rent your current residence? Own_____ Rent_____
- List landlord's name: _____
- Phone # _____
- County: _____
159. Do you pay personal property taxes to that county? Yes_____ No_____
160. Have you ever been sued or do you have any outstanding civil judgments against you? If YES, please explain below: Yes_____ No_____

| County & State Filed: | Type of Civil Action (Suit): | Amount: |
|-----------------------|------------------------------|---------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

161. Have you ever filed for bankruptcy? If YES, please explain below: Yes_____ No_____
- If yes, document the following:
- | County/State Filed: | Date Filed: | Amount: | Chapter 7, 11, 13 |
|---------------------|----------------|---------|-------------------|
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |
| _____ | ____/____/____ | _____ | _____ |

162. Have you ever sued anyone in civil court? If YES, please explain below: Yes_____ No_____
163. Have you ever had a vehicle or any other personal or real estate property repossessed (*voluntarily or involuntarily*)? If YES, please explain below: Yes_____ No_____
164. Do you file your State and Federal income taxes on time? Yes_____ No_____
- If No, please explain below: _____
165. Have you ever failed to file your taxes on time? If YES, please explain below: Yes_____ No_____

EXPLANATION AREA:

Provide explanations, for any required responses, in the area below. Be sure to reference your explanation with the corresponding question number.

Character

166. Have you ever posted nude or explicit pictures or videos of yourself or other individuals on the internet or any other forum by which these materials could fall into the public domain, which includes text messages, social media messages, etc? If yes, please explain.

Yes_____ No_____

167. How would you describe yourself?

168. A. What are your SHORT range goals and objectives?

B. How are you preparing to achieve them?

169. A. What are your LONG range goals and objectives?

B. How are you preparing to achieve them?

170. Give an example of an event in your life that demonstrates your integrity.

171. A. How do you function when placed under pressure or prolonged stress?
- B. Describe your ability to work under pressure.
172. What experiences have you had with a stressful situation? How did you resolve these?
173. How do you feel about working an assignment with someone of the opposite sex?
174. What do people do that makes you angry?
175. How do you handle that anger?
176. Looking back on your life, what would you change or do differently if you could?
177. Looking back on your life, what accomplishment makes you most proud? (*Be specific.*)
178. What makes you least proud?

179. In your opinion, what are your two best qualities?

One: _____

Two: _____

What are your two worst qualities?

One: _____

Two: _____

180. Think of the person who knows you as well or better than anyone else. What would they say are your two best qualities?

One: _____

Two: _____

What would they say are your two worst qualities?

One: _____

Two: _____

181. Do you know any law enforcement, corrections, or other criminal justice officers?

If yes, list officer's name and department.

| Officer | Department | Years/Months Known |
|---------|------------|--------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Position Related Questions

182. What do you think is the most important thing for a police officer to remember when dealing with:

A. The victim of a crime:

B. A person under arrest:

183. How do you feel about enforcing a law with which you do not agree?

184. Would you have a problem arresting a friend? If yes, please explain Yes_____ No_____

185. What do you consider to be good traits of a police officer?

186. Which of these traits do you consider yourself to have?

187. What are the most important rewards you expect from your career?

188. Are you able and willing (*when required*) to adhere to last minute schedule changes? (*Report for duty on off days or when not scheduled due to special events or emergencies.*) Yes_____ No_____

189. Do you object to working on weekends? If yes, please explain: Yes_____ No_____

190. Are you able and willing to meet this department's grooming standards and wear uniforms as issued by the department (*See attachment within Application Package titled "Personal Appearance Standards"*)? Yes _____ No _____

191. Are you able and willing to render emergency aid to trauma victims, identify deceased persons and witness autopsies? Yes _____ No _____

192. Are you able and willing to use deadly force, take the life of another human being, if necessary to protect your life or that of another? Yes _____ No _____

193. Have you **ever** applied with any other law enforcement agency or private company police? Yes _____ No _____

If yes, provide the following:

| Agency/Company: | Date Applied: | Status of Application: |
|-----------------|---------------|------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

On what basis would you select this job over the others?

What salary do you expect from this police department? _____

194. What could change your mind about pursuing this career?

195. Do you have any ties to the Winston-Salem area? If yes, please explain: Yes _____ No _____

PRIOR LAW ENFORCEMENT SERVICE:

****Complete the section below ONLY if you have had SWORN prior law enforcement service****

The following questions refer to involvement in specific acts at any time in the past. Explain any 'yes' answers below. Be sure to reference your explanation with the corresponding question number.

While employed as a law enforcement officer, indicate if you ever engaged in any of the following:

1. Take something that did not belong to you while on duty? Yes _____ No _____
2. Keep anything you or anyone else removed from any building, residence, prisoner, citizen, vehicle, crime scene, etc. Yes _____ No _____
3. Drink alcohol or use any controlled or illegal substance while on duty? Yes _____ No _____
4. Have sexual relations while on duty? Yes _____ No _____
5. Commit any felony or misdemeanor criminal act while on duty? Yes _____ No _____
6. Use excessive force? Yes _____ No _____
7. Accept anything in exchange for (not) performing your duties? Yes _____ No _____
8. Remove, copy, or read a file or document when not authorized to do so? Yes _____ No _____
9. Make a false report or unlawfully alter a document? Yes _____ No _____
10. Plant evidence or otherwise "frame" someone? Yes _____ No _____
11. Lie in court, on a report, or on an affidavit? Yes _____ No _____
12. Destroy property, evidence, or contraband without logging it in? Yes _____ No _____
13. Been terminated, asked to resign, or resigned in lieu of termination? Yes _____ No _____
14. Received a written reprimand? If so, how many times? _____ Yes _____ No _____
15. Received a suspension? If so, how many times? _____ Yes _____ No _____
16. Been formally investigated for misconduct? Yes _____ No _____
17. Received any other type of disciplinary action? Yes _____ No _____
18. Lied to anyone during an internal investigation? Yes _____ No _____
19. Done anything on duty for which you could have been fired? Yes _____ No _____
20. How many excessive force complaints have you received? _____
21. How many citizen complaints have you received? _____
22. Did you ever warn a person that they were the subject of a criminal investigation? Yes _____ No _____
23. Cover-up a crime committed by a fellow officer? Yes _____ No _____
Use your official position for personal gain? Yes _____ No _____
24. Use your position to intimidate your spouse/significant other? Yes _____ No _____

EXPLANATION AREA: (write on the reverse side of the page if necessary.)

JOB DESCRIPTION

Officers must work varied shifts, must operate a patrol car, or motorcycle in emergency and non-emergency conditions and walk and run to provide foot patrol. Officers must work in all types of weather conditions which may involve extreme heat or extreme cold. They initiate and respond to radio communications and answer calls and complaints. Officers must make custodial arrests, handle mental commitments, testify in court, provide escorts, report unsafe conditions in the community, conduct criminal investigations, gather evidence, interview victims and witnesses, prepare detailed reports, handle complex situations such as hostage negotiation, high risk arrest, suicide attempts, hazardous material spills and disaster scenes. Officers are required to engage in covert surveillance and stake outs, investigate traffic accidents, enforce motor vehicle laws, provide traffic control, monitor high accident locations, and may be required to operate speed measurement equipment. Officers must perform searches of people, vehicles, buildings and large outdoor areas. Officers perform rescue operations which may involve lifting, carrying, or dragging persons and heavy objects, climbing over obstacles, jumping up or down, climbing through openings, jumping over obstacles, ditches and streams, crawling in confined areas and using body force to gain entrance through barriers and render first aid to the injured. Officers must deal fairly and impartially with others in many complicated and dangerous situations.

Is there any reason you feel that you cannot perform any of the tasks noted in this job description with or without a reasonable accommodation?

Yes _____ No _____

What accommodations, if any, would you need to perform any of these functions?

Applicant Signature: _____

Date Completed: _____

“PERSONAL APPEARANCE STANDARDS”

WINSTON-SALEM POLICE DEPARTMENT

The Winston-Salem Police Department in its efforts to maintain a professional image has adopted certain standards relating to personal appearance. This policy encompasses various aspects of uniform appearance and personal grooming. The following **excerpts**, direct from departmental policy, are provided for your consideration. Please take note of the bolded sections.

GENERAL ORDER: 1.16

SUBJECT: Personal Appearance Standards

PURPOSE: To establish procedures about personal appearance, for employees of the Winston-Salem Police Department.

This general order consists of the following numbered sections:

- I. General
- II. Definitions
- III. GROOMING**
- IV. Uniforms
- V. Uniform Equipment
- VI. Apparel for Special Units
- VII. Non-sworn Personnel Apparel
- VIII. Issued Soft Body Armor
- IX. Court Attire
- X. Training Attire
- XI. JEWELRY**
- XII. SUNGLASSES**
- XIII. Light Duty Apparel
- XIV. BODY ART/TATTOOS**
- XV. TOBACCO USE**
- XVI. CELL PHONES AND PAGERS**
- XVII. Knives and Multi-tools
- XVIII. Attachments

I. GENERAL

Personnel on duty will wear departmental issued uniforms or other clothing according to established Departmental procedures.

III. GROOMING- SWORN PERSONNEL

Officers on duty will maintain a neat, well-groomed appearance. Division/District/Unit Commanders may authorize alternate apparel and/or hairstyle for personnel in special assignments.

A. Hair

1. Officers' hair must be clean, neat and combed. Male officers will not wear hair longer than the top of the shirt collar when standing with the head in a normal posture. Uniformed female officers will not wear hair longer than the bottom of the shirt collar when standing with their head in a normal posture. The bulk or length of the hair will not interfere with the normal wearing of all standard headgear. Officers will not have their hair styled or fashioned so the hair itself protrudes more than two inches from the scalp.
2. Officers' sideburns will be neatly trimmed and will not extend lower than the lowest point of the ear.
3. This general order permits wigs or hairpieces if they conform to the above standards for natural hair.
4. All officers' hair must be of a natural color (i.e., blond, black, Brown, red, gray) and not such that would diminish the professional uniform appearance. Fluorescent or similar dyed hair colors are not acceptable.

B. Facial Hair

Officers will be clean-shaven, but may wear mustaches that do not extend more than ¼ inch below the upper lip line and ½ inch in length beyond the edge of the mouth.

C. Fingernails

Fingernails should not protrude beyond the end of the fingertip and must be kept clean. Only clear polish will be acceptable for uniform personnel. Officers will not wear jewelry in or on the fingernails.

XI. JEWELRY

- A. Officers are not permitted to wear necklaces, earrings, bracelets, or any other jewelry that presents a threat to personal safety i.e., a necklace that is strong enough to use as a choking device, earrings that are easily grabbed and pulled through the skin, etc.
- B. Cosmetic make-up worn by uniformed personnel must be conservative both in appearance and application so as to be consistent with the uniform concept.
- C. The department will not be responsible for jewelry lost or damaged while on duty.
- D. Body piercing jewelry, other than earrings, that are visible when clothed in uniform or other work attire must be removed while on duty for all employees. Ear gauges designed to enlarge holes as well as tongue, nose, and eyebrow piercing jewelry is also prohibited while on duty. Piercing of this nature interferes with communication, does not reflect a professional appearance, and can be a safety issue. Female employees are permitted to wear up to two earrings in the ear lobe per ear and those earrings must be consistent with the uniform concept. Male sworn employees while working in undercover assignments

are authorized to wear earrings through the ears that do not constitute a potential safety hazard. Otherwise, male employees are not permitted to wear earrings.

XII. SUNGLASSES

Uniformed officers may wear sunglasses with metal or black plastic frames. Mirror, fluorescent color or reflector lenses are not acceptable. Sunglasses must be removed when talking to a member of the public unless a specific safety hazard dictates otherwise. Sunglasses shall be worn in a professional manner.

XIV. BODY ART/TATTOOS

The display of body art and/or tattoos while on duty is permissible generally. In certain cases, the employee's Division Commander may direct that the tattoo or body art be covered to preserve a professional appearance.

XV. TOBACCO USE

Personnel will not use any type of tobacco product while speaking in-person to any citizen during official police business. Personnel shall also adhere to the City of Winston-Salem Tobacco Free Workplace Policy.

XVI. CELLULAR TELEPHONES AND PAGERS

Officers may use personal cellular telephones and pagers. Devices worn on uniforms must be black or silver in color. No hands free or wireless earpieces will be worn while speaking in-person to any citizen during official police business.

Applicant Name: _____

Position Applied For: **Police Officer**

Tattoo: _____

Meaning of tattoo: _____

Tattoo: _____

Meaning of tattoo: _____

Tattoo: _____

Meaning of tattoo: _____

Tattoo: _____

Meaning of tattoo: _____

Tattoo: _____

Meaning of tattoo: _____

Tattoo: _____

Meaning of tattoo: _____

Tattoo: _____

Meaning of tattoo: _____

Tattoo: _____

Meaning of tattoo: _____

Tattoo: _____

Meaning of tattoo: _____

Information to be provided to all applicants of the Winston-Salem Police Department

Integrity

Of the many important characteristics a Police Officer must possess, integrity ranks as one of the highest on the list. In simple terms, integrity can be defined as what you do when no one else is watching. **Truthfulness is crucial for all employees.** **Any intentional falsification or omissions throughout any part of the application process (to include submission of applications or application materials, interviews during ANY portion of the process, or conversations had during the process) will be considered an integrity issue and result in permanent disqualification of an applicant for any position within the Winston-Salem Police Department.**

I have read and fully understand the above statements.

(Applicant/Officer Signature)

(Printed Name)

Address: _____

Phone Number: _____

STATE OF _____
COUNTY OF _____

Subscribed and sworn to before me this
the _____ day of _____, 20 ____

Notary Public and Seal

My commission expires: _____

Authorization for Release of Information to North Carolina Criminal Justice Education and Training Standards Commission

To Whom It May Concern:

I am an applicant/certified officer for criminal justice officer certification, corrections officer, or a certified officer with the North Carolina Criminal Justice Education & Training Standards Commission. In order to determine my suitability for certification or continued certification, I understand that the North Carolina Criminal Justice Education & Training Standards Commission must make a thorough investigation of my personal records and personal background. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I, _____, DOB, _____, Operators License # _____, do hereby and authorize any bank, credit union, lending or financial institution, credit bureau, consumer report agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional including mental health, alcohol treatment center, hospital or other repository of medical records, insurance company, governmental agency, criminal or civilian courts, certification/licensing commission, military organization, National Personnel Records Center, Air Force Personnel Center, Air Reserve Personnel Center, Coast Guard Personnel Center, Marine Corps Manpower Management Records & Performance, Marine Forces Reserve, Army Human Resources Command, Navy Personnel Command, Department of Veterans Affairs, Division of Commissioned Corps Officer Support, and any other individual agency to produce and provide copies of any and all information to the North Carolina Criminal Justice Education & Training Standards Commission regarding me, whether of a privileged or confidential nature.

Moreover, I hereby release the North Carolina Criminal Justice Education & Training Standards Commission from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my application for certification. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I further waive all right to inspect or review any information compiled in reference to my application for certification as allowed by law. I do further authorize the North Carolina Criminal Justice Education & Training Standards Commission, its agents and employees, to release copies of any and all information to any agency or entity regulating the certification, authority or conduct of law enforcement officers. This is to include, but not limited to: North Carolina Criminal Justice Education & Training Standards Commission, North Carolina Sheriffs' Education & Training Standards Commission, North Carolina Attorney General's Office, agencies of other states and the federal government, and the applicant's/officer's employing agency.

I hereby acknowledge that this Authorization for Release of Information shall remain valid for the duration of the application process through the North Carolina Criminal Justice Education and training Standards Commission and shall not expire until such time as my application for certification is ultimately denied. In the event that I am issued certification, I further acknowledge that this Authorization for Release of Information shall remain valid until such time as my certification expires, is permanently surrendered to the Commission, or is revoked by entry of a Final Agency Decision.

A copy of this document is considered valid, just as the original. I have read and fully understand the above statements.

STATE OF NORTH CAROLINA
COUNTY OF _____

Subscribed and Sworn to before Me, this
The ____ day of _____ 20____

(Notary Signature)

My Commission Expires: _____

Applicant Signature

Printed Name

Date

Address

Phone Number: _____