Perspective Police Candidates:

Police Officers (Fulltime)

Applicants applying for a fulltime position with the Great Barrington Police will be selected from the Massachusetts Civil Service list provided by the Human Resources Division. The hiring process will be conducted in accordance with all applicable Civil Service Rules and Regulations.

Once the Town makes a request to the Human Resources Division for a list of candidates, the HRD will notify candidates to report to Town Hall and indicate whether or not they are interested in being considered for a position. Candidates whom indicate a willingness to apply for a position will be given an application from the Town Manager’s Office which is returnable within ten days. Resumes are to be included. Interviews will be scheduled after a review of the applications. The hiring process is estimated to take 10 to 12 weeks. This time period includes a detailed background investigation of candidates.

Candidates selected will be offered a conditional appointment subject to successful passing of a physical, psychological examination and the Civil Service Physical Abilities Test.

Candidates not chosen will be notified in writing within thirty days of a selection. To reapply candidates must again meet all conditions of the Civil Service selection process.

Reserve Officers (Part-time)

Reserve Officers are hired on an as needed basis. Advertised vacancies and applications can be found at www.townofgb.org under Jobs & Opportunities as well as under the Police Department menu. Vacancies are also advertised in the local publication Shopper’s Guide. Resumes are to be included with the returned application. Interviews will be scheduled after a review of applications. The hiring process is expected to take 10-12 weeks. This time period includes a detailed background investigation of candidates.

Candidates selected will be offered a conditional appointment subject to successful passing of a physical, psychological examination and the Reserve Police Academy. Candidates not chosen will be notified in writing within thirty days of a selection. To reapply candidates must again follow the above process.

Civilian Positions:

Applicants for civilian positions within the police department will fill out a general job application for the Town of Great Barrington. Advertised vacancies and applications can be found at www.townofgb.org under Jobs & Opportunities. Resumes are welcome. Interviews will be scheduled after a review of applications. The hiring process is expected to take 8-10 weeks. The selected applicant must successfully pass a medical evaluation required by the Town. Applicants not selected will be informed in writing within thirty days of a selection. Applicants who are not selected are welcome to reapply for future job openings.
APPLICATION FOR EMPLOYMENT

Check Position Sought:

Regular Police _____ Reserve Police _____

1. These forms must be typewritten or printed in blue or black ink by the applicant himself/herself.

2. All questions must be answered, if applicable. If not applicable, indicate N/A.

3. Failure to answer any and all questions truthfully, accurately or completely shall result in the applicant's disqualification, or, if discovered after an individual is hired, termination from employment.

4. If the space provided is not sufficient for complete answers, or you wish to make additional comments, attach sheets the same size as these forms and indicate to which question those sheets pertain.

5. You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are absolutely accurate.

6. If, after submitting this application, you become no longer interested in appointment, please notify the Chief of Police in a timely manner.

7. All applicants must submit the following documents with their applications.
   a. One certified copy of your High School Diploma or Equivalency Certificate
   b. One certified copy of your higher education diploma (if applicable), and all transcripts from any/all college and graduate study.
   c. One certified copy of your birth certificate.
   d. Writing Sample -- Please submit with your application a handwritten (or
printed) 150 word essay explaining why you want to be a police officer (or dispatcher.) You may also include in this essay other topic areas such as your career goals.

e. A copy of your social security card.

f. A copy of your driver's license.

I have read and understand the above instructions.

Candidate: ________________________________

This application will be held on file for a period of _________ years.

Date Received: ___________________________
To The Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, national origin or disability, (As does the Americans with Disabilities Act). Federal Law also prohibits discrimination on the basis of age with respect to certain individuals. The Laws of Massachusetts also prohibit some or all of the above-stated discrimination as well as some additional types, such as discrimination based upon ancestry, sexual orientation and marital status.

Questions with an asterisk (*) immediately to the left of the questions are optional. Although the information is useful in our examination of applicants, your decision not to answer any or all of the asterisk questions will not be held against you.

I. PERSONAL HISTORY

a.

Name: ____________________________________________
        (First) (Middle) (Last)

Address: __________________________________________
        (Number & Street)

        __________________________________________
        (City/Town) (State)/(Country) (Zip)

Email: ____________________________________________

b. Date of Birth: _______________ Social Security No.: _______________

c. Other Names Used: Give any other names by which you have been legally known (if any):

Name: ___________________________________________ Date(s) When Used: ___________

Why Used: ________________________________________

Name: ___________________________________________ Date(s) When Used: ___________

Why Used: ________________________________________


d. How long have you lived at this address? ____________________
   Phone: ____________________ ____________________
   (Home) (Business)

e. Neighbor's Name, Address and Telephone Number who can verify above:
   Name: ____________________
   Address: ____________________
   Phone: ____________________

f. *Weight (without clothes) __________ *Height (without shoes) ______

g. In chronological order, please state every place you have resided within the past ten years. Include addresses while attending school, if away from home, and all military addresses. (Note: Your present address should be listed on the first line below.)

<table>
<thead>
<tr>
<th>From Month/Year</th>
<th>To Month/Year</th>
<th>Address</th>
<th>(Apt. #)</th>
<th>City/Town</th>
<th>State</th>
<th>Landlord's Name and Telephone #</th>
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</tbody>
</table>
h. List all credit card accounts for which you are responsible. (Give account name, e.g., Filenes, account numbers and current balance).

<table>
<thead>
<tr>
<th>Card Name</th>
<th>Account Number</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

i. Do you own a home [ ], rent [ ], live with parents [ ], other [ ]? If other, please elaborate __________________________. If you own a home, give the name and address of mortgage holder:

Mortgage Holder: ____________________________________________

Address: ______________________________________ Phone: ______________________

j. Do you own any other real estate? Yes [ ] No [ ] If yes, give details.

<table>
<thead>
<tr>
<th>Address</th>
<th>State</th>
<th>Mortgage Held By</th>
<th>Mortgage Holder's Phone</th>
<th>Type of Property (Residential, Rental, Commercial, etc.)</th>
</tr>
</thead>
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</tbody>
</table>

k. Are you lawfully eligible for employment in the United States? Yes [ ] No [ ]

l. Do you have a relative employed by this municipality? Yes [ ] No [ ] If yes, please give name and relationship: ____________________________________________
m. Do you personally know any police officers working in this department?
   Yes [ ] No [ ] If yes, name and rank (if known): ____________________________

n. Are you willing to work any shift, including, for example, 11p.m. - 7 a.m. or
   midnight to 8:00 a.m. during the week, and holidays if required? Yes [ ] No [ ] If no,
   why not? ________________________________________________________________

o. If your application is considered favorably, on what date can you start work?
   ________________________________________________________________

p. Do you possess a valid driver's license from the Commonwealth of
   Massachusetts? Yes [ ] No [ ] Driver's License No.: ____________________________

q. Was your driver's license in this state, or any state, ever suspended or revoked?
   Yes [ ] No [ ] If yes, give details: __________________________________________

r. Have you previously submitted an application for any employment with this
   municipality? Yes [ ] No [ ] If yes, give the name of the agency, position sought and
   when. ________________________________________________________________

s. If you are applying for a position as a Reserve Officer, will be you available to
   attend court during the day? Yes [ ] No [ ] If there are any limitations, specify: _____

   ________________________________________________________________

t. Have you ever worked for this municipality before? If yes, give the name of the
   agency, position and when so employed. ________________________________

   ________________________________________________________________
II. EDUCATION

a. List the name and address of the following schools you attended and dates of graduation.

<table>
<thead>
<tr>
<th>School Name, Address and Phone Number</th>
<th>Graduated Yes/No</th>
<th>Number of Years Attended</th>
<th>Degree</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>College</td>
<td></td>
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</tr>
<tr>
<td>Graduate</td>
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<tr>
<td>Other: Equivalency, etc.</td>
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<tr>
<td>Courses Now Studying:</td>
<td></td>
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</tbody>
</table>

b. Were you ever dismissed from a school or was any disciplinary action, including scholastic probation, ever taken against you during your scholastic career? Yes [ ] No [ ] If yes, give school, date and action taken:

School: ____________________________ Date: ____________________
Action Taken: ____________________________

---

c. *List awards, honors, citations, positions held in school organizations, athletic endeavors, any other special recognition you received while attending school. Also list any special recognition you have received in your community since you left school.
(Exclude those organizations and awards which by their nature, name or character indicate the religion, race or national origin of its members.)

---

d. List any special abilities, interests, sports or hobbies along with degrees of proficiency:

---

e. Indicate your proficiency in each phase of each foreign language as “none”, “good”, or “fluent”.

<table>
<thead>
<tr>
<th>Language</th>
<th>None</th>
<th>Speak</th>
<th>Understand</th>
<th>Read</th>
<th>Write</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Good</td>
<td>Good</td>
<td>Good</td>
<td>Good</td>
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<td></td>
<td>Fluent</td>
<td>Fluent</td>
<td>Fluent</td>
<td>Fluent</td>
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</table>

| Spanish      |      |        |            |       |       |
| French       |      |        |            |       |       |
| Italian      |      |        |            |       |       |
| German       |      |        |            |       |       |
| Russian      |      |        |            |       |       |
| Greek        |      |        |            |       |       |
| Chinese      |      |        |            |       |       |
| Portuguese   |      |        |            |       |       |
| Laotian      |      |        |            |       |       |
| Vietnamese   |      |        |            |       |       |
| Japanese     |      |        |            |       |       |
| Other        |      |        |            |       |       |
f. Are you a member of the Bar? Yes [ ] No [ ] If yes, when admitted and in which state(s) or Federal Courts?

________________________


g. Please list any office machines, special equipment or computer systems with which you have experience.

________________________

________________________


h. Do you have any court suits pending against you? Yes [ ] No [ ] If yes, give details:

________________________

________________________


i. Have you ever been sued or had your wages garnished? Yes [ ] No [ ] If yes, give details:

________________________

________________________

________________________


j. Do you now owe money for traffic fines? Yes [ ] No [ ]
Do you now owe money for parking tickets? Yes [ ] No [ ]
Do you now owe money for excise taxes? Yes [ ] No [ ]
Do you now owe money for any moving violations? Yes [ ] No [ ]
Do you now owe money for income taxes? Yes [ ] No [ ]

If you answered yes to any of the above, please give complete details including the amount owed and to whom it is owned.

________________________

________________________

________________________

________________________
III. EMPLOYMENT HISTORY

a. In reverse chronological order, list all employments (including summer and part-time employments while attending school). All time must be accounted for. If unemployed for a period, set forth the dates of unemployment. (Use additional sheets of paper if necessary.) Applicants may also include verifiable work performed on a volunteer basis.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Rates of Pay</th>
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<tbody>
<tr>
<td>From Mo./Yr.</td>
<td>To Mo./Yr</td>
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</table>

Reason for Leaving:

<table>
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<th>Rates of Pay</th>
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<tr>
<td>From Mo./Yr.</td>
<td>To Mo./Yr</td>
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<tr>
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<td>To Mo./Yr</td>
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<td>From Mo./Yr</td>
<td>To Mo./Yr</td>
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Reason for Leaving:

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<tr>
<td>From Mo./Yr</td>
<td>To Mo./Yr</td>
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</table>

Reason for Leaving:
b. Have you ever been fired or forced to resign because of misconduct or unsatisfactory employment? Yes [ ] No [ ]. If yes, give details:


c. Are you eligible for rehire with each of your former employers? Yes [ ] No [ ] If no, please explain:


Have you ever served on active duty in the Armed Forces of the United States or the National Guard? Yes [ ] No [ ] If yes, what was the highest rank attained? ________

If yes, please complete each of the following:

<table>
<thead>
<tr>
<th>Branch of Military Service</th>
<th>Serial Number</th>
<th>Dates of Active Duty</th>
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<td>FROM: _______________</td>
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<tr>
<td>Type of Discharge</td>
<td>Date of Discharge</td>
<td>Member of Reserve?</td>
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<td>Yes [ ] No [ ]</td>
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<td>Branch: __________</td>
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</tbody>
</table>

b. Was any type of disciplinary action taken against you in the Military Service?
Yes [ ] No [ ] If yes, explain:

c. Are you now or were you formerly in the National Guard?
[ ] Present  [ ] Former  [ ] Never
If you are a member of the National Guard and attend drills, meetings, or camps, give the name of the unit and location.

________________________________________________________________________________________

Summer Camp or Similar Training Attendance From: ___________ To: ___________
Location: __________________________________________
d. Do you claim Veterans Preference under the Civil Service Law?
   Yes [ ] No [ ]

   Basis:
   [ ] Active Duty prior to June 6, 1976
   [ ] Active Duty in Grenada
   [ ] Active Duty in Lebanon
   [ ] Active Duty in Persian Gulf
   [ ] Active Duty in Panamanian Intervention Force
   [ ] Other (Explain: ________________________________)

   If served on Active Duty, list dates:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________


e. If you were ever a member of the Armed Services, were you court-martialed?
   Yes [ ] No [ ] If yes, explain:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
V. REFERENCES

a. List three references (not relatives, in-laws, former or present employers, fellow employees or school teachers) who are responsible adults, have reputable standing in their community and who have known you for at least five years. All persons to whom you refer may be asked to appraise your character, ability, experience, personality and other qualities.

First Reference

Name:___________________________________________
Address:_________________________________________
________________________________________________
Phone:___________________________________________
How Does This Person Know You?_____________________
How Long Has This Person Known You?________________

Second Reference

Name:___________________________________________
Address:_________________________________________
________________________________________________
Phone:___________________________________________
How Does This Person Know You?_____________________
How Long Has This Person Known You?________________
Third Reference
Name: __________________________________________
Address: _______________________________________
______________________________________________
Phone: _________________________________________
How Does This Person Know You? __________________
______________________________________________
How Long Has This Person Known You? _________________
VI. LICENSES

a. Do you have experience with firearms? Yes [ ] No [ ] If yes, please explain:


b. Have you ever been issued a license to carry firearms? Yes [ ] No [ ] If yes, please specify:

<table>
<thead>
<tr>
<th>Issued By</th>
<th>Date Issued</th>
<th>Reason</th>
<th>Firearm License Number</th>
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</table>

c. Have you ever applied for and been denied a license to carry a firearm? Yes [ ] No [ ] If yes, please provide details, including the date of denial, person denying application and reason:


d. Have you ever been issued a Firearms Identification Card? Yes [ ] No [ ] If yes, please specify:

<table>
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<tr>
<th>Issued By</th>
<th>Date Issued</th>
<th>Card Number</th>
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</table>
e. Have you ever applied for and been denied a Firearms Identification Card?
Yes [ ] No [ ] If yes, please provide details, including the date of denial, person denying application and reason:

f. If the answer to 'b' or 'd' above is yes, was the license to carry or Firearms Identification Card ever revoked or suspended?
Yes [ ] No [ ] If yes, give details:

IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Thank you for completing this application and your interest in employment with the Great Barrington Police Department.
PLEASE READ THE FOLLOWING CAREFULLY AND SIGN BELOW INDICATING THAT YOU UNDERSTAND AND AGREE TO THE TERMS AS STATED.

I understand that a physical, which includes a drug screening urinalysis, may be required after an employment offer has been made. I understand that this is not a contract of employment and I or the municipality may sever the employment relationship at any time for any reason. Any oral or written statement to the contrary, including any which are made by a City/Town representative, are disavowed and may not be relied upon by any prospective or existing employee.

I understand also that this Department has established day and night tours for which I must be available as required. I further understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation, and I am aware that willfully withholding information or making false statements on this application will be the basis for rejection of my application or dismissal from the Department. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge. I hereby give the this Police Department authorization to contact any person reasonably related to the character and fitness investigation and to request that an independent credit report be prepared as to my financial condition. I also authorize any person contacted to share written and oral information which is reasonably related to the public safety position for which I am applying.

Finally, I hereby release, discharge and exonerate this municipality, its agents and representatives, and any person furnishing or receiving information, from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, or other information or investigations made by or on behalf of this municipality. This authority shall continue until revoked in writing by the undersigned.

_________________________________________   ________________________________
Date                                           Signature of Applicant

COMMONWEALTH OF MASSACHUSETTS

____________________, SS.

I, ________________________________, being duly sworn, depose and state I am the above named person. I signed the foregoing statement. I personally read and printed by hand or typewriter/printer answers to each and every question therein and I do solemnly swear that each and every answer is full, true and correct in every respect.

_________________________________________
Signature of Applicant

Sworn before me this ______ day of ____________________, 20__,

_________________________________________
Notary Public
My Commission Expires:
GENERAL RELEASE

Date: __________________________

I, ______________________________, born at __________________________ on __________________________, having filed an application for employment with the Great Barrington Police Department, consent to have an investigation made as to my moral character, reputation and fitness for the position to which I have applied. I also agree that such information as may be received, reported to and reviewed by the appointing authority. I agree to give any further information which may be required in reference to my past record.

I also authorize and request every person, firm, company, corporation, governmental agency, court, association or institution having control of any documents, records and other information pertaining to me, to furnish to the Great Barrington Police Department any such information, including, documents, records, files regarding charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit the police department or any of its agents or representatives to inspect and make copies of such documents, records and other information.

Specifically, in addition, I hereby authorize the release of the following data or records to the Great Barrington Police Department: ______________________________

I hereby release, discharge and exonerate the Great Barrington Police Department, its agents and representatives and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Great Barrington Police Department.

This authority shall continue for one year unless sooner revoked in writing by the undersigned.

__________________________________________________________
Signed

__________________________________________________________
Witness

__________________________________________________________
Address
CREDIT CHECK AUTHORIZATION

The undersigned applicant certifies that he/she has duly authorized this credit check, and he/she acknowledges that all information requested is for the exclusive, official use of the undersigned police department and for use only in connection with such investigation; and the consumer report requested is for a permissible purpose under the Fair Credit Reporting Act, of which the undersigned is knowledgeable.

Pursuant to the provisions of the Fair Credit Reporting Act, any person who knowingly and willfully obtains information from a consumer reporting agency under false pretenses shall be fined not more than $5000 or imprisoned for not more than one year, or both.

__________________________________________  __________________________________________
Applicant                                  Police Department Employee
                                          Requesting This Report

__________________________________________
Title

__________________________________________
Police Department Requesting Check
SMOKING PROHIBITION STATEMENT

“I understand that I am PROHIBITED by law from smoking tobacco products, at any time, as long as I am employed by the Town of Great Barrington as a police officer, regardless of rank, and that I MUST be terminated if I smoke.”

Signed_________________________________________       Date___________

Witness_________________________________________        Date___________

Witness_________________________________________        Date___________

To Police Officer Candidates:

Please be advised that in accordance with the provisions of Chapter 697, Section 117 of the Acts of 19 no person who smokes any tobacco products shall be eligible for appointment as a police officer, and persons appointed as a police officer shall not continue in that position of office if such person thereafter smokes any tobacco products.