

Minimum Guidelines

DO NOT RETURN. RETAIN THIS PAGE FOR OWN PURPOSES

The following minimum guidelines are not all-inclusive, but are among the principal factors considered in evaluating an applicant's candidacy for employment.

Any questions should be directed to the Office of Professional Standards, telephone 706-883-2635 or 706-883-2636.

1. Must not have any felony convictions. Conviction of a misdemeanor offense may possibly deem applicant unacceptable. Applicants who have by self-admission, committed crimes that were never detected, shall be presumed to have committed the crime or act. Pleas of Nolo Contendere are considered a conviction.
2. More than 1 DUI conviction or any DUI conviction in the past 5 years.
3. Must show a stable employment history.
4. Must have a credit history that reflects a pattern of credit stability. Must not have a bankruptcy in progress nor any pending garnishment or civil judgement, which may cause undue hardship while employed.
5. Must not have a history of illegal drug use. Shall not have used marijuana within 24-month period prior to date of application. Experimental usage of marijuana, prior to the age of 21 will not be sole reason for disqualifying a candidate.
6. Must successfully complete a polygraph examination.
7. Must not have had license suspended or revoked for reasons other than nonpayment of insurance premiums, in the last five years.

POLICE PATROL OFFICER

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The City of LaGrange, Georgia is seeking qualified candidates for the position of Patrol Officer. The 92 person department serves a population of 27K citizens about one hour from Atlanta-Hartsfield Airport. The ideal candidate will have exposure to law enforcement in a growing community, and be committed to Community Oriented Policing.

Minimum Requirements:

- High School Diploma or equivalent
- Must be at least 21 years of age
- Must be a U.S. Citizen
- Must not have been convicted of a crime that could have resulted in imprisonment.
- Must successfully pass the entry level assessment test for police officers.
- Must successfully undergo extensive character background, psychological, and aptitude testing.
- Must successfully complete police academy entrance exam and 240 hours of basic training in first 12 months of employment.
- Possess a valid driver's license.
- Must be able to perform the essential functions of the job

Desired Requirements:

- Two years of accredited college or university preferred with Georgia P.O.S.T. Certification or
- Four years accredited college or university with no certification

The City of LaGrange offers a lucrative benefits package including an employer paid retirement plan, PPO participation, Credit Union, 457 Deferred Compensation plan, and starting salary of \$30,576.00 during training. After training a 5% raise is given to \$32,094.40 based on schedule. (07/01/2006)

Return the following:

- application,
- essay,
- current photograph,
- copy of your valid driver's license,
- notarized consent form .

TO: Human Resources Department
City of LaGrange
Post Office Box 430
LaGrange, GA 30241

JOB APPLICANT'S PERSONAL REFERENCES

LIST FIVE (5) PERSONAL REFERENCES THAT MAY BE CONTACTED
BETWEEN 8 A.M. - 5 P.M. MONDAY THRU FRIDAY

PLEASE PRINT

NAME: _____ STREET ADDRESS: _____
CITY & STATE: _____ OCCUPATION: _____
HOME PHONE: _____ WORK PHONE: _____
FAX #: _____ EMAIL ADDRESS: _____

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HOM PHONE: _____ WORK PHONE: _____
FAX #: _____ EMAIL ADDRESS: _____

CONSENT FORM

I hereby authorize the City of LaGrange c/o the LaGrange Police Department to receive any criminal and/or driver history record information pertaining to me, which may be in the files of any State or Local criminal justice agency in Georgia.

Full Printed Name : _____

Address: _____

Sex : _____

Race : _____

Date of Birth : _____

Social Security Number : _____

Signature of Applicant : _____

Notary : _____

Date : _____

Equal Employment Opportunity Information Form

The City of LaGrange is required by the United States Equal Employment Opportunity Commission to collect and maintain the information requested below for EEO statistical reporting purposes. The information, which you provide, will be maintained separately from your application and will not be provided to City departments when you are referred for employment consideration. This section is voluntary and will be kept confidential.

Date : _____

Name : _____

Job/Position Applied for: _____

Sex : MALE FEMALE

Date of Birth : _____

Race/Ethnic Categories (check one)

- White Black Hispanic Asian or Pacific Islander
- American Indian or Alaskan Native

How did you hear about our department:

- Internet, please name the website _____
- Television
- Newspaper (If so which one) _____
- Job Fair, if so what date? _____
- Officer or Friend, if so can you tell us who it is? _____

If you heard about our department in a way not covered above, could you please indicate:

