



Howard County Police Department Background Investigation/Security Clearance Questionnaire

Requesting Section/Bureau: _____
Requesting Section/Bureau Supervisor: _____ Phone Ext: _____

Required Documents

Attach a copy of the applicant's photo identification and social security card.

POSITION: Custodian: _____ Contractor: _____ Other: Citizens Police Academy

Last: _____ First: _____ Middle: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ - _____ - _____ Cell Phone: _____ - _____ - _____ Work Phone: _____ - _____ - _____

Date of Birth: ____/____/____ Age: _____ Social Security Number: _____ - _____ - _____

If you have lived at the above address less than 5 years, list your addresses for the last 5 years

Street: _____

City: _____ State: _____ Zip Code: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Street: _____

City: _____ State: _____ Zip Code: _____

INSTRUCTIONS FOR ANSWERING THE FOLLOWING QUESTIONS

Provide completely truthful answers to all questions in this form. All answers and information you provide will be verified and checked by the Background Investigation Unit. Intentional false statements or intentionally misleading answers may result in the termination of consideration for employment or denial of a security clearance on grounds of dishonesty. Provide brief written explanations to all questions answered "Yes." List date, nature of charge, charging agency or department, and disposition (Guilty, Not Guilty, etc.).

Note: All questions pertain to Adult and Juvenile incidents

1. Have you ever been arrested or taken into custody by any law enforcement authority or private security authority? Yes No

If "yes," explain: _____

2. Have you ever received or had any knowledge of any criminal summonses listing you as a defendant in any criminal cases? Yes No

If "yes," explain: _____

3. Have you ever been convicted of committing any crimes? Yes No

If "yes," explain: _____

4. Have you ever been placed into a detention center, jail, or prison? Yes No

If "yes," explain: _____

5. Have you ever received Probation before Judgment (PBJ), or been placed on Probation or Parole? Yes No

If "yes," explain: _____

6. Have you ever had any criminal charges against you dismissed, dropped, or expunged?
(Note: Applicants for positions that require the carrying of firearms can be asked for information about past criminal activity as to which the court and police reports have been expunged. 71 Op. Atty. Gen. 242 (1986). Yes No

If "yes," explain: _____

7. Have you ever been questioned by any law enforcement or investigative agency as a suspect in a crime?
_____ Yes _____ No

If "yes," explain: _____

8. Have you provided completely truthful answers and information to all questions in this form?
_____ Yes _____ No

I hereby certify that the answers and information I have provided in this form are truthful to the best of my knowledge and belief. In signing below, I do so with the understanding that all statements I have made in this form, if found untruthful, may result in the termination of consideration for employment with the Howard County Police Department or denial of a security clearance.

Applicant's Signature: _____ Date: ____/____/_____

Applicant's Printed Name: _____

Witnessed By: _____

Witness Signature: _____



HOWARD COUNTY POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by a duly authorized agent of the Howard County Police Department, whether the said records are of public, private or confidential nature.

The intent of this Authorization is to give my consent for full and complete disclosure of the records as follows: Records of complaint, arrest, trial and/or convictions for alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by me or against me, wheresoever located; and to include the records and recollections of attorneys-at-law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had, an interest.

I reiterate and emphasize that the intent of this Authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a Background Investigation which may provide pertinent data for my suitability as a civilian/contractor/volunteer working within the Howard County Government. I understand that any information obtained by a personal history Background Investigation which is developed directly or indirectly, in whole or in part, upon this Release of Authorization, will be considered in determining my suitability as a civilian/contractor/volunteer employee.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this Release Form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

Print Name: _____ Signature: _____ Date: _____

Address, City, State, ZIP: _____

Date of Birth: _____ SSN #: _____

Witness (Print Name & Signature): _____ / _____

Rev. 01/2009