



## *Medicine Hat Police Service*

# PERSONAL DISCLOSURE FORM

<b>SURNAME:</b>						
<b>GIVEN NAME:</b>				<b>SECOND NAME:</b>		
<b>ADDRESS:</b>				<b>PROVINCE:</b>		
<b>CITY/TOWN:</b>				<b>POSTAL CODE:</b>		
<b>PHONE:</b>	<b>HOME:</b>		<b>WORK:</b>		<b>OTHER:</b> (cell phone)	
<b>SIGNATURE:</b>						
<b>DATE:</b>						

### IMPORTANT INSTRUCTIONS FOR COMPLETING THIS DOCUMENT

1. Download and print this document in original format.
2. Answer all questions completely and provide **specific** information. Be thorough and do not assume an incident is too minor to include. The Recruiting Unit will review the document to make that determination.
3. Complete this document **in your own handwriting or printing**.
4. Use back of page or additional pages if more space is required.
5. Be completely **honest**.



# **PERSONAL DISCLOSURE FORM**

Personal information on this personal disclosure form is being collected under the authority of the freedom of information and protection of privacy act (FOIP) section 33(c). It will be used to determine your suitability, eligibility, or qualifications for employment with the Medicine Hat police service. Questions about the use or collection of this information may be directed to the Human Resources Unit, 884 – 2<sup>nd</sup> Avenue, S.E., medicine hat, Alberta, T1A 8H2.

**Honesty, Integrity and Ethics** are areas that are scrutinized closely in considering police officer applications.

This questionnaire pertains to your **ethics** and your **integrity**. It is expected that you answer all questions accurately, completely and honestly. Should you be considered to continue in the process your answers will be verified by a variety of methods including a detailed background investigation and truth verification. Minimizing, blaming, and failure to accept responsibility will be closely monitored.

Please be advised that deceit, dishonesty or non-disclosure concerning questions in this document may result in disqualifying you from this and any future employment competitions with the Medicine Hat Police Service.

If you are currently employed by the Medicine Hat Police Service or City of Medicine Hat, please be advised that:

- Deceit, dishonesty or non-disclosure concerning questions in this Personal Disclosure Form, or
- Disclosure of serious, recent or ongoing criminal or illegal activity,

may result in discipline up to and including dismissal from your current employment with the Medicine Hat Police Service or City of Medicine Hat.

**Any information provided in this Personal Disclosure Form regarding serious, recent or ongoing criminal or illegal activity may be investigated by the Medicine Hat Police Service and/or disclosed to another law enforcement agency, and could result in arrest and criminal charges.**

**Any information provided in this Personal Disclosure Form regarding unlawful activity may be disclosed by the Medicine Hat Police Service as required by law.**

**You may amend your response(s) to any question(s) in this Personal Disclosure Form at any time prior to the scheduled date for your truth verification, by contacting the file manager.**



1. Have you ever taken a pre-employment or Criminal (*Forensic*) Polygraph test or CVSA (*Computer Voice Stress Analyser*)?

No

Yes

*If yes, please provide details...*

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2. Have you ever been asked to take a Polygraph test or CVSA (*Computer Voice Stress Analyser*)?

No

Yes

*If yes, please provide details...*

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**DRIVING:**

3. Do you possess a valid driver's licence at this time? (*This does not include a Graduated Licence*)

No

Yes

If yes, from which province or territory?

– *List all traffic offences, including any photo enforcement offences, you have been charged with **since your driver's abstract was submitted.***

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4. In the past, have you ever possessed a valid driver's licence from any other Canadian province or territory?

No

Yes

If yes, from which province or territory?

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5. Has your *current or any past* driver's licence ever been suspended for alcohol-related offences, demerits, overdue fines, etc...?

No

Yes

If yes, provide specific details of each incident including:

– *Was your licence suspended...?* – *Places, dates and times of each incident...?*

– *The reason for suspension...?* – *The name of the investigating police agency...?*

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6. Have you been involved in any motor vehicle accidents during the past five years?

No

Yes

If yes, provide specific details of the accident(s) including:

- *Places, dates and times of each accident...?*
- *Were you at fault...?*
- *The name of the investigating police agency...?*
- *Were you charged...?*
- *Is there any outstanding litigation concerning these...?*

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7. Have you ever been a driver or passenger in a motor vehicle when it was involved in a hit and run accident, even when damage was minor?

No

Yes

If yes, provide specific details including:

- *Places, dates and times of each incident...?*
- *Any other relevant details...?*
- *The name of the investigating police agency...?*

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10. Have you ever been chased or pursued by the police, I.E., a foot or motor vehicle chase?

No

Yes

*If yes, please explain...*

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11.(a) How many motor vehicle accidents have you been involved in as the driver of the vehicle?

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(b) **Referring to question 11(a)**, in how many of those accidents were you impaired by a drug or alcohol? *If any, please provide dates, location and circumstances...*

Date	Location (City, Province/State, Country)	Circumstances



**DRUG USE:**

12. Have you ever used or experimented with any illegal drugs?

No

Yes

*If yes, please provide requested information for each drug and explain circumstances of use below...*

Drug Type	Used		Date of First Use	Date of Last Use	Total # of Times Used
	Yes	No			
Marijuana					
Hash					
Hash Oil					
Weed Oil					
Cocaine					
Crack/Rock/Powder					
Heroin					
Anabolic/growth hormone steroids					
Methamphetamine					
Mushrooms					
Acid/LSD					
PCP					
Crystal Meth					
Inhalants (glue, gasoline, paint)					
Mescaline					
Ketamine					
Designer (homemade)					
Date Rape (DMX, GHB, Rohyphonol)					
Ecstasy					
Other (specify) _____					
Other (specify) _____					
Other (specify) _____					

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18. Have you ever imported or exported any illegal street or pharmaceutical drugs?

No

Yes

*If yes, please provide specific details including dates, type of drug(s) and circumstances...*

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19. Do you associate with anyone who uses illegal drugs, *I.E., friends, girlfriends, boyfriends, relatives, coworkers etc...?*

No

Yes

*If yes, please explain...*

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20. Have you ever been in a place where you knew illegal drugs were being used by someone else?

No

Yes

*If yes, what was your reaction?*

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21. Have you ever transported, held or stored any illegal drugs?

No

Yes

*If yes, please explain...*

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**FINANCIAL / CREDIT**

22. Have you ever declared bankruptcy?

No

Yes

*If yes, please provide specific details including location, date(s) filed and discharge dates...*

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23. Has a collection agency ever been assigned to any of your outstanding debts?

No

Yes

*If yes, please provide specific details including location, dates and amounts...*

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24. Have you ever knowingly written an NSF (*Non-Sufficient Funds*) cheque, deposited an empty envelope into a bank machine, or taken part in any other fraudulent banking transaction?

No

Yes

*If yes, please provide specific details including dates and amounts...*

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25. Do you now or have you ever had a problem with debt?

No

Yes

*If yes, please provide specific details including dates and circumstances...*

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26. Are you currently having financial difficulties?

No

Yes

*If yes, please provide specific details including dates and circumstances...*

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27. Please list all loans, mortgages, credit cards and lines of credit that you have.

LENDER	PURPOSE	ORIGINAL AMOUNT	BALANCE	MONTHLY PAYMENTS
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	<b>TOTALS</b>	\$	\$	\$

28. Do you contribute to the payment of loans, mortgages, credit cards or lines of credit in the name of any other person?

No

Yes

*If yes, please provide details of to whom payments were made to and the time period...*

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**SCHOOL & EMPLOYMENT HABITS:**

29. Have you ever been suspended or formally reprimanded by an educational institution or have you ever engaged in any form of academic misconduct (cheating, plagiarism)?

No

Yes

***If yes, please provide specific details including:***

- *What was the nature of the incident...?*
- *When did it occur...?*
- *What, if any, disciplinary action was taken...?*
- *Where did it occur...?*

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30. Other than for valid medical reasons, have you ever had problems with absenteeism or late attendance while you were a student or an employee?

No

Yes

***If yes, please provide specific details including date, frequency and reason...***

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31. Apart from valid medical reasons, how many **days** have you been absent from work without proper authorization over the past 12 months?

	Days
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*Please provide an explanation for these days you were absent...*

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32. Other than for valid medical reasons or family related matters, have you been unemployed for any periods of time in excess of one (1) month?

- No
- Yes

*If yes, please provide specific details explaining dates, reason, duration and what you did during your unemployment period...*

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33. Have you held any employment that you have not disclosed on your application for employment with this Police Service?

- No
- Yes

*If yes, please provide specific details including dates, employer(s) and reason why...*

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34. Have you ever held any employment, or earned cash income, where you did not report this income as required by law or intentionally did not pay income taxes?

No

Yes

*If yes, please provide specific details including dates, employer(s) and reason why...*

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35. (a) Have you ever been disciplined or documented for inappropriate behaviour at work?

No

Yes

*If yes, please provide specific details explaining the behaviour and any action taken...*

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**(b) If yes, please explain why you behaved inappropriately at work that caused you to be disciplined or documented for this behaviour.**

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(c) In your opinion, was the action taken against you justified? Why or why not?

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36. Have you ever been dismissed or asked to resign from a job?

No

Yes

If yes, **please provide specific details** including your position, the employer and the reason for your dismissal or resignation...

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37. Have you ever lied to an employer on a job-related matter?

No

Yes

If yes, please explain...

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## **ILLEGAL SEXUAL ACTIVITY**

42. Have you ever had sexual contact / involvement with any person without their knowledge or consent, which includes persons who were unable to give consent due to a medical condition, mental health issue, alcohol or drug, or other reason?

No

Yes

*If yes, please provide specific details including dates, location and circumstances...*

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**NOTE:**

Questions 43 and 44 do not include situations where ALL of the following apply:

- *the other person was over the age of 12,*
- *you were less than two years older than the other person,*
- *you were not in a position of trust or authority towards that person, AND*
- *both parties consented to the activity.*

43. Have you ever been involved in a sexual manner with a person under the age of 16, whether in person or via internet, email, chat-lines, etc.?

No

Yes

*If yes, please provide specific details including dates, location, your age at the time, relationship to the person who was under 16, and circumstances...*

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46. Have you ever committed incest? **(Not including your own victimization...)**

No

Yes

*If yes, please explain...*

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47. Have you ever engaged in bestiality, *I.E., sexual contact with an animal?*

No

Yes

*If yes, please explain...*

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48. Have you ever given anyone some type of drug or substance, without their knowledge, prior to engaging in sexual activity?

No

Yes

*If yes, please explain...*

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49. Have you ever made anonymous or unwanted sexual phone calls?

No

Yes

*If yes, please explain...*

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50. Have you ever observed, videotaped, or photographed sexual acts of another person without their knowledge?

No

Yes

*If yes, please explain...*

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51. Have you deliberately exposed yourself to anyone in public?

No

Yes

*If yes, please explain...*

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56. Have you ever been physically violent toward a child?

No

Yes

*If yes, please provide specific details including dates, location and circumstances...*

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57. Have you ever resisted, assaulted, been in a fight with, or acted aggressively toward a Police Officer?

No

Yes

*If yes, please explain...*

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58. Have you ever been verbally abusive, or threatened anyone, *I.E., intimidation, bullying, road rage, etc...?*

No

Yes

*If yes, please explain...*

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59. Have you ever used a weapon or firearm to intimidate or threaten another person?

No

Yes

*If yes, please explain...*

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60. Have you ever injured yourself or someone else with a firearm or weapon?

No

Yes

*If yes, please explain...*

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61. Have you ever carried a concealed weapon?

No

Yes

*If yes, please explain...*

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66. Have you ever been a passenger or driver of a stolen vehicle?

No

Yes

*If yes, please provide specific details...*

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**TECHNOLOGICAL CRIME:**

67. Have you ever illegally obtained, sold or given away any software?

No

Yes

*If yes, please provide specific details – including dates...*

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76. Have you ever used the internet for the purpose of committing fraud or any other Criminal Code offence?

No

Yes

*If yes, please provide specific details including dates...*

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**OTHER CRIMINAL ACTIVITY:**

77. What is the most serious undetected crime you have ever been involved in?

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78. Have you ever committed perjury while giving testimony under oath as a witness, victim or accused, or ever affirmed or sworn to a false document?

No

Yes

*Please provide specific details including dates...*

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82. Have you ever, or do you currently, associate with individuals or groups who are/were engaged in criminal activity?

No

Yes

*Please provide specific details including dates, individuals and criminal activity...*

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83. Have you ever been associated to, or been a member of, any militant, subversive organization or individual, *i.e., racial gangs, motorcycle gangs, street gangs, organized crime groups, white supremacist groups, protest action groups, terrorist networks or cells, freedom fighters?*

No

Yes

*Please provide specific details including dates...*

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84. Have you ever researched, manufactured or used an explosive device or incendiary device, *E.G., bombs, Molotov cocktails, pipe bombs, etc...*?

No

Yes

*Please provide specific details including dates and circumstances...*

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85. Do you associate with any criminal groups other than as a requirement in a professional capacity?

No

Yes

*Please provide specific details...*

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**INVOLVEMENT WITH LAW ENFORCEMENT:**

86. Other than traffic violations or for your work capacity, *I.E., Security Clearance Check*, have you ever been checked by the police where information about you was documented in any manner?

No

Yes

*Please provide specific details including dates and circumstances...*

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87. Have you been involved in or in attendance at any circumstance where police were called or responded?

No

Yes

*Please provide specific details including dates and circumstances...*

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88. Have you ever been refused security clearance or bond?

No

Yes

*Please provide specific details including dates and circumstances...*

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89. Have you ever impersonated a police officer?

No

Yes

*If yes, please explain...*

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90. Have you ever lied to a police officer during an investigation?

No

Yes

*If yes, please explain...*

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**FIREARMS:**

93. Do you own or possess any firearms?

No

Yes

*If yes, please describe product...*

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94. If you own or possess a firearm, have you applied for or do you have a firearms licence?

No

Yes

Not applicable

*Please provide circumstances if applicable...*

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95. If you own a firearm, is it stored in accordance with current legislation?

No

Yes

Not applicable

*If no, please describe how the firearm is stored...*

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96. Have you ever been refused a firearms license?

No

Yes

*If yes, please provide specific details...*

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97. Do you possess any unlicensed firearms?

No

Yes

*Please provide product information and circumstances if applicable...*

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98. Do you possess or own any prohibited weapons, *E.G., brass knuckles, crossbow, morning star, spike wristband, switch blade, Nunchaku sticks, etc...?*

No

Yes

*If yes, please provide specific details...*

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**TELECOMMUNICATIONS:**

99. Do you possess or own an illegal (grey market) satellite receiver system or have illegal cable/internet access?

No

Yes

*If yes, please describe product and circumstances if applicable...*

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**BACKGROUND:**

**NOTE:**

***A background check is part of the selection process. It involves a detailed and thorough investigation of your history.***

100. Are you aware of any reasons that may disqualify you from becoming a Police Officer with the Police Service?

No

Yes

*Please provide specific details...*

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# FOR PREVIOUS LAW ENFORCEMENT EXPERIENCE ONLY

**NOTE:**

The following section is intended for candidates with previous law enforcement experience and addresses issues reflective of their ethics and integrity.

“Law enforcement” includes police officer, peace officer, special constable, sheriff, corrections officer, bylaw officer or military police officer.

***Criminal activity, detected or undetected, may be of concern;  
however, it will be examined on a case-by-case basis.***

104. Where and when did you receive your law enforcement recruit training?

*Please provide specific details...*

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105. How many years of law enforcement experience have you accumulated?

*Please provide circumstances if applicable...*

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106. Presently, what rank do you hold? *If promoted, please identify when this occurred?*

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107. Have you been, or are you now, the subject of civil litigation as a result of your duties as a law enforcement officer?

- No
- Yes

*Please provide specific details if applicable...*

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108. Have you been, or are you now, the subject of an internal or external investigation as a result of your duties as a law enforcement officer?

- No
- Yes

*Please provide specific details if applicable...*

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## **DECLARATION – NOTICE TO APPLICANT**

1. Deceit, dishonesty or non-disclosure concerning questions in this Personal Disclosure Form will result in your disqualification from this employment competition and any future employment competitions with the Medicine Hat Police Service.
2. If you are currently employed by the Medicine Hat Police Service or City of Medicine Hat:
  - deceit, dishonesty or non-disclosure concerning questions in this Personal Disclosure Form, or
  - disclosure of serious, recent or ongoing criminal activity,may result in discipline up to and including dismissal from your current employment with the Medicine Hat Police Service or City of Medicine Hat.
3. The information provided in this Personal Disclosure Form will be verified by a detailed background investigation and a POLYGRAPH examination.
4. Any information provided in this Personal Disclosure Form regarding serious, recent or ongoing criminal activity may be investigated by the Medicine Hat Police Service and/or disclosed to another law enforcement agency, and could result in arrest and criminal charges.
5. Any information provided in this Personal Disclosure Form regarding unlawful activity may be disclosed by the Medicine Hat Police Service as required by law.
6. You may amend your response(s) to any question(s) in this Personal Disclosure Form at any time prior to the scheduled date for your POLYGRAPH examination, by contacting your file manager.

### **DECLARATION:**

I, \_\_\_\_\_, hereby declare as follows:

The information that I have provided in this Personal Disclosure Form is complete, honest, and accurate. I have read and fully understood this Notice to Applicant.

Applicant's Signature: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_





## MEDICINE HAT POLICE SERVICE

### REQUIREMENT – NOTICE TO APPLICANT

**TO: RECRUIT APPLICANTS**  
**FROM: SERGEANT HUMAN RESOURCES**

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Please **read the instructions carefully** on this document.

Upon receipt of your application package, you will officially be in the recruit selection process. After your application package has been reviewed, you will receive a letter outlining the next steps you must take in the process.

**DO NOT** send in your package if you are not at least **THREE (3)** years clear of any detected or undetected criminal activity. This includes the items that are disclosed in your Personal Disclosure Form. Should you need to make further disclosure, you will be allowed to notify your File Manager or any member of the Recruiting Unit to update this information **BEFORE** you go to the **POLYGRAPH** examination. Any failure to do so may result in a Lifetime Deferral.

You may be deferred as a result of disclosures made in your Personal Disclosure Form. Once your deferral period has expired, you will be eligible to reapply; however, if you have been deferred beyond a period of one year, you will have to resubmit a new application package.

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Please read and sign the following declaration. **Return this letter with your application.**

**“I have read the above information and understand that I must be three years clear of any detected or undetected criminal activity in order to proceed with my application.”**

Signature:

Date:

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