



CAYCE POLICE DEPARTMENT

CITIZENS' POLICE ACADEMY

PLEASE READ CAREFULLY BEFORE PROCEEDING:

Due to the nature of the material that will be shared with you during the Citizens' Police Academy, it is essential that each police academy applicant complete this application thoroughly and truthfully. This form must be typewritten or printed in ink. All questions must be answered, if applicable. If not, indicate N/A (not applicable). Applications which are not complete and legible will not be considered. If space provided is not sufficient for complete answers, or you wish to furnish additional information, attach additional sheets to this form, and refer to the question answered. The information you provide in this application will remain confidential. You are responsible for obtaining correct addresses, to include street address, state, and zip code. Your application will be kept on file for 6 months for when a slot becomes available.

***Return the completed application to: Cayce Police Department
Attention: COPS Unit
2 Lavern Jumper Street
Cayce, SC 29033***



CAYCE POLICE DEPARTMENT

**CITIZENS' POLICE ACADEMY
Enrollment Application**

PERSONAL DATA

APPLICANT MUST BE 18 YEARS OF AGE TO APPLY. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED. PLEASE PRINT OR TYPE.

PERSONAL INFORMATION:

Name: _____ Phone # _____
Last First Middle

Street Address: _____

City: _____ State: _____ Zip Code: _____

Race: _____ Sex: _____ Height _____ Weight _____ Hair: _____ Eyes: _____

Date of Birth _____ Place of Birth (City & State) _____ Soc. Sec # _____

Driver's License # _____ State _____ Expiration Date: _____

Are you a resident of the City of Cayce? _____ How long? _____

Are you a business owner in the City of Cayce? _____ How long? _____

Are you employed by a business within the City of Cayce? _____ How long? _____

Unisex T-Shirt Size _____

Please list the name, address and contact information for someone that we may contact on your behalf in case of emergency.

Name: _____ Relationship: _____

Address: _____

Home Phone #: _____ Alternate Phone Number: _____

BACKGROUND INFORMATION: Please be honest while completing required information; based upon the totality of circumstances it may or may not cause disqualification.

Note: A CONVICTION includes a guilty plea, payment of a traffic or other fine without court appearance, or a court conviction of a criminal or traffic offense. An ARREST constitutes being taken into police custody.

Please explain briefly why you wish to be enrolled in the Cayce Police Department Citizens' Police Academy.

If the answer to ANY of the below-asked questions is YES, please explain in detail. Give date, place, charge, and final disposition in each case. Attach additional sheets if necessary.

1. Have you ever been arrested for an offense other than a minor traffic violation? _____ (Yes/No)
If yes, please explain in detail showing the date of arrest, charge, location (jurisdiction) and action taken. Include the disposition for the charge (guilty / not guilty / dismissed / did not prosecute):

2. Have you ever been arrested for a traffic offense (example: Driving Under the Influence, Driving Under Suspension, Operating an Uninsured Vehicle, Leaving the Scene of an Accident, etc.)? _____ (Yes/No)
If yes, explain in detail showing the date, charge, location (jurisdiction) and action taken. Include the disposition for the charge (guilty / not guilty / dismissed / did not prosecute):

3. Have you ever illegally possessed any drug or controlled substance that was not prescribed by a medical professional or given to you to hold while you were acting on behalf of, or employed to do so, by a law enforcement agency? _____ (Yes / No) If yes, please explain:

4. Have you ever illegally sold, given or distributed any drugs or controlled substances? _____ (Yes/No)
If yes, please explain:

5. Have you been terminated from employment or asked to resign from employment within the past five years?
_____ (Yes/No) *If yes, please explain the circumstances:*

6. Please list the addresses where you have resided in the past five (5) years.

EMPLOYMENT INFORMATION:

List information regarding the last two jobs that you have held (State retired, unemployed, etc., if applicable)

Current Employer (Name): _____ Date of Hire: _____
Business Address: _____ Phone: _____
Position / Job Title: _____ Name of Supervisor: _____

Previous Employer: _____ Date of Hire: _____
Business Address: _____ Phone: _____
Position / Job Title: _____ Name of Supervisor: _____

PERSONAL REFERENCES:

On a separate sheet of paper, please provide information for at least two personal references. Please include each person's name, address, home/work telephone numbers, their relationship to you, and the length of time you have known them.

Before signing this form, please ensure that all the information you have disclosed to the Cayce Police Department is accurate and truthful. ***If you are unsure of any questions, please make sure that you obtain clarification from Corporal West or Officer Burroughs of the COPS Unit prior to signing this document.*** Any misrepresentation given by any applicant will result in the denial of the applicant's request to participate in the Cayce Police Department Citizens' Police Academy. We ask that you provide, without omission whatsoever, any and all information requested.

I, the undersigned, certify that the information given is true and accurate to the best of my knowledge.

Signature: _____ Date: _____

AUTHORIZATION FOR RELEASE OF INFORMATION

I, the undersigned, understand that the Cayce Police Department will be performing a criminal background and driving history check on me with reference to my application for the Citizens' Police Academy. I hereby authorize the Cayce Police Department to have access to any and all driving record information and criminal information as it pertains to me. I understand that the Cayce Police Department considers any such information confidential and that the results of any such investigation will not be released to me. I further authorize the release of any information that is required to clarify my criminal background investigation, be it from any of the following:

- Personal references or any person(s) having knowledge regarding my character or reputation;
- Any past or present employer (to include the U.S. Armed Forces, Maritime Service, Veteran Administration, or U.S. Selective Service);
- Any Judge (General Sessions Court, Family Court, Summary Court), Court, or Magistrate;
- Any State, Local, or Federal Law Enforcement Agency;
- Any Attorney-at-Law or other legal entity handling any criminal or traffic-related case related to me;
- Any State, Local, City or County Agency

A photocopy of this release form will be valid as an original thereof, even though the photocopy does not contain my original signature.

Applicant Signature

Date

Witness Signature

Date