

Fair Lawn Auxiliary Police

Borough of Fair Lawn

Bergen County ♦ New Jersey



Ira Marks - OEM Director
Chief Nicholas Magarelli - Auxiliary Police Chief

Sgt Brian Metzler - Auxiliary Police Director
Captain Frank Bello- Executive Officer

8-01 Fair Lawn Avenue - Fair Lawn - New Jersey- 07410

201-794-5390 ♦ 201-796-1400

www.fairlawnauxpolice.com

In order to except your application **you must:**

1. Be resident of the Borough of Fair Lawn *or*
2. Be an employee of the Borough of Fair Lawn *or*
3. Be a resident of a surrounding town within Bergen County that does not have an Auxiliary Police.

You must **also:**

1. Be at least 18 years old
2. Be a citizen of the United States
3. Have a valid New Jersey Drivers License
4. Have a High School Diploma (or GED)

Applications are due by September 7th.

NO EXCEPTIONS

Filing an application does not guarantee employment.

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Welcome,

Please find attached your application for the Fair Lawn Auxiliary Police. Please read and comply with the instructions in its entirety. Please be as truthful as possible when filling out this application, all fields of this application will be investigated. Any discrepancies will be grounds for rejection.

Attached to the application you will also find 3 reference letters. Please fill in your name in the spot marked "**Ref:**" and give the forms to 3 individuals, excluding immediate family, that are willing to vouch for your reputation. Please have your references fill out their form in its entirety and sign the bottom. Your reference may choose to return their form to you to hand in with your application, or mail to the following:

Sgt. Brian Metzler
Fair Lawn Police Department
8-01 Fair Lawn Avenue
Fair Lawn, NJ 07410

Upon completion of this application, please return it to Fair Lawn Police Headquarters in an envelope marked Sgt. Metzler.

Please be advised that the Bergen County Police Academy only offers the Auxiliary Police course once a year, therefore, you **may not** receive a response from us immediately. The course usually runs in the spring, so all applications will be held until we interview for the academy class.

If you have any questions, please feel free to contact Sgt. Manan Naik or myself at the Fair Lawn Police Department at 201-796-1400. Good luck and thank you for applying.

Respectfully,

Chief Nicholas J. Magarelli

WHAT IS THE FAIR LAWN AUXILIARY POLICE?

In 1954, the Borough of Fair Lawn organized the volunteer Fair Lawn Police Reserves under the borough's Office of Civil Defense and Disaster Control (CDDC). In 1980, the State of New Jersey reorganized CDDC and renamed the organization the Office of Emergency Management (OEM), and the Police Reserves were renamed the Auxiliary Police.

The Fair Lawn Auxiliary Police were established to assist the Fair Lawn Police Department during normal times and times of crisis. In order to be ready to assist, we train throughout the year, under the supervision of the police department. During training and crisis, Auxiliary Police Officers have full police powers.

Candidates, prior to their appointment, undergo an interview process, an extensive background investigation and a psychological and physical examination. Once selected, Auxiliary Police Recruits must successfully complete a 60-hour course at the Bergen County Police Academy. This course includes training in patrol functions, traffic direction, crowd control, law, first-aid, CPR and hazardous material awareness.

Once appointed, Auxiliary Officers must continue their police education through both formal instruction and on-the-job training. Some of the annual training includes; lawful use of force, police tactics (baton, mace and handcuffing training), motor vehicle laws & pursuit guidelines, first-aid and CPR.

All officers are required to perform 4 hours of patrol and 4 hours of courtroom security per month. On a monthly basis they must also attend a 2 hour meeting and 2 hours of classroom training. The Auxiliary Police are also called upon to assist during special events throughout the borough such as parades, carnivals and fireworks. In addition to these duties, Auxiliary Officers are also called out and utilized during emergencies for crowd and traffic control, evacuations, and other police duties. At times, they have been called to assist neighboring towns with their emergencies.

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Name: _____

Issued on: _____

Returned: _____

NOTICE: N.J.S. 2C:28-3a

A person commits an offense if he/she makes a written false statement which he does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.

INSTRUCTIONS:

Failure to properly and completely fill out this application and return within the date requested may constitute for an immediate removal of your name from our consideration list.

Read through the entire application before completing the required information. You are responsible for personally preparing the application and compiling all of the required documents. Answer every question and leave no black spaces. If a question does not apply to you, write "N/A" in the space provided for the answer, followed by your initials. All dates should include the month, day and year.

The information you provide in this application and throughout the background investigation will be used in determining your suitability for the position being sought. **Any falsification or omission of a material fact, or deception shall be grounds for removal from the list and, if hired, may be grounds for termination at a later date.** Answer all questions fully by providing specific details. If for any reason additional space is needed to answer a question, use the backside of the previous page, number the additional answer, initial after the answer and utilize the check-off box at the bottom of the printed page. Applications shall be typed, or clearly written in block lettering using black ink. Applications must be legible.

The Fair Lawn Auxiliary Police Department is committed to a policy of equality of opportunity for all prospective and current employees regardless of race, color, creed, sex, age, national origin or disability and does not discriminate on any such basis with respect to its activities, programs or policies.

If you are qualified and are entitled to reasonable accommodations to assist you in completing this application or during any phase of the hiring process you must request an accommodation when needed to the Background Investigation personnel or as soon as possible.

If you have any contact with a law enforcement agency or ANY information in your background changes contact the Background Investigation personnel immediately.

If you have specific questions contact the officer who gave you the form. Their name is

_____ Phone #: _____ E-mail: _____

This application can only be submitted to a member in charge of your background investigation.

This background investigation and its result are strictly confidential and are the sole property of the Fair Lawn Auxiliary Police Department. Copies of reports and documents may be forwarded to the Appointing Authority, its agents as needed. Information we collect about you and our reports may be provided to any federal, state, and local agencies regarding violations of law and for any other lawful purpose. All copies of documents provided by the applicant become the sole property of the Fair Lawn Auxiliary Police Department and will not be returned.

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APPLICATION FOR MEMBERSHIP

I. PERSONAL DATA & CITIZENSHIP INFORMATION

1. Name (Last/First/ Middle initial): _____

2. Address: _____

Town: _____ State: _____ Zip Code: _____

3. Telephone Number: (_____) _____

4. Previous Address: _____

5. Date of Birth: _____ Place of Birth: _____

6. Are you a U.S. Citizen? _____ (If naturalized, provide a copy of Naturalization Papers.)

If you were not born a U.S. Citizen, when did you become one? _____

7. Social Security Number: _____

8. Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

9. Distinguishing scars, marks, tattoos, piercing: _____

10. Do you possess a valid NJ Driver's License? _____

11. Driver's License Number: _____ Expiration: _____

12. Are there any points associated with your Driver's License at this time? _____

13. If so, please state what they are for: _____

14. Marital Status: _____ Spouse's Name: _____

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II. EMPLOYMENT:

1. Occupation: _____
2. Employer: _____
3. Business Address: _____
4. Business Telephone Number: (_____)_____
5. How long have you been employed at this location? _____
6. What are your normal working hours? _____
7. Previous Employer: _____
8. Length of employment: _____
9. Why and when did you leave? _____
10. Your current E-mail address: _____
11. Website(s) owned, operated, maintained, moderated, and/ or posted to:

12. List All web ID profiles, screen names, groups, blogs, accounts, mailboxes, addresses, personal web pages owned, operated, maintained (including MySpace, Facebook, Xawga,YouTube etc.) :

III. MILITARY:

1. Did you ever serve in the Armed Forces?_____
2. If so, in what branch? _____
3. How long did you serve? _____ When? _____
4. What was your job assignment / training? _____
5. What was the highest rank you achieved? _____
6. Where you honorably discharged (explain)? _____

IV. EDUCATION: (Use additional space on previous page if needed)

1. What's the highest level of education you have received? _____
2. If you are currently a student, please provide the name of the school you are attending: _____
3. What is your major or trade? _____
4. If you are a college graduate, please provide the name of the college you attended: _____
5. What was your major and G.P.A? _____
6. Have you ever been suspended, expelled, or placed on academic probation from any secondary level school (High School, College, and University) or any other educational facility or organization? (If yes, please explain: _____
- 7: Have you ever been disciplined from any secondary level school or educational facility? (If yes, please explain: _____

V. DISCIPLINE:

1. List any school / training / license problems including absenteeism, tardiness, failing grades, discipline and/or suspensions (include written reprimands from employment): _____

VI. TRAINING/ SPECIAL QUALIFICATIONS:

1. Do you have any prior Police or Law Enforcement experience? _____
2. If so, please explain: _____
3. Do you speak any foreign languages? _____ What language? _____
4. Please list if you are a member of another volunteer organization? _____
5. Please list any and all training and certifications (ex: CPR, EMT, etc...): _____

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VI. LEGAL / CRIMINAL HISTORY INFORMATION:

Have you ever been arrested, indicted, charged with or convicted of a criminal or an offense in this state or in any other jurisdiction? (For the purpose of this question, the words “arrested” or “indicated” etc., include any detaining or taking into custody by any police or other law enforcement authorities or you have had criminal charges signed against you, including complaints signed against you by a non-law enforcement officer). This does not apply to motor vehicle / traffic / parking tickets or summonses which will be listed in another sections.

Please read the following:

*Since you are applying for a public safety position, you **MUST** list all arrests, convictions, expungements, even though you may have been advised by your attorney, a judge, prosecutor or other official that there is no record. Juvenile or expunged records are sealed and most employers will not have access to them. Law enforcement agencies, such as this department, does have access to these records. All juvenile arrests convictions and expungements will surface during the background investigation. NOTE: Failure to disclose the required information may result in your name being removed from our list of eligible for falsifying your application, or it may cause a serious delay in completing pre-employment processing.*

Also, if you were arrested and found not guilty, your arrest will always appear on your record. Remember the question states LIST ALL ARRESTS. Arrests are different from convictions. A “conviction” a “not guilty” or a “dismissal” is the result of the arrest and should be listed as Disposition.

You must list the original chargeable offense for which you were arrested along with any and all charges from the arrest. For example “June 10, 1994 ABC County Police Dept. New Jersey, ” “Aggravated Assault” and “Disorderly Conduct” then convicted of assault. The simple assault conviction is the result of the downgraded charge and must be listed as the “Guilty Simple Assault” disposition. Explain all fines, penalties or conditions as the result of the court appearance.

Dates and names of arresting authorities must be accurate. Do not abbreviate. If you are not certain of any of the arrest, charge or conviction dates or specifics, mark “not sure” in the appropriate place below. The correct information must be provided in writing to explain the situation in full. Remember to initial the explanation.

If you have further questions make sure to make contact with the person in charge of you Background investigation.

I have read the above and acknowledge that all the information has been explained to me by a member of the Fair Lawn Auxiliary Police Department. I fully understand what information is required of me and that failure to supply accurate information will be considered willful falsification of my application, which is adequate cause for removal from our eligibility list.

Applicant’s Signature

Date

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1. () No, I do not have any criminal history.
2. () yes, I have a criminal history. If yes, list all dates, agency, charges, disposition date and disposition.
3. Have you ever been charged, arrested, indicted or convicted of a crime?
 (*Note, this includes charges that were dropped, that were given a not guilty verdict, or charges that were expunged) _____
4. Are you now, or have you been, a member of an organization which advocates the overthrow of the U.S. Government? _____
5. Have you ever been committed to a mental institution? _____
6. Do you use illegal narcotics? _____
7. Do you excessively use alcohol? _____
8. If you have answered yes to any of the above questions in the background segment, please explain: _____
9. Have you ever been interviewed by any law enforcement agency or department regarding any criminal investigation? Also include if you were interviewed as a subject or witness to any crime or offense. _____
10. Have you ever been issued as municipal / Borough / City / County / District ordinance violation (other than parking)? _____

VII. LEGAL / MOTOR VEHICLE HISTORY INFORMATION:

1. List EVERY license suspension / revocation. List ALL motor vehicle summonses, mail-in-fine, appearance tickets you have received in the last 10 years. Include parking tickets.

2. Have you ever been detained, arrested, or charged, with Driving While Intoxicated / impaired (DWI) or Driving While under the Influence (DUI) in this state or any other jurisdiction?

VIII. SOCIAL ORGANIZATIONS:

1. List any social, professional, or fraternal organizations that you have been involved in within the past 10 years. _____

IX. REFERENCES:

Please fill in your name in the spot marked “**Ref:**” and give the forms to 3 individuals, excluding immediate family, that are willing to vouch for your reputation. Please have your references fill out their form in its entirety and sign the bottom. Your reference may choose to return their form to you to hand in with your application, or mail to the following:

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Date: _____

To: Sgt. Brian Metzler
Fair Lawn Police Department
8-01 Fair Lawn Avenue
Fair Lawn, New Jersey 07410

Ref: _____ (Print Applicant's Name)

The above named individual has submitted an application to become an Auxiliary Police Officer with the Fair Lawn Auxiliary Police. We are currently conducting a background investigation.

In order to complete this process, we are asking you to please complete this questionnaire and return it to the applicant or mail it to Sgt. Metzler at the above address. Thank you.

1. How long have you known the applicant? _____

2. Do you know the applicant personally or professionally? _____

3. To the best of your knowledge, has the applicant ever been committed to a mental institution; been known to use narcotics; or excessively used alcohol?

Yes / No If yes, please explain _____

4. What type of reputation do you know this applicant to have? _____

5. Do you know of any reason why this applicant should not be considered for the position of Auxiliary Police Officer?

Yes / No If yes, please explain _____

6. If you feel that we should contact anyone else, please furnish their name and address:

Please:

Print Name: _____

Signature: _____

Date: _____

Telephone Number: (_____) _____

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Date: _____

To: Sgt. Brian Metzler
Fair Lawn Police Department
8-01 Fair Lawn Avenue
Fair Lawn, New Jersey 07410

Ref: _____ (Print Applicant's Name)

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Yes / No If yes, please explain _____

4. What type of reputation do you know this applicant to have? _____

5. Do you know of any reason why this applicant should not be considered for the position of Auxiliary Police Officer?

Yes / No If yes, please explain _____

6. If you feel that we should contact anyone else, please furnish their name and address:

Please:

Print Name: _____

Signature: _____

Date: _____

Telephone Number: (____) _____

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Yes / No If yes, please explain _____

4. What type of reputation do you know this applicant to have? _____

5. Do you know of any reason why this applicant should not be considered for the position of Auxiliary Police Officer?

Yes / No If yes, please explain _____

6. If you feel that we should contact anyone else, please furnish their name and address:

Please:

Print Name: _____

Signature: _____

Date: _____

Telephone Number: (_____) _____

X. FULL DISCLOSURE:

1. Do you have any other knowledge or information, in addition to that specifically asked in this questionnaire, which is or may be relevant; directly or indirectly in connection with an investigation of your eligibility as an Auxiliary Police Officer including but not limited to: your character, physical or mental condition, temperance, habits, employment, education, subversive affiliations or activities, affiliation with any person or group advocating prejudice or hatred toward any minority family or association; or facts concerning criminal records, traffic violations, residence or other?

NO () YES ()

Explain: _____

NOTICE: N.J.S. 2C:28-3a

A person commits an offense if he/she makes a written false statement which he does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.

I, _____ an applicant for the position of Auxiliary Police Officer for the Fair Lawn Auxiliary Police Department, within the Borough of Fair Lawn, State of New Jersey; being duly sworn, depose and say that I am the above names person; I have read and answered each and every question contained in the foregoing pages honestly and completely. I have reviewed the contents of my answers on each page, and have personally initialed each page and supplemental answer.

I fully understand that any deception, misstatement of fact or record, or omissions made which in any manner or way may affect my eligibility for the position of Auxiliary Police Officer may result in the automatic removal of my name from the eligibility list and subject to penalty under law.

Candidate's Signature

Date