Camrose Police Service

PERSONAL DISCLOSURE FORM

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

IMPORTANT INSTRUCTIONS FOR COMPLETING THIS DOCUMENT

1. Download and fill this document out, save it, then either upload to the agency's online hiring portal or print this document in original format for paper submission.

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 electronically. **All e-signatures or names typed in signature boxes will be considered the same as a hand-written signature.**

4. Use back of page or additional pages if more space is required.

5. Be completely **honest**.

PERSONAL DISCLOSURE FORM

The Agency Police Service is collecting, on a voluntary basis, personal information on the Personal Disclosure Form (PDF) to assist in determining the suitability, eligibility and qualifications of the Applicant for employment as a police officer with the Agency Police Service. The information requested is essential for making these employment determinations. Applicants must generally be **at least three (3) years clear** of any detected or undetected criminal activity to be considered for employment as a police officer.

NOTICE REGARDING PRIOR SERIOUS CRIMINAL OFFENCES AND SERIOUS RISK TO THE SAFETY OF OTHERS

The information you provide during the Recruiting Process is collected by the Agency Police Service for the purpose of an employment application. However, if an Applicant admits to having committed a serious and undetected criminal offence, or is deemed to pose a serious risk to the safety of others, the Agency Police Service may use or disclose specific information for a law enforcement or public safety purpose. While cases of such use and disclosure outside of the Recruiting Process are rare and exceptional, the Agency Police Service **strongly discourages** an Applicant from completing the PDF or attending the Pre-Employment Polygraph (PEP) examination if you believe this Notice applies to you.

EXAMPLES OF SERIOUS CRIMINAL OFFENCES INCLUDE, BUT ARE NOT LIMITED TO:

- Murder
- Any crime involving children (includes physical or sexual abuse)
- Impaired driving causing bodily harm or death
- Sexual assault
- Crimes relating to domestic violence
- Child pornography (includes accessing, possession, distribution, or the making of)
- Offences contrary to the *Controlled Drugs and Substances Act (trafficking, importation, production etc.)*
- Robbery (theft accompanied with violence
- Arson resulting in loss of life or substantial damage
- Crime committed with a facial covering and/or a weapon
- Forcible confinement

Should you be uncertain if this Notice applies to you, please consult the Police Service Recruiting Office for clarification

Any information provided in this PDF regarding serious criminal activity, or that indicates you may pose a serious threat to others, may be investigated by the Agency Police Service or disclosed to entities with lawful authority to collect such information (*e.g.*, police of jurisdiction or child protection agency).

Such disclosures could lead to an investigation, arrest, charge(s), criminal prosecution, conviction, and ultimately, imposition of a sentence. Such disclosures may also lead to incident reports being entered into police databases,which could impact future employment or volunteering opportunities, or other activities that require security screening.

PERSONAL DISCLOSURE FORM and TRUTH VERIFICATION

Before writing answers to the questions contained in this Personal Disclosure Form, Applicants are advised to:

- Carefully read all information and notices on Pages 1, 2, 3 and 4;
- Read and sign the Declaration, Acknowledgment and Consent on Page 5;
- Follow the instructions listed on Page 1.

Honesty, Integrity and Ethics are scrutinized closely in considering police officer applications. The PDF and Truth Verification are used to assist in determining an applicant's suitability for employment as a police officer with the Agency Police Service.

The PDF pertains to your **ethics** and your **integrity**. You, as the applicant, must first complete the PDF by answering all questions accurately, completely, thoroughly and honestly. Minimizing, blaming, and failure to accept responsibility will be closely monitored. 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.

Should you be successful at all preceding stages of the Recruiting process, you will be requested to participate in Truth Verification by means of a PEP. The purpose of the PEP is to assist in verifying your truthfulness, and in verifying that you are the person you claim to be in your employment application forms, questionnaires, and interviews.

Be advised that deceit, dishonesty or non-disclosure concerning questions in any part of the application process will likely result in disqualifying you from this and any future employment competitions with the Agency Police Service.

You are under **no obligation** to disclose any information regarding a crime where you were a victim.

Your decision to complete the PDF and to participate in the PEP must be voluntary, based on your desire to pursue a career as a police officer. You may withdraw or stop the application process at any time. You may refuse to provide answers to any or all of the questions contained in the PDF or at the PEP. Such a refusal may result in your disqualification from the Recruiting Process.

You may amend your response(s) to any question(s) in the PDF at any time prior to the scheduled date for your PEP, by contacting your Recruiting Officer.

NOTICE FOR APPLICANTS

WHO ARE CURRENTLY EMPLOYED BY THE AGENCY POLICE SERVICE OR THE CITY OF AGENCY

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

- deceit, dishonesty or non-disclosure concerning questions in this PDF, 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 Agency Police Service or the City of Agency.

NOTICE REGARDING FUTURE APPLICATIONS

If you apply for any other employment with, or at, the Agency Police Service at any time in the future, the information provided in the PDF or at the PEP may be used to determine your suitability, eligibility and qualifications for employment. This may result in your disqualification from the employment process in question.

NOTICE REGARDING COLLECTION, USE AND DISCLOSURE OF INFORMATION

Personal information on this PDF 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, and qualifications for employment with the Agency Police Service.

Questions about the collection, use or disclosure of this information may be directed to the Officer in Charge – Recruitment Unit, *Agency* Police Service.

DECLARATION, ACKNOWLEDGMENT AND CONSENT

Should you have any questions concerning what you have read in the preceding pages please contact your Recruiting Office to clarify before proceeding any further.

I, the undersigned, have read and understand the information and notices on Pages 1, 2, 3 and 4 of this PDF.

I complete this PDF voluntarily, based on my desire to pursue a career as a police officer.

I declare that I will provide, in this PDF, information that is up-to-date, accurate, complete, and honest, to the best of my knowledge and belief.

I understand that I may amend my answer(s) to any question(s) in the PDF at any time prior to the scheduled date for a PEP by contacting my Recruiting Officer.

I understand that the information provided in this PDF may affect my possibilities for any other employment with, or at, the Agency Police Service at any time in the future, and/or where applicable, may affect my current employment with, or work at, the Agency Police Service or the City of Agency.

I understand that if I admit in this PDF or at the PEP to having committed one or a number of serious criminal offence(s), actions may be taken which could lead, ultimately, to the imposition of a sentence.

I understand that if in light of the answers provided in this PDF, I am deemed to pose a serious risk to the safety of others, actions may be taken which could lead, ultimately, to the imposition of a sentence.

I consent to my personal information being collected, used and disclosed for the purposes identified on the foregoing pages 1, 2, 3 and 4 of this PDF.

_____

Name of Applicant (Print)

_____

Signature of Applicant Date

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

☐ No

☐ Yes

If yes, please provide details…

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

☐ No

☐ Yes

If yes, please provide details…

3. Have you received any information or instruction, not including medical assistance, designed to assist you in overcoming the truth verification test (Polygraph or CVSA), or improving your score on the psychological test.

☐ No

☐ Yes

If yes, please provide details…

4. Have you ever attempted to influence or alter the results of an employment related drug test (e.g. altering a sample, substitution or other means)

☐ No

☐ Yes

If yes, please provide details…

DRIVING:

5. 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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6. 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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_____

7. Has your current or any past driver's license ever been suspended for alcohol-related and/or drug offences, demerits, overdue fines, Maintenance Enforcement, 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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8. 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…?*

9. 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…?*

NOTE:

In questions 10 and 11, "impaired" includes but is not limited to occasions where, because of alcohol and/or drug consumption, you knew or physically felt that you were not able to drive the vehicle in the same manner as you would have been able to without consuming alcohol/drugs.

10. In the last 3 years, have you driven a motor vehicle, boat, or other vehicle while impaired by alcohol or other intoxicating substance?

☐ No

☐ Yes

In order to accurately assess level of impairment, please provide specific details including:

– Amount of alcohol/cannabis or intoxicating substance consumed?

- Consumed over what period of time…?

– Places, dates and times of each incident…? *– Any other relevant details…?*

11. When was the last time you drove impaired?

Please provide specific details...

12. Have you ever caused damage to private or public property, other than that mentioned in the motor vehicle accident section, either deliberately or accidentally? i.e. Bus shelters, public & private signs, motor vehicles (scratched, keyed, dented)

☐ No

☐ Yes

If yes, please explain…

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

☐ No

☐ Yes

If yes, please explain…

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

_____

_____

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_____

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_____

(b) **Referring to question 14(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:

15. 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			
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					
Fentanyl					
Other (specify) _____					
Other (specify) _____					
Other (specify) _____					

16. Have you ever illegally used any pharmaceutical (prescription) drugs?

☐ No

☐ Yes

If yes, please provide 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			
Methadone					
Percocet					
Percoden					
Valium					
Prozac					
Zanax					
Ritalin					
Oxycontine					
Oxycodine					
Dilaudid					
Inhalants					
Steroids _____					
Other (specify) _____					
Other (specify) _____					

17. Have you ever illegally purchased street or pharmaceutical drugs?

☐ No

☐ Yes

If yes, please provide specific details and dates regarding the purchase and your involvement…

18. Have you ever sold, given away or offered illegal street or pharmaceutical drugs?

☐ No

☐ Yes

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

19. Have you ever grown illegal drugs?

☐ No

☐ Yes

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

20. Have you ever manufactured illegal drugs?

☐ No

☐ Yes

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

21. 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...

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

☐ No

☐ Yes

If yes, please explain…

23. 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?

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

☐ No

☐ Yes

If yes, please explain…

FINANCIAL / CREDIT

25. Have you ever declared bankruptcy or entered into a customer proposal?

☐ No

☐ Yes

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

26. 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…

27. Have you ever knowingly taken part in any fraudulent banking transaction?

- *Knowingly write an NSF Cheque* - *Empty Envelope into a bank machine*
- *Cancelled ETransfer on purchase* -Insurance fraud
- Price tag switching - vehicle odometer tampering
- counterfeiting -Income Tax fraud - Employment Insurance / WCB ect?

☐ No

☐ Yes

If yes, please provide specific details including dates and amounts…

28. Have you ever deliberately falsified any official documents, E.G., Income Tax, Customs, Employment Insurance, WCB, student loans, credit applications, mortgage documents, bank documents, insurance claims, etc.?

☐ No

☐ Yes

Please provide specific details including dates...

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

☐ No

☐ Yes

If yes, please provide specific details including dates and circumstances…

30. Are you currently having financial difficulties?

☐ No

☐ Yes

If yes, please provide specific details including dates and circumstances…

31. Please list all loans, mortgages, credit cards and lines of credit (including consolidated loans) that you have.

LENDER	PURPOSE	ORIGINAL AMOUNT	BALANCE	MONTHLY PAYMENTS
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
		$	$	$
	TOTALS	**$**	**$**	**$**

32. 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:

33. 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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_____

34. 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…

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

	Days

Please provide an explanation for these days you were absent…

36. 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…

37. 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...

38. 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...

39. (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...

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

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

40. 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...*

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

☐ No

☐ Yes

If yes, please explain…

PROSTITUTION:

42. Have you ever communicated for the purpose of prostitution, secured the sexual services of a prostitute or an escort, or engaged in any sexual act for a monetary purpose, in Canada or elsewhere?

☐ No

☐ Yes

If yes, please provide specific details including:

– How many times did it occur…? *– When and where did this occur…?*
– Who was your employer at the time…?

43. Have you ever obtained sexual services in exchange for payment, *E.G., at a strip club, live sex show, massage parlour, or other place?*

☐ No

☐ Yes

If yes, please provide specific details including:

– How many times did it occur…? *– When and where did this occur…?*
– Who was your employer at the time…?

44. Have you ever accepted the earnings of a prostitute?

☐ No

☐ Yes

If yes, please explain…

ILLEGAL SEXUAL ACTIVITY

45. 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...

NOTE:
Questions 46 and 47 do not include situations where ALL of the following *if 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.***

46. 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, or any other device or form of technology?

☐ 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...

47. Have you ever asked or persuaded a person under the age of 16 to participate in any sexual activity?

☐ 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...

48. Have you ever participated directly or indirectly in sexual activity with any person under the age of 18 years while being in a position of trust or authority over that person? *A position of trust and authority over a person includes babysitter, coach, boss, etc.*

☐ No

☐ Yes

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

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

☐ No

☐ Yes

If yes, please explain…

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

☐ No

☐ Yes

If yes, please explain…

51. 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…

52. Have you ever made anonymous or unwanted sexual texts or phone calls? *This includes online communication apps such as, but not limited to Snapchat or dating applications.*

☐ No

☐ Yes

If yes, please explain…

53. Have you ever recorded, or observed in any form i.e. peeping, telescopes, binoculars, electronically captured – cell phones, cameras etc., or via the naked eye , sexual acts of another person without their knowledge or consent? This includes you sexual acts you engaged in with another person consensually that were filmed/recorded/captured etc, without that person's consent.

☐ No

☐ Yes

If yes, please explain…

54. Have you deliberately exposed yourself to anyone in public, or sent/displayed images of a sexual nature to a non-consenting recipient? *This includes online communication apps such as, but not limited to Snapchat or dating applications.*

☐ No

☐ Yes

If yes, please explain…

55. Have you ever shared or uploaded inappropriate/sexual videos or photos without the subject of the video and/or photos *providing their* consent?

☐ No

☐ Yes

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56. Have you ever accessed, viewed, purchased, manufactured, made, distributed, sold, possessed or produced child pornography in any form, *I.E., materials that are written, visual, audio, photographic, film, video, and/or electronic materials showing a person who is or appears to be under 18 years of age?*

☐ No

☐ Yes

If yes, please explain…

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57. Have you ever attempted to lure a person under the age of 18 to meet you for the purpose of any sexual activity, including communication over the internet?

☐ No

☐ Yes

If yes, please explain…

DOMESTIC RELATIONSHIPS

58. Have you ever been in a physical altercation with a spouse, partner or any other person associated to you in a domestic or family relationship?

☐ No

☐ Yes

If yes, please provide specific details including whether alcohol or drugs were involved, dates and relationship.

59. Have you ever stalked, harassed, followed (electronically or otherwise) a spouse, partner or any other person associated to you in a past or present intimate relationship?

☐ No

☐ Yes

60. Have you ever stalked, harassed, bullied or threatened someone associated to your significant other?

– *Ex-relation*

☐ No

☐ Yes

USE OF FORCE

61. Have you ever been in a physical altercation with an adult person?

☐ No

☐ Yes

If yes, please provide specific details including whether alcohol or drugs were involved, dates and relationship.

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

☐ No

☐ Yes

If yes, please provide specific details including whether alcohol or drugs were involved, dates and relationship.

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

☐ No

☐ Yes

If yes, please provide specific details including whether alcohol or drugs were involved, dates and relationship.

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

☐ No

☐ Yes

If yes, please provide specific details including whether alcohol or drugs were involved, dates and relationship.

65. Have you ever posted harassing material about another person on social media to encourage negative or derogatory comments to be made about that person?

☐ No

☐ Yes

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

☐ No

☐ Yes

If yes, please explain…

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

☐ No

☐ Yes

If yes, please explain…

68. Have you ever carried a concealed weapon?

☐ No

☐ Yes

If yes, please explain…

THEFT:

69. Have you ever been involved, directly or indirectly, in a theft, E.G., shoplifting, theft of/from vehicle, theft of services or theft from family member/friend?

☐ No

☐ Yes

If yes, please provide specific details – including:

- *What was stolen…?* – *From whom it was stolen…?*
- *The date(s) of the offence(s) …?* – *Why you committed this/these thefts…?*
- *What happened to the property…?* – *How and when was it disposed of…?*
- *If you are no longer in possession of this property, what did you do with it…?*

70. Have you ever been involved in any criminal behaviour at any of your workplaces, *E.G., theft of merchandise, office supplies, money, misappropriation of funds, fraud, or converting anything to your personal use without authorization?*

☐ No

☐ Yes

If yes, please provide specific details including dates, position within company, employer and type of property...

71. Have you ever purchased anything or were given anything you thought or knew was stolen or obtained from a crime?

☐ No

☐ Yes

If yes, please provide specific details including dates, type of property, how you obtained it and if you are still in possession of this property…

72. Are you currently in possession of any stolen property?

☐ No

☐ Yes

If yes, provide specific details including what property and where/how it was obtained...

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

☐ No

☐ Yes

If yes, please provide specific details…

TECHNOLOGICAL CRIME:

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

☐ No

☐ Yes

If yes, please provide specific details – including dates…

75. Have you ever hacked, or attempted to hack, or gained unauthorized access into any computer system, wireless network, device or someone's online profile?

☐ No

☐ Yes

If yes, please provide specific details – including dates…

76. Have you ever configured or used wireless technology for the purpose of gaining unauthorized access for a malicious purpose, to mask your identity, or for financial gain?

☐ No

☐ Yes

If yes, please provide specific details – including dates…

77. Have you ever downloaded or otherwise obtained commercial software and manipulated it with patches, cracks or registration keys that allow it to work without paying for it?

☐ No

☐ Yes

If yes, please provide specific details – including dates…

78. Have you ever sold, given away or otherwise distributed commercial software that has been manipulated with patches, cracks, or registration keys that allow it to work without paying for it?

☐ No

☐ Yes

If yes, please provide specific details – including dates…

79. Have you ever threatened, harassed, or stalked anyone over the internet or any other form of social media, including forwarding naked/sexually explicit pictures unbeknownst to the person depicted in the image?

☐ No

☐ Yes

If yes, please provide specific details – including dates…

80. Have you ever written, compiled or otherwise created, or knowingly distributed, a computer virus, worm, spam, Trojan, via the internet or through e-mail?

☐ No

☐ Yes

If yes, please provide specific details – including dates…

81. 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…

OTHER CRIMINAL ACTIVITY:

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

- Murder
- Any crime involving children (includes physical or sexual abuse)
- Impaired driving
- Sexual assault
- Crimes relating to domestic violence
- Child pornography (includes accessing, possession, distribution, or the making of)
- Forcible confinement / Kidnapping
- Robbery
- Offences contrary to the Controlled Drugs and Substances Act
- Arson resulting in loss of life or substantial damage
- Treason or high treason
- Crime committed with a facial covering and/or a weapon
- Other serious incidents

83. 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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84. 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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85. Have you ever been associated to, or been a member of, any militant, subversive organization or individual, *I.E., organized crime groups/gangs, white supremacist groups, illegal action groups, terrorist networks or cells, freedom fighters?*

☐ No

☐ Yes

Please provide specific details including dates…

86. Have you ever researched, manufactured, used or threated to use, an explosive device or incendiary device, E.G., bombs, Molotov cocktails, pipe bombs, etc.?

☐ No

☐ Yes

Please provide specific details including dates and circumstances...

INVOLVEMENT WITH LAW ENFORCEMENT:

87. 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…

88. 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...

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

☐ No

☐ Yes

Please provide specific details including dates and circumstances…

90. Have you ever impersonated a police officer?

☐ No

☐ Yes

If yes, please explain…

91. Have you ever lied to a police officer during an investigation; this includes as a witness to an offence, or as a victim making a false complaint?

☐ No

☐ Yes

If yes, please explain…

92. Have you ever hidden anyone from the police or helped anyone to avoid being arrested?

☐ No

☐ Yes

If yes, please explain…

93. Have you ever been charged or otherwise involved with an offence in a foreign country?

☐ No

☐ Yes

If yes, please explain…

FIREARMS:

94. Do you own or possess any firearms?

☐ No

☐ Yes

If yes, please describe product…

_____

_____

_____

_____

_____

95. If you own or possess a firearm, do you currently have a valid firearms license for that firearm?

☐ No

☐ Yes

☐ Not applicable

Please provide circumstances if applicable…

_____

_____

_____

_____

_____

96. 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…

_____

_____

_____

_____

97. Have you ever been refused a firearms license?

☐ No

☐ Yes

If yes, please provide specific details…

98. Do you possess any unlicensed firearms?

☐ No

☐ Yes

Please provide product information and circumstances if applicable...

99. 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…

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…

101. Have you ever been involved in ANY criminal activity that you have not previously disclosed or documented?

☐ No

☐ Yes

Please provide specific details including dates, circumstances and type of crime...

102. Have you knowingly provided any false information or deliberately withheld any information in your application to this Police Service?

☐ No

☐ Yes

Please provide specific details…

103. Is there any information you wish to add or disclose that you feel the Police Service should be aware of at this time? *Non-disclosure may affect the status of your application.*

☐ No

☐ Yes

Please provide specific details…

BIAS:

Bias is a judgment or belief based on stereotypes that can impact a person's behavior. *Discrimination* is treating a person or group of people adversely because of a protected characteristic. In Alberta, protected characteristics are defined in the *Alberta Human Rights Act* and include race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Bias can often be unconscious and not known by the individual exhibiting the bias. Discrimination can occur without intent to discriminate. Bias and/or discrimination can reveal itself in the ways people speak about, speak to, and act toward individuals or groups with certain protected characteristics.

While everyone has bias, this section is review how you manage your bias. Answering "yes", which will be common, and seeing your answers help agencies measure your ability to develop an awareness of bias and how you self-intervene to check bias.

104. How do you view, interact with, or speak about people, either known or not known to you, who have a protected characteristic identified above (for example, individuals of a race different from yours, with a disability, with a different place of origin than you, or with a particular sexual orientation, etc.)?

☐ No

☐ Yes

If yes, please provide specific details…

_____

_____

_____

_____

_____

_____

_____

105. In your personal or professional life, have you ever made statements (verbally or written) to/about, or behaved in a manner toward, individuals or groups with certain protected characteristics, whether in public or private, that might be considered or has been found to be discriminatory or demonstrative of bias? If so, please explain.

☐ No

☐ Yes

If yes, please provide specific details…

106. Have your views, interactions, communication with, or treatment of individuals or groups with protected characteristics changed over time, positively or negatively? If so, how have they changed? What prompted those changes?

☐ No

☐ Yes

If yes, please provide specific details…

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.

If you DO NOT HAVE previous police experience …

Please proceed to Declaration on Page 65, and continue with this form.

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.

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

Please provide specific details…

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

Please provide circumstances if applicable…

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

110. 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…

111. 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…

112. Were you ever disciplined for inappropriate conduct or unauthorized conduct while employed as a law enforcement officer?

☐ No

☐ Yes

Please provide specific details if applicable…

113. Were you ever absent from duty for any extended periods of time other than for authorized purposes or medical reasons?

☐ No

☐ Yes

Please provide specific details if applicable…

114. Have you ever deliberately committed any criminal act while employed as a law enforcement officer that, if detected, you could / would face prosecution?

☐ No

☐ Yes

Provide specific details if applicable…

115. (a) As a law enforcement officer, were you ever with another officer when they committed a crime?

☐ No

☐ Yes

If yes, please explain and complete question 112 (b)…

(b) Did you report the incident?

☐ No

☐ Yes

If no, please explain…

116. Have you ever been involved in a situation where you deliberately neglected your duties or intentionally violated policy and procedure?

☐ No

☐ Yes

If yes, please explain…

Classification: Protected A

117. As a law enforcement officer, have you ever received a kickback or accepted a bribe?

☐ No

☐ Yes

If yes, please explain…

118. As a law enforcement officer, have you ever falsified a police report, *E.G., evidence receipts, criminal investigations, falsified written statements, police log, etc…?*

☐ No

☐ Yes

If yes, please explain…

119. As a law enforcement officer, have you ever intentionally made a false arrest?

☐ No

☐ Yes

If yes, please explain…

120. As a law enforcement officer, have you ever used excessive force?

☐ No

☐ Yes

If yes, please explain…

Classification: Protected A

121. As a law enforcement officer, have you ever illegally destroyed any seized evidence?

☐ No

☐ Yes

If yes, please explain…

122. As a law enforcement officer, have you ever, *with or without authorization,* taken exhibits for your own personal use or gain?

☐ No

☐ Yes

If yes, please explain…

123. As a law enforcement officer, have you ever stolen anything from your department?

☐ No

☐ Yes

If yes, please explain…

124. As a law enforcement officer, have you ever stolen anything from a crime scene, accident scene, property room, vehicle, victim or accused person?

☐ No

☐ Yes

If yes, please explain…

125. As a law enforcement officer, have you ever unlawfully used, sold or possessed any illegal drugs?

☐ No

☐ Yes

If yes, please explain…

126. As a law enforcement officer, have you ever used your position for personal gain?

☐ No

☐ Yes

If yes, please explain…

127. Have you ever engaged in a sexual act with a prisoner or anyone else in your custody, or with anyone directly related to your investigation, *E.G., a witness, etc..?*

☐ No

☐ Yes

If yes, please explain…

128. Have you ever told a relative, friend or acquaintance about an active investigation that involved them or someone they knew, *I.E., tipped someone off?*

☐ No

☐ Yes

If yes, please explain…

129. Have you ever intentionally covered up an offence for a relative, friend or acquaintance?

☐ No

☐ Yes

If yes, *please explain...*

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 Agency Police Service.

2. If you are currently employed by the Agency Police Service or the City of Agency.
   - 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 Agency Police Service or the City of Agency.

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 Agency 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 Agency 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 Recruiting Officer.

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: _____

REQUIREMENT – NOTICE TO APPLICANT

TO: **RECRUIT APPLICANTS**

FROM: **RECRUITMENT UNIT**

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 be contacted regarding 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 Recruiting Officer 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 submit a new application package.

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: