

**STEPHENS CITY POLICE DEPARTMENT**

**1033 Locust Street**

**Stephens City, VA 22655**

**(540) 868-1012 ♦ Fax (540) 868-7653**

**Chief William A. Copp**

**Application for Employment and Personal History Statement**

**(An equal Opportunity Employer)**

The Town of Stephens City and the Stephens City Police Department does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff.

Position Applied for: \_\_\_\_\_ Police Officer F/T \_\_\_\_\_ Police Officer P/Time \_\_\_\_\_ Clerical \_\_\_\_\_

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
STREET NUMBER STREET NAME CITY  
\_\_\_\_\_  
STATE ZIP CODE

TELEPHONE: HOME: \_\_\_\_\_ / CELL: \_\_\_\_\_ / WORK: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

Have you ever gone by another name or alias? If YES, please state all of the names or aliases you have gone by:

\_\_\_\_\_

If you expect to complete an educational program in the near future, please indicate what type of degree and when you expect to achieve it:

\_\_\_\_\_

All applicants are subject to the following tests prior to employment with the Stephens City Police Department, if you agree or disagree please check the test below and state why you disagree with such test:

Polygraph \_\_\_\_\_ AGREE \_\_\_\_\_ DISAGREE - REASON WHY: \_\_\_\_\_

Physical \_\_\_\_\_ AGREE \_\_\_\_\_ DISAGREE - REASON WHY: \_\_\_\_\_

Drug Screen \_\_\_\_\_ AGREE \_\_\_\_\_ DISAGREE - REASON WHY: \_\_\_\_\_

Background Check \_\_\_\_\_ AGREE \_\_\_\_\_ DISAGREE - REASON WHY: \_\_\_\_\_

Physiological Test \_\_\_\_\_ AGREE \_\_\_\_\_ DISAGREE - REASON WHY: \_\_\_\_\_

List below the Name, Age, Occupation and Location of any Spouse, Children and Any Other Person who resides in your Residence:

Relationship	Name	Age	Occupation
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Employed By	Residence Mailing Address
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Relationship	Name	Age	Occupation
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Employed By	Residence Mailing Address
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Relationship	Name	Age	Occupation
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Employed By	Residence Mailing Address
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Relationship	Name	Age	Occupation
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Employed By	Residence Mailing Address
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Relationship	Name	Age	Occupation
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Employed By	Residence Mailing Address
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The statements made by me in this application and personal history statement are true and completed to the best of my knowledge. I understand that any willful misstatements or material omissions will be considered sufficient cause to disqualify me for employment with the Stephens City Police Department.

Signature	Date
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### Previous Residences

**List any and all residences where you have lived for the past ten (10yrs) or have lived since the age of 16, including addresses and residences you had while in college, away from home, serving in the Armed Forces. Include the dates (Month and Year) that you resided at the address. You must provide the complete address, street name, City, State and Zip Code.**

**From:**  
**Month / Year**

**To:**  
**Month / Year**

**Complete Address:**  
**Street, City, State and Zip Code**

[illegible]

**The statements made by me in this application and personal history statement are true and completed to the best of my knowledge. I understand that any willful misstatements or material omissions will be considered sufficient cause to disqualify me for employment with the Stephens City Police Department.**

**Signature**

Date \_\_\_\_\_

### **Armed Forces Information**

Are you currently a member of the United States Armed Forces or any other Armed Forces? \_\_\_\_ Yes \_\_\_\_ No

If no, have you ever been a member of the Armed Forces? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been rejected from a Military Service or Branch? \_\_\_\_ Yes \_\_\_\_ No

If served in the Military or Armed Forces how and when were you discharged? \_\_\_\_\_

Are you member of a reserve component? \_\_\_\_ Yes \_\_\_\_ No

If yes, give the name, current status and your obligated drill time, status and active duty status:

\_\_\_\_\_

Only complete the following if you have ever served on Active Duty or with a Reserve Component:

Date of entry: \_\_\_\_\_ Branch of Service: \_\_\_\_\_ Service #: \_\_\_\_\_

City and State of entry: \_\_\_\_\_

List all duty Stations including basic training and other schools you attended while serving:

_____	_____
_____	_____
_____	_____
_____	_____

Explain your duties while serving:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Highest Grade Achieved: \_\_\_\_\_ Date Obtained: \_\_\_\_\_

Medals or Awards Received: \_\_\_\_\_

\_\_\_\_\_

Explain any and all Disciplinary Action taken against you: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Police / Criminal Record

Have you ever been arrested for a criminal offense? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been charged with a criminal offense? \_\_\_\_ Yes \_\_\_\_ No

If the answer is "yes" to either of the above two questions please explain below with the charge, the jurisdiction and the date of the charge:

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Operators License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Number of years driving experience: \_\_\_\_\_

Has your license to operate a vehicle ever been suspended / revoked locally or by any other State? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain below the reason, where it was suspended / revoked and the reason of the suspension / revocation:

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List all traffic charges below:

Charge:	Convicted (yes or no)	Date:	Jurisdiction:
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Have you ever been in a traffic collision where you were at fault? \_\_\_\_ Yes \_\_\_\_ No

Please explain:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Education**

**Please provide the name(s) and location(s) of the schools that you have attended beginning with Elementary and ending with the last school that you attended:**

School Name	Location	Dates Attended	Highest Grade level	Date of Graduation

**If you did not graduate from High School, do you have a High School Equivalency (GED) Diploma?**  
\_\_\_\_\_ Yes \_\_\_\_\_ No      **If yes, Date and Location Received:** \_\_\_\_\_

**Have you ever attended any specialty schools? If so please provide the name of the school, location, degree received and your major or minor studies below:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please list any and all professional memberships, certificates, licenses, honors, fellowships, ETC that you have been awarded in the space below, be sure to include where or from whom it was received from:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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_____	_____
<b>Signature</b>	<b>Date</b>

## **Employment History**

**Please start with your present or most recent employer.**

**Employed From:** \_\_\_\_\_ **Employed To:** \_\_\_\_\_ **Part-Time:** \_\_\_\_\_ **Full-Time** \_\_\_\_\_

**Employed By:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Your name while employed at above job:** \_\_\_\_\_

**Your Job Title:** \_\_\_\_\_ **Starting Salary:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_

**Supervisor Name and Title:** \_\_\_\_\_

**Number of people that you supervised:** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Employed From:** \_\_\_\_\_ **Employed To:** \_\_\_\_\_ **Part-Time:** \_\_\_\_\_ **Full-Time** \_\_\_\_\_

**Employed By:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Reason for leaving:** \_\_\_\_\_

**Your name while employed at above job:** \_\_\_\_\_

**Your Job Title:** \_\_\_\_\_ **Starting Salary:** \_\_\_\_\_ **Ending Salary:** \_\_\_\_\_

**Supervisor Name and Title:** \_\_\_\_\_

**Number of people that you supervised:** \_\_\_\_\_

**Job Duties:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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Employed By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Signature

\_\_\_\_\_

Date



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Employed By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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Employed By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Your name while employed at above job: \_\_\_\_\_

Your Job Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Supervisor Name and Title: \_\_\_\_\_

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Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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Employed By: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Additional Information**

Have you ever applied for employment with the Stephens City Police Department in the past? \_\_\_\_ Yes \_\_\_\_ No

If yes, when and what was the result of your application? \_\_\_\_\_

Are you currently Virginia Law Enforcement Certified? \_\_\_\_ Yes \_\_\_\_ No

Have you ever applied for employment with any other Law Enforcement Agency? \_\_\_\_ Yes \_\_\_\_ No

If yes, please provide the name of the agency you applied for along with where you stand in the hiring process with the Law Enforcement Agency:

Agency	When Applied	Application / Status of hiring process
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you ever used / experimented with marijuana or any other form of narcotic or illicit Drug? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain in detail which drug you used / experimented with and how many times you used the drug:

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Do you drink intoxicating beverages? \_\_\_\_ Yes \_\_\_\_ No

If yes, describe the types of beverages and how often used and to what degree:

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Are you a citizen of the United States of America? \_\_\_\_ Yes \_\_\_\_ No

If no, please state your Visa Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Are you acquainted with any members of the Stephens City Police Department? \_\_\_\_ Yes \_\_\_\_ No

If yes, who? \_\_\_\_\_

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**If you are hired by the Stephens City Police Department, do you expect to engage in any other gainful occupations?**

\_\_\_\_\_ Yes \_\_\_\_\_ No

**If yes, please explain:**

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**List any information concerning additional activities or facts which may affect your qualification or your ability to perform the duties of the position of Police Officer for the Stephens City Police Department; this would include any of the requirements outlined in Brady v. Maryland. (See attached guideline)**

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\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### **Reference Information**

Please list at least five (5) persons you have known for at least five years or more. The references listed below should not be anyone that was listed previously in this application / personnel history statement. The persons listed below should not be related to you by blood or marriage and must reside in the United States.

Name	Address
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Occupation	Telephone Number	Years Known
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Name	Address
------	---------

Occupation	Telephone Number	Years Known
------------	------------------	-------------

Name	Address
------	---------

Occupation	Telephone Number	Years Known
------------	------------------	-------------

Name	Address
------	---------

Occupation	Telephone Number	Years Known
------------	------------------	-------------

Name	Address
------	---------

Occupation	Telephone Number	Years Known
------------	------------------	-------------

Name	Address
------	---------

Occupation	Telephone Number	Years Known
------------	------------------	-------------

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Signature	Date
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**STEPHENS CITY POLICE DEPARTMENT**  
1033 Locust Street  
Stephens City, VA 22655  
(540) 868-1012 ♦ Fax (540) 868-7653  
Chief William A. Copp

**Application for Employment and Personal History Statement**  
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**Authorization to Release Information**

I hereby authorize any, Investigator, Detective, Sheriff, Chief or his representative of the Stephens City Police Department bearing this release, or any copy thereof, within one year of its date, to obtain any and all information from schools, residential management agents, employers, criminal justice agencies or individuals relating to any activities. This information may include, but not limited to: academic achievement, performance, attendance, personal history, internal investigations, disciplinary actions, credit, personnel, medical, birth or other vital records, criminal, civil and domestic court records and convictions and arrest records.

I hereby authorize and request your release of such information upon request of the bearer of this form. I understand that the information released is for official use only by the authorized agents of the Stephens City Police Department.

I also hereby release any individual from any and all liability for damages of whatever kind or nature which may, at any time result to be on account of compliance with, or any attempts to comply with this signed authorization.

I also know, and understand if a conditional job offer is offered to be that it is subject to the complete and full background investigation and is not a guarantee for employment with the Stephens City Police Department.

**Sign only when in the presence of a Notary**

Given under my hand this \_\_\_\_\_  
Day Month Year

Signature: \_\_\_\_\_

**Notary**

On: \_\_\_\_\_  
Date Print Name

Did personally appear before me and acknowledge his/her signature to the above statement.

Notary Public: \_\_\_\_\_  
Signature State County

My Commission expires: \_\_\_\_\_

This page was left blank intentionally and the space can be used below to add any additional information needed.  
Please be sure to identify what you are explaining below.

**The statements made by me in this application and personal history statement are true and completed to the best of my knowledge. I understand that any willful misstatements or material omissions will be considered sufficient cause to disqualify me for employment with the Stephens City Police Department.**

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**Signature**

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**Date**

## CONFIRMED LEO BRADY ISSUE?

### *Questions for the Commonwealth's Attorney and Chief or Sheriff to consider:*

- Does this issue compromise the officer's integrity and/or the public trust?
- Does this issue involve one case or all cases in which the officer is involved?
- Is this an isolated instance or a pattern of behavior?
- Can the officer testify truthfully?
- Can the officer be trusted to report accurately?
- Are evidence trails compromised by the officer's participation?
- Will the officer's continued employment damage the impartial image and status of the department or prosecution?
- Will continued employment require a separate disclosure in each of the officer's cases? Will credibility be an issue in every case?
- Is termination the best option when an officer has confirmed integrity issues?

## **WHY IS IT IMPORTANT?**

Officer integrity underlies every criminal investigation and prosecution. It is a critical component to every case.

If there is an issue with an officer's integrity, it must be addressed and possibly disclosed under *Brady v. Maryland* and related cases.

*Brady v. Maryland* and related cases.

Failure to disclose material issues can have serious consequences, such as wrongful convictions, the reversal of otherwise valid convictions, the exclusion of evidence, court sanctions, civil liability, and the accompanying embarrassment and distrust for all involved.

Prosecutors and law enforcement officers must work together to avoid even the appearance of wrongdoing by identifying and addressing integrity issues.

Our goal is to bring consistency across the Commonwealth and to keep Virginia law enforcement officers and prosecutors among the best in the nation.

## **OFFICER INTEGRITY ISSUES**

and

## ***Brady v. Maryland***



Virginia Association of  
Commonwealth's Attorneys

[www.vaca-online.com](http://www.vaca-online.com)



[www.vachiefs.org](http://www.vachiefs.org)

**This Guide focuses on the  
issue of officer integrity and  
recommended practices  
to comply with *Brady*  
requirements.**

Revised 2017



# BRADY BASICS

*Brady* and *Giglio* require prosecutors to disclose to defendants any evidence that is favorable to the accused on the questions of either guilt or punishment, or that may be used to impeach the credibility of a prosecution witness.

Pursuant to *Kyles v. Whitney*, a prosecutor has a "duty to learn of any favorable evidence known to others acting on the government's behalf, including the police."

Courts impute knowledge and hold a prosecutor accountable for all facts known to law enforcement officers and their superiors whether or not the prosecutor has actual knowledge.

Prosecutors therefore must know about any issues that involve officer integrity and therefore might affect the officer's credibility as a witness or the manner in which the investigation was conducted.

**The prosecutor must disclose *Brady* information whether or not the defendant requests it.**

## Internal Investigations:

Internal Investigation/Internal Affairs files deal with confidential personnel (and personal) information and are subject to privacy rules established by statutes and case law. They are not open to review by anyone unless permitted by departmental policies, procedures, rules, regulations, and established practices accepted by the courts.

## Notifying the Prosecutor:

Prosecutors are aware that false accusations against officers occur and complaints alone will not affect an officer's credibility or necessitate any *Brady* disclosure. Upon a determination that an investigation has occurred which results in a sustained complaint, that compromises the subject officer's integrity, appropriate notifications shall be made to the prosecuting attorney or the Court.

It is recommended that the notice be in writing and it may be marked as FOIA-exempt material. The amount of detail will depend on the circumstances. The prosecutor can then make an informed judgment as to what impact, if any, the shared information will have on pending cases.

If there is a question as to whether information should be disclosed, the prosecutor can seek an *in camera* review by the court or a protective order to prevent unnecessary dissemination.

***Brady* obligations DO NOT automatically offer courts or Prosecutors free access to II/IA files.**

## POTENTIAL BRADY ISSUES

*This is presented to offer guidance on many agreed upon circumstances requiring a discussion about Brady with your prosecutor.*

- Inconsistent statements by an officer, which are related to the criminal investigation.
- Intentional false or materially inaccurate statements or reports.
- Other evidence contradicting the prosecution's evidence, statements, or reports.
- Conviction of a felony or a misdemeanor involving lying, cheating, or stealing.
- Sustained findings of misconduct after an internal investigation related to untruthfulness or dishonesty.
- Falsification of internal documents such as expense reports, or misuse of departmental funds or property.
- Untruthfulness or willful omissions in testimony or while under oath in any criminal or civil proceeding.
- Sustained findings of misconduct, on or off-duty, related to dishonesty.
- Discriminatory conduct or statements.
- A propensity toward violence where violence is involved in the case.
- Other sustained accusations that discredit the officer or his/her testimony.