

**POLICE DEPARTMENT**  
**LOCK-UP ATTENDANT**  
**AUTOMATIC DISQUALIFICATION LIST**

**APPLICATION & BACKGROUND INVESTIGATION**

- Falsification or omission of any part of the application packet.
- False information regarding age/date of birth.
- Falsification or omission of information regarding current or past addresses, employers and schools.
- Falsification or omission of information regarding relatives employed by the Town
- Any misrepresentation or omission of any material fact on the application; during the background investigation; or in any phase of the selection process shall disqualify the applicant.
- An applicant will be disqualified if he/she refuses to sign a release of personal records form, personal inquiry waiver, duty assignment agreement, agreement to contact current employer, notice of disclosure of consumer report, release from liability waiver, authorization of military records form or any other required form used as a part of a comprehensive background investigation.

**ENGLISH LANGUAGE**

- An applicant must be able to read, write, and speak the English language.

**EMPLOYMENT HISTORY (includes school and military)**

- Fabrication of any information related to a job.
- Failure to list any job on application packet.
- An applicant whose work history reflects excessive tardiness and absenteeism, incompatibility with coworkers and supervisors, carelessness, insubordination, inability to follow instructions may be a basis for disqualification.
- Failure to report a discharge, forced termination or resignation for any reason.
- Failure to report employment discipline, including written warnings, reprimands, etc., or court-martial (if in the military).
- Disciplinary action in prior employment, the military or educational institutions for behavior that would be either a criminal act or other major violation of the Freetown Department Rules & Regulations will be a basis for evaluation.
- Other factors relating to work history, compliance with law and similar job related areas might be considered in evaluating the individual's fitness for employment.
- Applicants must not have received a less than honorable discharge from any of the Armed Forces of the United States.
- Applicants who have received a discharge from any of the Armed Forces of the United States for unsuitability, unfitness, or other misconduct reasons under honorable conditions may be evaluated for job related behavior and may be disqualified where the discharge indicates factors that may affect job performance.

## **WORK AVAILABILITY**

- An applicant whose work history or whose expressed views reflect job instability; unwillingness to perform shift work, weekend work, work on holidays, or to work overtime in emergencies.

## **FINANCIAL RESPONSIBILITY**

- Credit history and financial condition of the applicant will be reviewed. Credit history will not be a sole basis for disqualification, except that an applicant may be denied employment if he/she is indebted to the extent that the salary for the position, with reasonable diligence, will manifestly be insufficient to pay his/her debts as they fall due.
- Failure to pay just debts will disqualify an applicant.
- Any checks intentionally written on a closed account.
- Two or more separate incidents within the past 5 years of being convicted of or having wages garnished for failure to pay child support.
- Failure to pay taxes.

## **CHARACTER & INTEGRITY**

- Each applicant must be of good moral character as determined by an in-depth investigation into his/her background.
- An applicant who has used a different name for the purpose of defrauding, misleading, evading debts, or improper purpose will be disqualified.
- Taking of items and/or money without permission (added together) of over \$100 from an employer within the past 3 years (includes military).
- Any incidents of misdemeanor shoplifting, or accessory to shoplifting, whether caught or not, within the past 3 years.
- Giving perjured, sworn testimony at any time.
- Giving false statements or making falsified reports as a public safety employee.
- Offering or paying a bribe.
- Soliciting or accepting a bribe at any time as a public safety employee.

## **MEMBERSHIP IN ORGANIZATIONS**

- A Current membership and/or participation in an organization which has as a stated purpose to the overthrow of any local, state, or the federal government, or which has as a stated purpose, violation of any laws or advocates or approves acts of force or violence to deny other persons their rights under the Constitution of the United States may be a basis for disqualification.

## **DRUG BEHAVIOR**

- Applicants who have a pattern of illegal use of any class of controlled substance, including marijuana, as defined in Massachusetts General Laws will be rejected. (This includes prescription drugs not prescribed to you for your use, anabolic steroids, and

designer type drugs.) The suitability of an applicant, who has illegally used a controlled substance, including marijuana, will be evaluated on the basis of circumstance of involvement, use, length of use, and quantity of use. For example, applicants who have illegally used a controlled substance, including marijuana, experimentally, and a minimum of three years has elapsed during which the applicant has not used any illegal controlled substance, including marijuana, may be considered for employment. Any illegal use of a controlled substance, including marijuana, after submission of his/her application will result in rejection.

- Use of any hallucinogenic, such as LSD, PCP, Opium or any of its derivatives will disqualify the applicant.
- Use of any illegal drug, on or off duty, while employed as a public safety employee.
- Any offense involving the applicant's participation in trafficking of a controlled substance as defined in M.G.L. c. 94C. Other than trafficking, any sale, manufacture (includes growing) or distribution of any illegal drug, including marijuana, within the past three years. If beyond 3 years, the following factors should be considered: The frequency of the behavior; the quantity of drugs involved; and the type of drug.
- Deliberate abuse of prescribed controlled substances within the past 3 years.
- Refusal to agree to submit to a drug screening as an applicant or to for cause drug testing as an employee.

### **ALCOHOL BEHAVIOR**

- Unauthorized consumption of alcoholic beverages while on duty as a public safety employee, as evidenced in past jobs.
- Refusal to agree to submit to "for cause" alcohol testing as an employee, as evidenced in past jobs.

### **RESTRAINING ORDERS**

- An applicant who is currently under an injunction or restraining order for domestic violence, or is currently under an injunction or harassment prevention order will have his/her application placed inactive until the outcome of the injunction is finalized and/or the restraining order is lifted.

### **CRIMINAL BEHAVIOR**

- Applicants must not have been convicted of any felony.
- Applicants must not have been convicted of any offense under Chapter 94C of Massachusetts General Laws (drug law violations).
- Applicants must not have been convicted of a misdemeanor involving perjury or false statement.
- Sufficient misdemeanor convictions to establish a pattern of disregard for the law.
- If arrests or charges are pending against an applicant, the application will be temporarily suspended until disposition of all arrest or charges are made.
- Applicants under court ordered probation will not be considered, until the terms of the probation are over.

- A conviction (or adjudicated as a delinquent or as a youthful offender) of a felony, a misdemeanor punishable by more than two years imprisonment, a violent crime, or a weapons or drug offense, will disqualify the applicant.
- A conviction of the crime of domestic violence will disqualify the applicant.
- Commission of a detected or undetected crime as an adult, which constitutes a felony, will disqualify the applicant.
- Commission of a detected or undetected crime as an adult, which constitutes a misdemeanor involving moral turpitude, will disqualify the applicant.
- Commission of a detected or undetected crime as an adult, which constitutes a repeated misdemeanor offense, will disqualify the applicant.
- Commission of a detected or undetected crime as an adult, which constitutes a crime involving violence, will disqualify the applicant.

## **RELATIVES & ASSOCIATES**

- Deliberate association of a personal nature within the past year with a person who uses illegal drugs in the presence of the applicant.
- The background and criminal activities of relatives and/or close associates of the applicant may be a basis for disqualification of the applicant if it appears that such relationships may affect the applicant's ability to perform the duties of a public safety employee.

## **DRIVING HISTORY**

- Applicants must possess a valid driver license that is not under suspension, cancellation, or revocation, or is not about to be suspended, canceled, or revoked.
- Conviction of OUI shall be grounds for disqualification of an applicant.
- Any license suspension/revocation, reckless/negligent driving, hit and run accident, or failure to stop for a police officer incident within the past three years shall be grounds for disqualification.
- Applicants must have an overall good driving record. An applicant must not have a noticeable pattern of violations, citations, at fault accidents and/or convictions within the past three years. Stop sign violations, speeding, careless driving, and at fault accidents are just a few of the examples that could disqualify an applicant if he/she has developed a pattern. Applicants will be required to submit the original certified driver license record from the state's Registry of Motor Vehicles for each state where they were issued a license, other than Massachusetts.

## **PHYSICAL CONDITION**

- A tattoo, brand, body piercing or tooth veneer that violates established department rules and regulations.
- An applicant may be evaluated on a present or future physical condition. An applicant will be rejected if the Town of Freetown's evaluating physician certifies that there is a reasonable probability that a specific physical condition would prevent the applicant from performing the essential job functions, and no reasonable accommodation is possible.

- An applicant's temporary disabilities, such as broken bones, pregnancy, and skin diseases, may result in the delay of the applicant's processing until such time as the temporary disability no longer exists.
- Any doubt as to the applicant's ability to participate in the selection process or to perform the essential job functions shall be resolved by examination and certification by a physician approved by the Town of Freetown.

#### **CERTIFICATION/ELIGIBILITY**

- Falsifying documentation, including but not limited to, a college degree, birth certificate, social security card, transcript or specialized training
- Falsifying documentation of law enforcement certification

**This list is not inclusive. A candidate may also be disqualified if the totality of his/her circumstances indicates that he/she would not be suitable as a signal operator or dispatch supervisor.**