



Hartford Police Department
812 V. A. Cutoff Road
White River Junction, Vermont 05001
Business: 802 295 9425
Fax: 802 291 9822

Hartford Police Department

Full-time/Sworn: 23
Full-time/Civilian: 2
Patrol Units: 6 Marked, 3 Unmarked

Annual Budget: \$2,049,062
Population: 11,000
Grant Awards: \$1,097,498

The Town of Hartford, Vermont is more readily identified by one of its villages - White River Junction. Hartford is actually composed of five different and separate villages, White River Junction, Wilder, Hartford, West Hartford and Quechee.

The official population of Hartford is estimated at 11,000, but a conservative guess of actual daytime population is closer to 20,000+. With a major scenic area and on the route to other tourist and ski areas, our community experiences a large amount of non-residential and temporary visitors.

Hartford is highlighted by transportation; two major New England interstates converge in Hartford, rail lines for major freight movement, and Amtrak and Greyhound Bus is also within our community.

Hartford is considered part of a three town "development" area rounded out by the City of Lebanon and Town of Hanover, New Hampshire. These areas share not only rapidly expanding economic bases and strong growth, but share crime and service demands as well. Lebanon houses the Dartmouth Hitchcock Medical Center and Hanover is the home of Dartmouth College.

Hartford houses the largest Veteran's Administration Hospital in Vermont, which sets on 64 acres with several major structures. The V. A. Hospital serves both Vermont and New Hampshire Veterans, and has an annual basis of 175,000 outpatient visits.

The Hartford Police Department provides a wide range of police services to its five villages that are spread over an area of 39 square miles. Our network of roads demands patrol of more than 170 miles of streets, not including Interstates 91 and 89 where we frequently assist Vermont State Police. The department handles nearly 25,000 incidents each year, with 4,100 of those incidents meeting the entry criteria of CAD, which is a state wide computerized system; *Spillman*.

The department moved into its new quarters in March 1989, and underwent renovations in the spring of 2010. The facility is often the site for training by the Vermont Criminal Justice Training Council, given our central location.

The Hartford Police Department is Windsor County's Live Scan Identification Center.

The Hartford Communications Center maintains one of eight local Public Safety answering points for E-911, and provides dispatch services to police, fire and ambulance in several surrounding communities.

Department members participate in numerous community events that include Hartford Youth Safety Fair, Vermont Special Olympics, Project Grad, YABBA, etc. The department supports the Restorative Justice program, and is a strong advocate of community policing.

INSTRUCTION - PERSONAL HISTORY STATEMENT

Note: READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. It is essential that the information be accurate in all respects as it will be used as the basis for a background investigation that will determine your eligibility for employment.

1. Your Personal History Statement must be printed in ink. Answer all questions to the best of your ability.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
4. You are responsible for obtaining correct addresses. If you are not sure of an address, check it by personal verification. Your local library may have a directory service or copies of local phone directories or the internet.
5. If there is insufficient space on this form for you to include all the required information, attach extra sheets to the Personal History Statement. Be sure to reference the relevant section and question number before continuing your answer.
6. An accurate and complete form will help expedite your investigation. On the other hand, deliberate omissions or falsifications may result in disqualification.

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Hartford Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners and the U. S. Veteran's Administration employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Hartford Police Department. I also certify that any person/s, agencies or business who may furnish such information.

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

Signature: _____

Subscribed and sworn to before
me on this ____ day of _____, 20__

Maiden Name: _____

Notary Public

Date of Birth: _____

Social Security #: _____

Mailing Address: _____

Physical Address: _____

Home Telephone: _____ Cell Phone: _____

E-mail Address: _____

PERSONAL HISTORY STATEMENT

APPLICANT IDENTIFICATION

Position: Police Officer/Admin Civilian

Information provided in this section is used for identification purposes only.

LAST NAME _____ FIRST _____ MIDDLE _____

DATE OF BIRTH _____ PLACE OF BIRTH _____

SOCIAL SECURITY NUMBER _____ US CITIZEN? Yes _____ No _____

DRIVER'S LICENSE NUMBER _____ STATE _____

MAILING ADDRESS _____

PHYSICAL ADDRESS: _____

HOME TELEPHONE: _____ OTHER TELEPHONE: _____

HEIGHT ____' ____" WEIGHT _____ COLOR EYES _____ COLOR HAIR _____

SCARS, MARKS OR OTHER DISTINGUISHING MARKS _____

NICKNAME, MAIDEN NAME, OR OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN:

RESIDENCE: List all addresses where you have lived during the past 10 years beginning with your current address. List dates by month and year.

| From | To | Street / City / State |
|-------|-------|-----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

WORK HISTORY: Beginning with your present or most recent job, list all employment held for the past 10 years, including part-time, temporary or seasonal employment. Include all periods of unemployment. Attach extra pages if necessary.

EMPLOYER: _____

ADDRESS: _____

JOB TITLE: _____ TELEPHONE: _____

SUPERVISOR: _____ TITLE: _____

NAMES OF CO-WORKERS: _____

DATE STARTED: _____ DATE LEFT: _____

REASON FOR LEAVING: _____

Are you fearful that this job would be in jeopardy if inquires is made? Yes ___ No ___

Work history continued:

EMPLOYER: _____

ADDRESS: _____

JOB TITLE: _____ TELEPHONE: _____

SUPERVISOR: _____ TITLE: _____

NAMES OF CO-WORKERS: _____

DATE STARTED: _____ DATE LEFT: _____

REASON FOR LEAVING: _____

Are you fearful that this job would be in jeopardy if inquires is made? Yes ___ No ___

EMPLOYER: _____

ADDRESS: _____

JOB TITLE: _____ TELEPHONE: _____

SUPERVISOR: _____ TITLE: _____

NAMES OF CO-WORKERS: _____

DATE STARTED: _____ DATE LEFT: _____

REASON FOR LEAVING: _____

Are you fearful that this job would be in jeopardy if inquires is made? Yes ___ No ___

EMPLOYER: _____

ADDRESS: _____

JOB TITLE: _____ TELEPHONE: _____

SUPERVISOR: _____ TITLE: _____

NAMES OF CO-WORKERS: _____

DATE STARTED: _____ DATE LEFT: _____

REASON FOR LEAVING: _____

Are you fearful that this job would be in jeopardy if inquires is made? Yes ___ No ___

MILITARY RECORD: HAVE YOU SERVED IN THE US ARMED SERVICES? Yes ___ No ___

DATE OF SERVICE: From: _____ To: _____

BRANCH: _____ UNIT: _____

MILITARY SERVICE #: _____ HIGHEST RANK ACHIEVED: _____

TYPE OF DISCHARGE: _____

Military Record continued:

WERE YOU EVER DISCIPLINED IN THE MILITARY SERVICE? INCLUDE COURT-MARTIAL, CAPTAIN'S MASTS, COMPANY PUNISHMENT, etc. Yes: ___ No: ___ If yes: ...

CHARGE #1: _____ AGENCY: _____

DATE: _____ AGE AT TIME: _____ DISPOSITION: _____

CHARGE #2: _____ AGENCY: _____

DATE: _____ AGE AT TIME: _____ DISPOSITION: _____

IF YOU RECEIVED A DISCHARGE OTHER THAN HONORABLE, GIVE COMPLETE DETAILS:

EDUCATIONAL HISTORY:

HIGH SCHOOL/NAME: _____

ADDRESS: _____

DATES OF ATTENDANCE: From: _____ To: _____

DID YOU GRADUATE? Yes _____ No _____ (ATTACH COPY OF YOUR DIPLOMA)

COLLEGE/UNIVERSITY: _____

ADDRESS: _____

DATES OF ATTENDANCE: From: _____ To: _____

UNITS COMPLETED: _____ MAJOR/MINOR: _____

DID YOU GRADUATE? Yes _____ No _____ (ATTACH COPY OF YOUR DIPLOMA)

COLLEGE/UNIVERSITY: _____

ADDRESS: _____

DATES OF ATTENDANCE: From: _____ To: _____

UNITS COMPLETED: _____ MAJOR/MINOR: _____

DID YOU GRADUATE? Yes _____ No _____ (ATTACH COPY OF YOUR DIPLOMA)

OTHER SCHOOLS, TRADE, VOCATIONAL, BUSINESS, ETC.

NAME: _____

ADDRESS: _____

DATES OF ATTENDANCE: From: _____ To: _____

COURSE OF STUDY: _____

DIPLOMA/CERTIFICATE RECEIVED? Yes: _____ No: _____

SPECIAL QUALIFICATIONS AND SKILLS:

LIST ANY SPECIAL LICENSES YOU HOLD (SUCH AS PILOT, RADIO OPERATOR, SCUBA, ETC.)

LICENSING AUTHORITY: _____

DATE OF ISSUE: _____ EXPIRATION DATE: _____

LIST ANY FOREIGN LANGUAGE THAT YOU ARE FLUENT AND INDICATE YOUR DEGREE OF FLUENCY

(Reading, Writing, and Speaking): _____

LIST ANY OTHER SPECIAL SKILLS OR QUALIFICATIONS THAT YOU POSSESS: _____

CONVICTIONS, ARRESTS, DETENTIONS, AND LITIGATION: Have you ever been detained, summonsed, arrested by police in any court for which the police or court action taken has not been expunged?

Yes: ____ No: ____

If Yes, complete the following:

POLICE AGENCY: _____

ADDRESS: _____

CRIME CHARGED: _____ DATE: _____

DISPOSITION: _____ DATE: _____

POLICE AGENCY: _____

ADDRESS: _____

CRIME CHARGED: _____ DATE: _____

DISPOSITION: _____ DATE: _____

HAVE YOU EVER BEEN OR ARE YOU NOW A PARTY IN ANY CIVIL LITIGATION? Yes: ____ No: ____

If yes, give details: _____

MOTOR VEHICLE/TRAFFIC RECORD: Has your right to operate a vehicle ever been suspended or revoked? Yes: ____ No: ____

If yes, give details: _____

LIST ALL DRIVING CITATION/S THAT YOU HAVE EVER RECEIVED. IF NONE, SO STATE.

| Month/Year | Offense/Violation | City/State | Disposition |
|------------|-------------------|------------|-------------|
|------------|-------------------|------------|-------------|

| | | | |
|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

DESCRIBE IN A BRIEF NARRATIVE ANY CRASH (TRAFFIC ACCIDENT) IN WHICH YOU WERE INVOLVED IN AS THE OPERATOR OF A VEHICLE. List approximate dates and locations: _____

NAME OF AUTOMOBILE INSURANCE COMPANY: _____

LOCAL AGENCY: _____ TELEPHONE: _____

MARITAL AND FAMILY HISTORY:

Are you? Single () Married () Divorced () Separated () Widowed ()

If married:

SPOUSE'S NAME (include Maiden Name) _____

DATE MARRIED: _____ CITY/STATE: _____

EX-SPOUSE'S NAME (include Maiden Name) _____

DATE MARRIED: _____ CITY/STATE: _____

PRESENT ADDRESS: _____ TELEPHONE: _____

STATE WHICH: Separation () Divorced () Annulment ()

DATE OF ORDER: _____ COURT/STATE: _____

LIST ALL CHILDREN RELATED TO YOU OR YOUR SPOUSE (natural, step-children, adopted and foster)

NAME: _____ RELATION: _____

DATE OF BIRTH: _____ SUPPORTED BY: _____

NAME: _____ RELATION: _____

DATE OF BIRTH: _____ SUPPORTED BY: _____

NAME: _____ RELATION: _____

DATE OF BIRTH: _____ SUPPORTED BY: _____

NAME: _____ RELATION: _____

DATE OF BIRTH: _____ SUPPORTED BY: _____

LIST ALL OTHER DEPENDENTS:

NAME: _____ RELATION: _____

DATE OF BIRTH: _____ SUPPORTED BY: _____

NAME: _____ RELATION: _____

DATE OF BIRTH: _____ SUPPORTED BY: _____

NAME: _____ RELATION: _____

DATE OF BIRTH: _____ SUPPORTED BY: _____

LIST RELATIVES:

FATHER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

Step-FATHER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

MOTHER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

Step-MOTHER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

BROTHER/SISTER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

BROTHER/SISTER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

BROTHER/SISTER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

BROTHER/SISTER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

BROTHER/SISTER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

BROTHER/SISTER'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____ TELEPHONE: _____

REFERENCES OR ACQUAINTENCES: List five persons who know you well enough to provide current information about you. Do not list relatives or current/past employers:

NAME: _____ TELEPHONE: _____

ADDRESS: _____ YEARS KNOWN: _____

NAME: _____ TELEPHONE: _____

ADDRESS: _____ YEARS KNOWN: _____

NAME: _____ TELEPHONE: _____

ADDRESS: _____ YEARS KNOWN: _____

NAME: _____ TELEPHONE: _____

ADDRESS: _____ YEARS KNOWN: _____

FINANCIAL INFORMATION:

DO YOU HAVE A SAVINGS ACCOUNT? Yes: ___ No: ___ If yes:

NAME OF BANK: _____

ADDRESS: _____ TELEPHONE: _____

DO YOU HAVE A CHECKING ACCOUNT? Yes: ___ No: ___ If yes:

HAVE YOU'VE MISSED MAKING PAYMENTS OR BEEN LATE MAKING PAYMENTS, OR CURRENTLY DELIQUENT WITH ANY FINANCIAL OBLIGATION? IF YES, PLEASE BRIEFLY EXPLAIN:

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to the questions contained in this questionnaire. I am fully aware that any such misrepresentations, omissions or falsifications will be grounds for immediate rejection or termination of employment.

Applicant Signature: _____

Date: _____