

AUXILIARY PROGRAM

SELECTION PROCESS

STEP 1: APPLICATION

Complete the application packet for the position of Auxiliary officer. Submit application by e-mail, regular mail, or drop off in person at the Elyria Police Department. You will be contact shortly after you application has been received. Specific instructions are listed on each application detailing where and how to submit.

STEP 2: BACKGROUND INVESTIGATION:

Once the application packet has been reviewed the applicant shall be subjected to undergo a background check prior to consideration for the position applied. The background investigator will require the applicant to complete a Personal History Statement-Volunteer. Also during this step the applicant will be required to complete a Computer Voice Stress Analyzer test for the purposes of truth verification.

DISQUALIFIERS

The following occurrences in your background may result in rejection of your application:

- Felony conduct.
- Non-compliance to law.
- Illegal use of drugs or conviction for drug-related violations.
- Excessive use of alcohol.
- Anti-social behavior.
- Poor work habits.
- Poor moral character, emotional instability, inadequate or lack of effective communication skills, poor decision making skills.

False Statements or Omissions

Any deliberate false statement or omission provided at any stage of the application process may result in the rejection of the applicant, regardless of the nature.

Failing to cooperate

Failing to cooperate fully with the personnel staff and keeping all scheduled appointments; failing to provide the needed documents within the specified time limits; failing to provide added personal information as needed, or failing to update changes within ten (10) days of the change will disqualify an applicant from the hiring process.