

APPLICATION PACKET

Police Dispatcher/Communications Officer

TO: PROSPECTIVE FULL TIME POLICE DISPATCHER CANDIDATES

FROM: CITY OF GAHANNA CIVIL SERVICE COMMISSION

SUBJECT: POLICE DISPATCHER SELECTION PROCESS

Attached are an Examination Announcement, Job Description, and Police Dispatcher Selection Process Description. All applicants must obtain an application packet and pay a \$10.00 filing fee at the time of filing the application.

Applications will be available through Monday through Friday through July 6, 2009 (City Hall will be closed July 3) in the Human Resources Department, 8:00 am through 4:30 pm. The filing deadline is Monday, July 6 at 4:30 pm. All completed applications must be received in the Human Resources Department no later than this time. To qualify for the eligibility list, you must pass the Civil Service Examination and be 18 years old at the time of the appointment. The exam will be given on Saturday, July 25 at 8:30 am. At minimum, the top six candidates from the written test will proceed to the next steps of the procedure.

Examination Fee:

There is a \$10.00 filing fee for this examination (check, money order or cash) to help cover costs. This fee is not refundable. Checks or money orders shall be made out to the City of Gahanna. Please have exact change if you are paying with cash. Contact the Human Resources Department at (614) 342-4455 with any questions.

Date and Location of Test:

Saturday, July 25 at 8:30 am, New Life Church, 3690 N. Stygler Road, Gahanna, OH 43230

Application:

1. The Civil Service application must be completed and signed.
2. The Personal Inquiry Waiver inside the application must be signed and dated.
3. The Fair Credit Reporting Act acknowledgement sheet must be signed and dated.
4. The Hiring Standards Acknowledgement at the end of this packet must be signed and dated.
5. Proof of U.S. citizenship will be required for employment; i.e. birth certificate, passport, naturalization papers.
6. If you are a veteran wishing to claim military credit, you must submit a copy of your DD-214 with the application. Failure to provide a copy of the DD-214 by the application deadline shall result in immediate disqualification of the credit.

**EXAMINATION ANNOUNCEMENT
POLICE DISPATCHER/COMMUNICATIONS OFFICER**

The City of Gahanna is seeking qualified candidates for the position of full-time Police Dispatcher. Applicants must be 18 years of age at the time of appointment. The passing grade on the written exam is 70%.

Applications can be obtained at the City of Gahanna, Human Resources Department, 200 S. Hamilton Road, Gahanna, Ohio 43230 or at www.gahanna.gov.

<u>Salary Range:</u>	Step 1:	\$34,456.74 (\$16.57 per hour)
	Step 2:	\$39,388.87 (\$18.94 per hour)
	Step 3:	\$44,366.46 (\$21.33 per hour)
	Step 4:	\$49,707.71 (\$23.90 per hour)

**Minorities are encouraged to apply.
The City of Gahanna is an Equal Opportunity Employer.**

CITY OF GAHANNA

JOB DESCRIPTION

Job Title: Police Dispatcher/Communications Officer	Job Code: DISPATCH
Department: Police	Salary Range: \$16.57 - \$23.90/hr (full-time)
Location: Police Department, Radio Room	FLSA/Civil Service: Non-Exempt/Civil Serv.
Revised New X	Effective Date: January 1, 2009

A. **BASIC FUNCTION** (Primary purpose of this job): Performs intermediate technical work on an assigned shift dispatching law enforcement personnel usually in response to emergency situations; does related work as required. **WILL WORK ROTATING SHIFTS** to help cover a 24/7 radio room operation.

B. **PRIMARY JOB DUTIES & RESPONSIBILITIES** (List in order of importance. *Indicate essential duties and responsibilities with an **asterisk**.* Show percentage of time. Time and importance may not necessarily correspond.):

DUTIES & RESPONSIBILITIES	%
1. Receiving calls for service; dispatching personnel and equipment; maintaining records; entering data; preparing reports; *	20
2. Receives and transmits messages primarily by radio and maintains radio log on shift work in Computer Aided Dispatch System (CAD);*	15
3. Receives complaints in person or by telephone, passes information on to appropriate units and keeps records of complaints/phone calls;	5
4. Receives emergency calls, determines location and nature of emergency, and dispatches appropriate personnel and equipment;*	10
5. Enters and retrieves a variety of data into computer system concerning department activities;*	5
6. Makes inquiries concerning vehicles via computer system;	10
7. Monitors police frequencies and emergency frequencies;	5
8. Dispatches vehicles where and when needed;*	10
9. Makes criminal history and vehicle information checks;	5
10. Performs a variety of filing, checking, and clerical functions for officers and the general public including accepting payment for bonds;	5
11. Performs all other duties as assigned by supervisor.	5
12. Regular, predictable, and punctual attendance is required.	5

C. **MINIMUM QUALIFICATIONS** (Education, experience, certification, training, & specific skills to fulfill the essential duties and responsibilities of the job):

- Proven ability to speak distinctly and write effectively both orally and in written form (including electronically).
- Proven ability to establish and maintain effective working relationships with other communication officers, police officers, and the general public.
- General knowledge of the methods of operating two-way communication systems.
- General knowledge of radio code system and teletype procedures.
- Minimum of a High School Degree from an accredited institution or equivalent required.
- General knowledge of the geography of the City and location of important buildings.
- Ability to deal with the public and several emergencies occurring at one time under stressful conditions and remain calm.
- Ability to operate standard office, data entry and computer equipment, and communication consoles.
- Must be able to obtain LEADS certification within 6 months of employment.
- Must be able to obtain Notary License within 6 months of employment.

D. **EQUIPMENT AND WORK AIDS USED** (Subject to reasonable accommodation):

Equipment/Work Aid	Percent of Time	Experience
Desktop and/or laptop computer along with all related equipment (Including Microsoft Office Suite software – Word, Excel, Access, and PowerPoint)	40%	Proficient
Standard telephone with voicemail capability	40%	Proficient
Pager and/or Cellular Phone	10%	Average
Fax, copier, and printers	10%	Average

E. **ESSENTIAL REQUIREMENTS OF POSITION:** This is light work requiring the exertion of up to 20 pounds occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surrounding and activities; the worker is not subject to adverse environmental conditions.

F. **ACCOUNTABILITY/IMPACT** (Degree of accountability for actions, consequences of errors in judgment & legal liabilities): As a Dispatcher/Communications Officer in the Police Department, there is a high degree of accountability and liability. Errors in judgment and/or legal difficulties will be dealt with directly by the Safety Director and indirectly by the Administrative Lieutenant.

G. **JOB CONTACTS** (Indicate those contacts in other departments or outside the company that are required as a regular part of the job and for what purpose.): Will regularly be in contact with fellow Communication Officers, Police Officers, the Chief of Police, Deputy Chief of Police, and citizens of the City of Gahanna.

H. **SUPERVISION RECEIVED:** Reports directly to the Administrative Lieutenant. Supervision received is minimal.

I. **SUPERVISORY RESPONSIBILITY** (If applicable): # Supervise Directly: 0 Indirectly: 0

Police Dispatcher Selection Process

SUMMARY DESCRIPTION

The purpose of this summary description is to provide Police Dispatcher candidates with information regarding the Police Dispatcher Selection Process.

I. Formal Application

Applications will be available through Monday, July 6 from 8:00 am through 4:30 pm at Gahanna City Hall, Human Resources Department, 200 South Hamilton Rd or at www.gahanna.gov.

II. Hiring Standards

Applicants must read and return the Acknowledgement on the last page of this document, the Personal Inquiry Waiver, and the Fair Credit Reporting Act Notification when filing the application.

The purpose of this Hiring Standards Policy, the Waiver, and the FCRA Notification is twofold: first, to give guidance to those personnel who have the responsibility of conducting background investigations, and second, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical selection.

An applicant's failure to meet the hiring standards set forth in this document shall automatically disqualify the applicant. The applicant must read and return the Acknowledgement stating their understanding and compliance with the Hiring Standards.

III. Written Examination

1. A written examination will be administered on Saturday, July 25 at 8:30 am at the New Life Church, 3690 N. Stygler Road, Gahanna, OH 43230 . Please allow 3 hours for the examination. In an effort to increase testing integrity, **each candidate will be required to show two pieces of identification, one containing his/her picture.** Registration will begin at 8:00.
2. All candidates who pass the written exam with a 70% or higher will be ranked. At minimum, the top six candidates will be certified by Civil Service, and the list will be given to the Chief of Police to authorize initial screenings and background checks.

The content of the examination will consist of the following questions:

Listening and communication skills; dealing with difficult and stressful situations; multi-tasking; analysis, prioritization, and problem solving; public relations; internal relations; responsibility for Officer safety; team relations; recording accuracy; attention to detail; and following directions.

IV. Background Investigation

A thorough and complete investigation of each candidate's background will be conducted at this phase. The function of the background investigation is to determine each candidate's suitability for employment as a Police Dispatcher for the City of Gahanna. The background investigation will include, but not be limited to, the following:

1. A thorough and complete record check of each candidate certified by the Civil Service Commission will be conducted by the Gahanna Police Department. The Department will check for local criminal and traffic records.
2. Each candidate's name will be entered into state and national computers for warrants and criminal history.
3. Fingerprints will be taken for each candidate and submitted for state and federal screening.

4. Verification of each candidate's credentials, past and present employment, residences, and driver's license.
5. Review of each candidate's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.
6. Interviews with past and present employers, school officials, and personal references.
The following occurrences or incidents in a candidate's background may result in disqualification from the selection process:
 - Conviction of a felony or serious misdemeanor.
 - Current use of controlled substances (unless under a physician's direction) and/or conviction for controlled substance violation.
 - Poor work record.
 - Numerous debts which are not being regularly paid off.
 - Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a Police Dispatcher given the power and responsibilities incumbent to the position.

V. Oral Interviews

1. Oral interviews of the candidates finishing, at minimum, in the top six (6) places from the written exam will be administered by the Oral Review Board at a designated time and place.
2. Each candidate will be interviewed by an oral board consisting of designated employees.
3. All elements of the oral interview will be standardized to include uniform questions.
4. Should a candidate from the list be considered but not selected more than three times for the same or similar position, the Civil Service Commission shall have the authority to disqualify said candidate from future consideration and to remove that candidate's name for the existing Eligibility List. The Civil Service Commission's decision shall be final.
5. If during or after the interviews, the Civil Service Commission learns that a candidate has misrepresented his/her qualifications, skills, abilities, prior employment history, etc., or in general terms has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the Civil Service Commission shall have the authority to disqualify the candidate from future consideration and to remove the candidate's name from the existing Eligibility List, in which case, the Civil Service Commission shall notify said candidate in writing stating the reason for his/her disqualification and removal from the Eligibility List. The decision of the Civil Service Commission to disqualify said candidate from future consideration and to remove said candidate's name from the Eligibility List shall be final.
6. At the conclusion of each interview, candidates will have the opportunity to ask questions.

VI. Conditional Offer of Employment

Once a candidate is selected for the position, based upon the above testing and oral interview procedures, a verbal conditional offer of employment will be made to the candidate. The conditional offer of employment is contingent on the candidate successfully being able to pass a drug screen, and potentially a polygraph and psychological exam.

VII. Accommodation/Interpreter

Should you have a disability under the Americans with Disability Act and require a special accommodation for the test, please speak with a Human Resources representative at least three weeks prior to the exam. Medical documentation will be required.

Please speak with a Human Resources Representative at least three weeks prior to the exam if you wish to have an interpreter at the exam.

**GAHANNA POLICE DEPARTMENT
STATEMENT OF HIRING STANDARDS**

INTRODUCTION

The purpose of this hiring standards policy is twofold: first to give guidance to those personnel who have the responsibility of conducting background investigations of Police Department applicants, and secondly, to provide Screening Committee members with a set of standards designed to assist them in a reasoned and logical process.

STANDARDS FOR DISQUALIFICATION/NON-FAVORABLE CONSIDERATION

(A) CRIMINAL CONDUCT

Commission of criminal acts is directly contrary to the respect for law required of a Police Department Employee. A list of representative criminal offenses (or any substantially equivalent municipal ordinance or law of any other state or of the United States) that are cause for disqualification is described further in this section. This list is intended to be illustrative of the types of offenses that would normally cause disqualification; it does not exclude offenses not listed. In certain cases, exceptions to the normal rule of disqualification are stated. However, that does not infer that the act described would be disregarded. In each case, even if the incident itself is not sufficient cause for disqualification, the incident may be taken into consideration, along with other discovered information regarding the applicant, in making a recommendation.

Further, it must be remembered that it is the criminal conduct that is important; while a conviction is proof that the conduct occurred, conviction is not the only acceptable proof of criminal conduct. Information of a nature normally relied upon by reasonable persons in their daily life that a criminal act was committed by the applicant, as opposed to proof beyond a reasonable doubt, may result in a recommendation of disqualification. In this regard, the fact that an arrest occurred does not prove that criminal conduct occurred, but only that probable cause existed for that arrest. The arrest is a starting point in the investigation; ultimately, evidence and/or witness statements must be secured that demonstrate that the applicant committed criminal acts.

The following are those criminal offenses that, except as expressly noted, shall result in automatic disqualification from consideration as a Police Department Employee for the City of Gahanna.

- 1.) Any offense of violence directed against a person as defined in the Ohio Revised Code Chapter 2903. This shall include all homicide, all assault, menacing, stalking, hazing, and patient abuse or neglect related offenses. However, a single incident of misdemeanor assault (except vehicular homicide 2903.07), menacing, or hazing will not automatically result in disqualification. Some incidents may be considered, along with other matters, in determining suitability for appointment.
- 2.) Any kidnapping and extortion related offenses as defined in the Ohio Revised Code Chapter 2905. However, a single incident of unlawful restraint or coercion, which occurred at least to (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 3.) Any serious sex offenses as defined in the Ohio Revised Code Chapter 2907. This includes sexual assaults, prostitution, solicitation, and obscenity offenses.

- 4.) Any arson and related offense directed against property as defined in the Ohio Revised Code chapter 2909. This shall include desecration, disruption, vandalism, criminal damaging, and endangering related offenses. However, a single incident of criminal damaging or criminal mischief that occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 5.) Any robbery, burglary, trespass, related offenses as defined in the Ohio Revised Code chapter 2911. This shall include safecracking related offenses. However, a single incident of criminal trespass or tampering with coin machines which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 6.) Any theft or fraud offense is defined in the Ohio Revised Code Chapter 2913. This shall include passing bad checks, misuse of credit cards, forgery, and receiving stolen property related offenses. However, a single incident of a petty theft offense or conspiracy or solicitation to commit such an act, which occurred at least five (5) years prior to investigation, will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 7.) Any offense involving the applicant's participation in gambling as defined in the Ohio Revised Code Chapter 2915. However, a single incident of misdemeanor gambling or public gaming which occurred at least two (2) years prior to investigation will not automatically result in disqualification. Such incidents may be considered, along with other matters, in determining suitability for appointment.
- 8.) Any serious offense directed against the public peace as defined in the Ohio Revised Code Chapter 2917. This shall include inciting riot, disorderly conduct, harassment, false alarms, and misconduct involving a public transportation system. However, a single incident of disorderly conduct, harassment, misconduct at an emergency, or misconduct involving a public transportation system that was committed at least two(2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered along with other matters, in determining suitability for appointment.
- 9.) Any offense against the family as defined in Ohio revised Code Chapter 2919. This shall include bigamy, partial birth feticide or other prohibited abortion actions involving viable fetuses, nonsupport, child endangering, and domestic violence related offenses. However, a single incident of interference with custody that was committed at least two (2) years prior to investigation will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment. Any arrest, conviction or convictions of a lesser included offense related to domestic violence or menacing by stalking shall be automatic disqualifications.
- 10.) Any serious offense against justice and public administration as defined in Ohio revised Code Chapter 2921. This shall include bribery, intimidation, perjury, compounding, disclosure of confidential information, and obstruction, and escape, conveyance of prohibited items, peculation, and impersonation of officer's related offenses.
- 11.) Any offense involving conspiracy, attempt, or complicity of a felony or serious misdemeanor, or weapons control related offenses as defined in Ohio Revised Code Chapter 2923. This shall include corrupt activity related offenses. However, as related to section 2923.12, carrying concealed weapons, a single incident of improperly handling a firearm in a motor vehicle, section I(4), or misdemeanor weapons offense, which occurred two (2) years before investigation, will not automatically disqualify the applicant. Similarly, any single incident of failure to report to law enforcement authorities the loss or theft of any firearm or dangerous ordnance, section 2923.20(A)(5), which occurred two (2) years before investigation, will not automatically disqualify the applicant. Such incidents may be considered, along with other matters, in determining suitability for appointment.

- 12.) Any offence involving the applicant's participation in the trafficking of any controlled substance as defined in Ohio Revised Code Chapter 2925 shall immediately disqualify the applicant.
- 13.) Controlled Substances – Personal Use Section: An applicant shall not be automatically disqualified for the possession and/or personal use of controlled substances as defined in Section 2925 provided that such possession and/or personal use occurred more than five (5) years prior to the investigation. Personal use shall be defined as, "Use considered by a person of normal sensibilities to satisfy one's curiosity or an experimental urge." The investigator shall consider the number of times that an applicant used the substance, the type of substance or substances used, along with the applicant's overall background and character in determining suitability for employment. A violation of this section as determined by the background investigator shall be grounds for automatic disqualification.
- 14.) Any serious violation of a miscellaneous offense as defined in the Ohio Revised Code Chapter 2927. This shall include offense against a human corpse, interfering with housing, desecration, and ethnic intimidation.

(B) DRIVING RECORD

Respect for traffic laws and regulations, as demonstrated by a safe driving record, is an essential element in determining an applicant's suitability for appointment. A safe driving record will be evaluated on a case by case basis considering the frequency and type of violation.

The following will automatically disqualify the applicant.

- 1.) Applicants who have been convicted of aggravated vehicular homicide (2903.06), vehicular homicide (2903.07), or aggravated vehicular assault (2903.08). These are crimes that are also covered in Section (A)(1) of this document.
- 2.) Applicants with ten (10) or more points on their driving record within two (2) years of application.
- 3.) Any single conviction involving operating a motor vehicle while under suspension (4507.02)(B)(1), or leaving the scene of an accident (4549.02) within two (2) years of application. A conviction under Ohio's (or any similar statute of another State's) Financial Responsibility Act Random Selection Process shall not be an automatic disqualification.
- 4.) Any single conviction involving driving while under the influence of alcohol, a drug of abuse, or alcohol and a drug (4511.19) within five (5) years of application.
- 5.) More than one alcohol and/or drug related offense conviction, regardless of the date of the incidents.
- 6.) Any other offenses which resulted in suspension or revocation of driving privileges on two (2) or more occasions, involving the operation of a motor vehicle, with five (5) years of application.
- 7.) A demonstrated pattern of motor vehicle violations. This pattern will be identified by the number of offenses and the time frame involved.
- 8.) Involvement in traffic accidents to the degree that the average person would question the applicant's ability to safely operate a motor vehicle.
- 9.) An excessive number of suspensions due to compliance with the State of Ohio Financial Responsibility Laws.

(C) JOB HISTORY

A poor employment history will result in disqualification of the applicant. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the applicant were a member of the Gahanna Police Department shall be grounds for disqualification.

(D) MILITARY HISTORY

All persons who have received a dishonorable discharge, a bad conduct discharge, or other than an honorable discharge from a United States Military Service shall be disqualified. However, a general discharge is not an absolute bar to appointment. These will be evaluated on a case by case basis.

(E) FINANCIAL RESPONSIBILITY

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

- 1.) A demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in bad debts or bankruptcy, may be considered.
- 2.) Failed to meet the requirements of Ohio Child Support Statutes or court order relating to child support. A violation of this item shall be grounds for automatic rejection unless the failure to meet these requirements resulted from an inability to pay. In these cases, all related facts shall be considered.

(F) FALSIFICATION/FAILURE TO COOPERATE WITH APPLICATION PROCESS

Any applicant who fails to cooperate with the Gahanna Police Department and the City of Gahanna in the processing of his/her application for a position with the Gahanna Police Department shall be eliminated from consideration. This includes failure to provide necessary information, making untrue or misleading statements in connection with the personal history statement or any part of the processing procedure, or the failure to include any information or documents requested by the City or the Gahanna Police Department, in a timely manner, or within specified time limits established by the Investigator.

(G) OTHER CONDUCT

Non-favorable consideration may be given to the applicant who has demonstrated a lack of ethics or morality. While not exhaustive, the following list suggests further investigation may be necessary.

- 1.) Abused a position of trust through a theft of time or service.
- 2.) A pattern of violating any of Ohio's ethics laws.
- 3.) Any incident of engaging in an act of discrimination against persons because of their sex, race, religion, ethnic origin, sexual preference, age, or handicap.
- 4.) Demonstrated a pattern of behavior that has had an adverse effect on the everyday life of the applicant, the applicant's neighbors, the applicant's family, or the applicant's associates.

- 5.) Failure to correct behavior of an antisocial nature.
- 6.) Any pattern of repeated abuse of authority, lack of respect for authority or law, or lack of respect for the dignity and rights of others.
- 7.) Demonstrated a pattern alcohol abuse which has impaired the applicant in the pursuit of everyday life, resulting in material problems, employment problems, financial problems, etc.

(H) OTHER

No tattoo, brand or decal or any portion thereof shall be visible to the public on members of the Gahanna Division of Police while wearing any designated Division uniform. Sworn personnel after the effective date of this regulation shall not obtain any tattoo, brand or decal of which any portion would be visible to the public when in normal uniform. However, tattoos, brands or decals existing on current employees prior to this regulation need not be removed and shall be exempted. Applicants to the Gahanna Police Department that are found in violation of this requirement shall be subject to immediate disqualification from the hiring process.

CONCLUSION

Failure by the applicant to enumerate or disclose any offense or information does not exclude such offense or information for being the basis of disqualification. Any criminal offense, quasi-criminal offense (i.e. municipal ordinance violation), or material discovered through the background investigation, under the proper circumstances, can result in disqualification from employment with the Gahanna Police Department if it is demonstrated that the acts or omissions of the applicant were such as to make it inappropriate for him/her to serve as a Gahanna employee.

The Gahanna Police Department, through careful and thorough applicant processing procedures, will ensure that only the highest quality candidates are employed and retained. When used properly, these standards for hiring will ensure only those applicants meeting and exceeding the “higher standard” expectations of the public are met. The citizens of Gahanna deserve nothing less.

ACKNOWLEDGEMENT OF UNDERSTANDING OF HIRING STANDARDS

The City of Gahanna Police Department wants to ensure that each candidate applying for the position of Police Dispatcher/Communications Officer has read the Hiring Standards of the Police Department and understands each of them. If by reading the whole packet you realize that you do not meet the Hiring Standards, there is no reason for you to continue in the process of applying for the position of Police Dispatcher/Communications Officer with the City of Gahanna. Please contact the Human Resources Department at (614)342-4455 if you have any questions.

As an applicant for the City of Gahanna Police Department, I hereby affirm that I have read the Hiring Standards provided in the Police Dispatcher/Communications Officer application packet, and I understand them.

Name (Printed) _____

Name (Signature) _____

Date _____