



SELECT BOARD
TOWN HALL
365 BOSTON ROAD
BILLERICA, MASSACHUSETTS 01821
978-671-0939
FAX: 978-671-0947
selectboard@town.billerica.ma.us

Bonded Constable License Application Checklist

- Town of Billerica Bonded Constable Application Form to be completed by applicant.
- The application must be submitted to the Billerica Police Chief. The Police Chief will write a written recommendation to the Select Board.
- Town of Billerica Criminal Record Background Check form must be filled out and submitted to the Billerica Police Department with the application.
- Town of Billerica Police Department – Authority to Release Information form must be completed.
- Once the application is complete, the application will be scheduled for a Select Board meeting.
 - Note: If this application is approved, the applicant will need to post a \$5,000 surety bond with the Town Clerk.
 - The applicant will must meet with the Police Department to obtain an Identification Card, which will include a picture, all necessary information and term of appointment.



Town of Billerica Constable Application

NEW APPLICATION

RENEWAL

Name: _____

Address: _____

City/Town: _____ State: _____ Zip Code: _____

Primary Phone #: _____ Email: _____

Education:

High School: _____ Year of Grad.: _____

College: _____ Year of Grad.: _____
(Please list school and type of degree)

Post Graduate: _____ Year of Grad.: _____
(Please list school and type of degree)

Experience:

Are you currently, or have you ever been a Constable in any other Town(s), including Billerica? _____

If so where and for how long have you been appointed or where appointed?

Are you currently employed? _____

Current Employer: _____

Current Employer Address: _____

Position of Employment: _____

Number of Years Employed with Current Employer: _____

Previous five years of Employment: (list employer, years of employment and position)

Please indicate the Law Firms (names and addresses) that you have served civil process for or intend to service civil process for:

Please provide the following information to be considered for appointment:

- 1. A written statement outlining your reasons for wanting to be appointed/re-appointed as a Constable in the Town of Billerica and attesting to the fact that you are a person of good repute and character and qualified to hold office.**
- 2. A statement as to your moral character signed by at least five (5) reputable residents of the Town in which you reside, one of whom must be an Attorney. (New Applicants Only)**
- 3. If appointed, a Bond for \$5,000 for the Town to use as surety in regard to your performance as a Constable must be filed with the Town Clerk**
- 4. Should an applicant be a resident of another community please attach, with your application, documentation certifying reciprocity from the Appointing Authority of the community in which you reside.**

NOTE:

- Applications will not be considered unless and until all information and documentation requested is provided.**
- Please note that this appointment will be to serve civil process only.**



Town of Billerica Police Department

6 Good Street
Billerica, MA 01821
(978) 215-9621 Fax (978) 670-2762
www.billericapolice.org

Criminal Record Background Check

Date: _____

Release: I, _____, _____,
Name of Applicant Date of Birth

allow the Town of Billerica Police Department to search my records to ascertain information on my personal history.

Authorization for Personal History:

This authorization will give the Billerica Police Department permission to research your background, personal history and character references.

Signature of Applicant

Application Approved: _____

Application Denied: _____

Reason: _____



Town of Billerica Police Department

6 Good Street

Billerica, MA 01821

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Authority to Release Information

To Whom It May Concern:

I hereby authorize any police officer of the Billerica Police Department bearing this release, or copy thereof, within one year of its date, to obtain any information from schools, residential management agents, employers, criminal justice agencies, hospitals, or other repositories of medical records, credit bureaus, consumer reporting agencies, retail business establishments, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, medical, credit, arrest, and conviction record.

I hereby request you release such information upon request of this bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Billerica Police Department in conducting an investigation. Consent is granted for the Billerica Police Department to furnish such information as is described above to third parties in the course of fulfilling their official responsibilities.

I hereby release you, as the custodian of such records, and any school, college, university, or other educational institutions, consumer reporting agency, or retail business establishment, including its officers, employees liability for damages of whatever kind, which may at any time result to me, my heirs or assigns, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of the release, you may contact me as indicated below.

Printed Name of Applicant: _____

Signature of Applicant: _____

Address: _____

Phone #: _____ **Date:** _____

Witness Signature: _____

10.0 Appointments to Bonded Constables

- 10.1 Appointments shall be made pursuant to M.G.L. Chapter 41, Sections 91A-95, subject to the completion of the "Town of Billerica Constable Application" (See Attachment C-1 through C-3) and ratification by the Board.
- 10.2 The Board of Selectmen shall not make appointments to the office of "Constable of Billerica" to a resident of another city or town if that city or town will not appoint Billerica residents who hold the office of Constable to that city or town.
- 10.3 Cities and towns that WILL appoint Billerica residents are: Chelmsford, Lowell, North Andover, Tewksbury, Wilmington and Dracut.
- 10.4 Cities and towns that will NOT appoint Billerica residents are: Burlington, Lynn, Medford, Wakefield and Woburn.
- 10.5 It shall be the duty of the Constable to serve civil process only.
- 10.6 The Chief of Police shall provide a written recommendation to the Board concerning any applicant for this position.
- 10.7 After being appointed by the Board of Selectmen, the Constable must meet with the Police Department to obtain an Identification Card, which will include a picture, all necessary information and tem of appointment.