

CITY OF HAVERHILL

DATE \_\_\_\_\_

Under the provisions of M.G.L. chapter 41 section 91, I hereby respectfully request an appointment or election as

CONSTABLE

In and for the City of Haverhill, MA for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
MOTHER'S MAIDEN NAME

\_\_\_\_\_  
APPLICANT'S NAME

\_\_\_\_\_  
FATHER'S NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

We the undersigned, reputable citizens of City/Town, believe that the above named applicant to be of good moral character and qualified to fulfill the duties of constable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attorney at Law

Upon request, I have investigated the reputation, character and fitness for said office and find him/her qualified.  
FOR OFFICE USE ONLY:

N.C.I.C. CHECK: \_\_\_\_\_

\_\_\_\_\_  
CHIEF OF POLICE

PROBATION CHECK: \_\_\_\_\_

\_\_\_\_\_  
NO FEE City related employment. Pursuant to section 24.3 of Doc. 168 of 1992

\_\_\_\_\_  
FEE PAID Private employment. Pursuant to section 24.4 of Doc. 168 of 1992

## RULES & REGULATIONS

To be appointed and to remain a Constable in the City of Haverhill the following conditions must be met and agreed to:

1. All constables shall post a minimum \$5,000.00 bond with the City of Haverhill;
2. Constable will carry city issued identification cards while performing their official duties;
3. No constable shall use or have in his possession any badge or any other indicia which may cause a member of the public to believe that a constable is an employee of the City of Haverhill or a police officer or has the duties of a police officer;
4. Constables shall submit to and pass a CORI;
5. No blue police or police like lights shall be utilized in the performance of constable duty;
6. No constables shall be allowed to bring any person to the jail or lock-up facility;
7. Constables shall not use force in serving any civil documents;
8. Constables shall submit a monthly report of services and on a monthly basis submit to the city treasurer any fees required to be paid to the city by law;
9. Constables shall not be required to carry insurance;
10. Constables at all times are to treat the citizens that they serve documents upon with dignity and respect;
11. Constables shall comply with the reporting requirements of Massachusetts General Laws c.46,s.95A as amended by Chapter 140 of the Acts of 2003.

The Mayor reserves the right to revoke the appointment of a constable at any time.



Human Resources Department, Room 306  
 Phone: (978) 374-2357 Fax: (978) 374-2343  
 Mary Carrington, HR Director - [mcarrington@cityofhaverhill.com](mailto:mcarrington@cityofhaverhill.com)  
 Denise Proia, HR Technician - [dproia@cityofhaverhill.com](mailto:dproia@cityofhaverhill.com)  
 Margaret Pfifferling, Benefits Supervisor - [mpfifferling@cityofhaverhill.com](mailto:mpfifferling@cityofhaverhill.com)

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*CORI Request Form*

The City of Haverhill has been certified by the Criminal History Systems Board for access to conviction and pending criminal case data. As an applicant/employee for the City of Haverhill, I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

*X*

Applicant/Employee Signature

APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

Last Name		First Name		Middle Name
Maiden Name or Alias (if applicable)		Place of Birth		
Date of Birth	Social Security Number (requested but not required)		Mother's Maiden Name	
Former Addresses				
Sex	ft.	in.	Weight	Eye Color

State Driver's License Number: \_\_\_\_\_

\*\*\*The above information was verified by reviewing the following form of government issued photographic identification (of which a copy **MUST** be attached):

\_\_\_\_\_

REQUESTED BY:

\_\_\_\_\_  
 SIGNATURE OF CORI AUTHORIZED EMPLOYEE