



# **TOWNSHIP OF HANOVER**

**APPLICATION FOR EMPLOYMENT**

**LAW ENFORCEMENT POSITIONS**

Before answering any questions, please read all directions and instructions carefully.

**TOWNSHIP OF HANOVER  
EMPLOYMENT GUIDELINES FOR  
LAW ENFORCEMENT JOB POSITIONS**

**BEFORE COMPLETING THE ACCOMPANYING APPLICATION FOR EMPLOYMENT,  
PLEASE READ THE FOLLOWING INSTRUCTIONS AND STATEMENTS**

1. To be considered for employment, all questions on the application must be answered.
2. The application requires that you provide the Township with the names, addresses and telephone numbers of four (4) prior work-related managers or supervisors who can verify prior employment and rate your performance.
3. The application process may require one or more interviews with Township officials.
4. An individual hired by the Township is required to complete a twelve (12) month probationary period for law enforcement positions and attain a satisfactory job performance evaluation.
5. The Township may inquire whether you need reasonable accommodation if you voluntarily disclose a medical condition, display an obvious need for a reasonable accommodation for a medical condition, or after a conditional offer of employment has been extended.
6. The Township's offer of employment to you may also be conditioned upon the results of a post-offer physical and/or psychological examination, and upon drug and alcohol testing. The Township reserves the right to withdraw the conditional job offer and reject employment if the medical examinations determine that the job functions of this position cannot be performed even with reasonable accommodations.
7. In compliance with the Hanover Township Employee Drug Screening Policy and Procedures, and New Jersey Attorney General's Guidelines, applicants receiving conditional offers of employment are also required to take a pre-employment urine analysis.
8. The Township prohibits discrimination in employment and ensures that all applicants are recruited, employed and treated without regard to their age, race, color, creed, national origin, religion, ancestry, marital or veteran status, sex, affectional or sexual orientation or the presence of a non-job-related medical condition or disability or any other legally protected status.

9. False or misleading information or the submission of any false or misleading documents provided in or with the application, or as part of any interview, may result in the discharge of the person should he/she be employed by the Township. Residency in New Jersey is a legal requirement for employment by the Township, and all applicants will be required to submit evidence of New Jersey residency.

10. Township employees are required to conduct themselves in a professional and courteous manner in their relationships with other employees and especially the public which they serve. Employees shall comply with all the rules, regulations and ordinances of the Township.

**SHOULD YOU HAVE ANY QUESTIONS OR REQUIRE A CLARIFICATION OF ANY ITEM, PLEASE ASK BEFORE SIGNING THIS DOCUMENT.**

I \_\_\_\_\_, DO HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL OF THE INSTRUCTIONS AND STATEMENTS SET FORTH ABOVE.

RETURN THIS SIGNED FORM WITH THE FULLY COMPLETED AND SIGNED APPLICATION. A COPY OF THIS FORM WILL BE GIVEN TO YOU IF YOU LIKE.

**TOWNSHIP OF HANOVER  
APPLICATION FOR EMPLOYMENT**

**ACKNOWLEDGEMENT STATEMENT AND WAIVER**

I certify that to the best of my knowledge, the information contained in this application and the answers given by me are true and complete. Furthermore, I give Hanover Township authorization to investigate all of the statements made in this application as may be necessary in arriving at a decision to employ me.

**I FULLY UNDERSTAND THAT NOTHING SET FORTH IN THIS EMPLOYMENT APPLICATION, OR IN THE GRANTING OF AN INTERVIEW(S), IS/ARE INTENDED TO CREATE AN EMPLOYMENT AGREEMENT BETWEEN MYSELF AND THE TOWNSHIP FOR EITHER EMPLOYMENT, OR THE PROVISION OF ANY BENEFITS.**

In the event I am employed by the Township, and it is discovered that I have provided false or misleading information on the application or in the interview(s), I may be liable to disciplinary action including termination. I further accept and acknowledge that I am required to abide by all the rules, regulations and ordinances of the Township should I be employed.

Pursuant to Federal Law, proof of U.S. Citizenship or authorization of work and proof of New Jersey residency, will be required if you are hired. This is a condition of employment and will result in removal if such proof is not submitted within three (3) business days of the beginning date of employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed

Your interest in employment opportunities with the Township is appreciated.

## APPLICATION FOR EMPLOYMENT QUESTIONNAIRE

The Township prohibits discrimination in employment and ensures that all applicants are recruited, employed and treated without regard to their age, race, color, creed, national origin, religion, ancestry, marital or veteran status, sex, affectional or sexual orientation or the presence of a non-job-related medical condition or disability or any other legally protected status.

\_\_\_\_\_  
Date of Application

Position(s) Applied for \_\_\_\_\_

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|---|
| <b>Referral Source</b> <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Walk-In<br><input type="checkbox"/> Employment Agency <input type="checkbox"/> Other _____ |
|---|

Name: \_\_\_\_\_  
                                Last    First    Middle

Address: \_\_\_\_\_  
Number    Street                      City                      State                      Zip Code

Telephone: (\_\_\_\_) \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Are you 18 years of age?     Yes                       No

If not, can you furnish a work permit?     Yes                       No

If not, employment is subject to verification that you are of minimum legal age and able to supply any required work permit.

Attached to this application is a job description describing the essential job functions of the position for which you are applying. After reviewing the job description, please state whether or not you would be able to perform all of the job functions listed.

Are you able to perform each of the essential job functions listed for this position with or without accommodation?     Yes                       No

**Military Service:**

Veteran of the U.S. military service?             Yes  No \_\_\_\_\_  
Branch

Date and Status of Discharge: \_\_\_\_\_  
(e.g., Honorable, General, Dishonorable, etc.)

List any training you have had or special skills acquired during your military service:

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Was any type of disciplinary action taken against you in the service? Be sure to include discipline for which there was no "judicial punishments," if applicable. Detail date, type of action and disposition:

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Are you a member of the Reserve or National Guard?     Yes  No  
If yes, provide branch of service, dates, currently active/inactive:

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Have you ever had any job-related training in the United States military?  Yes  No

If yes, please describe:

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**Employment History:**

Have you filed an application here before?     Yes  No \_\_\_\_\_  
Give Starting and Ending Date

Have you ever been employed here before?     Yes  No \_\_\_\_\_  
Give Starting and Ending Date

Are you employed now:                              Yes  No

If yes, may we contact your present employer?  Yes  No

Are you authorized to work in the United States?     Yes  No  
(Proof of citizenship or immigration status may be required upon employment.)

Are you on a lay-off and subject to recall?         Yes  No

Any employee whose work requires the operation of motor vehicles while on duty for the Township must hold a valid New Jersey State Driver's License.

All new employees who will be assigned work entailing the operating of a Township vehicle while on duty will be required to submit to a Motor Vehicle Commission driving records check as a condition of employment. A report indicating a suspended or revoked license status may be cause to deny or terminate employment.

Have you ever made application to any police department or public safety agency?  
If yes, detail date, name and address of agency; and the result of the application (e.g., hired, not hired, decision pending, etc.):

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Were you ever, or are you now, on any employment list for any police department or public safety agency? If yes, detail date, agency name and address, and position on any list:

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Have you ever been rejected for employment by any police department or public safety

agency? If yes, detail date, name and address of agency, and reason for rejection:

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**EMPLOYMENT EXPERIENCE**  
**LIST YOUR MOST RECENT EMPLOYER FIRST**  
 (Add additional pages if necessary)

|                     |                |    |                    |
|---------------------|----------------|----|--------------------|
| Employer            | Dates Employed |    | Work Performed     |
|                     | From           | To |                    |
| Address             |                |    |                    |
| Telephone Number(s) | From           | To |                    |
|                     | Supervisor     |    | Reason for Leaving |

|                     |            |    |                    |
|---------------------|------------|----|--------------------|
| Employer            | From       | To | Work Performed     |
|                     |            |    |                    |
| Address             |            |    |                    |
| Telephone Number(s) |            |    |                    |
|                     | Supervisor |    | Reason for Leaving |

**Special Skills and Qualifications**

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Summarize special skills and qualifications acquired from employment or other experience.

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**Court Records:**

Have you ever been convicted of/found guilty of/pled guilty to any crime:

Do not include motor vehicle offenses or municipal offenses except as noted in b. and c. below. Do not include cases in which you were exonerated of the charges. A conviction will not automatically disqualify you from employment although it may be grounds for denial of employment for job-related reasons, such as where the conviction(s) relates adversely to the employment sought.

a. Criminal offenses.  Yes  No  Unsure

b. Disorderly or petty disorderly persons offenses (often called misdemeanor offenses in other states)

Yes  No  Unsure

c. Driving under the Influence (DUI) or Driving While Intoxicated (DWI).

Yes  No  Unsure

Note: if you check "yes" or "unsure" about any of your answers above, please explain below, giving approximate dates of the events and details of any dispositions.

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Have you ever been admitted into a Pre-Trial Intervention, Conditional Discharge or Conditional Dismissal program? If you checked "yes" or "unsure" please explain below, giving approximate dates of the events and details of any dispositions.

Yes  No  Unsure

Do you have any pending criminal or non-criminal charges (including motor vehicle offenses and municipal offenses) or unresolved arrests? If you checked "yes" or "unsure" please explain below, giving approximate dates of the events and details of the pending charges or unresolved arrests below.

Yes  No  Unsure

Have you ever had a conviction, an offense for which you were found guilty or pled guilty, or a Pre-Trial Intervention, Conditional Discharge or Conditional Dismissal program record expunged? The Township is entitled to obtain information regarding expunged records of those seeking employment pursuant to *N.J.S.A. 2C:52-27(c)*. If you checked "Yes" or "Unsure" please explain below, giving approximate dates of the events and details of any dispositions or unresolved arrests below.

Yes  No  Unsure

List any outstanding judgments or liens, giving dates, names of judgment creditor or lienor, amount, docket number and court name and location.

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Have you ever filed for bankruptcy, or been adjudicated bankrupt?  Yes  No

If yes, detail date, name, and location of court:

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**Motor Vehicle:**

Do you possess a valid NJ Driver's License?  Yes  No

License Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

If yes, complete the following:

Issuing State: \_\_\_\_\_ Dates: From \_\_\_\_\_ to \_\_\_\_\_

Has your driving privileges or motor vehicle registration ever been revoked or suspended?

[ ] Yes [ ] No

If yes, detail the circumstances:

If you answered yes, has such license and/or registration privilege been restored?

[ ] Yes [ ] No

List below, all motor vehicles owned, leased, or principally operated by you during the past three years:

| <b>Make</b> | <b>Model</b> | <b>Year</b> | <b>Period Driven<br/>From-To</b> | <b>Owned/Leased/Driven</b> | <b>Registration and<br/>State VIN</b> |
|-------------|--------------|-------------|----------------------------------|----------------------------|---------------------------------------|
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## PERSONAL REFERENCES

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Friend  Relative  Co-Worker

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Friend  Relative  Co-Worker

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Friend  Relative  Co-Worker

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Friend  Relative  Co-Worker

State any additional information you feel may be helpful in considering your application:

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## EMPLOYMENT REFERENCES

Please provide the Township with the names, addresses and telephone numbers of four (4) prior work-related managers or supervisors who can verify prior employment and rate your performance.

### LIST THE MOST RECENT EMPLOYER FIRST

|  |
|--|
| Employer: _____<br>Address: _____<br>Manager or Supervisor to Contact: _____<br>Telephone No.: _____ |
| Employer: _____<br>Address: _____<br>Manager or Supervisor to Contact: _____<br>Telephone No.: _____ |
| Employer: _____<br>Address: _____<br>Manager or Supervisor to Contact: _____<br>Telephone No.: _____ |
| Employer: _____<br>Address: _____<br>Manager or Supervisor to Contact: _____<br>Telephone No.: _____ |

## EDUCATION

### Elementary School

School Name & Location

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Describe Course of Study

### High School

School Name & Location

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Describe Course of Study

### Undergraduate College/University

School Name & Location

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Describe Course of Study

### Graduate/Professional

School Name & Location

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Describe Course of Study

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

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Describe any honors you have received:

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State any additional information you feel may be helpful in considering your application.

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## RESIDENCY HISTORY

List the addresses for all places where you have resided within the previous ten (10) years from this date:

| Address | From: | To: |
|---------|-------|-----|
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**CONSENT TO CONDUCT RECORDS CHECK**

Dear Prospective Employee:

As part of the Township of Hanover's overall review of your employment application, it is necessary for the Hanover Township Police Department to conduct a records check. Therefore, please read the following statement carefully before it is signed.

I, \_\_\_\_\_, hereby give my consent to the Hanover Township Police Department to conduct a records check with local, county, state police, and the Federal Bureau of Investigation as part of my application for the position noted in this application. I further understand that this check includes a review of my driver's license record through the New Jersey Motor Vehicle Commission.

I also give my consent to any Police Department Record Bureau to forward a copy of any record that may exist against me or to notify the Township of Hanover that no record exists. I further understand that an offer of employment may be conditioned on the results of a medical examination.

I will, upon request, execute a full and complete release authorizing the Hanover Township Police Department to obtain copies of all personnel, disciplinary and internal affairs records maintained by any law enforcement agency whom I was previously employed.

I further understand that any records check or any review of past medical records shall be kept confidential and shall not be released to any other potential employer without my express written consent.

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

**Privacy Waiver  
Personal Inquiry Waiver  
Authority for Release of Information**

TO: Concerned Person or Authorized Representative of Any Organization, Institution or Repository Records

Applicant's Name: \_\_\_\_\_  
(please print)

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I respectfully request and authorize you to furnish the **Township of Hanover Police Department** any and all information that you may have concerning my employment, work record, school record, military record, Police Academy records, reputation, state and federal income tax records and financial and credit status. Please include any and all medical records (physical or mental) and reports including information of a confidential or privileged nature. Please allow a representative from all Township of Hanover Police Department to review my entire personnel file and any disciplinary action and/or internal affairs investigations which may have resulted during my employment and photocopy any document(s). This information is to be used to assist the Township of Hanover Police Department in determining my qualifications and fitness for the position I am seeking with that Department.

I hereby release you, your organization or others from any liability or damage that may result from furnishing the information requested above.

A photocopy of this Waiver shall be considered a valid original.

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Number and Street Name Town/City State Zip Code

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**AFFIDAVIT**

STATE OF NEW JERSEY )  
COUNTY OF MORRIS )

Before me personally appeared the said \_\_\_\_\_, who says he/she executed the above instrument of his/her own freewill and accord with full knowledge of the purpose therefore.

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
My commission expires \_\_\_\_\_ Notary Public SEAL:

**TOWNSHIP OF HANOVER POLICE DEPARTMENT  
1000 RT. 10, PO BOX 250  
WHIPPANY, NJ 07981**

**POLICE APPLICANT QUALIFICATION FORM**

NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME/CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

**NOTE:** In accordance with NJSA 40A:14-127, no person may be appointed as a member of a police department who is under 21 and over 35 years of age.

**TYPE OF QUALIFICATION:**

**A. Alternate Route / Associate's Degree (Minimum)**

Attending/Graduated Police Academy: \_\_\_\_ Yes

Police Academy Name: \_\_\_\_\_

Date of Academy Graduation: \_\_\_\_\_

Name of College/University \_\_\_\_\_

Date of College Graduation: \_\_\_\_\_

Associates Degree Major: (circle one) Police or Forensic Science, Criminal Justice

**B. Two Years Experience / Associate's Degree (Minimum)**

Attended a NJ Police Academy: \_\_\_\_ Yes \_\_\_\_ No

Police Academy Name: \_\_\_\_\_

Name of College/University \_\_\_\_\_

Date of College Graduation: \_\_\_\_\_

Associates Degree Major: (circle one) Police or Forensic Science, Criminal Justice

Name of Current Police Department: \_\_\_\_\_

Years of Police Officer Experience: \_\_\_\_\_

**C. SLEO II / Associate's Degree (Minimum)**

Attending/Graduated Police Academy: \_\_\_\_ Yes

Police Academy Name: \_\_\_\_\_

Date of Academy Graduation: \_\_\_\_\_

Name of College/University \_\_\_\_\_

Date of College Graduation: \_\_\_\_\_

Associates Degree Major: (circle one) Police or Forensic Science, Criminal Justice

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**POLICE OFFICER - ESSENTIAL FUNCTIONS as found in Hanover Township Police Department Standard Operating Procedures Vol. II, Ch. 7**

- A. To adequately perform the responsibility of a police officer, the candidate must be able to perform the essential functions of the position.
1. Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
  2. Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, in physically hazardous locations.
  3. Ascent or descent stairs.
  4. Climb over, pull up over, and jump over obstacles.
  5. Jump down from elevated surfaces or areas.
  6. Climb or crawl through openings.
  7. Crawl under obstructions or in confined areas.
  8. Balance on uneven or narrow surfaces.
  9. Use body force to gain entrance or break through barriers.
  10. Push objects, vehicles, or persons.
  11. Pull objects or persons.
  12. Lift and carry objects or persons.
  13. Drag objects or persons.
  14. Sit or stand for extended periods of time.
  15. Employ defensive tactics, using balance, leverage, concentration of power, and opponent's power.
  16. Swim.
  17. Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice, or snow.
  18. Detain individuals.
  19. Stop suspicious individuals and vehicles.
  20. Pursue fleeing suspects, in a vehicle or on foot.
  21. Disarm persons.
  22. Restrain or subdue resisting suspects.
  23. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
  24. Conduct visual and audio surveillance.
  25. Perform law enforcement patrol functions, on foot or in a vehicle.
  26. Issue Summonses.

27. Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
28. Observe, record, recall and report incidents and information.
29. Operate radar equipment.
30. Administer field sobriety tests.
31. Operate a fire extinguisher.
32. Fingerprint, photograph and videotape individuals, objects and scenes.
33. Transport citizens, prisoners and committed mental patients, using handcuffs and other restraints, when appropriate.
34. Work rotating shifts and adapt to irregular working conditions.
35. Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
36. Identify, collect, label and preserve evidence.
37. Secure the scene of a crime, emergency or disaster.
38. Stand guard at the scene of a crime, emergency or disaster to prevent damage, loss or injury.
39. Control crowds.
40. Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
41. Perform rescue and support functions at the scenes of accidents, emergencies and disasters.
42. Administer emergency first aid.
43. Physically check buildings, including doors and windows, to insure that they are secure.
44. Remedy hazardous conditions by direct action or through notification of the appropriate authority or agency.
45. Perform searches of people, vehicles, buildings and large outdoor areas, which may involve seeing, feeling and detecting objects, and walking for long periods of time.
46. Search for missing, wanted or lost persons and evidence.
47. Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.

48. Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.
49. Understand and follow orders, policies and procedures.
50. Accept direction and function cooperatively as one member of a unit.
51. Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
52. Prepare written investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations.
53. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits and warrants.
54. Communicate effectively and coherently over telephone, walkie-talkie or radio, initiating or responding to verbal communications.
55. Communicate effectively in court and in other formal settings.
56. Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes and procedures.
57. Communicate effectively with individuals in an agitated or distraught condition.
58. Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
59. Mediate disputes and confrontations with hostile and potentially violent individuals.
60. Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make decisions concerning choice of action and equipment.
61. Perform a variety of tasks, involving different and sometimes contrasting skills in rapid succession during a short period of time.
62. Exercise independent judgement in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree.
63. Endure verbal, mental and physical abuse, including threats, taunts and insults to self, family and fellow officers.

64. Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions and behavior in antagonistic settings; with crime victims, accident victims, disaster victims and their families; with incidents of suicide and domestic violence.