

Internal Use Only

Name: _____
(Print or Type)

Date: _____

Application for Full-Time:
Application for Reserves:

Time: _____

Police Officer Application Information Summary

POLICE DEPARTMENT

City of Garrett



"Enhancing the Quality of Life within the City of Garrett"

STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY

The City of Garrett is an Equal Opportunity Employer and will accept applications, hire qualified applicants, administer all terms and conditions of employment and make available all benefits and compensation of employment without regard to race, color, creed, religion, sex, national origin, disability, or age, except when such constitutes a bona fide occupational qualification necessary for the proper and efficient administration of the agency.

INSTRUCTIONS

1. Read each item carefully.
2. This application must be typed or printed neatly in ink.
3. All items must be completed and necessary documentation included.
4. If additional space is needed, attach a supplemental page at the end of the application.
5. The completed application must be returned to:

cpepple@garrettindiana.us or
Garrett Police Department
200 North Cowen Street
Garrett, Indiana 46738

POLICY REGARDING THE APPLICANT INFORMATION SUMMARY

1. The failure to comply with instructions and policy regarding this phase of the applicant selection process may result in the rejection of the application.
2. The failure to accurately and truthfully complete this application may result in the rejection of the application.
3. The failure to return this application by the specified date may result in the rejection of the application.
4. Applications will not be accepted without complete addresses, phone numbers, and zip codes.
5. It is the responsibility of the applicant to advise or forward any changes relative to the applicant's name, address, and phone number.

If you need assistance in completing the application form, feel free to contact the Garrett Police Department at 260-357-5151.

Basic Requirements:

This application package will guide you through the first steps in our process. You **must** meet the following requirements to be considered for employment:

- 1) Be at least 21 years of age but no more than 39 years of age
- 2) A United States citizen
- 3) Have a high school diploma or GED equivalent.
- 4) NO Operating While Intoxicated convictions.
- 5) Honorable discharge from military service if applicable.
- 6) NOT have been convicted of a felony.
- 7) NOT have been convicted of a firearms/weapons violation.

I, _____, verify that I meet all of the above-listed basic requirements.
(Print or type)

Signature

Date

Procedures:

- 1. Submit a completed application with specified certificates and documents.
- 2. Participate in the testing procedures including the agility test and written test.
- 3. Background investigation.
- 4. Oral Interview Boards.
- 5. Physical and psychological examinations.
- 6. Approval by local Pension Board.
- 7. Final approval by state PERF board.

I. **PERSONAL HISTORY**

A. Name in full (last, first, middle): _____

B. Social Security Number: _____ - _____ - _____

C. List all other names you have used including nicknames and maiden names. If you have ever used any last names other than your true name, list the period of time during which it was used and the circumstances for its use. If you have ever legally changed your name, list the date, place, and the court. This information is required to assist the department in conducting the applicant's background investigation.

D. Birth Date (month / day / year) _____ / _____ / _____

Place of birth (city / state) _____ / _____

Include a COPY of your birth certificate. This will be used to verify your age for statutory requirements.

E. Are you a United States citizen? Yes _____ No _____

III. **RESIDENCES**

A. Present Residence

_____ (Number) _____ (Street) _____ (City) _____ (State) _____ (ZIP)

Primary Phone Number: () _____ - _____ Type: _____

Secondary Phone Number: () _____ - _____ Type: _____

E-mail Address: _____

B. With the most current first, list all of your residences in the last five years:

<u>Dates</u>		<u>Address</u>				
From ---	To	Number	Street	City	State	ZIP
_____ - _____		_____	_____	_____	_____	_____
_____ - _____		_____	_____	_____	_____	_____
_____ - _____		_____	_____	_____	_____	_____
_____ - _____		_____	_____	_____	_____	_____
_____ - _____		_____	_____	_____	_____	_____
_____ - _____		_____	_____	_____	_____	_____
_____ - _____		_____	_____	_____	_____	_____
_____ - _____		_____	_____	_____	_____	_____
_____ - _____		_____	_____	_____	_____	_____

IV. EDUCATION

List all schools attended at the high school level and above. **Include COPIES of all transcripts, diplomas, and degrees.**

	<u>Years Attended</u> From --- To	<u>Address</u> City / State	<u>Degree / Diploma</u> Yes / No / Type
High Schools			
_____	_____ -- _____	_____	_____
_____	_____ -- _____	_____	_____
_____	_____ -- _____	_____	_____
_____	_____ -- _____	_____	_____
Colleges / Universities			
_____	_____ -- _____	_____	_____
_____	_____ -- _____	_____	_____
_____	_____ -- _____	_____	_____
_____	_____ -- _____	_____	_____
Other, Vocational, Technical, etc...			
_____	_____ -- _____	_____	_____
_____	_____ -- _____	_____	_____
_____	_____ -- _____	_____	_____

V. **EMPLOYMENT RECORD**

In chronological order (*first to last*) list all former and current employers, including full-time, part-time, temporary/seasonal work, and all periods of unemployment. Present employers will be contacted prior to any appointment: make sure all telephone numbers are correct:

- A. Employment Dates: From: _____ To: _____
- Name of Company: _____
- Address & ZIP: _____
- Phone Number: () _____
- Position Held: _____
- Supervisor's Name: _____
- Reason for Leaving: _____
- Final Salary: _____
-
- B. Employment Dates: From: _____ To: _____
- Name of Company: _____
- Address & ZIP: _____
- Phone Number: () _____
- Position Held: _____
- Supervisor's Name: _____
- Reason for Leaving: _____
- Final Salary: _____
-
- C. Employment Dates: From: _____ To: _____
- Name of Company: _____
- Address & ZIP: _____
- Phone Number: () _____
- Position Held: _____
- Supervisor's Name: _____
- Reason for Leaving: _____
- Final Salary: _____

D. Employment Dates: From: _____ To: _____
Name of Company: _____
Address & ZIP: _____
Phone Number: () _____
Position Held: _____
Supervisor's Name: _____
Reason for Leaving: _____
Final Salary: _____

E. Employment Dates: From: _____ To: _____
Name of Company: _____
Address & ZIP: _____
Phone Number: () _____
Position Held: _____
Supervisor's Name: _____
Reason for Leaving: _____
Final Salary: _____

F. Employment Dates: From: _____ To: _____
Name of Company: _____
Address & ZIP: _____
Phone Number: () _____
Position Held: _____
Supervisor's Name: _____
Reason for Leaving: _____
Final Salary: _____

G. Employment Dates: From: _____ To: _____
Name of Company: _____
Address & ZIP: _____
Phone Number: () _____
Position Held: _____
Supervisor's Name: _____
Reason for Leaving: _____
Final Salary: _____

H. Employment Dates: From: _____ To: _____
Name of Company: _____
Address & ZIP: _____
Phone Number: () _____
Position Held: _____
Supervisor's Name: _____
Reason for Leaving: _____
Final Salary: _____

I. Employment Dates: From: _____ To: _____
Name of Company: _____
Address & ZIP: _____
Phone Number: () _____
Position Held: _____
Supervisor's Name: _____
Reason for Leaving: _____
Final Salary: _____

J. Employment Dates: From: _____ To: _____
Name of Company: _____
Address & ZIP: _____
Phone Number: () _____
Position Held: _____
Supervisor's Name: _____
Reason for Leaving: _____
Final Salary: _____

K. Employment Dates: From: _____ To: _____
Name of Company: _____
Address & ZIP: _____
Phone Number: () _____
Position Held: _____
Supervisor's Name: _____
Reason for Leaving: _____
Final Salary: _____

L. Employment Dates: From: _____ To: _____
Name of Company: _____
Address & ZIP: _____
Phone Number: () _____
Position Held: _____
Supervisor's Name: _____
Reason for Leaving: _____
Final Salary: _____

VI. **MILITARY SERVICE**

A. Are you registered with the Selective Service System? (www.sss.gov)

Yes _____ No _____

Selective Service Number: _____

B. Have you ever served on active duty in the Armed Forces of the United States?

Yes _____ No _____

Branch of Service:

- Air Force
- Army
- Coast Guard
- Marine Corps
- National Guard
- Navy
- Space Force

Dates of Active Duty: _____
(Month / Day / Year)

Last Held Rank: _____

Type of Discharge: _____

C. While in the Military Service, were you ever convicted of any offense (civil or military)?

Yes _____ No _____

When? _____

Explain: _____

D. **Include COPY of your DD214 – (Armed Services Discharge)**

VII. **DRIVER RECORD**

A. List all vehicle operator licenses you currently hold or have held:

Include a COPY of your current license

License Type (Oper. / Chauff / CDL)	Licensing State	License Number	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. List all vehicle accidents you have been involved in over the last five years:

Date	Location	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. List all traffic citations you have been involved in over the last five years:

Date	Location	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Has your driver's license ever been suspended or revoked? Yes ____ No ____

If yes, explain: _____

IX. **REFERENCES**

List four current references. (**Excluding relatives, current and former employers**)

Make sure **ALL** information is correct and up-to-date.

1. Name: _____

Address: _____

Primary Phone Number: (_____) _____ - _____

Additional Phone: (_____) _____ - _____

Occupation: _____

How long have you known this individual: _____

2. Name: _____

Address: _____

Primary Phone Number: (_____) _____ - _____

Additional Phone: (_____) _____ - _____

Occupation: _____

How long have you known this individual: _____

3. Name: _____

Address: _____

Primary Phone Number: (_____) _____ - _____

Additional Phone: (_____) _____ - _____

Occupation: _____

How long have you known this individual: _____

4. Name: _____

Address: _____

Primary Phone Number: (_____) _____ - _____

Additional Phone: (_____) _____ - _____

Occupation: _____

How long have you known this individual: _____

NEPOTISM FORM

Name	Position Applied For

To comply with Indiana Code 36-1-20 regarding the employment of relatives in local government that was placed into law effective July 1, 2012, we require the following information. Please fill out the information below and return it with your application. If **none**, please indicate so.

Relatives currently employed by the City of Garrett (including "step", "half", & "in-law" relations)			
Name		Relationship	
Name		Relationship	
Name		Relationship	
Name		Relationship	
Name		Relationship	
Name		Relationship	
Name		Relationship	
Name		Relationship	

I certify that all information provided on this form is true. I understand that if a job is offered the offer may be rescinded based on the information provided above in compliance with Indiana law. I further understand that any false statement made herein is sufficient reason for the City of Garrett to rescind the employment offer or for termination of subsequent employment regardless of date of discovery.

Signature of Applicant	Date

Investigative Consent Form

I hereby certify that, in connection with an application for membership in the Garrett Police Department, I have been advised through receipt of this form that:

- 1) An investigative report as to my character, general reputation, personal characteristics, police record, and mode of living may be made.
- 2) I have the right to make a written request within a sixty-day period of time for a complete and accurate disclosure of the nature and scope of the investigation requested.

For the purposes of this statement, I also acknowledge that any report or other information required by federal or state laws now and hereafter in effect shall be deemed received by me if addressed to:

Print Name:(First) (Middle Name – not initial) (Last)

Street Address

City State Zip

Birth Date

Social Security Number Driver's License Number

Primary Phone Secondary Phone

Applicant's Signature

Today's Date E-Mail Address

Note: This statement is required by Federal Law (P.L. #91-505)

Garrett Police Department

Application Checklist

In addition to a completed and signed copy of the **Garrett Police Department Application**, you are *required* to provide the following documents:

- Recent photo of yourself (passport-style)**
<https://travel.state.gov/content/passports/en/passports/photos.html>
- Signed Investigative Consent Form *(page 17)*
- Copy of your Birth Certificate
- Copy of your Driver's License
- Copy of your High School Diploma
- Copy of your College Diploma *(if applicable)*
- Copy of your school transcripts
- Copy of pertinent Law Enforcement training
- Selective Service Number *(page 12)*
If you do not remember your SSN or have not registered with the Selective Service the following website may be of help.
<https://www.sss.gov/>
- Copy of your DD214 – *(if applicable)*
Available at www.vetrecons.archives.gov
- Recent Credit Report
Available at www.creditkarma.com/
Only need credit scores – *Not the entire report*

*If you are unable to provide some of this information or if you are waiting for information that you have requested, please provide a written explanation on your application. Documents will be required before employment.

KEEP THIS PAGE FOR YOUR RECORDS

GENERAL HIRING PROCEDURES

The following pages contain the procedures adopted by the City of Garrett and the Garrett Police Department. Applicants, or potential applicants, reviewing these procedures should keep in mind that each step outlined is a separate and distinct requirement calling for a commitment on their part and overall constitute a total process. Each step must be successfully completed in order to meet eligibility requirements.

It is the responsibility of each applicant to fully understand and complete each step as outlined. The Garrett Police Department will assist each applicant as needed or requested in fully understanding all procedures and requirements. Any applicant who wishes may contact the department by calling 260-357-5151, with questions or for further clarification of any part of this procedure.

FORMATION OF A HIRING POOL:

The Garrett Police Department accepts applications daily. Applications may be picked from the police department or may be found online at the department website. Every attempt will be made by the police department to publicize the department's hiring process. The department will continually contact appropriate groups, organizations, and persons to assure that the widest possible group of individuals from all aspects of the community is aware of the process.

KEEP THIS PAGE FOR YOUR RECORDS

LETTER TO APPLICANT:

Dear Applicant,

Attached you will find a copy of the hiring procedure used by the City of Garrett, Indiana, and the Garrett Police Department. This procedure has been approved and adopted by the City. The purpose of this procedure is to ensure that the best-qualified applicants are selected to serve as police officers with the City, and that should you become a member of the police department, you can be proud to be a part of a truly professional organization.

This procedure and policy take into consideration requirements by the American Disabilities Act, The Public Employees Retirement Fund, and the City of Garrett. Also included are any optional standards adopted by the Police Departments' local Pension Board under the laws of the State of Indiana.

The purpose of this packet is to inform you of all the steps necessary for you to successfully complete in order to be considered for hire by the Garrett Police Department. You will see that the process is not an easy one and can take a significant commitment on your part in addition to being time-consuming for both you and the persons involved in the hiring process.

The City of Garrett is an equal opportunity employer and is committed to hiring only the most qualified individuals for its Police Department. With this in mind and as you review the attached material, we wish you well in your attempt to join a professional organization and in seeking what may be for you a truly rewarding career.

Below you will find the steps in the Garrett Police Department's hiring process

1. Application

Applications are available on the City of Garrett's website at:

<https://garrettindiana.us/information-center/employment-opportunities/>

The application is reviewed and evaluated on its content and neatness. Failure to comply with instructions and policy regarding this phase of the applicant selection process, and failure to accurately and truthfully complete the application including complete addresses, phone numbers, and zip codes may result in its rejection.

It is also the applicant's responsibility to advise or forward any changes relative to the applicant's name, address, phone number, email address, or employment.

KEEP THIS PAGE FOR YOUR RECORDS

If the applicant is in need of assistance in completing the application he/she should feel free to contact the Garrett Police Department at 260-357-5151.

2. Agility Test and Written Exam:

Upon the formation of one hiring pool, the Garrett Police Department will notify the next group of applicants that have been received of the next stage of the hiring process. This notification will be by letter or e-mail. The notification will detail the time and place of the testing. Both tests will be administered on the same day.

- **Agility Test**
The Garrett Police department has adopted the Indiana Law Enforcement Academy physical fitness test as its agility test. The applicants will be tested in push-ups, sit-ups, vertical jump, 300-meter sprint, and 1 ½ mile run. The standards for each event will be included in the letter. A waiver or disclaimer will also be included and must be signed by the applicant and turned in on the day of testing. This disclaimer will release the city and police department from all liability should any injury occur during the agility testing process.
- **Written Examination**
The written examination will measure and grade qualities and skills deemed to be necessary for good police candidates. The specific written instrument or test may vary or change from process to process taking into consideration the intent of the department and city administration to stay current with the latest standards and professional thought processes dealing with applicant selection and additionally any legal considerations deemed appropriate by the city legal department. Previous knowledge of law enforcement is not required to pass our test.

Applicants will be notified by letter or e-mail as to whether they passed or failed the testing stage of the process. Those who have failed the testing phase may reapply to the police department in the next hiring pool.

3. Background Investigation

Those applicants who have successfully completed the testing stage of the process will undergo an extensive background investigation. Areas in this investigation will include but not be limited to verification of all information on the employment application, personal reference checks, neighborhood checks, spouse and family interviews, a credit check, and other areas that are deemed appropriate and allowable by law.

4. Oral Interview Board

It is required that each applicant personally appears before a Board of Review; comprised of members of the Board of Works, the Chief of Police, and/or his/her designated representatives. All information pertaining to the applicant will be available for the board's consideration. Each applicant will be asked questions by the board concerning this information during their interview. In addition, the board will be considering the demeanor of each applicant and his or her maturity and confidence, as well as answers to questions posed to them.

Following the appearance before the board the applicant will receive notification by letter or e-mail indicating one of three possible board decisions:

- 1) A conditional offer of employment will be offered to the applicant.
- 2) The applicant will be retained on an Eligibility list to be considered for future openings.
- 3) The applicant will be eliminated from further consideration for employment. The applicant may reapply to the department in the next hiring pool.

Once a conditional offer of employment is tendered to the applicant he or she will continue in the process and must complete the remaining stages before being hired by the police department.

5. Physical and Psychological Examination:

Indiana state law mandates that each police applicant who receives a conditional offer of employment, successfully pass a complete medical and psychological examination given by approved PERF (Public Employee Retirement Fund) physicians and psychologists. The applicant will make all arrangements to undergo the examinations and promptly notify the Garrett Police Department Captain of these arrangements. The costs of the examinations are covered by the local Pension Board. Once received by the department, the examinations become the property of the department. It is required that a PERF-approved licensed physician and psychologist, sign off on the PERF examination booklet indicating that the applicant has met all PERF standards for employment and membership in the PERF plan. Should the examining physician or psychologist not sign the PERF booklet (indicating unsuccessful completion of the PERF examination), the applicant cannot be hired by the department.

6. Approval by the Local Pension Board

Once the signed PERF forms are received by the department from the examining physicians, the local Pension Board must also meet to sign the PERF application. The local Pension Board is also responsible for ensuring that the applicant meets any local standards or requirements adopted by the City of Garrett.

7. Final Approval by the State PERF Board

After the local Pension Board signs the PERF booklets, they are sent to the state PERF board for examination and review. The state board will then determine if the applicant is eligible, (based on physicians' statements) to participate in the state PERF. They will further determine whether any excludable conditions exist that would prohibit the applicant from claiming disability pension benefits in the future. Those applicants passing the aforementioned mental and psychological examinations, and receiving endorsements from the local Pension Board and the state PERF board will be given a conditional offer of employment by the Board of Works, and as soon as practical, be sworn in as a probationary police officer.