



CITY OF La PORTE POLICE  
POLICE CIVIL SERVICE COMMISSION

## INFORMATION

### TO ALL APPLICANTS:

The Following listed steps are necessary for the Police Merit Commission to properly process your application.

### PLEASE KEEP THIS INFORMATION FOR YOUR RECORD

- Step I** Your application , when received, will be reviewed by a Commission member to determine if you have filled out the forms properly and also checked to make sure all required information is with your application.
- Step II** Your application will then be reviewed by all three commission members in an executive session at a regularly scheduled Commission meeting.
- Step III** At such time a vacancy occurs in the Police Department and the Commission is advised by the City Board of Public Works to fill a vacancy, the Commission will review all applications.
- Step IV** The Commission will select several applicants to appear before them for a personal interview. If selected, you will be contacted to set up an appointment for this interview.
- Step V** After the interview, if you are selected to continue the hiring process, you will be contacted to report to the Police Station to take the "Police Officer Selection Test". This test takes approximately two hours. At that time you will also be sent information on obtaining a current credit report.
- Step VI** The "Police Officer Selection Test" will be graded and you will be contacted by letter and advised if you passed or failed.



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**Step VII** If you pass the written test, several applicants will be selected to perform the agility test. This test consists of four (4) categories; i.e. muscular strength, muscular endurance and musculoskeletal flexibilities. (Copies of the test are enclosed.) Again, you will be contacted as to when, where and the time the agility test will be given. (pass or fail)

**Step VIII** You will be requested to take a CVSA (polygraph) test.

**Step IX** A background investigation will be conducted.

**Step X** At This point in time, further information will be supplied to you by the secretary of the La Porte Police Department Pension Fund and the Public Employees Retirement Fund (PERF).

**IF YOU FAIL ANY PHASE OF THE HIRING PROCESS, THERE IS A SIX (6) MONTH WAITING PERIOD BEFORE YOU CAN BE RE-TESTED.**

**PLEASE KEEP IN MIND, YOU DO NOT HAVE TO CONTACT THE POLICE DEPARTMENT, EXCEPT TO UPDATE YOUR APPLICATION EVERY NINETY (90) DAYS.**

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**THE FOLLOWING IS REQUIRED BY THE LA PORTE CIVIL SERVICE COMMISSION;**

- 1.) Copy of Birth Certificate (must be 21). Applicant cannot be hired once 36th birthday is reached.
- 2.) Copy of Drivers License.
- 3.) Copy of Military Service Discharge (if applicable).
- 4.) Copy of Diploma **AND** transcript of High School Records. (Must be High School graduate or have GED)
- 5.) Fingerprints (to be taken at the Police Station upon request of the Merit Commission).
- 6.) I.Q. and CVSA Tests (to be given at the Police Station by appointment prior to interview)
- 7.) Must sign and have witnessed enclosed "INFORMATION RELEASE" form.
- 8.) Seal envelope and return to the Police Chief's secretary. (APPLICANTS SHOULD UPDATE THEIR FILE EVERY NINETY DAYS). When an opening occurs, you will be notified when to appear for an interview.

\* Any applicant who personally, or through any other person, solicits any member of the Commission to favor his/her appointment or reinstatement to such force, shall be thereby rendered ineligible for all time to any such appointment to the Police Department.

**PHYSICAL REQUIREMENTS**

The Public Employee Retirement Fund (PERF) as of December 31, 1983, as set forth in Public Law 365, requires that the following physical examinations be administered:

- 1.) Visual testing by Snellan chart -20 over 100- uncorrected vision minimum.
- 2.) Pulmonary function test.
- 3.) Chest X-Ray (posterior, anterior, lateral views)
- 4.) Lumboscral spine X-Rays (anterior, posterior lateral and oblique views)
- 5.) Treadmill test.
- 6.) Twelve (12) lead E.C.G.
- 7.) Urinalysis.
- 8.) V.D.R.L. test.
- 9.) Audiometric test.
- 10.) "Profile 4" tests, from which liver, kidney, blood and metabolic tests may be detected.

Each applicant hired after December 31st, 1983, must complete the ten (10) examinations. Each city is permitted to determine acceptable results for hiring, but must retain proof of the examinations given and the results obtained. Copies of the same shall be sent to the PERF Board as a matter of permanent record, after the applicant is hired.



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**AUTHORIZATION TO RELEASE INFORMATION**

I, \_\_\_\_\_, hereby authorize any person, agency, partnership, or corporation having any information concerning my;

**CREDIT RECORD, EDUCATIONAL RECORD, MEDICAL RECORD, EMPLOYMENT RECORD, MILITARY RECORD OR SELECTIVE SERVICE RECORD,**

to release such information to the La Porte City Police Merit Commission. This information is to be used for possible employment with the La Porte City Police Department and will not be available for public inspection.

I Hereby release such persons, agency, partnership or corporation from any liability which may be incurred in releasing this information to the La Porte City Police Merit Commission, including liability under any Federal Law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



POLICE CIVIL SERVICE COMMISSION



LA PORTE POLICE DEPARTMENT
Application For Employment

Applications will be considered for all positions without regard to race, color, religion, gender or disability.

Sec. 1. PERSONAL DESCRIPTION

A. Name First Middle Last

B. Address Street City State/Zip

C. Age Date of Birth Month Day Year

(Note: Indiana Law requires applicants for Police Officer shall have reached their 21st Birthday.)

D. Social Security Number

E. Native U.S. Citizen Naturalized Citizen

F. Height Weight Eyes Hair

G. Drivers License Expiration Date

H. Phone Number ( ) Alternate Phone Number ( )

Sec. 2. CHILDREN AND DEPENDENTS

(Check all that apply) Single - Married - Separated - Divorced - Widow(er)

A. List your spouse, all your children, including stepchildren and adopted children, and all other dependents:

Table with columns: NAME (First, Middle, Last) and DATE OF BIRTH (Month, Day, Year). Includes three rows of blank lines for data entry.

Do you currently support dependents other than your spouse and children? If so, list below:

Name Address Relationship



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Sec. 3. Military Status

A. Are you a United States military veteran? YES  NO

B. Branch of Service you served in \_\_\_\_\_

C. Date of Service: From \_\_\_\_\_ To \_\_\_\_\_  
Month Year Month Year

D. While serving in the military, were you ever arrested for an offense which resulted in trial by deck court or by summary, or by general court martial? YES  NO

If yes, give date, place, law enforcing authority or type of court or court martial, charge and action taken for each incident, using separate sheet to record this information.

E. Are you presently a member of U.S. Reserves or National Guard organization? YES  NO

If yes, complete the following:

\_\_\_\_\_  
Grade and Service No. Service and Component

\_\_\_\_\_  
Organization and Station or Unit and Location

\_\_\_\_\_  
Active Inactive Standby

Sec. 4. EDUCATION

Please circle years completed and list the names of schools attended.

Elementary School 5 6 7 8 High School 9 10 11 12

Name \_\_\_\_\_ Name \_\_\_\_\_

Did you receive a diploma? YES NO Did you receive a GED? YES NO

College / University 1 2 3 4 Graduate / Professional 1 2 3 4

Name \_\_\_\_\_ Name \_\_\_\_\_

Degree \_\_\_\_\_ Degree \_\_\_\_\_

Other pertinent information concerning scholastic performance including honor societies, scholarships, awards and other academic accomplishments. (You may exclude those that indicate race, color, religion, sex, national origin, age, marital or veteran status or disability)

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**Describe specialized training, apprenticeship skills and extra-curricular activities.**

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**Sec. 5. EMPLOYMENT**

Please give accurate, complete, full-time and part-time employment record. Start with present or most recent employer first.

<b>1.</b>	<b>Company Name:</b> _____ <b>Telephone No.</b> _____ <b>Address:</b> _____ <b>Supervisor:</b> _____ <b>Weekly Pay Start</b> _____ <b>End</b> _____ <b>Reason for Leaving:</b> _____
<b>2.</b>	<b>Company Name:</b> _____ <b>Telephone No.</b> _____ <b>Address:</b> _____ <b>Supervisor:</b> _____ <b>Weekly Pay Start</b> _____ <b>End</b> _____ <b>Reason for Leaving:</b> _____
<b>3.</b>	<b>Company Name:</b> _____ <b>Telephone No.</b> _____ <b>Address:</b> _____ <b>Supervisor:</b> _____ <b>Weekly Pay Start</b> _____ <b>End</b> _____ <b>Reason for Leaving:</b> _____
<b>4.</b>	<b>Company Name:</b> _____ <b>Telephone No.</b> _____ <b>Address:</b> _____ <b>Supervisor:</b> _____ <b>Weekly Pay Start</b> _____ <b>End</b> _____ <b>Reason for Leaving:</b> _____

If you need additional space, please continue on a separate paper.

**Sec. 6. RESIDENCE**

List all Residences for the past ten (10) years, beginning with your present address.

<u>MO/YEAR</u>	<u>STREET NUMBER</u>	<u>CITY</u>	<u>STATE OR COUNTY</u>





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**Sec. 7. VEHICLE OPERATOR'S LICENSE (Drivers, Chauffeurs, etc.)**

Give the following information concerning any vehicle operator's license you have held or now hold:

<u>KIND OF LICENSE</u>	<u>PLACE OF ISSUE</u>	<u>DATE EXPIRES</u>	<u>RESTRICTIONS</u>	<u>STATUS</u>
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Have you ever been denied issuance of a driver's license or have you ever had a license suspended or revoked? YES  NO  If yes, explain fully:


Have you ever had automobile insurance withdrawn or revoked, or have you ever been refused automobile insurance? YES  NO  If yes, give details, including reasons, names of companies, dates, etc:


Give the name and address of the insurance company with whom you now have automobile insurance:


Policy Coverage:








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Sec. 10. SPECIAL SKILLS AND QUALIFICATIONS:

Summarize special skills and qualifications learned from employment or other experiences:

Three horizontal lines for summarizing special skills and qualifications.

List professional trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex, national origin or disability):

Three horizontal lines for listing professional trade, business or civic activities.

Sec. 11. REFERENCES

Give the following information of three personal references not related to you and not a current or past employee of the Police Department.

NAME	(Include Telephone #)	ADDRESS	BUSINESS	NUMBER OF YEARS ACQUAINTED
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Three horizontal lines for providing personal reference information.

Give the following information of three business references not related to you.

NAME	(Include Telephone #)	ADDRESS	BUSINESS	NUMBER OF YEARS ACQUAINTED
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Three horizontal lines for providing business reference information.



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## APPLICANTS STATEMENT

I certify that the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment. I hereby authorize anyone of whom request is made to supply to the City of La Porte information concerning my background in connection with my being considered for employment with the City of La Porte. I hereby release and hold harmless all parties, including, but not limited to the City of La Porte, my personal references and my previous employers, from any and all liability for any injury or damage that may result from their furnishing information to the City of La Porte concerning me or any action taken the City of La Porte takes on the basis of such information.

- (a) Misrepresentation or omission of facts on this application is cause for immediate dismissal;
- (b) I am required to and agree to abide by all rules and regulations as a condition of employment;
- (c) This application is not a contract of employment;
- (d) I understand this application will not be given active consideration ninety (90) days after it's submission to the La Porte Police Department.
- (e) **FAILURE TO PROVIDE ALL OF THE REQUIRED DOCUMENTS WILL DISQUALIFY YOU FROM ANY CONSIDERATION.**

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*Signature of applicant*

*Date*



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**ANY AND ALL CATEGORIES ON THE ENCLOSED APPLICATION THAT MAY REQUIRE THE USE OF ADDITIONAL SPACE, MAY BE CONTINUED ON A SEPARATE SHEET OF PAPER. IF YOU DO SO ELECT TO SUPPLY ADDITIONAL INFORMATION, PLEASE IDENTIFY BY APPLICATION PAGE AND NUMBER.**

**NOTE:**

**AS A REMINDER, YOUR APPLICATION WILL NOT BE REVIEWED UNLESS YOU HAVE INCLUDED WITH IT, ALL OF THE INFORMATION REQUESTED. THIS INCLUDES A COPY OF YOUR BIRTH CERTIFICATE, DRIVERS LICENSE, HIGH SCHOOL GRADE TRANSCRIPTS AND YOUR HIGH SCHOOL DIPLOMA OR GED. THE "RELEASE" MUST BE WITNESSED.**

**ALSO, IF YOU DO NOT CALL EVERY NINETY (90) DAYS TO LET US KNOW THAT YOU ARE STILL INTERESTED IN A JOB, YOUR APPLICATION WILL BE PURGED.**



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The physical demands made upon Police Officers in the performance of duties have become increasingly difficult. Enforcement responsibilities require diverse physical skills. It is necessary that all officers be both physically and mentally prepared to perform their duties at all times. It is each officer's responsibility to maintain an acceptable level of fitness.

Following are the standards set by the Indiana Law Enforcement Academy and will be the guidelines of the La Porte City Police Department when testing applicants.

**PHYSICAL FITNESS ASSESSMENT STANDARDS**

<b><u>TEST</u></b>	<b><u>TIME LIMIT</u></b>
<b>VERTICAL JUMP</b>	<b>16 INCHES ABOVE YOUR HIGHEST REACH MARKED ON WALL</b>
<b>ONE MINUTE OF SIT-UPS</b>	<b>29 MINIMUM NOT COUNTED IF FINGERS ARE RELEASED, FEET LEAVE THE FLOOR OR ELBOWS FAIL TO TOUCH THEIR KNEES.</b>
<b>300 METER RUN (328 YARDS)</b>	<b>71 SECONDS</b>
<b>MAXIMUM PUSHUPS</b>	<b>25 MINIMUM / NO TIME LIMIT BACK MUST BE STRAIGHT, WITH ONLY HANDS AND FEET TOUCHING THE FLOOR. NO HIGHER THAN WIDTH OF FIST OFF FLOOR IN DOWN POSITION.</b>
<b>1.5 MILE RUN</b>	<b>16 MINUTES 28 SECONDS</b>