



## LOGANSPORT POLICE DEPARTMENT PRE- APPLICATION FOR EMPLOYMENT

The City of Logansport is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, or any other legally-protected status, unless such status constitutes a bona fide occupational qualification. The City will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities and for religious beliefs.

You may request any needed accommodation to participate in the application process. Please furnish complete and accurate information. Applications will be verified. **Incomplete applications will not be considered.** Applications are kept active for a period of one year. Applicant is responsible for notifying this office of any changes of address or telephone number.

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

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Soc Sec Number: \_\_\_\_\_  
(Last, First, Middle)

Address: \_\_\_\_\_  
(Number, Street, City, State, Zip Code )

Phone : \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_ DOB: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Have you ever been previously employed by the City?    Yes    No    *If yes, list date(s), department(s), and supervisor(s) below*

Will you work:    Full time \_\_\_\_\_    Part time \_\_\_\_\_    *Specify days and hours if part time:* \_\_\_\_\_

What shifts can you work? \_\_\_\_\_    What date are you available for work? \_\_\_\_\_    Expected Rate of Pay: \_\_\_\_\_

### EDUCATIONAL INFORMATION

Type of School	School Name, City and State	# of Years Completed	Graduate?		Course Pursued/ Degrees Granted
			Yes	No	
Grade School					
High School					
College or University					
Business, Trade, Technical or Other					

## LOGANSPORT POLICE DEPARTMENT PRE- APPLICATION FOR EMPLOYMENT

### EMPLOYMENT RECORD

Starting with your present or most recent job, list all your employment experience, including part-time or temporary employment. Do not omit any experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment.

Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving:
Address	From	
Telephone	To	
Job Title	Salary/Hourly Rate	
Immediate Supervisor:	Starting: Final:	
Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving:
Address	From	
Telephone	To	
Job Title	Salary/Hourly Rate	
Immediate Supervisor:	Starting: Final:	
Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving:
Address	From	
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Immediate Supervisor:	Starting: Final:	
Employer	Employment Dates	Kind of Work Performed:  Reason for Leaving:
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	From	
Address	To	
	Salary/Hourly Rate	
Telephone	Starting:	
Job Title	Final:	
Immediate Supervisor:		

*If you need additional space, please continue on a separate sheet of paper*

**MILITARY SERVICE RECORD**

Have you ever served in the U.S. Armed Forces:    Yes                      No    If Yes, what branch? \_\_\_\_\_

Dates of Duty: From: \_\_\_\_\_ To: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_

*List duties in the service, including special training.*

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**ADDITIONAL INFORMATION**

Are you able to perform the essential functions of the job for which you are applying without accommodations?    Yes    No

Do you have a valid driver's license? Yes    No    If yes, from what state? \_\_\_\_\_

*(If other than an Indiana driver's license, the City of Logansport requires a valid Indiana license.)*

Do you have a valid public passenger license?    Yes                      No    If yes, from what state? \_\_\_\_\_

Do you have a valid commercial driver's license (CDL)? Yes    No    If yes, from what state? \_\_\_\_\_

List endorsements:

Have you ever been convicted of a felony?    Yes                      No

Have you used or possessed illegal drugs within the last two years?                      Yes                      No

Have you ever sold or delivered an illegal drug for material or monetary gain?                      Yes                      No

**LOGANSPORT POLICE DEPARTMENT  
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**PERSONAL REFERENCES**

List the name, address and telephone number of three references who are **not** related to you and are **not** previous employers.

1.

\_\_\_\_\_  
Name Address Telephone

2.

\_\_\_\_\_  
Name Address Telephone

3.

\_\_\_\_\_  
Name Address Telephone

We offer equal employment opportunities to all persons without regard to race, color, creed, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal, educational, or work history, except where I have specifically indicated otherwise in this application. In the event that I am employed by the City of Logansport, I agree to comply with all of its policies, orders, rules, and regulations.

**JOB APPLICATION DISCLAIMER**

“This job application is not an employment contract. It is the City’s policy that any employee may voluntarily end his or her employment at any time, and may be terminated by the City at any time and for any reason. Any statements to the contrary, unless in writing and signed by the Mayor or Human Resource Director, are disavowed by the City and should not be relied upon by any job applicant or employee.”

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

## LOGANSPORT POLICE DEPARTMENT PRE- APPLICATION FOR EMPLOYMENT

The City of Logansport accepts applications for police officers on an ongoing basis. Some of the basic qualifications and selection procedures consist of, but are not limited to, the following:

1. In order to be eligible to apply for appointment to the Logansport Police Department, an applicant must be a resident citizen of the United States.
2. Applicant must have reached his or her twenty-first (21) birthday, but shall not have reached his or her 40th birthday, as set forth by Indiana Code 36-8-4-7. A person may be reappointed as a member of the Department only if the person is a former member of the 1925, 1953, or 1977 fund and can complete twenty (20) years of service before reaching sixty (60) years of age as set forth by Indiana Code 36-8-4-7.
3. Applicant shall be a high school graduate as evidenced by a transcript\diploma issued by a high school accredited by the department or agency of a State authorized to accredit high schools. An equivalency diploma (G.E.D.) issued by such an accredited high school is acceptable.
4. Must be able to acquire a valid Indiana driver's license.
5. A dishonorable discharge from the military service shall disqualify the applicant.
6. Applicants receiving compensation or pension benefits from military service are not disqualified from applying.
7. The applicant shall also possess the following Vision Standards: Corrected vision –Binocular vision no worse than 20/30, worst eye vision no worse than 20/50; Uncorrected Vision – binocular vision no worse than 20/100 (with the exception for long-term successful users of soft contact lenses); Peripheral Vision – uncorrected field of vision no worse than 140 degrees in the horizontal meridian in each eye. The applicant shall also have the ability to distinguish the colors of red, green, and amber, and shall have no pathology of the eyes. (Minimum standards set forth by Indiana Law Enforcement Training Board and the Logansport Police Pension Board.)
8. Applicants shall not have been convicted of a felony or domestic violence battery.
9. Must be able to successfully complete both the extensive physical agility test and written aptitude examination.
10. Must be able to pass a thorough background investigation.
11. Must submit to an oral interview.
12. Must submit to a polygraph exam.
13. No illegal delivery of drugs for monetary or material gain.
14. No illegal use of any type of drugs two (2) years prior to applying.
15. Applicants must be able to successfully complete the physical assessment upon the offer of employment and assignment to the Indiana Law Enforcement Academy.

All applicants are required to assist and cooperate in obtaining past employment records or personal history information. Failure to cooperate may be considered cause for disqualification.

If it is found that you have falsified your application, you will be automatically eliminated; or if employed, may be grounds for immediate discharge.

Applications and test results become the exclusive property of the City of Logansport.

**I have read and understand the above statement.**

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

# LOGANSPOUT POLICE DEPARTMENT PRE- APPLICATION FOR EMPLOYMENT

## BASIC ESSENTIAL JOB FUNCTIONS FOR POLICE OFFICERS

- Administers field sobriety tests
- Analyzes investigation/case information
- Answers media questions
- Assesses accident scene
- Assists citizens
- Assumes custody of arrested persons
- Attendance
- Attends training sessions
- Collects job relevant data/information
- Communicates in writing
- Conducts building searches
- Conducts interrogations
- Conducts preliminary investigations
- Conducts surveillance
- Contacts outside agencies for assistance
- Coordinates job-related events
- Directs traffic
- Documents crime/accident scenes
- Establishes positive police-community relations
- Follows criminal law and procedures
- Gathers and collects evidence
- Handles hostile contacts
- Informs appropriate personnel of events
- Interacts with children
- Interacts with other agencies
- Interacts with other department personnel
- Maintains equipment and work area
- Maintains grooming and attire
- Maintains personal physical fitness
- Maintains safety
- Makes arrests
- Monitors radio
- Observes for and attends to hazardous conditions
- Operates firearms
- Orally communicates with other members of the Department
- Operates motor vehicles
- Participates in meetings
- Patrols in vehicle
- Perform related duties as assigned
- Performs crowd control duties
- Performs parking control duties
- Participates in neighbor programs
- Performs traffic enforcement duties
- Prepares for duty
- Prepares reports
- Provides positive role model
- Punctuality
- Pursues fleeing suspects
- Receives and processes citizens' complaints
- Receives/processes non-emergency telephone calls
- Responds to critical incidents
- Responds to injured persons
- Responds to radio runs/provides backup
- Serves as field training officer
- Serves search and arrest warrants
- Speaks to groups
- Testifies in court
- Types letters, reports, and other documents
- Uses informants
- Uses radio

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## ENVIRONMENTAL FACTORS THAT AFFECT JOB FUNCTIONS FOR POLICE OFFICERS

The essential job functions for a police officer are performed in and affected by the following environmental factors. An officer must:

1. Operate both as a member of a team and independently at incidents of uncertain duration.
2. Face exposure to infectious diseases and blood borne pathogens.
3. Perform complex tasks during life-threatening emergencies.
4. Work for long periods of time, requiring sustained physical activity and intense concentration.
5. Face life or death decisions during emergency conditions.
6. Tolerate exposure to grotesque sights and smells associated with major trauma.
7. Make rapid transitions from rest to near maximal exertion without warm-up periods.
8. Use firearms, self-defense equipment, and body armor.
9. Be able to physically protect him/herself.
10. Be able to communicate with people effectively.

**LOGANSPORT POLICE DEPARTMENT  
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**Logansport Police Department Health and Fitness Program Standards**

**Protocol for Vertical Jump**

*This is a measure of jumping or explosive power.*

**Procedure**

1. Participant stands with one side toward the wall, feet together, and reaches up as high as possible to mark his/her standard reach.
  2. Participant jumps as high as possible and marks the highest point of the jump. Participant must jump from both feet in a stationary stance. Arms may be pumped and thrust upward.
  3. Score is the total inches, to the nearest 1/2 inch, above the standard reach mark.
  4. A best of three trials is the recorded score.
  5. A minimum vertical jump of 16 inches is required.
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**Protocol for 1-Minute Sit-ups**

*This measures the abdominal muscular endurance.*

**Procedure**

1. The participant starts by laying on his/her back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
  2. A partner holds the feet down.
  3. The participant then performs as many correct sit-ups as possible in one minute.
  4. In the up position, the subject should touch elbows to knees and then return until the shoulder blades touch the floor.
  5. Score is the total number of correct sit-ups. Any resting must be done in the up position.
  6. Breathing should be as normal as possible, making sure the participant does not hold his/her breath as in the Valsalva maneuver.
  7. A minimum of 29 sit-ups are required.
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**Protocol for Maximum Push-ups**

*This measures the endurance of the upper body (anterior deltoid, pectorals major, triceps).*

**Procedure**

1. The hands are placed shoulder width apart, with the fingers pointing forward. Some part of the hands must lie within a vertical line drawn from the outside edge of the shoulders to the floor. The administrator places one fist on the floor below the participant's chest (sternum).
2. Starting from the up position (arms fully extended with elbows locked, both hands and both feet only touching the floor), the participant must keep the back straight at all times and lower the body to the floor until the chest (sternum) touches the administrator's fist. The participant then returns to the up position with elbows fully locked. This is one repetition.
3. Resting is permitted only in the up position. The back must remain straight during resting.
4. When the participant elects to stop or cannot continue, the total number of correct push-ups is recorded as the score. There is no time limit.
5. A minimum of 25 push-ups are required.

**LOGANSPORT POLICE DEPARTMENT  
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**Logansport Police Department Health and Fitness Program Standards Continued**

**Protocol for 300 Meter Run**

*This is a measure of anaerobic power.*

**Procedure**

1. Warm up and stretch should precede testing.
  2. Participant runs 300 meters at maximum level of effort. Time used to complete distance is recorded.
  3. Participant should walk for 3-5 minutes immediately following test to cool down. This is an important safety practice.
  4. Participant must complete the run in no more than 71 seconds.
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**Protocol for 1.5 Mile Run**

*This is a measure of aerobic power (cardiovascular endurance). The objective in the 1.5 mile run is to cover the distance as fast as possible.*

**Procedure**

1. Participants should not eat a heavy meal or smoke for at least 2-3 hours prior to the test. Participants should warm up and stretch thoroughly prior to running.
2. The participant runs 1.5 miles as fast as possible.
3. Participants should not physically touch one another during the run, unless it is to render first aid.
4. Finish times should be called out and recorded.
5. Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e., pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmia).
6. Participants must complete the 1.5 mile run in no more than 16 minutes 28 seconds.

**LOGANSPOUR POLICE DEPARTMENT  
PRE- APPLICATION FOR EMPLOYMENT**

Dear Applicant:

Thank you for your interest in the Logansport Police Department. Our agency welcomes all qualified applicants of every culture to join our ranks in community service. Please check the contents of your pre-application packet and make sure that you complete each form as directed. The information you provide will be verified for accuracy.

You may return your completed application for the position of police officer to the front office staff at the Logansport Police Department. You should return your completed applications as soon as possible as the pre-applications will remain on file for one year or until testing. Applications returned by mail should be sent to Logansport Police Department 729 High St Logansport IN 46947. Questions regarding the application process or about your career as a Logansport Police officer may be directed to the Chief of Police.

The highly competitive selection process for police officer candidates is scheduled to accommodate the number of applications received. You will be notified by telephone regarding the time, date and location of the testing.

Please read the enclosed minimum physical fitness standards and insure that you can meet or exceed the minimum requirements. A poor fitness performance will result in immediate disqualification from our selection process.

Sincerely,

*Chief Shawn Heishman*

Logansport Police Department  
Chief of Police

**Logansport Police Department  
APPLICATION FOR EMPLOYMENT**

**RELEASE AND COVENANT NOT TO SUE**

Whereas: is a voluntary participant in the following exercises:

1. Vertical Jump
2. One Minute Sit-ups
3. 300 Meter Run
4. Minimum Push-ups
5. 1.5 Mile Run

Whereas, said individual recognized and acknowledges the inherent risk in performing the above referenced tests of physical agility and voluntarily assumes said risk:

Now therefore, for and in consideration of the mutual promises and covenants of the parties hereto, each of same having been mutually bargained and exchanged for the other. The above named individual hereby acknowledges and assumes the risk of performing the above reference agility test, and does hereby for himself/herself, his/her heirs, executors and assignees, release, discharge and acquit the City of Logansport and the Logansport Police Department, together with their representatives, employees, agents, officials and assignees, of any liability for damages of any nature of description that may result from the performance of the above referenced agility test and further warrants and agrees for himself/ herself, his/her heirs, successors and assignees that no action of any nature shall be filed, maintained or litigated against the City of Logansport and/or the Logansport Police Department, their representatives, employees, agents, officials and assignees resulting from same.

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

**LOGANSPORT POLICE DEPARTMENT PHYSICAL AGILITY TEST MEDICAL WAIVER**

I, Doctor, Nurse Practitioner \_\_\_\_\_, a Board Certified Physician/Family Nurse Practitioner in the State of Indiana, do hereby attest that I know of no known medical or physical condition(s) that would prevent the applicant, \_\_\_\_\_, from participating in the Logansport Police Department's Pension Board physical agility test.

Physician's Signature & Date \_\_\_\_\_

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