

Logansport Police Department
APPLICATION FOR EMPLOYMENT

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 ensure 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 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					

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

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

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.

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

**LOGANSPOUT 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
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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 _____

LOGANSFORT 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

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.

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Logansport Police Department Health and Fitness Program Standards

PRE-ASSESSMENT

- Recruits should have access to the instructional video explaining the test.
- Prior to the assessment, a test proctor should verbally explain the test along with the video and ask if there are any questions.
- Once testing begins, there is no coaching or further explanation by the test proctor.
- Recruits are responsible for their own warmups and stretching.

ENTRY

Entry Time – 4:08

- This is the passing score with or without penalties. There are no protocol violations, exceptions for penalties, or other reasons to provide a second attempt on the day of the entry assessment.
- Failure to meet the 4:08 results in being sent home. The recruit may return for another attempt in a future class.
- Entry scores will be accepted for attempts from 45 days prior until the first day of an academy class session.
- Entry attempts must be conducted at the academy where the recruit will enroll as a recruit
- Skipping a component of the test is a 15-second penalty. A recruit is disqualified and failed the test if two (2) components are skipped or not attempted.

TESTING AND PENALTIES

Start

- Recruits will wear a 15lb weighted vest throughout the course
- Any type of chair may be used for the initial staging

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-Four (4) sets of mug shots/lineups will be created. The set used will be randomly drawn on the day of the test.

All academies must use the same sets of pictures.

-The proctor will show the photo and count aloud from 5-1 and then start the time

Run

-Cones should be placed at the first and second corners of the gym to outline the run course. The third corner will be the cone used for the dummy drag and the fourth corner is the kettlebells. Failure to run around the corner markers results in a 2 second penalty each corner missed.

-During the shuttle run, the recruit must touch the middle cone, the kettlebell, and then the far cone. Failure to physically touch these results in a 2 second penalty each time.

-Recruits must pick up both kettlebells and carry them around the far cone, replacing them in the same position at the start. Failure to go around the cone or place the kettlebells back is each a 2 second penalty.

Hurdle

-Touching any part of the hurdle or knocking the hurdle over is a 2 second penalty.

Stairs

-Each pass across the stairs is a separate component for a total of three (3) components to the stair run.

Failure to complete any pass is a 15 second penalty. If the stairs are bypassed in its entirety that equates to a test failure.

-Recruits may skip steps on the way up the stairs but should use every step on the way down. This is a safety measure and skipping steps will not be counted as a penalty.

-At least one foot must be on the ground/gym floor when the recruit places it. Marks will be placed on the floor for each cone.

-If a recruit drops a cone and does not pick it up, there is a 2 second penalty.

-After the third pass on the stairs, the recruit must recross the stairs and run around the end cone. Failure to go around the cone is a 2 second penalty.

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Sprawl

- The recruit's chest must be on the floor with visible space between the hands and the floor during the sprawl. Arms do not have to be fully extended. Failure to clear the floor with hands is a 2 second penalty.

Crawl

- Recruits must use a controlled movement to crawl under the hurdle. Sliding is not allowed. Touching the hurdle with any part of the body is a 2 second penalty.
- Once the crawl is complete, the recruit must run around the end cone. Failure to do so is a 2 second penalty.

Broad Jump

- This is a running jump. If any part of the recruit's foot crosses the line at the start, this is a 2 second penalty. If any part of the recruit's foot lands inside the exit line, this is a 2 second penalty.
- If the recruit takes a step inside the broad jump area, this is considered skipping the component and is a 15 second penalty.
- After the jump, the recruit must run around the end cone. Failure to do so is a 2 second penalty.

Fence/Wall Climb

- At least one hand must be on top of the fence/wall when going over. Recruits may use any means available to get over the fence/wall as long as at least one hand is on top of the fence/wall.
- After the fence/wall is cleared, the recruit must run around the end cone. Failure to do so is a 2 second penalty.

Sprawl

- The recruit's chest must be on the floor with visible space between the hands and the floor during the sprawl. Arms do not have to be fully extended. Failure to clear the floor with hands is a 2 second penalty.

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Dummy Drag

- The full dummy will split the midline of the course with the head facing the opposite direction of the cone it is being dragged toward.
- A rope or handle is to be provided on a 185lb dummy.
- Recruits must drag the dummy around the cone and back to its original position. At least half the dummy should be across the line at the finish.
- Touching the cone in any way is a 2 second penalty.

Dry Fire

- Any type of dry fire practice weapon may be used so long as it is done safely. The purpose of the drill is not marksmanship, but the ability to pull the trigger.
- Recruits must stand behind the line to fire the weapon.
- The firearm must be fully extended to ensure the proctor can assess trigger pull.
- Each trigger pull must be counted aloud and clearly audible to the proctor. A 2 second penalty is assessed for each number missed or not fired.
- The inability to shoot with one hand is a 15 second penalty for each hand missed and is skipping a component.

Photo Recall

- Time does not stop until the correct photo has been identified.

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EXIT

Exit Time – 3:58

- As with the entry assessment, this is the passing score with or without penalties. There are no protocol violations or exceptions made for penalties.
- An exit assessment must be completed within two (2) weeks of the graduation date.
- Failure to obtain a passing score on the exit assessment requires a letter from the recruit's agency requestion a second attempt and approval from the director.
- A second failure results in dismissal from the academy. A third attempt can be conducted upon the approval from the LETB after receiving a request from the recruit's agency.

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RELEASE AND COVENANT NOT TO SUE

Whereas: is a voluntary participant in the following exercises:

SEE ATTACHMENT FOR EXERCISES PREFORMED (PAGES 7-11)

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 _____



AUTHORIZATION FOR RELEASE OF INFORMATION AGREEMENT

Mayor Chris Martin
(574)753-2251

mayormartin@cityoflogansport.org

Deputy Mayor Jacob Pomsal
(574)753-2551

deputymayor@cityoflogansport.org

Street Department
(574)753-4610

Mount Hope Cemetery
(574)753-7082

Fire Department
(574)753-3102

Police Department
(574)753-4101

Parks Department
(574)753-6969

Building Department
(574)753-4381

Code Enforcement
(574)753-4381

Planning & Zoning Department
(574)753-7775

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Logansport Police Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above Department.

I hereby authorize any representative of the Logansport Police Department bearing this release to obtain any and all information in your files pertaining to my employment records, and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Logansport Police Department, whether said records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that you provide pertinent data for the Logansport Police Department to consider in determining my suitability for employment in that Department. It is my specific intent to provide access to personnel information however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, my educational records, my financial status, my criminal history records including any arrest records, any information contained in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affair investigations and discipline, including any files that are deemed to be confidential.

729 HIGH STREET LOGANSPORT, IN 46947
TEL (574) 753-4101 FAX (574) 753-0513

I hereby release you, your organization, and all others from liability or damages that may result from furnishing information requested, including liability or damage pursuant to any state or federal law. I hereby release you, as custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempts to comply with it. I direct you to release such information upon request of the duly authorized representative of the Logansport Police Department, regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release may discontinue processing my application, if you refuse to disclose the information requested.

For and in consideration of the Logansport Police Department's acceptance and processing of my application for employment, I agree to hold your organization, its agents and employees harmless from any and all claims and liability associated with my application for employment, or in any way connected with the decision whether or not to employ me with the Logansport Police Department. I understand that should information of a serious criminal nature or regarding an outstanding criminal and/or civil warrant surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by Logansport Police Department in conjunction with employment procedures.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy of fax copy does not contain an original writing of my signature.

This waiver is valid for a period of **one year** from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his or her agents and employees, from and against all claims, losses, and expenses, including reasonable attorney fees, arising out of, or by reason of, complying with this request.

Applicant Information Summary

**Logansport Police Department
729 High Street
Logansport, IN 46947**

Applicant Name (print or type) _____

Social Security Number _____

Date of Birth _____

Statement of Equal Employment Opportunity Policy

The Logansport Police Department is an Equal Employment Opportunity Employer and will accept applications, hire qualified applicants, and administer all terms and conditions of employment, and make available all benefits and compensations of employment without regard to race, color, creed, religion, sex, national origin or disability status.

All applicants and employees are protected from discrimination because of political affiliation and from coercion for partisan political purposes.

No question on this report is intended to secure information to be used for unlawful discrimination.

INSTRUCTIONS

1. Read each item carefully.
2. This summary must be typed or printed neatly in black ink.
3. All items must be completed and necessary documentation included.
4. If additional space is needed, use the supplemental page at the end of this summary, referencing each item.
5. The completed application must be returned to the Chief's Office at the Logansport Police Department.

POLICY REGARDING THE APPLICANT INFORMATION SUMMARY

1. Failure to comply with instructions and policy regarding this phase of the applicant Screening Process will result in the rejection of the application.
2. Failure to accurately and truthfully complete this summary will result in the rejection of the application.
3. Applications will not be accepted without complete addresses, phone numbers, and zip codes.

If you need assistance in completing this summary, please contact the Chief's Office at 753-4101

PERSONAL HISTORY

1. Name In Full (last, first, middle) _____

2. Social Security Number _____

3. List all other names you have used including nicknames. If female, furnish maiden name. If you have ever used any last name other than your true name, during what period and under what circumstances were these names used? If you have ever legally changed your name, give date, place, and court. (This information is being collected to assist the department in conducting a thorough background investigation, i.e., felony conviction check.)

4. Birth Date (Month, Day, Year) _____

Birth Place (City, State) _____

Include a copy of your birth certificate. This will be used to verify your age for statutory requirements and pension purposes. (See next page).

5. Are you a United States citizen: Yes _____ No _____

ATTACH A COPY OF YOUR BIRTH CERTIFICATE TO THE BACK OF THIS
PAGE

PLEASE DATE AND SIGN BELOW.

DATE

SIGNATURE

FAMILY HISTORY

List all family members (living or deceased) in the following order: parents, step-parents, foster parents, guardians, brothers, sisters, spouse, children, in-laws, ex-spouses (if living).

[illegible]

ATTACH COPIES OF YOUR MARRIAGE CERTIFICATE (S) AND DIVORCE DECREE (S) TO THE BACK OF THIS PAGE IF APPLICABLE. IF NOT, INDICATE WITH "NA" AND STILL SIGN AND DATE BELOW.

PLEASE DATE AND SIGN BELOW

DATE

SIGNATURE

RESIDENCES

1. Present residence (number, street, city, county, state, zip code, telephone; if apartment, include name and location of complex):

2. List chronologically (most current first) all of your residences in the past ten years. Include addresses while attending school if away from home, and ALL military addresses: including off base locations. Also, towns or cities that are located in the immediate vicinity of military complexes. If apartment, include name and location of complex.

Date From To	Number	Street	City	State and Zip
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EDUCATION

**ATTACH COPIES OF HIGH SCHOOL TRANSCRIPT OF GRADES AND DIPLOMA
TO THE BACK OF THIS PAGE.**

PLEASE DATE AND SIGN BELOW.

DATE

SIGNATURE

**ATTACH COPIES OF COLLEGE TRANSCRIPT OF GRADES AND
DIPLOMA/DEGREE TO THE BACK OF THIS PAGE IF APPLICABLE. IF NOT,
INDICATE N/A. (STILL DATE AND SIGN BELOW)**

PLEASE DATE AND SIGN BELOW.

DATE

SIGNATURE

RESUME

ATTACH A COPY OF YOUR RESUME TO THE BACK OF THIS PAGE.

DO YOU WISH TO SUBMIT ONE? ____YES ____NO

PLEASE DATE AND SIGN BELOW.

DATE

SIGNATURE

MILITARY SERVICE

1. Have you ever served on active duty in the Armed Forces of the United States? ☐ YES ☐ NO

Branch of Service _____

Dates of Active Duty (month, day, year) _____

Serial Number _____

2. Are you currently or have you ever been a member of any United States Armed Forces Reserve of National/State Guard Unit?
☐ YES ☐ NO

If yes, what is your reserve obligation (if any), unit, and location? (address, city, state, zip code, telephone).

3. While in Military Service, were you ever convicted of any offense (civil or military)? ☐ YES ☐ NO

When _____

Explain _____

ATTACH A COPY OF YOUR DD214 (DISCHARGE PAPERS) TO THE
BACK OF THIS PAGE IF APPLICABLE. IF NOT, INDICATE N/A.
(STILL DATE AND SIGN BELOW)

PLEASE DATE AND SIGN BELOW.

DATE

SIGNATURE

****Please attach a copy of one of the following credit reports:**

****Please attach a copy of one of the following credit reports:**

☐ TransUnion ☐ Equifax ☐ Experian

List all current accounts (checking, savings) with financial institutions.

List all current accounts (checking, savings) with financial institutions.

List the names and addresses of individuals, companies, and any others to whom you are indebted (mortgages, loans, credit cards, charge accounts, and loans on which you are a co-signer).

List the names and addresses of individuals, companies, and any others to whom you are indebted (mortgages, loans, credit cards, charge accounts, and loans on which you are a co-signer).

3. Do you receive income from any source other than your principle occupation (pension/dividends, etc.)? ☐ YES ☐ NO

If yes, identify source and amount

4. Have you ever filed bankruptcy? _____YES _____NO

DRIVER'S RECORD

1. List all vehicle operator's licenses you now hold or have held:

Type (Driver's/ Chauffeur's)	State of Issuance	License Number	Expiration Date	Restrictions
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2. List all vehicle accidents you have had in the past 3 years:

Date	Location	Description	Did you receive a Citation
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3. List all traffic citations you have received in the past 3 years:

Date	Location	Charge
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4. Has your Driver's License ever been suspended or revoked? ☐ YES ☐ NO

ARREST/FELONY CONVICTION RECORD

1. Have you ever been arrested or detained by a law enforcement agency?
_____ YES _____ NO

If yes, provide date(s), place(s), and disposition(s) on supplemental page.

2. Have you ever been convicted of a misdemeanor involving domestic violence?
_____ YES _____ NO

3. Have you ever been arrested for an offense involving moral turpitude (act of baseness, vileness or depravity)?
_____ YES _____ NO

4. Have you been named a suspect in a crime or subject of a criminal investigation?
_____ YES _____ NO

5. Are you currently under indictment for any criminal offense?
_____ YES _____ NO

6. Have you ever used marijuana, an inhalant or any derivative of synthetic marijuana (commonly know as "Spice") without a prescription?
_____ YES _____ NO

7. Have you ever used speed, barbiturates, amphetamines, "Rush", guaaludes, hash, mushrooms, mescaline, steroids, cocaine, ecstasy, peyote or morphine?
_____ YES _____ NO

8. Have you ever used LSD, Methamphetamines, crack, PCP or heroin?
_____ YES _____ NO

9. Have you ever sold drugs?
_____ YES _____ NO

ARREST/FELONY CONVICTION RECORD (Continued)

10. Have you plead guilty to or been convicted of charges of driving while intoxicated or driving under the influence of drugs or alcohol?

_____ YES _____ NO

11. Do you abuse or have you abused alcoholic liquors?

_____ YES _____ NO

****Withholding or attempting to conceal information automatically disqualifies a candidate from the process. Information will be verified.**

**** No applicant will be automatically rejected because of an arrest record. This information is being obtained only to assist in completion of a background investigation.**

SUBVERSIVE ORGANIZATION MEMBERSHIP

1. Are you now or have you ever been a member of any organization, association, movement, group, or combination of persons which advocates the overthrowing of our constitutional form of government, or which has adopted the policy of advocating or approving the commission or acts of force or violence to deny other persons their rights under the constitution of the United States or which seek to alter the form of government of the United States by unconstitutional means?

____ YES ____ NO

2. Are you now or have you ever been affiliated or associated with any organization of the type described above as an agent, official, or employee?

____ YES ____ NO

3. Are you now associating with, or have you ever associated with any individuals (including relatives) who you know or have reason to believe are or have been members of any of the organizations identified above?

____ YES ____ NO

4. Are you now associating with, or have you ever associated with, any organization of the type described above: contribution(s) to, attendance of, or participation in any organizational, social or other activity of said organizations or of any projects sponsored by them: the sale, gift or distribution of any written, printed or other matter, prepared, reproduced, or published by them or any of their agents or instrumentalities?

____ YES ____ NO

If you answered yes to any question above, describe the circumstances completely. If associated with any of the above organizations, specify the nature and extent of association with each, including office or position held. Also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, list the individuals' names and the organizations with which they were or are affiliated.

Is there any information not mentioned in the summary that may reflect upon your suitability to perform the duties you may be called upon to perform, or that might require further explanation? If so, explain:

Have you applied for the position of Police Officer with the City of Logansport before?
____ YES ____ NO If so, when _____.

Have you applied to any other law enforcement agency?
____ YES ____ NO If so, when _____ and where _____.

TAPE OR GLUE TWO (2) PHOTOGRAPHS TO THIS PAGE.
(1) FULL LENGTH AND (1) HEAD AND SHOULDER

PLEASE DATE AND SIGN BELOW.

DATE

SIGNATURE

Read the following statement carefully.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS FORM IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I REALIZE THAT MIS-REPRESENTATION OF FACTS IS CAUSE FOR REJECTION OF MY APPLICATION OR DISMISSAL AFTER APPOINTMENT. I UNDERSTAND THAT FINAL EMPLOYMENT IS CONTINGENT UPON SATISFACTORY COMPLETION OF ALL PHASES OF THE APPLICANT SCREENING PROCESS.

SIGNATURE OF APPLICANT

DATE OF SIGNATURE

Subscribed and sworn to before me, a Notary Public in the County of _____,
State of _____, this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission Expires: _____

ADDITIONAL INFORMATION MAY BE PROVIDED BELOW:

**ANY CERTIFICATES, SEMINARS, WORKSHOPS OR OTHER INFORMATION
YOU FEEL WOULD BE OF BENEFIT SHOULD BE ATTACHED TO THIS PAGE.**

LOGANSPORT POLICE DEPARTMENT



SELECTION MANUAL

LOGANSPOUT POLICE DEPARTMENT

SELECTION MANUAL

Recruitment

1. A recruitment program has been established for the Logansport Police Department to attract applicants for actual or forecasted departmental vacancies.
2. The applicant screening process will be conducted on an as needed basis and will be advertised in local media outlets as well as the Logansport Police Department and Indiana Law Enforcement Academy websites.

Application Return

1. It is the responsibility of the applicant to insure that all required documentation and information requested is provided. Incomplete applications **will not** be considered by the Department.
2. Upon completion of the pre-application, the applicant must first return the pre-application to the Chief's office at the Logansport Police Department.
3. The deadline for accepting pre-applications will be set at 1 day before the beginning of applicant testing procedures. This date will be detailed on all employment announcements and recruiting advertisements.
4. It is the responsibility of the applicant to notify the Chief's Office on any changes in application information.

Applicant Screening Process

The applicant screening process consists of 7 components as follows:

1. Application process
2. Physical Agility testing
3. Written Examination
4. Employment Application
5. Background Investigation
6. Oral Interview
7. Polygraph testing

Physical Assessment

The ILEA Physical Agility Test (P.A.T.) will be the new fitness test standard for all of Law Enforcement in the State of Indiana starting August 1, 2026. This test reflects the job task analysis of what a police officer will do as part of their everyday work. As authorized by the Law Enforcement Training Board, the entrance standard time will be 4:08, and the exit standard time will be 3:58. Below you will find a link to a video that gives a demonstration on what will be expected for the Physical Agility Test.

https://youtu.be/Zj_lztmHIUo?feature=shared

Written Examination

The written aptitude test is administered and scored by the Logansport Police Department Pension Board. The written test has been prepared by an independent testing agency. Applicants will be provided with a study guide for the examination prior to the test.

Applicant Disqualification Review

Upon completion of each component in the application process, applicants will be notified of their results by mail or telephone within one week. Those applicants who do not successfully complete any of the components will be disqualified from the remainder of the current screening process and may re-apply for participation in the next announced screening process.

Applicant Notification

Those applicants who successfully pass each component of the application process will be notified of their results by mail or telephone within one week of testing. Also included in that letter will be the instructions for the next component, detailed application for a background investigation. This detailed application will be required to be turned in by timeline given. The detailed application will be provided to those applicants who have successfully passed both the Physical Agility Test and the Written examination.

Background Investigation

Applicants who have successfully completed the previous steps will undergo a thorough background investigation to be conducted under the direction and supervision of the Logansport Police Department Pension Board. This background investigation will take several weeks to complete. All applicants will be notified by mail or telephone when the background investigations have been completed. Included in this notification will be the date and time the applicant has been scheduled for an oral interview. A polygraph test may also be offered at this time.

Application Disqualification Review

1. Upon their completion, the background investigation results will be reviewed by the Logansport Police Department Pension Board.
2. All applicants who successfully pass the background investigation will be notified of their status by mail or telephone. Included in this notification will be the date, time and location of their scheduled oral interview.

Oral Interview

1. The oral interview will be conducted at the Logansport Department by the Pension Board comprised of officers of the Logansport Police Department.
2. The interview process will involve questions asked by the members of the Board.
3. Dependent on the number of applicants, the oral interview process can be expected to take more than one day.
4. The applicants will be rated based on their general appearance, demeanor, communication skills and responses to the board's questions.

Offer of Employment

1. Dependent upon Departmental vacancies, the Pension Board, Chief of Police and the Mayor will select applicants from the final results of this hiring process. Those applicants selected will be given a conditional offer of employment.
2. The conditional offer of employment is based upon an applicant's ability to successfully complete a physical and psychological examination. Qualified persons in their respective field of practice will conduct these examinations. Pursuant to Indiana Code 36-8-8-19 (d) the Logansport Police Department shall pay no less than one half (1/2) the cost of the exams.
3. If an applicant is unable to successfully pass either of these two examinations, the conditional offer of employment will be withdrawn.
4. Upon successful completion of these two examinations, the results will be made available to the Pension Board.
5. If recommended by the Pension Board, the applicant's completed information packet will be forwarded to the Public Employee Retirement Fund (PERF) Board for review.
6. If approved by the PERF Board, the Chief of Police may then present the name of the applicant to the City Board of Public Works and Safety with the recommendation that the applicant be hired as a probationary officer.