

Chesterton Police Department

Lateral Application Instructions

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN AN INCOMPLETE APPLICATION.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

All applicants must:

1. Be a United States citizen.
2. Be at least 21 years of age.
3. Must be appointed prior to 40th birthday, **UNLESS** currently employed as a police officer with a department that participates in the 1977 Police and Firefighter Pension Fund. A veteran of the Armed Forces who has been honorably discharged with at least 20 years of military service is eligible to be employed if not more than 40 years and six (6) months of age at the time of appointment.
4. Possess a valid driver's license and be of good reputation and character.
5. Be able to pass an extensive background check, voice stress analysis (V.S.A.) test, an employee panel interview and an interview with the Metropolitan Board of Police Commissioners.
6. Must have successfully completed the Indiana Law Enforcement Academy Tier 1 basic Course or meet the minimum 600 hour basic training standard for an out-of-state basic course waiver per 250 IAC 2-4-1.
7. Must have a minimum of one (1) year of law enforcement experience, with an original hire date at the applicant's previous department prior to July 1, 2025.
8. Obtain a copy of the application packet:
 - a. Download from the Town of Chesterton website at www.chestertonin.org.
 - b. Email a request for the application packet to trichardson@chestertonin.org.
 - c. Pickup an application packet from:
 - i. Chesterton Police Department at 791 Broadway, Monday – Friday, 8:00 am to 4:00 pm.

Instructions for completing the application:

1. Print legibly or type the information required. Answer all questions fully, using additional sheets of paper as needed. If a question does not apply or pertain to you, note "None" or "Does Not Apply".
2. Sign and date the application prior to returning.
3. The application may be physically turned in to the Chesterton Police Department (791 Broadway) between the hours of 8:00 am and 4:00 pm, Monday through Friday or

emailed to trichardson@chestertonin.org. Applications must be received by **12:00 p.m. (Noon) on Monday March 9th, 2026.**

4. Completed applications **MUST** include the following documents:
 - a. Certified copy of birth certificate
 - b. Copy of high school transcripts
 - c. Copy of state issued driver's license
 - d. Signed receipt of Essential Duties of a Police Officer
 - e. Copy of law enforcement certification and/or out-of-state basic course transcript if applicable.
5. If you have completed military service or received college degrees, the following documents must also be included:
 - a. Proof of military discharge (DD214)
 - b. College transcripts
6. Applications and required materials must be turned into either of the Chesterton Police Department at 791 Broadway, Chesterton, Indiana, or emailed to trichardson@chestertonin.org no later than **Monday, March 9th, 2026 at 12:00 pm (Noon).**
7. Eligible candidates will receive a letter via e-mail or U.S. mail informing them of eligibility for the next phases of the hiring process and the dates thereof.

CHESTERTON POLICE DEPARTMENT

Employment Application



RETURN w/Resume To: trichardson@chestertonin.org

APPLICANT INFORMATION									
Last Name			First			M.I.		DOB	
Street Address						Apartment/Unit #			
City				State		ZIP			
Phone				E-mail Address					
Date Available			Social Security No.			Desired Salary			
Position Applied for									
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you related to any employee or elected official with the Town of Chesterton?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, who?				
Have you ever been convicted of a crime other than a petty moving violation?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				
EDUCATION									
High School			Address						
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College			Address						
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other			Address						
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
REFERENCES									
<i>List three professional references. (Include at least one former supervisor. Please do not include family members or relatives.)</i>									
Full Name			Relationship						
Company			Phone						
Address									
Full Name			Relationship						
Company			Phone						
Address									
Full Name			Relationship						
Company			Phone						
Address									

EMPLOYMENT HISTORY <i>(Start with your current or most recent job. Do not write "see resume".)</i>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact this employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact this employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact this employer for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

ADDITIONAL INFORMATION <i>(State additional info you feel may be helpful to us in considering your application)</i>

DISCLAIMER AND SIGNATURE
<p>I certify that the information I have provided in this employment application is accurate and has been completed to the best of my knowledge and ability.</p> <p>I understand that falsification, misrepresentation or omission in my interviews or any other employment record, may be sufficient reason not to hire me or may be reason for dismissal.</p>
<p>Signature _____ Date _____</p>

RETURN w/Resume To: trichardson@chestertonin.org

Chesterton Police Department
Information Consent and Release

I, _____, agree to assist and cooperate with the Town of Chesterton Police Department and its representatives in obtaining information relating to me, including but not limited to, educational, medical and driving records along with criminal background information, and by this Information Consent and Release authorize and request all persons to whom this request is presented, having information related to or concerning the undersigned, to furnish the Town of Chesterton Police Department with the same.

I am aware that information may be of a personal nature and otherwise protected, constitutionally or statutorily. I understand that such released information shall be treated in a strictly confidential manner and accordingly, expressly waive all privileges which may attach such disclosure and shall hold no individual or organization liable for disclosing any of the above information to the Town of Chesterton Police Department.

Dated this _____ day of _____, 20____

Signature _____

Witnessed by _____

Position / Relation / Title _____

Identity verification _____

Chief of Police
Timothy Richardson

Assistant Chief
Cisco Rodriguez

PHYSICAL ABILITY TESTING WAIVER OF LIABILITY

I, the undersigned, for myself, my heirs, executors, administrators, agents and assigns, do agree to hold the Chesterton Police Department, the Town of Chesterton, and any agent of the Chesterton Police Department and the Town of Chesterton, harmless from any liability or responsibility for any damages or injuries which I may receive as a result of my participation in the Chesterton Police Department Physical Agility Testing. This waiver specifically applies to any and all activities surrounding my participation in the Physical Ability Test, which I undertake voluntarily. I hereby certify that I am physically able to complete physical ability test.

I do hereby agree that the Chesterton Police Department has adopted a physical ability test that requires me to demonstrate my strength, endurance, and / or other physical ability. By signing this waiver, I do hereby agree to assume all risks attendant upon the carrying out of the performance of this test and to assume responsibility for any property damage or injury to myself and any person caused by me while participating in the physical ability testing where such property damage and injury is the result of my negligence or incompetence.

SIGNED: _____

DATE: _____

TIME: _____

WITNESS: _____

A. POLICE OFFICER

Job Summary:

The Police Officer is the first line of contact with the public and responsible for performing duties related to all police conduct with the community, including detection and initial investigation of federal, state and local laws and ordinances, apprehension and detection of offenders, enforcement of applicable laws and supports the overall goals and missions of the Police Department and the Town of Chesterton by building and maintaining positive communication and effective working relationships with supervisors, fellow officers, residents and outside agencies. A Police Officer must be able to accurately and professional prepare reports and documents related to all varieties of police services.

Essential Duties and Responsibilities:

Knowledge:

- Local, state and applicable federal laws, statutes and ordinances
- Basic law enforcement tactics, techniques and procedures
- Basic disaster and incident response and management
- Knowledge and understanding of department standard operating procedures and rules and regulations
- Knowledge and understanding of the Town Code and personnel policies
- Rule of evidence pertaining to search and seizure and the preservation of evidence
- Basic crime scene investigation and management
- Offensive and defensive weapons nomenclature and theory
- Methods and techniques used to interview witnesses, victims and suspects
- Principles and applications of public relations
- Techniques and application of self defense and proper use of force
- Operational characteristics of police equipment, vehicles and tools, including but not limited to firearms, chemical agents, baton, taser and other related equipment
- English usage, spelling, grammar and punctuation to include report development and writing
- Geography of local and immediate surrounding area
- First aid and CPR techniques
- Knowledge of available social services and agencies
- Suspect, victim and witness rights

Skills:

- Basic investigative (crime scene and criminal)
- Firearms proficiency and management
- Traffic enforcement
- Traffic management
- Report writing and computer use
- Problem solving
- Listening skills

- Effective verbal and written communications, internal and external
- First aid, including CPR
- Emergency vehicle operations
- Proper use of force techniques
- Conflict management and resolution, internal and external
- Quick and appropriate reactions under stressful situations
- Effective, factual and empathetic record keeping and reporting
- Sound and proficient decision making
- Work with multiple and varying types of situations, people, cultures and problems

Abilities/Talents:

- Receptive to receiving and giving constructive performance feedback
- Commitment to timely, accurate, courteous, empathetic and respectful customer service
- Appropriate judgment and decision making abilities
- Understand, interpret, apply, enforce and make decisions in a variety of situations and in accordance with federal, state and local policies, laws, rules and regulations
- Quick and clear thinking in a variety of situations and conditions
- Gather, assemble, analyze, evaluate and use facts, information and evidence
- Work independently in the absence of supervision
- Understand and carry out verbal and written directions
- Work irregular and on-call hours including weekends, nights and holidays
- Communicate verbally and in writing in clear and concise manners
- Establish and maintain effective and professional working relationships with all stakeholders in the law enforcement community
- Effective intervention in problems and issues, internally and externally
- Tolerate a variety of conditions or situations that may be disturbing or grotesque in nature
- Be willing to take orders, take instruction and abide by them, unless said orders violate rules, regulations, procedures, policies or laws

Physical Requirements:

- Sufficient physical ability to work in a law enforcement environment
- Restrain or subdue both compliant and resistant individuals
- Walk, stand, sit or run for prolonged periods of time
- Occasionally stop, bend, kneel, crouch, reach and twist
- Occasionally climb and balance, regularly push
- Frequently pull, lift, and/or carry light to moderate weights, up to 25- 50 lbs.
- Occasionally lift and/or move moderate to heavy weights in excess of 50 lbs.
- Requires a sense of touch, finger dexterity and gripping with hands and fingers
- Ability to speak and hear
- Operate a vehicle in a variety of conditions to varying locations
- Ability to use and operate specialized law enforcement tools and equipment

- Negotiate obstacles
- Be able to work for prolonged periods of time, requiring sustained physical activity and intense concentration
- Be able to sit for two (2) hours, possibly longer, without break
- Be able to stand for two (2) hours, possibly longer, without break
- Operate office equipment, including computer and keyboard
- Make rapid transitions from rest to near maximal exertion without warm-up
- Be physically able to protect one's self
- Carry on person a multitude of law enforcement tools without losing flexibility and functionality

Environmental factors:

- Exposure to all weather conditions
- Reactive to emergency, natural and man-made disasters
- Routine peace keeping environments and extensive public contact
- Exposure to fumes, airborne particles, toxic or caustic chemicals
- Extreme heat or cold
- Potentially hostile environments
- Risk of electrical shock or radiation and other hazardous environmental conditions
- Exposure to moderate a level of noises, but may be loud due to sirens, firearms, etc.
- Exposure to working in daylight and nighttime hours and a variety of shifts
- Exposure to squalid and unkempt conditions both indoors and outdoors
- Exposure to extended working periods in the absence of restroom facilities

Credentials/Experience:

- High School Diploma or equivalent
- Indiana Law Enforcement Training Board accreditation within one (1) year of appointment
- U.S. citizen
- Valid Indiana driver's license
- Yearly mandated training as required by the Indiana Law Enforcement Training Board
- NIMS (Incident Command System) Level 700 and 800 completion and certification
- Good moral and ethical standards
- Working knowledge, whether by training or experience, basic computer use, data storage and report writing
- Successfully completed a prescribed field training and probationary term

Additional Duties and Responsibilities:

- Perform routine patrol activities and duties by vehicle or on foot, including traffic enforcement
- Determine and provide solutions to problems, internal and external
- Monitor radio, computer and other communications devices to respond to assigned requests for services

- Respond to assigned calls by driving, walking or running to specified locations, assessing potentially complex situations, determining need for assistance and taking appropriate actions
- Investigate accidents, crimes and other incidents, by providing emergency aid and providing safety as needed
- Enforce applicable Federal, State and local laws, rules and ordinances and discern when they apply to any given situation and make arrests or take other restrictive action as necessary
- Must be empathetic but unbiased when handling law enforcement issues and activities
- Basic investigation of crimes and criminal acts, gather evidence, elicit statements and request assistance from other officers as needed
- Engage in positive community relations activities
- Foster and maintain positive relationships with a variety of law enforcement partners; surrounding jurisdictions and other involved agencies, social organizations, members of the criminal justice agencies, community stakeholders, and variety of other agencies, departments and organizations encountered in a professional capacity
- Adherence to all department and Town rules, regulations, standard operating procedures and policies
- Prepare clear and concise reports or citizen responses and observations and prepare legal paperwork
- Testify in court, trial hearing and depositions
- Participate in department sanctioned and mandated training
- Maintain all assigned equipment, items and tools
- Operate both as a member of a team and independently at a variety of events and occasions
- Perform complex tasks and face life and death situations during life threatening emergency circumstances
- Work for prolonged periods of time, requiring the possibility of sustained physical activity and intense concentration
- Communicate effectively with a multitude of people in varying situations and conditions including interviewing victims, suspects and witnesses
- Respond to citizen complaints and issues and maintain a non-partisan presence
- Respond to orders and direction from supervisors
- Maintain personal physical fitness
- Meet all annual training requirements per department and Indiana Law Enforcement Training Board
- Submit concerns, suggestion or problems in writing to the Shift Supervisor
- Represent the Town and Department in a professional and responsible manner
- All other reasonable duties as assigned by supervisor

After reading the preceding Police Officer Position Description, return this signed portion with the application.

I have read and I understand the essential duties of a police officer with the Chesterton Police Department.

Signature: _____

Printed Name: _____

Date: _____