

Town of Cadiz, Indiana

Job Title: Town Marshal

Department: Police Department

Immediate Supervisor: Town Board

Date: 5/9/2023

The Town Board of the Town of Cadiz, Indiana, located in Henry County, is looking to hire a town marshal. Cadiz is a small community of approximately 150 people. The town is located along State Road 38 between New Castle and Pendleton. The community is a slow family-oriented community.

The Town is looking for candidates who have experience with small town police department management and who are interested in making a commitment to serving the welfare of the community while advancing the policies and goals of the Town Board

Applicants should send a copy of resume, driver's license, notarized applications and a physical less than one year old. Applicants must also have three professional references. Applications will be accepted until June 29th and should be sent to:

Town of Cadiz
PO BOX 914
New Castle IN 47362

Please note, submission of application does not guarantee a position with Cadiz Police Department.

Job Summary: Under the supervision of the Town Board, this individual will perform complex, professional, and difficult administrative work directing all activities of the Police Department. Plan and direct the implementation and ensure the effectiveness of law enforcement services and programs. Supervision is exercised over all department personnel.

Hours:

1. Twenty-four-hour duty on call;
2. Spend at least 16 hours of patrolling the roads of Cadiz, Indiana a month.

Education, Experience and Requirement:

- High School Diploma, or GED,
- The Town Marshal must successfully complete the Indiana Law Enforcement Academy Pre-basic training program and the Indiana Law Enforcement Academy Tier 2 program within one year of being sworn in as Marshal as per Indiana Code.
- Four (4) years of experience in police work as a certified officer with a minimum of one (1) year of supervisory experience at a lieutenant or higher level is desired: or equivalent combination of education and experience.
- Applicant must meet the minimum requirements set down by Indiana Law for a police officer in the State of Indiana.
- While performing the duties of the job you must be able to pass an annual physical with primary care physical.

Essential Duties and Responsibilities: *Duties include, but are not limited to:*

Supervisory Duties

Town of Cadiz, Indiana

1. Monitor performance of deputy reserves for compliance with Cadiz Standard Operating Procedure, Department Policies, and Marshal's Orders
2. Ensure compliance with State mandated training requirements for all sworn members of the police department retaining police certification
3. Impose discipline on deputy reserve officers
4. Maintain schedule of deputy reserve officers
5. Maintain detailed personal files on all deputy reserve officers

Typical Activities Performed

1. Enforce town ordinances
2. Maintain traffic and traffic laws
3. Participate in the selection of officers and making recommendations to the town board
4. Training of officers
5. Responsible for officers and equipment
6. Keep inventory on all town Police equipment
7. Provide county with a list of officers on duty schedules
8. Marshals and Deputies will be on a one-year probation that can be terminated at any time at discretion of the Town Board
9. Approving training programs for all personnel assuring that training is consistent with recent developments in law enforcement
10. Control traffic during emergency situations
11. Assist Local Fire Department, Henry County Sheriff's Department and Indiana State Police when asked to do so
12. Staying up to date in advancements of law enforcement education
13. Staying up to date in advancements of law enforcement technology
14. Maintain Professionalism both on and off duty
15. Prioritize and effectively manage existing resources to maximize results and the ability to forecast needs for additional resources for the future
16. Performs other duties and assumes additional responsibilities as directed by the Town Board

Town of Cadiz, Indiana

CADIZ POLICE DEPARTMENT

Employment Application

The Cadiz Police Dept. considers applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other legally protected status. Thank you for your interest in the Cadiz Police Department. Consider this application the first test of your ability to work with us. It will be judged for completeness, ability to follow directions, and legibility. If a category requests information it must be complete.



APPLICANT INFORMATION										
Last Name				First			M.I.	Date		
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"/>	
Do you have your 40 hour pre basic certification?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					
Have you ever been convicted of a felony?			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>Please list three professional references.</i>										
Full Name					Relationship					
Company					Phone					

Town of Cadiz, Indiana

Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

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EMPLOYMENT HISTORY			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor 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 your previous supervisor 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 your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

DISCLAIMER AND SIGNATURE			
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p>			
Signature		Date	

CERTIFICATION AND RELEASE

I certify that I have read and understand the applicant notes on this application form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the Chief of the Cadiz Police Department and /or his designee to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release and hold harmless any said persons, schools, companies and law enforcement authorities from liability for any damage whatsoever for issuing this information.

Printed Name

Signature of Applicant

Date

