



## CULVER POLICE DEPARTMENT

Wayne A. Bean, Town Marshal

200 East Washington Street, Culver, Indiana 46511  
574.842.3613 ~ [wbean@townofculver.org](mailto:wbean@townofculver.org)

This application will be considered for any employment vacancy presently existing within the Culver Police Department.

**JOB APPLYING FOR:**

- Town Marshal
- Deputy Marshal
- Clerk
- Dispatcher
- School Traffic Control Officer

**DATE OF APPLICATION:** \_\_\_\_\_

When filling out this application please use BLACK INK and PRINT or use the PDF form.

**Any misrepresentation** on any information will be cause for rejection of the application. Read through the application in its entirety before filling in the information.

**ALL APPLICATIONS MUST FULFILL THESE REQUIREMENTS:**

Must be 21 years of age to be a Deputy Marshal

Must be a high school graduate or have its equivalent

Must have no criminal record

Deputy Marshal applicants must pass the Department agility test

Must submit to a background or voice stress examination

Deputy Marshal applicants must pass several physical and mental evaluations

Deputy Marshal applicants must pass the Indiana Law Enforcement Academy

Eyesight standard for Deputy Marshal: With corrective lenses 20/25

Without corrective lenses 20/100



## APPLICATION FOR EMPLOYMENT CULVER POLICE DEPARTMENT

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### DEPUTY MARSHAL

Incumbent performs duties related to law enforcement such as preventing crimes, investigating suspicious activity, apprehending violators, assisting persons in trouble, directing vehicular and pedestrian traffic, and enforcing traffic laws.

#### **Duties Include:**

Patrols assigned area on foot or driving a vehicle searching for suspicious activity or situations or checking for persons in need of service and assisting other law enforcement agencies when requested.

Monitors radio traffic and other communication devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers.

Assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspection and verifications, or abandoned vehicles.

Refers persons to appropriate social service agencies when situations warrant it.

Responds to assigned run by driving, walking, or running to specified location, assesses situation, determines need for other assistance, and takes appropriate action.

Removes person(s) from danger including carrying unconscious person(s) and provides emergency aid to injured person(s).

Investigates accidents, extracts victims, provides emergency medical aid, gathers evidence, records observations, and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area is clear.

## **BASIC KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of law enforcement procedures and methods including patrol, traffic, officer safety, investigation, report writing.

Knowledge of criminal law procedures such as search and seizures, arrest, interrogation, confession, evidence, crime scene protection, due process, court procedures.

Knowledge of criminal and traffic law.

Working knowledge of social service agencies in the community or surrounding areas.

Working knowledge of businesses, educational, civic, and organizations in assigned area.

Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.

Knowledge of street and alley lay-out of the town and working knowledge of the county roads and highways in the community and surrounding area.

Ability to stand and sit for long periods of time, sometimes in extreme weather conditions.

Ability to operate vehicle safely even at high speeds under less-than-ideal conditions or weather.

Ability to physically protect oneself and restrain others under certain circumstances.

Ability to lift and carry unconscious persons short distances.

Ability to pursue suspects by running, climbing stairs, forcing entry, scaling walls, and jumping fences, and ability to sustain physical effort in situations of personal danger or danger to others.

Ability to use weapons accurately and safely.

Ability to use a two-way radio or communication device.

Ability to communicate with public in highly emotional or hostile situations.

Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.

Interviews victims, suspects, and witnesses, and records responses and observations.

Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, and transports suspect(s) to detention area when applicable.

Restraints persons from physically striking or injuring others using appropriate weapons.

Drives vehicles at high speeds when situation warrants due to nature of emergency.

Stops drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issuing citations or making arrest as warranted.

Directs vehicular and pedestrian traffic when congestion occurs or as directed.

Reports to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantining area, assisting individuals in leaving area, preventing looting, and requesting appropriate assistance.

Maintains visibility in the community, such as talking with citizens, providing information, visiting local businesses, and making presentations to neighborhood, or civic organizations or schools.

Writes reports and completes forms as required by operating procedures and makes oral reports to appropriate personnel.

Testifies in court and prepares for such testimony by reviewing reports and notes, meeting with attorneys, and obtaining appropriate evidence.

Participates in training on law enforcement procedures, including firearms, criminal justice, and court procedures, and emergency medical aid, and related subjects.

Maintains uniforms, equipment, and weapons.

Maintain personal physical fitness.

Performs related duties as assigned.

Ability to observe and report observations accurately and in detail.

Ability to establish rapport with individuals and groups of differing ages, races, and values.

Knowledge of departmental rules and regulations, and departmental general rules.

**Other Requirements:**

Maintain a telephone (cell phone and/or residential) and inform department of current telephone number.

Meet training requirements prescribed by Indiana Law.

Should you become an employee of the CULVER POLICE DEPARTMENT this application and accompanying attached documents will become a part of your personnel file.

Name \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Present Address \_\_\_\_\_  
Street and/or Box and/or Apartment Number \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Age \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

Are you a United States Citizen? Yes No

If no, do you intend to become a United States citizen? Yes No

If married, Is your spouse a United States citizen? Yes No

Military Service \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Branch \_\_\_\_\_ Date Entered \_\_\_\_\_ Date Separated \_\_\_\_\_

High School Graduate? Yes No

Do you have a G.E.D.? Yes No

Highest Grade

Name of School \_\_\_\_\_ Address \_\_\_\_\_ Completed \_\_\_\_\_

Elementary \_\_\_\_\_

Junior High \_\_\_\_\_

High School \_\_\_\_\_

College/  
University \_\_\_\_\_

Other Schools \_\_\_\_\_

Trade Schools \_\_\_\_\_

The following must be attached with the application when turned in (copies are ok, however originals may be requested):

Social security card	High school diploma
Driver's license	High school transcripts
Birth certificate	College transcripts or any additional schools

Have you ever had any convictions and/or misdemeanor charges? Yes No

Charge	City/State	Date	Disposition
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In an average month, how many alcoholic beverages do you consume? \_\_\_\_\_

Are you currently using any illegal drugs? Yes No

How many days of leave did you take last year? \_\_\_\_\_

Do you have daily transport to and from work? Yes No

Will you take a polygraph (lie detector) or a voice stress examination test before being hired?  
Yes No

Can you operate an automobile? Yes No

Can you operate a motorcycle? Yes No

Can you operate a computer? Yes No

Can you operate any other office machines? Yes No

If yes, please list them \_\_\_\_\_

Can you speak, read, or write any foreign language? Yes No

If yes, specify which languages and to what degree of comprehension \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Driver's License Type \_\_\_\_\_

Date Driver's License Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Social Security Number \_\_\_\_\_

Addresses of Places You Have Lived:

Street Address

City/State

Zip

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References: Provide the names of three (3) responsible persons (other than relatives and past employers) who know you well enough to give information about you.

Name

Address

Occupational

Phone Number

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References: Provide the names of three (3) people you consider your closest friends and with whom you frequently socialize. List your closest and best friend first.

Name

Address

Occupational

Phone Number

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Employment: Beginning with your current or most recent employer, provide an account of your employment history.

Business Name and Address	From	To	Nature of Duties & Position Held	Reason for Leaving

I hereby certify that there are no willful misrepresentations or falsifications in any of the preceding statements and answers or questions. I am aware that should investigation disclose any such misrepresentations or falsifications my application will be rejected and that I may be disqualified from applying in the future for any position in the service of the Culver Police Department.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PERSONAL INQUIRY WAIVER AUTHORITY FOR RELEASE OF INFORMATION  
CULVER POLICE DEPARTMENT**

To: Concerned persons or authorized representative of any organization:

I, \_\_\_\_\_, date of birth \_\_\_\_\_,

Social Security Number \_\_\_\_\_, respectfully request and authorize you to furnish the CULVER POLICE DEPARTMENT any and all information on records you have concerning my work, schooling, military, reputation, all medical, physical, and mental records or reports, including all information of a confidential or privileged nature and copies of the same if requested. This information is to be used to assist the CULVER POLICE DEPARTMENT in completing a background history for their confidential use. I hereby release you, your organization, or others from any liability or damages which may result from furnishing the information.

**MUST BE SIGNED IN THE PRESENCE OF NOTARY**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

My commission expires \_\_\_\_\_ City \_\_\_\_\_

County \_\_\_\_\_ State \_\_\_\_\_

**PUT ALL ACCOMPANYING REQUIRED ATTACHMENTS, DOCUMENTS,  
AND ANY ADDITIONALN SHEETS OF PAPER BEHIND THIS PAGE.**

**PLEASE ATTACH A PHOTOGRAPH OF THE APPLICANT  
TO YOUR APPLICATION**

**(Note: your attached driver's license is not an adequate substitute for an attached  
photograph).**