APPLICANT'S COPY: DO NOT RETURN WITH APPLICATION

Important Testing Information

Dear Applicant,

Thank you for applying for a position with the City of Madison Police Department. This letter contains important information. You should read this letter carefully to be sure you understand the procedure that will be used during this initial phase of the process **(an important part of being a Police Officer is attention to detail)**.

The Police Department will receive more applications than there are available positions. As a result, the Police Department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective manner. You must take this test for your application to be further considered.

The Physical Agility Test will be administered at 9:00 a.m., Saturday, April 3, 2021, at Madison Consolidated Junior High School at 701 Eighth Street, Madison, Indiana, 47250. You must present your valid driver's license for identification. The physical fitness requirements are attached.

The **Written Aptitude Test** will begin 30 minutes after the end of the physical agility test. The written test portion will take approximately 90 minutes and you must achieve a score of 70% or higher to pass the test.

Each applicant must meet the minimum requirements of each test to continue the testing process.

There are facilities available for changing clothes.

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MADISON POLICE DEPARTMENT
GENERAL INFORMATION
FOR
POLICE OFFICER EMPLOYMENT

GENERAL STATEMENT OF DUTIES: Police officers are responsible for the protection of life and property, the prevention of crimes and the preservation of peace and order within an assigned beat (geographical area). They must patrol their beat while enforcing laws, ordinances and regulations, arresting violators, investigating accidents, complaints, securing evidence, and performing any and other duties as required.

QUALIFICATIONS: Applicants must meet the following requirements and provide the requested material for their application to be processed.

1. Be twenty-one (21) years of age but not have reached age thirty-six (36), or meet the requirements defined in IC 36-8-4-7.
2. Must be a US Citizen.
3. **Possess a valid driver's license and provide a copy of such with the application.**
4. **Include a copy of their Birth Certificate with their application.**
5. **Be a High School graduate or have a GED certificate. Include a copy of such with the application along with a copy of any college credits or degree(s).**
6. Shall have no felony conviction or a conviction of Domestic Battery.
7. Pass a drug-screening test.
8. Successfully pass each phase of the selection process, which includes a written aptitude and physical agility test.
9. Pass a physical and psychological test.
10. When requested, submit a complete credit history report.

WORKING SCHEDULE: Consists of three (3) eight (8) hour per day shifts. First shift hours are from 6:00am to 2:00pm, second shift hours are from 2:00pm to 10:00pm, and third shift hours are 10:00pm to 6:00am. All shift officers work four days on and two days off. Shift officers have rotating days off. Work schedules are subject to last minute changes.

NEED FOR CONTINUING EDUCATION: New employees will be required to successfully complete a fifteen (15) week training program at the Indiana Law Enforcement Academy within one year of employment.

AVERAGE ANNUAL SALARY: Salary for a patrol officer after one year is $52,291.00. Other benefits include take home car, shift pay, holiday pay, clothing allowance, paid overtime opportunities, cell phone stipend, and medical / dental benefits.

CERTIFICATION OF APPLICATION AND AUTHORIZATION TO RELEASE INFORMATION FORMS MUST BE SIGNED AND NOTARIZED FOR THE APPLICATION TO BE CONSIDERED.

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PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

I wish to be considered for employment as a Sworn Police Officer with the Madison Police Department.

I am a citizen of the United States, at least 21 years of age and have not reached 36 years of age, have a high school diploma or GED Certificate, possess a valid driver's license from current state of residence, have not been convicted of a Felony, Class A Misdemeanor or Domestic Violence and have not been dishonorably discharged from the military.

I understand that I am required to be a resident of Jefferson County, Indiana or the five (5) adjoining counties within one (1) month of appointment to the department.

I understand this position requires a security clearance from the Indiana Data and Communication System, which considers a person's character, past history, and criminal record.

Upon request, I understand I must participate in, and pass any of the following screenings:

1. Written Examination
2. Physical Agility Test
3. Oral Interview
4. Background Investigation
5. Polygraph Examination
6. Medical Examination
7. Psychological Evaluation
8. Drug Screen

I UNDERSTAND FAILURE TO ARRIVE AS SCHEDULED FOR ANY SCHEDULED EVENT WILL CAUSE MY ELIMINATION FROM THE ENTIRE PROCESS

IMPORTANT EVENT AND DATE

THIS APPLICATION MUST BE RETURNED IN PERSON OR BY MAIL AND RECEIVED BY THE DEPARTMENT'S CHIEF OF POLICE ***BY 4:00PM Friday March 26, 2021*** (NO FAXES will be accepted)

APPLICANT'S COPY, DO NOT RETURN WITH APPLICATION

PHYSICAL FITNESS TEST REQUIREMENTS

The Indiana Law Enforcement Academy has established Physical Fitness Requirements for the basic Course Training Program. Each new applicant to the I.L.E.A. will have to meet the following physical fitness standards in order to complete the academy requirements for certification. The Madison Police Department has adopted these standards for applicants to be eligible for employment. Each test is either pass or fail, and the applicant is required to successfully complete and pass all tests to pass this phase of the process. Anyone requiring special accommodations should contact the Chief of Police prior to the test.

1. Vertical Jump—Sixteen (16) inches minimum accepted. This measures leg power and consists of measuring how high you can jump.

2. One-Minute Sit-Ups—Twenty-nine (29) is the minimum accepted. This measures abdominal, or trunk, muscular endurance. While lying on your back, knees bent, heels flat on the floor, with fingers interlaced and held behind the head, touching elbows to knees, you will be given one (1) minute to do as many knee bent sit-ups as you can.

3. 300 Meter Run—Seventy-one (71) seconds minimum time allowed. This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.

4. Maximum Push-Ups—Twenty-five (25) is the minimum accepted. This measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure. The hands are placed shoulder width apart, 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). 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 the elbows fully locked. This is one repetition. Resting is permitted only in the up position. There is no time limit.

5. 1.5 Mile Run—Sixteen (16) minutes and twenty-eight (28) seconds minimum time allowed to complete the distance. This measures aerobic power and cardiovascular endurance (stamina over time). To complete this component you must run/jog, as fast as possible, a distance of 1.5 miles.

To be eligible to continue on through the hiring process, you must meet the minimum standards of each test given.

MADISON POLICE DEPARTMENT
621 West St.
Madison, Indiana 47250

APPLICATION FOR POLICE OFFICER

NOTE: COMPLETED APPLICATION MUST BE RETURNED BY 4:00PM, March 26, 2021

I. PERSONAL HISTORY

A. Name in full

_____

Last **First** **Middle** **Maiden**

B. **Social Security Number:** _____

C. Present Residence:

_____

Street/P.O. Box #/Apt. #

_____

City **State** **ZIP** **Telephone #**

D. List all names you have used including nicknames. If you have used any surnames other than your true name; please list during what period and under what circumstances these names were used. If you have legally changed your name, give the date, place and court. (This information is being collected to assist the department in conducting a thorough background investigation, i.e. felony convictions check).

_____

_____

_____

E. **Birth Date (Month, Day, Year):** _____

Place of Birth (City, State): _____

Attach a copy of your certified Birth Certificate.
It will be used to verify your age for requirements and pension purposes.

F. **Are you a U.S. Citizen?** _____

II. FAMILY HISTORY

List all family members (living and deceased) in the following order: Parents, Step-Parents, Foster parents, guardians, brothers, sisters, children, in-laws, and ex-spouse(s). (If additional space is needed attach a separate page.

Relationship	Name	Address	City, State	Zip	Telephone

III. PREVIOUS RESIDENCE

A. List chronologically (most recent first) all of your residences in the past ten (10) years. Include addresses while attending school, if away from home, and all military addresses including off military base.

Date (From-To)	Address	City, State, ZIP

IV. EXTRACURRICULAR ACTIVITIES

List past or present membership in clubs, organizations or volunteer work:

Name and Address	Type (Social, Fraternal, Professional, etc.)	Membership Period/Office

V. SUBVERSIVE ORGANIZATIONS

YES NO Are you now or have you ever been a member of or affiliated with any organization, association, movement, group or combination of persons which advocates the overthrow of our constitution form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means? If you answered yes, describe the circumstances. Attach a separate sheet to provide a full detailed statement.

VI. MILITARY RECORD

A. Are you registered for selective services? _____

Selective Service Number: _____

B. Have you ever served on active duty in the armed services of the U.S.? _____

Branch of Service: _____

Dates of Active Duty (Month, Day, Year): _____

Type of Discharge*: _____

C. Are you currently in the U.S. Reserve or National Guard? _____. If yes, what is your obligation (if any), unit, and locations? _____

_____

D. While in service, were you ever convicted of any offenses? _____. If yes, give details:

_____

_____

Attach copies of all DD214 long forms or their equivalent.

*No applicant will be automatically rejected because of a less than honorable discharge (except a Dishonorable), but the discharge may be considered with other information. If discharge is less than Honorable, explain on a supplemental page.

VII. EMPLOYMENT HISTORY

Starting with the present or most recent employer, list employment history for the past five (5) years. If more, attach a supplemental page.

FROM / TO / EMPLOYER /TELEPHONE

JOB TITLE / ADDRESS

IMMEDIATE SUPERVISOR & TITLE / SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES

REASON FOR LEAVING / HOURLY RATE OR SALARY

START $ PER FINAL $ PER

FROM / TO / EMPLOYER /TELEPHONE

JOB TITLE / ADDRESS

IMMEDIATE SUPERVISOR & TITLE / SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES

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START $ PER FINAL $ PER

VIII. PERSONAL REFERENCES

List for personal character references (Not related to you):

Name	Address	City, State, Zip	Phone #	Time Known

IX. SPECIAL SKILLS AND QUALIFICATIONS

List any experience, skills, abilities, or special qualifications that you feel would be relevant to the job for which you are applying.

_____

_____

_____

X. ARRESTS AND CITATIONS

Show ***ALL*** arrests including felony, misdemeanor, juvenile, and traffic. Give date, place, and full details, including the disposition of each incident.

(Employment of persons with criminal records will be in accordance with the attached Policy Statement of Employment and ex-offenders on page eight (8).

_____

_____

_____

_____

Are you presently involved in an active Criminal or Civil proceeding? YES _____ NO _____ if you answered yes, please explain: _____

_____

_____

Have you ever been fingerprinted for any reason? (job application, gun permit, etc.) YES _____ NO _____

If yes, give date, place and full details of occurrence.

_____

_____

_____

XI. VEHICLE OPERATOR'S LICENSE: (Driver's, Chauffeur's, etc.) Give the following information concerning any vehicle operator's license you have held or now hold. Submit a copy of your driver's license with your application.

Type of License	State of Issue	Exp. Date	License Number

XII. CREDIT REFERENCES AND OBLIGATIONS

Give names and addresses of the individuals, companies, or others to whom you are indebted and the extent of your debt (including any loans on which you are a co-maker, mortgages, open credit accounts, etc.)

Name	Address	Type of Debt	Amount of Debt

XIII. EDUCATIONAL BACKGROUND

NAME AND LOCATION			
HIGH SCHOOL	**YEARS COMPLETED**	**DID YOU GRADUATE?**	**COURSE OF STUDY**
COLLEGE		**MAJOR**	**DEGREE**

OTHER

_____

SIGNATURE: _____ DATE: _____

If you answer yes to any of these questions, use a separate sheet of paper to explain.

1. Have you ever been asked or given the opportunity to resign from any position? YES _____ NO _____

2. Have you ever been counseled, reprimanded, suspended, or terminated from any position?
   YES _____ NO _____

3. Have you ever taken a polygraph or voice stress analyzer? YES _____ NO _____

4. Has your driver's license ever been suspended or revoked? YES _____ NO _____

5. Have you ever been placed on probation for any offenses, sealed or expunged records included?
   YES _____ NO _____

6. Have you ever been the subject or suspect or a police investigation? YES _____ NO _____, if yes, explain in detail as to what offense, jurisdiction, date, outcome or results of the investigation on a separate sheet of paper.

7. For past or present Law Enforcement Officers:
   Have you ever been the subject of an internal investigation? YES _____ NO _____

8. Have you applied, or do you presently have an application on file, or are you going through a hiring process, with any other Law Enforcement Agency? YES _____ NO _____

9. Have you ever illegally possessed, used or sold drugs, including marijuana? YES _____ NO _____

10. Have you possessed, injected, inhaled, swallowed, or ingested by any other means, any illegal drug?
    YES _____ NO _____

11. Have you ever been convicted of a Domestic Violence related crime? Domestic Violence means any assault, aggravated battery, battery, sexual assault, sexual battery, stalking, aggravated stalking, or any criminal offense resulting in physical injury or death of one family or household member by another who is or was residing in the same single-family dwelling unit. YES _____ NO _____

12. Have you ever been a party to a Domestic Violence injunction or petition? YES _____ NO _____

13. Have you ever been involved in any Domestic Violence incident where the police responded and a written police report of the incident was completed? YES _____ NO _____

14. Have you ever been involved in any Domestic Violence incident where the police responded and a written report was not completed? YES _____ NO _____

Foreign Languages: E=Excellent G=Good F=Fair

Language	Reading	Speaking	Understanding	Writing
_____	E G F	E G F	E G F	E G F

MADISON POLICE DEPARTMENT

Applicant's Request/Waiver to Release Information:
I hereby authorize and request all persons to whom this request (original or reproduction) is presented, having information or relating to or concerning me, to furnish such information to a duly appointed officer of the Madison City Police Department.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory or common-law privileges. I hereby expressly waive all privileges, which may attach to such communication or disclosure and release all persons, firms and corporations from all claims, of any nature as a result of said communication or disclosure.

Information to disclose:
Medical Records
Mental Records
Financial Records
Criminal History Check
Educational Records
Organizational Memberships
Past/Present Employment Records
*Any background material/information relevant to reputation and/or moral character.

*These records will be retained on file in the Madison Police Department, in the Office of the Chief of Police.

_____ _____
Signature of Applicant Date

State of _____)
) SS:
County of _____)

Subscribed and sworn to before me, a Notary Public, in and for said county and state,
This _____ day of _____, 20_____.

My Commission Expires:

_____

_____
Notary Public

_____
Printed

_____
County of Residence

NOTE: This page must be Notarized, signed, and returned with the application

Because of the sensitive and important position of a police officer, the Madison Police Department must select individuals who possess the best physical, mental, moral, and emotional character for the performance of police duties. In order to best ascertain who those individuals are, it is necessary to gather as much information as possible about each applicant which may have a bearing on their ability to perform. Several questions in this application are designed to give the Department a complete background on each applicant. Those particular responses to questions marked with an (*) The asterisk shall not act as an automatic bar to selection but will be considered along with the attendant facts. No question on this application is intended to secure information to be used for unlawful discrimination.

****

APPLICANT: PLEASE READ CAREFULLY BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS REGARDING THE FOLLOWING STATEMENT OR ANY QUESTIONS CONTAINED IN THIS APPLICATION, PLEASE ASK EITHER THE CHIEF OF POLICE OR THE MAJOR OF THE MADISON POLICE DEPARTMENT.

****

I certify that the information contained in this application is correct and complete to the best of my knowledge. I agree to inform the Department of any additional information relating to questions raised on the application, which occurs subsequent to my completion of the application. I realize that misrepresentation of fact of the failure to update any information relating to questions on the application may be cause for rejection of this application or dismissal after employment. Final employment is contingent upon satisfactory completion of all pre-employment procedures including interview, examinations, verification of all relevant information, and all post-employment examinations which may include but are not limited to physical and psychological examinations and any applicable statutory provisions. I acknowledge that I have read the above statement and fully understand the same.

SIGNATURE: _____ DATE: _____

State of _____)
) SS:
County of _____)

Subscribed and sworn to before me, a Notary Public, in and for said county and state,
This _____ day of _____, 20_____.

My Commission Expires:

_____

_____
Notary Public

_____
Printed

_____
County of Residence

NOTE: This page must be Notarized, signed, and returned with the application