

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.

A **Physical Agility Test** and a **Written Aptitude Test** will be administered. Each applicant must meet the minimum requirements of each test to continue the process. The physical fitness requirements are attached to this packet.

There are facilities available for changing clothes.

APPLICANT'S COPY: DO NOT RETURN WITH APPLICATION

**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 forty (40), 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 twelve hour shifts: 6:00AM to 6:00 PM & 6:00PM to 6:00 AM. Shifts - work Monday, Tuesday, off Wednesday, Thursday, work Friday Saturday Sunday - next week off Monday, Tuesday, work Wednesday, Thursday, off Friday, Saturday, Sunday.

**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 \$56,552.77 (2023) - Other benefits include take home car, shift pay, holiday pay, clothing allowance, paid overtime opportunities, incentive bonus opportunities, cell phone stipend, and medical / dental benefits. IF CHOSEN, TIER ONE ACADEMY GRADUATES IN GOOD STANDING WILL RECEIVE A \$1,000.00 SIGN ON BONUS. IN ADDITION, TIER ONE HIRES WILL RECEIVE LONGEVITY PAY FOR THEIR YEARS OF SERVICE WITH THEIR PREVIOUS LAW ENFORCEMENT AGENCY.

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

**APPLICANT'S COPY: DO NOT RETURN WITH APPLICATION**

**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 40 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 TO THE MADISON POLICE DEPARTMENT  
621 WEST STREET, MADISON, INDIANA, 47250 (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 TO THE MADISON POLICE DEPARTMENT

**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, spouse 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 bases.

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

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

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

REASON FOR LEAVING / HOURLY RATE OR SALARY

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 of 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





