

Application for Employment Winchester Police Department

Name Last		First		Middle		Maiden
Address						
Street, City	, State, Zip Code (I	Must include	a verifiabl	e 911 address, no PO Box a	lone will be a	ccepted)
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	Drivin	g History
Do you nav	re a valid Indiana operators licens	se or are you able to obtain one before data
	license information below:	
State of Issue	License Type	License Number Expiration Date
Is your licer		for what reason
Has your lice	ense ever been suspended?	If yes, for what reason
Have you ev	er been involved in a motor vehi	cle crash? If yes, complete section below.
Date	Location / Jurisdiction	What Happened
	Educa	tion =
High School_		
Did you grade	City, State, Zip Code	
Did you gradi	rate of did you receive a G.E.D?	
College or Tea	ch School	
Address		
	City, State, Zip Code	
Major	Degree Awarded	Years Completed
College or Tec	h School	
Address		
	City, State, Zip Code	
Major	Degree Awarded	Years Completed_

Candidates who are currently or have been police employees should use the section below to record any in-service training, seminars, special schools. Please do not record in-house training. Attach copies of certificates to the application.

Course	Date(s)	Location	
Instructed by		Certificate attached?	
		Location	
Instructed by		Certificate attached?	
Course	Date(s)	Location	
Instructed by		Certificate attached?	
Course	Date(s)	Location	
Instructed by		Certificate attached?	
Course	Date(s)	Location_	
Instructed by		Certificate attached?	
Course	Date(s)	Location	
Instructed by		Certificate attached?	
Course	Date(s)	Location	
Instructed by		Certificate attached?	
Course	Date(s)	Location	
Instructed by		Certificate attached?	
Comments in reference to ar	ny previous trainin	g, and / or education:	_
			_
			_
			_

Awards / Honors ====================================
List any awards or honors you may have received
Personal Social Media
Facebook Username: Twitter Username: LinkedIn Username: Pintrest Username: Instagram Unsername: Tumblr. Username: Other (such as snapchat, Etc.)
Personal History Questionnaire 1. About how often are you tardy or late for work? Never A few times a year, or less About every other month About 1-3 times a month About once a week A few times a week
 ☐ Almost every day 2. During the past year, did you ever miss work and indicate that you were ill, when you were not? ☐ Does not apply (not employed during past year) ☐ Yes, 1-2 times ☐ Yes, 3-4 times ☐ Yes, 5 or more times ☐ No
3. Have you ever been unemployed at any time during the last 12 months?☐ Yes☐ No

 4. How long was your longest full time employment? ☐ Never had a full time job ☐ Less than one year ☐ 1 to 2 years ☐ 3 to 5 years ☐ 6 or more years
5. Have you ever been fired from employment? Yes, one time Yes, two times Yes, three or more times No
If yes, identify employer and explain:
6. Have you ever resigned from a job to avoid being fired? Yes, one time Yes, two times Yes, three or more times No If yes, identify employer and explain:
 7. Have you ever resigned from any job under pressure or unfavorable circumstances (other than to avoid being fired)? Yes No
If yes, identify employer and explain:
8. Have you ever had a written complaint made against you or your work performance (by a customer, client, etc.) on any of your jobs? (Do not count complaints received while working as a law enforcement officer) Yes No

	If yes, identify employer and explain:
9. Hav [[e you ever failed to complete a probationary period for any job? ☐ Yes ☐ No
l -	f yes, identify employer and explain:
- 10. Have	you ever quit a job without giving notice required or requested by an employer?
L If	No yes, identify employer and explain:
	you ever received a written or oral reprimand, warning or suspension at any of employment? Yes, one time Yes, two times Yes, three times Yes, four or more times No
y	es, identify employer and explain:
	any of your former employers would give you a favorable recommendation? All would Most would Half would, half would not Most would not None would
was a ju	you be eligible to be rehired by all of your former employers (assuming there ob available)?

L	☐ No
14. How wher [[[often have you gotten into arguments with co-workers or supervisors at any job, e you raised your voice or used insulting language?] Never] One time] Two times] Three or more times
If	yes, identify employer and explain:
worke	you ever committed, or threatened to commit, physical harm against co- rs or superiors at any place you were employed? Yes No
lf y	es, identify employer and explain:
insurar insurar period	many different times in your life have you collected unemployment nce? (Count each period of time during which you collected unemployment nce as one time, even if you collected a number of separate checks during that of time.) Never One time Two times Three or more times
unempl	ever work (even on the side) without reporting it while collecting oyment benefits? Yes, one time Yes, two times Yes, three or more times No
rrom a p	ou ever taken merchandise or goods (that you were not authorized to take) place where you worked? lever es, items with a total retail value of less than \$25 es, items with a total retail value between \$25 and \$100 es, items with a total retail value between \$101 and \$500 es, items with a total retail value over \$500
ıı ye:	s, explain - what was taken and when was it taken?

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19. Have you ever taken money (that you were not authorized to take) from a place where you worked?☐ Yes☐ No
If yes, identify employer and explain:
20. How many full time jobs have you had in the last five years (not counting temporary or summer work)? None One Two Three Four or more
21. Have you ever used illegal drugs of any type?
☐ Yes ☐ No
If yes, identify type, approximate year and last time used:
22. Have you ever used prescription medication more than prescribed?
☐ Yes ☐ No
If yes explain:
23. Have you ever gave, sold, or borrowed any type of drug including prescription medication?
Yes

∐ No	
If yes please explain:	
you prodoc oxplain.	
	·
24. Have you ever consumed a	alcoholic beverages and driven a vehicle?
Yes	
∐ No	
If yes explain:	
borrowed, traded any type of	e / year of the last time you used, sold, loaned, gave, of drug.
borrowed, traded any type o	of drug.
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Name	
Address	
Occupation	
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Home phone number and best contact time	
Work phone number and best contact time	
	•
Photograph A	Attachment ====================================
74	
Please attach a photograph of yourself to fill to	he space provided below. This photo
should be a front view, head and shoulders on	ly, taken within the last six months. This
photo is needed to assist us in the background	investigation.
Affirma	tion
I AFFIRM UNDER THE PENALTIES OF I FORTH IN THIS APPLICATION ARE TR UNDERSTAND IF EMPLOYED, FALSE S' OTHERWISE, SHALL BE SUFFICIENT C DISMISSAL. I ALSO UNDERSTAND ANY ELIMINATE ME FROM ANY FUTURE CO EMPLOYMENT WITH THE WINCHESTE	UE AND COMPLETE. I FATEMENTS, WRITTEN OR AUSE FOR IMMEDIATE FALSE STATEMENTS WILL ONSIDERATION FOR
Applicants Signature	Date

AUTHORIZATION FOR RELEASE OF INFORMATION AGREEMENT

TO WHOM IT MAY CONCERN: I am an applicant for a position with the Winchester Police Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Winchester Police Department bearing this release to obtain any and all information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Winchester Police Department, whether said records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal like, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Winchester Police Department to consider in determining my suitability for employment in that Department. It is my specific intent to provide access to personnel information, however personal and confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, my educational records, my financial status, my criminal history record, including any arrest records, any information contained in any investigative files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examination, and any internal affair investigations and discipline, including any files that are deemed to be confidential.

I hereby release you, your organization, and all others from liability or damages that result from furnishing the information requested, including liability or damage pursuant to any state or federal laws. I hereby release you as the custodian of such records or your organizations, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempts to comply with it. I direct you to release such information upon request of the duly authorized representative of the Winchester Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release may discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Winchester Police Department's acceptance and processing of my application for employment, I agree to hold your organization, it's agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Winchester Police Department. I understand that should information of a serious criminal nature or regarding an outstanding criminal and/or civil warrant surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Winchester Police Department in conjunction with employment procedures.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person whom this request is presented and his or her agents and employees, from and against all claims, losses, and expensed, including reasonable attorney fees, arising out of or by reason of complying with this request.

Affirmation =

I AFFIRM UNDER THE PENALTIES OF PERJURY ALL THE FACTS SET FORTH IN THIS APPLICATION ARE TRUE AND COMPLETE. I UNDERSTAND IF EMPLOYED, FALSE STATEMENTS, WRITTEN OR OTHERWISE, SHALL BE SUFFICIENT CAUSE FOR IMMEDIATE DISMISSAL. I ALSO UNDERSTAND ANY FALSE STATEMENTS WILL ELIMINATE ME FROM ANY FUTURE CONSIDERATION FOR EMPLOYMENT WITH THE WINCHESTER POLICE DEPARTMENT.

Applicants Signature

Date

PHYSICAL AGILITY/ESSENTIAL TASK ASSESSMENT INFORMED CONSENT/LIABILITY RELEASE

the City of Winchester, Indiana. I vo administer and conduct a Physical Aginherent to the police service.	_, am an applicant for the position of full-time police officer for luntarily authorize the Winchester Police Department staff to gility Test to measure my fitness for the physical activity
danger of serious bodily injury or dear functions occurring during the assessing breathlessness, chest discomfort, leg crapressure, and in very rare instances "hassessment at any time I choose. If abrassessment, my participation will be stop highly recommended to me to have a phexamination done I shall have completed Statement completed, making sure I hamy ability to participate in this assessment have a systolic blood pressure higher the mm HG immediately preceding the eval	
I have read the foregoing and I understa answered to my satisfaction.	and it; any questions, which occurred to me, have been
Winchester Police Department, any agen behalf from any and all claims, demand	ny bodily injury or discomfort resulting from my intial Task Assessment and release and discharge the its, officers, employees, or any other representative on their actions, and/or causes of action, arising out of any bodily ation in the Winchester Police Department's Physical
	Affirmation
UNDERSTAND IF EMPLOYED, I OTHERWISE, SHALL BE SUFFIC DISMISSAL. I ALSO UNDERSTA ELIMINATE ME FROM ANY FIR	TIES OF PERJURY ALL THE FACTS SET ARE TRUE AND COMPLETE. I FALSE STATEMENTS, WRITTEN OR CIENT CAUSE FOR IMMEDIATE
Applicants Signature	Date

JOB DESCRIPTION POLICE OFFICER

JOB TITLE: Police Officer, Winchester Police Department.

LEVEL OF INDEPENDENT JUDGEMENT NEEDED: Must be able to assess situations and make split-second life or death decisions on his/her own.

EQUIPMENT USED: Semi-automatic pistol, 12 gauge shotgun, patrol vehicle, handcuffs, baton, flashlight, radios, cameras and other standard police equipment.

WORKING ENVIRONMENT: Potentially every environment that exists within the City of Winchester, Indiana.

PHYSICAL REQUIREMENTS: The officer must be able to handle all of the "essential functions" listed below and properly utilize the equipment listed above.

- A. The officer must be able to complete the required agility test prior to a conditional offer of employment and pass the State Police and Fire Pension physical and mental examinations after the conditional offer of employment.
- B. Vision must be correctable to 20/40 with eyeglasses or contact lenses but not less than 20/60 without correction due to the dangers of loosing eyeglasses or lenses in an emergency situation.
- C. Hearing loss may not be greater than 30 decibels between 500 and 3000 cycles which results in speech discrimination values of less than 90 percent (both ears together and allowing for use of hearing aids).
- D. The officer must be able to differentiate colors for purposes of suspect, vehicle and evidence identification both in the field and in court.
- E. The officer must be able to speak clearly and communicate easily with the public both in casual, teaching and emergency situations.
- F. The officer must be physically able to defend himself/herself and restrain others, and be able to train with a baton and have the necessary physical agility to use standard maneuvers with the baton.

ESSENTIAL FUNCTIONS: The primary duty of all officers shall be to protect the rights and privileges of the citizens as provided under the Constitution of the United States, the Constitution of the State of Indiana, and the Ordinances of the City of Winchester, Indiana. Listed below are other essential functions of the police officer.

A. Patrols assigned areas on foot, bike or driving vehicle searching for suspicious activity or situations, locates and apprehends violators, and assists persons in need of service.

- B. Monitors radio and other communications devices to receive requests for police service, and to maintain awareness of activities in assigned areas or activities of other officers.
- C. Responds to requests for service by driving, walking, or running to the specified location, determines need for assistance, and takes the appropriate action.
- D. Investigates accidents, extracts victims, renders emergency medical aid, summons appropriate emergency personnel, provides traffic and crowd control, completes accident forms, assist medical personnel, directs removal of vehicles involved, and insures the area is clear.
- E. Removes individuals from danger including controlling crime scenes, evidence handling, tagging, security, and records keeping.
- F. Arrests will be made including chase by car, bike, and on foot, apprehensions made by using the minimum necessary force, advising suspects of rights, fingerprinting, photographing, and transporting prisoners.
- G. Safely operate a vehicle at high rates of speed when necessary due to emergency situations.
- H. Restraining persons from physically striking or injuring others, using minimum necessary force and appropriate weapons.
- I. The officer will handle all domestic disputes and controls fight situations when necessary.
- J. The officer will stop drivers of vehicles when registration violations are observed, verify license and registration data, issue citations, and make arrests as warranted.
- K. Serves all summons, subpoenas, warrants, or other legal documents as directed by the courts, answers subpoenas and directives and is properly prepared to appear in court and present evidence.
- L. Acts together with and protects other officers in time of peril and in the restoration of peace.
- M. Makes and maintains all required records and reports.
- N. Makes building checks and searches.
- O. Answers alarms and complaints.
- P. Investigates death scenes and delivers death messages.
- Q. Reports as directed to scenes of general emergencies and takes appropriate action to protect life and property such as directing traffic, quarantining the area, assisting individuals leaving the scene, preventing looting, and requesting appropriate assistance.

OTHER FUNCTIONS: Maintains visibility in the community by meeting and talking with citizens, providing information, visiting local businesses, and making presentations to schools and civic organizations.

REQUIRED KNOWLEDGE AND ABILITIES: Listed below is the basic knowledge and ability requirements needed to perform the function of police officer.

- A. Successful completion of the 40 hour Indiana Law Enforcement Academy pre-basic course.
- B. Successful completion of the 480 hours of basic instruction at the Indiana Law Enforcement Academy within one year of employment.
- C. The ability to use all Department issued equipment.
- D. The ability to learn law enforcement procedures and methods, including patrol, traffic, officer safety, investigation, report writing, and computer data systems.
- E. The ability to learn the streets, alleys, and buildings in the city, and a working knowledge of the street and highway layout in the surrounding areas.
- F. The ability to use good common sense in a wide variety of situations.
- G. The ability to operate a vehicle safely in adverse weather and road conditions.
- H. The ability to perform complex tasks under life threatening conditions.
- I. The ability to tolerate exposure to grotesque sights and smells associated with major trauma and decaying cadavers.
- J. The ability to communicate effectively with the terms of listening, understanding and communicating ideas and orders to others in public situations which may be highly emotional and hostile.
- K. The ability to use firearms accurately and safely.

QUALIFICATIONS: Any combination or training and work experience, which indicates possession of the knowledge, skills and abilities, listed below. A list of the minimum required qualifications for this position is listed below.

- A. Must be a United State citizen.
- B. Must be 21 years of age, but not over the age of 35.
- C. Must be a high school graduate or posses an ATC/GED certificate from an accredited board of education.
- D. Must possess a valid driver's license.
- E. Have no felony convictions
- F. Have no domestic violence convictions
- G. Must be able to legally carry a weapon.
- H. Must complete this application in it's entirety honestly.

I have read and understand the job description and basic qualification	lS.
Signature.	

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