



Application for Employment Winchester Police Department

Position being sought: Police Officer Full-time Reserve Part-time

Name _____
Last First Middle Maiden

Address _____
Street, City, State, Zip Code (Must include a verifiable 911 address, no PO Box alone will be accepted)

Home Telephone Number (____)-____-_____ Work (____)-____-_____

Email Address: _____

S.S.N. _____ - _____ - _____ D.O.B. ____/____/____

Sex _____ Height _____' _____" Weight _____ pounds

Family Member Information

Father _____
Last First Middle

Address _____
Street, City, State, Zip Code (Must include a verifiable 911 address, no PO Box alone will be accepted)

Home Telephone Number (____)-____-_____ Work (____)-____-_____

Mother _____
Last First Middle Maiden

Address _____
Street, City, State, Zip Code (Must include a verifiable 911 address, no PO Box alone will be accepted)

Home Telephone Number (____)-____-_____ Work (____)-____-_____

Sibling _____
Last First Middle Maiden

Address _____
Street, City, State, Zip Code (Must include a verifiable 911 address, no PO Box alone will be accepted)

Home Telephone Number (____)-____-_____ Work (____)-____-_____

Please list any relatives employed by City of Winchester: _____

=====**Employment Information**=====

Present Date of Employment _____ to _____
Position Held _____ Salary _____
Employer _____
Address _____
Phone (____)-____-____ Last Supervisor _____
Reason for Leaving _____

Past Date of Employment _____ to _____
Position Held _____ Salary _____
Employer _____
Address _____
Phone (____)-____-____ Last Supervisor _____
Reason for Leaving _____

Past Date of Employment _____ to _____
Position Held _____ Salary _____
Employer _____
Address _____
Phone (____)-____-____ Last Supervisor _____
Reason for Leaving _____

Past Date of Employment _____ to _____
Position Held _____ Salary _____
Employer _____
Address _____
Phone (____)-____-____ Last Supervisor _____
Reason for Leaving _____

Past Date of Employment _____ to _____
Position Held _____ Salary _____
Employer _____
Address _____
Phone (____)-____-____ Last Supervisor _____
Reason for Leaving _____

Have you ever been discharged from a position of employment? _____. If yes, explain on the back of this page.

Former Residences

Last Five Years to Present

Dates	Street	City	State

Criminal Record

Have you ever been convicted of a traffic offense? _____ If yes, complete section below.

Date	Location	Charge(s)	Disposition

Have you ever been convicted of a crime? _____ If yes, complete section below.

Date	Location	Charge(s)	Disposition

Military Information

Have you ever been a member of the U.S. Armed Forces? _____ If yes, complete section below.

Branch / Unit	Location	Dates: From / To	Grade / Rank

Are you a member of the organized Reserves? _____ If so, Rank _____

Name and location of unit to which you are assigned _____

How much time is left on your military obligation? _____

List military citations or awards received _____

Driving History

Do you have a valid Indiana operators license, or are you able to obtain one before date of employment? _____

List current license information below:

State of Issue _____ License Type _____ License Number _____ Expiration Date _____

Is your license restricted? _____ If yes, for what reason _____

Has your license ever been suspended? _____ If yes, for what reason _____

Have you ever been involved in a motor vehicle crash? If yes, complete section below.

Date	Location / Jurisdiction	What Happened

Education

High School _____ Telephone number (____)-____-____

Address _____
City, State, Zip Code

Did you graduate or did you receive a G.E.D? _____

College or Tech School _____

Address _____
City, State, Zip Code

Major _____ Degree Awarded _____ Years Completed _____

College or Tech 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? _____

Course _____ Date(s) _____ Location _____

Instructed by _____ Certificate attached? _____

Course _____ Date(s) _____ Location _____

Instructed by _____ Certificate attached? _____

Course _____ Date(s) _____ Location _____

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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 any previous training, and / or education: _____

===== Awards / Honors =====

List any awards or honors you may have received

===== Personal Social Media =====

Facebook Username: _____
Twitter Username: _____
LinkedIn Username: _____
Pinterest Username: _____
Instagram Username: _____
Tumblr. Username: _____
Other (such as SnapChat, TikTok, etc.)

Personal References

Please list four references that are not past employers or relatives

Name _____
Address _____
Occupation _____
Years known _____ Relationship _____
Home phone number and best contact time _____
Work phone number and best contact time _____

Name _____
Address _____
Occupation _____
Years known _____ Relationship _____
Home phone number and best contact time _____
Work phone number and best contact time _____

Name _____
Address _____
Occupation _____
Years known _____ Relationship _____
Home phone number and best contact time _____
Work phone number and best contact time _____

Name _____
Address _____
Occupation _____
Years known _____ Relationship _____
Home phone number and best contact time _____
Work phone number and best contact time _____

Photograph Attachment

Please attach a photograph of yourself to fill the space provided below. This photo should be a front view, head and shoulders only, taken within the last six months. This photo is needed to assist us in the background investigation.



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

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 life, 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, its 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 1974, 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 =====

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Applicants Signature

Date

PHYSICAL AGILITY/ESSENTIAL TASK ASSESSMENT
INFORMED CONSENT/LIABILITY RELEASE

I, _____, am an applicant for the position of a police officer for the City of Winchester, Indiana. I voluntarily authorize the Winchester Police Department staff to administer and conduct a Physical Agility Test to measure my fitness for the physical activity inherent to the police service.

I understand this assessment includes tests that measure cardiovascular endurance, anaerobic power and muscular endurance. Every effort will be made to conduct the assessment in such a way to minimize risk, danger, and discomfort; however, the Physical Agility Test does present the risk and danger of serious bodily injury or death. There also exists the possibility of certain changes in bodily functions occurring during the assessment. These may include episodes transient light-headedness, breathlessness, chest discomfort, leg cramps, occasional regular heartbeats, abnormal blood pressure, and in very rare instances "heart attacks." In this regard, I understand that I may stop the assessment at any time I choose. If abnormalities appear obvious to the assessors observing my assessment, my participation will be stopped immediately pending medical assessment. It has been *highly recommended* to me to have a physical/medical examination by a physician. If I do have this examination done I shall have completed the Physical Agility/Essential Task Assessment-Physicians Statement completed, making sure I have no current physical or psychological impairment limiting my ability to participate in this assessment. I will not be permitted to participate in this assessment if I have a systolic blood pressure higher than 150mm HG or a diastolic blood pressure higher than 100 mm HG immediately preceding the evaluation and assessment.

I have read the foregoing and I understand it; any questions, which occurred to me, have been answered to my satisfaction.

Therefore, I hereby assume the risk of any bodily injury or discomfort resulting from my participation in the Physical Agility/Essential Task Assessment and release and discharge the Winchester Police Department, any agents, officers, employees, or any other representative on their behalf from any and all claims, demand actions, and/or causes of action, arising out of any bodily injury incurred as a result of my participation in the Winchester Police Department's Physical Agility/Essential Task Assessment.

===== 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

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 losing 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 Winchester Police Department Field Training Program.

- C. Successful completion of the 600+ hours of basic instruction at the Indiana Law Enforcement Academy within one year of employment.
- D. The ability to use all department issued equipment.
- E. The ability to learn law enforcement procedures and methods, including patrol, traffic, officer safety, investigation, report writing, and computer data systems.
- F. 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.
- G. The ability to use good common sense in a wide variety of situations.
- H. The ability to operate a vehicle safely in adverse weather and road conditions.
- I. The ability to perform complex tasks under life threatening conditions.
- J. The ability to tolerate exposure to grotesque sights and smells associated with major trauma and decaying cadavers.
- K. 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.
- L. The ability to use firearms accurately and safely.

QUALIFICATIONS: Any combination of 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 40.
- C. Must be a high school graduate or possess 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 firearm.
- H. Must complete this application in its entirety honestly.

I have read and understand the job description and basic qualifications.

Signature.

STANDARDS FOR APPOINTMENT TO THE DEPARTMENT

For appointment as a police officer with the City of Winchester, Indiana, the following requirements must be met by the applicant:

- * The applicant must be at least twenty-one (21) years of age and less than forty (40) years of age before acceptance in the 1977 Police Officers' and Firefighters' Pension and Disability Fund.
- * The applicant must be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of the State authorized to accredit high schools or have certification of an equivalent education.
- * IC 36-8-4-2 Residence Requirements: Must be a resident of Randolph County, Indiana or one of the four adjoining counties at the time of appointment; or a county that is noncontiguous to the county in which the city is located but is not more than fifty (50) miles from the closest boundary of the city where the police department is located.
- * The applicant shall possess a valid driving license from the State of Indiana at the time of appointment.
- * The applicant must submit to oral interviews before the Police Personnel Screening Committee and the Board of Public Safety for the purpose of determining such characteristics as the applicant's ability and to examine the applicant's experience and background.
- * The applicant must be of good moral character as determined by a thorough background investigation and must submit to a polygraph/Voice Stress Analysis and drug screening exam.
- * Applicants must successfully pass a general aptitude test and the physical agility test per statewide guidelines.
- * After a conditional offer for employment is made, the applicant must pass a psychological screening and physical examination performed by a licensed physician or surgeon, chosen by the Police Pension Board, and be accepted into the 1977 Police Officers' and Firefighters' Pension and Disability Fund. Additionally, after selection the applicant must pass the physical fitness standards and academic requirements of the Indiana Law Enforcement Academy.

DISQUALIFICATIONS

- * Applicants that submit incomplete applications will be disqualified
- * A less than honorable discharge from the military
- * Any felony arrest/convictions
- * Any domestic violence arrest/convictions
- * Any past drug involvement within 5 years
- * Any marijuana use within 3 years
- * Any past theft involvements within 5 years