Mt. Vernon Police Department

Employment Application

Police Officer

The Mt. Vernon Police Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, religion, creed, national origin, ancestry, familial status, disability, as defined by law, political affiliation, or on the basis of age or sex, except when age, sex, or physical requirements constitute a bona fide occupational qualification necessary for the proper and efficient administration of the department or as provided by law. No question on this application is intended to secure information to be used for such discrimination.

Under the guidelines of the A.D.A., reasonable accommodations will be made in the hiring process if requested by the applicant.

This application must be filled out only by the applicant. Print in black ink, accurately and thoroughly. Attach supplements if necessary. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be offered employment.

Because of the sensitive and important position of a patrol officer, the City of Mt. Vernon must select individuals who possess the best mental, moral, and emotional character for the performance of the duties.

In order to best ascertain who those individuals are, it is necessary to gather as much information 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. Because of the unique and sensitive nature of police work, it is necessary to obtain certain information from individuals. No question on this application is intended to secure information to be used for unlawful discrimination.

Do not misstate or omit material since information made herein is subject to verification to determine your qualifications for employment.

All directions must be followed completely. If any part or section is left out or omitted, the application will be considered incomplete and will not be considered for employment.

I have read and understand the above statements.

Date:_____

Signature:_____

Applicant Instruction Sheet

Read Items Carefully

All applications must be filled out in black ink and in the applicant's own printing. The following items are to be included with this completed application:

Original or photostatic copies of the following:

Birth Certificate

High school diploma or G.E.D.

Form DD#214 if you served in the military

Current, valid driver's license

Recent photograph of head and shoulders

If any of the above listed items are not included, the application will be considered incomplete and will not be considered for employment.

Applicants must be at least **21** years of age, but not yet **36** years of age at date of hire.

All applicants must provide a handwritten letter entitled, "Why I Want To Become A Police Officer." This must be provided at the time the application is returned.

Applications must be returned no later than: _____

* Should there be extenuating circumstances, such as sending out of state or city for papers, please contact the police department to request an extension.

Use a separate piece of paper, if necessary, to answer any questions or provide information.

I have read and understand the above statements.

Date:_____

Signature:_____

Employment Process

Applicants must successfully complete the following process:

A. Application

B. Physical Agility Test

C. Written Aptitude Test

D. Officer interview board (depending on number of applicants)

E. Background and criminal history investigation

F. Voice Stress Analysis and or Polygraph

G. Board of Public Works interview

A conditional offer of employment will then be made to the most qualified candidate. This candidate must then successfully pass:

A. Medical questionnaire/Physical/Drug Screen

B. Psychological evaluation (MMPI and other psychological testing)

C. Acceptance into PERF (Public Employee Retirement Fund)

I have read and understand the above statements.

Date:_____

Signature:_____

Policy statement on employment of ex-offenders

Consideration for employment of ex-offenders will be given without regard to race, creed, color, national origin, sex, religion, ancestry, familial status, disability, or age. The term ex-offender, as used herein, refers to anyone convicted of any criminal statute or a military offense while in the service.

Felony convictions

In accordance with Indiana State Law, any individual convicted of a felony shall be ineligible for appointment to the police force. A felony is defined by Indiana Law as any offense for which a person may receive one (1) year or more of confinement in a state or federal penal institution.

Evaluation

With respect to all other criminal convictions which are not felonies, the department will consider in each case whether the prior conviction or military offense conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability. The date and nature of the offense, the requirements for the position for which considered, as well as the applicant's other qualifications, will be considered.

Confidentiality

As a matter of policy, every effort will be made to keep the applicant's criminal record confidential. During the selection and placement process, it will be necessary to inform the department head, department supervisors, and Board of Public Works of the candidate's record.

34.71 POLICE OFFICER'S DEPARTURE FROM DEPARTMENT WITHIN FOUR YEARS FROM DATE OF HIRE.

(A) In the event a person hired as a police officer with the Police Department departs, either voluntarily or involuntarily, from employment with the Department within one year of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the city the amount of $8,000 for expenses incurred by the city in providing academy training for the person.

(B) In the event a person hired as a police officer with the Police Department departs, either voluntarily or involuntarily, from employment with the Department within two years of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the city the amount of $6,000 for expenses incurred by the city in providing academy training for the person.

(C) In the event a person hired as a police officer with the Police Department departs, either voluntarily or involuntarily, from employment with the Department as follows:

(1) within three years of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the City the amount of $4,000 for expenses incurred by the City in providing academy training for the person.

(2) within four years of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the City the amount of $2,000 for expenses incurred by the City in providing academy training for the person.

(D) In addition to subdivisions (A)–(C) above, in the event a person hired as a police officer with the Police Department departs, either voluntarily or involuntarily, from employment with the Department within three years of that person's date of hire (including probationary period), and after completing training at the law enforcement academy, that person shall reimburse to the city the cost of any specialized schools or training which the person attended at the city's expense. The amount to be reimbursed to the city includes the costs of tuition for the schooling and costs for books, materials or equipment purchased for the person by the city.

(E) Any amounts required to be reimbursed pursuant to subdivisions (A)–(D) above shall be certified for the Clerk-Treasurer by the Chief of Police, and a copy of the certification shall be sent to the person departing from employment at his or her last known address.

(1) Payment shall be made to the city by a deduction equal to the amount to be reimbursed from the person's last pay from the city. In the event the person's last pay issued is insufficient to cover the amount to be reimbursed, the person departing from employment shall pay the balance within 30 days from the effective date of his or her departure.

(2) In the event reimbursement is not made, the city may collect the amount to be reimbursed by any means available under the laws of the State of Indiana.

I acknowledge I read and understand Ordinance 34.71

Signature_____ Date _____

Mt. Vernon Police Department

Applicant's waiver to release information

I hereby authorize and request all persons to whom a copy of this waiver is presented, having information relating to and concerning me, to furnish such information to a duly appointed officer of the Mt. Vernon 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, and as a result of said communication or disclosure.

Information to be disclosed:

- financial records
- criminal history check
- educational records
- organizational memberships
- past and/or present employment records
- any background material relevant to reputation or moral character

These records will be retained on file in the Mt. Vernon Police Department personnel files.

_____ _____

Signature of applicant Date

Signature of Notary Date

A resident of _____ County, _____(State)

My Commission expires:_____

I certify that the information contained in this application is correct and complete to the best of my knowledge. I agree to inform the Mt. Vernon Police Department of any additional information relating to any question raised on the application which occurs subsequent to my completion of the application. I realize that misrepresentation of the facts, or the failure to update any information relating to the application may be cause for rejection of this application or dismissal after employment. Final employment is contingent upon satisfactory completion of all employment procedures.

I acknowledge that I have read the above statement and fully understand it.

Signature:_____ **Date:**_____

The selected applicant agrees to comply with the laws of Indiana, the City of Mt. Vernon, and the rules, regulations, and orders, written or verbal, of the Mt. Vernon Police Department.

Signature:_____ **Date:**_____

State of Indiana)
) SS:
County of Posey)

Subscribed and sworn before me, a notary public, in and for the county and state, this _____day of_____, 20__.

_____
Signature of notary

A resident of_____County, _____(State)

My commission expires:_____

Mt. Vernon Police Department
311 College Street
Mt. Vernon, IN 47620
Tel: (812) 838-8705
Fax: (812) 838-8708

Application for employment

Full Name:_____ Home Phone:_____

Address:_____ Work Phone:_____

City: _____ State: _____ Zip Code _____

Driver's License #:_____ State:_____

Date of Birth:_____ SSN#:_____

Position Desired:_____ Date Available for hire:_____

Education

School	Dates attended	Degree
Elem.:_____	_____to_____	_____
High:_____	_____to_____	_____
College:_____	_____to_____	_____

Other relevant training or courses completed:_____

_____

Employment history

Company	Address/Phone#	Dates of Employment	Reason for leaving

List professional, trade, or service organizations to which you belong:_____

_____

List dates and branch of military service:_____

References

List three character references, excluding relatives.

Name Mailing Address Phone Number

_____

_____

_____

List your qualifications for the desired position:_____

_____

_____

Have you ever been convicted of a traffic or criminal offense? _____

If so, list:_____

_____

I affirm that the information provided on this application is true and accurate to the best of by knowledge and that misrepresentation or deliberate omission of a fact on my application may be justification for refusal of, or if employed, termination from employment.

_____ _____

Signature Date

Please make sure each required item is included prior to submitting application.

IC 36-8-4-12
Probationary appointments

Sec. 12. The safety board may provide that all appointments to the police or fire departments are probationary for a period not to exceed one (1) year. If the safety board finds, upon the recommendation of the chief of the department during the probationary period, that the conduct or capacity of a member is not satisfactory, the safety board shall notify the member in writing that he is being suspended or that he will not receive a permanent appointment. If a member is notified that he will not receive a permanent appointment, his employment immediately ceases. Otherwise, at the expiration of the probationary period, the member is considered regularly employed.
As added by P.L. 361-1983, SEC.2.

I have read and understand the City of Mount Vernon Safety Board has adopted a one year probationary period for police officers as authorized under IC 36-8-4-12.

Date:_____

Signature:_____

Applications must be returned no later than September 14, 2016 at 4:00 P.M.

The physical agility testing, written testing, and officer review board will take place on September 17, 2016. The testing will begin at 8 A.M. at Mount Vernon Senior High School, at the track, located at 700 Harriett St. Mount Vernon, IN.

Wear appropriate clothing for physical agility testing.

This testing is to establish an eligibility list for future openings on the Mount Vernon Police Department.