

## APPLICATION FOR POLICE SERVICES

### APPLICATION FOR POLICE SERVICES DEPARTMENT OF POLICE RENSSELAER, INDIANA

Please carefully read all instructions, prior to filling out the application.

Fill out the application with a typewriter or in black ink. If any inquiry does not apply to you, print "Does Not Apply" in the space provided.

If you make a mistake on this application form, you may request another copy from the police department, or download another copy.

The department reserves the right to refuse acceptance of any application that is not properly completed or that contains errors or omissions. A sloppy application, or an application with numerous spelling or grammatical errors, will not be accepted for processing. Applications may be returned to you for correction or clarification.

Include a copy of the following:

1. Birth Certificate
2. High School Diploma and/or College Diploma
3. High School and College Grade Transcripts

If any answers require more space than that which is provided, print "See Attachment" in the proper space, then attach a white eight and a half (inch) by eleven (inch) piece of paper to the back of the application, number the answer by question number, and print the answer.

If accepted, applications are kept on file until: a) the applicant is disqualified by test or a background exam; b) the applicant refuses an offer of employment; or c) the applicant notifies the department that employment is no longer desired. The department reserves the right to dispose of applications one (1) year after submitted, at which time they become inactive.

Return the applications to the Rensselaer Police Department in person 201 S. Cullen Street or by mail to the police department at P.O. Box 280, Rensselaer, IN 47978

Discard this sheet before turning in the application.

The department will notify you of test dates for the positions for which you are applying. Failure to report for the tests without notifying the department of your inability to attend will be considered a notification that employment is no longer desired.

Please put application in a Large Manila Envelope. Write on the outside of the envelope Police Officer Application enclosed, please seal it.

Health insurance coverage for an individual offered at \$1 a year (coverage offered for spouse, children and family at higher rates)

The City of Rensselaer pays \$110/mo. towards Dental, Vision, Aflac and other insurance plans

Yearly Health Savings Account contributions (2021 amount was \$1500)

12 hour shifts with 3 day weekends off every other weekend (subject to manpower availability)

Annual starting pay of \$53,212.64 for ILEA certified officers with two years minimum experience that would start as 1<sup>st</sup> Class Patrolman

2<sup>nd</sup> class Patrolman (Academy graduate and Field Training completion) annual pay \$52,354.64

3<sup>rd</sup> class Patrolman starting annual pay \$49,192.26

Member of the 1977 Police Officers' & Firefighters' Retirement Fund  
(visit <https://www.in.gov/inprs/policeandfirefighters.htm> for details)

\$1200 yearly clothing allowance after 1<sup>st</sup> year

3, 6, 10, 15 and 20 year longevity pay increases

Take home squad cars (restrictions apply)

2 weeks vacations after one year, up to 5 weeks at 25 years

13 holidays, 8 sick days and 4 personal days a year

Overtime opportunities, including OWI patrols and Operation Pullover

**Applications can be downloaded at [www.cityofrensselaer.in.com](http://www.cityofrensselaer.in.com) and must be received by the police department by 3:00pm (CDT) Wednesday, September 15, 2021. They can either be delivered to the Police Department at 201 S. Cullen Street, Rensselaer, IN. or mailed to PO Box 280 Rensselaer, IN 47978.**

**\*\*\*Do not include this sheet with completed application\*\*\***



# RENSSELAER POLICE DEPARTMENT

201 S. Cullen Street  
P.O. Box 280  
Rensselaer, IN 47978

MATTHEW A. ANDERSON  
CHIEF OF POLICE

**Name:**

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Last First M.I.

**Address:**

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Street City State Zip

**Phone Number:**

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Home Cell Work Email

**Position(s) Applying For:**

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\*\*\*\*\* DO NOT WRITE BELOW/ FOR OFFICE USE ONLY \*\*\*\*\*

Application Received \_\_\_\_\_ Reviewed By \_\_\_\_\_

Status \_\_\_\_\_ Notified Of Test On \_\_\_\_\_

Test Dates \_\_\_\_\_

Test Results \_\_\_\_\_ Assigned To Investigator \_\_\_\_\_

Investigation Results \_\_\_\_\_ Oral Board On \_\_\_\_\_

Oral Board Results \_\_\_\_\_

Job Offer Made \_\_\_\_\_ For Position Of \_\_\_\_\_

Offer Was \_\_\_\_\_ Starting Date \_\_\_\_\_

## Part 1/ Personal Data

1.) Enter any nicknames

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2.) If you have ever changed your name, enter your former name and reason for change

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3.) Year of name change

4.) Court of Record

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5.) Date of Birth

6.) Social Security Number

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7.) Place of Birth and Address

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## Part 2/ Former Addresses

List below all former addresses and how long you lived at each. Include college, boarding school, ect.

	1.)	2.)	3.)
Street			
City			
State			
Zip			
Dates			

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## Part 3/ Family Information

List below requested information on your parents, spouses, brothers, and sisters

	Father	Mother
Name		
Address		
Phone		

Family Information, Continued

**Father**

**Mother**

Occupation

--	--

Place of Employment

--	--

Marital Status

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Spouse Name

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Maiden Name

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Address

--

Age

--

List names and addresses of any former spouse below

	1.)	2.)
Name		
Address		
Phone		

List name and ages of brothers and sisters

	1.)	2.)	3.)	4.)
Name				
Age				

**Part 4/ Education**

Provide the name, address and graduation year for the following schools

	Grade School	Middle School	High School
Name			
Address			
Grad Year			

High school Grade Point Average (GPA)

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High school class rank

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## Education, Continued

List below any college, university, or tech school attended along with address, graduation year, degree, minor and grade point average (include what scale GPA is on)

	1.)	2.)	3.)
Name			
Address			
Grad Year			
Degree			
Minor			
GPA			

List Below any attendance at any law enforcement academy

Name of Academy	
In The State Of	
Mailing Address	
Dates of Attendance	
Firearms Ranking	
Academic Average	

List below your attendance at any vocational, trade, or law enforcement schools. Include name or title, address, any certification earned, and the year attended

	1.)	2.)	3.)
Name/Title			
Address			
Certification			
Year			

**Part 5/ Previous Employment**

List below previous employers from current employment to first employment

	1.)	2.)	3.)
Company Address & Phone			
Dates			
Salary			
Duties			
Reason for Leaving			

Previous Employment Cont.

	4.)	5.)	6.)
Company Address & Phone			
Dates			
Salary			
Duties			
Reason for Leaving			

**Part 6/ Military Service**

Please advise below branch of service, service dates, highest rank, duties, and training

Branch:	Dates:	Highest Rank:	Duties/Training:

Citations (Exclude unit citations)

Duty Stations:

Have you ever been court martialed? If yes, explain.

Do you have Reserve or National Guard obligations? If yes, describe requirements.



## Part 7/ Criminal and Traffic Record

List below if you have ever been cited for a traffic violation or warning, give requested details below

Charge	Date	Police Dept	Disposition

List below if you have ever been involved in a traffic accident, give requested details below

Date	Police Dept	Details	Were you at fault?

Give your drivers license information below

Type of License	State of Issue	DL Number	Restrictions	Ever been suspended?

List below if you have ever been charged with a criminal violation, give requested details below.

Date	Police Dept	Charge	Disposition

**Part 8/ References**

List four (4) people who have known you greater than six (6) months. Please DO NOT LIST RELATIVES.

Name and Address	Phone	Occupation	Length Known	Approximate Age

**Part 9/ Memberships**

List the names of any civic or trade organizations to which you belong

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**Part 10/ Skills**

Place an X to the left of each skill that you possess listed below. Provide documentation if possible.

<input type="checkbox"/>	Clerk	<input type="checkbox"/>	Certified Traffic Accident Investigator	<input type="checkbox"/>	Martial Arts
<input type="checkbox"/>	Shorthand	<input type="checkbox"/>	Radio Dispatcher	<input type="checkbox"/>	Armorer
<input type="checkbox"/>	Bookkeeping	<input type="checkbox"/>	Breathalyzer	<input type="checkbox"/>	Mechanic
<input type="checkbox"/>	Legal Secretary	<input type="checkbox"/>	Fire Investigation	<input type="checkbox"/>	Psychologist
<input type="checkbox"/>	Computer Experience	<input type="checkbox"/>	Crime Scene Tech	<input type="checkbox"/>	Foreign Languages (list below)
<input type="checkbox"/>	Microsoft XL	<input type="checkbox"/>	MD 1 <sup>st</sup> Responder	<input type="checkbox"/>	
<input type="checkbox"/>	Microsoft Word	<input type="checkbox"/>	Emer MD Tech/ EMD	<input type="checkbox"/>	
<input type="checkbox"/>	Microsoft Excel	<input type="checkbox"/>	Paramedic	<input type="checkbox"/>	

## **Part 11 / Law Enforcement Officer Essential Job Functions**

1. Affect an arrest, forcibly if necessary, using handcuffs and other restraints to subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons of self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
3. Exercise independent judgment in determining when there is a reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.
5. Communicate effectively and coherently over law enforcement radio channels and while initiating and responding to radio communications.
6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying, and dragging heavy objects, climbing over and pulling up oneself over obstacles, ditches, and streams; Crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim, and fire from a variety of body positions handguns, shotguns, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, buildings, and large outdoor areas which may involve feeling and detecting objects for long periods of time, detaining people and stopping suspicious vehicles and person.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol, and physically checking doors and windows of buildings to ensure they are secure.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes, and advising of rights and processes.
13. Demonstrate communication skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.

15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
16. Perform rescue functions at accidents, emergencies, and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints.
18. Put on and operate a gas mask in situations where chemical munitions are being deployed.
19. Extinguish small fires by using a fire extinguisher and other appropriate means.
20. Read and comprehend legal and non-legal documents including the preparation and processing of such documents as citations, affidavits, and warrants.
21. Process arrested subjects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.

Note: The successful applicant must be able to perform **ALL** of the above essential job functions of an inexperienced law enforcement officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility, and strength.

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## **Part 12/ Essay**

Please include a brief, carefully written essay ( 2 pages or less) explaining; A) Why you desire employment in the law enforcement field and; B) Describe the attributes you can offer to the Rensselaer Police Department as an employee.

Please attach essay using separate sheets.

## **Personal Characteristics**

Since law enforcement officers are required to enforce the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a “business necessity” that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.

Additionally, law enforcement officers are frequently placed in a position of physical and mental stress. Therefore, a history of mental and physical impairment may be grounds for denying employment; or, these factors might be consideration in the hiring process. Applicants posing a substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

**Please sign all of the following waivers**

I understand that in the event my application is accepted, the actual date of my employment is the date I actually commence work. If I am employed, I agree to comply with the Statements of Policy and the Standard Operation Procedures of the Rensselaer Police Department, and the rules and regulations of the City of Rensselaer. I further understand my employment will be subject to the probationary period established by Statements of Policy on employees.

X \_\_\_\_\_

I authorize investigation of any and all statements made in this application and do hereby release all persons, companies, and corporations from any liability due to the release of this information.

X \_\_\_\_\_

I do hereby authorize the release of any information from schools which I have attended including academic and disciplinary information and release all persons responding to the inquiry from any liability incurred due to the release of this information.

X \_\_\_\_\_

I hereby authorize military authorities to respond to any inquiry concerning my military service and release the United States government and all persons responding to this inquiry from all liabilities due to the release of this information.

X \_\_\_\_\_

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Signature of Applicant

Witness \_\_\_\_\_

Witness \_\_\_\_\_