



NOTICE TO CANDIDATES



The following documents must be furnished by the applicant in order to properly process the application:

- **DD Form 214 (Service in Armed Service), if applicable**
- **Copy of High School Diploma or GED Diploma**
- **Official copy of High School and College Transcripts**
- **Copy of Birth Certificate**
- **Copy of valid Driver's License**

This form must be clearly printed in ink by the applicant.

Should the applicant fail to meet any of the minimum requirements set forth below, the application will not be processed further:

- **Police Department Written Examination**
- **Physical Agility Test**
- **Criminal History Check**
- **Interview**
- **Background Investigation**
- **Polygraph Examination**

Should an applicant successfully meet the above requirements and be offered a conditional position with the Mishawaka Police Department, he/she must successfully pass the following tests below for appointment to the department:

- **Psychological Examination**
- **Doctor's Physical Examination/Vision Requirements/Drug Test**

Each applicant who fails to meet the minimum requirements will be informed in writing of such result as soon as practical.

FOR QUESTIONS OR FURTHER INFORMATION, PLEASE CONTACT:

Human Resources Department
600 East Third Street
Mishawaka, IN 46544
(574) 258-1615

**REQUIREMENTS FOR MISHAWAKA
POLICE DEPARTMENT POLICE APPLICANTS**

I. RESIDENCY

- a. Applicant must reside within St. Joseph County or a county contiguous with St. Joseph County in Indiana.
- b. Applicant must have adequate means of transportation to get to work.
- c. Applicant must have a telephone number listed with this department that will allow communications between him/her and the department.
- d. Applicant must be a US citizen.

II. AGE

- a. Applicant must be at least twenty-one years of age and not have reached his/her thirty-sixth birthday by date of appointment.

III. DRIVER'S LICENSE AND RECORD OF GOOD DRIVING

- a. Each applicant must have a valid driver's license (or obtain one within sixty days of becoming an Indiana resident), have a good driving record (i.e. no convictions that might affect your ability to drive a high-performance vehicle) and be insurable.

IV. PHYSICAL CONDITION RELATED TO POLICE PERFORMANCE

- a. Ability to perform all the essential physical requirements of a police officer.
- b. Mishawaka Police Department physical agility test to demonstrate your ability to perform certain job-related physical activities.
- c. Psychological Evaluation once an offer of employment has been made.
- d. Must be able to pass the minimum physical fitness standard adopted by the Indiana Law Enforcement Academy.

V. ACADEMIC ABILITIES

- a. High School Diploma or GED Diploma
- b. Ability to read and write the English language.
- c. Ability to read and understand Police Department manuals, and interpret and apply the Indiana Criminal Code.
- d. Effective interpersonal and communication skills.
- e. A general understanding of mathematics.
- f. Mechanical aptitude and manual dexterity sufficient to learn the use of the police radio, vehicles, equipment, fingerprint kit, weapons, and other tools related to the position.
- g. Applicant will be required to take a written test of basic skills and perform at a minimal level set by the Mishawaka Police Department.

REQUIREMENTS FOR MISHAWAKA
POLICE DEPARTMENT POLICE APPLICANTS (CONT.)

VI. PERSONAL ATTRIBUTES

- a. Self Motivation.
- b. Reliability.
- c. Ability to accept supervision and follow rules.
- d. Ability to work with others as a team.

VII. PASSAGE OF THE FOLLOWING

- a. Written Test
- b. Physical Agility Test
- c. Background Investigation
- d. Interview
- e. Polygraph Examination
- f. Psychological Examination
- g. Physical Examination
- h. Drug Test

VIII. CHARACTER AND BACKGROUND

Because of the highly sensitive nature of police work, applicants will be rejected if the background investigation reveals: current or recent past drug usage or any drug dealing; current or recent past alcohol abuse, felony convictions or convictions for certain misdemeanors that would adversely affect credibility as a police officer; acts of dishonesty or theft; employment history of dishonesty; tardiness or absenteeism; inability to accept supervision; inability to deal effectively with the public or fellow workers; or other indications of not being fit to perform duties as a police officer.

**YOU MUST ANSWER ALL QUESTIONS
COMPLETELY AND TRUTHFULLY**

APPLICATION FOR EMPLOYMENT
WITH THE
MISHAWAKA POLICE DEPARTMENT

NAME _____
(Last) (First) (Middle) (Any other used)

ADDRESS _____
(Street) (City) (State) (Zip Code)

TELEPHONE NO. (____) _____ SOCIAL SECURITY NO. _____
DATE OF BIRTH _____ PLACE OF BIRTH _____
(mm/dd/yyyy)

MILITARY SERIAL NO. _____ MARITAL STATUS _____
DRIVER'S LICENSE NO. _____ STATE _____

- (1) I understand that my permanent appointment as a Mishawaka Police Officer is dependent upon and subject to completion of a probationary period, during which I must demonstrate my fitness and qualifications as a Police Officer Recruit to the satisfaction of the Police Chief and Board of Public Works and Safety.
- (2) I further understand that my appointment is also subject to the acceptance and approval by the Police Pension Board.
- (3) I further understand that, if at the end of my probationary period, I fail to qualify for the permanent appointment as a member of the Police Department, as determined by the Police Chief and Board of Public Works and Safety, based on all requirements as a Police Recruit, I will not be appointed to the Mishawaka Police Department.

In signing this application, I understand that all information I have furnished and all requested attachments will be subject to investigation and that any false answers to questions on this application or given to an employee of the City, shall be grounds for rejection as an applicant or for immediate dismissal if discovered after I am appointed.

Signature of Applicant

Date

RETURN APPLICATION TO:
Human Resources Department
600 East Third Street
Mishawaka, Indiana 46544

I. PERSONAL HISTORY

(The essential functions of a police officer, as determined by the State of Indiana, are attached to this application. Please refer to this attachment to answer the questions in this area).

Can you perform all the essential functions of this position without accommodation?

Yes _____ No _____

If an accommodation is necessary, please state what accommodation you need and for which function: _____

II. RESIDENTIAL HISTORY

List all of your addresses for the last ten (10) years starting with your current address: (Attach additional sheets if necessary)

Address	City, State, Zip	Dates: From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. REFERENCES

Please list three reliable adults, not related to you by blood or marriage, who have known you at least 3 years.

(1) NAME _____
ADDRESS _____ TELEPHONE _____
BUSINESS/OCCUPATION _____

(2) NAME _____
ADDRESS _____ TELEPHONE _____
BUSINESS/OCCUPATION _____

(3) NAME _____
ADDRESS _____ TELEPHONE _____
BUSINESS/OCCUPATION _____

IV. EDUCATION

(Attach Transcripts and Diplomas where appropriate)

A. High School _____

Graduation Date _____

Extracurricular activities (include part-time employment):

B. College or Technical School _____
Name of School

Address of School

Areas of special study _____

Graduation Date and Degree _____

Extracurricular Activities (include part-time employment):

C. Other Education and Training: In this section, list any other vocational or technical training that you have received or any apprenticeship programs you may have been a part of (including law enforcement or emergency medical training/certification):

School/Location	Type of Training	Dates: From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. List any special skills, training, experiences, etc., that you have acquired, including languages spoken, other than English, and degree of proficiency:

V. EMPLOYMENT HISTORY

Starting with your present or last regular job, list all previous jobs and give all information requested for each job. Use a separate sheet of paper if necessary.
 (NOTE: We will contact previous employers)

<p>Employer _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Start: Mo./Yr. _____ Finish: Mo./Yr. _____</p> <p>Supervisor's Name/Title _____</p> <hr/> <p>Salary: Start _____ Finish _____</p> <p>Reason for Leaving _____</p> <p>Describe in detail the work you did:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Employer _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Start: Mo./Yr. _____ Finish: Mo./Yr. _____</p> <p>Supervisor's Name/Title _____</p> <hr/> <p>Salary: Start _____ Finish _____</p> <p>Reason for Leaving _____</p> <p>Describe in detail the work you did:</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Employer _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Start: Mo./Yr. _____ Finish: Mo./Yr. _____</p> <p>Supervisor's Name/Title _____</p> <hr/> <p>Salary: Start _____ Finish _____</p> <p>Reason for Leaving _____</p> <p>Describe in detail the work you did:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Employer _____</p> <p>Address _____</p> <p>Phone _____</p> <p>Start: Mo./Yr. _____ Finish: Mo./Yr. _____</p> <p>Supervisor's Name/Title _____</p> <hr/> <p>Salary: Start _____ Finish _____</p> <p>Reason for Leaving _____</p> <p>Describe in detail the work you did:</p> <p>_____</p> <p>_____</p> <p>_____</p>

VI. MISCELLANEOUS

- A. Do you have a current, valid driver's license? _____
If not, why not? _____
- B. List all moving traffic violations received in the past 10 years (whether currently listed on your driver's record or not) and state the nature of the charges and disposition of the cases:

- C. Have you had any Law Enforcement or Criminal Justice experience? _____
If yes, when and where? _____
- D. Have you ever registered for the selective service (if eligible)? _____
- E. Have you ever been in the military? _____ Branch of Service _____
Dates: _____ Rank/Grade _____
Type of Discharge _____
(Attach a copy of DD Form 214)
Are you now a member of the active reserves? _____
Present service classification _____
- F. What hobbies, leisure activities, and special interests do you have?

- G. What clubs and community organizations do you belong to or have you belonged to within the past ten (10) years? _____

- H. Have you been convicted of a crime of battery against a spouse, child, girlfriend/boyfriend, or guardian of a child? No _____ Yes _____
If yes, please give the name of the victim, date of offense, and place of offense:

- I. Have you ever been convicted of a felony? _____
If yes, give cause number and ultimate conviction.

**RECORDS CHECK
GENERAL AUTHORIZATION FOR RELEASE**

I hereby authorize any and all schools, physicians, hospitals, Armed Services, employers, law enforcement agencies, credit information agencies, or any other person, organization or agency to furnish to the Mishawaka Police Department, or its designated agent(s), any and all information, opinions, or documents which may be requested; to allow the visual inspection and copy of all reports, photographs, or other documents.

I hereby waive any objection to the release of said information and grant to the Mishawaka Police Department, or its designated agent(s), any right I may have to said information and documents.

I also authorize investigation of all statements made in my application for employment, whether made in writing or orally during the process.

Applicant's Signature (Full Legal Name)

**REFERENCE CHECK
AUTHORIZATION AND WAIVER**

I hereby authorize all schools which I attended and my current and all previous employers to furnish the City of Mishawaka my record, reason for leaving, and all information they may have concerning me, and I hereby release them and the City of Mishawaka and its employees from all liability for any damage whatsoever arising therefrom. I also authorize investigation of all statements made in this application or application process. I understand that in the event of my employment with the City of Mishawaka, I shall be subject to dismissal if any of the information I have given in the application process is false or if I have failed to give any material information herein requested.

Date (mm/dd/yyyy)

Applicant's Signature (Full Legal Name)

S) State of Indiana

S) County of _____

Before me, the undersigned, a Notary Public, for _____ County,
State of Indiana, personally appeared the above subject, _____

And acknowledged the execution of the foregoing
Instrument this _____ day of _____,

Notary Public
Resident of _____ County

My Commission Expires:

PHYSICAL AGILITY TEST WAIVER

I understand that as an applicant to the Mishawaka Police Department, I will be required to demonstrate my ability to meet certain departmental standards by performance of certain physical activities. I am fully aware and understand that during the course of this physical agility test, there is a possibility that I may be injured. I therefore hereby release and discharge the City of Mishawaka, the Mishawaka Police Department, agents, employees, and officers of the City of Mishawaka from any and all liability connected with these activities and waive any rights I may have against the City of Mishawaka, and its agents and employees in connection therewith.

I understand that this test may be strenuous and I agree to partake in it of my own free will.

Witness

Applicant's Signature
(Full Legal Name)

Subscribed and sworn to before me, a Notary Public, this _____ day of

_____, _____

Notary Public
Resident of _____ County

My Commission Expires:

The information on this page will not accompany this application for the Mishawaka Police Department. It is strictly for statistical purposes and in no way will be used to determine your employment opportunity.

STATEMENT OF POLICY

It is the policy of the City of Mishawaka, Indiana, to provide equal opportunity in employment without regard to race, religion, color, national origin, handicap, age, or sex. Employment actions and activities include, but are not limited to hiring, discharging, classifying, transferring, promoting and upgrading, determining pay rates, determining eligibility for participation in the staff benefit program, training or retraining, assigning work tasks, tools, equipment or space.

The City continuously promotes this policy which positively affects all organizational units which are managed by or affiliated with the City of Mishawaka, Indiana. Through this program, the City carries out the requirements of Federal Executive Orders 11246 and 11375, Civil Rights Act of 1964, the Equal Employment Act of 1972, and all other applicable laws, and indicates its active support of this principle of equal opportunity in employment.

The City of Mishawaka is an Equal Opportunity/Affirmative Action Employer. To maintain our E.E.O. records and determine how effective our recruitment program is, we ask that you VOLUNTEER the following information. THIS INFORMATION WILL NOT BE USED IN DETERMINING YOUR ELIGIBILITY FOR EMPLOYMENT. Please DO NOT write your name or social security number on this page.

Position Applying For:

Age: _____

Sex: _____

RACE:

___ Caucasian (Non-Hispanic)

___ Asian/Asian American

___ African American

___ Native American

___ Hispanic

___ Other _____

How did you learn about this position?

___ Walk-In

___ Newspaper _____

___ Referred by a City employee: _____

___ Radio _____

___ Indiana Employment Security Division

___ Professional Journal

___ Other (Specify) _____

___ Workforce Development

Thank you for helping us better meet the needs of our community.

Mishawaka Police Department

A. JOB TITLE Patrolman

B. DEFINITION

This entry level sworn officer will provide protection and service to the citizens of the community. The officer is directly supervised by a Shift Captain. The officer works with some degree of independence. The first year in this position is probationary.

C. EQUIPMENT USED

- | | |
|-------------------------------|----------------|
| 1. City Vehicle | 5. Pepper Mace |
| 2. Handheld and Vehicle Radio | 6. Weapon |
| 3. Typewriter | 7. Night Stick |
| 4. Computer | 8. Body Armor |

D. JOB LOCATION

95% of work time is spent in a vehicle. 5% of time is spent in an air-conditioned office.

E. PHYSICAL REQUIREMENTS

This employee must be in top physical condition: being able to bend, stoop, walk, run, climb, and enter and exit a vehicle frequently. Manual dexterity and visual acuity is required.

F. ENVIRONMENTAL/WORKING CONDITIONS

This employee performs 95% of the duties on an assigned "beat" with 5% of time spent typing reports. It may be necessary for this employee to work for long periods of time requiring sustained physical activity and intense concentration; face life or death decisions in emergency conditions; tolerate grotesque sights and smells; use self defense techniques, equipment, and body armor; and face possible exposure to infectious agents.

G. ESSENTIAL FUNCTIONS OF THE JOB

Provide protection and service through law enforcement and response to emergency situations in the Mishawaka community.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

- 1) Patrol assigned area on foot or drive a vehicle searching for suspicious activity or situations, or checking for persons in need of service.
- 2) Monitor radio and other communication devices to receive assigned runs to maintain awareness of activities in assigned areas or by other officers.
- 3) Assist citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspections and verifications, or abandoned vehicles.

ADDITIONAL EXAMPLES OF WORK PERFORMED (CONT.)

- 4) Move, extract or carry people and provide emergency aid to injured people.
- 5) Investigate accidents and crime scenes; gather and preserve evidence; record observations and statements of suspects, witnesses, and victims; request assistance from other officers or agencies.
- 6) Direct the removal of vehicles and ensure a clear area at accident scenes.
- 7) Pursue, apprehend, search, and arrest suspects using only necessary force; advise suspect(s) of rights and transport suspect(s) to detention area.
- 8) Use appropriate equipment and weapons, restrain people from physically striking or injuring others.
- 9) Drive vehicle at high speeds when situation warrants.
- 10) Stop drivers when traffic violations are observed, verify information, issue citations and advise driver of safe driving practices.
- 11) Direct vehicular and pedestrian traffic when necessary.
- 12) Maintain visibility by meeting and talking with citizens in the community and making presentations at schools, neighborhood, and civic organizations.
- 13) Write reports and complete forms as required and make oral reports to appropriate personnel.
- 14) Testify in court, and prepare to testify by reviewing reports and notes, meeting with attorneys, and obtaining proper evidence.
- 15) Maintain uniform and equipment.
- 16) Participate in training schools for law enforcement, firearms, criminal justice, court procedures, emergency medicine, and other related subjects.

I. REQUIRED KNOWLEDGE AND ABILITIES

- 1) Good communication skills.
- 2) Ability to work both independently and as a member of a team.
- 3) Ability to identify and interview victims, suspects, and witnesses, and record responses and observations.
- 4) Ability to pass physical/mental examinations and maintain personal physical fitness.

J. QUALIFICATIONS

- 1) Valid driver's license.
- 2) Successful completion of all testing requirements.
- 3) Successful completion of Law Enforcement Academy.