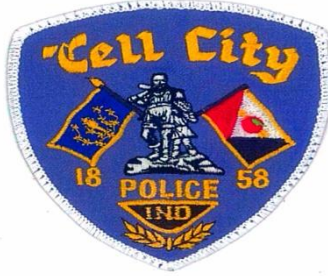


**TELL CITY POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT
CITY OF Tell City**



The City of Tell City, Indiana does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or provision of service.

Please type or print responses to all questions on the application form. Any application **not completed in its entirety will be disqualified.**

Last name _____ First name _____

Middle name _____ Former name(s) _____

Current address _____

City _____ State _____ Zip _____

Phone _____

Employment History and Work Experience

List all employment and work experience during the previous five years, beginning with your current employer. Failure to include all past employment may be grounds for disqualification.

If currently unemployed, check here _____ and skip to previous employer below.

*Current employer _____

Address _____

City _____ State _____ Zip _____

Phone _____ Hire date _____

Job Title _____

Immediate Supervisor _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:_____

Previous employer_____

Address_____

City_____State_____Zip_____

Phone _____ Hire date_____

Job Title_____

Immediate Supervisor_____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:_____

Previous employer_____

Address_____

City_____State_____Zip_____

Phone () _____ Hire date_____

Job Title_____

Immediate Supervisor_____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions:_____

Previous employer _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Hire date _____

Job Title _____

Immediate Supervisor _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions: _____

Your current and previous employer may be contacted.

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High School(s) Attended (attach additional pages as needed)

Name of School _____

Address _____

City _____ State _____ Zip _____

Diploma? Yes _____ No _____ GED? Yes _____ No _____

Activities, awards, experience may be listed below (you may exclude any which indicate race, color, religion, gender, national origin, or disability)

College(s) or Trade School(s) Attended (attach additional pages as needed)

Name of school _____

Address _____

City _____ State _____ Zip _____

Diploma? Yes _____ No _____

Activities, awards, experience may be listed below (you may exclude any which indicate race, color, religion, gender, national origin, or disability)

Seminar/workshops, special awards, and articles you have published, or other information that may be relevant to the position you are seeking:

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here and skip the next section.

Military Branch _____

Dates of Service: from _____ to _____

Highest Rank Attained _____

Rank at separation _____

Type of Discharge _____

Citations or Awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Training _____

Professional license(s) or certification(s) _____

VEHICLE OPERATORS LICENSE INFORMATION

Type of license (current) _____

State or Country of issue _____

Restrictions: Yes No If checked mark yes, give details of restrictions _____

Have you ever been denied issuance of a driver's license or had a driver's license suspended or revoked? Yes____ No____ If checked yes explain fully_____

Have you ever had automobile insurance withdrawn, revoked, or been refused automobile insurance? Yes____ No____ If checked yes explain fully including name(s) of company(s) involved._____

ARREST OR DETENTION INFORMATON

Have you ever been arrested or detained by a law enforcement agency? Yes____ No__

Have you ever been involved in any court action resulting from an arrest or detention by a law enforcement agency including traffic violation? Yes____ No_____

If the answer to either question is yes, explain fully including dates, places, and details of each incident. _____

REMARKS OR COMMENTS

Use the following space to include any information, remarks, or comments you feel are pertinent to your application for the position of patrol officer_____

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

I understand that the Tell City Police Department may contact my previous and current employer(s), schools I have attended, perform criminal history records checks, search my driving record, interview family and associates when processing this application form for further consideration for the position of patrol officer. I verify there are no misrepresentations, omissions, or falsifications and that the entries made by me are complete and correct to the best of my knowledge. I understand that I may be summarily discharged without cause or hearing if the above information contains misrepresentations or falsifications.

Signature_____

PrintedName_____

Date_____

POSITION DESCRIPTION
TELL CITY, INDIANA

POSITION: Patrol Officer
DEPARTMENT: Tell City Police Department
DIVISION: Patrol
WORK SCHEDULE: Varies
JOB CATEGORY: POLICE

DATE WRITTEN: December 1994
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Non-Exempt

Incumbent serves as Patrol Officer for the Patrol Division of the Tell City Police Department, and is responsible for enforcement of laws of the state and protection of Tell City residents and their property.

DUTIES

Enforces local, state, and federal laws by implementing effective policy for prevention and investigation of crimes to protect lives and property of the people.

Regularly patrols City streets and other designated areas, ensuring security of residences and businesses ; investigates and reports all suspicious or unlawful activities, and performs necessary actions to ensure proper enforcement of applicable laws.

Monitors radio and other communication devices and responds to citizen calls of distress, domestic disputes, and complaints of alleged unlawful activity; assesses and brings situation under control, takes statements from victims and witnesses, provides appropriate assistance, and ensures lawful apprehension and arrest of criminal offenders as required by law.

Stops drivers of vehicles for traffic violations, verifies license and registration data, advises driver of safe driving practices and issues warning/citation, or effects arrest as warranted.

Pursues, apprehends, searches and arrests suspects using only necessary force; advises suspect of rights and transports to detention area. Prevents individuals from injuring others by using appropriate physical restraint or weapons.

Responds to and reports traffic accidents, assesses extent of personal injuries, calls for emergency medical assistance, and takes statements from victims and witnesses. Assists with extracting victims, providing emergency medical care, lifting individuals onto stretchers and into medical vehicles. Directs removal of vehicles involved, and ensures area is clear.

Participates in formal investigation of crimes by searching crime scene, following prescribed procedures to preserve and protect evidence, interviewing victims/witnesses, conducting neighborhood checks, and completing all necessary case reports as required or assigned.

patrol

Responds to residential and business alarms, investigates potential unlawful activity, and initiates appropriate action to properly enforce applicable laws and/or protect lives and property of the public.

Maintains appearance and serviceability of police vehicle and all issued uniforms and required equipment and supplies.

Provides a variety of public services, such as escorting funerals and assisting stranded motorists.

Directs vehicular and pedestrian traffic when congestion occurs, or as directed.

Prepares and submits to superiors all required reports and summaries of activities according to established department deadlines.

Receives and shares with other shift officers pertinent information regarding incidents and activities occurring within the City.

Testifies in court on criminal or civil cases as required by order of court following established departmental policies and procedures.

Occasionally attends prescribed in-service and/or training programs for certification/ recertification in specialized law enforcement areas as assigned or required.

Perform related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Must be at least 21 years of age and possess certification or ability to be certified by the Indiana Law Enforcement Academy.

Ability to meet all departmental hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Thorough knowledge of and ability to make practical application of the customary practices , procedures, rules and regulations of the Department to perform standardized patrol operations and take authoritative action as needed.

Ability to obey all written and verbal orders and directives from the Police Chief and superior officers.

Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations, and to effect forceful arrest as situations demand.

Ability to physically perform the essential duties of the position, including but not limited to, pursuing suspects by driving vehicle at high speed , running, climbing stairs, forcing entry, scaling walls and jumping fences.

patrol

Knowledge of and ability to properly use and maintain appearance and serviceability of all assigned/ required vehicles, uniforms, equipment and weapons . Ability to qualify annually by completing a passing score in the Handgun Course of Fire and shotgun Course of Fire, as required by the standards of the Indiana Law Enforcement Training Board. Ability to obtain certification as breathalyzer operator.

Knowledge of standard practices and procedures in administering first aid and CPR. Ability to recognize signs and symptoms of some communicable diseases and be able to protect oneself from contamination by avoiding high risk environments.

Knowledge of standard English grammar, spelling and punctuation, and ability to complete reports within department deadlines and ability to maintain confidentiality of department information and reports.

Ability to effectively communicate in emergency situations by radio, telephone, or in person, ability to speak clearly and distinctly and to hear and be heard and understood.

Ability to effectively communicate orally and in writing with department personnel, other officials and agencies and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to adapt to changing weather conditions, work environments, and irregular and/or extended hours. Ability to appropriately respond to emergencies from off-duty status as assigned or directed.

Possession of a valid driver's license and demonstrate a safe driving record.

II. RESPONSIBILITY

Incumbent performs a wide variety of patrol duties according to established department policies and police procedures, making independent decisions and taking authoritative actions in response to situational demands. Errors in decision or work may not be readily detected by periodic supervisory review and may lead to loss of life to self, co-workers, or the public, and/or have adverse effects on Department operations or create inconvenience for the public.

ID. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with supervisors, representatives of other law enforcement departments and agencies, offenders, victims of unlawful activities and/or accidents, and members of the public for a variety of purposes, including coordination and direction of police patrol operations, public assistance, and enforcement of applicable laws.

Incumbent reports directly to Sergeant/Corporal of Uniform Patrol.

patrol

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs duties in an office environment and in the field, and is frequently exposed to inclement weather and the normal hazards associated with enforcement of the law. No prolonged, extreme physical demands are associated with normal duties or assignments, but incumbent performs regular automobile patrols and must exert strenuous physical effort during emergency situations, such as chasing and apprehending offenders and assisting with emergency evacuation and care of vehicular accident victims.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Patrol Officer describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined? Yes _____
No _____

Applicant/Employee signature

Date