

Greenfield Police Department Applications will be handed out from November 18<sup>th</sup>, 2019 through December 18<sup>th</sup>, 2019.

**APPLICATIONS ARE DUE  
December 18<sup>th</sup>, 2019 AT 1600  
HOURS**

Applications received after December 18<sup>th</sup>, 2019 at 1600 hours will not be considered for this process.

All completed applications should be mailed/given to the Greenfield Police Department c/o Deputy Chief Matt Holland. The mailing address is 116 S. State Street, Greenfield, IN 46140.

The Physical Agility Test and Written Test will be given on January 18<sup>th</sup>, 2020. Only approved applicants will be invited to the agility test.

Put completed application with supporting documentation in an envelope and seal it prior to handing in. Any questions can be directed to Deputy Chief Matt Holland at: (317) 477-4410 or at [mholland@greenfieldin.org](mailto:mholland@greenfieldin.org)



# OFFICER APPLICATION

**APPLICATION FOR EMPLOYMENT  
GREENFIELD POLICE DEPARTMENT  
GREENFIELD, INDIANA**

Application for the position of: \_\_\_\_\_ Date: \_\_\_\_\_

**GENERAL INSTRUCTIONS:** Hand write or hand print an answer to every question. If the question does not apply to you, so state with N/A. If space available is insufficient, use a separate sheet and precede each answer with the number of the reference line. **DO NOT MISSTATE OR OMIT MATERIAL FACT**, since the statements herein are subject to verifications to determine your qualifications for employment. **Applications not properly filled out or incomplete will not be considered.** Read the application through once before starting.

All applications will receive consideration without discrimination because of race, creed, color, sex, religion, age, national origin, veteran status, or disability. We appreciate your interest in the Greenfield Police Department and assure you that we are sincerely interested in you. A clear concise understanding of your background and work history will aid us in considering you for the position. If you want to be considered for employment beyond 1 year from the date of this application, you must complete a new, updated application.

1. Name (print) \_\_\_\_\_

2. Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Cell) \_\_\_\_\_ How long at this address \_\_\_\_\_

Email Address \_\_\_\_\_

3. Addresses for the past ten years (Do not include present address.)

Address	City / State / Zip	From Month/Year	To Month/Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Are you over 21? Yes ( ) No ( )
5. Do you have the legal right to work in the U.S.? \_\_\_\_\_. (Proof of citizenship or immigration status will be required upon employment). According to the immigration reform and control act of 1986, all applicants must produce documents establishing their identity and authorization for employment in the U.S. these documents must be produced no later than seventy-two (72) hours after commencement of employment. You will also be required to sign an I-9 form verifying under oath you employment authorization.
6. Were you ever in the military service? Yes ( ) No ( ) Branch \_\_\_\_\_  
 Date and place of induction \_\_\_\_\_  
 Date of separation from service \_\_\_\_\_ Date of discharge \_\_\_\_\_  
 Highest rank attained \_\_\_\_\_ Rank at time of discharge \_\_\_\_\_
7. Can you speak, read, or write any foreign language? Yes ( ) No ( )  
 If yes, specify and to what degree \_\_\_\_\_  
 \_\_\_\_\_
8. Have you been convicted or pleaded guilty to any crime or have any charges pending? Yes ( ) No ( )  
 ( ) If yes, state charges \_\_\_\_\_  
 (Such acts are not an absolute bar to employment, but will only be considered, in relation to specific job requirements.)
9. Have you ever been fingerprinted for any reason (arrest, job applicant, etc.) Yes ( ) No ( )  
 Reason \_\_\_\_\_
10. Can you operate an automobile? Yes ( ) No ( ) Motorcycle Yes ( ) No ( )  
 Other \_\_\_\_\_  
 Drivers license number \_\_\_\_\_ State \_\_\_\_\_ License type \_\_\_\_\_
11. Can you operate a computer? Yes ( ) No ( )
12. Can you navigate through a windows based program? Yes ( ) No ( )
13. Do you have any Law Enforcement experience? Yes ( ) No ( ) ( List all agencies worked for and continue on additional sheet if necessary.)  
 If yes, Department worked for \_\_\_\_\_  
 Dates affiliated to \_\_\_\_\_ from \_\_\_\_\_ Status Fulltime ( ) Parttime ( )  
 Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

14. Education:

High School Attended \_\_\_\_\_ Location \_\_\_\_\_

From (mo/yr) \_\_\_\_\_ To (mo/yr) \_\_\_\_\_ Did you Graduate Yes ( ) No ( )

College or University attended \_\_\_\_\_

Location \_\_\_\_\_ From (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_

Credit hours \_\_\_\_\_ Major/Minors \_\_\_\_\_

Degree Received \_\_\_\_\_ Year received \_\_\_\_\_

Other education including additional colleges or universities, night school, trade school, correspondence courses, etc.

Name of school \_\_\_\_\_ Location \_\_\_\_\_

From (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_ type of training \_\_\_\_\_

15. Have you ever received any firearms training? Yes ( ) No ( ) If yes,

List caliber: Rifle \_\_\_\_\_ Revolver \_\_\_\_\_ Shotgun \_\_\_\_\_

Automatic pistol \_\_\_\_\_ Other \_\_\_\_\_

16. Are there any incidents in your life not motioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation?

Yes ( ) No ( ) If yes, give details,

---

---

17. Have you ever applied for a position with any other governmental agency?

Yes ( ) No ( ) If yes, give details,

---

---

18. Do you object to your present employer being interviewed concerning this application?

Yes ( ) No ( )

19. References: give name of six responsible persons, other than relatives or past employers, who know you well enough to give information about you.

Name	Address City/State/Zip	Phone	Occupation	How Long Acquainted
------	---------------------------	-------	------------	------------------------

---

---

---

---

---

---

---



Employment: Start with the place where you are now employed or where you were last employed and give a complete record of all employment since you first started to work. Show all periods of employment. If former employers are out of business, so state. If you were in business for yourself, give nature, location, and names of two clients. Be accurate. All of your time must be accounted for. Employment verification will be conducted.

<b>Company Name Address/Phone</b>	<b>From Month / Year</b>	<b>To Month / Year</b>	<b>Total Time</b>	<b>Salary or Wages</b>	<b>Your Position or Nature of Duties</b>	<b>Reason For Leaving</b>
<b>Name</b>						
<b>Address/Phone</b>						
<b>Name</b>						
<b>Address/Phone</b>						
<b>Name</b>						
<b>Address/Phone</b>						
<b>Name</b>						
<b>Address/Phone</b>						
<b>Name</b>						
<b>Address/Phone</b>						
<b>Name</b>						
<b>Address/Phone</b>						
<b>Name</b>						
<b>Address/Phone</b>						

NOTE: If you do not have sufficient space to give a complete history of your employment, attach an additional sheet and continue as above.

**READ CAREFULLY BEFORE SIGNING:**

I hereby certify that all information contained in this application is true and correct to the best of my knowledge.

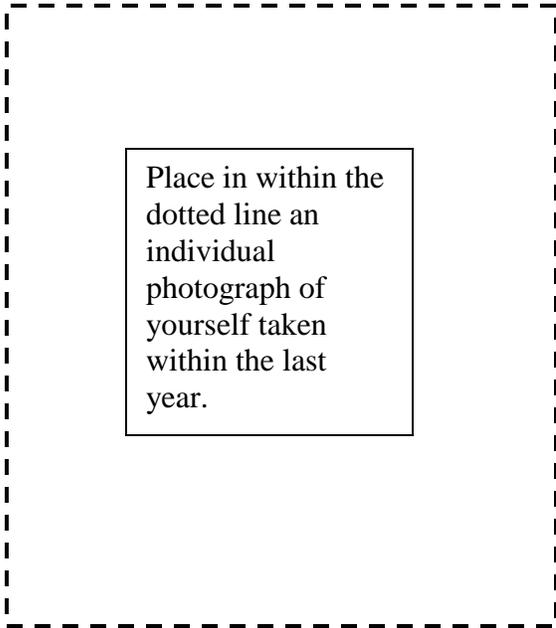
I authorize the investigation of all statements contained in this application as may be necessary in arriving at an employment decision, including a criminal history background check. I release my present and past employers, school, references, and any other persons and entities whomsoever from any liability for furnishing information to the Greenfield Police Department.

I understand that this is an application for employment only and that I have not been offered employment by the Greenfield Police Department.

**I understand that, in the event of employment, false and misleading information given through my application or interview(s) may result in discharge.** Any offer of employment is contingent upon the successful completion of the Greenfield Police Department's total pre-employment screening process including: physical agility test, written test, oral interview(s), background check, criminal history, credit check, references that the Greenfield Police Department considers satisfactory, oral interview(s), post-offer pre-employment physical, mental, alcohol and drug screen.

In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Greenfield Police Department and understand that my employment and compensation can be terminated with cause and notice, at any time, at the option of either the Greenfield Police Department or myself. The Greenfield Police Department can change policies, procedures and working conditions at any time.

I understand that no representative of the City of Greenfield and the Greenfield Police Department, other than the Chief of Police or the Deputy Chief has the authority to enter into any agreement for employment for any specific period of time or make any agreement contrary to the forgoing without approval from the City of Greenfield Board of Public Works and Safety.



- \*\* Submit a copy of your high school diploma or GED
- \*\* Submit a copy of your college diploma (if applicable)
- \*\* Submit a copy of your high school transcripts
- \*\* Submit a copy of your college transcripts (if applicable)
- \*\* Submit a copy of your birth certificate
- \*\* Submit a list of family members we can speak with as part of the background check
- \*\* Submit a copy of your Military DD Form 214 (if applicable)
- \*\* Submit a copy of your Law Enforcement Academy Certificate (if applicable)
- \*\* Submit a credit report

---

Applicant's Signature

---

Date

**GREENFIELD POLICE DEPARTMENT  
LAW ENFORCEMENT OFFICER  
ESSENTIAL JOB FUNCTIONS\***

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in 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 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 speed 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 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; jumping down from elevated surfaces; climbing through openings; jumping 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, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
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 the 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 suspects to include taking their photographs and obtaining a legible set of inked fingerprint impressions.
22. The successful applicant must follow all Rules and Regulations of the Department. Also, follow policies and procedures and special orders by the Chief of Police or his delegated subordinate.

**Indiana Law Enforcement Academy Physical Agility Standards**

Vertical Jump	16 Inches
One Minute Sit-Ups	29
Maximum Push-Ups	25
300 Meter Run	71 Seconds
1.5 Mile Run	16 Minutes 28 Seconds

**Employment Procedure:**

- Application for employment filled out completely by applicant.
- BMV check and criminal history ran on applicant
- Applicant given Indiana Law Enforcement Academy physical agility test.
- Applicant given a written test.
- Applicant offered an interview—job description and standard interview questions.
- Background check with CVSA.
- Applicant offered a follow-up interview with Chief and or Mayor
- Applicant receives a conditional job offer.
- Applicant given physical, mental, alcohol and drug screen under PERF guidelines.



# GREENFIELD POLICE DEPARTMENT AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_, have submitted an application for employment/appointment with the Greenfield Police Department.

I hereby authorize and request all persons to whom this request (original or reproduction) is present, having information relating to or concerning me, to furnish such information to duly appointed officers of the Greenfield 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 for all claims, of any nature, as a result of said communication or disclosure.

Information to be disclosed:

- Personal History
- Educational Records
- Employment Records (past/present, experience, disciplinary, performance, attendance, etc.)
- Military Service Records
- Financial Records
- Criminal History Records
- Organizational Memberships
- Medical Records (physical and psychological)
- Background Information
- Polygraph/CVSA Information
- Other information pertaining to suitability for employment/appointment with the department.

These records will be retained on file by the City of Greenfield.

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

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Social Security Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Greenfield Representative

This form is valid for a period of one year



Intentionally left blank use for additional information