

Logansport Police Department



Selection Manual

Logansport Police Department

Selection Manual

Recruitment

1. A recruitment program has been established for the Logansport Police Department to attract applicants for actual or forecasted departmental vacancies.
2. The applicant screening process will be conducted on an as needed basis and will be advertised in local media outlets as well as the Logansport Police Department and Indiana Law Enforcement Academy websites.

Pre-Application & Application Return

1. It is the responsibility of the applicant to insure that all required documentation and information requested is provided. Incomplete applications **will not** be considered by the Department.
2. Upon completion of the pre-application, the applicant must first return the the pre-application to the Chief's Office at the Logansport Police Department.
3. The deadline for accepting pre-applications will be set at seven (7) to fourteen (14) days before the beginning of applicant testing procedures. This date will be detailed on all employment announcements and recruiting advertisements.
4. It is the responsibility of the applicant to notify the Chief's Office of any changes in application information.

Applicant Screening Process

The applicant screening process consists of 7 components as follows:

1. Pre-application process
2. Physical Agility testing
3. Written Examination
4. Employment Application
5. Background Investigation
6. Polygraph testing (if offered)
7. Oral interview process

Physical Assessment

The physical assessment consists of the following five (5) components. All components must be successfully completed. An applicant who fails any component will be immediately disqualified from this process.

1. Pushups A minimum of twenty five (25) pushups must be completed.
2. Sit Ups A minimum of twenty nine (29) sit ups must be completed within one (1) minute to pass.
3. Vertical Jump The applicant must complete a vertical jump of at least sixteen (16) inches above his or her standard reach.
4. 300 Meter Run The applicant must run 300 meters in under seventy one (71) seconds.
5. 1.5 Mile Run The applicant must run/walk a one and one half (1.5) mile course in a time limit of sixteen minutes and 28 seconds (16:28).

Written Examination

The written aptitude test is administered and scored by the Logansport Police Department Pension Board. The written test has been prepared by an independent testing agency. Applicants will be provided with a study guide for the examination prior to the test.

Applicant Disqualification Review

Upon completion of each component in the application process, applicants will be notified of their results by mail or telephone within one week. Those applicants who do not successfully complete any of the components will be disqualified from the remainder of the current screening process and may reapply for participation in the next announced screening process.

Applicant Notification

Those applicants who successfully pass each component of the application process will be notified of their results by mail or telephone within one week of testing. Also included in that letter will be the time and date of the next component for testing. Passing applicants will also be provided with a detailed application for employment at that time which will further assist in the

background investigation of the applicant. This detailed application needs to be returned to the Chief's Office within three (3) weeks. This detailed application will be provided to those applicants who have successfully passed both the Physical Agility Test and the Written Examination.

Background Investigation

Applicants who have successfully completed the previous steps will undergo a thorough background investigation to be conducted under the direction and supervision of the Logansport Police Department Pension Board. This background investigation will take several weeks to complete. All applicants will be notified by mail or telephone when the background investigations have been completed. Included in this notification will be the date and time the applicant has been scheduled for an oral interview. (A polygraph test may also be offered at this time. It is the Logansport Police Department Pension Board's discretion to do so. If a polygraph test is offered, it will be considered a part of the applicant's background investigation.)

Application Disqualification Review

1. Upon their completion, the background investigation results will be reviewed by the Logansport Police Department Pension Board and the Chief of Police.
2. All applicants who successfully pass the background investigation will be notified of their status by mail. Included in this notification will be the date, time, and location of their scheduled oral interview.
3. All applicants who fail to successfully pass the background investigation will be notified of their disqualification from the screening process by mail.

Oral Interview

1. The oral interview will be conducted at the Logansport Police Department by the Pension Board comprised of officers of the Logansport Police Department.
2. The interview process will involve questions asked by the members of the board.
3. Dependent on the number of applicants, the oral interview process can be

expected to take more than one-day.

4. The applicants will be rated based on their general appearance, demeanor, communication skills, and responses to the board's questions.

Offer of Employment

1. Dependent upon Departmental vacancies, the Pension Board, Chief of Police and the Mayor will select applicants from the final results of this hiring process. Those applicants selected will be given a conditional offer of employment.
2. The conditional offer of employment is based upon an applicant's ability to successfully complete a physical and psychological examination. Qualified persons in their respective field of practice will conduct these examinations. Pursuant to Indiana Code 36-8-8-19 (d) the Logansport Police Department shall pay no less than one-half (1/2) the cost of the exams.
3. If an applicant is unable to successfully pass either of these two examinations, the conditional offer of employment will be withdrawn.
4. Upon successful completion of these two examinations, the results will be made available to the Pension Board.
5. If recommended by the Pension Board, the applicant's completed information packet will be forwarded to the Public Employee Retirement Fund (PERF) Board for review.
6. If approved by the PERF Board, the Chief of Police may then present the name of the applicant to the City Board of Public Works and Safety with the recommendation that the applicant be hired as a probationary officer.



Mayor Chris Martin
(574) 753-2551
mayormartin@cityoflogansport.org

Deputy Mayor Jacob Pomsal
(574) 753-2551
deputymayor@cityoflogansport.org

Street Department
(574) 753-4610

Mount Hope Cemetery
(574) 753-7082

Fire Department
(574) 753-3102

Police Department
(574) 753-4101

Parks Department
(574) 753-6969

Building Department
(574) 753-4381

Code Enforcement
(574) 753-4381

Planning & Zoning Department
(574) 753-7775

Dear Applicant:

The City of Logansport Police Department has an open application process. Pre-applications will be accepted anytime. Completed pre-applications will be kept on file for one (1) year. After that time, they will be considered inactive and will be destroyed. Some of the basic qualifications and selection procedures consist of but are not limited to the following:

1. In order to be eligible to apply for appointment to the Logansport Police Department, an applicant must be a resident citizen of the United States, and must be a resident of Cass County, Indiana or contiguous county at the time of appointment.
2. Applicant must have reached his or her twenty-first (21st) birthday. Applicant must be less than forty (40) years of age or a veteran with twenty years of armed forces service with maximum age of forty (40) years and 6 months.
3. Applicant shall be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of a State authorized to accredit high schools. An equivalency diploma (G.E.D.) issued by such an accredited high school is acceptable.
4. Must possess or be able to acquire a valid Indiana driver's license.
5. A dishonorable discharge from the military service shall disqualify the applicant.
6. Applicants receiving compensation or pension benefits from military service are not disqualified from applying.
7. The applicant shall also possess the following Vision Standards: Corrected Vision – Binocular vision no worse than 20/30; worst eye vision no worse than 20/50; Uncorrected Vision – binocular vision no worse than 20/100 (with the exception for long-term successful users of soft contact lenses); Peripheral Vision – uncorrected field of vision no worse than 140 degrees in the horizontal meridian in each eye. The applicant shall also have the ability to distinguish the colors of red, green, and amber; and shall have no pathology of the eyes. (Minimum standards set forth by Indiana Law Enforcement Training Board.)
8. Applicants shall not have been convicted of a felony or domestic violence battery and have no misdemeanor convictions in the last 3 years.
9. Must be able to successfully complete both the extensive physical agility test and written aptitude examination.

729 HIGH STREET LOGANSPORT, IN 46947
TEL (574) 753-4101 FAX (574) 753-0513

12. No illegal delivery of drugs for monetary or material gain.
13. No illegal use of any type of drugs five (5) years prior to applying.
14. Applicants must be able to successfully complete the physical assessment upon the offer of employment and assignment to the Indiana Law Enforcement Academy.
15. Sign a three (3) year training agreement/employment contract (waived for ILEA certified officers.)
16. Must be willing to submit and successfully pass a pre-employment drug screen.

Any misrepresentation of the facts on the application will disqualify the applicant.

All applicants are required to assist and cooperate in obtaining past employment records, or personal history information.

Failure to cooperate may be considered cause for disqualification.

If it found that you have falsified your application, you will be automatically eliminated; or if employed, it may be grounds for immediate discharge.

Applications and test results become the exclusive property of the City of Logansport.

I have read and understand the above statement.

Signature of Applicant

The Logansport Police Department will conduct testing. Any position vacated between the prescribed testing times may be filled from the eligibility list.

The City of Logansport is an Equal Opportunity Employer



PRE-APPLICATION FOR EMPLOYMENT FOR THE LOGANSPORT POLICE DEPARTMENT

An Equal Opportunity Employer

TO APPLICANT: You may request any needed accommodation to participate in the application process. Please furnish complete and accurate information. Applications will be verified. Incomplete applications will not be considered. In addition to completing this form, you may attach a resume detailing your professional, educational, and social activities. If there are any other experiences, skills, or qualifications which you feel would especially fit you for the work with the department, you may attach an additional sheet. Applicant is responsible for notifying this office of any changes of address or telephone number.

DATE: _____ POSITION(S) APPLIED FOR: _____

I. PERSONAL DATA

NAME _____ SOCIAL SECURITY NO. _____
Last First Middle Initial

PRESENT ADDRESS _____ TELEPHONE NO. _____
Number Street City State Zip Code

Have you ever been previously employed by the city? _____ If yes, in what department?

_____ Name of Supervisor _____

What date are you available for work? _____ What shifts? _____

Would you work: Full time _____ Part time _____ Specify days and hours if part time _____

Expected Rate of Pay _____ Date of Birth _____

II. EDUCATIONAL INFORMATION

School	Name and Address of School	Course of Study	Circle highest grade completed	Did you graduate	List diploma or degree
Elementary			5 6 7 8	____ yes ____ no	
High School			1 2 3 4	____ yes ____ no	
College			1 2 3 4	____ yes ____ no	
Technical			1 2 3 4	____ yes ____ no	
List any other relevant training received:					

III. WORK HISTORY

List below all present and past employment, beginning with your most recent.

	Company name and location	From	To	Duties	Salary	Reason for leaving	Name of Supervisor
1	_____ _____ _____ Phone: _____	Month _____ Year _____	Month _____ Year _____				
2	_____ _____ _____ Phone: _____	Month _____ Year _____	Month _____ Year _____				
3	_____ _____ _____ Phone: _____	Month _____ Year _____	Month _____ Year _____				
4	_____ _____ _____ Phone: _____	Month _____ Year _____	Month _____ Year _____				
5	_____ _____ _____ Phone: _____	Month _____ Year _____	Month _____ Year _____				

IV. MILITARY SERVICE RECORD

Have you ever served in the U.S. Armed Forces? yes _____ no _____ If yes, what branch?

Dates of duty: From _____ To _____
month day year month day year

Rank at discharge _____

List duties in the service including special training _____

V. Are you able to perform the essential functions of the job for which you are applying with or without accommodations? _____

Vf. Please answer the following questions if checked:

1. Do you have a valid Indiana driver's license? _____
2. Do you have a valid Indiana public passenger license? _____
3. Do you have a valid Indiana commercial driver's license (CDL)? _____
If yes, what endorsements? _____
4. Have you ever been convicted of a felony? _____

VII. PERSONAL REFERENCES
(Not Former Employers or Relatives)

Name and Occupation	Address	Telephone

We offer equal employment opportunities to all persons without regard to race, color, creed, religion, age, marital or veteran's status, sex, national origin, disability or any other legally protected status.

VIII. PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal, educational, or work history except where I have specifically indicated otherwise in this application. In the event that I am employed by the Logansport Police Department, I agree to comply with all of its orders, rules and regulations.

Applicant's Signature _____ Date _____

**APPLICANT - Do not write on these spaces
FOR POLICE PENSION BOARD USE ONLY**

INTERVIEW	DATE	COMMENTS



**Logansport Police Department
Pension Board
Physical Agility Test Medical Waiver**

Mayor Chris Martin
(574) 753-2551
mayormartin@cityoflogansport.org

Deputy Mayor Jacob Pomsal
(574) 753-2551
deputymayor@cityoflogansport.org

Street Department
(574) 753-4610

Mount Hope Cemetery
(574) 753-7082

Fire Department
(574) 753-3102

Police Department
(574) 753-4101

Parks Department
(574) 753-6969

Building Department
(574) 753-4381

Code Enforcement
(574) 753-4381

Planning & Zoning Department
(574) 753-7775

I, Doctor/NursePractitioner _____, a Board Certified Physician/Family Nurse Practitioner in the State of Indiana, do hereby attest that I know of no known medical or physical condition(s) that would prevent the applicant, _____, from participating in the Logansport Police Department's Pension Board physical agility test.

Physician's Signature & Date

Applicant's Signature & Date



Mayor Chris Martin
(574) 753-2551
mayormartin@cityoflogansport.org

Deputy Mayor Jacob Pomsal
(574) 753-2551
deputymayor@cityoflogansport.org

Street Department
(574) 753-4610

Mount Hope Cemetery
(574) 753-7082

Fire Department
(574) 753-3102

Police Department
(574) 753-4101

Parks Department
(574) 753-6969

Building Department
(574) 753-4381

Code Enforcement
(574) 753-4381

Planning & Zoning Department
(574) 753-7775

I, the undersigned, will not hold the City of Logansport, the Logansport Police Department or the Logansport Pension Board Liable for any injuries or difficulties incurred while participating in the Physical Agility Test prior to being accepted as an applicant for the Logansport Police Department.

Signature

Time and Date

Witness

Authority of _____

Travis Yike
Chief of Police
Logansport Police Department