

## **Minimum requirements for McCordsville Police Officer Candidates:**

1. Be a United States citizen.
2. Possess a valid driver's license.
3. Shall be at least 21 years of age and less than 40 years of age at appointment.
4. Shall not have a conviction for operating a vehicle while intoxicated within seven (7) years.
5. Shall have "NO" felony convictions.
6. Shall not have been convicted of domestic violence/domestic battery.
7. Shall not have been dishonorably discharged from the military.
8. Shall be a high school graduate or possess a GED certificate.

### **CURRENT PAY AND BENEFITS STRUCTURE**

Current salary range is \$47,000 - \$68,000

PERF 1977 Police Officers' and Firefighters' Pension and Disability Fund

Optional 457 through Hoosier S.T.A.R.T.

First Class Salary is \$56,000

Longevity pay up to \$3,000

Special Services Pay

12-Hour Shift

Take home car

Competitive benefit package that includes health, dental, vision, life, and disability paid for by the town of McCordsville, spouse and family insurance are also available at a reduced cost!

If you meet the minimum requirements and wish to apply, please complete this Pre-application form **Completely and Truthfully** and return it as soon as possible.

**Incomplete Pre-Applications Will Not Be Considered**

**The McCordsville Police Department is an Equal Opportunity Employer**

**McCordsville Police Dept. Pre-Application**

The following information will be used for identification purposes  
and in conducting a pre-employment investigation.  
(Please Print Legibly or Type)

Last: \_\_\_\_\_ First: \_\_\_\_\_

Middle: \_\_\_\_\_ Maiden: \_\_\_\_\_

Address: \_\_\_\_\_ Apt: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ Driver's License State: \_\_\_\_\_

**Employment:**

Current Employer: \_\_\_\_\_ Position Held: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Duties: \_\_\_\_\_

**Education:**

Do you have a high school diploma or G.E.D.? \_\_\_\_\_ Year: \_\_\_\_\_

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

University/College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Credit Hours: \_\_\_\_\_ Type of Degree: \_\_\_\_\_

Indiana Law Enforcement Academy Certified: \_\_\_\_\_ Year/Class: \_\_\_\_\_

Other State Certified Law Enforcement Academy: \_\_\_\_\_

Additional Experience, Schooling, Training or Certifications:

\_\_\_\_\_

Please complete the following list of questions. If you answer yes for any of the questions, please completely explain your answer in the space provided or attach your explanation. Please reference the question number with each explanation. Arrest information must include the offense, month and year, outcome/disposition and the law enforcement agency. Illegal drug use must include the type of drug, number of times used, period of time used and month and year of last use. Information that is omitted from this section may result in the pre-application being discarded without notice to the candidate.

1. Have you ever been arrested for a felony crime? \_\_\_\_\_

2. Have you ever been convicted of any felony crime? \_\_\_\_\_

3. Have you ever been arrested for a misdemeanor crime? \_\_\_\_\_

4. Have you ever been convicted of any misdemeanor crime? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Have you ever had a criminal record expunged? \_\_\_\_\_

\_\_\_\_\_

6. Have you ever been present when a crime was committed? \_\_\_\_\_

\_\_\_\_\_

7. Have you ever committed or assisted another person in the crime of Murder, Kidnapping, Rape, Robbery, Burglary, Arson, Theft or Conversion? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Have you ever been arrested for an alcohol-related violation? \_\_\_\_\_  
(i.e. public intoxication, operating while intoxicated, illegal possession or consumption of alcohol)

\_\_\_\_\_  
\_\_\_\_\_

9. What is the most serious undetected crime that you have committed and when?

\_\_\_\_\_  
\_\_\_\_\_

10. Have you ever received a traffic ticket? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Has your driver's license ever been suspended or revoked? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Have you ever purchased or sold anything you knew or suspected was stolen?  
\_\_\_\_\_  
\_\_\_\_\_

13. Have you ever possessed any illegal drugs? \_\_\_\_\_ If yes, what drug and date.  
\_\_\_\_\_

14. Have you ever purchased any illegal drugs? \_\_\_\_\_ If yes, what drug and date.  
\_\_\_\_\_

15. Have you ever sold any illegal drugs? \_\_\_\_\_ If yes, what drug and date.  
\_\_\_\_\_

16. Have you ever used an illegal drug? \_\_\_\_\_

Type of Drug	Number of Times Used	Over What Period	Month and Year Last Used
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1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

17. Have you ever been dismissed or asked to resign from a position of employment?  
\_\_\_\_\_  
\_\_\_\_\_

I have answered all questions fully and truthfully. I have also reviewed the Inexperienced Law Enforcement Officer Essential Job Functions. I understand that any omission or misrepresentation of facts may disqualify me from further consideration. If any of the information changes, I understand that I am responsible for promptly updating that information in writing.

I authorize the McCordsville Police Department to conduct a Pre-application background investigation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please remit this form to:

Sergeant Jessica Barnes  
jbarnes@mccordsville.org  
McCordsville Police Department  
6280 West 800 North  
McCordsville, IN 46055  
317-335-2812

Note\*\*\* this pre-app form will expire after the first step of the employment process is completed, even if you do not participate.

# Physical Fitness Testing

(Please Keep This Page To Prepare For The Physical Fitness Test)

The following physical fitness standards are required by the Indiana Law Enforcement Academy and the McCordsville Police Department. The tests are pass/fail and must be successfully completed to continue in the hiring process. It is in your best interest to prepare for the physical fitness test.

	<u>Test</u>	<u>Standard Requirement</u>
1.	1 Minute Sit-ups	29 minimum
2.	Pushups	25 minimum
3.	Vertical Jump	16 inches
4.	1.5 Mile Run	16 minutes 28 seconds
5.	300 Meter Run	71 seconds

## Description of test:

- 1 Minute Sit-ups:** Applicant starts by lying on their back, knees bent, heels flat on the floor, fingers laced and held behind their head. During the sit-up, the applicant in the up position must touch their elbows to their knees, then return until their shoulder blades touch the floor.
- Pushups:** Hands are placed slightly wider than shoulder width apart, with fingers pointed forward. Starting from the up position (elbows extended, only hands and feet touching the floor) the back must remain straight at all times. The applicant must lower their body to the floor until their chest touches the administrator's fist. The applicant then returns to the up position. This is one repetition.
- Vertical Jump:** Applicant stands with one side against the wall and reaches up as high as possible to mark their standard reach. Applicant jumps as high as possible and marks the highest point of their jump by touching a measuring stick. The applicant may only move one foot prior to the jump and must jump from both feet. The arms may thrust upward. Measurement is the total inches above the standard reach point.
- 1.5 Mile Run:** Applicant Runs or walks as fast a possible for a distance of 1.5 miles in 16 minutes 28 seconds or less.
- 300 Meter Run:** Applicant runs as fast as possible for 300 meters in 71 seconds or less.

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# **INEXPERIENCED 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, feet and other approved weapons in self-defense. Perform searches of people, vehicles and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.
- 2.) Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and possibly mathematical computations. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers. Processes arrested suspects including taking their photographs and obtaining a legible set of inked fingerprint impressions.
- 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. Process then transport prisoners, as well as committed mental patients, using handcuffs and other appropriate restraints.
- 4.) Operate a law enforcement vehicle during both 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. 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 that they are secure.
- 5.) Demonstrate communication skills in court and other formal settings. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people in an antagonistic environment. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- 6.) Perform rescue functions at vehicle crashes, 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 evaluating people away from particular areas. Extinguish small fires by using a fire extinguisher and/or other appropriate means.
- 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. Conduct visual and audio surveillance for long periods of time.

- 8.) Load, unload, aim and fire from a variety of body positions handguns, shotguns and other agency weapons under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed by range instructors and/or certification standards. Put on and operate a gas mask in situations where chemical munitions are being deployed.
- 9.) Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as uniform traffic tickets/warnings, affidavits and warrants.
- 10.) Detect and collect evidence and substances that provide the basis of criminal offenses, infractions and that indicate the presence of dangerous conditions.

### **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.

#### *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, as history of mental or physical disability may be grounds for denying employment; or these factors might be a consideration in the hiring process. Applicants posing substantial risk of injury to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.