

Hartford City Police Department

Police Officer Candidate Requirements and Testing Procedure

It is the goal of the City of Hartford City and the Hartford City Police Department to obtain the most qualified person to serve the citizens of Hartford City as police officers. To achieve our goal, we need the cooperation of the candidates in the various stages of the selection process.

Listed below is a synopsis of the Hartford City Police Department Testing Procedures. All testing phases and interviews must be completed prior to a conditional offer pre-employment by the City of Hartford City.

I. Basic Requirements

- a. All candidates must meet the basic requirements of the Hartford City Police Department, the 1977 Police Officer's and Firefighter's Pension and Disability Fund and the Indiana Law Enforcement Academy.
- b. Candidates must be twenty-one (21) years of age at time of graduation from the Indiana Law Enforcement Academy.
- c. All candidates must possess a valid driver's license.
- d. Candidates must never have been convicted of a felony or any crime involving moral turpitude.
- e. The candidate weight must be in proportion to height in accordance with the Indiana Law Enforcement Academy standards.
- f. The candidate must be a high school graduate or possess a G.E.D. certificate.
- g. Candidates shall be of good reputation and character.
- h. Candidates must pass all testing phases and score above the cut-off point.
- i. Candidates must submit to a polygraph examination.
- j. Candidates must be able to pass a medical examination as required by the Hartford City Police Department and the 1977 Police Officer's and Firefighter's Pension and Disability Fund. This examination will be completed successfully prior to receiving an offer of employment.
- k. No candidate may possess major impediments of the senses. All candidates shall possess the strength and agility necessary to perform the essential functions of a law enforcement officer with the Hartford City Police Department.
- l. The eyesight of the candidates will be no less than 20/70 one (1) eye; 20/100 other eye uncorrected, correctable to 20/20 one (1) eye; 20/30 other eye. A candidate's vision must meet the above requirements prior to being offered employment. If glasses or contacts are worn, a letter from an optometrist must be submitted attesting to the candidate's vision. All candidates shall have the ability to distinguish the colors of red, green, and amber; and have no disease of the eyes.

- m. A conviction of family or domestic violence is automatic grounds for rejection of any candidate.
- n. A dishonorable discharge from the military service may be grounds for rejection of any candidate.
- o. The City of Hartford City and the Hartford City Police Department encourages employees to become active members of the community. A candidate who is offered employment will be required to establish residence in Blackford County or any adjacent county of Blackford County, Indiana within thirty (30) days from their date of hire or appointment.

II. Testing Procedure Requirements

Each testing event is an elimination process. Failure to appear or successfully pass the event or failure to meet the standards set forth by Indiana State Statue or the Hartford City Police Department shall cause a candidate to be rejected. Candidates shall be notified when and where to appear for each of the test events and interviews. The testing and interviewing shall consist of the following events:

- a. Verification that the application form has been completed as instructed and the required documents have been submitted.
- b. Physical agility test
- c. Background investigation
- d. Hartford City Police Department Interview Board interview
- e. Home visit
- f. Polygraph
- g. Hartford City Board of Public Works and Safety interview.

After successful completion of the above listed requirements, a candidate shall receive a conditional offer of pre-employment. The candidate shall then be required to complete the following

- h. Physical and Medical examination
- i. Psychological evaluation
- j. Acceptance by 1977 Police Officer's and Firefighter's Pension and Disability Fund.

After successful completion of all the above listed requirements, a candidate shall be offered employment by the City of Hartford City and be appointed as a member of the Hartford City Police Department. The candidate may be required to successfully complete a probation period of one (1) year. During the initial twelve (12) month period of employment, the candidate shall attend and successfully complete a forty (40) hour pre-basic education course, graduate from the Indiana Law Enforcement Academy (if required) and successfully complete a twelve week field training program.

All candidates are required to submit to fingerprinting and have their photograph taken by the Hartford City Police Department. The fingerprints will be checked by local, state and federal law enforcement agencies.

A complete background investigation shall be conducted by members of the Hartford City Police Department on each candidate. The investigation shall include a criminal records check, neighbor and former employee checks and any other inquiries deemed necessary to verify the candidate's acceptability as a police officer. The investigating officers shall report to results of the investigation in writing to the Hartford City Police Department Interview Board. Based upon the investigation, a candidate may be rejected for cause.

Each successful candidate shall be interviewed and rated by the Hartford City Police Department Interview Board. Each candidate shall be rated on the value of each outlined on the interview form and according to the evaluation and how effectively the candidate responds to standardized questions. A list of standardized questions will be asked by the Hartford City Police Department Interview Board of each candidate. Each candidate will be questioned in the same manner.

Hartford City Police Department

Employee Benefits - Fiscal Year 2024

Salary:

First Class Patrolman	\$47,545.00
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Benefits:

Vacation

First Year	None
Second year	(1) one week
Third year through ninth year	(2) two weeks
Tenth year through fourteenth year	(3) three weeks
Fifteenth year through twentieth year	(4) four weeks

Personal or Sick Days

Seven (7) days per year. Long-term sick days are accrued at ten (10) days per year of employment, to a maximum of sixty (60) days.

Holidays

None, employees receive \$1,750.00 bonus per year due to holidays worked.

Insurance

Paid by the city with partial contribution from employee
100% paid by the employee for family.

Equipment

All equipment supplied during first year, after completion of probationary year, a \$1,300.00 clothing maintenance allowance per year.

HARTFORD CITY POLICE DEPARTMENT

POLICE OFFICER CANDIDATE APPLICATION

The candidate applying for the position of police officer with the Hartford City Police Department shall complete and return this application and shall meet all the requirements set forth in this application to be considered for a position with the department.

Failure to comply with any of the requirements set forth in the application or any of the testing phases shall disqualify the candidate for possible employment with the Hartford City Police Department.

Please read and follow instructions on the application. Thank you.

IDENTIFICATION DATA

Name: _____
Last First Middle

Former and/or other names used by you to check employment or education history:

Address: _____
Street or Rural Route Apartment Number

_____ City County State Zip Code

Email Address: _____

Telephone: Home: () _____ Cell: () _____ Business: () _____

Business Name: _____ Address: _____

_____ City County State Zip Code

REQUIREMENT DATA

All candidates, where applicable, shall be and hereby are required to submit the following documents with the application:

1. A copy of his/her birth certification.
2. A copy of valid Indiana driver's license.
3. A copy of his/her high school transcript or G.E.D. diploma.
4. A copy of college or university transcripts of credits showing courses of study and grades obtained.
5. If applicable, proof of military service and type of discharge (DD-214)

All candidates shall be required to:

- I. Hold a valid Indiana driver's license.
2. Have, or agree to obtain telephone service and maintain the same.
3. Provide written, notarized, authorization for the release of any information pertaining to his/her education or employment.

All information obtained in the course of the investigation of any candidate applicant, all items submitted for consideration and the application shall remain the property of the Hartford City Police Department.

ESSENTIAL JOB FUNCTIONS

A candidate must be (21) twenty-one years of age or more and must be licensed to operate a motor vehicle by the State of Indiana. A candidate must be able to reasonably deal with emergency situations, which require sufficient mental acumen to make appropriate decisions under stressful circumstances and sufficient physical capacity to assist or subdue non-cooperative persons of considerable size and strength. A candidate must have sufficient communication skills to accurately and completely organize and complete incident reports and to communicate report contents to others. A candidate will be privileged to very confidential information and must possess character consistent with the responsibility to properly deal with confidential information.

If you are selected for conditional pre-employment, your selection for employment is contingent upon successfully passing a job related polygraph or stress evaluator examination, psychological, physical examination and the requirements set forth by the 1977 Police Officer's and Firefighter's Pension and Disability Fund.

As a condition of continued employment beyond (1) one year, a candidate must attend a (40) forty-hour pre-basic education course; meet the entrance requirements, successfully complete and graduate from the Indiana Law Enforcement Academy.

INITIAL REQUIREMENT DATA

- (Y) (N) Are you a U.S. Citizen?
- (Y) (N) Are you (21) twenty-one years of age or more?
- (Y) (N) Will you have any problem performing the essential job functions, meet the requirements of the 1977 Police Officer's and Firefighter's Pension and Disability Fund and qualify for the Indiana Law Enforcement Academy?
- (Y) (N) Have you ever been convicted of a crime requiring suspension of your driving privileges or personal confinement? If yes, list appropriate date, name and location of processing court and if different, your name at the time of conviction.
- _____
- _____
- (Y) (N) Have you ever been charged or convicted of a crime? If yes, list appropriate date, name and location of processing court and if different, your name at the time of conviction.
- _____
- _____
- (Y) (N) Do you currently possess a valid driver's license?
License Number: _____ State of Issue: _____
- (Y) (N) Are your driving privileges restricted?
If yes, for what reason? _____
Number of years driving experience? ____

(Y) (N) Have your driving privileges ever been suspended in the State of Indiana or any other state? If yes, explain.

What can be done to accommodate anticipated problems of job performance?

EDUCATION DATA

High School name and address: _____

Course of study or emphasized study: _____

(Y) (N) Did you graduate? If no, what was last year complete? _____

College/University name and address: _____

Course of study or emphasized study: _____

(Y) (N) Did you graduate? If no, what was last year complete? _____

Other (specify) name and address: _____

Course of study or emphasized study: _____

(Y) (N) Did you graduate? If no, what was last year complete? _____

(Y) (N) Have you completed a pre-basic (40) forty hour course of instruction?

(Y) (N) Are you a graduate of the Indiana Law Enforcement Academy? If yes, what was your academy class/session number? _____

EMPLOYMENT DATA

List last three places of employment

Name of employer: _____

Address: _____ City: _____ State: _____

Start Date: _____ End Date: _____ Annual Salary: _____

Position Held: _____

Reason for leaving: _____

Name of employer: _____

Address: _____ City: _____ State: _____

Start Date: _____ End Date: _____ Annual Salary: _____

Position Held: _____

Reason for leaving: _____

Name of employer: _____

Address: _____ City: _____ State: _____

Start Date: _____ End Date: _____ Annual Salary: _____

Position Held: _____

Reason for leaving: _____

(Y) (N) Have you ever been discharged from a position of employment? If yes, explain.

(Y) (N) Are you a proprietor or part owner of any business or firm? If yes, describe the nature of the business.

PERSONAL REFERENCE DATA

(Please do not list relatives as references)

Name: _____

Address: _____

City: _____ State: _____ Telephone number: () _____

Name: _____

Address: _____

City: _____ State: _____ Telephone number: () _____

Name: _____

Address: _____

City: _____ State: _____ Telephone number: () _____

RESIDENCE DATA

(Residences of the last (5) five years, other than present)

Street: _____

City: _____ State: _____

Street: _____

City: _____ State: _____

Street: _____

City: _____ State: _____

MILITARY HISTORY AND STATUS DATA

Branch of Service: _____
Date of service: _____ Rank grade: _____
Reason for leaving: _____

Branch of Service: _____
Date of service: _____ Rank grade: _____
Reason for leaving: _____

MISCELLANEOUS DATA

List past or present memberships in all professional or technical clubs and/or organizations.

What special skills have you developed through hobbies, education, occupation, or other special interests?

The facts set forth in my application for employment with the Hartford City Police Department are true and complete. I understand that false statements, incomplete information, or failure to follow instructions on this application shall be considered sufficient cause for elimination from further consideration.

Signature of Applicant: _____ Date: _____

Be certain all questions are complete and required documents are included before returning this application.

Cody Crouse, Chief of Police
Hartford City Police Department
700 North Walnut Street
Hartford City, Indiana 47348

AUTHORIZATION TO RELEASE INFORMATION

I, hereby authorize any person, agency, partnership, or corporation having any information concerning my educational record or employment record to release such information to the Hartford City Police Department. This information is to be used for possible employment with the Hartford City Police Department and will not be available for public inspection. I understand this information is necessary to complete the required background investigation.

I hereby release such person, agency, partnership or corporation from any liability, which may be incurred in releasing this information to the Hartford City Police Department, including liability under any Federal Law.

Signature:

Social Security Number: _____

This document must be witnessed by a Notary Public.

I have read the above, understand it, and certify that I will fully and truthfully answer all questions to the best of my knowledge.

Dated this ____ day of _____ 20

Candidate's Signature

Candidate's Social Security Number

Notary Seal

Subscribed and sworn before me this ____ day of _____, 20 __

Notary Public: _____

My commission expires: _____, 20__

County of Residence: _____

PLEASE Return completed applications to one of the following:

Hartford City Police Department
700 North Walnut Street
Hartford City, IN. 47348
hcpdparrott@hartfordcity.net
Fax: 765.348.4003