



City Of Greencastle

Job Description

Job Title: Patrol Officer
Department: Police
Reports To: Sergeant
FLSA Status: Nonexempt
Last HR Review: March 2020

Principal Function: The Patrol Officer is responsible for the efficient performance of general police responsibilities necessary to the safety and good order of the community.

Essential Duties and Responsibilities: Duties include, but are not limited to:

1. Responds to emergencies, incidents or dispatches and takes command of the situation until relieved by an Officer of superior rank.
2. Reduces the opportunities for the commission of crime through preventative patrol and other measures.
3. Identifies potentially serious law enforcement or governmental problems.
4. Records activity during a tour-of-duty in the manner prescribed by proper authority.
5. Provides emergency services, as needed.
6. Facilitates the movement of vehicular and pedestrian traffic.
7. Identifies criminal offenders and criminal activity and where appropriate apprehends offenders and participates in subsequent court proceedings.
8. Aids people who are in danger of physical harm.
9. Transports, receipts, and secures all evidence and property coming into custody.
10. Provides assistance to other City agencies, as needed.
11. Completes administrative duties to include: attending meetings, reviewing statistics and reports, completing various reports, answering inquiries, etc., as needed.
12. Completes other duties as assigned and maintains an effective communication process with the Captain and the Sergeant.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the City. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

City-Related Competencies: To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Resident Service** – Manages difficult or emotional resident situations; responds promptly to resident needs; solicits resident feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Organizational Support** – Follows policies and procedures; completes administrative tasks correctly and on time; supports the City's goals and values; benefits the City through outside activities; supports affirmative action and respects diversity.
- **Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for personal actions and works ethically and with integrity; follows through on commitments.
- **Quality and Quantity** – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality; meets productivity standards; completes work in timely manner; strives to



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increase productivity; works quickly but efficiently.

- **Dependability** – Follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Job-Related Competencies: To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Judgment** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Safety and Security** – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Adaptability** – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events.

Education and/or Experience: High school diploma or general education degree (GED) is required. The Patrol Officer is subject to a one-year probationary period following hire. The following certifications are required:

- Police Officer certification by the Indiana Law Enforcement Training Board within one-year of employment.
- Indiana Data and Communications System (IDACS) certification within one-year of employment.
- AED, CPR, and First Aid certification

Other Skills and Abilities: The following skills and abilities are either required or desired.

- Computer software skills to include: Microsoft Outlook, Word, Excel, PowerPoint, and Execu-Time are required.
- A working knowledge of laws, rules and court decisions relating to administration of criminal justice and law enforcement is required.
- A working knowledge of police investigative techniques and techniques of identification is required.
- A working knowledge of scientific methods of crime detection, criminal identification and radio communication is required.
- The ability to meet the residency requirements as defined in IN 36-8-3-4 is required.
- The ability to analyze evidence is required.
- The ability to question and interview skillfully is required.
- A comprehensive knowledge of the geography of the City and County is required.
- The ability to maintain cooperative relationships with City officials and with the general public is required.
- The ability to prepare and review reports is required.
- The ability to operate all Police Department vehicles is required.
- The ability to use electronic equipment to include: radar, radios, cameras, and all approved Police Department equipment is required.
- The ability to utilize Police Department reference books, manuals, and resources to include:



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the Greencastle Police Department Standard Operating Procedures (SOPs), Indiana Criminal and Traffic Codes, and the City Code Book is required.

- The ability to operate a computer, printer, copy machine, scanner, fax machine, and other office equipment is desired.
- The ability to speak, read and write in English is required. Spanish is desired.
- The ability to travel in order to attend training is required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; taste or smell; and lift and/or move at least 100 pounds without the use of an assistive device.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee frequently is exposed to outdoor weather conditions. The employee is occasionally exposed to working near moving mechanical parts; work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; work with explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate to loud.

The appropriate personal protective equipment (PPE) must be worn on the job at all times in accordance with the department's standard operating procedures (SOPs).

The Police Department is open 24-hours per day, seven-days per week and this position requires work at any time during these hours and on the weekends and holidays. It also requires the ability to drive a City-owned vehicle. Thus, a valid driver's license is required.

SIGNATURES:

Incumbent's Signature

Incumbent's Printed Name

Date

Sergeant's Signature

Sergeant's Printed Name



Date

Application and Information Package for the Greencastle Police Department

Instructions and General Information

This package contains the following items:

1. Application Form: to be signed and dated
2. Authority To Release Information & Wavier of Liability: to be signed, notarized and returned with application
3. Misdemeanor Domestic Violence Notice: to be signed and returned with application
4. Physical Agility Test Waiver: to be signed, witnessed and returned with application

Return with application the additional information – Applications missing any of these items will be considered incomplete and may not be processed.

1. Copy of applicant's birth certificate
2. Copy of High School Diploma or GED certificate
3. High School Grade Transcripts (certified copy from school)
4. Copy of College Transcripts and Diploma, if applicable (certified copy from school)
5. Copy of form DD-214 (military service) showing re-enlistment code, if applicable
6. Copy of current Driver's License
7. Copy of certificates of training, including Academy Certificate and grade transcripts from the Law Enforcement Academy. (PRIOR OR CURRENT POLICE OFFICERS ONLY)

The application form and essay questions are to be completed in the applicants own handwriting in black or blue ink. Print or write as neatly as you can. Do not type.

It is suggested you make an extra copy of the application prior to filling out any portions. Please read all enclosed materials carefully. This information should answer most of the frequently asked questions. If you need more information you may contact Asst. Chief Brian Hopkins at: (765) 653-2925.

Please bring a picture ID at the time you register for the test.

The following pages contain additional testing information and procedures. The physical agility test will begin as soon as you are finished with the written test. There will be a place to change clothing. Please bring appropriate clothing for the physical agility test, including athletic shoes.

Applicants are responsible to inform the department of any difficulties or problems that they may have in taking the written test.

Some tips that might help make your test date more comfortable and successful:

1. Answer every question on the test even if you have to guess - there is no penalty for guessing.
2. Take your time – there should be plenty of time to take the test.
3. Listen carefully to the Monitor's instructions.
4. Make certain your answers are entered into the correct spaces and on the answer sheet.
5. If you have a problem with a certain question, skip it and return to it later.
6. Be certain that you really understand the questions before answering.
7. Get a good night's rest before the test. If you work night shift, try to have the night before the test off.
8. Try to relax as much as possible during the test.

Wear comfortable clothing. Bring along a photo ID, such as a driver's license. Agility testing will begin after the written testing is completed. After you complete all stages of the agility test you will be excused to go. You will be notified in writing of your success or failure of the written and agility tests. Please keep Greencastle Police Dept. notified of any address or phone changes after you submit an application.

Physical Agility Testing

The Greencastle Police Department requires testing for every applicant. The testing will gauge muscular strength, muscular endurance, cardiovascular endurance and musculoskeletal flexibility. The standards set for successful completion of this agility test are those of the Indiana Law Enforcement Training Board (LETB) and are the requirements set for successful completion of the Basic Course (Police Academy).

FREQUENTLY ASKED QUESTIONS:

Why was this physical fitness test selected?

In 1998, LETB examined the need for physical fitness standards for successful completion of the Basic Course. It was determined to be of utmost importance to implement test/standards/programs that differentiate between those who can and cannot do the job of a police officer regardless of age, gender, race, or disability.

The test designed by the LETB has scientific evidence for having construct and criterion validity as measuring job related factors, and the established norms are scientifically valid norms based on general law enforcement samples.

What are the physical fitness requirements established for this test?

There are five physical fitness components that will be measured as a battery of tests. Applicants should understand that these tests will involve periods of physical exertion and that, as with any physical activity, certain risks are inherent. Applicants will be expected to read and sign the enclosed Waiver Form and return it with the application. Persons who do not sign and return the Waiver Form will be excluded from the testing and will therefore be dropped from consideration. The physical agility test will be at the conclusion of the written test and will be given in the order shown below.

1. **Vertical Jump** – Measures leg power and consists of measuring how high a person can jump.
2. **One Minute Sit-Ups** – Measures abdominal, or trunk, muscular endurance. While lying on his/her back, the student will be given one minute to do as many bent leg sit-ups as possible.
3. **300 Meter Run** - This measures anaerobic power, or the ability to make an intense burst of effort for a short period or distance.
4. **Maximum Push-Ups** – Measures the muscular endurance of the upper body. This component consists of doing as many push-ups as possible until muscular failure.
5. **1.5 Mile Run** – Measures aerobic power or cardiovascular endurance (stamina over time). To complete this component you must run/walk, as fast as possible, a distance of 1.5 miles.

MINIMUM PASSING PERFORMANCE

Vertical Jump -	16 inches
One Minute Sit-Ups -	29
300 Meter Run -	71 seconds
Push-Ups -	25
1.5 Mile Run -	16 minutes 28 seconds

Since the failure to meet the above standards will result in your disqualification, it is imperative to begin training NOW. We recommend you see your personal physician prior to beginning any physical training.

For more information see the **ILEA (Indiana Law Enforcement Academy)** website.

Take an honest appraisal of your current abilities and what you feel you may be able to perform by test day. Some applicants will require more training and preparation to meet these goals than others. If you desire to become a police officer in the State of Indiana these are the goals you must reach. If, in your own assessment, you feel you may not be able to reach these goals by test day, it might be better for you to continue training until a future test.

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MINIMUM QUALIFICATIONS

NO EXCEPTIONS ARE MADE TO THE FOLLOWING QUALIFICATIONS

1. Citizenship: An applicant must be a citizen of the United States of America.
2. Age: An applicant must be, at the time of application, at least twenty-one (21) years of age, and not older than 35 for qualification in PERF. An applicant may be eligible for a waiver from PERF if the applicant is not more than forty (40) years and six (6) months of age and who has completed twenty (20) years of military service who received or is eligible to receive an honorable discharge.
3. Felony Conviction: An applicant may not be appointed if he/she has a judgment of conviction for a felony.
4. High School Grad: An applicant must be a graduate of a duly accredited high school and must supply a copy of his/her transcripts with the completed application. An applicant who has received a GED from an accredited high school or the Military shall be considered as having graduated from an accredited high school.
5. Character: An applicant must be of "good moral character".

Moral Character Issues

All candidates' traffic and criminal histories will be reviewed and may serve as a basis for disqualification from the selection process. Convictions, arrests, and admissions will be assessed with particular attention given, but not limited to, the following: the pattern of violations, seriousness, surrounding circumstances, number of incidents, and their recency. Juvenile arrests or misdemeanor arrests may not be grounds for disqualification, but these will be evaluated on a case-by-case basis. Conviction of a felony or the reasonable belief the candidate committed a felony will be cause for immediate disqualification.

Completeness and truthfulness on the application is highly important. It is much better to admit to perceived faults on the application than to omit information. Do not omit information because of lack of space for a response on the application form. If more space is needed to explain special circumstances use a separate piece of paper, note the corresponding question number and describe the incident, circumstances and the outcome in as much detail as possible.

Candidates chosen as recruit officers will be judged on a wide variety of skills and traits throughout the selection process including, but not limited to, the following: honesty, integrity, courage, communication skills, education, adaptability, common sense, work ethic, and special skills.

THE GREENCASTLE POLICE DEPARTMENT IS

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the City of Greencastle to provide equal opportunity to all employees and applicants without regard to race, sex, religion, national origin, age, sexual orientation, marital status, veteran status, or physical or mental disability. This same non-discriminatory consideration will guide all personnel actions including, but not limited to, recruitment, hiring, training, and promotion decisions in all job classifications. Furthermore, compensation benefits, transfers, education, tuition assistance, social and recreational programs will be administered in a non-discriminatory fashion.

AUTHORITY TO RELEASE INFORMATION AND WAIVER OF LIABILITY

I (Print Name) _____, am applying for a position with Greencastle Police Department, City of Greencastle, Indiana. The Department needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's best interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any files pertaining to my employment, financial, credit, educational, medical, polygraph, and military, representative of the Greencastle Police Department bearing this release to obtain any information in your legal, criminal history, background and reputation. I hereby direct you to release such information upon request of the bearer. I do authorize a review of and full disclosure of all records concerning myself, whether said records are public, private, or confidential nature and whether written, oral, or electronic. I reiterate and emphasize that the intent of the authorization is to provide full and free access to the background history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Greencastle Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to information, however personal or confidential it may be. This includes investigatory files, efficiency ratings, discipline files, complaints or grievances, the records or recollections of attorneys at law or other counsel, whether representing me or another person in any case, and including records or files which are deemed to be confidential, and or sealed. I direct you to release such information upon request of the Greencastle Police Department regardless of any agreement I may have made with you previously to the contrary.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information. The Greencastle Police Department may discontinue processing my application if I refuse to disclose the information requested. I agree to hold your organizations, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Greencastle Police Department. It is my intent that the release should also apply to personal recollections and information about my character, personality or suitability for the job which I have applied that are written, oral, or electronic.

A photocopy or faxed copy of this release form will be valid, as an original thereof, even though the said photocopy or fax does not contain an original writing of my signature.

Signature _____ Witness Signature _____

Address _____ City _____ State _____

Social Security #: _____ Birthday: _____

SWORN AND SUBSCRIBED BEFORE ME, _____, A NOTARY PUBLIC FOR _____ COUNTY, STATE OF _____ ON THIS _____ DAY OF _____, 20 _____

MY COMMISSION EXPIRES _____

Print name of notary _____

SEAL

Misdemeanor Crime of Domestic Violence Notice

The Omnibus Consolidated Appropriations Act of 1997 made it unlawful for any person convicted of a "Misdemeanor Crime of Domestic Violence" is generally defined as any offense – whether or not explicitly described in a statute as a crime of Domestic Violence – Which has as its factual basis, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victims current or former domestic partner, parent or guardian. The term "convicted" is generally defined by statute as excluding anyone whose conviction has been expunged or set aside, or has received a pardon.

This prohibition DOES apply to all Law Enforcement Officers. If this statute affects you, you would not be eligible for appointment as a police officer with the Greencastle Police Department.

Have you ever been convicted of a misdemeanor crime of Domestic Violence within the meaning of the statute?

Yes _____ No _____

Signature _____

Physical Agility Test

Waiver of Liability

For, and in consideration of the undersigned being given the opportunity to participate in and complete the Police Performance Fitness Test given by the Greencastle Police Department the undersigned, in order to avail himself of said opportunity, recognizes and assumes any and all risks pertaining thereto and hereby releases the City of Greencastle, Indiana from any and all liability he, his heirs, dependents and assigns may sustain during such fitness test. The undersigned also releases and holds harmless the officials, officers, personnel or owner of the physical facility or location where this test is performed.

I fully understand that this test will involve periods of physical exertion and I agree that I will follow any instructions that might be given during the course of this test. I agree that I do wish to participate in said test at my own risk and liability.

Print Name of Participant _____

Signature of Participant _____

Witness to Signature _____

Date: This _____ day of _____, 20 _____

**GREENCASTLE POLICE DEPARTMENT
EMPLOYMENT APPLICATION**

Please Return To: Greencastle City Hall, 1 N. Locust St., Greencastle, IN 46135

Personal History - To be completed in applicant's own handwriting using black or blue ink.

1. Name in Full: _____

2. All Other Names You Have Used: _____
(aliases, nicknames, birth or maiden names)

3. Date and Place of Birth: _____

4. Are You A United States Citizen? _____
(If naturalized citizen, attach a copy of Naturalization Certificate)

5. Social Security Number: _____

6. Height: _____ **Weight:** _____ **Color of Eyes:** _____ **Color of Hair:** _____

7. Other Identifying Marks, Tattoos, Scars: _____

8. Marital Status: _____

9. Spouse Name: _____
(If applicable use maiden name of wife) (Address if different)

10. Spouse's Place of Employment: _____
(Including address and work phone number)

11. Date and Location of Marriage: _____

12. Date and Location of Divorce, Separation, or Annulment: _____
(Include which court issued decree)

13. Your Current Address: _____
(Street and number, city, state, and zip code)

14. Current Contact Information: _____
Home: _____ **Cell:** _____ **Work:** _____ **E-mail:** _____

- a.) **Dates Worked From and To:** _____
- b.) **Final Salary/Wage:** _____
- c.) **Name and Address of Employer:** _____
- d.) **Phone Number:** _____
- e.) **Job or Position Title:** _____
- f.) **Description of Duties:** _____
- g.) **Name of Supervisor and Phone Number:** _____
- h.) **Name of One or Two Co-Workers and Phone Numbers If Known:** _____
- i.) **Reason for Leaving:** _____

- a.) **Dates Worked From and To:** _____
- b.) **Final Salary/Wage:** _____
- c.) **Name and Address of Employer:** _____
- d.) **Phone Number:** _____
- e.) **Job or Position Title:** _____
- f.) **Description of Duties:** _____
- g.) **Name of Supervisor and Phone Number:** _____
- h.) **Name of One or Two Co-Workers and Phone Numbers If Known:** _____
- i.) **Reason for Leaving:** _____

- a.) **Dates Worked From and To:** _____
- b.) **Final Salary/Wage:** _____
- c.) **Name and Address of Employer:** _____
- d.) **Phone Number:** _____
- e.) **Job or Position Title:** _____
- f.) **Description of Duties:** _____
- g.) **Name of Supervisor and Phone Number:** _____
- h.) **Name of One or Two Co-Workers and Phone Numbers If Known:** _____
- i.) **Reason for Leaving:** _____

- a.) **Dates Worked From and To:** _____
- b.) **Final Salary/Wage:** _____
- c.) **Name and Address of Employer:** _____
- d.) **Phone Number:** _____
- e.) **Job or Position Title:** _____
- f.) **Description of Duties:** _____
- g.) **Name of Supervisor and Phone Number:** _____
- h.) **Name of One or Two Co-Workers and Phone Numbers If Known:** _____
- i.) **Reason for Leaving:** _____

25. List any other special training classes you have taken or certifications you now hold.

26. **Foreign Language Skills:** Do you have a working knowledge of any language other than English? If yes, which Language and what skill level?

27. **Computer Skills:** List all Operating Systems you have a working knowledge of (Windows, Mac, etc.).

28. List all software titles (excluding games) for which you have a working knowledge.

29. Do you have a personal e-mail address? List each.

30. Estimate your computer/software/Internet ability or level. (None, beginner, intermediate, advanced)

31. Do you possess any special qualifications, professional licenses, certifications, abilities, honors, publications, etc. that are not listed elsewhere in this application that would reflect upon your qualifications for this job?

32. **Military Service:**

Your Selective Service Number: _____

Which Branch of the Military? _____

Dates of Active Duty (mm/dd/yr): _____

If you are still enlisted, when will you be discharged? _____

Highest Rank: _____ Serial Number: _____

Unit(s) to which assigned and primary duty type: _____

Type of discharge: _____ Are you eligible for reenlistment? _____

*** ATTACH A COPY OF FORM DD214 WITH REENLISTMENT CODE ***

Are you or have you ever been a member of the US Reserve or National Guard?

Unit and Location: _____

Reserve Status and Obligation if any: _____

Have you received ANY disciplinary action while in the military (Article 15's, Captain's Mast, Written Reprimands, etc.)? _____

If yes, describe the circumstances: _____

Have you ever been the defendant in a court martial? _____

If yes, provide the date and outcome: _____

INFORMATION CONCERNING DRIVING STATUS AND RECORD ARRESTS, DETENTIONS, AND LITIGATION

33. List ALL vehicle operator's licenses you currently hold or have held from any state or country. Provide type, State, driver's license number, and expiration date.

34. Have you ever received a traffic ticket? _____ How many in the last 5 years? _____

35. Have you ever been involved in a traffic accident as a driver? _____
If so, how many total accidents (whether you were judged at fault or not and whether they happened on private or public property)? _____

36. In how many of your total accidents were you judged to be the larger contributor (at fault) by the investigating officer? _____

37. Were you ever given a ticket as a result of an accident? _____

38. Has your driver's license ever been suspended or revoked for any reason? If yes, list when and for what reason your license was suspended? _____

39. Has your license ever been placed on probation? _____ If yes, why? _____

40. With which company do you currently have automobile insurance? _____

41. Have you ever been denied automobile insurance or had your insurance revoked? _____

42. Have you ever been arrested or detained by any law enforcement agency (excluding the above stated traffic tickets)? List the place, agency, date, and details of each incident.

43. Are you, or have you ever been a party (defendant or plaintiff) in a civil suit of any kind? _____
List type of action, location and date(s): _____

44. Have you ever had a judgment entered against you as a result of a civil suit other than a divorce case? This includes "small claims, evictions, collections" or any other kind of civil court actions, even if they are settled out of court prior to a judgment being entered by a judge or jury. List dates, location and brief facts of each case.

FINANCIAL STATUS:

45. When we check your credit history with a credit bureau how do you think the report will look?

Excellent _____ Good _____ Fair _____ Poor _____

Why? _____

46. What do **you** consider your **current** financial condition to be?

Excellent _____ Good _____ Fair _____ Poor _____

Why? _____

47. Do you have a checking account? _____ Savings account? _____

48. Name of where you Bank - including address where you usually do business.

49. Have you ever been referred to a collection agency? _____

If yes, what was the outcome? _____

50. Have you ever had any repossessions? _____

If yes, why? _____

51. Have you ever been notified either verbally or in writing that a check signed by you has been returned by a bank marked "insufficient funds"? _____

52. Have you ever voluntarily or involuntarily declared bankruptcy? _____

If yes, declared under what chapter? _____

53. If yes, detail each occurrence (who, what, when, where, why and status).

54. Are you renting _____ or buying _____ your home? (mark appropriate space)

Monthly rent or mortgage payment: _____

55. How was your post high school education financed? _____

56. Are you responsible for making child support payments? _____

Are you current on your payments? _____

NOTE: At a point later in the application process you will be required to order a credit report from a National credit reporting agency and have said report mailed directly to the Greencastle Police Department or faxed to (765) 653-5514.

59. List extra-curricular clubs and activities you participated in during high school and college. Include sports and hobbies as well as preprofessional, trade, business or civic organizations to which you have belonged during the past 5 years (exclude memberships that would reveal race, religion, national origin, or any other similarly protected status).

Organization or Activity	Specific Office Held

* On a separate sheet of white, lined, 8 1/2 X 11 paper, please answer the following questions. The answers must be in your own handwriting. Limit your answers to no more than one page per question and return the pages attached to the application following this page. Sign the bottom of each essay page.

1. Do you believe police officers should be held to a higher standard of conduct than an ordinary citizen in matters of conduct while they are away from their job? Describe why or why not. Would you find it difficult to follow rules that might seem to limit your personal freedom while off duty?
2. Describe both your strengths and your weaknesses. Provide examples of how both might affect your job performance as a police officer.

END OF APPLICATION

I certify that I have completed the forgoing application truthfully and completely.

Signature of Applicant

X _____

Date: ____ / ____ / ____

ON A BLANK SHEET OF WHITE PAPER, AFFIX A RECENT PHOTOGRAPH OF YOURSELF AND ATTACH THE SHEET TO THE LAST PAGE OF YOUR APPLICATION