

Application Process Instructions

Bargersville Police Officer

It is the responsibility of the applicant to complete the application properly and fully. Providing false and/or incomplete information on the application may be cause for disqualification from the process.

If any question on the application is not applicable, print "NA" in the answer space.

Minimum requirements to become a Bargersville Police Officer:

- Be a U.S. citizen.
- Be 21 years of age.
- Be eligible for certification as an Indiana police officer.
- High school graduate or GED.
- Possess a valid driver's license and have a good driving record.
- Not be a current user of illegal drugs.
- Not have bought, sold, provided or possessed marijuana within 3 years prior to the date of application.
- Not have bought, sold, provided or possessed any controlled substance or narcotic drug without a prescription within 6 years prior to the date of application.
- Pass a test for drug detection, if required.
- Not have been convicted of a felony.
- Not have any criminal charges pending against you.
- Must not be prohibited by state or federal law from possessing a firearm.
- Received an honorable discharge or a general discharge under honorable conditions if you served in any branch of the Armed Forces of the United States.
- Must not have had your certification as a police officer permanently revoked in Indiana or in any other state.
- Pass a physical agility test.
- Pass a written test.
- Pass a pre-employment medical examination if a conditional offer of employment is made.
- Pass a pre-employment psychological evaluation if a conditional offer of employment is made.
- Pass a pre-employment polygraph or other truth-verification examination if a conditional offer of employment is made.
- Must be vaccinated for hepatitis B, provide evidence of immunity or have signed a declination form within 10 days of hire.
- Agree to work a varied schedule and varied hours if hired.

Documents required with your application to be submitted:

1. A copy of your driver's license.
2. A signed authorization for Release of Information. (found in the back of the application)
3. A signed Medical Waiver. (found in the back of the application)
4. A photocopy of your birth certificate.
5. A certified high school transcript or GED certificate.
6. A certified college transcript, if any.
7. A copy of your DD-214, if you have prior military service.
8. A copy of your credit report, not older than 1 year. The credit report shall be from either Experian, Equifax or Transunion.

Attach a 2" X 2" photograph of yourself, taken within the past 6 months, in the space provided on the application. Passport photographs are acceptable.

REVIEW OF THE APPLICATION

Information contained in your application will be verified by a background screening. All information and documents will be reviewed to insure that you meet the minimum qualifications to become a Bargersville Police Officer. If you are approved to move forward in the process you will be notified of the date, time and location of the physical agility testing phase.

PHYSICAL AGILITY TEST

The tasks to be completed during the physical agility test are listed on your Medical Waiver. This is a pass or fail test. These are the exit standards for the physical agility tests you must pass to graduate from the Indiana Law Enforcement Academy. You must successfully complete all the physical tasks listed. If you fail one of the physical agility tasks, you will not proceed further in the process. If you pass all phases of the physical agility test you will move forward to the written test phase.

WRITTEN TEST

The written examination consists of three separate test sections. The three sections (Mathematics, Reading Comprehension and Grammar) utilize multiple choice or true/false answers. Though most of the questions in this test relate to police duty, no prior knowledge of law or law enforcement will be needed to answer the questions. There will be a time limit for completing the test. A minimum score of 70% is required to pass the written test. If you successfully pass the written examination you will move forward in the process to the interview phase.

INTERVIEW BOARD

The Interview Board will consist of several experienced police officers and police supervisors appointed by the Chief of Police. Each applicant will be given the same amount of time to be interviewed by the Board. Each applicant interviewed will be asked the same questions. Each Board member will independently score each applicant. All Board member's individual scores will be combined to determine an aggregate interview score for the applicant.

METROPOLITAN BOARD OF POLICE COMMISSIONERS

After successfully passing all phases of the application and selection process, a list of candidates eligible to be hired will be presented to the Bargersville Board of Metropolitan Police Commissioners. The Bargersville Board of Metropolitan Police Commissioners will certify which candidates they recommend to be hired upon recommendation of the Chief of Police.

BARGERSVILLE TOWN COUNCIL

After being certified for hire by the Metropolitan Board of Police Commissioners the Chief of Police will present the names of those certified to the Bargersville Town Council. The council will notify the Chief of Police if they authorize the hiring of the candidate and by what date the candidate(s) can be hired. When the Chief of Police is notified of the authorized hiring date, the Chief will notify those to be hired by providing them with a written Conditional Offer of Employment as Bargersville Police Officers. This offer of employment is conditional upon successfully completing additional steps and established standards for the position as a Bargersville Police Officer. Candidates receiving Conditional Offers of Employment will be notified of the additional steps when appropriate.

From the Chief . . .

The foregoing information is not exhaustive but it should provide you with the necessary information about our application and selection process for police officers. The information is not intended to discourage, but rather to inform. This process requires a serious commitment to a law enforcement career. It is designed to be fair and to allow us to select the best candidates who will have the greatest success as police officers.

Bargersville Chief of Police