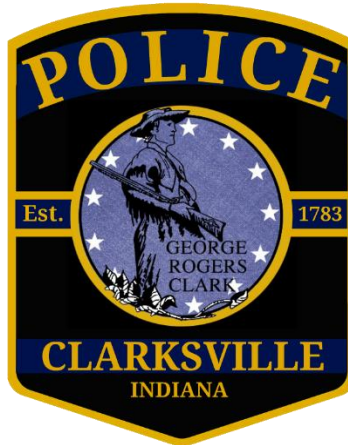


# CLARKSVILLE

## POLICE DEPARTMENT

### APPLICATION FOR POLICE OFFICER



Name: \_\_\_\_\_  
Last First Middle Maiden

Address: \_\_\_\_\_  
Street or Rural Route (Must be permanent address)

City State Zip County

Telephone: ( ) ( )  
Home (Include Area Code) Cell/Alternate (Include Area Code)

Email Address: \_\_\_\_\_  
(Your email address will be used to communicate status of application only.)

**~ APPLICATION MUST BE COMPLETED BY HAND IN BLACK INK ~**

*Application must be completed in full. If the application is incomplete it will be considered void and this department will securely destroy the application. All applications will be kept on file for a period of one year at which time they will be considered inactive and will be securely destroyed.*

**CLARKSVILLE POLICE DEPARTMENT IS AN EQUAL  
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER COMPLYING WITH ALL  
PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT.**

**DATE APPLICATION COMPLETED:** \_\_\_\_\_  
(Include date on bottom of each page.)

## I: PERSONAL DATA

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security No.: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

*This information is used for background clearances and this application will not be processed without a complete Date of Birth and complete Social Security Number.*

## II. EDUCATION DATA

LIST INFORMATION FOR HIGH SCHOOL AS WELL AS ALL ACCREDITED COLLEGES / UNIVERSITIES YOU HAVE ATTENDED, AND ATTACH TRANSCRIPTS FOR ALL.

NAME & ADDRESS	COURSE/STUDY	HOURS COMPLETE	GPA 4.0 Scale	DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE

## III. EMPLOYMENT DATA

- A. Have you ever been discharged or resigned to prevent being discharged from a position of employment? YES ☐ NO ☐ If yes, explain fully explain below.


DATE: \_\_\_\_\_

- A. List chronologically all past and current employment, including part-time employment.  
*Start with the most recent employment or current employment first. Include area code for phone numbers.*

NAME OF EMPLOYER	STREET ADDRESS	CITY	STATE	ZIP	PHONE NO.
POSITION HELD	DUTIES	FROM (MONTH)	(YEAR)	TO (MONTH)	(YEAR)
<b>REASON FOR LEAVING</b>					

NAME OF EMPLOYER	STREET ADDRESS	CITY	STATE	ZIP	PHONE NO.
POSITION HELD	DUTIES	FROM (MONTH)	(YEAR)	TO (MONTH)	(YEAR)
<b>REASON FOR LEAVING</b>					

NAME OF EMPLOYER	STREET ADDRESS	CITY	STATE	ZIP	PHONE NO.
POSITION HELD	DUTIES	FROM (MONTH)	(YEAR)	TO (MONTH)	(YEAR)
<b>REASON FOR LEAVING</b>					

DATE: \_\_\_\_\_

- A. List chronologically all past and current employment, including part-time employment.  
*Start with the most recent employment or current employment first. Include area code for phone numbers.*

NAME OF EMPLOYER	STREET ADDRESS	CITY	STATE	ZIP	PHONE NO.
POSITION HELD	DUTIES	FROM (MONTH)	(YEAR)	TO (MONTH)	(YEAR)
<b>REASON FOR LEAVING</b>					

NAME OF EMPLOYER	STREET ADDRESS	CITY	STATE	ZIP	PHONE NO.
POSITION HELD	DUTIES	FROM (MONTH)	(YEAR)	TO (MONTH)	(YEAR)
<b>REASON FOR LEAVING</b>					

NAME OF EMPLOYER	STREET ADDRESS	CITY	STATE	ZIP	PHONE NO.
POSITION HELD	DUTIES	FROM (MONTH)	(YEAR)	TO (MONTH)	(YEAR)
<b>REASON FOR LEAVING</b>					

*If you need additional space for employment information, please continue a separate sheet and attach to the back of the application.  
Do not omit any past employment information.*

DATE: \_\_\_\_\_

#### IV. REFERENCES

INCLUDE COMPLETE NAME, ADDRESS AND TELEPHONE NUMBER WITH AREA CODE. PLEASE DO NOT LIST RELATIVES.

NAME	ADDRESS	CITY	STATE	ZIP	PHONE

#### V. PAST RESIDENCE

LIST LAST FIVE YEARS OTHER THAN PRESENT ADDRESS.

STREET ADDRESS	CITY	STATE	ZIP	DATE FROM	DATE TO

#### VI. LAW ENFORCEMENT EXPERIENCE

A. Have you ever been employed by a police department? YES ☐ NO ☐

If yes, where did you complete your basic law enforcement certification program?

\_\_\_\_\_.

If yes, date law enforcement training completed:

\_\_\_\_\_.

*Law enforcement Experience information continued next page.*

DATE: \_\_\_\_\_

Did you receive certification upon completion: YES ☐ NO ☐

Length of Basic training:

Total training hours: \_\_\_\_\_ Weeks of Training: \_\_\_\_\_

**LIST EMPLOYMENT WITH POLICE DEPARTMENTS:**

AGENCY NAME	DATE FROM	DATE TO	RANK	REASON FOR LEAVING

A. Are you eligible for rehire? YES ☐ NO ☐ If no, explain fully below.


B. List any special training you have received: \_\_\_\_\_

\_\_\_\_\_.

C. Were you ever disciplined: YES ☐ NO ☐ If yes, explain fully below.



**VI. MILITARY HISTORY AND STATUS**

A. Have you ever been employed by a police department? (Include initial active-duty training with the National Guard and the Reserves.) YES ☐ NO ☐ If yes, attach a copy of your DD214.

MILITARY BRANCH	DATE FROM	DATE TO	HIGHEST RANK ATTAINED AND RANK AT SEPERATION	TYPE OF DISCHARGE AND RE-ENLISTMENT CODE

B. Are you eligible to re-enlist? YES ☐ NO ☐ If no, fully explain below.


DATE: \_\_\_\_\_

C. List any citation and awards received:

AWARD NAME:	DATE RECEIVED:

D. Were you ever disciplined? (court martial, article 15, captain's mast, etc.) while on duty?

YES ☐

NO ☐ If yes, fully explain below.


## VII. ARREST AND VEHICLE CRASH RECORDS

A. Do you currently possess a valid operator's license? YES ☐ If yes, complete below.

STATE ISSUED	LICENSE NO.	EXPIRATION DATE

NO ☐ If no, explain fully below.


DATE: \_\_\_\_\_



A. List vehicle crashes in which you have been involved in as a driver:

DATE OF CRASH	LOCATION	EXPLAIN

B. Have you ever received a ticket for a traffic offence? YES ☐ NO ☐ If yes, fully explain below.

DATE	LOCATION	CHARGE	FINE/SENTANCE

C. Have you ever been arrested for a criminal offense? YES ☐ NO ☐ If yes, fully explain below. **(Must include any/all expungements.)**

DATE	LOCATION	CHARGE	FINE/SENTANCE

D. Have you ever been convicted of a felony? YES ☐ NO ☐ If yes, fully explain below.



B. Have you ever been arrested for an act that would have been a crime had it been committed by an adult?    YES ☐    NO ☐ If yes, fully explain below.


VIII. MISCELLANIOUS

A. Are you a proprietor or part owner of any business or firm? YES ☐    NO ☐ If yes, fully explain below.


Are any of these licenses for this/these business(es) in your name? YES ☐    NO ☐ If yes, fully explain below. (Ex. Liquor license.)

Business License Information continued, list any below.


A. Have you ever applied for a permit to carry a handgun? YES ☐ NO ☐ If yes, fully explain below.

REASON	STATUS

**IX. SOCIAL MEDIA PLATFORMS**

LIST ALL SOCIAL MEDIA PLATFORMS YOU ARE ACTIVELY PARTICIPATING ON AND ANY SOCIAL MEDIA YOU ARE LINKED TO BUT ARE NOT USING.

PLATFORM NAME	USERNAME / HANDLE

DATE: \_\_\_\_\_

## BASIC ELIGIBILITY REQUIREMENTS

**ALL CANDIDATES CONSIDERED FOR EMPLOYMENT AS A CLARKSVILLE POLICE OFFICER MUST MEE ALL OF THE FOLLOWING REQUIREMENTS.**

- Must be a United States Citizen.
- High School Graduate or equivalent.
- Must be able to pass I.L.E.A. PT standards.
- Cannot have a felony conviction or have any criminal action pending against you.
- Cannot have a misdemeanor conviction involving domestic battery.
- Must have no convictions for driving under the influence of drugs.
- Shall not have received other than an honorable discharge, or other discharge with honorable conditions.
- Must be of good moral character.
- Must possess a valid operator's license.
- Eye Requirement: Correctable 20/50.
- Must be at least 21 Years of age and a maximum of 39 years of age when appointed as a police officer.

### INSTRUCTIONS

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No exceptions will be made for anyone not meeting all requirements. Any application for police employment received in this office after competitive examinations begin shall be held until selections begin for the following Recruit Academy.

The application must be filled out by the applicant and must be handwritten in black ink. Answer all the questions in their entirety. If the question does not apply, state: "none" or "does not apply".

DO NOT enclose an original birth certificate.

It is important that you clearly and correctly indicate your mailing address and telephone number(s). In the event any address or phone number(s) change after filing your application, mail notification of said change to us immediately.

Applications will not be considered until complete in every aspect. Incomplete applications will be considered void and destroyed. Any misrepresentation of facts on the application will disqualify the applicant.

Please do not make an inquiry regarding the status of your application, as you will receive appropriate information concerning your application routinely and in due course. Completed applications will be kept one full year from the date the selection process ends. After that time, they will be considered inactive and will be destroyed.

### RESERVE OFFICER

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Please indicate if your service is for community service as a Reserve Officer only:

YES ☐ I am applying for the opportunity to serve as a Reserve Officer. (*See pages 17 - 19*)

- Reserve Officers must be able to work and train a minimum of 16 hours each month.
- Reserve Officers must have a 9-millimeter or .40 caliber (preferably a .40 caliber) firearm that is approved by the firearms training officer.

DATE: \_\_\_\_\_

# CLARKSVILLE POLICE DEPARTMENT

1970 Broadway Street, Clarksville Indiana 47129 • Phone 812.288.7151 Fax 812.283.8680



## **EMPLOYMENT RELEASE CONSENT FORM**

I, \_\_\_\_\_, release my employers from liability or harm to discuss my personal employment history, performance reviews, job titles, and reasons for separations, punctuality, dependability, disciplinary, sick leave, safety, financial, honesty and other records with the investigative members of the Clarksville Police Department.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
**Signature (Full name)**

Please hand write out a narrative explaining why you are applying for a position of Police Officer at the Clarksville Police Department:

[illegible]

DATE: \_\_\_\_\_

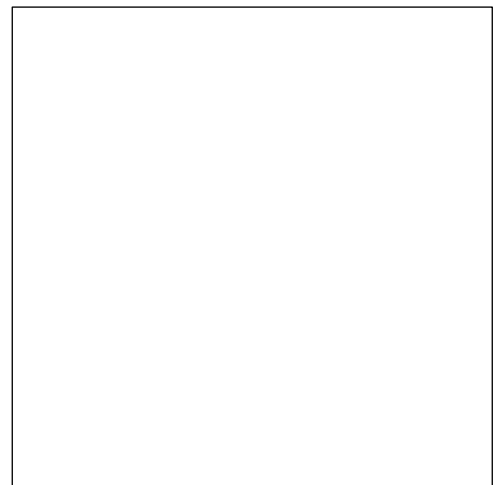
**I certify that:**

- 1.) All requirements are included in this application.
  - a. Birth Certificate (Copy only.)
  - b. High School transcripts. (Report cards, grade reports are not accepted.)
  - c. College transcripts. (Report cards, grade reports are not accepted.)
  - d. Military: DD214 (if veteran), DD217 (if active duty)
    - i. If active Military, letter of endorsement from military commander.
    - ii. Any supporting letters of commendations from military personnel file.
    - iii. Copies of specialized training certificates and awards.
  - e. Previous Law Enforcement documentation.
    - i. Copy of Law Enforcement Academy certificate.
    - ii. Copies of performance reviews from the last three (3) years.
    - iii. Letter of endorsement from supervisor and law enforcement agency commander.
    - iv. Copies of commendations and awards.
  - f. Photograph (2½ inch head and shoulder shot)
- 2.) I have personally completed this application.
- 3.) Signed Employment Release Consent Form.

I, \_\_\_\_\_, swear or affirm under penalty of perjury that all  
**Print Full Name**  
information contained in this application is true and accurate to the best of my knowledge.

\_\_\_\_\_  
**Signature (full name)**

\_\_\_\_\_  
**Date**



Use this box as a guide for photo size  
and attach photo in this space provided.

**DATE:** \_\_\_\_\_

**CHECK THE APPLICATION CAREFULLY. BE CERTAIN THAT ALL ITEMS ARE COMPLETE BEFORE RETURNING THIS APPLICATION FOR CONSIDERATION.**

**IF THE APPLICATION IS NOT COMPLETED IN ITS ENTIRETY AND ALL REQUIRED DOCUMENTS ARE NOT ATTACHED, THIS APPLICATION WILL BE CONSIDERED INOMCOMPLETE AND RETURNED TO YOU.**

**HAND DELIVER TO:**

Clarksville Police Department  
1970 Broadway Street  
Clarksville, Indiana 47129  
***ATTN: Lt. Col. James R. Vanwinkle***



# **CONSIDERATION FOR RESERVE OFFICER with the CLARKSVILLE POLICE DEPARTMENT**

## **Process in Order of Phase**

(Administration reserves the right to alter the order below or eliminate phases as necessary.)

1. Completed Application
2. Physical Agility Test
3. Written Questionnaire/Exam
4. Initial Screening Interview/Social Media Check
5. Pre-Basic 40 Hour course *\*if not already completed within two (2) years of application*
6. Evaluation Interview
7. Drug Test
8. Comprehensive Background Investigation *(on-going through the process)*
9. Polygraph Test
10. Chief's Exit Interview
11. Orientation

**NOT ALL CANDIDATES WILL PROCEED THROUGH EVERY STEP  
IN THE PROCESS ABOVE; CANDIDATES MAY BE REMOVED FROM  
CONSIDERATION DURING ANY PORTION OF THE PROCESS.**

**~ KEEP THIS PAGE FOR FUTURE REFERENCE ~**

# **RESERVE PROGRAM OVERVIEW**

## **with the CLARKSVILLE POLICE DEPARTMENT**

### **Time Commitment:**

- 16 Hours minimum per month: *can be obtained through ride time, events, or other special details.*
- Two (2) community events per quarter of the year.
- Mandatory attendance at Thunder Over Louisville and Clarkfest.

### **Training Commitment:**

- 24 hours of state-mandated training minimum per year.
- Firearms qualifications twice per year. (*Department standard.*)

### **Financial Commitment:**

- Reserves must provide their own equipment adhering to department standards.
- Reserves must provide one of the following: Black .9mm Glock firearms models; 17, 19X, 34, 45 or 47

### **Prerequisites:**

- Reserves must have successfully completed an ILEA 40 Hour pre-basic class or have had at least two years of successful law enforcement experience in order to be considered.
- Reserves must pass a physical agility test according to the ILEA standards. (See next page.)
- Reserves must pass a background check, polygraph examination and drug test.
- Reserves must successfully navigate a Chief's interview.

### **Special Notes:**

- Reserve Officers are volunteer employees of the Clarksville Police Department and the Town and as such are not privileged to protections afforded full-time officers regarding job performance. This is a serious position; we will not consider any candidate that does not take every aspect of this responsibility seriously.

**~ KEEP THIS PAGE FOR FUTURE REFERENCE ~**

# CLARKSVILLE POLICE DEPARTMENT

## Physical Agility Test Protocol

The physical agility test for Clarksville Police will consist of the following components:

Sit-ups (1 min. timed)  
Push-ups  
300m run  
1.5 mile run

Candidates for full-time Clarksville Police Officer must pass **ILEA EXIT** standards to be considered; Candidates for Clarksville Police Reserves must pass **ILEA ENTRANCE** standards to be considered.

Clarksville Police will follow strict technique protocols established by ILEA and contained on their website ([www.in.gov/ilea](http://www.in.gov/ilea))

### Procedure:

Tests will be administered in the order contained above; candidates will not be allowed to take tests out of order.

A period of ten (10) minutes will be allowed between the push-up test and the 300m run and between the 300m run and the 1.5m run for recuperation (defined as when the last "group" completes each test).

In accordance with ILEA standards candidates "gigged" for a procedure protocol more than once during an individual test will fail that entire test and allowed to re-take that test one additional time. Candidates failing to reach ENTRANCE standards during a particular test will be allowed to take that specific test one additional time excluding the 1.5m run.

Candidates failing more than one test will fail the physical agility test and will not be allowed to continue. ***ILEA Entry Standards***

Test	Standard
Vertical Jump	13.5 Inches
One Minute Sit-ups	24
300 Meter Run	82 Seconds
Maximum Push-ups	21
1.5 Mile Run	18 Minutes 56 Seconds

**~ KEEP THIS PAGE FOR FUTURE REFERENCE ~**