
*Griffith Police Department Patrol Officer
Application*



Applicant's Full Name: _____

Applicant's Address: _____

Date: ____/____/____

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GRIFFITH POLICE DEPARTMENT

Gregory Mance
Chief of Police

Keith Martin
Detective Commander
Executive Officer

Matthew Moore
Operations Commander

Curt Burrow
Patrol Lieutenant

Dear Applicant:

On behalf of the Griffith Police Department and the community we serve, it is my privilege to welcome you to the patrol officer application process. We pride ourselves on the positive reputation that our department has earned and we are honored that you are interested in joining our team of hard working officers.

Following your successful completion of the patrol officer application, you will receive detailed information related to the testing process. This process will start with an orientation, physical agility examination, and written examination that will all take place on September 15th, 2018. Candidates who successfully pass both the physical and written test will proceed to the interview portion of the application process.

The first interview of the interview process will take place at a yet to be determined date, but will be of a group panel format. Applicants who successfully pass the first interview will be invited back, on a yet to be determined date, for a second interview, which will be of an individual panel format.

For full information on the hiring process please refer to Griffith Police Department General Order 3 – Hiring Sworn Personnel, included in the application packet.

Thank you for your interest with the Griffith Police Department and I wish you the best of luck in the hiring process.

Sincerely,

A handwritten signature in black ink that reads 'Gregory S. Mance'.

Gregory S. Mance
Chief of Police

Town of Griffith Police Department

GENERAL ORDER 3

Subject: Hiring - Sworn Personnel **Issued:** 030116
Supersedes: All Previous Orders / Policies **Revised:**
Issued by: Chief Gregory S. Mance

I. POLICY

It is the policy of the Griffith Police Department and the Griffith Safety Board to hire the most qualified candidates possessing the best attributes for a career in law enforcement. The Griffith Police Department does not, during the screening, hiring or employment process, make a distinction among various candidates based upon gender, national origin, religion, race or any other such characteristics as outlined in state or federal law. The selection of police officers shall be accomplished in a fair and equitable manner designed to employ the most qualified applicant.

II. PURPOSE

This General Order establishes the procedure and requirements for hiring sworn police officers.

III. APPLICATION PROCESS

- A. The Griffith Safety Board is responsible for the supervision of the police officer applicant process, and may delegate the authority for certain tasks within the process to the Chief of Police, or his designee.
- B. The Griffith Safety Board has determined that the following requirements must be met before any application will be considered:
 - 1. Applicant must be a citizen of the United States of America;
 - 2. Applicant must possess a high school diploma or certificate of equivalent education;

3. Applicant shall have attained his/her twenty-first (21) birthday as of the effective date of the prospective employment list of the position for which application is made and not have passed his/her thirty-sixth (36) birthdate (retired military see attachment);
 4. Applicant shall certify under oath that he/she has never been willingly or knowingly a member of any organization that advocates the violent overthrow of the constitution or government of the United States of America, the State of Indiana, or the Government of the Town of Griffith;
 5. Applicant shall not have been convicted of a felony;
 6. Applicant shall meet such other eligibility requirements as may be established by the Griffith Safety Board in accordance with this General Order and state statutes, as the same are amended from time to time; and
 7. At the time of appointment to the Griffith Police Department and at all times during employment by the Griffith Police Department, the applicant must reside within boundaries of Lake County, Indiana or a contiguous county, as required by Indiana Code 36-8-4.5-4.
- C. The Chief of Police, or his designee, shall utilize the guidelines established by the Griffith Safety Board in the application process.
- D. Notice to Candidates
1. Failure to respond to a request to appear for any phase of employment screening within five (5) days of receipt of notice shall constitute a decline of appointment.
 2. Formal notice throughout the period of candidacy shall be by certified mail, return receipt requested.
 3. Candidates who do not respond to a notice to appear shall remain on the list in the same position until a second notice of another future appointment is tendered.
 4. The second failure to respond shall result in the permanent striking from the list.
- E. The Griffith Safety Board shall determine the maximum number of applicants per application period who will move on to the interview process and on to the Certified List.

IV. PROCEDURE FOR SCORING APPLICANTS

A. Components of the Examination Process

<u>Examination Process Components</u>	<u>Minimum Passing Grade</u>
1. Orientation	Mandatory Attendance
2. Physical Agility Examination	Pass/Fail
3. Written Examination	70 (or as established by testing firm)
4. Oral Assessment	70 (or as established by testing firm)
5. Certification of List	
6. Background Examination	Pass/Fail
7. Conditional Offer of Employment	
8. Psychological Examination	Pass/Fail
9. Medical Examination	Pass/Fail
10. Certification by local and State Pension Board	

B. Weighting of Scores

1. Passing scores and weights of all test procedure shall be announced prior to the first phase of the process.
2. In establishing weights and passing scores, the Griffith Safety Board shall give deference and due consideration to the recommendation of the test designers.

C. Failure of an applicant to pass any portion of the hiring process will render him/her ineligible to continue with the current testing process.

V. INITIAL EXAMINATION PROCESS

A. Orientation

The orientation is an initial step in the hiring process. The orientation will:

1. Assist individuals in answering questions regarding the application process.
2. Notify applicants of requirements, dates, times and locations of further testing.
3. Notify applicants of how much overall weight each portion of the tests will carry towards the overall final score.

B. Physical Agility Examination

1. All applicants shall submit themselves to a physical agility examination to be conducted by such person(s) as the Griffith Safety Board may direct.
2. Prior to participation in the physical agility examination, all candidates shall execute and deliver to the Griffith Safety Board a notarized release from liability.
3. Nature and Scope of Examination
 - a. The physical agility examination shall relate to the applicant's ability to perform the duties of a police officer.
 - b. The Griffith Safety Board shall set the minimum passing requirements for the physical agility examination portion of the examination process.
 - c. The test standards shall be subject to approval by the local Police Pension Board.
4. Standards
 - a. The Indiana Law Enforcement Board has developed two (2) sets of standards, entrance and exit.
 - b. It is the policy of the Griffith Police Department to utilize the established entrance standards when testing applicants.
5. Notification of Results
 - a. All candidates taking the physical agility examination shall be notified of his/her results.
 - b. Those passing shall be notified of the date of the written examination.
 - c. Those failing shall be disqualified from further consideration.

C. Written Examination

1. Eligibility – Only candidates who have attended the orientation session and passed the agility examination (if administered prior to the written examination) shall be permitted to participate in the written examination.
2. Nature and Scope of Examination – The materials shall be selected and employed in a manner that shall meet all applicable technical and legal standards of validity and professionalism.
3. Examination Procedure – The specific examination procedure shall be determined by the firm contracted by the Griffith Safety Board to provide and/or administer the written examination portion of the examination process.
4. Notification of Results – Candidates shall be notified in writing of their results and scores on the written portion of the examination. All scores shall be posted.

D. Oral Assessment

1. Eligibility – Those candidates who pass the written examination are eligible for the oral assessment portion.
2. Attendance of Others Requested by the Commission – The Griffith Safety Board may request the attendance and participation of other individuals in administering the oral assessment.
3. Oral Assessment Board – The Oral Assessment Board must always total an odd number of interviewers and shall consist of:
 - a. At least three (3) current members of the Griffith Safety Board; and
 - b. Two officers (one may be the Chief of Police) appointed by the Chief of Police.
4. Nature and Scope of Oral Assessment
 - a. Questions and inquiries shall be presented to candidates that will enable the Oral Assessment Board Members to evaluate and grade the candidate's ability to perform the duties and responsibilities of the position of probationary police officer.

- b. The Griffith Safety Board shall determine those qualifications before administering the oral assessment and shall examine all candidates in the same area, utilizing comparable questions and inquiries. (An assessment center and multiple candidate interviews may be utilized.)
- c. Upon completion of each oral assessment, candidates who do not pass will automatically be eliminated from further consideration.

5. Notification of Results

- a. Candidates shall be notified in writing of their results and their scores on the oral portion of the examination.
- b. Passing scores shall be posted.

VI. CERTIFIED LIST OF APPLICANTS

- A. The Griffith Safety Board shall prepare the Certified List, which ranks the candidates who successfully completed the Written Exam and Oral Assessment in order of their scores, awarding a maximum grade of 100 points per candidate.
- B. Candidates shall remain on the Certified List until they:
 - 1. Are appointed to the Griffith Police Department;
 - 2. Refuse the offer of employment;
 - 3. Fail to pass subsequent pre-employment tests; or
 - 4. File any false material.
- C. The Certified List shall remain valid for twenty-four (24) months from the date of certification by the Griffith Safety Board or until all names are considered for appointment, whichever comes first.
- D. The Griffith Safety Board may choose to extend this list for up to one hundred eighty (180) days.

VII. SELECTION PROCESS FOR HIRING

- A. The Chief of Police shall start the process to fill vacancies in the police officer ranks upon notice to the Griffith Safety Board of such vacancies.
- B. The Griffith Safety Board shall certify the names of the five (5) individuals ranking highest on the Certified List for one (1) vacancy.
- C. The top five (5) candidates shall be the subjects of a full background investigation.
- D. Candidates adjudged to be unqualified for employment on the basis of the background investigation shall be so notified by the Griffith Safety Board.
- E. The completed investigation will be reviewed by the Chief of Police, who will recommend hire or non-hire by and with the consideration of the Griffith Safety Board.

VIII. CONDITIONAL HIRING PROCESS

- A. The Griffith Safety Board will direct that an applicant be given a conditional offer of employment as recommended by the Chief of Police.
- B. After the Chief of Police has tendered the conditional offer of employment, no further discretionary consideration of the candidate by the Griffith Safety Board shall be permitted.
- C. The candidate will submit to a psychological and medical examination as prescribed by the local Police Pension Board.
- D. Physicians, psychologists or psychiatrists appointed by the local Police Pension Board shall render unequivocal pass/fail decisions and formally relate such findings to the local Police Pension Board in accordance with the requirements of the Americans with Disabilities Act, as amended.
- E. A candidate failing any element of the hiring procedure must wait until the next testing cycle to reapply for the position of sworn police officer.
- F. Psychological Examination
 - 1. Candidates eligible for appointment to the Griffith Police Department shall be subject to a psychological examination by an examiner approved by the local Police Pension Board.

2. The local Police Pension Board shall review the psychological examination results.
3. The candidate shall sign a release to the local Police Pension Board and the Chief of Police authorizing the psychological examiner to release his or her report.
4. Failure to sign a release shall eliminate the candidate from further consideration.

G. Medical Examination

1. The local Police Pension Board shall select the doctor for the required medical examination of the applicant.
2. The cost of the examination shall be paid by the applicant, but will be reimbursed the cost if the applicant passes and is hired.
3. The medical examination shall, at a minimum, cover the requirements of the Public Employees Retirement Fund.
4. The Town shall require illegal substance screening.
5. The Town or medical examiner may require other procedures.

H. Failure of Examination

1. In the event of the failure of a candidate to pass a psychological or medical examination, the Chief of Police shall begin another background investigation on the candidate standing next highest on the list to assure that the appointment may always be made from a list of five (5) qualified candidates.
2. The selection process then restarts pursuant to Section V of this General Order.

IX. OFFER OF EMPLOYMENT

- A. The Griffith Safety Board will determine if a candidate has satisfactorily passed all portions of the required testing and evaluations.
- B. The Safety Board will then forward the successful candidate's name to the Griffith Town Council for its approval.
- C. The Griffith Town Council is the final appointing authority.

X. PROBATIONARY PERIOD

A. Purpose of Probationary Period

1. The probationary period is intended to provide an opportunity for the supervisory personnel of the Griffith Police Department to monitor, evaluate and assess the skills, abilities and attitudes of prospective full-time regular employees.
2. This period is to afford a means of determining the compatibility of the probationary employee with existing Departmental personnel and practices.

B. Persons certified and accepting original appointments as sworn personnel and civilian employees shall serve a twelve (12) month probationary period.

C. All newly hired, non-certified officers of the Griffith Police Department must agree to serve as a probationary police officer in the Town of Griffith and in any duty assignment prescribed.

D. The probationary officer shall agree to sign a training reimbursement agreement as part of the conditional offer of probationary employment.

E. Probationary employees may be removed from employment with the Griffith Police Department during the probationary period for reasons that would not constitute sufficient grounds for removing full-time, non-probationary appointees.

F. Suspension or Removal of Probationary Employees

1. The Chief of Police may suspend a probationary employee for a period of time not to exceed five (5) days for any legal reason, including those which would not constitute cause for suspension or dismissal under the Griffith General Orders or other applicable laws, by giving written notice of such suspension to the probationary employee and to the Griffith Safety Board.
2. Upon recommendation from the Chief of Police, the Griffith Safety Board may suspend such an employee for more than five (5) days or dismiss a probationary employee for any legal reason including those which would not constitute cause for suspension or dismissal under these General Orders or other applicable laws.

3. No probationary employee is entitled to the hearing or appeal procedures afforded regular full-time, non-probationary employees by General Order or other applicable laws.
4. Removal of a probationary employee shall not be deemed evidence of inefficiency, incompetence or unfitness, morally or otherwise, for other gainful employment.
5. Removal of a probationary officer may not be based on the probationary officer being a member of any protected class under state or federal law.

XI. RE-HIRE OF FORMER POLICE OFFICERS

- A. The rehiring of a former officer shall be done on an individual basis according to the Griffith Police Department's needs and the qualifications of the particular individual.
- B. Any former officer requesting to be rehired shall submit a letter of consideration to the Chief of Police, which will be forwarded to the Griffith Safety Board for review and a final decision on consideration.
- C. Any former officer that is considered must satisfy any and all requirements of the state and local Police Pension Boards.
- D. Any officer who is rehired may be awarded his/her seniority at the discretion of the Griffith Safety Board on a case by case basis and on each set of circumstances presented.
- E. Any officer who is rehired will not be awarded previous longevity pay, vacation or accrued sick/injury leave benefits, per Griffith Police Department policy.
- F. A former officer of the Griffith Police Department does not have the right to be rehired based upon his/her former employment alone.

XII. WAIVER OF PROCEDURES

The elements of the hiring procedures may not be altered; however, the time frame for implementing these elements may be expedited in cases of Departmental emergency or the hardship of an applicant.

A. Departmental Emergency

1. Anytime the Griffith Safety Board deems the hiring of sworn police officer(s) is of an urgent nature to preserve the health, welfare, or safety of the community, it shall initiate the process to allow the Griffith Police Department the ability to expeditiously hire experienced officers.
2. If such a need arises, the Safety Board may conduct an Emergency Hiring Process and either:
 - a. Solicit applications only from officers who are currently Indiana Certified Law Enforcement Officers or officers from another state who would qualify for the waiver procedure; or
 - b. Hire a certified officer who is already on the current Certified List.

B. Hardship of an Applicant

1. An applicant claiming hardship shall submit in writing the nature of the hardship, such as military deployment.
2. Anytime the Chief of Police or designee deems that an applicant has a bona fide hardship with regard to the travel arrangements necessary to complete the hiring procedure, the elements of these procedures may be altered to accommodate the applicant.
3. A travel necessity or hardship would include United States Armed Forces service persons with restricted leave arrangements or those persons living in excess of 100 miles from the Town of Griffith.

Instructions and Information

1. Read this application/questionnaire in its entirety prior to completing any portion of the packet
2. Answers to the application/questionnaire must be entered into the application digitally, through the PDF, or typed onto the printed form
3. Answer all questions completely and accurately as incomplete packets will not be processed
4. Answer each question thoroughly and honestly as untruthful statements may be cause for removal from the hiring process
5. The following documents must be submitted with the application:
 - a. DD-214 (military personnel only)
 - b. Sealed Educational Transcripts (high school/college)
 - c. Indiana Law Enforcement Academy Certificate (if applicable)
 - d. A copy of your valid driver's license
 - e. A color passport style picture of applicant
 - f. A copy of your social security card
 - g. Certified Copy of Birth Certificate
6. If an investigative or prosecutable incident occurs during the hiring process, in which you are involved, you must immediately disclose the incident to Griffith Police Commander Martin.
7. If you receive any adverse action from your current employer, you must immediately disclose the action to Griffith Police Commander Martin
8. The application and supporting documents must be returned to the Griffith Police Department (115 N Broad Street, Griffith, IN 46319) by noon, August 31, 2018
9. An application fee of \$25 will be collected from each candidate when the application is turned into the Griffith Police Department. This fee may be paid in cash or debit/credit card.

**PART I
Personal Data**

Name: _____
Last First Middle (Maiden)

Current Address: _____
Street Apt. #

_____ City State Zip Code

List all persons living with you at this address:

Social Security Number: _____

Date of Birth: _____

Martial Status: _____

Home Phone (with area code): _____

Work Phone (with area code): _____

Cell Phone (with area code): _____

Email address(es): _____

List all past addresses where you have lived (provide landlord information if rented)

List all active social media accounts (ie. Facebook, Twitter, etc.)

Griffith Police Department
Applicant Questionnaire

Do you have relatives employed by this agency? YES {} NO {}

Are you applying to other law enforcement agencies? YES {} NO {}

If YES, indicate *all* agencies and your current status on their list: _____

Have you ever been denied employment by a police department? YES {} NO {}

Do you speak any foreign languages? YES {} NO {}

If, YES, what language and to what proficiency? _____

How often do you consume alcohol?

Daily {} Weekly {} Weekends only {} Social Drinker {} Non Drinker {}

Do you have any civil judgments against you? YES {} NO {}

Do you have any relative or close associates with criminal convictions? YES {} NO {}

If YES, state the convictions: _____

Are you an honest person? YES {} NO {}

Are you reliable? YES {} NO {}

Are you able to manage your personal finances? YES {} NO {}

Are you good at communicating with a diverse group of people? YES {} NO {}

Are you able to control your anger when insulted or threatened? YES {} NO {}

Are you able to function normally when placed under temporary or prolonged stress?
YES {} NO {}

Are you willing to work rotating shifts? YES {} NO {}

Are you willing to meet department grooming standards? YES {} NO {}

Are you willing and able to wear a uniform? YES {} NO {}

Are you willing and able to render aid to trauma victims? YES {} NO {}

Are you willing and able to view an autopsy? YES {} NO {}

Are you willing and able to use deadly force, if necessary, to protect your life or the life of another?
YES {} NO {}

Review the Basic Essential Job Functions of a Police Officer. These functions are included in the Confidential Questionnaire. Are you willing and able to perform the essential job functions of a law enforcement officer?
YES {} NO {}

With proper training and supervision, do you believe that you can perform *all* of the essential job functions of a law enforcement officer, unassisted and without delay?
YES {} NO {}

Do you currently own a firearm or possess a firearm permit? YES {} NO {}

Do you rent or own your present home? Rent _____ Own _____

If you rent, list your landlord's name, address and phone number: _____

Are you a proprietor or part owner of any business? YES {} NO {}

If YES, describe the nature of the business: _____

Describe any special skills that you believe would benefit you as a police officer and/or the department:

List past/present memberships in clubs and/or organizations (Do not include organizations that indicate political affiliation) _____

Please list community service or volunteer work you have participated in during the last three years:

Griffith Police Department
Credit References

Credit Check

(All credit card accounts should depict current balance.)

Banks:

Savings Account Numbers and Average Monthly Balance:

1. _____
2. _____
3. _____

Checking Account Numbers and Average Monthly Balance:

1. _____
2. _____
3. _____

Outstanding Loans (mortgage, vehicle, school, personal) and Average Monthly Balance:

1. _____
2. _____
3. _____

Adverse Activity (Overdrafts, checks issued and closed accounts, late payments, fraudulent activity, etc.):
YES {} NO {}

Bank Representative: _____

Bankruptcy Information:

(obtained through Entersect Inquiry and Federal Courts)

PART II
Employment History

Current Employer: _____

Address: _____

Phone (with area code): _____

Dates of Employment From: ____/____/____ To: ____/____/____

Reason for Leaving (Exclude Medical Reasons):

Supervisor's name and title:

Have you ever been fired from any position?

YES {}

NO {}

If YES, explain fully:

Current Co-Workers

List two co-workers with whom you presently work, and who are not listed elsewhere in this packet.

1. Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Occupation: _____

2. Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Occupation: _____

Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

Company Name	Telephone ()
Address	Employed (mth & yr) From To
Name and Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving:

Company Name	Telephone ()
Address	Employed (mth & yr) From To
Name and Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving:

Company Name	Telephone ()
Address	Employed (mth & yr) From To
Name and Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving:

Company Name	Telephone ()
Address	Employed (mth & yr) From To
Name and Supervisor	Weekly Pay
State Job Title and Describe Your Work	Reason for Leaving:

If you need additional space, please continue on a separate sheet of paper.

PART III
Military Service

If these questions do not apply to you, put N/A in the response line.

Are you registered with the Selective Service System? YES {} NO {}

Have you served in the United States Armed Forces? YES {} NO {}

If yes, which Branch of Service? _____

Dates of Service: _____

Type of Discharge (exclude medical but include original discharge status and updates):

Job title and Rank/Pay Grade at time of separation: _____

Do you have any current Military Reserve obligations? YES {} NO {}
ACTIVE {} INACTIVE {}

Were you ever subjected to any disciplinary action (Judicial or Non-Judicial)? YES {} NO {}

if YES, explain: _____

If you received anything other than an Honorable Discharge, explain below:

What specialized training did you receive in the Armed Forces?

**PART IV
Education**

Did you graduate from high school? YES {} NO {}

If YES, list name and address of high school: _____

If NO, did you receive a GED? YES {} NO {}

If you attended college, list your area(s) of concentration:

What, if any, degrees or training certificates have been conferred upon you, beyond the high school level?

If you attended college but did not graduate, provide a brief explanation:

Have you ever been suspended, expelled or placed on academic probation from any school or educational facility? YES {} NO {}

If YES, explain why: _____

Have you ever been interviewed, cited, detained, arrested or had any other contact with any college police agency? YES {} NO {}

If YES, explain the circumstances: _____

PART V
Driving Record

Has your auto insurance ever been cancelled for non-medical reasons? YES {} NO {}

If YES, explain: _____

Have you ever been denied auto insurance for non-medical reasons? YES {} NO {}

If YES, explain: _____

Has your license or privilege to operate a motor vehicle ever been revoked, refused, suspended, or cancelled for non-medical reasons? YES {} NO {}

If YES, explain: _____

Has your vehicle registration ever been cancelled, revoked or suspended for any non-medical reason? YES {} NO {}

If YES, explain (include dates, location, disposition, etc.): _____

List all traffic citations and/or warnings received during the past 5 years (include dates, locations and dispositions): _____

Have you ever been detained, arrested, or charged with Operating While Intoxicated (OWI)? YES {} NO {}

If YES, explain (include date, location, arresting agency, disposition, etc.): _____

Have you ever been involved in an automobile accident? YES {} NO {}

If YES, provide the following information:

Date and Location of Accident: _____

Was anyone injured? YES {} NO {}

Was the accident reported to the police? YES {} NO {}

Did you file a claim with an insurance company? YES {} NO {}

What was the outcome? (court appearance, court finding, etc.) _____

PART VI Arrest/Conviction Data

When answering these questions include campus police and security agencies.

Have you ever been? (Check all that apply)

Arrested { } Interviewed { } Interrogated { } Detained { } Indicted { }
Convicted { } Received a Criminal Summons { } Received a Civil Citation { }

If you checked any of the above, explain in detail including the date, reason, agency, and disposition:

Are you now or have you ever been involved as a plaintiff or defendant in any civil court action?

YES { } NO { }

If YES, explain:

Have you ever been convicted of a criminal offense, including petty offense citations such as noise violations or underage drinking?

YES { } NO { }

If YES, provide all details such as dates, locations, arresting agency and court dispositions:

Have you ever:

Been a member of a street or motorcycle gang?	YES { }	NO { }
Committed a crime for which you were not caught?	YES { }	NO { }
Been involved in, or accused of a sexual assault?	YES { }	NO { }
Patronized the act of illegal prostitution?	YES { }	NO { }
Participated in any incident involving hazing or rituals?	YES { }	NO { }
Misused or mistreated anyone via the telephone/internet?	YES { }	NO { }
Been charged with or convicted of domestic violence?	YES { }	NO { }

PART VII
Current/Former Police Officers Only

If these questions do not apply to you, put N/A in the response lines.

What law enforcement agency are you currently, or were previously, employed by?

Dates of employment: From _____ / _____ / _____ To _____ / _____ / _____

Have you been subject to any citizen complaints? YES {} NO {}

If YES, explain fully: _____

Disposition: _____

Have you ever been suspended from duty, with or without your police powers, for any reason except medical? YES {} NO {}

If YES, explain fully: _____

Have you been subject to any departmental disciplinary actions? YES {} NO {}

If YES, explain fully: _____

Have you ever been involved in any traffic accidents while operating departmental or government vehicles: YES {} NO {}

If YES, how many? _____

What was the disposition of each? _____

How have you been rated on your evaluations? (Check all that apply)

- Excellent
- Above Satisfactory
- Satisfactory
- Below Satisfactory
- Unsatisfactory

Explain any performance evaluations which you received less than satisfactory. (Provide copies of performance evaluations for the past two years)

Have you ever been questioned, interviewed or interrogated by your department's Internal Affairs Unit?

YES NO

If YES, explain fully: _____

Have you ever discharged your service weapon, either on-duty or off-duty, other than for training purposes or for authorized animal destruction?

YES NO

If YES, explain fully: _____

Have you ever been charged or investigated for the use of excessive force or police brutality?

YES NO

If YES, explain fully: _____

Have you ever been investigated by your current/past or other agency for an allegation of domestic violence/spousal abuse? YES {} NO {}

If YES, explain in full, all circumstances: _____

Are you resigning or have you been asked by a current or former agency to resign in lieu of termination? YES {} NO {}

If YES, explain fully: _____

Have you ever been named in a civil lawsuit as part of your official duties? YES {} NO {}

If YES, explain fully: _____

PART VIII

Drug Experimentation/History

Have you ever smoked/experimented/tasted/ingested/used/injected/sniffed or been exposed to any of the following (check all that apply):

Marijuana/Hashish	YES { }	NO { }	How Often? _____	Date _____
Synthetic Drugs	YES { }	NO { }	How Often? _____	Date _____
Cocaine (Powder, Crack)	YES { }	NO { }	How Often? _____	Date _____
Heroin	YES { }	NO { }	How Often? _____	Date _____
Morphine	YES { }	NO { }	How Often? _____	Date _____
Codeine (Non-prescribed)	YES { }	NO { }	How Often? _____	Date _____
Amphetamines (Speed)	YES { }	NO { }	How Often? _____	Date _____
Barbiturates (Downers)	YES { }	NO { }	How Often? _____	Date _____
Inhalants (Solvents, Aerosols)	YES { }	NO { }	How Often? _____	Date _____
Anabolic Steroids	YES { }	NO { }	How Often? _____	Date _____
LSD	YES { }	NO { }	How Often? _____	Date _____
PCP	YES { }	NO { }	How Often? _____	Date _____
Mushrooms (Hallucinogenic)	YES { }	NO { }	How Often? _____	Date _____
Ecstasy	YES { }	NO { }	How Often? _____	Date _____
Special K	YES { }	NO { }	How Often? _____	Date _____
Quaaludes	YES { }	NO { }	How Often? _____	Date _____
Valium (Non-prescribed)	YES { }	NO { }	How Often? _____	Date _____
Fentanyl	YES { }	NO { }	How Often? _____	Date _____
Suboxone	YES { }	NO { }	How Often? _____	Date _____
Methadone	YES { }	NO { }	How Often? _____	Date _____

Any other drug/narcotic not specifically listed above? _____

Have you ever purchased any of the above listed substances? YES { } NO { }

If YES, explain fully: _____

Have you ever used a prescribed medication not issued to you? YES { } NO { }

If YES, explain fully: _____

Have you ever sold or abused any type of drug/illegal substance? YES { } NO { }

If YES, explain fully: _____

Have you ever used prescription drugs or alcohol excessively? YES { } NO { }

If YES, explain fully: _____

TOWN OF GRIFFITH
GRIFFITH POLICE DEPARTMENT
BASIC ESSENTIAL JOB FUNCTIONS

Personnel in this classification of the Griffith Police Department, perform duties related to the protection of lives and property in the Town of Griffith to include, but not limited to, responding to calls for service, apprehending violators, directing vehicular and pedestrian traffic, enforcing traffic laws and investigating complaints of illegal or unlawful activity.

BASIC ESSENTIAL FUNCTIONS FOR POLICE OFFICERS

- Patrol assigned area on foot or drive a vehicle searching for suspicious activity or situations, or checking for persons in need of service.
- Monitor radio and other communication devices to receive assigned calls and to maintain awareness of activities in assigned areas or by other officers.
- Assist citizens with problems such as lost children, injured persons, substance abuse issues, mental illness, animal bites, civil disputes, locked doors, vehicle inspection and verifications, or abandoned vehicles.
- Refer persons to appropriate social service agencies when situation warrants.
- Respond to assigned call by driving, walking, or running to specified location, assess situation, determine need for other assistance, and take appropriate action.
- Move people away from danger, including carrying unconscious people and providing emergency aid to injured people.
- Investigate accidents, extract victims, provide emergency aid, gather evidence, record observations and statements of witnesses and victims, request assistance from other officers or agencies as needed, direct the removal of the vehicles involved, and ensure an area is clear.
- Search crime scenes, take prescribed actions to preserve and protect evidence, and record findings and observations.
- Interview victims, suspects, and witnesses, and record responses and observations.

- Pursue, apprehend, search and arrest suspects using only necessary force, advise suspects of rights, and transport suspect to detention area.
- Restrain people from physically striking or injuring others using appropriate weapons.
- Drive a vehicle at high speed when situation warrants due to nature of emergency.
- Stop drivers of vehicles when traffic violations are observed, verify license and registration data, advise driver of safe driving practices, and issue citations or make arrests as warranted.
- Direct vehicular and pedestrian traffic when congestion occurs or as directed.
- Report as directed to scenes of general emergencies and take appropriate action to protect life and property, such as directing traffic, quarantining an area, assisting individuals in leaving an area, preventing looting and requesting appropriate assistance.
- Maintain visibility in the community by meeting and talking with citizens, provide information, visit local businesses, and make presentations to school, neighborhood and civic organizations.
- Write reports and complete forms as required by operating procedure, and make oral reports to appropriate personnel.
- Testify in court, prepare for such testimony by reviewing reports and notes, meet with attorneys and obtain appropriate evidence.
- Participate in training of law enforcement procedures, including firearms, criminal justice, and court procedure, emergency medical aid and related subjects.
- Maintain uniforms, equipment and weapons, conduct routine preventative maintenance of police vehicles (check oil, lights, tires, etc.)
- Maintain personal physical fitness.
- Use the telephone, portable radio, and other voice communications systems.
- Perform related duties as assigned.

ENVIRONMENTAL FACTORS FOR POLICE OFFICERS

The essential functions for police officers are performed in and affected by the following environmental factors. A police officer must:

- Operate both as a member of a team and independently at incidents of uncertain duration.
- Face exposure to infection to infectious agents such as hepatitis B or HIV.
- Perform complex tasks during life-threatening emergencies.
- Work for long periods of time, requiring sustained physical activity and intense concentration.
- Face life or death decisions during emergency conditions.
- Tolerate exposure to grotesque sights and smells associated with major trauma.
- Make rapid transitions from rest to near maximal exertion without warm-up periods.
- Use of firearms, self-defense equipment and body armor.
- Be able to physically protect him/herself.
- Be able to communicate with people effectively.

FORM OF CONSENT

Gentlemen:

I am an applicant for employment as a police officer with the Metropolitan Police Department of Griffith, Lake County, Indiana; I hereby consent to your furnishing the Griffith Police Department with the necessary data concerning all information on my military background, service record and status.

Sincerely,

Signature

Print Name

Military Service Number

WAIVER OF LIABILITY

I, _____, waiver all claims against the Griffith Police Department, the Civil Town of Griffith, the School Town of Griffith, and their employees, from any and all claims, demands, damages, rights of action, present or future, whether the same be known or unknown, anticipated, or unanticipated resulting from or rising out of the applicants' participation in the Griffith Police Department physical agility exam.

Signature _____ Date _____

Print Name _____

Witness _____ Date _____

Certification

I, _____, certify that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I am aware that if any of the statements made by me in this application are found to be willingly false, I am subject to punishment. I also recognize that any intentionally false statement or omissions will be automatic grounds for dismissal. Further, I authorize the Griffith Police Department to verify any and all information contained within this application, and to review my criminal history, military and disciplinary records from any source.

I understand and agree to the conditions imposed thereby.

Date: _____ Signature: _____

Affidavit

Before me personally appeared the said _____ who says that he/she executed the above instrument of his/her free will and accord, with full knowledge of the purpose therefore.

Swore and prescribed to in my presence the _____ day of _____, 20 _____

My commission expires: _____

Notary Public: _____

STATE OF: _____

COUNTY OF: _____

Retired Military Age Statute

IC 36-8-4.7-5 Waiver of maximum age for appointment to police or fire department; waiver requirements; 1977 fund membership

Sec. 5. (a) Notwithstanding any contrary law, an appointing authority shall waive any age restriction for a person not more than forty (40) years and six (6) months of age that applies to the appointment and hiring of an individual as:

- (1) a member of the police department; or
- (2) a member of the fire department;

if the individual meets the requirements of subsection (b).

(b) An individual who meets all the following requirements is entitled to the waiver described in subsection (a):

- (1) On the date the individual applies to be appointed and hired as:
 - (A) a member of the police department; or
 - (B) a member of the fire department;

the individual is a veteran who has completed at least twenty (20) years of military service.

- (2) The individual received or is eligible to receive an honorable discharge from the armed forces.

- (3) The individual meets all other requirements for appointment and hiring as:

- (A) a member of the police department; or
- (B) a member of the fire department;

including all physical requirements.

(c) An individual who is entitled to the waiver described in subsection (a) is eligible to become a member of the 1977 fund.

As added by P.L. 115-2016, SEC. 3.



INDUSTRIAL/ORGANIZATIONAL SOLUTIONS
PUBLIC SAFETY SELECTION EXPERTS

Griffith Police Department Applicant,

Study material is available for your upcoming test with Griffith PD. You can find the **NCJOSI²** standard study guide by following the link below.

Please visit <https://iosolutions.com/product/ncjosi2-standard-study-guide-online/> and add the item to your cart. You can also enter '**GRIFFITH**' into the search field on the homepage of our website. This will bring you directly to the study material you need.

If you have any questions or issues accessing your studying material, please contact IOS Recruitment at recruitment@iosolutions.com or 800.343.HIRE.

GOOD LUCK!

IOS Customer Service Team

<https://iosolutions.com/>