



LAPORTE POLICE DEPARTMENT
POLICE CIVIL SERVICE COMMISSION

RESERVES

THE FOLLOWING IS REQUIRED BY THE LA PORTE CIVIL SERVICE COMMISSION:

- 1.) Copy of Birth Certificate (must be 21). Applicant cannot be appointed once 60th birthday is reached.
- 2.) Copy of Drivers License.
- 3.) Copy of Diploma and transcript of High School Records. (Must be High School graduate or have GED)
- 4.) Basic physical examination and // or statement from physician that applicant can perform duties required. (After application is reviewed and upon request by Merit Commission.)
- 5.) I.Q. Test (to be given at the Police Station by appointment prior to interview)
- 6.) Residency requirement (must be resident of La Porte County for not less than one (1) year prior to date of application.)
- 7.) Must sign and have witnessed enclosed "INFORMATION RELEASE" form.
- 8.) Seal envelope and return to the Police Chief's secretary. (APPLICANTS SHOULD UPDATE THEIR FILE EVERY NINETY DAYS). When an opening occurs, you will be notified when to appear for an interview.

PLEASE NOTE:

The Merit commission appoints Reserve Officers to assist the Chief and his regularly appointed officers to carry out various duties and functions of the La Porte Police Department subject to the limitations of Indiana Code 36-8-3-20.

Applicants will be required to purchase clothing, leather goods and required handgun.

Under no circumstances are such Reserve Officers eligible to participate in the pension program provided for the regular members of the La Porte Police Department.

* Any applicant who personally, or through any other person, solicits any member of the Commission to favor his/her appointment or reinstatement to such force, shall be thereby rendered ineligible for all time to any such appointment to the Police Department.



LAPORTE POLICE DEPARTMENT
POLICE CIVIL SERVICE COMMISSION
AUTHORIZATION TO RELEASE INFORMATION

I, _____, hereby authorize any person, agency, partnership, or corporation having any information concerning my;

CREDIT RECORD, EDUCATIONAL RECORD, MEDICAL RECORD, EMPLOYMENT RECORD, MILITARY RECORD OR SELECTIVE SERVICE RECORD,

to release such information to the La Porte City Police Merit Commission. This information is to be used for possible appointment with the La Porte City Police Department and will not be available for public inspection.

I Hereby release such persons, agency, partnership or corporation from any liability which may be incurred in releasing this information to the La Porte City Police Merit Commission, including liability under any Federal Law.

Signature

Date

Witness



POLICE CIVIL SERVICE COMMISSION

LA PORTE POLICE DEPARTMENT
Application For RESERVE OFFICER



Applications will be considered for all positions without regard to race, color, religion, gender or disability.

DATE _____

APPLICATION FOR POSITION OF RESERVE OFFICER

Sec. 1. PERSONAL DESCRIPTION

A. Name _____
First Middle Last

B. Male [] Female [] ALIASES _____
Alias (es), Nickname (s), Maiden Name, Other Changes in Name

C. Address _____
Street City State/Zip

D. Have you been a resident of La Porte County for the past twelve (12) months? YES [] NO []

E. Age _____ Date of Birth _____
Month Day Year

F. Place of Birth _____
(City, County, State)

G. Social Security Number _____

E. Native U.S. Citizen _____ Naturalized Citizen _____

F. Height _____ Weight _____ Eyes _____ Hair _____

H. Phone Number () _____ Alternate Phone Number () _____



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Application For RESERVE OFFICER



Sec. 2. Military Status

A. Are you a United States military veteran? YES [] NO []
(If yes, attach copy of discharge or separation papers.)

B. Branch of Service you served in _____

C. Date of Service: From _____ To _____
Month Year Month Year

D. While serving in the military, were you ever arrested for an offense which resulted in trial by
deck court or by summary, or by general court martial? YES [] NO []

If yes, give date, place, law enforcing authority or type of court or court martial, charge and
action taken for each incident, using separate sheet to record this information.

E. Are you presently a member of U.S. Reserves or National Guard organization? YES [] NO []

If yes, complete the following:

Grade and Service No. Service and Component
Organization and Station or Unit and Location
Active Inactive Standby

Sec. 3. EDUCATION

Please circle years completed and list the names of schools attended.

Elementary School 5 6 7 8 High School 9 10 11 12
Name _____ Name _____

Did you receive a diploma? YES [] NO [] Did you receive a GED? YES [] NO []

College / University 1 2 3 4 Graduate / Professional 1 2 3 4
Name _____ Name _____
Degree _____ Degree _____

Other pertinent information concerning scholastic performance including honor societies,
scholarships, awards and other academic accomplishments. (You may exclude those that
indicate race, color, religion, sex, national origin, age, marital or veteran status or disability)

Describe specialized training, apprenticeship skills and extra-curricular activities.



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Sec. 4. EMPLOYMENT

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

Form with 4 numbered sections for employment history. Each section includes fields for: Company Name, Telephone No., Address, Supervisor, Weekly Pay Start, End, Reason for Leaving, and Period Worked.

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

Sec. 5. RESIDENCE

List all Residences for the past ten (10) years, beginning with your present address.

MO/YEAR STREET NUMBER CITY STATE OR COUNTY

Two horizontal lines for listing residence information.



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Application For **RESERVE OFFICER**



Sec. 7. VEHICLE OPERATOR'S LICENSE (Drivers, Chauffeurs, etc.)

Give the following information concerning any vehicle operator's license you have held or now hold:

| <u>KIND OF LICENSE</u> | <u>PLACE OF ISSUE</u> | <u>DATE EXPIRES</u> | <u>RESTRICTIONS</u> | <u>STATUS</u> |
|------------------------|-----------------------|---------------------|---------------------|---------------|
|------------------------|-----------------------|---------------------|---------------------|---------------|

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

Have you ever been denied issuance of a driver's license or have you ever had a license suspended or revoked? YES NO If yes, explain fully:

Have you ever had automobile insurance withdrawn or revoked, or have you ever been refused automobile insurance? YES NO If yes, give details, including reasons, names of companies, dates, etc:

Give the name and address of the insurance company with whom you now have automobile insurance:

Policy Coverage:



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ARREST DETENTION AND LITIGATION: (Show all arrests, including juvenile delinquent and traffic,)

A. Have you ever been arrested or detained by a law enforcement agency? YES

B. Have you ever been fingerprinted for any reason (arrest, job application, etc)? YES

If the answer to any of the above questions is yes, list date below, place and full details of each incident.

Sec. 8. **REFERENCES: CREDIT AND CHARACTER REFERENCES** (Do not include relatives, former employers, or persons living outside of the United States or it's territories). List only character references that have definite knowledge of your qualification and fitness for the position that you are applying. Do not repeat names of supervisors. List three (3) credit and five (5) character references.

CREDIT REFERENCES:

| NAME | (Include Telephone #) | ADDRESS | BUSINESS | NUMBER OF YEARS ACQUAINTED |
|------|-----------------------|---------|----------|----------------------------|
|------|-----------------------|---------|----------|----------------------------|

CHARACTER REFERENCES:

| NAME | (Include Telephone #) | ADDRESS | BUSINESS | NUMBER OF YEARS ACQUAINTED |
|------|-----------------------|---------|----------|----------------------------|
|------|-----------------------|---------|----------|----------------------------|



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Do you object to your present employer being interviewed concerning this application? YES NO

Any additional information or comments you would like to include about yourself?

APPLICANTS STATEMENT

I certify that the answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment. I hereby authorize anyone of whom request is made to supply to the City of La Porte information concerning my background in connection with my being considered for RESERVE OFFICER with the City of La Porte. I hereby release and hold harmless all parties, including, but not limited to the City of La Porte, my personal references and my previous employers, from any and all liability for any injury or damage that may result from their furnishing information to the City of La Porte concerning me or any action taken the City of La Porte takes on the basis of such information.

I understand that this application for RESERVE OFFICER is not and is not intended to be a contract for employment.

I further agree and consent, in advance, to being summarily discharged without cause or hearing if any of the above information contains any misrepresentation or falsification or if any material information has been omitted.

In the event of appointment to RESERVE OFFICER, I understand that:

- (a) Misrepresentation or omission of facts on this application is cause for immediate removal;
- (b) I am required to and agree to abide by all rules and regulations as a condition of appointment;
- (c) This application is not a contract of employment;
- (d) I understand this application will not be given active consideration ninety (90) days after it's submission to the La Porte Police Department.

Signature of applicant

Date



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ANY AND ALL CATEGORIES ON THE ENCLOSED APPLICATION THAT MAY REQUIRE THE USE OF ADDITIONAL SPACE, MAY BE CONTINUED ON A SEPARATE SHEET OF PAPER. IF YOU DO SO ELECT TO SUPPLY ADDITIONAL INFORMATION, PLEASE IDENTIFY BY APPLICATION PAGE AND NUMBER.

NOTE:

AS A REMINDER, YOUR APPLICATION WILL NOT BE REVIEWED UNLESS YOU HAVE INCLUDED WITH IT, ALL OF THE INFORMATION REQUESTED. THIS INCLUDES A COPY OF YOUR BIRTH CERTIFICATE, DRIVERS LICENSE, HIGH SCHOOL GRADE TRANSCRIPTS AND YOUR HIGH SCHOOL DIPLOMA OR GED. THE "RELEASE" MUST BE WITNESSED.

ALSO, IF YOU DO NOT CALL EVERY NINETY (90) DAYS TO LET US KNOW THAT YOU ARE STILL INTERESTED IN A JOB, YOUR APPLICATION WILL BE PURGED.