

# ***PLEASE READ***

APPLICATION PACKET MUST BE TURNED IN ON OR BEFORE 4:00PM FRIDAY FEBRUARY 28, 2014.

ALL REQUIRED AND REQUESTED INFORMATION MUST BE INCLUDED (see attached list of required documents). IF ALL REQUIRED MATERIAL IS NOT INCLUDED WITH APPLICATION, THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT.

***APPLICATION AND AUTHORIZATION TO RELEASE INFORMATION FORM*** MUST BE SIGNED AND NOTARIZED BY NOTARY PUBLIC.

THANK YOU FOR YOUR INTEREST IN BECOMING A TERRE HAUTE POLICE OFFICER.

# IMPORTANT INFORMATION CONCERNING QUALIFICATION FOR EMPLOYMENT

## 2014 Police Employment Process

The Terre Haute Police Department has set its standards for employment in the physical fitness category to be 20% of the applicant's overall qualification score. The Exit Standards for the Indiana Law Enforcement Academy are now the passing standards for the Terre Haute Police Department. If an applicant does not meet the physical fitness test passing standards the candidate will not be considered for employment.

The application process grading is 40% written test, 40% personal interview, 20% physical fitness test. The 20% physical fitness test is graded by how well the applicant does. The grading system is in the application packet. The applicant will sign the document Pre-Employment Physical Fitness Test Policy acknowledging the understanding of the grading system and return it with the completed application. The Terre Haute Police Department will give the applicant a minimum of six weeks to prepare for the physical fitness exam starting from the end of the application due date to the time of the physical test.

The Terre Haute Police Department will require a \$30.00 testing fee paid by either cash or money order (no checks or credit/debit cards accepted) at the time the written test for employment is conducted, which will be after the physical test. No exceptions will be made. The fee will be turned into a law enforcement representative who will be at the test site for that purpose. The applicant will be given dates, times, and locations for these tests via mail.

After physical testing and aptitude testing are complete and the applicant qualifies, the applicant will be given character reference documents to be filled out and turned in when asked during the personal interview, and background investigation process.

Thank you for your interest in becoming a Terre Haute Police Officer.

### **ELIGIBILITY FOR APPOINTMENT**

- (1) The applicant shall complete information requested in the Application Blank to the best of his/her knowledge and belief. Any misrepresentation made upon the Application Blank by the applicant may render such applicant ineligible for any position with the Terre Haute Police Department.
- (2) Any applicant who personally or through any other person solicits any member of the Commission to favor their appointment or reinstatement to such force, shall be thereby ineligible for all time to any such appointment to the Terre Haute Police Department.
- (3) Requirements for Eligibility:
  - A. A Citizen of the United States of America;
  - B. A high school graduate or equivalent;
  - C. Of good moral character;
  - D. At least 21 years of age, but under 36 years of age (however, the age requirements do not apply to a person who has previously been employed as a member of the department);
  - E. Upon appointment, members of the Terre Haute Police Department must reside in Indiana in one (1) of the following areas:
    1. Within the county in which the city is located; or
    2. In a county that is contiguous to the county in which the city is located, per I.C. 36-8-4-2;
  - F. Without a felony conviction on his/her record;
  - G. Able to produce satisfactory proof of the date and place of his/her birth;
  - H. Must meet the standards established for a General Aptitude Test required under I.C. 36-8-3.5-12(d), 12(e), 12(g) and I.C. 36-8-3.2-6 and I.C. 36-8-8-19 or any comparable test which may hereinafter be adopted under Indiana Law;
  - I. Able to successfully complete any required agility test or other test of either physical condition, qualifications, emotional stability, physical or mental fitness, or other qualifying examination which may be from time to time required by the department of the Terre Haute Police Merit Commission.
  - J. A physician appointed by the Board of Trustees of the Pension Fund for the City of Terre Haute shall certify that the applicant is eligible for pension benefits. Any charge made by such physician for the examination of the applicant shall be paid by the applicant.
  - K. Applicants may be required to submit to a polygraph examination.
  - L. If there are any changes to this application, it is the responsibility of the applicant to notify the Terre Haute Police Department.

## TERRE HAUTE POLICE DEPARTMENT PHYSICAL STANDARDS

TEST	PASSING STANDARD
Vertical Jump	16 inches minimum
One Minute Sit-Ups	29 minimum
300 Meter Run	71 seconds or less
Push-Ups (no time limit)	25 minimum
1.5 Mile Run	16 minutes 28 seconds

## INDIANA LAW ENFORCEMENT ACADEMY PHYSICAL STANDARDS

TEST	PASSING STANDARD
Vertical Jump	16 inches minimum
One Minute Sit-Ups	29 minimum
300 Meter Run	71 seconds or less
Push-Ups (no time limit)	25 minimum
1.5 Mile Run	16 minutes 28 seconds

### **VERTICAL JUMP**

**PURPOSE** – Measure of jumping or explosive power

**EQUIPMENT** – Vertical jumping apparatus fixed to a smooth wall or free standing. Encompasses some method of marking extension when jumping (e.g. chalk dust, velcro)

#### **PROCEDURE**

1. Participant stands with one side toward wall, feet together, and reaches up as high as possible to mark his/her standard reach.
2. Participant jumps as high as possible and marks the highest point of the jump. Participant must jump from both feet in a stationary stance. Arms may be pumped and thrust upward.
3. Score is the total inches, to the nearest ½ inch, above the standard reach mark.
4. The best of three trials is the recorded score.

### **ONE MINUTE SIT-UPS**

**PURPOSE** – Measure abdominal endurance.

#### **PROCEDURE**

1. The participant starts by lying on his/her back, knees bent, heels flat on the floor, with the fingers laced and held behind the head. Avoid pulling on the head with the hands. The buttocks must remain on the floor with no thrusting of the hips.
2. A partner holds the feet down firmly.
3. The participant performs as many correct sit-ups as possible in 1 minute.
4. In the upper position, the participant should touch elbows to knees and then return until the shoulder blades touch the floor.
5. Score is total number of correct sit-ups performed within 1 minute. Any resting must be done in the up position only.
6. Breathing should be as normal as possible, making sure the participant does not hold his/her breath as in the Valsalva maneuver.

### **300 METER RUN**

**PURPOSE** – A measure of anaerobic power.

**EQUIPMENT** – 400 meter running track, or any measured 300 meter flat surface with sufficient distance to slow to a stop.

#### **PROCEDURE** –

1. Warm up and stretching should precede testing.
2. Participant runs 300 meters at maximum level of effort. Time used to complete distance is recorded.
3. Participant should walk for 3-5 minutes immediately following test to cool down. This is an important safety practice.

## **PUSH UPS**

**PURPOSE** – Measures muscular endurance of the upper body (anterior deltoid, pectorals major, triceps)

### **PROCEDURE**

1. The hands are placed shoulder width apart, with fingers pointing forward. Some part of the hands must lie within a vertical line drawn from the outside edge of the shoulders to the floor. The administrator places one fist on the floor below the participant's chest (sternum).
2. Starting from the up position (arms fully extended with elbows locked, both hands and both feet only touching the floor) the participant must keep the back straight at all times and lower the body to the floor until the chest (sternum) touches the administrator's fist. The participant then returns to the up position with the elbows fully locked. This is one repetition.
3. Resting is permitted only in the up position. The back must remain straight during resting.
4. When the participant elects to stop or cannot continue, the total number of correct pushups is recorded as the score. No time limit.

## **1.5 MILE RUN**

**PURPOSE** – Measure of aerobic power (cardiovascular endurance). The objective in the 1.5 mile run is to cover the distance as fast as possible.

**EQUIPMENT** – Stopwatch and indoor or outdoor track or other suitable flat running area measured to 1.5 miles.

### **PROCEDURE**

1. Participants should not eat a heavy meal or smoke for at least 2 -3 hours prior to the test. Participants should warm up and stretch thoroughly prior to running.
2. The participant runs 1.5 miles as fast as possible.
3. Participants should not physically touch one another during the run, unless it is to render first aid.
4. Finish times should be called out and recorded.
5. Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e. pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmia).



## TERRE HAUTE POLICE DEPARTMENT

### PHYSICAL FITNESS TEST – SAMPLE SCORING SHEET

#### EXERCISE

#### SCORING

**Vertical Jump**

16 inches – 19 inches = 1pt  
20 inches and above = 2pts

**Sit-Ups in one minute**

29 reps – 39 reps = 1pt  
40 reps and above = 2pts

**300 Meter Run**

71 sec – 60 sec = 1pt  
59 sec or less = 2pts

**Push-Ups (no time limit)**

25 reps – 36 reps = 1pt  
37 reps and above = 2pts

**1.5 Mile Run**

16:28 – 13:30 = 1pt  
13:29 or less = 2pts

**Grading Note:** All points received by applicant will be multiplied by two to reach the total composite score for the Physical Fitness Test, with a maximum score of 20 points. The Physical Fitness Test is 20% of the applicant's total score.



**EMPLOYMENT HISTORY**

DATE (MONTH & YEAR)	NAME & ADDRESS OF EMPLOYER & SUPERVISOR	CURRENT/ENDING SALARY	DUTIES	REASON FOR LEAVING
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				
FROM:				
TO:				

MAY WE CONTACT ALL EMPLOYERS LISTED? YES  NO

EXCEPTIONS: \_\_\_\_\_

**REFERENCES**

NAME	ADDRESS	BUSINESS	PHONE

**MILITARY SERVICE**

BRANCH \_\_\_\_\_ DATES OF DUTY \_\_\_\_\_ RANK \_\_\_\_\_

I CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND AND AGREE THAT ANY MISREPRESENTATION OR OMISSION OF FACTS MAY RESULT IN DISQUALIFICATION OR DISMISSAL FROM EMPLOYMENT WITH THE CITY OF TERRE HAUTE, REGARDLESS OF THE DATE OF DISCOVERY.

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

NOTE: FEDERAL, STATE, AND LOCAL LAWS PROHIBIT DISCRIMINATION AGAINST ANY PERSON BECAUSE OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, AGE, SEX OR DISABILITY IN MATTERS AFFECTING EMPLOYMENT.

SUBSCRIBED AND SWORN BEFORE ME, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

COUNTY OF RESIDENCE: \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**

I, \_\_\_\_\_, am an applicant for employment with the Terre Haute Police Department. In order to process my application, certain information must be made available to the Chief of Police of the City of Terre Haute. This information is for my benefit. I hereby authorize, request, and direct educational institutions, my references, my employers (past and present), financial institutions of any kind, wherever said individuals or organizations are situated, to release to the Chief of Police of the City of Terre Haute or to any representative thereof, any document, information, record or file that he deems material to the processing of my application for employment. Said information can be furnished if the request therefore is made in person or in writing.

Further, I release all of said individuals and organizations from all liability to me that could arise in any and all legal communication privileges that I could claim.

Further, I appoint the Chief of Police or his representative as my agent and attorney-in-fact for the sole purpose of collecting information for processing my application and direct that he be permitted to inspect all of said files and information, and be permitted to make copies thereof at his discretion. This request can be treated as if I were making the request in person.

A copy of this release authorization is to be considered as legally binding as the original,

**DATED:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

**SUBSCRIBED AND SWORN BEFORE ME, this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**

**My Commission Expires:** \_\_\_\_\_

**County of Residence:** \_\_\_\_\_

Terre Haute Police Department  
Employment Application

**LIST OF REQUIRED DOCUMENTS & INFORMATION ACKNOWLEDGEMENT**

1. Copy of High School Diploma and/or GED
2. Copy of Birth Certificate
3. Copy of Transcript of High School Grades
4. Copy of College Level Grades (If Applicable)
5. Copy of Service Record DD214 (If Applicable)
6. Completed, Dated, Signed and NOTARIZED Authorization to Release Information Form
7. Completed, Signed and NOTARIZED Application
8. Signed Physical Fitness Test Policy Form
9. Copy of Driver's License
10. Recent head & shoulders color photo of applicant.

**IMPORTANT INFORMATION: Please be sure that you have filled in ALL requested information and have provided ALL documents noted above at the time the application is submitted. Failure to do so will disqualify the applicant for consideration of employment with the Terre Haute Police Department.**

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I, \_\_\_\_\_, acknowledge receipt and understanding of the above noted information.  
(printed name of applicant)

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(date)

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(signature)