

Michigan City Police Civil Service Commission
Commissioners: John Pliske* Michael Palmer * Michael Buda
1201 E. Michigan Blvd. Michigan City, IN 46360
219-874-3221 x1056 email: pdcomm@emichigancity.com



Dear Applicant:

Enclosed is the Michigan City Police Department application, which must be completed and may be returned in the self-addressed envelope. It is your responsibility to affix the postage.

The additional attachment of five sheets, listing instructions and the basic functions of a police officer, may be retained for your reference.

BEFORE RETURNING, PLEASE RE-CHECK. THE INFORMATION MUST BE TRUTHFUL, NEAT AND COMPLETED IN FULL. We will not return incomplete applications and failure to follow instructions may disqualify you.

PLEASE NOTE, ON PAGE 9, THAT A NOTARY IS REQUIRED.

Make sure the following items are included with your application:

- 1. Authenticated copy of a birth certificate.**
- 2. Copy of a high school diploma or certified copy of a G.E.D. certificate. (On-line high school diploma will not be accepted.)**
- 3. Copy of your valid state driver's license.**
- 4. Copy of your social security card.**
- 5. Certified copy of a transcript issued by an accredited high school or a certified achievement test certificate from an accredited high school or State Board of Education. (On-line high school transcripts will not be accepted.)**
- 6. Copy of your DD 214 (If applicable).**

If you have any questions, please contact our office at (219) 874-3221 x1056 or the Chief's Administrative Assistant at (219) 874-3221 x1040.

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INSTRUCTIONS & GENERAL INFORMATION

- No exceptions will be made for anyone not meeting all requirements.
- **The application must be filled out by the applicant. It may be typed or filled out in ink. All information requested on the application must be completed, in full, to the best of the applicant’s knowledge and belief. Any misrepresentation may render the applicant ineligible for a position with the department.**
- Answer all questions. If the question does not apply, state “None” or “Does Not Apply”.
- Place any additional information that you wish to add on a separate paper and attach to the application with appropriate reference marks.
- **PLEASE DO NOT ENCLOSE ORIGINAL DOCUMENTS, (I.E. BIRTH CERTIFICATES, ETC.)**
- Applications will not be considered until complete in every aspect. Applications will not be rejected but will be put on hold because of omissions or deficiencies that can be corrected prior to testing and the interview process.
- **Please do not make inquiries regarding the status of your applications.** You will receive appropriate information concerning your application.
- Completed applications must be submitted, together with all necessary documents, directly to the Michigan City Police Department. Only one application per applicant within a 12-month period.
- The Commission will accept applications any time during the year, however, the selection process will not commence until a certain number of applications, as determined by the Commission, are received.
- In the event any applicant fails to qualify, the applicant is prohibited from reapplying for a period of 12-months. **If the applicant failed to qualify because of a felony or misdemeanor battery charge, applicant is not eligible to reapply**

- No applicant will be discriminated against with the respect to hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment of race, sex, color, religion, national origin or ancestry. The Michigan City Police Department adheres to all provisions of the Americans with Disability Act. Employees are selected solely upon merit.
- Information secured through testing and investigation will be held in strict confidence. Applicants are responsible for all expenses incurred by them in connection with travel, when reporting for test, physical examination and interviews.
- During the officer's first year as a sworn police officer, the officer is on probation and may be discharged at any time without recourse to a formal hearing. Upon satisfactory completion of the first year as a sworn police officer, the officer can be discharged upon preferment of formal charges in writing, and has recourse to a public hearing before the Police Civil Service Commission, if desired.
- Applicants must meet the following minimum physical fitness standards which are necessary for performing the essential job related functions of a police officer. These are the same minimum standards required when entering the Police Academy.

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

- It is the applicants' responsibility to notify the Commission if there is a change of address or telephone number during the hiring process. Should the Commission be unable to contact you due to incorrect information your application will be considered ineligible and you will no longer be considered as an applicant.
Michigan City Police Civil Service Commission.

CORRESPONDENCE SHOULD BE DIRECTED TO:

Michigan City Police Civil Service Commission
 1201 E. Michigan Blvd.
 Michigan City, IN 46360
 (219) 874-3221 ext. 1056



MICHIGAN CITY POLICE DEPARTMENT

BASIC ESSENTIAL FUNCTIONS FOR POLICE OFFICERS

1. Monitor radio and communication devices to receive assignments and call.
2. Effectively communicate, verbally and written, in the English language.
3. Maintain awareness of activities in assigned areas.
4. Assist citizens with problems.
5. Patrol on foot or by driving a vehicle, responding to assigned calls and searching for suspicious activity or situations.
6. Respond to calls by driving, walking or running to a specific location.
7. Refer persons to appropriate social service agencies when situations warrant.
8. Assess situations, determine need for assistance of other officers or agencies, and take appropriate action.
9. Provide emergency aid to injured people and move people away from danger, including carrying unconscious people.
10. Investigate accidents and reports of crimes. Gather evidence, record observations and statements of witnesses, victims and suspects. Direct removal of vehicles involved in accidents and maintain orderly flow of other traffic, both vehicular and pedestrian.
11. Search crime scenes and take prescribed actions to preserve and protect evidence. Record findings and observations.
12. Pursue and apprehend suspects. Use only necessary force to apprehend and arrest suspects. Advise suspects of rights, and transport suspects to detention area.
13. Use appropriate means and weapons to restrain people from physically striking and injuring other people.
14. Drive a vehicle at a high speed when an emergency warrants.
15. Stop drivers of vehicles when traffic violations are observed. Advise drivers of safe driving practices. Verify license and registration data. Issue citations or make arrests as warranted.
16. Take appropriate action to protect life and property.
17. Maintain visibility in the community. Meet and talk with people. Visit local businesses. Provide information and make presentations to neighborhoods, civic organizations and schools.
18. Testify in court and prepare for such testimony by reviewing reports and notes. Meet with attorneys and obtain and provide appropriate evidence.
19. Maintain physical fitness, uniforms, equipment and weapons.
20. Perform related duties as assigned.
21. Participate in training on law enforcement procedures: including firearms, court procedures, criminal justice, emergency medical aid and related subjects.



MICHIGAN CITY POLICE DEPARTMENT

Each of the below criteria must be met and proper documents attached to properly process your application.

A. BASIC ELIGIBILITY REQUIREMENTS

1. Must be a United States citizen.
2. Must be at least 21 years but under 36 years of age when appointed as a police officer.
3. Must be a high school graduate, as evidenced by a certified copy of a transcript issued by an accredited high school. A certified achievement test certificate from an accredited high school or State Board of Education is acceptable.
4. Must possess a valid unrestricted driver's license.
5. Must be willing, if appointed, to become a bona fide resident of the County of LaPorte, or any contiguous County within the State of Indiana (Porter, Starke, or St. Joseph Counties); have adequate means of transportation into the City; and maintain residential telephone service within ninety (90) days.

B. COPIES OF THE FOLLOWING DOCUMENTS ARE REQUIRED (if applicable)

1. DD 214 (Armed Services Discharge)
2. High School Diploma or GED Diploma
3. Certified copy of a transcript issued by an accredited high school or a certified achievement test certificate from an accredited high school or State Board of Education.
4. College Transcript
5. Birth Certificate
6. Valid Driver's License

C. SELECTION PROCESS

1. Written Examination
2. Physical Fitness and Agility Test
3. Oral Interview
4. Polygraph Examination
5. Background Investigation
6. MMPI and Psychological Evaluation
7. Pension (PERF) Physical Examination



MICHIGAN CITY POLICE DEPARTMENT

2016 Salaries and Benefits

Rank	Base Salary	All Pays
Probation (1 Year)	\$38,409.18	\$1,477.28
1st Class Patrolman (2 Years)	\$41,430.34	\$1,543.97
Corporal	\$43,915.79	\$1,689.07
Sergeant	\$46,551.35	\$1,790.44
Lieutenant	\$49,344.44	\$1,897.86
Captain	\$52,305.40	\$2,011.75
Chief of Services	\$59,056.86	\$2,271.42
Chief of Operations	\$59,056.86	\$2,271.42
Chief	\$63,190.80	\$2,430.42

Longevity	Total	Bi-Weekly
3 Years	\$1,242.91	\$47.80
6 Years	\$2,485.82	\$95.61
9 Years	\$3,728.73	\$143.41
12 Years	\$4,971.64	\$191.22
15 Years	\$6,214.55	\$239.02
18 Years	\$7,457.46	\$286.83
20 Years	\$8,286.07	\$318.69

Specialty Pay

Explosive Ordinance Div.	2%*
Special Weapons and Tactics	2%*
Scuba Team	2%*
Hazardous Materials Team	2%*
IDACS Coordinator	2%*
Certified Radio Operator	2%*
Polygraph Examiner	2%*
Bachelor's Degree	2%*
Associate's Degree	1%*

* Indicates a limited number may receive this pay. Maximum of 2 special areas allowed.

For illustration purposes. Subject to change without notice.



MICHIGAN CITY POLICE DEPARTMENT

1201 E. Michigan Blvd., Michigan City, IN 46360

Phone 874-3221 ext. 1056

email: pdcomm@emichigancity.com

Employment Application

Date: _____

Please Print All Information

Name: _____
Last First Middle Maiden (If applicable)

Address: _____
Street Apt. #

City County State Zip

Telephone: Home () _____ Work () _____

Cell () _____ Email _____

NOTE: All information must be truthful and all documents must be attached. Application must be completed neatly if it is to be processed.

MERIT COMMISSION RULE #3, Article XVI-A: Any applicant who personally, or through another person, solicits a member of the Commission to favor such applicant's appointment or reappointment shall thereby be rendered ineligible indefinitely for an appointment to the Department.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER
COMPLYING WITH ALL PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT

I. INITIAL REQUIREMENT AREA

- A. Are you a US Citizen? _____ If no, explain on a separate sheet and attach documentation.
- B. Social Security Number _____ - _____ - _____
 (This is required for background clearance and payroll information. The application will not be processed without it.)
- C. Age _____ Date of Birth _____ Sex _____
 (Attach copy of birth certificate)
- Race _____ (Information requested for EEO compliance only)

II. FAMILY DATA

- A. Marital Status: Married _____ Single _____ Divorced _____ Separated _____
- B. Spouse's Name (If applicable) _____
- C. Dependents (If applicable)

NAME	AGE	RELATIONSHIP

- D. If divorced, are you legally required to make child support payments? _____
 Are you current on child support payments? _____ If no, explain _____

III. EDUCATION DATA (Attach Transcripts for All)

List information for High School and all accredited Colleges / Universities you have attended.

Name & Address of School	Course of Study	Number of Hours Completed	GPA on 4.0 Scale	Did You Graduate?	List Diploma or Degree

IV. EMPLOYMENT DATA

- A. Have you ever been discharged or resigned to prevent being discharged from a position of employment? _____ If yes, please explain on a separate sheet.

- B. List chronologically (most recent employment first) all past and current employment, including part-time. (Use additional sheets if necessary)

Name of Employer or Business _____
Your Title _____ Duties _____
Date of Employment From: _____ To: _____ Month Year Month Year
Reason for Leaving _____
Address of Business _____
City _____ State & Zip _____ Phone # _____

Name of Employer or Business _____
Your Title _____ Duties _____
Date of Employment From: _____ To: _____ Month Year Month Year
Reason for Leaving _____
Address of Business _____
City _____ State & Zip _____ Phone # _____

Name of Employer or Business _____
Your Title _____ Duties _____
Date of Employment From: _____ To: _____ Month Year Month Year
Reason for Leaving _____
Address of Business _____
City _____ State & Zip _____ Phone # _____

Name of Employer or Business _____
Your Title _____ Duties _____
Date of Employment From: _____ To: _____
Month Year Month Year
Reason for Leaving _____
Address of Business _____
City _____ State & Zip _____ Phone # _____

Name of Employer or Business _____
Your Title _____ Duties _____
Date of Employment From: _____ To: _____
Month Year Month Year
Reason for Leaving _____
Address of Business _____
City _____ State & Zip _____ Phone # _____

Name of Employer or Business _____
Your Title _____ Duties _____
Date of Employment From: _____ To: _____
Month Year Month Year
Reason for Leaving _____
Address of Business _____
City _____ State & Zip _____ Phone # _____

Name of Employer or Business _____
Your Title _____ Duties _____
Date of Employment From: _____ To: _____
Month Year Month Year
Reason for Leaving _____
Address of Business _____
City _____ State & Zip _____ Phone # _____

V. REFERENCES (Please do not list relatives as references)

Name _____	Phone # _____
Address _____	
City _____	State _____ Zip _____

Name _____	Phone # _____
Address _____	
City _____	State _____ Zip _____

Name _____	Phone # _____
Address _____	
City _____	State _____ Zip _____

VI. RESIDENCE (List the last 5 years other than current address)

Street	City	State	Dates	
			From	To

VII. MILITARY HISTORY AND STATUS

A. Have you ever served in the military on active duty? (Include active duty training with the National Guard and the Reserves.) _____ If yes, attach a copy of your DD214.

Military Branch	Dates		Highest Rank Attained and Rank at Separation	Type of Discharge and Reenlistment Code
	From	To		

B. Are you eligible to re-enlist? _____ If no, explain fully on a separate sheet.

C. List any citations and awards received: _____

D. Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on active duty? _____ If yes, explain fully on a separate sheet.

VIII. VEHICLE ACCIDENT AND ARREST RECORDS

A. Do you currently possess a valid automobile license? _____ Expiration Date _____

License Number _____ License Type _____ State _____

Has your driver's license ever been suspended? _____ If yes, explain: _____

B. List vehicle accidents in which you have been involved as a driver. Give date(s) and location(s).

Date	Location	What Happened

C. Have you ever received a ticket for a traffic offense? _____ If yes, describe below:

Date	Location	Charge	Fine or Sentence

D. Have you ever been arrested for a criminal offense? _____ If yes, describe below:

Date	Location	Charge	Fine or Sentence

E. Have you ever been arrested for an act that would have been a crime had it been committed by an adult? _____ If yes, describe below:

Date	Location	Charge	Fine or Sentence

- F. Have you ever been convicted of a felony? _____ If yes, explain fully on a separate sheet.
- G. Have you ever been or are you currently involved as a plaintiff, defendant, petitioner or respondent in any civil court action? _____ If yes, explain fully on a separate sheet.

X. MISCELLANEOUS

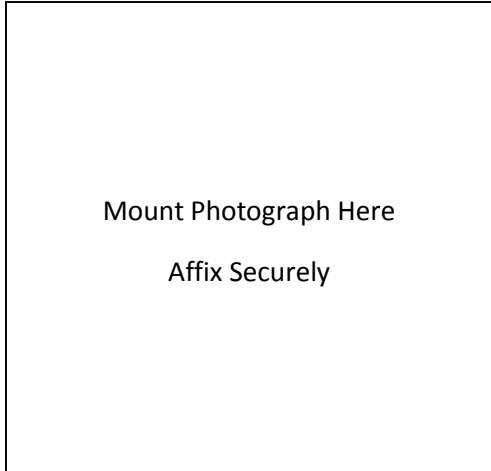
- A. Do you own your home? ___ If yes, how much is your current mortgage indebtedness? _____
- B. What is the amount of your indebtedness, other than your home? _____
- C. Annual Income: Applicant _____ Spouse _____
- D. Are you a proprietor or part owner of any business or firm? _____ If yes, describe the nature of business: _____

Are there any licenses for this / these business(s) in your name, i.e. liquor license? _____ If yes, please describe: _____

- E. Have you ever applied for a permit to carry a handgun? _____ Reason: _____
 _____ Status: _____
- F. What special skills have you developed through hobbies, education, occupation, or other special interests? _____

- G. If offered an appointment as an officer with the Michigan City Police Department are you willing to become a bona fide resident of the County of Laporte, or any contiguous County within the State of Indiana (Porter, Starke, or St. Joseph Counties); have adequate means of transportation into the City; and maintain your residence telephone service with the City within 90 days after being appointed to the department? _____





Photograph to be front view, head and shoulders.
2 ½” square and taken within the past six months.

Other photographs are not acceptable.

I certify that:

1. All required items are included with this application.
 - a. Birth Certificate (copy only)
 - b. High School and / or College Transcripts (Grade reports are not accepted)
 - c. Military – DD214 (if veteran), DD217 (if active duty)
 - d. Valid Driver’s License (copy only)
 - e. High School or GED Diploma (copy only)
 - f. Social Security Card (copy only)
2. I have personally completed this application.

I swear or affirm under penalty of perjury that all information contained in this application is true and accurate to the best of my knowledge.

Signature _____

Date _____

CHECK APPLICATION CAREFULLY, BE CERTAIN ALL ITEMS ARE COMPLETE BEFORE MAILING

THIS APPLICATION WILL NOT BE PROCESSED IF ALL INFORMATION IS NOT COMPLETED AND ALL REQUIRED DOCUMENTS ARE NOT ATTACHED.

Mail To:
Michigan City Police Civil Service Commission
1201 E. Michigan Blvd.
Michigan City, IN 46360

**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER
Complying with all provisions of the Americans with Disabilities Act.**

MICHIGAN CITY POLICE DEPARTMENT

1201 E. Michigan Blvd.
Michigan City, IN 46360

Authority for Release of Information

Last Name		First Name		Middle Name
Social Security Number		Sex	Race	Date of Birth (i.e. 00/00/00)
Place of Birth	City	County	State	Country

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Michigan City Police Department and /or Michigan City Police Civil Service Commission whether the said records are of public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and / or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial and / or convictions for alleged or actual violations of law, including criminal, civil and / or traffic records; the result of any polygraph examinations; records of complaint of a civil nature made by or against me, wheresoever located, and to include the records and collections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purposes of pursuing a background investigation which may provide pertinent data for the Michigan City Police Civil Service Commission to consider in determining my suitability for employment with the Michigan City Police Department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Michigan City Police Department. I understand that all materials pertaining to this background investigation become property of the Michigan City Police Department, Michigan City Police Civil Service Commission and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his / her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disqualified, the sources of confidential information cannot be revealed to me.

AGILITY TEST WAIVER

During the course of the physical fitness and agility test, I understand that there is a possibility that I may be injured. I hereby release the Michigan City Police Department and their principals, agents and employees, from any and all liability connected with this agility test and waive any rights I may have against the Michigan City Police Department, their agents and employees in connection herewith.

I also agree to provide a doctor's statement, at my cost, indicating that I am able to take the physical fitness and agility test. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

<p>MUST BE SIGNED IN THE PRESENCE OF A NOTARY</p> <p>Subscribed and sworn before me this ____ day of _____ 20__</p> <p>My Commission expires ____ / ____ / ____</p> <p>Notary Public Resident of _____ County</p> <p>Notary Signature _____</p>	<p>Applicant Signature</p> <hr/> <p>Address</p> <hr/> <p>City, State and Zip</p> <hr/>
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MICHIGAN CITY POLICE DEPARTMENT

1201 E. Michigan Blvd., Michigan City, IN 46360

E.E.O.

QUESTIONNAIRE

The City of Michigan City is an Equal Employment Opportunity / Affirmative Action Employer. To maintain our E.E.O. records and to check on how effective our recruitment program is, we ask that you VOLUNTEER the following information. **THIS INFORMATION WILL NOT BE USED IN DETERMINING YOUR ELIGIBILITY FOR EMPLOYMENT.** Please **DO NOT** write your name or social security number on this page.

POSITION APPLYING FOR:	AGE:	SEX:
Do you consider yourself to be handicapped? _____ Do you suffer from any disability? _____ If so, please explain the disability or handicap and what reasonable accommodation could be made. _____ _____ _____ _____		RACE: _____ Caucasian (White) _____ Black _____ Hispanic _____ A.A. (Oriental) _____ American Indian _____ Other
How did you learn about this position: _____ Walk In _____ Referred by City Employee _____ Indiana Employment Security Division _____ Professional Journal _____ Other (please specify) _____ _____ Recruiting Bulletin Board _____ Newspaper _____ Radio _____ Internet		

Thank you for helping us meet the needs of our community. **Once again, this information is strictly for statistical purposes and in no way will this information be used to determine your employment opportunity.**