



ApplyToServe

Schererville Police Department

Police Officer Application
Deadline 3/10/2025 4:00 PM

Stanard & Associates, Inc. administers the application process for the Town of Schererville Board of Safety, and the Town of Schererville Board of Safety retains authority over the application process and hiring of individuals. All applicant information and application forms are the property of the Town of Schererville Board of Safety. Stanard & Associates, Inc. does not establish the qualification or eligibility requirements, required application procedures, or related employment standards and procedures and is limited in addressing questions or requests for information in these areas.

Schererville Police Department

The Town of Schererville, Indiana

The Board of Safety for the Town of Schererville, Indiana is accepting applications for the position of police officer with the Schererville Police Department.

The mission of the Schererville Police Department is to enhance the quality of life in the Town of Schererville, by working cooperatively with the public and within the framework of the US Constitution to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment.

Starting Probationary Salary: \$60,194.94 (2025)
1st Class Officer Salary: \$74,980.36 (2025)

Population: 29,589

Sworn Police Officers: 52

The Schererville Police Department offers:

- 2025 Probationary starting salary \$60,194.94
- 2025 1st class patrolman salary \$74,980.36
- Clothing allowance of \$1,339.00 after the first year
- Longevity pay up to \$1,800.00 (stipend at the end of the year)
- Overtime and comp time available
- Multiple off duty jobs available
- Take home vehicle with guidelines
- Patrol equipped with SUV's
- Health / Dental / Vision insurance
- 12 Hr Patrol Shifts with the ability to work out on duty
- Beards and tattoos permitted (in accordance to policy)
- Vacations / Holidays / Incentive / Sick days
- Member of FOP Lodge 170
- Specialty assignments including: Detective Bureau (including Narcotics units, HIDTA, ATF, Major Crimes Task Force and evidence technicians), Northwest Regional Swat, District One Strike Team, K9's, motorcycle program, LPR, SRO program and advanced training / instructor programs.

All applicants must meet the following minimum requirements established by the Town of Schererville Board of Safety:

- U.S. citizenship;
- No felony convictions (**Note:** a misdemeanor or serious traffic offense may also disqualify applicants from further consideration);
- Valid state-issued driver's license;
- Minimum of 21 years of age AND shall be under the age of 40 **at time of job offer**, unless exempt per State 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;

- Be a high school graduate or possess a G.E.D. equivalent;
- Must successfully complete a physical agility test (**administered to all applicants on Saturday, March 22, 2025 at 9 AM (Lake Central High School: 8400 Wicker Ave., St. John, IN 46373)**);
 - **Visit the following website for additional information regarding Northwest Indiana Law Enforcement Academy entry-level physical fitness standards:** <https://www.nilea.com/Academy/Standards/>
 - **All applicants must obtain physician's approval prior to taking physical agility test. Applicants will need to print out the form included in this job application for a physician to complete.**
- Must successfully complete a background investigation (applicants will be required to fully disclose all personnel matters, to include agreements and sealed files);
- Must successfully complete an oral interview;
- Must successfully complete a psychological evaluation, medical physical (including drug and alcohol screening), and polygraph;
- **Pay a \$25.00 non-refundable application processing fee.**

Preference points will be awarded as determined by the Town of Schererville for the following:

- **Military:** Persons who were engaged in the military or naval service of the United States for at least one year, and were honorably discharged. A copy of Form DD-214 (indicating status of discharge) must be submitted with application to qualify.

Mandatory Next Steps and Timeline:

Phase 1 - Submission of Application: Complete applications must be submitted **no later than Monday, March 10, 2025 at 4:00 PM (CST)**. Faxed, e-mailed, mailed or dropped off applications will **NOT** be accepted. Applications submitted after the deadline will **NOT** be accepted. Only one application per person, per testing cycle will be accepted.

Phase 2 - Mandatory Physical Agility Testing: Must successfully complete a physical agility test (administered to all applicants on **Saturday, March 22, 2025 at 9 AM** (Lake Central High School: 8400 Wicker Ave., St. John, IN 46373));

- Visit the following website for additional information regarding Northwest Indiana Law Enforcement Academy entry-level physical fitness standards: <https://www.nilea.com/Academy/Standards/>
- All applicants must obtain physician's approval prior to taking physical agility test. Applicants will need to print out the form included in this job application for a physician to complete.

Phase 3 - Mandatory Remote On-Line Written Examination: Following completion of all application materials and review of minimum qualifications, successful applicants will be invited to participate in remote on-line written exam testing starting at **9 AM on Tuesday, April 1, 2025 through Thursday, April 3, 2025 at 4 PM**. The test will only be available during this time period. Candidates will need to have access to a laptop or desktop computer. *All candidates will receive an email approximately one week prior regarding their status in the process, along with further instructions for taking the on-line written exam.* **NOTE: Please be sure to check your email spam folder. Many email account providers automatically send our emails there in error (i.e. Google, Yahoo, etc.).**

Important Disclaimer for Potential Applicants:

*As part of this application form, you will be required to submit various documents, records and/or additional forms. Be sure to allow sufficient time to gather this documentation and fully complete the application before the deadline. In other words, do not wait until one day before the deadline to collect and submit the required documentation. **In order for your application to be accepted, the following documents must be submitted with your application and received prior to the deadline:***

- Copy of valid state-issued driver's license;
- Copy of Social Security card;
- Copy of birth certificate;
- Copy of high school diploma (or transcripts) -OR- G.E.D. equivalency;
- Copy of DD-214 indicating discharge status for military personnel.

The Town of Schererville is an Equal Opportunity Employer.

Begin Application

Job Description

Job duties, tasks, and other job requirements are established by the Schererville Police Department.

Preview is available at the end of the document

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Summary of Hiring Process

Hiring Process Steps and Timeline

(Please print this page and save for your records. It contains important information regarding the next steps in the hiring process).

The hiring process for becoming a new hire police officer in the Town of Schererville involves several different phases, as outlined below. Please take note of the dates for each component, as there will be **NO MAKE UP DATES OFFERED**. In the unforeseen event that hiring events are rescheduled, applicants will be informed via the contact information provided in their application. In order to take part in the hiring process, applicants must meet minimum requirements and submit all required application materials (including the application fee).

Phase 1: Submit Application (YOU ARE CURRENTLY AT THIS PHASE) Applicants must complete and submit all application materials **by Monday, March 10, 2025 at 4:00 PM (CST)**. Candidates requesting military preference points must submit documentation at this time.

At minimum, candidates are required to submit copies of the following documents as part of their application:

- Copy of valid state-issued driver's license;
- Copy of Social Security card;
- Copy of birth certificate;
- Copy of high school diploma (or transcripts) -OR- G.E.D. equivalent;
- Copy of DD-214 indicating discharge status for military personnel;
- Signed physician release form for physical agility testing.

Phase 2 - Mandatory Physical Agility Testing: Must successfully complete a physical agility test (administered to all applicants on **Saturday, March 22, 2025 at 9 AM** (Schererville Police Department: 25 E. Joliet St. Schererville, IN 46375);

- Visit the following website for additional information regarding Northwest Indiana Law Enforcement Academy entry-level physical fitness standards: <https://www.nilea.com/AcademyStandards/>
- **All applicants must obtain physician's approval prior to taking physical agility test. Applicants will need to print out the form included in this job application for a physician to complete.**

Phase 3 - Mandatory Remote On-Line Written Examination: Following completion of all application materials and review of minimum qualifications, successful applicants will be invited to participate in remote on-line written exam testing starting at **9 AM on Tuesday, April 1, 2025 through Thursday, April 3, 2025 at 4 PM**. The test will only be available during this time period. Candidates will need to have access to a laptop or desktop computer. *All candidates will receive an email approximately one week prior regarding their status in the process, along with further instructions for taking the on-line written exam.* **NOTE: Please be sure to check your email spam folder. Many email account providers automatically send our emails there in error (i.e. Google, Yahoo, etc.).**

Phase 4: Oral Interview All applicants that score in the top 30 on the written exam will be invited to sit for an oral interview with the Schererville Board of Safety **tentatively scheduled for late April or early May 2025**. You will be notified of your eligibility to proceed to this step approximately one week prior to the interview process.

Phase 5: Conditional Offer of Employment Applicants successfully completing the written examination shall be placed on an Initial Eligibility List. Preference Points will then be tabulated for eligible applicants who submitted documentation requesting preference points for veteran status during the application process, for a Final Eligibility List valid for 18 months from its establishment. Vacancies in the police officer ranks shall be filled upon notice by the Chief of Police to the Board of Safety of such vacancies. The Board of Safety shall certify the names of the top ten (10) individuals ranking highest on the Register of Candidates for one (1) vacancy, eleven (11) for two (2) vacancies, twelve (12) for three (3) vacancies and so on. Any candidate may be refused an offer of employment indefinitely. The Commission shall also certify the names of all individuals on the Register who have successfully completed the Indiana Law Enforcement Academy or its equivalent. The Schererville Board of Safety shall have full discretion to recommend hire of any of the top ten (10) candidates regardless of ranking within the Register of Candidates. Full employment will be withheld until successful completion of the following:

- Submission of required documentation (copy of birth certificate, driver's license, naturalization certificate if applicable, etc.). **NOTE: Certified copies may be required at the time of a background investigation;**
- Oral Interview with the Schererville Board of Safety;

- Background Investigation;
- Psychological Examination by Licensed Clinical Psychologist;
- Medical Examination (which shall include a test of the applicant's vision, hearing, presence of communicable diseases as well as a test to screen for the use of drugs and/or narcotics);
- Polygraph Examination.

The selection process is estimated to take approximately 2 to 3 months from the date for applications to be turned in, until the date that the applicant is hired. In the event that an applicant fails to successfully complete the application process, they are eligible to re-apply the next time the Town of Schererville initiates a new selection process.

Important Note to Applicants: It is the applicant's responsibility to keep the Board of Safety informed of any email or physical street address changes if the applicant moves. If the applicant does not notify the Board of their email or address change and the Board is unable to locate the applicant at the email or physical street address indicated in the application, the applicant may be removed from the eligibility list.

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Applicant Acknowledgement

I, the undersigned, understand that I am submitting an application to become a candidate for the position of Police Officer with the Schererville Police Department, in Schererville, Indiana. I further understand that Stanard & Associates, Inc. ("Stanard"), is an independent third party that administers the Police Officer application process on behalf of the Town of Schererville and the Town of Schererville Board of Safety. I acknowledge and agree as follows:

Stanard cannot accept any application documents received after any application deadline. Stanard is not responsible for any late, incomplete, or misdirected application documents.

All application fees paid to Stanard are non-refundable.

Applicant information and application forms are the property of the Town of Schererville and the Town of Schererville Board of Safety. Stanard is not authorized to provide copies of any application or applicant information or data to any applicant or any third party.

Stanard does not recommend or make individual employment decisions arising out of the application process and has no authority over decisions relating to qualifications, eligibility, job duties, or employment with the Schererville Police Department. The Town of Schererville and the Town of Schererville Board of Safety are solely responsible for determining whether and when to hire and which candidates will be hired. Accordingly, I release Stanard from and against all claims, its officers, agents, servants, and employees from any and all claims, causes of action or damages resulting from the actions and decisions of the Town of Schererville and the Town of Schererville Board of Safety.

I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

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Payment

A \$25 non-refundable fee will be charged per application. The fee is NON-REFUNDABLE regardless of whether you complete all phases of the process.

The application fee may only be waived in cases of financial hardship. Hardship will be considered on a case-by-case basis by the Town of Schererville's Board of Safety. [Click here to download the application fee waiver form](#)

Preview of the application fee waiver form is available at the end of the document

DRAFT MODE -- NO PAYMENT REQUIRED

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General Instructions

On the following page, you will begin the application form. Please respond to all questions in a complete and honest manner. Throughout the application, you will have the option of saving your answers and continuing the application at a later time. Keep in mind that your answers may be verified through various means, including official records, interviews with references, and during later phases of the application process such as a background investigation.

As part of this application form, you may also be required to submit various documents, records, and/or additional forms. Be sure to allow sufficient time to gather this documentation and fully complete the application before the deadline. In other words, do not wait until one day before the deadline to collect and submit additional required documentation. In order for your application to be accepted, all materials must be submitted and received prior to the deadline.

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Personal Information

Your Name

First Name:

Middle Name:

Last Name:

Have you ever been known by another name?

Yes No

If yes, please provide name:

Address

Street Address:

Apt:

City:

State:

Zip:

Contact Information

Telephone Number:

Email Address:

To change your email address, click the "Edit Profile" link in the header.

Are you currently employed by the Town of Schererville?

Yes No

If yes, please provide your title and department:

Have you ever previously been employed by the Town of Schererville?

Yes No

If yes, please provide your title(s), department(s), and date(s):

Are any of your relatives employed by the Town of Schererville?

Yes No

If yes, please provide their name(s), title(s), department(s):

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Education and Training

High School (if applicable)

Name and Address of School:

Total Years of Study:

Graduated?

Yes No

GED Equivalent?

Yes No

Undergraduate College/University (if applicable)

Name and Address of School:

Total Years of Study:

Graduated?

Yes No

Degree/Concentration:

Graduate/Professional School (if applicable)

Name and Address of School:

Total Years of Study:

Graduated?

Yes No

Degree/Concentration:

Other Education (please specify)

Name and Address of School:

Type of Education:

Total Years of Study:

Graduated?

Yes No

Degree/Concentration:

Specialized Training and Skills

Please list any other certifications, licenses, skills, or training that you have, which you feel are related to the job of Police Officer.

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Employment History

Present or Most Recent Employment (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Past Employment 1 (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Past Employment 2 (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Past Employment 3 (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Past Employment 4 (if applicable)

Name and Address of Employer:

Title:

Start Date: End Date:

Hours per Week: Supervisor Name:

Supervisor Telephone: Supervisor Email:

Your duties/job functions:

Reasons for leaving:

Additional Employment Experiences

Please list any other employment experiences that you have, which you feel are related to the job of Police Officer.

Employment Gaps

If you have any substantial gaps in your employment history presented above, you have the option of explaining these gaps here.

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Additional Open-Ended Questions

1. Have you ever served in the U.S. Military?

Yes No

If yes, which branch of the military?

2. Were you ever discharged from the U.S. Military?

Yes No Not Applicable

If yes, what type of discharge did you receive? (i.e. Honorable, etc.)

3. Are you now, or were you ever a member of the U.S. Reserve Forces or National Guard?

Yes No

If yes, which branch of the military?

4. Were you ever discharged from reserve service?

Yes No Not Applicable

If yes, what type of discharge did you receive? (i.e. Honorable, etc.)

5. Have you ever been terminated from a job?

Yes No

If yes, please explain.

6. Have you ever taken a Civil Service Exam (police or fire)?

Yes No

If yes, please indicate where and when.

7. Are you currently on any police or fire eligibility lists?

Yes No

If yes, please include where.

8. As a driver, have you ever been involved in a traffic accident?

Yes No

If yes, please explain by including the date, location and nature of the accident (personal injury, property damage, etc.)

9. Have you ever been charged or convicted of a criminal offense?

Yes No

If yes, please list the police agency, crime charged and disposition of the case.

10. Have you ever been placed on probation for a criminal offense?

Yes No

If yes, please explain.

11. Have you ever been expelled or suspended from any school?

Yes No

If yes, please explain.

12. Were you ever reported as a missing person or runaway?

Yes No

If yes, please explain.

13. Have you ever been fingerprinted by a police agency other than for arrest?

Yes No

If yes, please list the agency, date and purpose.

14. Have you ever been the victim of a crime?

Yes No

If yes, please explain.

15. Are there any outstanding traffic warrants, or otherwise pending against you?

Yes No

If yes, please list the issuing agency or agencies.

16. Have you ever filed for bankruptcy?

Yes No

If yes, please explain.

17. Have you ever been sued?

Yes No

If yes, please explain.

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Eligibility Questions

1. If you advance in the application process, are you able to present proof of United States citizenship?

Yes No

2. If you advance in the application process, are you able to present a high school diploma or GED equivalent?

Yes No

3. Are you at least 21 years of age and UNDER 40 years of age at the time of application?

Yes No

4. If you responded "No" to question #3 above, do you meet the exemptions under State Statute?

Yes No

5. If you advance in the application process, are you able to present a valid State-issued driver's license?

Yes No

6. Have you ever had a driver's license in any other State than Indiana?

Yes No

7. Have you ever been refused a driver's or chauffeur's license by any State?

Yes No

8. Do you have, or have you ever possessed a Concealed Carry Permit in any State?

Yes No

9. Do you have, or have you ever possessed a Medical Marijuana License in any State?

Yes No

10. Have you ever been engaged in any business as an owner, partner or officer?

Yes No

11. If you advance in the application process, are you able to present a copy of your military discharge (Form DD-214), if applicable?

Yes No Not Applicable

12. Are you able to present a physical agility test waiver form signed by a physician to participate in the testing scheduled on March 22, 2025?

Yes No

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References

Please provide three references (not related to you, and not former employers).

Reference 1

Name:

Relationship: Number of years acquainted:

Address:

Telephone Number: Email Address:

Reference 2

Name:

Relationship: Number of years acquainted:

Address:

Telephone Number: Email Address:

Reference 3

Name:

Relationship: Number of years acquainted:

Address:

Telephone Number: Email Address:

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Residence History

Address 1

Street Address: Apt:
City: State: Zip:
From: To:

Address 2

Street Address: Apt:
City: State: Zip:
From: To:

Address 3

Street Address: Apt:
City: State: Zip:
From: To:

Address 4

Street Address: Apt:
City: State: Zip:
From: To:

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Family Profile

Family Member 1

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

Family Member 2

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

Family Member 3

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

Family Member 4

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

Family Member 5

Name:	<input type="text"/>	Relationship:	<input type="text"/>
Date of Birth:	<input type="text"/>	Address:	<input type="text"/>
Occupation:	<input type="text"/>	Phone Number:	<input type="text"/>

[add another family member](#)

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Personal Documents

Please make scanned copies of all requested documents. Accepted file formats are PDF, JPG, JPEG, GIF, or PNG. Maximum file size is 5 Megabytes. Ensure your document is legible and clear, otherwise you may be removed from the application process.

To upload a scanned document, click on the "Choose File" button and select your scanned document. After you have made a selection, click the "Upload" link.

Copy of Driver's License

Choose File

No file selected

[Upload](#)

Copy of Social Security Card

Choose File

No file selected

[Upload](#)

Copy of Birth Certificate

Choose File

No file selected

[Upload](#)

Copy of High School Diploma (or Transcripts) -OR- GED Equivalent

Choose File

No file selected

[Upload](#)

Copy of Military Form DD-214 (Note: Must indicate status of discharge), if applicable

Choose File

No file selected

[Upload](#) optional

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Additional Agency Forms

Please ensure you have the latest copy of Adobe Reader (version 11 or higher), available for free download: <https://acrobat.adobe.com/us/en/products/pdf-reader.html>

Accepted file formats are PDF, JPG, JPEG, GIF, or PNG. Maximum file size is 5 Megabytes. Ensure your document is legible and clear, otherwise you may be removed from the application process.

In order to save information in our fillable PDFs, please follow these steps:

1. Open the PDF document in Adobe Reader
2. Complete the form by entering your information in the highlighted fillable fields
3. Choose the File > "Save As" option in Adobe Reader to save the document (we suggest you save the document on either your desktop or documents folder)

Physician's Form of Consent: Must be signed by a physician

1. Download the form [Physical Agility Waiver_Doc Sig Req.pdf](#)
2. Complete the form (use Adobe Reader to complete fillable forms - save your file to ensure your information is recorded)

3. Upload your completed form No file selected

Proof of Citizenship Form

If you are a naturalized U.S. citizen, please provide the following information and electronically sign below.

Alien Number:

Naturalization Certificate Number:

Location of Issuance:

Date of Issuance:

Official Name Recorded on Certificate:

I UNDERSTAND AND AGREE THAT:

I hereby certify and affirm that I am a U.S. citizen and the information provided above is true and accurate to the best of my knowledge. I understand that I will be required to provide documentation of the above information at the background investigation stage of the hiring process.

I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

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Hiring Accommodation Request - OPTIONAL

I request that the Town of Schererville Board of Safety provide me with an accommodation in connection with the Police Officer hiring process. The specific component(s) of the hiring process for which I need an accommodation include the following:

I need the following accommodation in order to help me participate in the above described component of the hiring process:

I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

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Voluntary Equal Employment Opportunity Form - OPTIONAL

Completion of this form is completely voluntary and will have absolutely no impact on your application. The information requested on this form is being collected to ensure fairness of the selection procedures and will be processed separately from the remainder of your application. Your participation in completing this voluntary form would be greatly appreciated!

What is your date of birth?

What is your gender?

How would you identify yourself?

How did you hear about this job opening?

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Additional Agency Documents

Please review the document(s) below and certify that you have read and understand the contents of the document.

Personal Injury Waiver

- I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

Agility Test Waiver

- I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

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Certification of Honesty

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed my application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall result in my withdrawal from consideration for employment, or immediate termination of employment.

I agree to electronically sign this document and assert that I have read, understand and agree to the terms and conditions

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TOWN OF SCHERERVILLE
SCHERERVILLE POLICE DEPARTMENT

BASIC ESSENTIAL JOB FUNCTIONS

Personnel in this classification of the Schererville Police Department, perform duties related to the protection of lives and property in the Town of Schererville 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 runs and to maintain awareness of activities in assigned areas or by other officers.

Assist citizens with problems such as lost children, injured persons, 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 run 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.

Maintain personal physical fitness.

Perform related duties as assigned.

Conduct routine preventive maintenance of police vehicles (check oil, lights, tires, etc.)

Use the telephone, portable radio, and other voice communications systems.

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 firearms, self-defense equipment and body armor.

Be able to physically protect him/herself.

Be able to communicate with people effectively.

Town of Schererville

Schererville Police Department

Basic Essential Job Functions

Personnel in this classification of the Schererville Police Department, perform duties related to the protection of the lives and property in the Town of Schererville to include, but not limited to, responding to the 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 runs and to maintain awareness of activities in assigned areas or by other officers.

Assist citizens with problems such as lost children, injured persons, 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 run by driving, walking, or running to specified location, assess situations, determine the 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.

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.

Drive vehicular and pedestrian traffic when congestion occurs or as directed.

Reports 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 and area, preventing looting and requesting appropriate assistance.

Maintaining visibility in the community by meeting and talking with citizens, provide information, visit local businesses, and make presentations to schools, 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 procedures, emergency medical aid and related subjects.

Maintain uniforms, equipment and weapons.

Maintain personal physical fitness.

Perform related duties as assigned.

Conduct routine preventive maintenance of police vehicles (check oil, lights, tires, etc.)

Use the telephone, portable radio and other voice communication systems.

Environmental Factors for Police Officers

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

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Request to Waive Police Officer Application Fee

Print, complete and sign this form. Email completed form to applications@stanard.com. Your application will be reviewed within one to two business days and a decision sent to you via email. Once you receive the email, you will be allowed to continue with the application process.

I, _____, request that the \$25.00 application fee imposed by the Town of Schererville be waived for my participation in the Police Officer recruitment process.

The reason(s) for my request are:
(check all that apply)

- I am currently unemployed
- I have an existing financial hardship

I am willing and able to submit proof of my financial hardship if required.

Print Name

Signature

Date



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Physician Release

Officer Candidate,

Your physician must complete the following form or you will not be permitted to participate in the Schererville Police Department Physical Agility Testing.

Physician,

_____ has applying for the position of Police Officer with the Schererville Police Department. As a prerequisite for continued consideration, all applicants must successfully complete a physical agility test as described in the attached notice. In compliance with the American with Disabilities Act, I am authorized to inquire of you as the applicant's physician to the following:

Can this applicant safely perform this agility test ?

Yes _____ No _____

Date

Physician Signature

Physician Name (Printed)

Street Address

City, State, Zip

PHYSICAL AGILITY TEST

INDIVIDUAL RELEASE

I _____ authorize the Town of Schererville, to administer and conduct a physical agility test designed to determine my physical work capacity. I understand that the following test will be conducted:

There are five (5) physical fitness components that will be measured in one day as a battery of test.

1. **Vertical Jump.** This measures leg power, and consists of measuring how high a person jumps.
2. **One Minute Sit-Ups.** This measures abdominal, or trunk, muscular endurance. While lying on his/her back, the student will be given one (1) minute to do as many bent leg sit-ups as possible
3. **300 Meter Run.** This measures anerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible
4. **Maximum Push-Ups.** This measures the muscular endurance of the upper body This component consist of doing as many push-ups as possible until muscular failure.
5. **1.5 Mile Run.** this measures aerobic power or cardiovascular endurance (stamina over time). To complete this component you must run/walk, as fast as possible a distance of 1.5 miles. Testing will be conducted in the first week of training and again in the last week. Each component is scored separately and the standard must be met on each and every one at exit testing in the last week.

TEST	STANDARD
Vertical Jump	16 inches
One Minute Sit-Up	29
300 Meter Run	71 Seconds
Maximum Push-Up	25
1.5 Mile Run	16 Minutes 28 Seconds



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Personal Inquiry Waiver/Authority for Release of Information

To: Concerned Person or Authorized Representative of any Organization, Institution, or Repository of Records

Ref: Applicant Name: _____
Date of Birth: _____
Social Security Number: _____

I respectfully request and authorize you to furnish the Schererville Police Department any and all information that you may have concerning my work record, school record, military record, reputation, and financial or credit status. This information is to be used to assist the Schererville Police Department in determining my qualifications and fitness for the position I am seeking. A copy of this form may substitute for the original.

I hereby release you, your organization or others from any liability or damage that may result from furnishing the information requested above.

Applicants Signature **Date**

Street Address **City** **State** **Zip Code**

Affidavit

STATE OF: _____

COUNTY OF: _____

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

Sworn to and prescribed to in my presence this ____ day ____, 2021.

My Commission Expires : _____
Notary Public



Schererville Police Department
25 E. Joliet St. Schererville, In. 46375
(219)322-5000

Waiver of Liability

I, _____ hereby waive for myself and my heirs, and release all claims for damages against the Town of Schererville, Schererville Police Department, and the Northwest Indiana Law Enforcement Academy and all individuals assisting in this physical agility testing process.

I attest and verify that I previously received information on what the physical agility test consists of and that I am physically fit and have sufficiently trained to be a participant in this agility test.

This testing will be administered at the Schererville Police Department at 25 E. Joliet St. Schererville, IN 46375.

Signature: _____ Date: _____

Administered by: _____ Date: _____ Time: _____