

Schererville Police Department

Police Reserve Applicant

Confidential Questionnaire



Applicant's Full Name: _____

Applicant's Address: _____

Date: _____

INSTRUCTIONS

1. Read this Questionnaire in its entirety prior to completing any portion of this packet.
2. Answers must be typed, or handwritten, legibly, in **black ink**.
3. Answer **all** questions completely and accurately. Incomplete packets will not be accepted or processed.
4. Answer each question thoroughly and honestly. Untruthful statements may be cause for removal from the hiring process.
5. The following documents **must be submitted** with the Confidential Questionnaire [if you have not already provided them].
 - a. DD-214 (Military Personnel Only)
 - b. Authorization for Release of Information Form
 - c. Sealed School Transcripts [High School/College]
 - d. Birth Certificate [certified copy]
6. Make a copy of this booklet. Provide one copy to this office within **5 business days** and keep the other copy for your records to bring to the interview.
7. If you have any contact of an investigative or prosecutable nature with any law enforcement agency during any phase of the selection process, immediately notify the recruiting investigator assigned to your background.
8. If you receive any adverse actions from your current employer you **must** contact your investigator immediately.

If you have any additional questions, contact Deputy Chief of Police Steven McNamara #168

smcnamara@scherville.org

Schererville Police Department

25 E. Joliet St

Schererville, In 46375

(219) 322-5000 Est. 2349

(219) 865-5529 facsimile

**Schererville Police Department
Information Certification**

I, _____, understand and acknowledge that all information and all entries made by me in response to the requested information contained within this questionnaire are true, complete, and correct to the best of my knowledge. I further understand that if at any time during the course of the background investigation or any time during my employment with the Schererville Police Department, it is discovered that I have made untruthful statements, falsified my confidential questionnaire, and/or have given, or provided misleading statements, it may be cause for removal from the employment process.

Signature

Date

PART I
Personal Data

Name: _____
Last First Middle (Maiden)

Current Address: _____
Street Apt#

City State Zip Code

Social Security Number: _____/_____/_____

Date of Birth: _____/_____/_____

Home Phone: [_____] _____

Work Phone: [_____] _____

Pager Number: [_____] _____

Cell Phone: [_____] _____

Email Address: _____@_____.com

PART II
Employment History

Current

Employer: _____

Address: _____

Phone:

[_____] _____

Position/Title: _____

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

Reason for leaving: (Exclude Medical Reasons)

Supervisor's name and title:

Have you ever been fired from any position: Yes [] No []

If yes, please explain fully.

Current Co-Workers

List two [2] co-workers with whom you presently work, and who are not listed elsewhere.

1. Name: _____

Address: _____

Home Phone: [_____] _____

Work Phone: [_____] _____

Occupation: _____

2. Name: _____

Address: _____

Home Phone: [_____] _____

Work Phone: [_____] _____

Occupation: _____

PART III
Military Service

If these questions do not apply to you, put NA in the response lines.

Are you registered with the Selective Service System? Yes [] No []

Have you served in the Armed Forces of the U.S.? Yes [] No []

If yes, Branch of Service[s]:

Dates of Service:

Type of Discharge (Exclude Medical Reasons):

Job Title and Rank at time of separation:

Do you have any current Military Reserve Obligation: Yes [] No []
Active [] Inactive []

Were you ever subjected to any disciplinary actions [Judicial or Non-Judicial]? Yes [] No []

If yes, explain:

If you received anything less than an Honorable Discharge, please explain below.

What special training did you receive in the Armed Forces?

PART IV
Education

If you attended college, list your area[s] of concentration:

What, if any, degrees have been conferred upon you, beyond the high school level:

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

Have you ever been suspended, expelled or placed on Academic Probation from any school or educational facility? Yes [] No []

If yes, explain:

Have you ever been interviewed, cited, detained, arrested, or had any other contact with any college police agency? Yes [] No []

If yes, explain:

PART V
Driving Record

Has your automobile insurance ever been cancelled for non-medical reasons? Yes [] No []

If yes, explain:

Have you ever been denied automobile insurance for non-medical reasons? Yes [] No []

If yes, explain:

Has your license or privilege to operate a motor vehicle ever been revoked, refused, suspended, or cancelled for non-medical reasons? Yes [] No []

If yes, explain:

Has your vehicle registration ever been cancelled, refused, revoked or suspended for any non-medical reason? Yes [] No []

If yes, explain [Include dates, location, disposition, etc.]:

List all traffic citations and/or warnings issued during the past five [5] years. List dates, locations, and dispositions:

Have you ever been detained, arrested, or charged with Driving While Intoxicated [DWI] or Driving Under The Influence [DUI]? Yes [] No []

If yes, explain [Include date, location, Arresting Agency, disposition, etc.]:

Were you ever involved in an accident: Yes [] No []

If yes, provide the following information:

Date and location of accident: _____

Was anyone injured? Yes [] No []

Was the accident reported to the police? Yes [] No []

Did you file a claim with an insurance company? Yes [] No []

What was the outcome [Court appearance, Court finding, etc.]?

PART VI
Arrest/Conviction Data

Have you ever been [including Campus Police and Security Agencies]:

Arrested	Yes []	No []
Interviewed	Yes []	No []
Interrogated	Yes []	No []
Detained	Yes []	No []
Indicted	Yes []	No []
Convicted	Yes []	No []
Received a Criminal Summons	Yes []	No []
Received a Civil Citation	Yes []	No []

If checked, explain, in detail, including date, reason, agency, and disposition:

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

Yes [] No []

If yes, explain:

Have you ever been convicted of a criminal offense, to include petty offense citations [noise violation, underage consumption]? Yes [] No []

If yes, provide all details, dates, locations, court dispositions, and arresting agency:

Have you ever:

Been a member of a street/motorcycle gang?	Yes []	No []
Committed a crime for which you were not caught?	Yes []	No []
Been involved in, or accused of, a date rape?	Yes []	No []
Been a victim or complainant in any crime or incident?	Yes []	No []
Patronized the act of prostitution?	Yes []	No []
Participated in any incidences involving hazing or rituals?	Yes []	No []
Misused or threatened anyone via the telephone?	Yes []	No []
Been charged/convicted of domestic violence?	Yes []	No []

PART VII
Current/Former Police Officers Only

What Law Enforcement Agency[ies] are you currently, or were previously employed by:

Date(s) of employment: From: ____/____/____ To: ____/____/____

Have you been subject to any internal investigations or citizen complaints? Yes [] No []

If yes, explain fully:

Disposition:

Have you ever been suspended from duty, with or without your police powers, for any reason, except medical? Yes [] No []

If yes, explain fully:

Have you ever been subject to any departmental disciplinary actions? Yes [] No []

If yes, explain fully:

Have you been involved in any traffic accidents while operating departmental or government vehicles?

Yes [] No []

If so, how many? _____

What was the disposition of each?

How have you been rated on your evaluations? [Please check all that apply]

- [] Excellent
- [] Above Satisfactory
- [] Satisfactory
- [] Below Satisfactory
- [] Unsatisfactory

Explain any performance evaluations of which you received less than satisfactory. [Please provide copies of performance evaluations for the past two [2] years]

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

Yes [] No []

If yes, explain fully:

Have you ever discharged your service weapon, either on-duty or off-duty, other than for training purposes or for authorized animal destruction? Yes [] No []

If yes, explain fully:

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

Yes [] No []

If yes, explain fully:

Have you been investigated by your current/past agency for an allegation of domestic violence/spousal abuse? Yes [] No []

If yes, explain, in full, all circumstances:

Are you resigning or have you been asked by current/former agency to resign in lieu of termination?

Yes [] No []

If yes, explain, in full, all circumstances:

PART VIII
Drug Experimentation/History

Have you ever smoke/experimented/tasted/ingested/used/injected/sniffed or been exposed to any of the following:

Check each as applicable:

Substance	YES	NO	# Of Times	Date
Marijuana/Hashish				
Cocaine [Powder, Crack]				
Heroin				
Morphine				
Codeine [non-prescribed]				
Amphetamines [Speed]				
Barbiturates [Downers]				
Inhalants [Solvents, Aerosols]				
Anabolic Steroids				
LSD				
PCP				
Mushrooms				
Ecstasy				
Special K				
Quaaludes				
Valium [non-prescribed]				

Any other drug/narcotic specifically listed above?

Have you ever purchased any of the above listed substances?

Have you ever used a prescribed medication not issued to you?

Have you ever sold or abused any type of drugs or illegal substances?

Have you ever used prescription drugs or alcohol excessively?



SCHERERVILLE POLICE DEPARTMENT

[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

Re: 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 criminal history, work record, school record, military record and financial and credit status. This information is to be used to assist the department in determining my qualifications and fitness for the position I am seeking with the Schererville Police Department. 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 above.

Applicant's 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 of _____ 20__.

My commission expires: _____

Notary Public

THIS WAIVER MUST BE RETURNED WITH APPLICATION

Schererville Police Department
Applicant Interview
Pre-Conditional Offer of Employment for Reserve Officer

Why do you want to become a reserve police officer?

Are you at least twenty-one [21] years of age?	Yes []	No []
Are you a US Citizen?	Yes []	No []
Do you have a High School Diploma or GED?	Yes []	No []
Do you have a valid driver's license?	Yes []	No []
Do you have relatives employed by this agency?	Yes []	No []

Are you applying to other Law Enforcement agencies? Yes [] No []
If so, indicate *All* agencies and your current status on their eligibility list:

Have you ever been denied employment by a criminal justice agency? Yes [] No []
Do you speak any foreign languages? Yes [] No []
If yes, to what proficiency?

Have you ever been arrested or detained? Yes [] No []
If yes, give specifics, with dates:

Are you presently using illegal drugs? Yes [] No []

How often do you consume alcohol?
[] Daily [] Weekly [] Weekends Only [] Social Drinker [] Non Drinker

Do you have any outstanding Civil Judgments against you? Yes [] No []
If yes, state convictions:

- Are you an honest person? Yes [] No []
- Are you reliable? Yes [] No []
- Are you able to manage your personal finances? Yes [] No []
- Are you good at communicating with a diverse group of people? Yes [] No []
- Are you able to control your anger when insulted or threatened? Yes [] No []
- Are you able to function normally when placed under temporary or prolonged stress? Yes [] No []
- Are you willing and able to work rotating shifts? Yes [] No []
- Are you willing and able to meet department grooming standards? Yes [] No []
- Are you willing and able to wear a uniform? Yes [] No []
- Are you willing and able to render emergency aid to trauma victims? Yes [] No []
- Are you willing and able to view an autopsy? Yes [] No []
- Are you willing and able to use deadly force, if necessary, to protect your life or that of another?
 Yes [] No []

Review the Basic Essential Job Functions of a police officer reserve. These functions are included in the Confidential Questionnaire. Are you willing and able to perform the Essential Job Functions of a Law Enforcement Officer? Yes [] No []

With proper training and supervision, do you believe that you can perform *All* of the Essential Job Functions of a Law Enforcement Officer, unassisted, and without delay? Yes [] No []

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 Officer Reserves

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 their 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 or safe driving practices, and issue citations or make arrests as warranted.

Direct vehicular and pedestrian traffic when traffic congestion occur 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 procedures, 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, computer and other communications systems.

Environmental Factors For Police Officer Reserves

The essential functions of 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 and 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.

Schererville Police Department
Credit References

Credit Check Equifax, Trans Union, and Experian.

All Credit card accounts should depict current balance

Banks:

Savings Account[s]

1. _____ Average Monthly Balance: _____
2. _____ Average Monthly Balance: _____

Checking Account[s]

1. _____ Average Monthly Balance: _____
2. _____ Average Monthly Balance: _____

Outstanding Loans [Mortgage, vehicle, school, personal, etc.]:

1. _____ Average Monthly Balance: _____
2. _____ Average Monthly Balance: _____
3. _____ Average Monthly Balance: _____
4. _____ Average Monthly Balance: _____
5. _____ Average Monthly Balance: _____
6. _____ Average Monthly Balance: _____
7. _____ Average Monthly Balance: _____

Adverse Activity Yes [] No []

[Overdrafts, checks issued on closed accounts, late payments, fraudulent activity, etc.]

Bank Representative: _____

Bankruptcy Information

Obtain through Intersect inquiry and federal courts.