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Greensburg Police Department

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THE CITY OF GREENSBURG

## POLICE OFFICER PRE-APPLICATION

The Greensburg Police Department is an Equal Opportunity Employer

The Greensburg Police Department periodically conducts hiring processes to establish an eligibility list for full time police officers.

Candidates meeting the minimum requirements who have submitted a pre-application prior to the deadline will be invited to participate in the hiring process. The invitation will include the date, location, and time of the initial step of the process. Failure to participate in any step of the employment screening process will result in the candidate's disqualification. Continuation in the process will be based on the candidate's earned score at each step of the process and relevant pre-application background information. (Process may be different for lateral transfers).

The hiring process could take up to several months and your application will be on file for up to one year. Hire dates are based on openings at the Indiana Law Enforcement Academy and/or dates set by the Greensburg Police Department.

If you have any questions about employment benefits or specific questions about the hiring process, please feel free to contact Lt. Radcliff.

Lt. Joe Radcliff  
Greensburg Police Department  
[jradcliff@greensburg.in.gov](mailto:jradcliff@greensburg.in.gov)  
(812) 663-3131 (Mon-Fri 8am-4pm)



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812.663.3131  
201 S. Broadway Street  
Greensburg, IN 47240  
[greensburgpolice.com](http://greensburgpolice.com)



**Minimum Requirements for Greensburg Police Department**

1. Person(s) hired must be 21 years of age and have not reached 40 years of age at the time of their appointment. Contact the Chief of Police for exceptions to the age requirements. (Copy of documentation providing such is required.)
2. Person(s) hired must possess a valid Indiana driver's license. (Copy of documentation providing such is required.)
3. Person(s) hired must have graduated from an accredited high school or possess an equivalency certificate. (Copy of diploma or certificate required.)
4. An applicant shall be ineligible if he/she has been found guilty of a felony in any court without the same being reversed by a higher court.
5. Person(s) hired must be able to legally carry a handgun.
6. Person(s) hired must meet all department hiring and retention requirements and possess the ability to effectively perform the essential functions and duties of the job. A copy of the job description has been furnished to you, which you must read, sign off on and return along with your application.
7. Person(s) must pass all interview, written, physical, and psychological examinations and drug testing at the scheduled times to be eligible for employment.
8. An eligibility list of applicants shall be established upon successful completion of all hiring requirements, from which the department may select appointments over a period of two (2) years.
9. Person(s) hired are subject to a one (1) year probationary period that provides the Probationary Officer the opportunity to demonstrate their ability to achieve a satisfactory level of performance as stated in the Field Training Policy. If the Probationary Officer does not meet the expectations of the employer, he/she will be terminated without a hearing and without the right to appeal. The probationary period will not be extended.

**Indiana Law Enforcement Academy Exit Standards**

1. 300 Meter Dash – maximum 71 seconds
2. Sit-Ups – minimum 29 (maximum 60 seconds)
3. Push-Ups – minimum 25
4. Vertical Jump – minimum 16 inches
5. 1 ½ Mile Run – maximum 16 minutes and 28 seconds

*If you meet the minimum requirements and wish to apply, please complete this pre-application form completely and truthfully and return it as soon as possible.*



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**Greensburg Police Department Pre-Application Form**

Date: \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_

Middle: \_\_\_\_\_ Maiden: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  Cell Phone  Home Phone

Email: \_\_\_\_\_

Are you over 21 years of age and under 40 years of age?  Yes  No

Driver's License #: \_\_\_\_\_ DL State: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Position Held: \_\_\_\_\_

**Education**

High School: \_\_\_\_\_

Post-Secondary College/University: \_\_\_\_\_

# of Credit Hours Completed: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

Indiana Law Enforcement Academy Certified: \_\_\_\_\_ Year/Class: \_\_\_\_\_

U.S. Military Experience: \_\_\_\_\_ Years of FullTime Duty: \_\_\_\_\_

Branch: \_\_\_\_\_

Law Enforcement Experience: \_\_\_\_\_ Years: \_\_\_\_\_

Agency: \_\_\_\_\_ Title: \_\_\_\_\_

Fluent in a Foreign Language (list language): \_\_\_\_\_

Additional Experience, Schooling, Training, or Certifications: (include out of state academies)

**Please complete the following list of questions. If you answer yes to any of the questions, please completely explain your answer in the space provided. Arrest information must include the offense, month and year, outcome/disposition and the law enforcement agency.**

**Illegal drug use must include the type of drug, number of times used, period of time used and month and year of last use.**

**Information that is omitted from this section may result in the pre-application being discarded without notice to the candidate.**

Have you ever been arrested for or convicted of a felony crime that has not been expunged by a court?

Have you ever been arrested for or convicted of any misdemeanor crime that has not been expunged by a court?

Have you ever received a traffic ticket?

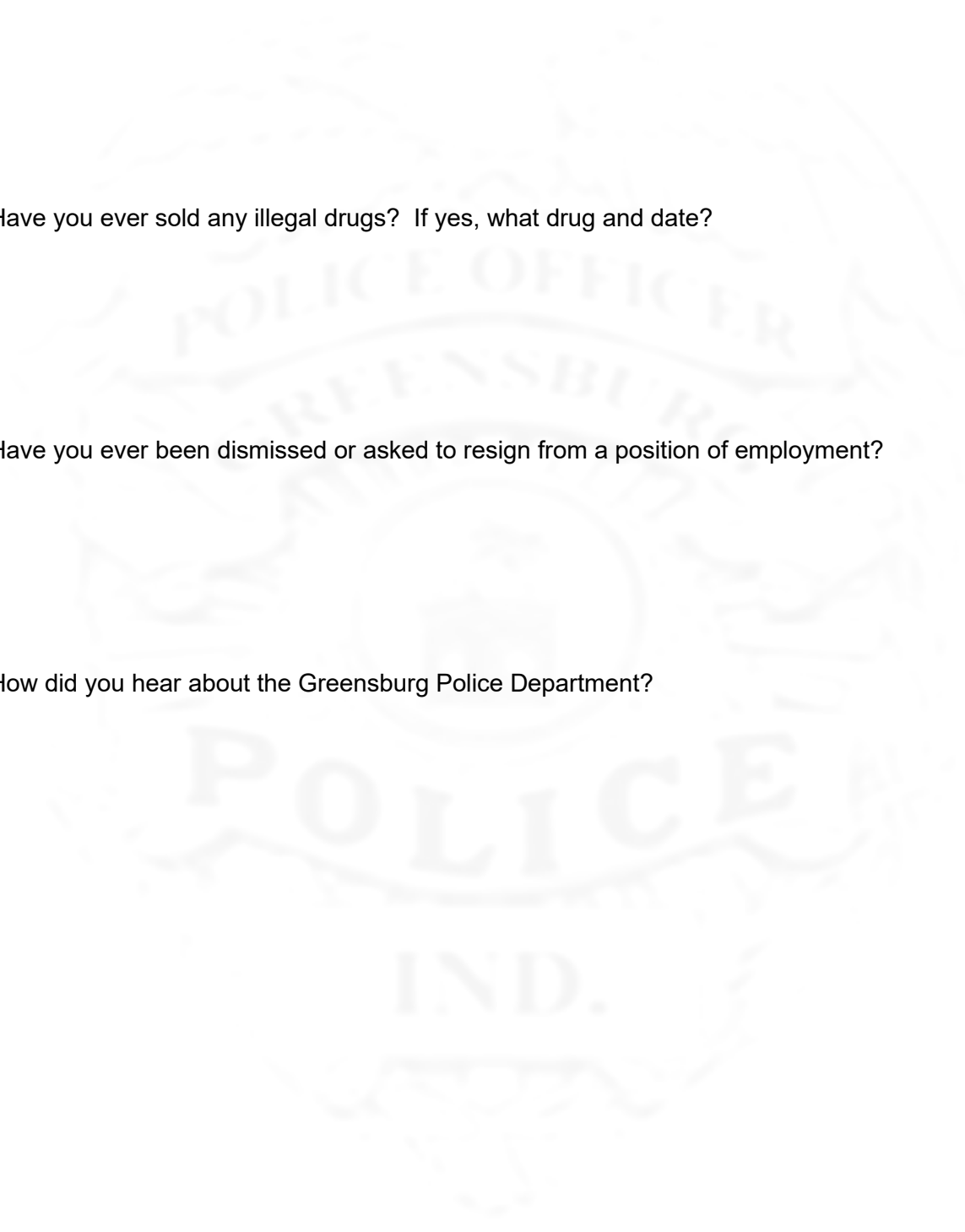
Has your driver's license ever been suspended? Revoked?

Have you ever purchased, possessed, or used any illegal drugs? If yes, provide relevant details.

Have you ever sold any illegal drugs? If yes, what drug and date?

Have you ever been dismissed or asked to resign from a position of employment?

How did you hear about the Greensburg Police Department?



I have answered all questions fully and truthfully. I understand that any misrepresentation or omission of requested information will eliminate me from consideration as a candidate for police officer with the Greensburg Police Department. If any of the information changes, I understand that I am responsible for promptly updating the pre-application in writing.

I authorize the Greensburg Police Department to conduct a pre-application background investigation.

Your signature below indicates your agreement with the following statements:

By typing or signing my name in the following box I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my pre-application.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit this pre-application to the Greensburg Police Department or email to Lt. Radcliff.

Greensburg Police Department

201 S. Broadway St.

Greensburg, IN 47240

Lt. J. Radcliff [jradcliff@greensburg.in.gov](mailto:jradcliff@greensburg.in.gov)