

Town of  
*Chesterton*  
INDIANA

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Chief of Police  
David Cincoski

Assistant Chief  
David Lohse

Effective immediately, the Chesterton Police Department will be accepting applications for the position of Police Officer. The department is utilizing an application process to establish a hiring list of candidates from which to hire in the event of future resignations or retirements. The hiring list established from this process will be utilized for openings within the department for one (1) year. Applications may be obtained via the following:

1. Pick up in person at the Chesterton Police Department located at 790 Broadway, Chesterton, Indiana between 9:00 am and 5:00 pm, Monday through Friday.
2. Pick up in person at the Porter Police Department located at 50 Francis Street, Porter, Indiana at any time.
3. Download via the Town of Chesterton website at [www.chestertonin.org](http://www.chestertonin.org).

Eligible candidates must meet these minimum qualifications:

1. At least 21 years of age.
2. Not more than 35 years of age, UNLESS currently employed as a police officer with a department that participates in the 1977 Police and Firefighter Pension Fund.
3. Possess a valid driver's license.
4. Must be a United States citizen.
5. Must be high school graduate.
6. Be of good reputation and character.
7. Be able to pass a physical agility test, written examination, extensive background check and be interviewed by an employee panel and the Metropolitan Board of Police Commissioners.

Lateral transfer opportunities for wages and benefits may be available depending on qualifications, employment history and approval of the Metropolitan Board of Police Commissioners. At the present time, starting pay for a probationary police officer is \$21.08 per hour. Lateral transfer options may apply to a maximum wage of \$27.07 per hour. Complete applications must be turned in to the Chesterton Police Department no later than 4:00 pm on Friday, December 20, 2019.

Questions may be directed to Chief David Cincoski at (219) 926-1136 or [dcincoski@chestertonin.org](mailto:dcincoski@chestertonin.org).

## Chesterton Police Department Application Instructions

**FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN AN INCOMPLETE APPLICATION.  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

### **All applicants must:**

1. Be a United States citizen.
2. Be at least 21 years of age.
3. Must be appointed prior to 36<sup>th</sup> birthday, **UNLESS** currently employed as a police officer with a department that participates in the 1977 Police and Firefighter Pension Fund.
4. Possess a valid driver's license and be of good reputation and character.
5. Be able to pass an extensive background check, voice stress analysis (V.S.A.) test, and an interview with the Metropolitan Board of Police Commissioners.

### **Instructions for completing the application:**

1. Print legibly or type the information required. Answer all questions fully, using additional sheets of paper as needed. If a question does not apply or pertain to you, note "None" or "Does Not Apply".
2. Sign and date the application prior to returning.
3. The application must be physically turned in to the Chesterton Police Department (790 Broadway) between the hours of 9:00 am and 5:00 pm, Monday through Friday.
4. Completed applications must include the following documents:
  - a. Certified copy of birth certificate
  - b. Copy of high school transcripts
  - c. Copy of state issued driver's license
  - d. Signed receipt of Essential Duties of a Police Officer
  - e. Signed Waiver of Liability for physical agility test
5. If you have completed military service, law enforcement training or received college degrees, the following documents must also be included:
  - a. Proof of military discharge (DD214)
  - b. College transcripts
  - c. Law enforcement certification
6. Turn in the application and all required materials to either of the Chesterton Police Department at 790 Broadway, Chesterton, Indiana, no later than Friday, December 20th, 2019 at 4:00 pm.
7. Eligible candidates will receive a letter via U.S. mail informing them of eligibility for the next phases of the hiring process and the dates thereof.

# Employment Application

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

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt./Unit #: \_\_\_\_\_

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

Social Security Number \_\_\_\_\_ Birth Date: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_ Were you referred by an employee? \_\_\_\_\_

Date available for work: \_\_\_\_\_ Salary required: \_\_\_\_\_ per \_\_\_\_\_

## Education

### High School

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Years completed? \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_

### College

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

### Other

Name of School: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Dates Attended: \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Degree Type: \_\_\_\_\_ Major: \_\_\_\_\_

Special Courses (Please list any additional training you may have received, including military training, apprenticeship programs, vocational training, courses or seminars.):

# Employment History

## Present or Most Recent Employer

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_



## Additional Employment History

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties:

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_



Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties:

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Company Name: \_\_\_\_\_ Employer's Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Starting salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Job Duties:

Reason for leaving: \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Briefly describe your long-term career goals

### Professional Licenses/Certifications

License/Certification	State	License Number	Date Expires

### References

(Please do not include family members or relatives)

Name	Current Position and Company	Phone Number

Have you ever been convicted of a felony or misdemeanor offense? \_\_\_\_\_

Please explain: \_\_\_\_\_

Are you legally eligible for employment in the United States of America? \_\_\_\_\_

I certify that the information I have provided in this employment application is accurate and has been completed to the best of my knowledge and ability. I understand that any falsification, misrepresentation or omission in my interviews or any other employment record, may be sufficient reason not to hire me or may be reason for dismissal.

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

## GENERAL INFORMATION ABOUT PHYSICAL ABILITY TEST REQUIREMENTS

### VERTICAL JUMP

This is a measure of jumping or explosive power. Equipment used shall include a vertical measuring apparatus fixed to a smooth wall and some way to mark extension when jumping.

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

### ONE MINUTE SIT-UPS

This is a measure of abdominal muscular endurance.

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

### 300 METER RUN

This is a measure of anaerobic power.

1. Warm up and stretching shall precede testing.
2. Participant runs 300 meters at a maximal level of effort. The time used to complete the distance is recorded.
3. Participant should walk 3-5 minutes immediately following the test to cool down.

### MAXIMUM PUSH-UPS

This measures muscular endurance of the upper body (anterior deltoid, pectoralis major, triceps).

1. The hands are placed shoulder width apart, with fingers pointing forward. Some part of the hands must lie within a vertical line drawn from the outside edge of the shoulders to the floor. The administrator places one fist on the floor below the participant's chest (sternum).

2. Starting from the up position (arms fully extended with elbows locked, both hands and both feet only touching the floor), the participant must keep the back straight at all times and lower the body to the floor until the chest (sternum) touches the administrator's fist. The participant then returns to the up position with the elbows fully locked. This is one repetition.
3. Resting is permitted only in the up position. The back must remain straight during testing.
4. When the participant elects to stop or cannot continue, the total number of correct pushups is recorded as the score, no time limit.

### 1.5 MILE RUN

The 1.5 mile run is a measure of aerobic power (cardiovascular endurance). The objective in the 1.5 mile run is to cover the distance as fast as possible.

1. Participants should not eat a heavy meal or smoke for at least 2-3 hours prior to the test. Participants shall warm up and stretch prior to running.
2. The participant runs 1.5 miles as fast as possible.
3. Participants shall not physically touch one another during the run, unless it is to render first aid.
4. Finish times shall be recorded.
5. Upon completion of the run, participants should cool down by walking for about 5 minutes.

PHYSICAL ABILITY TESTING AND REQUIREMENTS

TEST (Male & Female)

1.5 Mile Run	16:28	(maximum time allowed)
Sit-Ups	29	(one minute maximum)
Push-Ups	25	(maximum number of pushups) (no time limit)
300M run	1:11	(maximum time allowed)
Vertical Leap	16"	(maximum of three (3) attempts)

PHYSICAL ABILITY TESTING WAIVER OF LIABILITY

I, the undersigned, agree to hold the Chesterton Police Department, the Town of Chesterton, and any agent of the Chesterton Police Department and the Town of Chesterton, harmless from any liability or responsibility for any damages or injuries which I may receive as a result of my participation in the Chesterton Police Department Physical Ability Testing. This waiver specifically applies to any and all activities surrounding my participation in this Physical Ability Test, which I undertake voluntarily and with a physician's approval.

SIGNED: \_\_\_\_\_

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

TIME: \_\_\_\_\_

WITNESS: \_\_\_\_\_

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

TIME: \_\_\_\_\_



## Job Description

A. POLICE OFFICER: A Police Officer performs duties related to emergency services and law enforcement such as: patrolling assigned areas, relaying information via two-ways radios, operating various essential types of equipment (including but not limited to weapons, radar units, investigative tools, two-way communication equipment), provide informational services to the public when appropriate, and other duties that may be associated with law enforcement or emergency services. Law enforcement officers may be required to perform duties associated with the communications division at various times.

### 1. BASIC ESSENTIAL JOB FUNCTIONS INCLUDE:

- a. Patrol assigned area on foot or drive a vehicle searching for suspicious activity or situations, or checking persons in need of service.
- b. Monitoring the radio and other communication devices to receive assigned runs and to maintain awareness of activities in assigned areas of other officers.
- c. Assist citizens with problems such as lost children, injured persons, animal bites or complaints, civil disputes, locked doors, vehicle inspections and verifications, or abandoned vehicles.
- d. Refer persons to appropriate social service agencies when situation warrants.
- e. Respond to assigned run by driving, walking or running to specified location, assess situation, determine need for assistance, and take appropriate action.
- f. Move people away from danger, including carrying unconscious people and providing emergency aid to injured people.
- g. Investigate accidents, extract victims, provide emergency aid, gather evidence, record observations and statements of witnesses and victims, request assistance from other officer or agencies as need, direct removal of vehicles involved, and ensure an area is clear.
- h. Search crime scenes, take prescribed actions to preserve and protect evidence, and record findings and observations.
- i. Interview victims, suspects and witnesses, and record responses and observations.
- j. Pursue, apprehend, search, and arrest suspects using only necessary force, advise suspects of rights, and transport suspect to detention area.
- k. Using appropriate equipment and weapons, restrain people from physically striking or injuring others.
- l. Drive a vehicle at high speed when situation warrants due to nature of emergency.
- m. Stop drivers of vehicles when traffic violations are observed, verify license and registration dates, advise driver of safe driving practices, and issue citations or make arrests as warranted.

- n. Direct vehicular and pedestrian traffic when congestion occurs or as directed.
- o. 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 leaving the area, preventing looting and requesting appropriate assistance.
- p. 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.
- q. Write reports and complete forms as required by operating procedures, and make oral reports to appropriate personnel.
- r. Testify in court, prepare for such testimony by reviewing reports and notes, meet with attorneys and obtain appropriate evidence.
- s. Participate in training on law enforcement procedures, including firearms, criminal justice, and court procedures, emergency medical aid and related subjects.
- t. Maintain uniforms, equipment and weapons.
- u. Maintain personal physical fitness.
- v. Perform related duties as assigned.

2. THE ESSENTIAL JOB FUNCTIONS FOR A POLICE OFFICER ARE PERFORMED IN AND AFFECTED BY THE FOLLOWING ENVIRONMENTAL FACTORS. AN OFFICER MUST:

- a. Operate both as a member of a team and independently at incidents of uncertain duration.
- b. Face exposure to infectious agents such as Hepatitis B or HIV.
- c. Perform complex tasks during life-threatening emergencies.
- d. Work for prolonged periods of time, requiring sustained physical activity and intense concentration.
- e. Face life or death decisions during emergency conditions.
- f. Tolerate exposure to grotesque sights and smells associated with major trauma.
- g. Make rapid transitions from rest to near maximal exertion without warm-up periods.
- h. Use firearms, self-defense equipment and body armor.
- i. Be able to physically protect him/herself.
- j. Be able to communicate with people effectively.

AFTER YOU HAVE READ THE ABOVE INFORMATION, RETURN THIS SIGNED PORTION WITH YOUR APPLICATION.

I HAVE READ AND UNDERSTAND THE ESSENTIAL JOB DUTIES FOR PATROL OFFICER WITH THE CHESTERTON POLICE DEPARTMENT.

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

Applicant's signature: \_\_\_\_\_

Witness: \_\_\_\_\_

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