

**CITY OF EVANSVILLE POLICE DEPARTMENT
EVANSVILLE, INDIANA
AN EQUAL OPPORTUNITY EMPLOYER***

The City of Evansville Police department is a fully accredited agency and does not discriminate on the basis of race, color, sex, national origin, religion, age or disability in employment or the provision of services.

Please type or print (ink only) responses to all the questions contained on the entire application form. Any application not completed in its entirety will be disqualified.

Last Name: _____ **First Name:** _____

Middle Name: _____ **Maiden Name:** _____

Home Address: _____

City/State/Zip: _____

Home Phone Number: _____ **Social Security No.:** _____

Cell Phone Number: _____

Place of Birth: _____

Date of Birth: _____ **Present Age:** _____

Marital Status: Single____ Married____ Divorced____ Widowed____

Spouse's Name: _____ **Spouse's Maiden Name:** _____

Permanent Person to Contact (in case you change your information):

Name _____ **Phone Number** _____

Relationship: _____

Your EMAIL Address: _____

Your personal web page address: (MySpace, etc).

Failure to answer the following questions completely and truthfully will be grounds for disqualification. Use additional paper if necessary.

Have you ever applied for employment with the Evansville Police Department prior to this application?

YES: _____ NO: _____ If Yes, give date(s) of application(s): _____

Have you ever applied for employment with any other law enforcement agencies?

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever been arrested?

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever committed a felony?

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever been charged with and /or been convicted of a felony?

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever been charged with and/or convicted of a domestic violence related offense, either misdemeanor or felony?

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever been charged with and/or convicted of a misdemeanor offense?

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever been the subject of a restraining order?

YES: _____ NO: _____ If Yes, please explain: _____

Failure to answer the following questions completely and truthfully will be grounds for disqualification. Use additional paper if necessary.

Are there currently any criminal charges pending against you?

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever received a citation / ticket (i.e. parking, speeding, seatbelt, minor consumption, etc.)?

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever been summoned to court?

YES: _____ NO: _____ If Yes, please explain: _____

Has your driver's license ever been restricted, suspended, revoked or placed on probation?

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever been or are you currently involved in any civil actions? (i.e. divorce(s); eviction(s); small claims, etc.)

YES: _____ NO: _____ If Yes, please explain: _____

Have you ever applied for a permit to carry a handgun?

YES: _____ NO: _____ If Yes, list reason and current status: _____

Have you ever used Hallucinogenic Drugs? (i.e. LSD, Mushrooms, Mescaline, etc.)

YES: _____ NO: _____ If Yes, Please Explain: _____

EMPLOYMENT HISTORY AND WORK EXPERIENCE

List all employment history and work experience beginning with your current employer. If you were or are currently employed as a police officer, you must include all off-duty employment. Use additional paper if necessary. Failure to include all past employment may be grounds for disqualification.

Current Employer: _____
(enter "None" if unemployed)

Employer's Address: _____

Phone Number: _____ Date Employment Began: _____

Job Title: _____ Supervisor's Name: _____

Salary: _____ per _____ Hours / Shift Worked: _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Previous Employer: _____

Employer's Address: _____

Phone Number: _____ Dates Employed: _____ to _____

Job Title: _____ Supervisor's Name: _____

Salary: _____ per _____ Hours / Shift Worked: _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Reason for leaving: _____

Did you leave voluntarily? YES: _____ NO: _____

If No, please explain: _____

Previous Employer: _____

Employer's Address: _____

Phone Number: _____

Dates Employed: _____ to _____

Job Title: _____

Supervisor's Name: _____

Salary: _____ per _____

Hours / Shift Worked: _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Reason for leaving: _____

Did you leave voluntarily? YES: _____ NO: _____

If No, please explain: _____

Previous Employer: _____

Employer's Address: _____

Phone Number: _____

Dates Employed: _____ to _____

Job Title: _____

Supervisor's Name: _____

Salary: _____ per _____

Hours / Shift Worked: _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Reason for leaving: _____

Did you leave voluntarily? YES: _____ NO: _____

If No, please explain: _____

If you need to list additional previous employment, please use a blank sheet of paper to do so.

EDUCATION AND TRAINING

This section is intended to give the employer information about the education and training you have completed, and to demonstrate your skills, knowledge and abilities to perform the job duties of the position.

High School attended: _____

Address: _____

Dates of attendance: _____ to _____

Did you graduate? _____ High School Equivalent? _____

List Activities, Awards, Sports, etc., you were involved with (You may exclude any which indicate race, color, religion, sex, age, national origin, or disability): _____

College or Trade School attended: _____

Address: _____

Dates of attendance: _____ to _____

Did you graduate? _____ Degree: _____

Major or Minor course of study: _____

List Activities, Awards, Sports, etc., you were involved with (You may exclude any which indicate race, color, religion, sex, age, national origin, or disability): _____

College or Trade School attended: _____

Address: _____

Dates of attendance: _____ to _____

Did you graduate? _____ Degree: _____

Major or Minor course of study: _____

List Activities, Awards, Sports, etc., you were involved with (You may exclude any which indicate race, color, religion, sex, age, national origin, or disability): _____

Graduate School attended: _____

Address: _____

Dates of attendance: _____ to _____

Did you graduate? _____ Degree: _____

PROFESSIONAL OR SPECIALIZED TRAINING

Please list below any seminars or special training you believe would be relevant to law enforcement: _____

Are you a graduate of a law enforcement academy?

YES: _____ NO: _____ If Yes, please explain in detail:

Do you possess any type of professional license or certificate? YES: _____ NO: _____

Type: _____ State and Issuing Authority: _____

License #: _____ Date Issued: _____ Expiration Date: _____

If above license was not issued in Indiana, have you applied for an Indiana license?

YES: _____ NO: _____

Has your above license ever been suspended, revoked or terminated?

YES: _____ NO: _____ If Yes, please explain: _____

MILITARY HISTORY AND STATUS

Are you registered with the Draft?

YES: _____ NO: _____ If No, please explain: _____

Are you currently serving in the National Guard or Reserves? YES: _____ NO: _____

Please indicate which program and dates of obligation: _____

Have you ever served in the military on active duty including initial active duty training with the National Guard or Reserves?

YES: _____ NO: _____ **IF YES, YOU MUST ATTACH A COPY OF YOUR DD-214.**

Military Branch: _____ **Dates of service:** _____ **to** _____

Highest Rank attained: _____ **Rank at Separation:** _____

Type of Discharge: _____ **Re-Enlistment Code:** _____

Are you eligible to re-enlist?

YES: _____ NO: _____ If No, please explain: _____

Were you ever disciplined (court marital, article 15, captain's mast, etc.) while on active duty?

YES: _____ NO: _____ If Yes, please explain: _____

MISCELLANEOUS

Do you have any commitments (i.e. second job, school, etc.) which might interfere with or adversely affect your employment should we select you for a position?

YES: _____ NO: _____ If Yes, please explain: _____

Please use the following space to provide any further information on training, education, skills, abilities, hobbies, volunteer work, etc., that you possess or have experienced that may be helpful in the evaluation of your application. You may exclude any which indicate race, color, religion, sex, age, national origin or disability.

Please list your places of RESIDENCE for the past 10 years. Begin with your present address. NOTE: You MUST provide home and work telephone numbers. Use additional paper if necessary.

Address: _____
City / State/ Zip: _____
Rent / Own: _____ Resided at location since _____
Landlord's Name: _____
Home telephone no.: _____ Work telephone no.: _____

Previous: _____
City / State/ Zip: _____
Rent / Own: _____ Resided at location from _____ to _____
Landlord's Name: _____
Home telephone no.: _____ Work telephone no.: _____

Previous: _____
City / State/ Zip: _____
Rent / Own: _____ Resided at location from _____ to _____
Landlord's Name: _____
Home telephone no.: _____ Work telephone no.: _____

Previous: _____
City / State/ Zip: _____
Rent / Own: _____ Resided at location from _____ to _____
Landlord's Name: _____
Home telephone no.: _____ Work telephone no.: _____

Previous: _____
City / State/ Zip: _____
Rent / Own: _____ Resided at location from _____ to _____
Landlord's Name: _____
Home telephone no.: _____ Work telephone no.: _____

Please list four REFERENCES who are not related to you and who have PERSONALLY known AND HAVE HAD CONTACT WITH for at least five (5) years. You MUST provide home and work telephone numbers. We will request additional references if we cannot reach one or all of the references listed below.

Name: _____
Address: _____

Years known: _____

Occupation: _____
Home telephone no.: _____
Work telephone no.: _____

Name: _____
Address: _____

Years known: _____

Occupation: _____
Home telephone no.: _____
Work telephone no.: _____

Name: _____
Address: _____

Years known: _____

Occupation: _____
Home telephone no.: _____
Work telephone no.: _____

Name: _____
Address: _____

Years known: _____

Occupation: _____
Home telephone no.: _____
Work telephone no.: _____

APPLICANT CERTIFICATION

Please read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by placing your initials in the space provided. Failure to initial all paragraphs will be grounds for disqualification. If you have any questions, please contact the employer.

1. I understand and accept that, if I am offered a position, it shall be conditional upon my passing any medical and psychological examinations, a polygraph examination, a background investigation, and any further testing that the employer or the Pension Board deems to be necessary to determine my ability to perform the essential functions of the position. I understand and accept that this will include urinalysis and hair sample drug screens.
Initials: _____

2. I understand and accept that, if I am offered a position, I will be required to sign an employment contract agreeing to continue my employment for a term of not less than two (2) years following the successful completion of my one-year probationary period.
Initials: _____

3. I understand that it will be necessary for me to approve and sign any waivers in order for the employer to obtain information from my current and former employers.
Initials: _____

4. I understand that the employer provides a seven-day per week and twenty-four hour per day service, and therefore, if employed I may be required to work evening shifts or night shifts, including weekends and holidays.
Initials: _____

5. I understand that if hired as a sworn officer on the Evansville, Indiana Police Department I must successfully complete required training and courses and be certified by the Indiana Law Enforcement Academy. I further understand that a probationary police officer serves solely at the pleasure of the Police Merit Commission, and may be released and discharged at any time during said 12 months of probationary appointment without right to trial or hearing before the Police Merit Commission.
Initials: _____

6. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application will be disqualified from further consideration. I further understand and accept that, if I am employed by the employer I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.
Initials: _____

7. I understand and accept that the Evansville Police Department and the Police Merit Commission reserve the right to add, delete, and/or modify any phase of the application process deemed necessary. This includes any and all testing, at any time in the application process, without prior notice to applicants. I further understand and accept that the testing listed in the booklet provided to me is for informational purposes only and said testing will not necessarily be conducted in the order listed and may or may not be included in the process.
Initials: _____

8. I understand and accept that the informational booklet and employment application do not constitute an employment agreement / contract with the employer. Initials: _____

9. I understand and accept that it is MY responsibility to immediately inform the employer of all changes in my address, telephone number, name, marital status, employment, driver's license, etc, including notification of any arrests and/or traffic citations. I understand and accept that if I cannot be reached when needed due to failure on my part to inform the employer of a status change, I will be disqualified, from further consideration, by the Police Merit Commission.
Initials: _____

10. I have completely and thoroughly read and understand everything in the informational booklet and on this employment application.
Initials: _____

APPLICANT CERTIFICATION

Please read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by signing and dating in the space provided. Failure to sign and date this page will be grounds for disqualification. If you have any questions, please contact the employer.

I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MY MISREPRESENTATIONS(S) OR FALSIFICATION(S) OF THE INFORMATION PROVIDED MAY LEAD TO THE WITHDRAWAL OF ANY EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT.

BY THE SUBMISSION OF THIS DOCUMENT, I HEREBY AGREE THAT I SHALL EXECUTE THE EMPLOYER'S CONDITIONAL, PRE-EMPLOYMENT MEDICAL AND PSYCHOLOGICAL EXAMINATIONS, POLYGRAPH EXAMINATION, BACKGROUND INVESTIGATION, URINALYSIS AND HAIR SAMPLE DRUG SCREENS CONSENT REQUIREMENTS. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG ABUSE OR ALCOHOL ABUSE.

APPLICANT SIGNATURE

DATE

Equal Opportunity Employment

To further its commitment to equal opportunity employment, the Evansville Police Department is requesting applicants to voluntarily provide the following information. The information will be detached from the application immediately upon receipt and will be used for research purposes only.

STATE LAW PROHIBITS THE USE OF THIS INFORMATION FOR OTHER THAN STATISTICAL PURPOSES.

Gender: Male Female Age _____

Race/Ethnic Identity: White Black Hispanic

Asian or Pacific Islander Native American

OTHER please specify: _____

In order to assist us in evaluating the effectiveness of our recruitment program, please indicate how you first learned the Evansville Police Department was accepting applications.

Friend or Relative

Newspaper or magazine (which one?) _____

Radio

Television

Billboard

Internet site (which one?) _____

Job fair

Recruitment flyer or poster

Police Officer

Organization or Group (which one?) _____

Other _____

It is the goal of the City of Evansville Police Department and the Police Merit Commission to obtain the most qualified persons to serve the citizens of Evansville as police officers. We must have each candidate's cooperation in the various stages of the selection process to achieve this goal.

We will make a reasonable effort to assist each applicant through the long process should a problem arise. However, be aware that certain test dates are "fixed" and cannot be changed nor supplemented.

If you are seriously competing for a position on the Evansville Police Department we must have complete cooperation from you. You must show up on the dates scheduled and BE ON TIME.

No-shows and late arrivals will not be excused.

Applicants must understand that during this lengthy process, the Police Personnel Unit will not discuss matters (scores, scheduling, ranking on final list, status, etc.) with anyone other than the applicant. This includes Evansville Police Officers and/or civilian employees of the Police Department.

***** READ CAREFULLY *****

THE FOLLOWING DOCUMENTS MUST BE TURNED IN BY THE CLOSING APPLICATION DATE:

1. Copy of Birth Certificate
2. Copy of valid Driver's License
3. Copy of Social Security card
4. Copy of High School Diploma
5. Copy of GED Certificate with copies of transcripts showing a minimum of 30 semester hours of credit from an accredited college or university with a GPA of 2.0 or higher; or copies of military records showing a minimum of two (2) years of honorable military or reserve duty.
6. * Transcripts of High School grades
7. Copy of College Degree, if applicable
8. * Transcripts of College grades, if applicable

9. Copy of Military Discharge and Service Record (DD-214), if applicable

* Transcripts may be mailed to our office. Mail to: Personnel Unit - Attn: Roberta
Evansville Police Department
Rm. 129 15 N.W. M.L. King
Blvd.
Evansville, Indiana 47708-1891

**YOU MUST PROVIDE YOUR OWN COPIES OF THESE DOCUMENTS. DOCUMENTS
SUBMITTED WITH THE APPLICATION BECOME THE PROPERTY OF THE EVANSVILLE
POLICE DEPARTMENT AND WILL NOT BE RETURNED.**

**APPLICATION AND DOCUMENTS LISTED ABOVE MUST BE RETURNED BY THE
APPLICANT TO THE POLICE PERSONNEL UNIT, IN THE CIVIC CENTER COMPLEX, NO
LATER THAN THE LAST ADVERTISED DAY OF ACCEPTANCE.**

**APPLICATIONS RETURNED AFTER THE LAST ADVERTISED DAY WILL NOT BE
CONSIDERED.**

APPLICATION PROCESS

The following is a synopsis of the Evansville Police Department application process and the various testing phases, which must be completed:

1. In order to apply, all applicants must meet the basic requirements of the Evansville Police Department as listed below:

- Applicants must be between the ages of **21** and **35** at the time of application*

*1. Must have reached 21st birthday on or before the closing date of the acceptance of applications.

*2. If an applicant reaches his/her thirty-sixth (36) birthday prior to appointment, his/her name shall automatically be removed from the eligibility list.

- Applicants must be United States Citizens.
- Applicants must be high school graduates or possess a GED equivalent certificate*.

*1. Applicants with GED certificates must also have either 30 semester hours of credit from an accredited college or university with a GPA of 2.0 or higher; or a minimum of 2 years of honorable military service, including reserve duty.

- Applicants must possess a valid driver's license*.

*1. If you have a driver's license from a state other than Indiana, you must be able to get an Indiana driver's license.

- Applicants must never have been convicted of a felony criminal violation.
 - Applicants must never have been convicted of domestic violence or a domestic violence related offense, either misdemeanor or felony.
 - Applicants must never have used Hallucinogenic Drugs (i.e. LSD, Mushrooms, Mescaline, etc.)
 - Applicants who have served in the military must have received an Honorable discharge. Anything less than an Honorable discharge will not be considered.
 - Applicants must be of good moral character.
 - An applicant who has engaged in any criminal activity may be rejected by the Evansville Police Merit Commission regardless of whether the applicant has ever been prosecuted, convicted, or acquitted.
 - Applicants must possess strength and agility necessary to perform routine law enforcement duties.
 - Applicants must pass all testing established by the Merit Commission.
 - Applicants must submit to and pass a polygraph examination process post-job offer.
 - Applicants must be able to pass a Public Employee Retirement Fund (PERF) medical examination and be accepted by the local pension board and PERF post-job offer.
 - Applicants must have 20/100 uncorrected vision in both eyes, or be a long-term successful user of “soft” contact lenses - correctable to 20/30 and also be free from color blindness.
 - Applicants must be able to pass a hearing test as required in the physical examination booklet.
 - Applicants must pass drug screens post-job offer.
 - Applicants must submit to a battery of psychological examinations and interview with a clinical psychologist post-job offer.
 - Applicants must agree to and sign an employment contract post-job offer.
 - Applicants must submit to fingerprinting and have a photograph taken by the police department.
2. All applicants who meet the basic qualifications may submit an application that has been completed to the Police Personnel unit by the specified date.

3. A complete background investigation will be conducted by the Evansville Police Department on each candidate. The investigation shall include local and NCIC criminal record checks, neighborhood, current and former employer checks, credit and FBI checks and any other inspections that may be needed. The investigating officer shall report the results of the investigation in writing to the Police Merit Commission. Candidates will be required to sign waivers releasing the Evansville Police Department and its employees from any liability, should negative information be uncovered during the background investigation.
4. Evaluations that may be used include, but are not limited to: physical assessment, competitive written entry level examination, oral interview and/or assessment center before a sworn police board, written composition, interview with the Police Merit Commission.
5. To be considered, applications must be completed in their entirety on line or in person or by mail, with all required documentation submitted to Police Personnel by the closing date of the application process. Note: If any information required in the application is found to be falsified, misrepresented, or intentionally excluded, the applicant will be disqualified.

EVANSVILLE POLICE DEPARTMENT **EVALUATION PROCESS INFORMATION**

The application process with the Evansville Police Department is governed by procedures established by the Evansville Police Merit Commission. The commission is a civil service commission consisting of three members; one member is appointed by the Mayor, one member is appointed by City Council, and the other member is elected by the active members of the police department.

The Police Merit Commission will establish an eligibility list from those who apply. The length of time the list will be valid will be determined by the Merit Commission when the list is certified. The length of time will be according to the Merit Law at the time of certification and will be a duration of not less than 1 year. Applicant scores compiled from the following listed evaluations or other testing will comprise the eligibility list. This list will be in descending order from highest to lowest passing scores.

The Evansville Police Department and the Police Merit Commission reserve the right to add, delete, and/or modify any phase of the applicant process deemed necessary. This includes any and all testing, at any time in the application process, without prior notice to applicants. Therefore, please note the below listed testing will not necessarily occur in the order listed and may or may not be included in the process:

The first phase of the testing procedure will be the **physical assessment testing**. This is a pass / fail test. Applicants must understand the importance of physical conditioning in the law enforcement profession. Applicants must possess muscular strength (such as timed push-ups / sit-ups), muscular endurance (such as bench press / leg press), cardiovascular endurance (such as timed distance running), and musculoskeletal flexibility (such as vertical jump / sit and reach) to successfully complete this test. This is requirement of the State of Indiana, the Indiana Law Enforcement Academy and the Police Merit Ordinance.

The **written general aptitude** test is created by a professional consulting firm to conform to the specific needs of the Evansville Police Department and the State of Indiana. On the day of the

test, candidates will be furnished with a study guide and will have a study period. After a break candidates will return to take the test.

The **oral assessment center** is a formal structured interview by a board consisting of police officers who have been specifically trained to conduct this assessment. Candidates may be required to watch a film and answer questions relating to the film.

On the same day as the oral assessment center interview, the **writing skills examination** will be held. This phase tests the applicant's grammar, sentence structure, spelling, collective thought, etc. Much of police work is spent writing facts in reports.

The **Police Merit Commission interview** is also a formal structured interview. This interview board consists of the three Police Merit Commissioners.

The Commission will then verify the total scores of each applicant and formally establish and validate the eligibility list. Candidates may call the Personnel Office at 812-436-4947 to find out their position on the list.

Fingerprints and photographs will be taken of each of the remaining applicants.

The **background investigation** will include checks of the FBI, state and local criminal history, driving records, neighborhood checks, current and past employers, military service, and any other inquiry which may arise from the investigation.

Depending upon the number of vacancies and which candidates pass the above testing, the highest ranking candidate(s) is given a conditional job offer contingent with passing the following: A **polygraph examination** (will verify all facts submitted with the application and information from the background investigation and will consist of questions in the areas of: the employment application, the applicant process, attitude, financial history, employment history, military history, if applicable, legal/criminal history, domestic violence, drugs/narcotics/alcohol, motor vehicle operation, the job of police officer, medical history, and past law enforcement history, if applicable); a complete **medical examination**, including **drug testing** (urinalysis and hair samples); **psychological examinations and interview** with a clinical psychologist; review and acceptance by the local pension board; and finally, review and approval from the state Public Employees Retirement Fund (P.E.R.F.).

Applicants will be responsible for their own transportation, meals, lodging, and other personal expenses incurred during the process.

All of the testing procedures including the psychological examinations, printing, postage, etc. will be paid for by the Police Merit Commission with the exception of the medical examination (including the drug screens) which costs approximately \$550.00 to \$600.00. By state law, the applicant must pay half of this cost, and the Police Merit Commission will pay the other half. Sometimes additional testing is ordered by the examining doctor. In this event, the applicant will incur the additional charges. Again, you will only incur these costs if you are offered a position with our department.

Upon passing all required testing and pension boards, candidates will be sworn-in to the department as a probationary police officer. Candidates will immediately go on the payroll. This means that candidates will be receiving pay while in training. New officers will also receive all necessary uniforms and equipment needed for the first year.

The probationary period will be one (1) year and during this period probationary officers must satisfactorily complete a 16-week course at the Southwest Indiana Law Enforcement Academy in Evansville, the Evansville Police Department's Officer Training School, and the Field Training Program which continues through the rest of the year. At the end of a satisfactory probation period, probationary officers will be retained as a regular sworn police officer.

This is a highly competitive process with hundreds of applicants all contending for a much smaller number of police positions. Each individual reaches his or her standing on the list by their own merits. Applicants will be advised of their standing as the process goes on. The department has been removed from the political processes for nearly 40 years by using this system.

The Evansville Police Department and the Police Merit Commission would like to take this opportunity to thank you and wish every applicant the best of luck during the process. If you have any questions or need assistance, please contact our office at **812-436-4947**.

The Evansville Police Department is an Equal Opportunity Employer and Program Provider. The Evansville Police Merit Commission is dedicated to the selection of applicants from all segments of the general population without regard to race, religion, sex, ethnic group or disability.

EVANSVILLE POLICE DEPARTMENT

Physical assessment requirements

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, you will be given one (1) minute to the required 29 sit ups meeting the protocol standards.
3. **300 Meter Run.** This measures anaerobic 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 consists 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.

Minimum Requirements

Test	Standard
Vertical Jump	16 Inches
One Minute Sit-ups	29
300 Meter Run	71 Seconds
Maximum Push-ups	25
1.5 Mile Run	16 Minutes 28 Seconds

Protocol for Vertical Jump

Purpose

This is a measure of jumping or explosive power.

Equipment

Vertical measuring apparatus fixed to a smooth wall. Some way to mark extension when jumping (e.g., chalk dust, velcro).

Procedure

1. 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 1/2 inch, above the standard reach mark.
4. The best of three trials is the recorded score.

How To Prepare For Vertical Jump

You Must Train To Meet The Standards

Training must be specific to the target activity, and therefore each component has a different training routine.

Vertical Jump:

A good way to prepare for this component is to do plyometric training. The basic plyometric exercise routine consists of three exercises: double leg vertical jump, single leg vertical jump and the double leg hop. Perform each exercise with 1 set of 10 repetitions, 3 days a week. Do the repetitions ballistically without stopping. Rest 3 minutes between each set of each exercise.

Double Leg Vertical Jump:

Intensity Level: **High**

Starting Position: Stand with the feet shoulder-width apart.
Direction of Jump: Vertical
Arm Action: Double arm action
Starting Action: Perform a rapid counter movement and jump as high as possible
Ascent: Thrust arms upward vigorously and reach as high as possible
Descent: When the feet hit the ground, jump again immediately without a stutter step.

Double Leg Hop:

Intensity Level: Medium
Starting Position: Stand with the feet shoulder-width apart.
Direction of Jump: Horizontal, with a vertical component as well
Arm Action: Double arm action
Starting Action: Jump off of both legs and strive for maximum distance
Ascent: Think about “hanging” in the air
Descent: Land in the starting position and immediately repeat the movement

Single Leg Vertical Jump:

Intensity Level: High
Starting Position: Stand with one foot on the ground
Direction of Jump: Vertical
Arm Action: Double arm action
Starting Action: Perform a rapid counter movement and jump as high as possible
Ascent: The arms should be thrust upward vigorously and reach as high as possible
Descent: When the foot hits the ground, immediately jump without a stutter step

(Emphasis should be placed on maximum height and quick, explosive takeoffs. Repeat this exercise with the opposite leg after a brief rest of 15-30 seconds)

Protocol for One Minute Sit-ups

Purpose

This measures abdominal muscular endurance.

Procedure

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.

1. A partner holds the feet down firmly.
2. The participant then performs as many correct sit ups as possible in 1 minute.
3. In the up position, the subject should touch elbows to knees and then return until the shoulder blades touch the floor.
4. Score is total number of correct sit ups. Any resting must be done in the up position.
5. Breathing should be as normal as possible, making sure the participant does not hold his/her breath as in the Valsalva maneuver.

How To Prepare For Sit-ups

1. Determine the number of correct sit ups you can do in one minute.
2. Multiply that number by .75 (75%). Round off the result to the lowest number. This will be the number of repetitions (sit ups) you will do per set.
3. Warm up with some light activity of your choice, such as a stationary bike, walking or jogging on the treadmill, light calisthenics, etc.
4. Perform the number of sit ups (correct form) determined in the calculation done in #2 above.
5. Rest no longer than 60 seconds, and do another set of repetitions.
6. Repeat #4 and #5 until you have done 3 to 5 sets of repetitions. Even though the last sets may be difficult, maintain proper form. If you have to hesitate longer on the floor on the last sets to get in the full number, then do so but rest no longer than necessary. It is important that you get in all the repetitions.
7. Do this routine every other day. Increase the number of reps per set by 1 or 2 each week.

NOTE: If you are unable to do at least 5 reps per set, you will need to modify your routines in order to get in sufficient repetitions to address muscular endurance. You should follow a crunch or curl routine for your abdominals, and also get assistance in designing leg exercises (multi-hip machine or leg lifts) to address the hip flexors. Also, you could use an abdominal machine in a fitness facility using a light enough resistance to get in 15 reps per set for 3 set.

Protocol for 300 Meter Run

Purpose

This is a measure of anaerobic power.

Equipment

400 meter running track, or any measured 300 meter flat surface with sufficient distance to slow to a stop.

Procedure

1. Warm up and stretching should precede testing.
2. Participant runs 300 meters at maximal level of effort. Time used to complete distance is recorded.
3. Participant should walk for 3 - 5 minutes immediately following test to cool down. This is an important safety practice.

How To Prepare For The 300 Meter Run

To prepare for this component, it is a good idea to do interval training. The first step is to time yourself for an all-out effort at 110 yards. This is called your initial time, or IT. The second step is to divide your IT by .80 to get your training time. Then follow the schedule below.

Weeks	Distance	Reps	Training Time	Rest Time	Frequency
1 & 2	110 yards	10	$IT \div .80$	2 min.	1/week
3 & 4	110 yards	10	$IT \div .80$ minus 2-3 seconds	2 min.	1/week
5 & 6	110 yards	10	$IT \div .80$ minus 5-6 seconds	2 min.	1/week
7 & 8	220 yards	8	$IT \div .80 \times 2$	2 min.	1/week
	220 yards	8	$IT \div .80 \times 2$ minus 4 seconds	2 min.	2/week

Protocol For Maximum Push-ups

Purpose

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

Procedure

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 resting.

4. When the participant elects to stop or cannot continue, the total number of correct pushups is recorded as the score. No time limit.

How To Prepare For Push-ups

1. Determine the maximum number of correct push ups you can do in one minute.
2. Multiply that number by .75 (75%). Round off the result to the lowest number. This will be the number of repetitions (sit ups) you will do per set.
3. Warm up with some light activity of your choice, such as a stationary bike, walking or jogging on the treadmill, light calisthenics, etc.
4. Perform the number of push ups (correct form) determined in the calculation done in #2 above.
5. Rest no longer than 60 seconds, and do another set of repetitions.
6. Repeat #4 and #5 until you have done 3 to 5 sets of repetitions. Even though the last sets may be difficult, maintain proper form. If you have to hesitate longer on the floor on the last sets to get in the full number, then do so but rest no longer than necessary. It is important that you get in all the repetitions.
7. Do this routine every other day. Increase the number of reps per set by 1 or 2 each week.

NOTE: If you are unable to do at least 5 reps per set, then you will have to adjust the above calculations on modified push ups (from the knees) in order to keep the number of reps high enough to address muscular endurance. You should also get assistance in designing a strength routine using selectorized machines including chest, arms and trunk exercises.

Protocol for 1.5 Mile Run

Purpose

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.

Equipment

1. Stopwatch
2. Indoor or outdoor track or another suitable flat running area measured to 1.5 miles
3. Testing forms to record data

Procedure

1. Participants should not eat a heavy meal or smoke for at least 2 - 3 hours prior to the test. Participants should warm up and stretch thoroughly prior to running.
2. The participant runs 1.5 miles as fast as possible.
3. Participants should not physically touch one another during the run, unless it is to render first aid.
4. Finish times should be called out and recorded.

5. Upon completion of the run, participants should cool down by walking for about 5 minutes to prevent venous pooling (i.e., pooling of the blood in the lower extremities which reduces the return of blood to the heart and may cause cardiac arrhythmia).

How To Prepare For 1.5 Mile Run

To prepare for this test, you need to gradually increase your running endurance. The schedule below is a proven progressive routine. Begin at the level you can accommodate, and if you can advance the schedule on a weekly basis, then proceed to the next level. If you can do the distance in less time, then do so.

Week	Activity	Distance in Miles	Duration in Minutes	Times per Week
1	Walk	1	17 - 20	5
2	Walk	1.5	25 - 29	5
3	Walk	2	32 - 35	5
4	Walk/Jog	2	28 - 30	5
5	Walk/Jog	2	27	5
6	Walk/Jog	2	26	5
7	Walk/Jog	2	25	5
8	Walk/Jog	2	24	5
9	Jog	2	23	4
10	Jog	2	22	4
11	Jog	2	21	4
12	Jog	2	20	4