

# Lafayette Police Department Application and Information Package



## **THE LAFAYETTE POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the City of Lafayette to provide equal opportunity to all employees and applicants without regard to race, sex, religion, national origin, age, sexual orientation, marital status, veteran status, or physical or mental disability. This same non-discriminatory consideration will guide all personnel actions including, but not limited to recruitment, hiring, training and promotion decisions in all job classifications. Furthermore, compensation, benefits, transfers, education or tuition assistance and social and recreational programs will be administered in a non-discriminatory fashion.

# Minimum Qualifications

## **NO EXCEPTIONS ARE MADE TO THE FOLLOWING MINIMUM QUALIFICATIONS**

1. CITIZENSHIP An applicant must be a citizen of the United States of America.
2. AGE An applicant must be, at the time of application, at least 21 years old and can not be older than 36 years old at the time of appointment.
3. FELONY CONVICTION An applicant may not be appointed if he/she has a judgment of conviction for a felony.
4. HIGH SCHOOL GRAD An applicant must be a graduate of a duly accredited high school and must supply a copy of his transcripts with the completed application form. An applicant who has received a G.E.D. from an accredited high school or the Military shall be considered as having graduated from an accredited high school.
5. CHARACTER An applicant must be of “good moral character”.

## **Moral Character Issues**

All candidates' traffic or criminal histories will be reviewed and may serve as a basis for disqualification from the selection process. Convictions, arrests, and admissions will be assessed with particular attention given but not limited to the pattern of violations, seriousness, surrounding circumstances, number of incidents, and their recency. Conduct that occurred in the recent past would be considered more damaging than conduct that happened several years ago. Juvenile arrests or misdemeanor arrests may not be grounds for disqualification but these will be evaluated on a case-by-case basis. Conviction of a felony or the reasonable belief the candidate committed a felony will be cause for immediate disqualification.

Completeness and truthfulness on the application is highly important. It is much better to admit to perceived faults on the application than to omit information. Do not omit information because of a lack of space for a response on the application form. If more space is needed to explain special circumstances use a separate sheet of paper, note the corresponding question number and describe the incident, circumstances and outcome in as much detail as is needed. Applications that are incomplete may not be reviewed. All requested documentation must accompany the application unless prior approval has been given. **Your ability to follow instructions will be judged based in large part on the application you submit.**

Candidates will be judged on a wide variety of skills and traits throughout the selection process including honesty, integrity, communication skills, education, adaptability, common sense, work ethic and special skills among others.

## Application and Appointment Process

1. Applicants must submit a completed application form, along with all requested documentation. The Lafayette Police Civil Service Commission (Merit Board) will evaluate each application. Recommendation for testing of applicants will be at the discretion of the Merit Board. Each applicant must then take the next available aptitude test from the date he or she is recommended for testing. Any applicant who fails to qualify at any phase of the application process or whose application is not considered during a particular test pool period may not reapply for at least one calendar year from the date the applicant is rejected.
  2. Each applicant must take and pass aptitude and agility tests to determine physical condition and general aptitude in order to remain in the hiring pool. Testing time, date, and location will be provided to those applicants recommended by the Merit Commission. Following the testing each application will be carefully reviewed, along with test results. Reviewing officers will determine the order in which applicants proceed to the next phase of the process.
  3. Applicants will be scheduled for a Polygraph examination which will be administered by a qualified polygraph examiner.
  4. The next phase of the process is a formal interview with the Captains of the police department who will interview and rate the applicants.
  5. Those applicants who pass the Board of Captains interview will move to the Background Investigation. Lafayette Police Department Detectives and Officers will investigate every aspect of the applicants life. During this investigation we will inquire about the following items:
    - Criminal History
    - Interview current and former neighbors
    - Speak with current friends, acquaintances
    - Interview family, teachers, current and past significant others
    - Driving Record
    - Speak with former and current employers
    - Financial History
    - Personal, in depth interview with the Investigator pertaining to personal matters
- This list is not complete and we are obligated to investigate any aspect of the applicants' background deemed applicable. The Lafayette Police Department strives to hire conscientious persons with integrity and good moral character.
6. Written testing scores, agility test results, polygraph test report, Board of Captains evaluation and report, and the Background report will be provided to the Merit Board and they will interview applicants for final selection.
  7. An applicant's appointment is conditional upon meeting the provisions for membership in the 1977 Police Pension and Disability Fund (PERF) under IC36-8-8-1 et. seq. (IC 36-8-3-21). After extending a conditional offer of employment to an applicant a medical examination and psychological evaluation will be completed (at no cost to the applicant).
  8. Results of the medical and psychological evaluations will be presented first to the local Pension Board for their review and a brief interview with the applicant and finally to PERF for their approval. Approval from PERF can take up to 4 weeks.

The entire process from test date to being sworn-in as a Lafayette Police officer can take several months. We will contact you as you progress through each phase and those applicants who are disqualified at any phase will receive a notice of such disqualification. Any changes in address and phone numbers through the process should be reported in writing the Administrative Services Division.

## Written Aptitude Test

A description of the written aptitude test procedures is presented below. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the test date. The times, date and location of written testing will be provided to those who are selected by the Merit Commission for testing.

A study session will begin promptly at the designated start time. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given an adequate amount of time to study a variety of printed materials. These materials will include printed text, line drawings, diagrams, written instructions, and photos. These study materials are the basis for the aptitude test which will be administered following the study session. There will be a break between the study session and test.

During the study period, applicants are permitted to take notes on paper provided by the test monitor. Each applicant must turn in their notes to the test monitor at the conclusion of the study session.

Breaks are permitted, during the study session. You must turn in your study material before leaving the room.

**Do not bring notebooks or other study materials with you to the testing site. All necessary materials, including notebook paper and pencils will be provided to you.**

Some tips that might help make your test date more comfortable and successful:

1. Answer every question on the test.
2. Take your time- there should be plenty of time in both the study session and the test period.
3. Bring a snack and drink.
4. Listen carefully to the monitor's instructions.
5. Make certain your answers are entered into the correct spaces on the answer sheet
6. If you have trouble with a particular question, skip it and return to it later
7. Be certain that you really understand the material in the Study Guide.
8. Get a good night's rest before the test. If you work the night shift, try to have the night before the test off.
9. Wear comfortable clothing.

**BRING ALONG A PICTURE IDENTIFICATION, SUCH AS A DRIVER'S LICENSE.**

**Please keep LPD notified of any address or phone changes after you submit an application.**

# Physical Agility Testing

**We must have a signed waiver of liability form before you will be allowed to participate in the agility test.**

The Lafayette Police Civil Service Commission has adopted a rule requiring a physical agility testing of every applicant. The testing will gauge muscular strength, muscular endurance, cardiovascular endurance and musculoskeletal flexibility. The standards set for successful completion of this agility test are those of the Indiana Law Enforcement Training Board and are the requirements set for successful completion of the of the Basic Course (Police Academy). Otherwise known as the "ILEA Exit Standards."

## ***What are the physical fitness requirements established for this test?***

There are five (5) physical fitness components that will be measured as a battery of tests. Applicants will be expected to read, and sign the enclosed Waiver Form and return it with the application. Persons who do not sign and return the Waiver Form will be excluded from the testing and will therefore be dropped from consideration.

### **Minimum Passing Performance**

<b>Vertical Jump</b>	<b>16 inches</b>
<b>One Minute Sit Ups</b>	<b>29</b>
<b>300 Meter Run</b>	<b>71 Seconds</b>
<b>Maximum Push Ups</b>	<b>25</b>
<b>1.5 Mile Run</b>	<b>16 minutes 28 seconds</b>

For more information see the **ILEA (Indiana Law Enforcement Academy)** website.

## Instructions and General Information

This package contains the following items.

**Items 1-5 should be submitted with your completed application. Items 6-8 do not need to be returned in your application.**

1. Application form containing 9 pages
2. Applicant Statement of Truthfulness: to be signed, notarized, & returned with application
3. Physical Agility Test Waiver: to be signed, witnessed, & returned with application
4. Misdemeanor domestic violence notice: to be signed & returned with application
5. Authority to Release Information & Waiver: to be signed, notarized & returned with application
6. Equal Opportunity Statement of the City of Lafayette
7. Information concerning the application process
8. Information concerning the physical agility testing procedure

If you have difficulty providing any of the requested documents please contact a member of the Administrative Services Division for direction prior to returning the application. Administrative Services can be reached at 765-807-1220.

**If applicable, the following items should be included with your application packet. If your application is missing these items, it will be considered inactive..**

- Copy of applicant's birth certificate.
- Copy of High School Diploma or GED certificate
- High School Grade Transcripts (certified copy from school).
- Official College Transcripts & Diploma
- Copy of form DD-214 (military service) showing re-enlistment code.
- Copy of current Drivers License
- Copy of certificates of training, Including Academy Certificate and grade transcripts from law enforcement academy. (PRIOR OR CURRENT POLICE OFFICERS ONLY)
- A current head and shoulders photo, for identification purposes (your driver's license does NOT meet this requirement).

This application is a fillable form. There are essay questions contained in this application packet and your answers are a required component of the application process. Your answers to the essay questions must be completed in your own handwriting, using blue or black ink. Print or write your answers as neatly as you can. DO NOT type your answers to the essay questions.

DO NOT leave blanks. If an answer does not apply, insert "N/A" or "None." All forms contained with this application packet MUST BE thoroughly completed and include witness signatures or notarization where applicable.

If you have difficulty providing the requested information or you have questions, contact the Administrative Services division at 765-807-1220.

**PLEASE RETURN YOUR APPLICATION, ALL ATTACHMENTS, AND FORMS  
APPROPRIATELY COMPLETED TO:**

Lafayette Police Department  
Administrative Services  
20 N 6th Street  
Lafayette, IN 47901



Please return to:  
Administrative Services  
20 N 6th Street  
Lafayette, IN 47901

## PERSONAL HISTORY

Referral Source: \_\_\_\_\_

1. **Name in Full** (Last, First, Middle)

2. **All Other Names You Have Used** (Aliases, nicknames, birth or maiden names other name changes)

3. **Date of Birth** (mm/dd/yyyy) **Are You a US Citizen?** **Place of Birth** (County, City, State)

4. **Social Security Number** **Height** **Weight** **Eye Color** **Hair Color**

5. **Current Address:**

City

State

Zip Code

6. **Identifying Marks, Tattoo's, Scars and Location**

7. **Marital Status**

Single

Married

Divorced

Separated

Widowed

8. **Spouse's Name** (Last, First, Middle)

Maiden Name

9. **Spouse Place of Employment:**

Street Address

City

State

Zip Code

10. **Date of Marriage(s)**

Location (City, State)

11. **Date of Divorce, Separation or Annulment**

Location (include which court issued decree)

12. **Current Phone Numbers:**

Home:

Cell:

Work:

13. **Current and Active Email Addresses:**





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<b>Dates Employed:</b>		
<b>Hired:</b>	<b>Separated:</b>	<b>Final Salary/Wage:</b>
<b>Employer</b>	<b>Address</b>	<b>Phone Number</b>
<b>Job or Position Title:</b>		
<b>Description of Duties:</b>		
<b>Name of Supervisor</b>	<b>Phone Number</b>	
<b>Name of Co-Worker</b>	<b>Phone Number</b>	
<b>Name of Co-Worker</b>	<b>Phone Number</b>	
<b>Reason For Leaving:</b>		

<b>Dates Employed:</b>		
<b>Hired:</b>	<b>Separated:</b>	<b>Final Salary/Wage:</b>
<b>Employer</b>	<b>Address</b>	<b>Phone Number</b>
<b>Job or Position Title:</b>		
<b>Description of Duties:</b>		
<b>Name of Supervisor</b>	<b>Phone Number</b>	
<b>Name of Co-Worker</b>	<b>Phone Number</b>	
<b>Name of Co-Worker</b>	<b>Phone Number</b>	
<b>Reason For Leaving:</b>		

<b>Dates Employed:</b>		
<b>Hired:</b>	<b>Separated:</b>	<b>Final Salary/Wage:</b>
<b>Employer</b>	<b>Address</b>	<b>Phone Number</b>
<b>Job or Position Title:</b>		
<b>Description of Duties:</b>		
<b>Name of Supervisor</b>	<b>Phone Number</b>	
<b>Name of Co-Worker</b>	<b>Phone Number</b>	
<b>Name of Co-Worker</b>	<b>Phone Number</b>	
<b>Reason For Leaving:</b>		

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<b>Dates Employed:</b>			
<b>Hired:</b>	<b>Separated:</b>	<b>Final Salary/Wage:</b>	
<b>Employer</b>	<b>Address</b>	<b>Phone Number</b>	
<b>Job or Position Title:</b>			
<b>Description of Duties:</b>			
<b>Name of Supervisor</b>		<b>Phone Number</b>	
<b>Name of Co-Worker</b>		<b>Phone Number</b>	
<b>Name of Co-Worker</b>		<b>Phone Number</b>	
<b>Reason For Leaving:</b>			

<b>Dates Employed:</b>			
<b>Hired:</b>	<b>Separated:</b>	<b>Final Salary/Wage:</b>	
<b>Employer</b>	<b>Address</b>	<b>Phone Number</b>	
<b>Job or Position Title:</b>			
<b>Description of Duties:</b>			
<b>Name of Supervisor</b>		<b>Phone Number</b>	
<b>Name of Co-Worker</b>		<b>Phone Number</b>	
<b>Name of Co-Worker</b>		<b>Phone Number</b>	
<b>Reason For Leaving:</b>			

<b>Dates Employed:</b>			
<b>Hired:</b>	<b>Separated:</b>	<b>Final Salary/Wage:</b>	
<b>Employer</b>	<b>Address</b>	<b>Phone Number</b>	
<b>Job or Position Title:</b>			
<b>Description of Duties:</b>			
<b>Name of Supervisor</b>		<b>Phone Number</b>	
<b>Name of Co-Worker</b>		<b>Phone Number</b>	
<b>Name of Co-Worker</b>		<b>Phone Number</b>	
<b>Reason For Leaving:</b>			

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**18. Have you ever been involuntarily terminated from a full or part time job, whether it was termed fired, terminated, suspended, laid off, or furloughed? If yes, describe circumstances.** \_\_\_\_\_

**If yes, describe circumstances.**

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**19. Have you ever resigned (quit) after being informed your employer intended to discharge you?** \_\_\_\_\_

**If yes, describe circumstances.**

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**20. Have you ever had any disciplinary actions taken against you at any of your jobs? (written reprimand, suspension with or without pay, forfeiture of benefits, or other similar actions)** \_\_\_\_\_

**If yes, Which job? Describe circumstances.**

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**21. Do you have any reason to believe that a former employer may give you a negative job reference?** \_\_\_\_\_

**If yes, name of employer and why.**

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**22. Have you ever applied to any law enforcement or correction agency, including the Lafayette Police Department?** \_\_\_\_\_

Name of Agency	City/State	Applied MM/YY	Current Application Status

**23. EDUCATION: List chronologically all High Schools, College, Trade School, Vocational & other you have attended. Submit Official Grade Transcripts and copy of Diploma from each school.**

Dates Attended	School Name	Address	Date Graduated

**24. List Major and Minor college courses and any other special training class you have taken or certifications you now hold.**

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25. Do you have a working knowledge of any language other than English? \_\_\_\_\_

26. List any special computer knowledge or training you have received.

27. Estimate your computer/software/internet ability or skill level: \_\_\_\_\_

28. Do you possess any special qualifications, professional licenses, certifications, abilities, honors, publications, etc. that are not listed elsewhere in this application and that would reflect upon your qualifications for this job?

29. List Extra-curricular clubs and activities you participated in life. Include sports and hobbies as well as professional, trade, business or civic organizations to which you have belonged during the past 5 years. (exclude memberships that would reveal race, religion, national origin, or any other similarly protected status)

**Organization or Activity**

**Offices Held**

**30. MILITARY SERVICE:**

Your Selective Service Number (required): \_\_\_\_\_

If you have served in the Military which branch of service \_\_\_\_\_

Date Enlisted \_\_\_\_\_ Date Discharged \_\_\_\_\_ Reserve Termination Date \_\_\_\_\_

Highest Rank Achieved: \_\_\_\_\_

Unit(s) to which assigned and primary duty type. \_\_\_\_\_

Type of Discharge \_\_\_\_\_

If Other, please explain: \_\_\_\_\_

Are you eligible for reenlistment? \_\_\_\_\_

Are you or have you ever been a member of any United States Reserve or National Guard Unit? \_\_\_\_\_

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

Unit: \_\_\_\_\_ Location: \_\_\_\_\_

Dates of Active Duty (mm/dd/yy) \_\_\_\_\_

Have you received ANY disciplinary action while in the military (Article 15's, Captain's Mast, written reprimands, etc)? \_\_\_\_\_

Describe Circumstances \_\_\_\_\_

Have you ever been the defendant in a court martial? \_\_\_\_\_

If yes provide date and outcome \_\_\_\_\_

**LEGAL INFORMATION**

31. List ALL vehicle operators' licenses you now hold or have held from any state or country. Provide type, State, number, & expiration date.

State:	License Number:	Expiration Date:	Type:
State:	License Number:	Expiration Date:	Type:
State:	License Number:	Expiration Date:	Type:

32. Have you ever received a traffic ticket? \_\_\_\_\_ How many in the past 5 years? \_\_\_\_\_

33. Have you ever been involved in a traffic accident as a driver? \_\_\_\_\_

34. In how many of your total accidents were you judged to be at fault by the investigating officer? \_\_\_\_\_

35. Have you ever received a traffic ticket as a result of an accident? \_\_\_\_\_

36. Has your drivers license ever been suspended or revoked for any reason? \_\_\_\_\_

Why? \_\_\_\_\_

37. With which company do you now have automobile insurance? \_\_\_\_\_

38. Have you ever been arrested or detained by any law enforcement agency? \_\_\_\_\_

If yes, why?  
\_\_\_\_\_

39. Have you ever been denied automobile insurance or had your insurance revoked? \_\_\_\_\_  
List the place, agency, date, and details of each incident.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

40. Are you, or have you ever been a party (defendant or plaintiff) in a civil suit of any kind? \_\_\_\_\_

List type of action, location, and date.  
\_\_\_\_\_  
\_\_\_\_\_

41. Have you ever had a judgment entered against you as a result of a civil suit other than a divorce case? This includes "small claims, evictions, collections" or any other kind of civil court actions even if settled out of court prior to a judgment being entered by a judge or jury. \_\_\_\_\_

List dates, location and brief facts of each case. Please include any court dockets or dispositions with this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FINANCIAL STATUS**

**42. Describe your credit history:**

- Excellent     Good     Fair     Poor

**If poor, why?** \_\_\_\_\_

**43. Describe your CURRENT financial condition:**

- Excellent     Good     Fair     Poor

**If poor, why?** \_\_\_\_\_

**44. Do you have a checking account?** \_\_\_\_\_ **Savings account?** \_\_\_\_\_

**45. Name of Bank including branch address where you usually do business.**

\_\_\_\_\_

**46. Have you ever been referred to a collection agency?** \_\_\_\_\_

**What was the outcome?**

\_\_\_\_\_

**47. Have you ever had any repossessions?** \_\_\_\_\_

**Explain:**

\_\_\_\_\_

**48. Have you ever been notified either verbally or in writing that a check signed by you has been returned by a bank marked "Insufficient Funds"?** \_\_\_\_\_

**49. Have you ever declared Bankruptcy?** \_\_\_\_\_

**If yes, declared under what chapter?** \_\_\_\_\_

**Detail each occurrence (who, what, when, where, why and status). Use an attached page to explain.**

**50. Current Housing Status:**  Renting     Buying     Other

**51. Monthly rent or mortgage payment.** \_\_\_\_\_

**52. How was your post high school education financed?** \_\_\_\_\_

**53. Are you responsible for making child support payments?** \_\_\_\_\_

**54. Are you current on your payments?** \_\_\_\_\_

In your own handwriting, on a separate sheet of white, lined, 8 1/2 x 11 paper, please answer the following questions. Limit your answers to no more than one page per question and return the pages attached to the application following this page. Sign the bottom of each essay page.

1. The Lafayette Police Department has a rule of conduct that limits and describes the acceptable use of alcohol by members of the department while off duty. (Rule 14). Do you believe police officers should be held to a higher standard of conduct than an ordinary citizen in matters of conduct while they are away from their job? Describe why or why not. Would you find it difficult to follow rules that might seem to limit your personal freedom while off duty?
2. Describe both your strengths and your weaknesses and provide examples of how they might affect your job performance as a police officer.
3. There are many opportunities in areas of law enforcement across the country. Many local and state agencies are larger or smaller, more rural, more metropolitan or may be, in many other ways, different than the Lafayette Police Department. You could seek work with one of the many federal law enforcement agencies, (DEA, FBI, Border Patrol, Customs, ATF, for example) but have applied to our department. Describe what it is about our department and our community that makes us either more or less attractive to you than other agencies. Be as specific as you can.
4. What steps have you taken to prepare yourself for a career in law enforcement?
5. Does your completion of this application, including all attachments represent your very best efforts as far as completeness, honesty, ability to follow instructions and professionalism?

**End of application**

I certify that I have completed the forgoing application truthfully and completely.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**ATTENTION**

**ATTACH A PHOTO TAKEN IN THE LAST 3 MONTHS**

**Application not complete without attached photo.**

**NO LARGER THAN 3X5**

**APPLICANT STATEMENT OF TRUTHFULNESS**  
**To be returned with completed application**

Please Read the following statement and sign to certify your understanding. This statement is to be signed in the presence of a Notary Public.

**I certify that all information I have provided in order to apply for and secure work with the Lafayette Police Department is true, complete and correct.**

I understand that all the information I have provided is subject to verification and that any information found to be false, incomplete or misrepresented in any respect, will be sufficient cause to 1) cancel further consideration of this application, or 2) if already appointed; I may be subject to discharge from employment.

I have expressly authorized, without reservation, the Lafayette Police Department, its representatives, employees or agents to contact all references, and any other persons in order to obtain any and all information deemed necessary by them to verify the accuracy of all information provided by me in this application or at other points throughout the entire process including interviews. I have signed a RELEASE OF INFORMATION WAIVER FORM, which is also attached to this application.

I understand that the Lafayette Police Department does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration on a basis prohibited by applicable local, state or federal law.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

Before me the undersigned, a Notary Public for \_\_\_\_\_ County,  
State of \_\_\_\_\_, personally appeared \_\_\_\_\_  
Printed name of applicant

And he/she being first duly sworn by me upon his/her oath certified he/she read, and fully understands and accepts all terms of the foregoing Applicant Statement.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Notary Public

My commission Expires \_\_\_\_\_

**SEAL**

## **Physical Agility Test Waiver of Liability**

For, and in consideration of the undersigned being given the opportunity to participate in and complete a Police Performance Fitness Test given by the Lafayette Police Department the undersigned, in order to avail himself of said opportunity, recognizes and assumes any and all risks pertaining thereto and hereby releases the City of Lafayette, its officials, officers and all other personnel of the City of Lafayette, Indiana from any and all liability he, his heirs, dependents and assigns may sustain during such fitness test. The undersigned also releases and holds harmless the, officials, officers or personnel or owner of the physical facility or location where this test is performed.

I fully understand that this test will involve periods of physical exertion and I agree that I will follow any instructions that might be given during the course of this test. I agree that I do wish to participate in said test at my own risk and liability.

Printed Name of Participant \_\_\_\_\_

Signature of Participant \_\_\_\_\_

Witness to Signature \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Day Month Year

**To be returned with completed application.**

**Misdemeanor Crime of Domestic Violence Notice**

The Omnibus Consolidated Appropriations Act of 1997 made it unlawful for any person convicted of a "Misdemeanor Crime of Domestic Violence" to possess, or receive firearms or ammunition. "Misdemeanor crime of Domestic Violence" is generally defined as any offense – whether or not explicitly described in a statute as a crime of Domestic Violence – which has as its factual basis, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victims current or former domestic partner, parent or guardian. The term "convicted" is generally defined by the statute as excluding anyone whose conviction has been expunged or set aside, or has received a pardon.

This prohibition DOES apply to all Law Enforcement Officers. If this statute affects you you would not be eligible for appointment as a police officer with the Lafayette Police Department.

Have you ever been convicted of a misdemeanor crime of Domestic Violence within the meaning of the statute?

Yes       No

Signature \_\_\_\_\_

**To be returned with completed application.**

# AUTHORITY TO RELEASE INFORMATION AND WAIVER OF LIABILITY

I, (PRINT NAME) \_\_\_\_\_, am an applicant for a position with the Lafayette Police Department, City of Lafayette, Indiana. The Department needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Lafayette Police Department bearing this release to obtain any information in your files pertaining to my employment, financial, credit, educational, medical, polygraph, military, legal, criminal history, background and reputation. I hereby direct you to release such information upon request of the bearer. I do authorize a review of and full disclosure of all records concerning myself, whether said records are of public, private, or confidential nature and whether written, oral or electronic. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Lafayette Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to information, however personal or confidential it may appear to be. This includes investigatory files, efficiency ratings, discipline files, complaints or grievances, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, and including records or files which are deemed to be confidential, and or sealed. I direct you to release such information upon request of the Lafayette Police Department regardless of any agreement I may have made with you previously to the contrary.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information. The Lafayette Police Department may discontinue processing my application if you refuse to disclose the information requested. I agree to hold your organization; its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Lafayette Police Department. It is my intent that this release should also apply to personal recollections and information about my character, personality or suitability for the job for which I have applied that are written, oral or electronic.

A photocopy or FAX copy of this release form will be valid, as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

Signature \_\_\_\_\_ Witness Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

SWORN AND SUBSCRIBED BEFORE ME, \_\_\_\_\_ A NOTARY PUBLIC  
Signature of Notary

FOR \_\_\_\_\_ COUNTY, STATE OF \_\_\_\_\_

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

**SEAL**

Printed Name of Notary \_\_\_\_\_

**This form is to be signed and witnessed in the presence of a Notary Public. Return with application.**