



**LAPAZ POLICE DEPARTMENT  
APPLICATION FOR EMPLOYMENT**

**P O B o x 8 2 0 • LaPaz Indiana 46537  
574-784-3491**

This application will be considered for any employment vacancy presently existing within the LaPaz Police Department.

JOB APPLYING FOR:            TOWN MARSHAL            DEPUTY MARSHAL  
( Circle one )

RESERVE OFFICER

DATE OF APPLICATION: -----

When filling out this application please use Black Ink and Print or use a typewriter.  
Any misrepresentation on any information will be cause for rejection of the application.  
Read through the application in its entirety before filling in the information.

**ALL APPLICANTS MUST FULFILL THESE REQUIRMENTS:**

Must be a high school graduate or have its equivalent.

Must have no criminal record.

Deputy Marshal applicants must pass the department physical.

Must submit to a background investigation.

Deputy Marshal applicants must have passed the Indiana Law Enforcement  
Academy.

Eyesight standard for Deputy Marshal: With corrective lenses 20/25

Without corrective lenses 20/100



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APPLICATION FOR EMPLOYMENT**

**P O B o x 8 2 0 • L a P a z , I n d i a n a 4 6 5 3 7**  
574 - 784 - 3491

**DEPUTY MARSHAL**

Incumbent performs duties related of law enforcement such as preventing crimes, investigating suspicious activity, apprehending violators, assisting persons in trouble, directing vehicular and pedestrian traffic and enforcing traffic laws.

**Duties Include:**

Patrols assigned area on foot or driving a vehicle searching for suspicious activity or situations, or checking for persons in need of service and assisting other law enforcement agencies when requested.

Monitors radio traffic and other communication devices to receive assigned runs, and to maintain awareness of activities in assigned areas or by other officers.

Assists citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspection and verifications, or abandoned vehicles.

Refers persons to appropriate social service agencies when a situation warrants it.

Responds to assigned run by driving, walking to specified location, assesses situation, determines need for other assistance, and takes appropriate action.

Removes person(s) from danger including carrying unconscious person(s) and provides emergency aid to injured person(s).

Investigates accidents, provides emergency medical aid, gathers evidence, records observations, and statements of witnesses and victims, requests assistance from other officers or agencies as needed, directs the removal of the vehicles involved, and ensures the area it clear.

Searches crime scenes, and takes prescribed actions to preserve and protect evidence, and records findings and observations.

Interviews victims, suspects, and witnesses, and records responses and observations.

Pursues, apprehends, searches, and arrests suspects using only necessary force, advises suspects of rights, and transports suspect(s) to detention area when applicable.

Restrains persons from physically striking or injuring others using appropriate weapons

Drives vehicle at high speeds when situation warrants due to nature of emergency. Stops

drivers of vehicles when traffic violations are observed, verifies license and registration data, advises driver of safe driving practices, and issuing citations or making arrest as warranted.

Directs vehicular and pedestrian traffic when congestion occurs or as directed.

Reports to scenes of general emergencies, and takes appropriate action to protect life and property, such as directing traffic, quarantining area, assisting individuals in leaving area, preventing looting, and requesting appropriate assistance.

Maintains visibility in the community, such as talking with citizens, providing information, visiting local businesses, and making presentations to neighborhood, or civic organizations, or schools.

Writes reports and completes them as required by operating procedures, and makes oral reports to appropriate personnel.

Testifies in court, and prepares such testimony by reviewing reports and notes, meeting with attorneys, and obtaining appropriate evidence.

Participates in training on law enforcement procedures, including firearms, criminal justice, and court procedures, and emergency medical aid, and related subjects.

Maintains uniforms, equipment, and weapons.

Maintain personal physical fitness.

Performs related duties as assigned

## **BASIC KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of law enforcement procedures and methods including patrol, traffic, officer safety, investigation, report writing.

Knowledge of criminal law procedures such as search and seizures, arrest, interrogation, confession, evidence, crime scene protection, due process, court procedures.

Knowledge of criminal and traffic law.

Working knowledge of social service agencies in the community or surrounding areas.

Working knowledge of business, educational, civic, and organizations in assigned area.

Working knowledge of emergency medical treatment procedures, and ability to apply those procedures safely to others.

Knowledge of streets and alleys lay-out of the town, and working knowledge of the county roads and highways in the community and surrounding area.

Ability to stand and sit for long periods of time, sometimes in extreme weather conditions.

Ability to operate vehicle safely even at high speeds under less than ideal conditions or weather.

Ability to physically protect oneself, and restrain others under certain circumstances.

Ability to lift and carry unconscious persons short distances.

Ability to pursue suspects by running, climbing stairs, forcing entry, and ability to sustain physical effort in situations of personal danger or danger to others.

Ability to use weapons accurately and safely.

Ability to use a two-way radio or communication device.

Ability to communicate with public situations which are highly emotional or hostile.

Ability to observe and report observations accurately and in detail.

Ability to establish rapport with individuals and groups of differing ages, races, and values.

Knowledge of departmental rules and regulations, and departmental general orders.

Must do routine patrols.

Ability to enforce all town ordinances and work with town personnel to resolve all personal issues.

**Other Requirements:**

Maintain telephone at residence and keep department informed of current telephone number or changes.

Meet training requirements prescribed by Indiana Law.

*Should you become an employee of the LAPAZ POLICE DEPARTMENT this application and accompanying attached documents will become a part of your personnel file.*

I hereby certify that there are no willful misrepresentations or falsifications in any of the preceding statements and answers to questions. I am aware that should investigation disclose any such misrepresentations or falsifications my application will be rejected and that I may be disqualified from applying in the future for any position in the service of the LAPAZ POLICE DEPARTMENT.

SIGNED

DATE

PERSONAL INQUIRY WAIVER AUTHORITY FOR RELEASE OF INFORMATION  
TO THE LAPAZ POLICE DEPARTMENT

To: Concerned persons or authorized representative of any organization.

I, \_\_\_\_\_ Date of birth: \_\_\_\_\_

Social Security Number \_\_\_\_\_, respectfully request and authorize  
**you to furnish the LAPAZ POLICE DEPARTMENT any and all information on records  
you have concerning a n y work, schooling, military reputation, all medical, physical and mental  
records or reports, including all information of a confidential or privileged nature and copies of  
the same if requested.** This information *is* to be used to assist the LAPAZ POLICE  
DEPARTMENT in completing a background history f or their confidential use. I hereby release  
you, your organization, or others from any liability or damages which may result from furnishing the  
information.

MUST BE SIGNED IN THE PRESENCE OF NOTARY

Signature

Date

Subscribed and sworn before me this

day of \_\_\_\_\_ 2022

Signature of Notary Public

My commission expires \_ - - - - -

City \_\_\_\_\_

County

State

THE FOLLOWING MUST BE ATTACHED WITH THE APPLICATION WHEN  
TURNED IN: (copies are OK but originals may be requested)

Social Security Card, High School Diploma, High School Transcript(s), College Transcript(s)  
or any additional schooling.

HAVE YOU EVER HAD ANY CONVICTIONS &/OR MISDEMEANOR CHARGES?

YES \_\_\_\_\_ NO \_\_\_\_\_

CHARGE	CITY OR STATE	DATE	DISPOSITION

IN AN AVERAGE MONTH, HOW MANY ALCOHOLIC BEVERAGES DO YOU  
CONSUME?

ARE YOU CURRENTLY USING ANY ILLEGAL DRUGS? YES NO

HOW MANY DAYS LEAVE DID YOU TAKE LAST YEAR? \_\_\_\_\_

DO YOU HAVE DAILY TRANSPORTATION TO AND FROM WORK? YES NO

CAN YOU OPERATE AN AUTOMOBILE? YES NO

CAN YOU OPERATE A COMPUTER? YES NO

CAN YOU SPEAK, READ, OR WRITE ANY FOREIGN LANGUAGE? YES NO

IF YES, SPECIFY WHAT LANGUAGE(S), AND TO WHAT DEGREE OF  
COMPREHENSION

DRIVER'S LICENSE NO. DRIVER'S LICENSE TYPE \_\_\_\_\_

DATE DRIVER'S LICENSE ISSUE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

SOCIAL SECURITY NO.

NAME (LAST) (FIRST) (MIDDLE)

PRESENT ADDRESS (STREET &/or BOX &/or APARTMENT NUMBER)

CITY STATE ZIP

HOME PHONE NUMBER

WORK PHONE NUMBER

DATE OF BIRTH: \_

AGE HEIGHT WEIGHT HEIGHT WEIGHT

ARE YOU A UNITED STATES CITIZEN YES NO
IF NO, DO YOU INTEND TO BECOME A UNITED STATES CITIZEN? YES NO
IF MARRIED, IS YOUR SPOUSE A UNITED STATES CITIZEN? YES NO

MILITARY SERVICE BRANCH DATE ENTERED -- DATE SEPARATED

DUTIES IN MILITARY SERVICE

HIGH SCHOOL GRADUATE? YES NO
DO YOU HAVE A G.E.D. YES NO

Table with 3 columns: NAME OF SCHOOL, ADDRESS, HIGHEST GRADE COMPLETED. Rows include ELEMENTARY, JUNIOR HIGH, HIGH SCHOOL, COLLEGE OR UNIVERSITY, OTHER SCHOOLS, TRADE SCHOOLS.



LAST PLACES WHERE YOU LIVED:

STREET ADDRESS	CITY STATE	ZIP

REFERENCES: Give the names of three (3) professional persons (other than relatives and past employers) who know you well enough to give information about you.

NAME	ADDRESS	OCCUPATION	PHONE No.



Please  
Attach  
A  
Photograph  
To The  
Application