



## *Summitville Police Department*

Dear Candidate,

Thank you for your interest in the Summitville Reserve Police Program. I believe we have one of the best reserve programs in the area. Honesty, Integrity and Commitment are a few of our core values. We hold our Officers to the highest standards, and expect them to represent this department and Law Enforcement to the highest level of professionalism.

Below I have listed the entire process for becoming a reserve officer. I have also included the application you will need to fill out. Please include any and all copies of your training records and DD214, with your application. You can drop your application off at our department or return it to me. We will also schedule a time for you to come up and ride with myself or our Chief to get to know you better and make sure this will be a good fit for all involved.

### **Summitville Police Reserve process:**

1. Turn in a completed application
2. Take part in physical testing
3. Take a Standard POST written test
4. Complete a comprehensive Background investigation
5. Attend the 40 hour pre-basic classroom (this usually occurs over the course of a few weekends)
6. Complete 12 hours of physical tactics instruction
7. Complete 24 hours of firearms training and qualifications

After successful completion of the above, you can be sworn in as a Reserve Police Officer and be granted powers of arrest. After being sworn, you will begin the FTO (Field Training Officer) portion, where you will be placed with an Officer to learn streets, 10-codes, proper radio etiquette, traffic stops, etc. The FTO portion is 4 phases, with the trainee taking on more responsibilities as they progress. How fast you progress through the 4 phases is totally dependent on how quickly you learn and a minimum number of hours.

You will have to provide most of your equipment. We are a small department and cannot afford to equip our Reserves. You would need uniforms, duty belt w/ holster, handcuffs, a weapon. We require a Glock 17 and a bulletproof vest (level IIIA minimum). We will assist you in finding these at the best price. All of these items have department stipulations so please check with me before you purchase anything.

After the physical and written testing portion, it will take approximately 2 months to get through steps 4-7. For the FTO portion we would like to see recruits finish that in 3 to 4 months. If you have completed any of the requirements listed above and can show documentation some of the requirements may be waived.

Again thank you for your interest and good luck. If you have any questions about this process please contact me at the number below.

*Officer Tom Everett SU2  
Deputy Chief  
Training Coordinator  
Summitville Police Department  
765-620-1302*

**Summitville Police Department  
Deputy Marshall Application**

**Personal Information**

Name: \_\_\_\_\_ Last, \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Date: \_\_\_\_\_  
Maiden/Alias Names: \_\_\_\_\_  
email: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_  
Position for which you are applying: Full time:  Part time:  Reserve:

**Current Employment Status**

Present Position: \_\_\_\_\_ Salary: \_\_\_\_\_  
Employer's Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)  
Job  
Description: \_\_\_\_\_  
Employment Date: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact above: \_\_\_\_\_

## Employment History

(Please list chronologically the last 6 years of employment. Use additional blank paper if needed.)

Present Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

(Street)

(City)

(State)

(Zip)

Job Description: \_\_\_\_\_

Employment Date: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact above: \_\_\_\_\_

Former Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

(Street)

(City)

(State)

(Zip)

Job Description: \_\_\_\_\_

Employment Date: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact above: \_\_\_\_\_

Former Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

(Street)

(City)

(State)

(Zip)

Job Description: \_\_\_\_\_

Employment Date: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact above: \_\_\_\_\_

Former Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

(Street)

(City)

(State)

(Zip)

Job Description: \_\_\_\_\_

Employment Date: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact above: \_\_\_\_\_

Former Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

(Street)

(City)

(State)

(Zip)

Job Description: \_\_\_\_\_

Employment Date: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact above: \_\_\_\_\_

Former Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

(Street)

(City)

(State)

(Zip)

Job Description: \_\_\_\_\_

Employment Date: From: \_\_\_\_\_ To: \_\_\_\_\_ May we contact above: \_\_\_\_\_

**Education**

School

Address

Course of study

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### Law Enforcement Experience

A.     yes    no    Have you ever been employed as a sworn or merit police officer by a law enforcement agency?

Full-Time    Reserve / Volunteer

B.     yes    no    Did you complete a state certified law enforcement academy?

If yes, list the date of completion, location and academy name.

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Date law enforcement training was completed: \_\_\_\_\_

yes    no    Did you receive a certification upon completion of training?

Number of basic training weeks: \_\_\_\_\_ Total training hours: \_\_\_\_\_

Agency	Dates		List fulltime or Reserve and highest rank held	Reason for leaving
	From	To		

C.     yes    no    Are you eligible for re-employment? If no, explain fully on a separate sheet.

D.    List any specialty training you have received.

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D.     yes    no    Were you ever disciplined? If yes, explain fully on a separate sheet.

**Military History And Status**

- A.     yes    no    Have you ever served in the military on active duty?  
 Include initial active duty training with the National Guard and the Reserves.  
**If yes, attach a copy of your DD214.**

Military Branch	Dates		Highest rank attained and rank at separation	Type of discharge
	From	To		

- B.     yes    no    Are you eligible to re-enlist? No If no, explain fully on a separate sheet.

- C.     yes    no    Are you currently on active duty (full-time)?  
 What is your expected end-of-service obligation date? \_\_\_\_\_

- D.     yes    no    List any citations and awards received.  
 \_\_\_\_\_

- E.     yes    no    Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on duty?  
 If yes, explain fully on a separate sheet.

**Qualifications**

Is there anything that will prevent you from performing the essential functions of this job, with or without, reasonable accommodation? If yes, please explain.

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What experiences do you have from past employment that would qualify you for this position?

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What experiences do you have that show you can work well with people?

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### **Additional Information**

Please add any other employment, training, special skills, or autobiographical information that will assist us arriving at an assessment of your qualifications that were not mentioned above.

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### **Character References**

Please list three (3) job and three (3) personal references.

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone number: \_\_\_\_\_

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_
- 5.) \_\_\_\_\_
- 6.) \_\_\_\_\_



## Request for Background Information

Dear Applicant:

A position with the Summitville Police Department involves contact with people. We ask that you complete the questions below to help us evaluate your suitability to work with people. All applicants are expected to provide us with back ground information. You are not being singled out from other applicants for closer inspection. This insert is part of the application and any misrepresentation or omission of fact may be ground for disqualification from further consideration or for termination from employment regardless of when the misrepresentation or omission is discovered.

Conviction of a crime or any affirmative answer provided by you on this is not an automatic bar to this position. The Summitville Police Department command staff will consider the nature of any conviction or alleged underlying an affirmative response, the date of the alleged conduct in question, your intervening conduct and the relationship between an offense or alleged conduct underlying an affirmative response and the position for which you are applying.

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A.  yes  no If you are now working, is your conduct as an employee or the quality of your work the focus of any investigation by your current employer? If yes, describe below.

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B.  yes  no Have you ever resigned from a job after being disciplined by your employer or after being offered the opportunity to resign rather than being terminated? If yes, describe below.

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C.  yes  no Have you ever been investigated for, charged with, plead guilty or “no contest to any crime? If yes, describe and give disposition below.

D.  yes  no Have you ever been charged with a crime, other than minor traffic offenses, where the court has deferred further proceedings without entering a finding of guilt, placed you on a probation, in a public service program and/or an educational program? If yes, describe below.

Date	Location	Charge	Fine or Sentence

E.  yes  no Have you ever been convicted of a felony? If yes, please explain fully on a separate sheet of paper.

F.  yes  no Have you ever been or are you currently involved as a plaintiff, defendant, petitioner or respondent in any civil court case? If yes, please explain fully on a separate sheet of paper.

G.  yes  no Do you currently possess a handgun permit?

H.  yes  no Have you ever been denied a handgun permit or had a handgun permit revoked?  
If yes, why? \_\_\_\_\_

I.  yes  no Do you currently possess a valid drivers license?

Expiration Date: \_\_\_\_\_ License Number: \_\_\_\_\_ License State: \_\_\_\_\_

J.  yes  no Has your driver license ever been suspended/revoked?

If yes, what state(s). \_\_\_\_\_

Reason for the suspension(s). \_\_\_\_\_

K.  yes  no As a driver, have you been involved in any traffic accidents in the last 5 years?

Date	Location	Description

L. Please provide a list any other city and states in which you have resided in the past 10 years.

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I affirm all information contained in this application is true and accurate to the best of my knowledge. If I have given any information on this application untrue, altered or omitted now or in the future, I understand I will be subject to termination from my position.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Check application carefully - be certain all items are complete before submitting or mailing.**

Mount photograph in this space.  
Affix Securely

Photograph to be front view, head and shoulders,  
2½" square, and taken within the past six months.

**Other photographs are not acceptable.**

**Be sure all required items are included with this application.**

- A. Birth Certificate (copy only)**
- B. High School, GED and, if applicable, college transcripts  
(grade reports are not accepted)**
- C. Military - DD214 (if applicable), DD217 (if active duty)**
  - If active duty, letter of endorsement from military commander
  - Any supporting letters of commendations from military personnel file
  - Copies of specialized training certificates and awards
- D. Previous law enforcement documentation**
  - Copy of law enforcement academy certificate
  - Copies of commendations and awards
- E. Photograph - 2½" x 2½" head and shoulders**
- F. Provide a copy of drivers license.**

**This application will not be considered if all information is not complete and all required documents are not attached.**

**Summitville Police Department**  
**Authorization and release**

I authorized the administration of the Summitville Police Department to check my employment history, including without limitation, reference check, and to seek release of investigatory information, including a “limited criminal history”, possessed by any private or public employees or local, state, or federal agencies to provide the Summitville Police Department any information they may need. I will cooperate to the extent necessary to obtain the release of this information.

I expressly waive in connection with any request for, or provision of such information, any claims, causes or action, without limitation, defamation, infliction or emotional distress, invasion or privacy, or interference with contractual relations that I might otherwise have against the Summitville Police Department, its officials, employees, trustees or agents, or against any provider of such information.

**I HAVE READ THIS AUTHORIZATION AND RELEASE OF ALL CLAIMS, AND I EXPRESSLY AGREE TO THE TERMS SET OUT HEREIN.**

Please print you name:

\_\_\_\_\_

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

Mail to:

Summitville Police Department  
109 S. Main St Summitville, Indiana 46070  
Email [teverett@summitville.in.gov](mailto:teverett@summitville.in.gov)

**- An Equal Opportunity/Affirmative Action Employer -**

Complying with all provisions of the Americans with Disabilities Act

