

Name: _____

Date of Birth: _____

City of Dunkirk Police Department

Police Officer Application Packet



STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY

The City of Dunkirk Police Department is an Equal Opportunity Employer and will accept applications, hire qualified applicants, administer all terms and conditions of employment and make available all benefits and compensation of employment without regard to race, color, creed, religion, sex, national origin, disability or age, except when such constitutes a bona fide occupational qualification necessary for proper and efficient administration of the agency.

Internal Use Only:

Date: _____

Time: _____



Dunkirk Police Department
130 South Main Street
Dunkirk, Indiana 47336
Telephone: 765-768-6061
Facsimile: 765-768-1618
E-Mail: Dunkirk_PoliceDept_1@Comcast.Net

Chief Dane A. Mumbower

Captain Tracy J. Layman

Shown below are the 2020 Pay and Benefits Package the City of Dunkirk offers Employees:

SALARY

\$16.36 per hour, (\$34,028.00 Yearly), for the Rank of Patrolman First Class.

INSURANCE

- Effective 90 days after Employee's Date of Hire.
- \$01.00 per year for Employee Only Coverage. Coverage includes Medical, Prescription Medication, Dental and Vision Coverage.

LIFE INSURANCE

- City pays for Employee \$20,000.00 Policy through United Healthcare.

SHORT TERM DISABILITY INSURANCE

- City pays for Employee 13-week Short Term Disability Insurance. Pays 60% of Employee's Wages.

VACATION TIME AND PERSONAL LEAVE

- Six-Month anniversary from date of hire: 48 hours personal time
- One-Year anniversary from date of hire: 112 hours of vacation time.
- Two-Year anniversary from date of hire: Additional 40 hours of vacation time.
- Ten-Year anniversary from date of hire: Additional 40 hours of vacation time.
- Twenty Year anniversary from date of hire: Additional 40 hours of vacation time.

***Time Off cannot be taken for Designated City Holidays.**



MINIMUM QUALIFICATIONS

NO EXCEPTIONS ARE MADE TO THE FOLLOWING MINIMUM QUALIFICATIONS:

- 01) **CITIZENSHIP:** An applicant must be a citizen of the United States of America.
- 02) **AGE:** An applicant must be, at the time of application, at least twenty-one, (21), years of age and shall have not reach the age of thirty-six, (36), at the time of appointment.
- 03) **FELONY CONVICTION:** An applicant may not be appointed if he / she has a judgment of conviction for a Felony.
- 04) **HIGH SCHOOL GRADUATE:** An applicant must be a graduate of an accredited high school and must supply a copy of his / her transcripts with the completed Application Packet. An applicant who had received a G.E.D. from an accredited high school or the United States Military shall be considered as having graduated from an accredited high school.
- 05) **CHARACTER:** An applicant must be of "Good Moral Character."

MORAL CHARACTER ISSUES

Traffic, Criminal Arrests and Juvenile

All applicant's 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 applicant committed a Felony will be cause for immediate application disqualification.

Completeness and truthfulness in the Application Packet is highly important. It is much better to admit to perceived faults in the Application Packet than to omit the information. Do not omit information because of a lack of space for a response in the Application Packet. If more space is needed to explain special circumstances, use additional sheets of paper, note the corresponding section and question number and describe the incident, circumstances and outcome in as much detail as is needed.

Application Packets that are incomplete may not be reviewed. All requested documentation must accompany the Application Packet unless prior approval has been granted. The applicant's ability to follow instructions will be judged based in large part on the Application Packet submitted.

Applicants will be judged on a wide variety of skills and traits throughout the Hiring Process to include, but not limited to, honesty, integrity, courage, communication skills, education, adaptability, common sense, work ethic and special skills.



CITY OF DUNKIRK POLICE DEPARTMENT

HIRING PROCESS

- 01) Applicant returns the completed Application Packet to include signed, Notarized Waiver Forms.
 - A) Mandatory documents to be included with the Application Packet:
 - 01) Legible photocopy of Valid Driver's License;
 - 02) Legible photocopy of Birth Certificate;
 - 03) Legible photocopy of High School Diploma or G.E.D.;
 - 04) Legible photocopies of all transcripts and degrees;
 - 05) Legible photocopy of DD214, (Armed Services Discharge).
- 02) Selected applicants will undergo a preliminary background check.
- 03) Selected applicants will be invited to Physical Agility Testing when directed.
- 04) Selected applicants will undergo an oral interview by a hiring board.
- 05) Selected applicants will undergo an extensive background check.
- 06) Selected applicants extended a conditional offer of employment.
- 07) Selected applicants will undergo Physical and Psychological Evaluation.
- 08) Selected applicants will undergo an oral interview by the Safety Board.
- 09) Selected applicants will be appointed by Chief of Police.
- 10) Selected applicants Sworn-In.
- 11) Selected applicants will begin a one, (01), year probationary period, beginning from the date of employment.
- 12) Successfully complete all City of Dunkirk Police Department Field Training Program Requirements.
- 13) Successfully complete the Indiana Law Enforcement Academy, if not already completed.



INSTRUCTIONS AND GENERAL INFORMATION

- 01) Read each item carefully.
- 02) All contents of this Application Packet must be typed or printed neatly in your own handwriting using black ink.
- 03) All items must be completed; do not leave anything blank. If it does not apply, use, "Not Applicable."
- 04) All required documentation must be included with the Application Packet.
- 05) If additional space is required, attached additional pages at the end of the Application Packet with a description of the page contents.
- 06) Two pages in the Application Packet require Notarization.
- 07) The completed Application Packet and required documentation must be returned to the Dunkirk Police Department at:

City of Dunkirk Police Department
130 South Main Street
Dunkirk, Indiana 47336

APPLICATION DEADLINE IS MARCH 27, 2020 BY 12:00 P.M.

POLICY REGARDING THE APPLICATION PACKET

- 01) The failure to comply with instructions and policy regarding this phase of the applicant selection process may result in the rejection of the Application Packet.
- 02) The failure to accurately and truthfully complete the Application Packet may result in the rejection of the Application Packet.
- 03) The failure to return the Application Packet by the specified date and time may result in the rejection of the Application Packet.
- 04) Application Packets will not be accepted without complete address, zip codes and telephone numbers.
- 05) The applicant **MUST HAVE** the Applicant Statement of Truthfulness and Authorization for Release Background and Records Check Notarized before returning the Application Packet. Failure to do so will significantly hinder the process.
- 06) It is the responsibility of the applicant to inform the City of Dunkirk Police Department of any changes relative to the applicant's name, address or telephone number.



PHYSICAL AGILITY TESTING

The City of Dunkirk Police Department requires Physical Agility Testing. The Testing will gauge muscular strength, muscular endurance, cardiovascular endurance and musculoskeletal flexibility. The standards set for successful completion of this Physical Agility Testing are those of the Indiana Law Enforcement Training Board and are the requirements set for successful entrance and completion of the Indiana Law Enforcement Academy Basic Course.

There are five, (05), physical fitness components that will be measured as a battery of tests. Applicants should understand that these tests will involve periods of physical exertion and that, as with any physical activity, certain risks are inherent. Applicants will be expected to read and sign the Physical Agility Testing Waiver of Liability Form included with the Application Packet. Applicants who do not sign and return the Physical Agility Testing Waiver of Liability Form will be excluded from the Physical Agility Testing and will be disqualified from the Hiring Process. The Physical Agility Testing will be conducted in the order shown below:

- 01) **VERTICAL JUMP:** Measures leg power and consists of measuring how high a person can jump.
- 02) **ONE MINUTE SIT UPS:** Measures abdominal, or trunk, muscular endurance. While laying on his / her back, the applicant will be given one, (01), minute to do as many bent leg sit ups as possible.
- 03) **300 METER RUN:** 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 Three Hundred, (300), Meters as fast as possible.
- 04) **MAXIMUM PUSH UPS:** Measures the muscular endurance of the upper body. This component consists of doing as many pushups as possible until muscular failure.
- 05) **1.5 MILE RUN:** Measures aerobic power or cardiovascular endurance, (stamina over time). To complete this component you must run / walk, as fast as possible, a distance of one and one half, (1 1/2), miles.

MINIMUM PASSING PERFORMANCE

VERTICAL JUMP	13.5 Inches
ONE MINUTE SIT UPS	24
300 METER RUN	82 Seconds
MAXIMUM PUSH UPS	21
1.5 MILE RUN	18 Minutes 56 Seconds



PHYSICAL AGILITY TESTING

Failure to meet the aforementioned standards will result in the disqualification of your Application Packet. It is imperative to begin training **NOW**. It is recommended you see your personal physician prior to beginning any physical fitness program. Some general suggestions and guidelines for achieving the aforementioned goals include the following:

- Start slowly:** Too much too soon is the biggest cause of injury. Have a planned progressive program.
- Equipment:** A good pair of running shoes and proper clothing for weather conditions is important. Drink plenty of water.
- Exercise:** The body is exercise specific. Work on exercises such as running, pushups, jumping and sit-ups.

Begin Slowly: Work-up to your maximum goal. For example, begin by walking rapidly for thirty, (30), minutes, five, (05), times a week. After the first week, progress to walking and jogging at equal intervals. The goal is to build-up to jogging thirty, (30), to forty, (40), minutes, five, (05), times a week. Test yourself for the maximum number of continuous push-ups and sit-ups you can do. Take half those numbers and do exercises five, (05), days per week and add one, (01), repetition each day. After two, (02), weeks, start with two, (02), sets and continue to add one, (01), repetition per session.

Take an honest appraisal of your current abilities and what you feel you may be able to perform by Physical Agility Testing day. The stated goals are not difficult and will be reached by the majority of applicants. Some applicants will require more training and preparation to meet these goals than others. If your desire is to become a Police Officer in the State of Indiana, these are some of the goals you must reach.

For more information about the Indiana Law Enforcement Academy, Physical Agility Testing entrance and exit standards and proper exercise protocols, see the Indiana Law Enforcement Academy website at: www.in.gov/ilea

PHYSICAL AGILITY TESTING WILL BE HELD ON

APRIL 04, 2020

You will receive notification of the time and location of the Physical Agility Testing.



PHYSICAL AGILITY TESTING WAIVER OF LIABILITY

WARNING AND ACKNOWLEDGEMENT OF RISK AND DAMAGES

I, _____, have entered the job Related Physical
(legibly print full name)

Agility Testing out of my own free will. I acknowledge that I am in good physical condition and have no medical problems that would affect my ability to participate in this Physical Agility Testing. I voluntarily agree to assume the full risk of any and all injuries, damages or losses or properties, regardless of severity. Should I suffer any injury or illness, I authorize Officials of the attending Emergency Services to use their discretion to have me medically treated and transported to a medical facility.

RELEASE OF LIABILITY

I, _____, acknowledge that I have read and
(legibly print full name)

understand the above warning and acknowledgement of risk of injuries, damages or losses of properties. I, for myself, and on behalf of my heirs, personal representatives and next of kin, hereby release and hold harmless the City of Dunkirk, the City of Dunkirk Police Department, its agents, employees, representatives, boards and all other associates, with respect to any and all injuries, damages and losses that may arise from my participation in this Physical Agility Testing. This Release of Liability extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown.

I, _____, HAVE READ THE FOREGOING INFORMATION, FULLY
(legibly print full name)

UNDERSTAND THE TERMS AND VOLUNTARILY SUBSCRIBE MY NAME.

Printed Name of Participant: _____

Signature of Participant: _____

Date: _____ Witness Signature: _____



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 Victim's 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 shall not be eligible for appointment as a Police Officer for the City of Dunkirk Police Department.

Have you ever been Convicted of a Misdemeanor Crime of Domestic Violence within the meaning of the Statute? (please initial next to the appropriate answer below):

YES _____

NO _____

**I Swear and Affirm under the Penalties of Perjury that the
Information contained herein is True.**

Applicant Printed Name: _____

Applicant Signature: _____



APPLICANT STATEMENT OF TRUTHFULNESS

Please read the following statement and sign to certify your understanding of the following statement. Please note, this statement is to be signed in the presence of a Notary Public.

I hereby certify that all information I have provided within the City of Dunkirk Police Department Application Packet, in order to Apply for and Secure work with the City of Dunkirk Police Department, is true, complete and correct.

I understand that all of 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: 01) Cancel further consideration of this Application Packet, or, (02) If already Appointed as an Employee of the City of Dunkirk Police Department, I may be subject to discharge from Employment.

I have expressly authorized, without reservation, the City of Dunkirk 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 Packet or at other points throughout the entire Hiring Process, including interviews. I have signed a Release of Information Waiver Form, which is also included with the Application Packet.

I understand that the City of Dunkirk Police Department does not unlawfully discriminate in employment and no question in this Application Packet 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 THIS FORM UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT OF TRUTHFULNESS

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 of Truthfulness.

Signed and Sealed this _____ day of _____, 20 _____

Signature of Applicant: _____

Signature of Notary Public: _____

My Commission Expires: _____

(SEAL)



AUTHORIZATION FOR RELEASE BACKGROUND AND RECORDS CHECK

I, _____, hereby authorize any and all Schools, Physicians,
(legibly print full name)

Hospitals, Armed Services, Employers, Law Enforcement Officers and Agencies Credit Information Agencies, or any other person(s) or organization(s) to furnish to the City of Dunkirk Police Department, or its designated agent(s), any and all information, opinions or documents which may be requested; to allow the visual inspection and photocopying of all reports, photographs, or other documents.

I hereby waive any objection to the release of said information and grant the City of Dunkirk Police Department, or its designated agent(s), any right I may have to said information.

I hereby authorize access to any social network accounts that I may have. I understand that this information in itself will not disqualify me, but will provide the City of Dunkirk Police Department additional information that will assist in a reasonable background investigation.

I also authorize the investigation of all statements made in my Application Packet for employment.

REFERENCE(S) CHECK AUTHORIZATION AND WAIVER

I hereby authorize all schools and previous employers to furnish the City of Dunkirk Police Department my record, reason for leaving, and all information they may have concerning me and I hereby release the City of Dunkirk Police Department, its agents and employees, from liability for any damage whatsoever arising therefrom. I also authorize investigation of all statements made in the Application Packet. I understand that in the event of my employment with the City of Dunkirk Police Department, I shall be subject to dismissal should any of the information I have given in the Application Packet is false or if I have failed to give any material information herein requested.

Applicant Signature, (full legal name): _____

Date: _____

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 instrument.

Signed and Sealed this _____ day of _____, 20 _____

Signature of Applicant: _____

Signature of Notary Public: _____

My Commission Expires: _____

(SEAL)



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*Chief **Dano H. Mumbower***

*Captain **Tracy J. Layman***

APPLICATION FOR EMPLOYMENT

Pre-employment Questionnaire
An Equal Opportunity Employer

TYPE OR PRINT LEGIBLY

Date: _____

PERSONAL INFORMATION

FULL NAME: _____
 MAIDEN NAME: _____
 SOCIAL SECURITY NUMBER: _____
 PRESENT ADDRESS: _____
 TELEPHONE NUMBER: _____ (____) _____
 ARE YOU PREVENTED FROM BECOMING LAWFULLY EMPLOYED IN THIS
 COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? _____

EMPLOYMENT DESIRED

POSITION: _____
 DATE YOU CAN START: _____ 20____
 SALARY DESIRED: _____
 ARE YOU EMPLOYED NOW? _____
 IF SO, MAY WE INQUIRE WITH YOUR PRESENT EMPLOYER? _____
 EVER APPLIED TO THIS DEPARTMENT BEFORE? _____
 WHEN? _____
 REFERRED BY: _____

EDUCATION (Attach High School / College Transcripts and Diplomas)

GRAMMAR SCHOOL: _____
 MIDDLE SCHOOL: _____



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Chief Dana A. Mumbower

Captain Tracy J. Layman

HIGH SCHOOL: _____ GRADUATE? _____
 COLLEGE: _____ GRADUATE? _____
 TRADE, BUSINESS OR CORRESPONDENCE
 SCHOOL: _____

GENERAL (Attach Certificates, Awards or Recognitions, if applicable)

LIST SUBJECTS OF SPECIAL STUDY OR RESEARCH
 WORK: _____

SPECIAL
 SKILLS: _____

ACTIVITIES: (CIVIC, ATHLETIC,
 ETC.): _____

MILITARY SERVICE (Attach discharge, if applicable)

U.S. MILITARY OR NAVAL
 SERVICE: _____

RANK: _____

PRESENT MEMBERSHIP IN NATIONAL GUARD OR
 RESERVES: _____



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FORMER EMPLOYERS

*List below former employers, starting with the last one first, for the last ten years. Use additional sheets of paper if necessary.

EMPLOYER NAME, ADDRESS,
 TELEPHONE: _____

EMPLOYED FROM: _____ TO: _____

SALARY: _____ POSITION: _____

REASON FOR LEAVING: _____

EMPLOYER NAME, ADDRESS,
 TELEPHONE: _____

EMPLOYED FROM: _____ TO: _____

SALARY: _____ POSITION: _____

REASON FOR LEAVING: _____

EMPLOYER NAME, ADDRESS,
 TELEPHONE: _____

EMPLOYED FROM: _____ TO: _____

SALARY: _____ POSITION: _____

REASON FOR LEAVING: _____

EMPLOYER NAME, ADDRESS,
 TELEPHONE: _____

EMPLOYED FROM: _____ TO: _____

SALARY: _____ POSITION: _____

REASON FOR LEAVING: _____

WHICH OF THESE JOBS DID YOU LIKE BEST? _____

WHAT DID YOU LIKE MOST ABOUT THIS
 JOB? _____



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REFERENCES

*Give the names of three persons, not related to you, whom you have known at least one year.

NAME: _____
 ADDRESS: _____ TELEPHONE: _____
 BUSINESS: _____ YEARS ACQUAINTED: _____
 HOW ACQUAINTED: _____

NAME: _____
 ADDRESS: _____ TELEPHONE: _____
 BUSINESS: _____ YEARS ACQUAINTED: _____
 HOW ACQUAINTED: _____

NAME: _____
 ADDRESS: _____ TELEPHONE: _____
 BUSINESS: _____ YEARS ACQUAINTED: _____
 HOW ACQUAINTED: _____

EMERGENCY CONTACT INFORMATION

*Whom should we contact in the event of an emergency?

NAME: _____ ADDRESS: _____

TELEPHONE NUMBER(S): _____

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE

Applicant signature



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Captain Tracy J. Layman

Each applicant is advised that the contents of this booklet are strictly **CONFIDENTIAL** and that no information is disseminated to any person except when essential to the performance of Official Police Business.

THE INTENTIONAL OMISSION, FALSIFICATION, OR MISREPRESENTATION OF ANY MATERIAL FACT IS JUST CAUSE FOR DISQUALIFICATION OR DISMISSAL OF ANY APPLICANT ON GROUNDS OF DISHONESTY.

Some of the questions will be verified during the Truth Verification Examination. Answer each question as briefly as possible. If you desire to explain any answer, put a check mark next to the question number.



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BACKGROUND QUESTIONNAIRE

You may use the back page of the questionnaire to further explain your answers if necessary. If you have any questions concerning your background or truth verification testing, write them on the back of the last page.

NOTE: This is your opportunity to fully explain your history. Please take full advantage of this and be as specific and detailed as possible. If you are not completely honest and up front with your answers, or you intend to be intentionally vague with your responses, the result will be Termination from the Employment Process.

UNDETECTED CRIMES

- 1) Have you ever committed an act that you were not caught doing, but if caught, you would have been arrested? If yes, explain details.

- 2) Have you ever been involved in any of the following? If yes to any, please include when, where, and value on the back of this page. Use an "X" to mark the correct answer.

- | | | |
|--------------------------------|-----------|----------|
| A. Switching price tags | Yes _____ | No _____ |
| B. Car theft | Yes _____ | No _____ |
| C. Theft of car parts | Yes _____ | No _____ |
| D. Robbery | Yes _____ | No _____ |
| E. Burglary, (home / business) | Yes _____ | No _____ |



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-
- 5) When did you last write a check that bounced or when you knew that there were no funds to cover the value of the check? _____. How many in a lifetime? _____. Have you ever written a check using another person's name? If yes, explain details.
 - 6) Have you ever used a fraudulent document to obtain money? If yes, explain details.
 - 7) Were you ever in a fight in which a weapon was used? If yes, explain details.
 - 8) Have you ever injured or caused the death of another person? If yes, explain details.
 - 9) Have you ever physically abused a spouse, girlfriend, boyfriend, or child? If yes, explain details.
 - 10) Have you ever intentionally damaged property belonging to another person? If yes, explain details.
 - 11) Have you ever filed a false Police Report? If yes, explain details.
 - 12) What is the most serious thing you have ever done in your life?
 - 13) Have you ever participated in a riot or disturbance?
 - 14) Since you have been an adult, (age 18), have you ever had any sexual involvement with someone under 18 years old? If yes, how old were they? How old were you? How long ago? Explain details.



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- 15) Have you ever sexually assaulted anyone? If yes, explain details.
- 16) Have you ever engaged in prostitution or used the services of a prostitute? If yes, explain details.
- 17) Have you ever been accused of any misconduct? If yes, explain details.
- 18) Have you ever been questioned by a Law Enforcement Agency as a suspect in an Investigation? (**DO NOT** include situations in which you were a victim or witness to a crime). If yes, explain details.
- 19) Other than what has already been covered, have you been involved in anything that you could have been arrested for? If yes, explain details.
- 20) Have you ever belonged to, or associated with anyone belonging to any organization, past or present, that would place the integrity of the Dunkirk Police Department in question, (e.g., KKK, Nazi organization, gang member, organized crime)? If yes, explain details.
- 21) Do you now or have you ever had regular associations with persons whom you knew, or should have known, were under Criminal Investigation, or who had a reputation in the community or with Law Enforcement Agencies for involvement in Criminal Behavior? If yes, explain details.



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MILITARY

- 1) Have you ever served in any Military organization of the United States? If yes, explain details.
- 2) What type of Discharge did you receive?
- 3) List dates of Active Duty:
- 4) Have you ever been Court Martiled, tried on charges, or were you the subject of a Summary Court, Deck Court, Captain's Mast, Company Punishment, or any other type of disciplinary action while a member of the Armed Forces? If yes, explain details.
- 5) Are there any incidents concerning your Military career that could possibly affect this examination? If yes, explain details.

ARREST RECORD

- 1) Have you ever been Arrested, Charged, or Detained by a Law Enforcement Agency? (Include **ALL** arrests in which the charges were dropped, reduced, found not guilty, or in which the records were sealed or expunged. Failure to do so could result in Termination of the Application process. A Notice to Appear is considered an Arrest and must also be listed). If yes, explain details to include the Charge, Arresting Agency, date and the final disposition of the case.
- 2) Have you ever served probation, parole, community corrections / control, or community service? If yes, explain details.



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- 3) What fines have you been required to pay, and were they paid on time? (Other than traffic).
- 4) Have you ever been fingerprinted by a Law Enforcement Agency? If yes, provide Agency, date, and the reason you were fingerprinted.

DRUG USAGE

- 1) How many times in your life have you used Marijuana? Please include approximate dates and how many times weekly / monthly.
- 2) When was the last time that you used Marijuana?
- 3) Have you used any of the following? (If yes, using the back of this page, include number of times and the date last used).

A) Speed	Yes _____	No _____
B) Barbiturates, (downers)	Yes _____	No _____
C) Amphetamines, (uppers)	Yes _____	No _____
D) Rush	Yes _____	No _____
E) Quaaludes	Yes _____	No _____
F) LSD	Yes _____	No _____
G) Hash	Yes _____	No _____
H) Ice or Methamphetamine	Yes _____	No _____
I) Mushrooms	Yes _____	No _____
J) Another person's prescription	Yes _____	No _____
K) Mescaline	Yes _____	No _____
L) Steroids	Yes _____	No _____
M) PCP, (angel dust)	Yes _____	No _____
N) Crack	Yes _____	No _____
O) Cocaine	Yes _____	No _____
P) Heroin	Yes _____	No _____



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- Q) Ecstasy Yes _____ No _____
- R) Amilnitrates Yes _____ No _____
- S) Designer drugs Yes _____ No _____
- T) Peyote Yes _____ No _____
- U) Any other illegal substance not listed _____.
- V) Have you ever used inhalants, or any other legal substance, to get high? (Paint thinner, aerosol, glue) If yes, explain details.

- 4) Have you ever been involved in the purchase of any amount of an illegal drug? If yes, include type of drug, the amount, the circumstances, and the last time.
- 5) Have you ever been involved in the sale of illegal drugs, either directly or indirectly? If yes, include type of drug, the amount, the circumstances, and the last time.
- 6) Have you ever benefited from the sale of illegal drugs, to include money, free drugs or sexual favors? (Note, if you received any money from a friend or family member involved in drug sales indirectly, list here and give details). If yes, explain details.
- 7) Have you ever set up a drug deal? If yes, explain details.
- 8) Have you ever been in the company of people using Illegal Drugs? If yes, explain details.
- 9) What is the total amount of money you have spent on Illegal Drugs in your life?
- 10) Have you ever stolen money or drugs from a drug dealer?



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Chief Dane E. Mumbower

Captain Tracy J. Layman

- 11) Have you ever driven a motor vehicle under the influence of illegal drugs? If yes, explain details.
- 12) Have you ever used medication from another person's prescription to get high? If yes, explain details.
- 13) Have you ever tried to grow or cultivate any Illegal Drugs? (Include any amount from one seed and up) If yes, explain details.
- 14) Explain, in detail, any other information relating to Illegal Drug use or involvement, which has not been covered, to include transportation, manufacturing, etc.

THEFT OF MERCHANDISE

- 1) Estimate the total amount of merchandise, tools, and equipment you have taken. (Give dollar amount ranging from \$00.01 to \$50,000.00).
- 2) Name the single most expensive item that you have ever taken. (Describe the item, amount and date).
- 3) Have you ever taken or shoplifted anything from a business? (Include personal and employee theft). If yes, explain details.
- 4) Have you ever been with anyone who was stealing merchandise or equipment? If yes, explain details.
- 5) Have you ever taken anything from a current or former employer? If yes, explain details.



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- 6) Estimate the amount of cash that you have stolen in your entire life and explain each incident. (Include personal cash thefts from family or friends and cash thefts from employers, along with any other incidents).
- 7) Have you ever purchased, pawned or sold an item in which you knew or should have known it to have been stolen? If yes, explain details.

EMPLOYMENT HISTORY

- 1) Have you ever been terminated or asked to resign from a job? If yes, explain details.
- 2) Have you ever been disciplined by your current or previous employers? (If discipline was by a Law Enforcement Agency, refer to Law Enforcement experience questions). If yes, explain details.
- 3) Have you ever resigned or been given the opportunity to resign from a job in which you were under Investigation for Policy Violation or Misconduct? If yes, explain details.
- 4) Did you list ALL of your jobs for the past Ten Years on your Employment Application, to include part-time and temporary jobs? If no, explain details.

DRIVING HISTORY

- 1) Has your driver's license ever been suspended or revoked? If yes, explain details.
- 2) What States, other than Indiana, have you had a driver's license? (List all States and include temporary and learning permits).
- 3) List all traffic citations you have ever received.
- 4) Have you been involved in a traffic accident that was your fault? If yes, explain details.



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- 5) Has your auto insurance ever lapsed? If yes, explain details.
- 6) How many times have you driven a motor vehicle under the influence of alcohol, where if stopped, you could have been arrested? When was the last time?
- 7) Have you been involved in any other acts, involving alcohol, that could have been considered criminal? If yes, explain details.

FINANCIAL HISTORY

- 1) Have you ever filed for bankruptcy? If yes, explain details.
- 2) Have you ever had anything repossessed? If yes, explain details.
- 3) Have you ever been involved in any civil actions, past or present? If yes, explain details.
- 4) Are you currently more than three months behind on any bills? If yes, explain details.
- 5) Are any creditors pursuing you for outstanding debts? If yes, explain details.
- 6) Are there any financial obligations or bills that you have refused to pay or feel that you are not responsible for? If yes, explain details.
- 7) Have you ever been or are you currently responsible for any child support payments? If yes, explain details.



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ALIASES

- 1) List **ALL NAMES** that you have ever used, to include maiden, nick names, married and legal name changes.

I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS TRUE AND CORRECT. I HAVE BEEN COMPLETELY TRUTHFUL IN MY ANSWERS TO EACH QUESTION.

Applicant Signature

Date



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QUESTIONS FOR CURRENT OR FORMER LAW ENFORCEMENT OFFICERS

If you answer yes to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrence. Use additional paper or the back of this questionnaire if necessary.

- 1) Have you ever accepted a Cash Bribe or Gratuity?
- 2) Have you ever taken, (stolen), anything from an Investigation site?
- 3) Have you ever Stolen from a Prisoner or Detainee?
- 4) Have you ever been Investigated or accused of using Excessive Force?
- 5) Have you ever used more force than necessary to subdue another person or have you ever witnessed an Excessive Force situation?
- 6) Have you ever struck a Handcuffed or restrained Prisoner?
- 7) Have you ever handled Evidence in an Illegal manner?
- 8) Have you ever Falsified any type of Official Report?
- 9) Have you ever used your position as a Law Enforcement Officer for personal gain?
- 10) Have you ever been the subject of an Internal Investigation? If yes, list in chronological order, a short synopsis and outcome to include discipline received. PLEASE BE SPECIFIC!
- 11) Do you have any Active or Pending Internal Investigations or Discipline?
- 12) As a Law Enforcement Officer, have you ever been Disciplined? Please include Oral and Written Reprimands, Suspensions, and anything that would currently or have been Purged from your Personnel File.



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- 13) Have you ever taken anything from a place that had already been Burglarized?
Please give dollar amount and list items.
- 14) Have you ever taken cash, property, or valuables from a dead body?
- 15) Have you ever taken property, cash or valuables from an intoxicated person?
- 16) Have you ever lied to a Police Supervisor?
- 17) Have you ever told a friend, acquaintance, or relative about an Investigation involving them or any other person?
- 18) Have you ever provided or been paid to provide confidential information to an unauthorized person?
- 19) Have you ever removed, destroyed, or altered Police Records or Files?
- 20) Have you ever disclosed the identity of a confidential informant to an unauthorized person?
- 21) Have you ever disclosed the identity of an undercover Law Enforcement Officer to an unauthorized person?
- 22) Have you ever lied under oath? **EXPLAIN CIRCUMSTANCES.**
- 23) Since becoming a Law Enforcement Officer, have you ever committed a Felony Crime?
- 24) Have you ever used your position as a Law Enforcement Officer to take sexual advantage of anyone?
- 25) As a Law Enforcement Officer, have you ever engaged in a sexual act on duty?
EXPLAIN EACH INCIDENT.
- 26) Have you ever been involved in any shooting incident?
- 27) Have you ever been the subject of a Grand Jury Investigation?



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- 28) Have you ever been the subject of any civil lawsuits, prior or pending?
- 29) Have you ever been involved in any on-duty motor vehicle accidents? Please list each and include who was at fault.
- 30) Have you ever had sex with a relative, (other than spouse)?
- 31) Have you ever had any sexual involvement with a juvenile?
- 32) Since becoming a Law Enforcement Officer, have you used any Illegal Drugs?
- 33) Have you ever used Alcohol or Illegal Drugs on Duty, (Other than sanctioned Law Enforcement Operations)?
- 34) Explain any circumstances or incidents in which you have been involved in as a Law Enforcement Officer that could have a negative impact on your employment with the Dunkirk Police Department.

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ADDITIONAL QUESTIONS FOR OFFICERS WITH CORRECTIONS EXPERIENCE

If you answer yes to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrence. Use additional paper or the back of this questionnaire if necessary.

- 1) Have you ever introduced Contraband into a Correctional Facility for an Inmate or another Officer?
- 2) Since becoming a Correctional Officer, have you had sexual involvement with an Inmate or another Officer on duty?
- 3) Have you ever accepted a Bribe from an Inmate?
- 4) Have you ever had or maintained a friendship or relationship with an Inmate after they were Released?
- 5) Have you ever kept, used, or given away an Inmates Property?

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