

# **TOWN OF MORRISTOWN**



**OFFICER APPLICATION**

## TOWN OF MORRISTOWN - OFFICER APPLICATION

**Date received in office:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

The Town of Morristown is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitute a bona fide occupation qualification necessary to proper and efficient administration or for the health, safety and welfare of the applicant and other, or as provided by law. No question on this application is intended to secure information to be used for such discrimination.

The Town of Morristown, pursuant to and in accordance with the Americans with Disabilities Act ("ACT"), specifically Title I of the "ADA", shall not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions, and privileges of employment. Additionally, no qualified individual with a disability may, on the basis of disability, be subjected to discrimination in employment under any service, program or activity conducted by the Town Morristown.

This application must be completed by the applicant only, however, the applicant may request any needed accommodation to participate in the application process unless such accommodation causes undue hardship to the Town of Morristown. Print legibly in blue or black ink or type neatly, accurately, and thoroughly. Attach supplements if necessary to amplify any information requested. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

The Town of Morristown encourages and invites applicants to identify themselves as individuals with disabilities in order for the Department to collect and analyze information for satisfaction of affirmative action requirements, "ADA" requirements and determination of appropriate accommodations for the applicant. No qualified applicant shall be refused employment because of such person's need for an accommodation required under the "ADA", unless such accommodation causes undue hardship to the Town of Morristown.

Because of the sensitive and important position of a police officer, the Town of Morristown must select officers who possess the best physical, mental, moral, and emotional character for the performance of police duties. In order to best ascertain who those individuals are, it is necessary to gather as much information as possible about each applicant which may have a bearing on his/her ability to perform the duties required with or without an accommodation. Several questions in this application are designed to give the department a complete background of each applicant. Those particular responses to questions marked with an asterisk (\*) shall not act as an automatic bar to selection but will be considered along with attendant facts. No question on this application is intended to secure information to be used for unlawful discrimination.

## **Application preface**

### **Lateral Applicant Qualifying Credentials**

1. U.S. Citizen or U.S. citizenship established by time of appointment
2. Valid Driver's License (Valid Indiana License by the time of appointment) and has no more than two (2) active points
3. No felony convictions or any misdemeanor convictions for domestic violence
4. Have the legal ability to possess a firearm
5. High School Graduate or high school equivalency diploma
6. Ability to read and write English
7. Must be at least 21 years of age by interview
8. Ability to pass all the components of the selection process.
9. No convictions for Operating While Intoxicated or operating under the influence of drugs
10. Shall not have been dishonorably discharged from the military
11. Shall not have used an illegal drug in the last four (4) years
12. Meet one of the following:
  - A) ILEA Tier I or II graduate
  - B) Graduate from another Indiana academy recognized by the ILETB
  - C) Eligible to receive a waiver from ILEA for Tier I or II, <https://secure.in.gov/ilea>
13. Meet one of the following:
  - A) Currently employed as a Law Enforcement Officer
  - B) Meet the IC 5-2-1-9 Rules
15. Have a minimum of 3 years of Law Enforcement experience
16. Shall not have been suspended by another law enforcement agency in the twelve (12) months before the application deadline. Shall not have been decertified as a police officer or "Brady" disqualification.

### **Open Applicant Qualifying Credentials**

1. U.S. Citizen or U.S. citizenship established by time of appointment
2. Valid Driver's License (Valid Indiana License by the time of appointment) and has no more than two (2) active points
3. No felony convictions or any misdemeanor convictions for domestic violence
4. Have the legal ability to possess a firearm
5. High School Graduate or high school equivalency diploma

6. Ability to read and write English
7. Must be at least 21 years of age at the time of the interview
8. Ability to pass all the components of the selection process including the Indiana Law Enforcement Academy Physical Standards
9. No convictions for Operating While Intoxicated or operating under the influence of drugs within the previous five (5) years
10. Shall not have been dishonorably discharged from the military
11. Shall not have used an illegal drug in the last four (4) years
12. Shall not have been suspended by another law enforcement agency in the twelve (12) months before the application deadline. Shall not have been decertified as a police officer or "Brady" disqualification.

### **School Resource Officer**

1. All the above requirements
2. The SRO must complete the Basic SRO Course conducted by the National Association of School Resource Officers (NASRO) before or after employment.
3. Duties and Responsibilities of the SRO.
  - a. To work in conjunction with Principals of the aforementioned Schools and certified instructors to assist in the delivery of instruction in a variety of subject areas, including, but not limited to, police and their role in society; laws; juvenile and adult criminal justice systems; career opportunities in law enforcement; drug education; gang resistance education and training; teens, crime and community; conflict resolution; and other classes as permitted by scheduling and as determined to be appropriate by respective Principals and School. It is agreed and understood that the SRO will perform services on a "guest lecturer" basis in conjunction with and under the direction of appropriately certified teaching personnel.
  - b. To provide a classroom resource for legal education, including, but not limited to, a basic understanding of the law, the role of the police officer, and the police mission.
  - c. To be a resource for students which will enable them to have a positive relationship with a law enforcement officer and have a role model in the students' environment.
  - d. The SRO shall coordinate his or her instructional activities with School Principals and staff members to allow for the orderly educational process within the respective Schools served.
  - e. To be a uniformed, active law enforcement officer on campus dealing with law enforcement matters and School code violations originating on the assigned campus.
  - f. When requested by School administration, the SRO shall provide a support resource for teachers, parents, and students for conferences on an individual basis to deal with individual problems or questions.
  - g. The SRO shall make himself/herself available for conferences with students, parents, and faculty members to assist them with problems regarding law enforcement or crime prevention.

- h. The SRO will be familiar with community agencies that offer assistance to youths and their families, such as mental health clinics, drug treatment centers, etc. The SRO shall address recommended referrals with School counselors, when necessary, thereby acting as a resource person to the students, faculty, and staff of the School.
- i. The SRO shall maintain detailed and accurate records of the activities of the SRO on and off campus and shall compile a monthly report to be provided to the City and the School.
- j. The SRO will coordinate all of his/her activities with the Superintendent, the Principal, and/or staff members concerned and will seek permission, guidance, and advice before enacting any programs within the School.
- k. The SRO shall, whenever possible, participate in and/or attend School functions.
- l. The SRO will be involved in School discipline. When it pertains to preventing a disruption that would if ignored, place students, faculty, and staff at risk of harm, the SRO will resolve the problem to preserve the School climate. When it pertains to a School code violation, the SRO will take the student to the Principal's office for discipline to be meted out by School officials.
- m. The SRO shall not act as a School disciplinarian, as disciplining students is a School responsibility. It is agreed and understood that the Principal and appropriate School staff shall be responsible for investigating and determining, at their discretion, whether a student has violated School and/or board disciplinary codes or standards and the appropriate administrative action to take. However, this shall not be construed to prevent the SRO from 1) sharing information with School administration/staff, which may aid in the determination of whether a disciplinary offense occurred; and/or 2) detaining a student in the Principal's office, for disciplinary action by School officials. Upon assignment, the SRO will be provided with copies of the School disciplinary policies and codes. The SRO shall become familiar with district/School disciplinary codes and standards and will meet at least annually with the Superintendent and each Principal to review applicable disciplinary standards.
- n. It will be the responsibility of the SRO to report all crimes originating on campus. Information on cases that are worked off-campus by the Morristown Police Department or other agencies involving students on a campus served by the SRO will be provided to the SRO, but the SRO will not normally be actively involved in the off-campus investigation(s).
- o. The SRO will receive reports of suspected criminal activity made by the School or School personnel. The School and School personnel may satisfy their obligations to report any criminal activity, including the belief that a child may be a victim of abuse or neglect, by reporting such an incident to the SRO.
- p. To the extent permitted by law, the SRO will share information with the School about persons and conditions that pertain to campus safety concerns.
- q. The SRO shall assist the law enforcement officers in matters regarding his/her School assignment, whenever necessary.
- r. The SRO may, by way of the exercise of his/her discretion as a sworn police officer, take

law enforcement action as required. As soon as practical, the SRO shall make the Principal of the School aware of such action. At the Principal's request, the SRO shall take appropriate law enforcement action against intruders and unauthorized persons who may appear at the School and related School functions, to the extent that the SRO may do so under the authority of law. Whenever practical, the SRO shall advise the Principal before requesting additional police assistance on campus.

- s. The SRO and the School will develop plans and strategies to prevent and/or minimize dangerous situations that might result in student unrest.
- t. The SRO will wear an approved department uniform.
- u. The SRO will wear his/her department-authorized duty weapons by Morristown Police Department policy.
- v. The Superintendent, Principal(s), School administration, or staff may advise the SRO of incidents or activities possibly giving rise to criminal or juvenile violations and the SRO shall then determine whether law enforcement action is appropriate. Concerning those activities occurring on School property or at School-sponsored functions, which are reported, it is agreed and understood that the SRO, as an employee of the town, is authorized to receive and appropriately act on any such information.
- w. The SRO will not be assigned regular lunchroom duties, hall monitor duties, bus monitor duties, or other assigned supervision duties typically associated with School administration. The SRO will not be assigned to traffic control duties after School on a public street. However, the SRO may provide a law enforcement presence in these situations/locations.
- x. The SRO shall assist with transportation duties including the following: School bus checks, driver safety meetings, and annual evacuation drills.
- y. Transportation of Students.
  - i. SRO shall not transport students in the Police Department vehicles except as follows:
    - 1. When the student is a victim of a crime, under arrest, or subject to some other emergency circumstance; the student shall be transported to the appropriate agency or to the student's home, whichever is deemed to be in the best interests of the student;
    - 2. When the student is suspended and/or sent home from School under School disciplinary action the student's parent or guardian has refused or is unable to pick up the student within a reasonable period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and School personnel;
  - ii. If circumstances require that the SRO transport a student, then the School officials must provide a School official or employee, of the same gender as the student, if possible, to be transported to accompany the officer in the vehicle.

- iii. If the student to be transported off campus is not under arrest, a victim of a crime, or violent or disruptive, the School administration shall provide transportation for the student and the SRO may accompany a School official in transporting the student.
- iv. A student shall not be transported to any location unless it is determined that the student's parent, guardian, or custodian is at the destination to which the student is being transported.
- v. SROs shall not transport students in their vehicles.
- vi. SROs shall notify the School Principal before removing a student from campus.

**TOWN OF MORRISTOWN**  
**APPLICANTS REQUEST/WAIVER TO RELEASE INFORMATION**

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I hereby authorize and request all persons to whom this request (original or reproduced) is presented, having information relating to or concerning me, to furnish such information to a duly appointed representative of the Town of Morristown.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory, or common law privileges. I hereby expressly waive all privileges which may attach to such communication or disclosure and release all persons, firms, and corporation from all claims, of any nature, as a result of said communication or disclosure.

Information to be disclosed may include:

- Financial Records
- Criminal History
- Educational Records
- Organizational Memberships
- Past/Present Employment Records
- Material/ Information Relevant to Reputation And/Or Moral Character

These records will be retained in a private confidential file in the Town of Morristown.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

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STATE OF INDIANA     )  
                                  )     SS:  
COUNTY OF SHELBY    )

Subscribed and sworn to before me, a Notary Public, in and for said County and State this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

My Commission expires:  
\_\_\_\_\_

\_\_\_\_\_  
County of Residence



## TOWN OF MORRISTOWN OFFICER APPLICATION

**DO NOT MISSTATE OR OMIT MATERIAL SINCE INFORMATION MADE HEREIN IS SUBJECT TO VERIFICATION TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT.**

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### 1. PERSONAL HISTORY

A. Name in full – Last, First, Middle \_\_\_\_\_

B. Social Security Number \_\_\_\_\_

C. List any other names you have used including nicknames. If female, furnish maiden name. If you have ever used any surname other than your true name, during what period and under what circumstances were those names used? If you have ever legally changed your name, give date, place and court. (This information is being collected to assist Department in conducting a thorough background investigation.)

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

D. Birthday (Month/Day/Year) \_\_\_\_\_

Birth Place (City/State) \_\_\_\_\_

*Attach a copy of your birth certificate, to be used to verify your age for statutory requirement and pension purposes.*

E. Are you a United States Citizen? \_\_\_\_\_

F. Driver's License Number \_\_\_\_\_

State \_\_\_\_\_ Expires \_\_\_\_\_

**TOWN OF MORRISTOWN OFFICER APPLICATION**

**2. FAMILY HISTORY**

List all family members (living or deceased) in the following order: Parents, Step-Parents, Foster Parents, Guardians, Brothers, Sisters, Spouse, Children, In-Laws, Ex-Spouse(s).

Relationship	Name	Present Address (if living)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. RESIDENCES**

A. Present Residence (Number, Street, City, County, State, Zip Code, and complete telephone number)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. List chronologically (most recent first) all of your residences for the past ten years. Include addresses while attending school, if away from home, and all military addresses including any off-base house.

From – To	Number	Street	City	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**4. JOB DATA**

A. Position Desired \_\_\_\_\_

B. Date Available to Begin Work \_\_\_\_\_

C. Have you ever been employed by the Town of Morristown? \_\_\_\_\_

If yes, when \_\_\_\_\_ What capacity? \_\_\_\_\_

**TOWN OF MORRISTOWN OFFICER APPLICATION**

**5. ACADEMIC EDUCATION**

Please specify highest grade level attained and attach transcripts from all educational institution attended (information contained in this section will be used only to the extent that is relevant to the necessary qualifications and the position for which you apply).

Name & Address of School	Major Courses of Study	Years Attended From-To	Degree/Diploma Earned
High School			
Vocational School			
Correspondence School			
Undergraduate College			
Professional/Graduate			

**6. ACTIVITIES**

Completion of this section is optional. Failure to complete this section will in no way jeopardize your employment opportunities.

**A. Social, Fraternal, Professional Organization Memberships – Past & Present**

Name & Address	Type of Organization (Social, Fraternal, Professional)	Dates of Membership From-To	Office(s) Held Past & Present

**B. Hobbies and Sports**

Hobby or Sport	Length of Participation	Level of Proficiency

## TOWN OF MORRISTOWN OFFICER APPLICATION

### 7. SUBVERSIVE ORGANIZATIONS

Are you now or have you ever been a member of any organization, association, movement, group or combination of person which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of act of force or violence to deny other persons their rights under the Constitution of the United States, or which seek to alter the form of government of the United States by unconstitutional means? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you now or have you ever been affiliated with or associated with any organization of the type described above, as an agent, official or employee? YES \_\_\_\_\_ NO \_\_\_\_\_

Have you ever been engaged in any of the following activities of any organization of the type described above: Contribution (s) to, attendance or participation in any organization, social or other activities of such organization or of any written, printed, or other matter, prepared, reproduced, or published by them or any of their agents or instrumentalities? YES \_\_\_\_\_ NO \_\_\_\_\_

If answering **YES** to any of the questions in this section, attach a fully detailed statement describing the circumstances. If associated with any of these organizations, specify the nature and extent of association with each, including offices held. Also include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organization, list the individuals and the organizations with which they were or are affiliated.

### 8. MILITARY RECORD

A. Have you ever served on active duty in the Armed Forces of the United States?  
YES \_\_\_\_\_ NO \_\_\_\_\_

Branch of Service \_\_\_\_\_

Dates of Active Duty \_\_\_\_\_

Military Serial Number \_\_\_\_\_

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

B. Are you currently enlisted in the United States Reserve or National Guard?

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

If yes, what is your reserve obligation, unit, and location?

\_\_\_\_\_

C. \*While in military service, were you ever convicted of any offense?

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

If yes, when? \_\_\_\_\_

Explanation of Conviction \_\_\_\_\_

\_\_\_\_\_

D. \*Attach a copy of our DD214.

No applicant will be automatically rejected because of less than honorable discharge (except a dishonorable discharge), but such discharge will be considered in conjunction with other information. If discharge is less than honorable, explain on supplemental page.

**TOWN OF MORRISTOWN OFFICER APPLICATION**

**9. EMPLOYMENT**

Beginning with present or most recent employer, list employment history. Include part-time, temporary, or seasonal and all periods of unemployment.

Name & Address Type of Business	Dates of Employment	Job Title & Duties	Final Salary	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

May we contact your present employer: YES \_\_\_\_\_ NO \_\_\_\_\_

**10. PERSONAL REFERENCES**

List four personal character references, attach additional sheet if needed.

Name	Address	Phone Number	Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**11. SPECIAL SKILLS AND QUALIFICATIONS**

List any experiences, skill, or special qualifications which you feel make you especially well-suited for work with the Town of Morristown. Also, list any mechanical skills you possess which are relevant to the job for which you are applying. Attach copies of any pertinent certificates, awards, citations, commendations, etc. which may apply to this section. Attach additional sheet if needed.

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

**TOWN OF MORRISTOWN OFFICER APPLICATION**

**12. HEALTH RELATED QUESTIONS PERTAINING TO JOB PERFORMANCE**

To assist your answering the questions contained in this section, the job description for the position which you are applying for is attached and included here by reference.

A. Based on the attached job description for the position you are applying for, please describe how you will perform such job functions, with or without an accommodation.

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B. If your performance of the job you are applying for requires an accommodation, please describe what accommodations are needed.

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**13. MISCELLANEOUS**

A. How did you become aware of this position? \_\_\_\_\_

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B. \*Have you ever been convicted of a felony? YES\_\_\_\_NO\_\_\_\_

C. \*Have you ever been arrested or detained by a law enforcement agency, including juvenile delinquency and traffic offenses? YES\_\_\_\_NO\_\_\_\_

D. \*Have you ever been fingerprinted for any reason (arrest, job application, etc.)? YES\_\_\_\_NO\_\_\_\_

If you answered **YES** to any of the questions in this section, please attach a supplement listing date, place, and full details, including the disposition of each incident.

**14. SOCIAL MEDIA ACCOUNTS**

Please list all social media accounts.

Application/Webpage Screen Name/User Name

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**TOWN OF MORRISTOWN OFFICER APPLICATION**

**15. VEHICLE OPERATOR'S LICENSE HISTORY**

Give the following information concerning any vehicle operator's license you have held or now hold.

Type of License	State of Issue	Expiration Date	Restrictions
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant must submit a copy of their driving record.

**16. CREDIT REFERENCES AND OBLIGATIONS**

Give name and address of the individuals, companies, or others to whom you are indebted and the extent of your debt. (Including any loans on which you are co-maker, mortgages, open credit accounts, etc.) Attach additional sheet if required.

Name & Address of Creditor	Kind of Debt	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have income from any source other than your principal occupation? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, list the source, amount and frequency received.

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

**TOWN OF MORRISTOWN OFFICER APPLICATION**

**APPLICANT:** Please read the following statement carefully before signing. If you have any questions regarding the following statement of any questions contained in this application, please ask them of a qualified representative of the Town of Morristown before signing.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AGREE TO INFORM THE TOWN OF MORRISTOWN OF ANY ADDITIONAL INFORMATION RELATING TO THE QUESTIONS RAISED ON THE APPLICATION WHICH OCCUR SUBSEQUENT TO MY COMPLETION OF THE APPLICATION. I REALIZE THAT MISREPRESENTATION OF FACTS OR THE FAILURE TO UPDATE ANY INFORMATION RELATING TO QUESTIONS ON THE APPLICATION MAY BE CAUSE FOR REJECTION OF THIS APPLICATION OR DISMISSAL AFTER EMPLOYMENT. FINAL EMPLOYEMNT IS CONTINGENT UPON SATISFACTORY COMPLETION OF ALL PRE-EMPLOYMENT PROCEDURES INCLUDING INTERVIEW, EXAMINATIONS, VERIFICATION OF ALL RELEVANT INFORMATION, PHYSICAL EXAMINATON AND ANY APPLICABLE STATUTORY PROVISION, AND THE TOWN OF MORRISTOWN SHALL PROVIDE THE APPLICANT WITH ALL REASONABLE ACCOMMODATIONS IN THE APPLICATION PROCESS UPON NOTIFICATION AND REQUEST OF SUCH ACCOMMODATIONS REQUIRED BY THE APPLICANT. I ACKNOWLEDGE THAT I HAVE READ AND FULLY UNDERSTAND THIS STATEMENT.

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

STATE OF INDIANA     )  
                                  )     SS:  
COUNTY OF SHELBY    )

Subscribed and sworn to before me, a Notary Public, in and for said County and State this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name

My Commission expires:  
\_\_\_\_\_

\_\_\_\_\_  
County of Residence



## **TOWN OF MORRISTOWN OFFICER APPLICATION**

### **POLICY STATEMENT ON EMPLOYMENT OF EX-OFFENDERS**

Consideration for employment of ex-offenders shall be given without regard to race, color, sex, religion, creed, national origin, ancestry, handicap as defined by law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitute a bona fide occupational qualification necessary to proper an efficient administration, or for the health, safety and welfare of the applicant and others, or as provided by law. The term "ex-offender" as used herein refers to anyone convicted of any criminal statute or military offense while in the service.

#### **Felony Convictions**

Any individual convicted of a felony shall be ineligible for employment by the Town of Morristown Police Department. A felony is defined by Indiana Law (35-50-2-1) as any offense for which a person may receive more than one (1) year of confinement in a state or federal institution.

#### **Evaluation**

With respect to all other criminal convictions which are not felonies, in each case the department will consider whether the prior criminal conviction or military offense conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability. The date and nature of the offense, the requirements, of the position, which is being applied for, as well as the applicant's other qualifications, will be considered.

#### **Confidentiality**

As matter of policy, every effort will be made to keep the applicant's criminal record confidential. During the selection and placement process, it will be necessary to inform the appropriate persons participating in the selection process of the applicant's criminal record. Applicant must submit limited criminal history with application which may be obtained through Indiana State Police.

## TOWN OF MORRISTOWN OFFICER APPLICATION

### POLICY STATEMENT ON BACKGROUND INVESTIGATIONS

It is the policy of the Town of Morristown to recruit qualified individuals for positions in each department. In pursuing this goal, a background investigation of each applicant is conducted with respect to factors that may have a bearing upon the applicant's job performance or tend to measure job capability as a member of any department for the Town of Morristown.

Members of the Town of Morristown Police Department are public servants. Police officers are placed in situations of public trust and must be of high integrity and character. A police officer's job often involves critical and dangerous situations, and he/she should not be prone to external pressures that would affect his/her ability to perform the job.

Accordingly, the following items and the circumstances surrounding such items are reviewed:

1. Contents and completeness of employment application.
2. Driver's responsibility (copy of driving summary if furnished by the Indiana Bureau of Motor Vehicles). <https://www.in.gov/bmv/resources/driver-record/>
3. Former employment.
4. Financial condition.
5. Criminal record of applicant pursuant to "Policy Statement on Employment of Ex-Offenders." <https://www.in.gov/ai/appfiles/isp-lch/>
6. Personal character references.
7. Personal history of applicant.

A negative finding on any one of these factors shall not, in and of itself, be reason for an automatic rejection of an applicant. Instead, the circumstances underlying such matters will be considered as they relate to the applicant's ability to perform the job of a police officer. Although it is impossible to state all relevant and material factors to a background investigation and to the applicant's being qualified police officer, in each case the Town of Morristown will consider whether the applicant's background, as set forth above, will have a bearing on the applicant's job performance. The date and circumstances surrounding any negative findings in the background investigations, the requirements of the position, as well as the applicant's other qualifications, will be considered.

The background investigation phase of the hiring process shall be based upon objective, factual finding and any required subjective determination shall be in accordance with the aforementioned policy and conducted in such a manner as to not discriminate on the basis of race, color, sex, religion, creed, national origin, ancestry, handicap as defined by the law, political affiliation, or on the basis of age against individuals whose age is between 40 and 70, except when age, sex or physical requirement constitute a bona fide occupational qualification necessary to proper and efficient administration or the health, safety and welfare of the applicant and others, or as provided by law.