



Waterloo Marshal's Office

300 North Wayne Street Waterloo, Indiana 46793 | 260-837-3131 phone | 260-837-5008 fax

Waterloo Marshal's Office-Deputy Marshal Application Process

Thank you for completing an application for the position of Deputy Marshal with the Waterloo Marshal's Office.

The selection process will include the steps listed below. All candidates will be notified following completion of each phase of the process whether or not they have been selected to continue in the process.

Please do not call to determine your status.
You will be contacted as soon as information is available.

1. Application

Applications will be screened prior to the test date. A copy of the candidate's high school and collegiate transcript is requested at time of submission of your application.

Lateral Entry candidates must also include a current resume.

Candidates who do not meet the minimum qualifications will be notified by email. Candidates who are eligible to participate in further testing will be advised how to proceed by email or U. S. mail. The instructions and attached documents will explain the next steps required to participate in testing. All documents submitted with an application become the property of the Town of Waterloo and will not be returned.

2. Testing process

The initial testing process consists of a written examination and physical agility test as detailed;

- The physical agility testing that all applicants must successfully pass is based on the ILEA entry standards as follows;

Verticle Jump	13.5 inches
Minimum Sit-Ups	24
Minimum Push-ups	21
300 Meter Run	82 seconds
1.5 Mile Run	18 minutes 56 seconds

Applicants must successfully pass four of the five physical agility tests.



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3. Oral Board Interview

The oral board interview is conducted in front of a panel of assessors from within the police department and town government. The interview covers various issues that face police officers, and is a forum for candidates to express their opinions and respond to difficult situations.

4. Background Investigation

Including, but not limited to, contact with former employers, associates, neighbors, and other pertinent sources. Investigators will research the applicant's military history, school records, police records, driving record, and personal history responses.

5. Polygraph

Upon Conditional Offer of Employment-The polygraph examination will investigate the candidate's personal history. See below for further information.

6. Psychological Evaluation

Upon Conditional Offer of Employment-The psychological evaluation will be performed and certified by a psychiatrist or psychologist selected by, and at the expense of, the Waterloo Marshal's Office.

7. Physical Examination

Upon conditional offer of employment - includes drug screening.

8. Field Training Program

Certified candidates and graduating Police Recruits will then participate in the departments Orientation and Field Training Officer (FTO) Program. The program includes evaluations of the new officer's performance.

9. Academy Training

Candidates who are offered employment and are not certified as a Peace Officer in the State of Indiana will attend a police academy at the expense of the department at the position of probationary deputy marshal. Recruits who fail any component of the academy training or the Indiana I.L.E.A. Board Certification Examinations will be dismissed from employment.



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Waterloo Marshal's Department employees must be must reside within DeKalb County, Indiana during their term of employment. New employees who do not currently reside within DeKalb County must move into DeKalb County within the first eleven months of their employment.

All applicants must meet the following additional qualifications:

1. U.S. Citizen;
2. At least twenty-one (21) years old;
3. High School diploma or equivalent thereof;
4. No felony convictions;
5. Valid Indiana Drivers License;
6. Weight proportionate to height;



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Job Application Instructions

Applicant,

Additional information must be submitted along with your application for it to be processed. Failure to submit the proper information will result in your application not being processed. Use the list below as an aid in completing your application.

- 1) Copy of Birth Certificate
- 2) Copy of Driver License
- 3) Copy of High School Diploma or GED
- 4) Copy of High School and/or Collage Transcripts
- 5) Copy of any awards that are relative to the Law Enforcement Field.
- 6) Copy of Military Discharge (DD-214) If applicable
- 7) Copy of Specialized Training relative to Police or Military experience
- 8) Copy of Naturalization Papers if applicable
- 9) Recent photograph
- 10) Write a brief essay explaining why you wish to be a member of our department. This must be at least 500 words, hand written and in black ink.

This application must be completed by the applicant, in black ink and must be hand printed.

Answer all questions. If a question does not apply, state: "None or Does not apply".

Application must be complete in every respect. Incomplete applications will not be considered and will be destroyed. Complete applications will be retained for one (1) year and will then be destroyed.

Notification of additional testing or examination will be made by mail and/or telephone. It is, therefore, important that you provide accurate telephone and address information. Should you change your address or telephone number after submitting your application, you must notify the Waterloo Marshal's Department by mail immediately.



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Authorization for Release of Information

I hereby **Authorize** any investigator conducting my background investigation to obtain information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, credit bureaus, consumer reporting agencies, collection agencies retail business establishments and/or other sources. This information may include, but is not limited to my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history record information and financial and credit information All information provided by the above named entities will be used expressly for investigative purposes for The Waterloo Marshal's Department.

I **Understand** that, for financial or lending institutions, medical institutions, hospitals, health care professionals, and other sources of information, separate releases may be needed, and I may be contacted for such releases at a later date.

I **Authorize** custodians of records and other sources of information pertaining to me to release such information upon request of investigative agents of the Waterloo Marshal's Department regardless of any previous agreement to the contrary.

I **Understand** that the information released by records custodians and sources of information is for official use by the Waterloo Marshal's Department.

Photo copies of this authorization with my signature are valid. For a period of 180 days from the date of signature.

Signed: _____ Date: _____

Notarization

State of Indiana

(Seal)

County of DeKalb

Signed and sworn before me, a Notary Public. This ___ day of _____ 20 ___

Resident of DeKalb County, State of Indiana.

Notary Signature: _____ My commission expires: _____



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Affirmation of Truthfulness

I affirm that this application contains no misrepresentations or falsifications, omissions or concealment of material fact and that information given by me is true and complete to the best of my knowledge and belief. I am aware that the statements made by me on this application are subject to later investigation. I am further aware that should any investigation disclose any such misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and my name be removed from the eligibility list. If already appointed, I may be dismissed.

Signed: _____ Date: _____



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Job Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Street Address Apartment/Unit number

City State Zip Code

Telephone Number Date Available

Date of Birth: _____ Social Security Number: _____ Place of Birth: _____

Driver License Number: _____ State: _____ Class: _____ Expiration Date: _____

Position Applied for: _____ Have you ever worked here before? If yes, when?

Are you a U.S. Citizen? Y___ N___ If no, are you authorized to work in the U.S.? Y___ N___

Have you ever been arrested? Y___ N___

If yes, when and what was the charge? What was the disposition?

Have ever had any Traffic Violations? Y___ N___

If yes, when and what was the charge? What was the disposition?

Military

Did you serve in the Military? Y__ N__ If Yes, which branch?

Dates of Service: From: _____ To: _____

What kind of work did you perform? _____ Type of discharge: _____

Special Training? _____

Special Awards or Commendations? _____

Education

School:

Address:

From: _____ To: _____ Did you graduate? Y__ N__ Degree: _____

Collage:

Address:

From: _____ To: _____ Did you graduate? Y__ N__ Degree: _____

Post Grd.:

Address:

From: _____ To: _____ Did you graduate? Y__ N__ Degree: _____

References

Please list three (3) professional references:

Full Name:

Relationship:

Company:

Telephone: ()

Address:

(2)

1.

References (cont).

Full Name: Relationship:
Company: Telephone: ()
Address:

Full Name: Relationship:
Company: Telephone: ()
Address:

Personal References

Please list (3) three personal references

Full Name: Relationship:
Address:
Telephone : () Years known:

Full Name: Relationship:
Address:
Telephone : () Years known:

Full Name: Relationship:
Address:
Telephone : () Years known:

Employment History (Last 10 years)

Company : Telephone: ()
Address: Supervisor:
Job Title: Starting Wage: Ending Wage:
Responsibilities:
Employed From: To: Reason for leaving:

May we contact this employer?

Company : Telephone: ()
Address: Supervisor:
Job Title: Starting Wage: Ending Wage:
Responsibilities:
Employed From: To: Reason for leaving:

May we contact this employer?

Company : Telephone: ()
Address: Supervisor:
Job Title: Starting Wage: Ending Wage:
Responsibilities:
Employed From: To: Reason for leaving:

May we contact this employer?

Employment History (cont.)

Company : Telephone: ()

Address: Supervisor:

Job Title: Starting Wage: Ending Wage:

Responsibilities:

Employed From: To: Reason for leaving:

May we contact this employer?

Company : Telephone: ()

Address: Supervisor:

Job Title: Starting Wage: Ending Wage:

Responsibilities:

Employed From: To: Reason for leaving:

May we contact this employer?

Company : Telephone: ()

Address: Supervisor:

Job Title: Starting Wage: Ending Wage:

Responsibilities:

Employed From: To: Reason for leaving:

May we contact this employer?

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If application leads to employment, I understand that false or misleading statements or information on said application or in interview may result in my release.

Signature: _____ Date: _____