



CAMBRIDGE CITY POLICE DEPARTMENT

127 NORTH FOOTE STREET
CAMBRIDGE CITY, INDIANA 47327

REQUIREMENTS FOR EMPLOYMENT

- I. **PURPOSE:** This order is to provide a reference to departmental policy and state law concerning employment requirements for the CCPD.
- II. **POLICY:** Enforcement The following reflects minimum requirements for employment including Indiana Law Training Board standards. All applicants shall receive due consideration. No applicant shall be subject to discrimination on the basis of race, color, sex or national origin.
- III. **PROCEDURE:**
 - A. Current Indiana Law Enforcement Training Board standards for physical, educational, mental and moral fitness. Applicant must:
 1. Be a citizen;
 2. Be at least twenty-one (21) years of age;
 3. Possess the strength, agility, vision and hearing necessary to complete all training requirements;
 4. Have no physical or mental impairment that creates a safety hazard;
 5. Pass an agility test
 6. Pass a physical examination performed by a physician licensed to practice medicine. The physician must find the applicant emotionally and mentally fit to participate in law enforcement training and must find applicant not to be an active carrier of a communicable disease. Said examination shall occur no more than six (6) months prior to academy admittance;
 7. At a minimum, be a high school graduate as evidenced by a diploma issued by a state accredited high school or GED;
 8. Possess a valid driver's license from the state of residence;
 9. Be of good reputation and character;
 10. Not have been convicted of any felony or any other crime or offense, or series of crimes or offenses, which would indicate to a reasonable person that the applicant is potentially dangerous, violent or has a propensity to break the law. The applicant shall be fingerprinted and a search made of local, state and national files to disclose a criminal record. Fingerprint cards and any identification on record shall be retained for inspection by the law enforcement board.
 - B. Applicant shall be able to speak, read, write and understand the English language and pass a written examination for reading and writing ability.
 - C. Applicant shall be able to recognize numbers and possess basic mathematical skills.
 - D. Applicant shall successfully complete all Indiana Law Enforcement Academy requirements that include:
 1. Law enforcement officer pre-basic course.
 2. Basic law enforcement academy.
 - E. Applicant shall reside in Cambridge City or the close peripheral area.

F. Applicant shall have and maintain a working telephone.

G. Applicant must comply with current police department job description.

WORK ENVIRONMENT

The work environment characteristics described hereon are representative of those an employee encounters while performing the essential functions of his job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

- The employee is regularly required to work indoors in a business office with constant temperature and noise levels in the moderate range.
- The employee is regularly required to sit in and/or operate a vehicle for periods of time high exceeding two (2) hours. Occasionally the vehicle must be operated in an emergency manner at high rates of speed.
- The employee is frequently required to work in an outdoor environment and encounter extremes of temperature (hot/cold) and noise levels (soft/loud). Also varying conditions (dry/wet/humid).
- The employee may be occasionally exposed to life threatening situations wherein a high degree of danger exists to the employee and others.

OTHER SKILLS AND ABILITIES:

- Ability to type.
- Ability to use common office machines (copier/FAX computer/etc.) □ Ability to effectively manage and coordinate a variety of events and tasks.
- Ability to function effectively in stressful situations.
- Possess and exhibit a high degree of tact and diplomacy.
- Familiarity and proficiency with defensive and offensive weapons commonly deployed by officers
- Ability to answer 'call out situations.

PHYSICAL DEMANDS: The physical demands described hereon are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to sit, talk, and hear.
- The employee is frequently required to use fingers and hands with dexterity to grasp and feel.
- The employee is frequently required to stand, walk, run, climb, and balance.
- The employee is regularly required to operate a motor vehicle.
- The employee is occasionally required to exhibit a high degree of hand and eye coordination.
- The employee is occasionally required to lift heavy weights in excess of one hundred pounds.
- The employee is occasionally required to exhibit a high degree of strength, agility and endurance.
- The employee must possess acuity of vision to include close vision, peripheral vision, color vision, depth perception and the ability to adjust and focus.