

\$25.00 Fee _____

ATTACH PHOTO HERE

Medical Release Forms (2) _____

(2 inch X 3 inch)

HIGHLAND POLICE DEPARTMENT

(Short form- **Non Certified**)

Application for Probationary Police Officer

Name in Full: _____
(last) (first) (middle)

Home address: _____
(street) (city/town) (state & zip)

Home phone: _____ Cell: _____

Email: _____

Date of birth: _____ Place of birth: _____

Social Security number: _____

Current place of employment: _____

Education: High School Diploma: _____ GED: _____ (check one)
College: _____ (number of years)
Degree: _____

Military Service/Branch: Yes _____ No _____ Branch: _____
(if you indicate yes a copy of the Military DD214 form is required)

Emergency Contact Information :(name) _____

Emergency contact telephone/cell number: _____

Signature: _____ Date: _____

We are proud to be an equal opportunity employer. It is our policy to provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, religion, color, sex, age, mental or physical disability unrelated to ability, national origin, marital status, veteran status, or any other projected status consistent with applicable law. Our intent is to recruit and retain qualified employees through objective measures and qualifications, education, training and performance.

THIS APPLICATION MUST BE RETURNED TO THE CHIEF'S OFFICE OF THE HIGHLAND POLICE DEPT BY EITHER MAIL OR HAND DELIVERED TO:

Highland Police Dept.
3315 Ridge Road
Highland, IN 46322

NOTICE TO POLICE DEPARTMENT APPLICANTS
(Non-Certified Instructions)

Fill out the short-form application for a Probationary Police Officer completely and accurately. You MUST attach your photo to the application.

There will be a non-refundable \$25.00 application fee due upon returning the short form application to the Highland Police Department.

BASIC REQUIREMENTS/QUALIFICATIONS FOR EMPLOYMENT

1. The Highland Police Department minimum standards for police officer certification requires that a candidate must:
 - a. Be at least 21 years of age but less than 40 years of age upon application per Indiana State PERF standards. Be a veteran with 20 years of armed forces service with a maximum age of 40 years and 6 months. (Per PERF standards, for a veteran, it is the employer's responsibility to ensure the applicant meets the service requirements by checking the DD form 214 Certificate of Release or Discharge from Active Duty DD214)
 - b. Be a United States Citizen
 - c. Be a high school graduate or have a G.E.D. equivalency
 - d. Be of good reputation and character
 - e. Be able to pass an agility test (Indiana Law Enforcement Academy requirements), written test, polygraph, background investigation, medical examination, and psychological examination
 - f. Have a valid driver's license
 - g. Meet residency requirements within six months of employment

Please type or print this application neatly.

ALL releases must be signed, dated and witnessed and returned with your application. (This includes the Informed Consent for the Agility Test by the applicant and the Physician's Referral Form for the Agility Test which must be signed by the Doctor or the Nurse Practitioner). It is preferred that the Physician's Referral Form be turned in with the short form application, however, it must be turned in no later than when you arrive to participated in the Physical Agility test.

You must attend the following testing date:

The physical agility test will take place at the Lincoln Community Center (2450 Lincoln Street, Highland, IN) on **Friday December 12, 2025 at 5:30 pm**. Doors will open at 5:00pm and will close promptly at 5:30 pm. Those arriving after 5:30 pm will not be allowed to continue with the hiring process. Do not be late.

In order to participate in the Agility test on December 12th, you must have:

- A state issued driver's license or ID card

For those successfully passing the Agility Test, you will be invited back to take the written test. This test will take place approximately 30 minutes after the completion of the Agility Test.

In order to participate in the written test, you must have:

- A state issued driver's license or ID card
- Three # 2 pencils
- NOTE: No cell phones or calculators will be allowed into the testing facility

You may leave the facility during that time between the tests to obtain a snack or you may bring your own snacks/drinks to consume between the testing events. Lincoln Community Center has shower facilities should you wish to use them.

After successful completion of the Agility and Written examinations, the number of non-certified applicants selected for further processing and evaluation will be determined by either a cut-off test score, or by selecting a given number of the top test scores. Either method of cut-off system will be determined by the Police Commission Board, based upon the needs of the Police Department.

Please note that if you successfully pass the physical Agility and Written exam, you will be required to provide the following items in a relatively short timeframe:

High School Diploma

College Diploma and transcripts

DD214 (if in the Military)

Employee references: (2) with names, full addresses, contact numbers, years of employment

Non-relative references: (5) - no former employers- names, full addresses, contact numbers, years known.

It is strongly suggested that you begin acquiring the above items/documents now as some of these items take time to acquire. These items, along with other information, will be needed for the very lengthy and thorough long-form application. This process will have a rather short timeframe requirement due to the schedule of the upcoming Police Academy dates.

The Agility test may be viewed on the Indiana Law Enforcement Academy website at in.gov.ilea. We will be utilizing the Police Academy EXIT standards and NOT the entrance standards in our testing.

Any questions, please do not hesitate to call 219-838-3184 x 3318, Monday- Friday from 8:00am to 2:30 pm, identifying yourself as an applicant and request to speak with someone in Administration.

ALL SHORT FORM APPLICATIONS MUST BE RETURNED TO THE HIGHLAND POLICE DEPARTMENT BY 12noon on Wednesday November 26, 2025.