



# **Boonville City Police Department**

121 E. Locust Street  
Boonville, Indiana 47601  
Phone (812) 897-6542  
Fax (812) 897-6549



## **DEPARTMENT QUALIFICATIONS & EXAMINATION**

1. A CITIZEN OF THE UNITED STATES
2. A HIGH SCHOOL DIPLOMA OR EQUIVALENT
3. AT LEAST 21 YEARS OF AGE (at time of hire)
4. NO FELONY CONVICTIONS
5. PASS GENERAL APTITUDE TEST AND AGILITY TEST
6. INTERVIEWED BY DEPARTMENT BOARD: At this point applicants are scored and placed on a hiring list for two (2) years. After two (2) years applicants may reapply.
7. INTERVIEWED BY BOARD OF PUBLIC WORKS
8. INTERVIEWED BY CHIEF OF POLICE

## **CHECKLIST OF ITEMS TO BE RETURNED WITH APPLICATION**

- ☐ COPY OF DRIVER LICENSE
- ☐ COPY OF SOCIAL SECURITY CARD
- ☐ COPY OF BIRTH CERTIFICATE
- ☐ COPY OF HIGH SCHOOL DIPLOMA OR G.E.D.
- ☐ COPY OF COLLEGE OR OTHER ADVANCED EDUCATION
- ☐ SIGNED RELEASE FORM

## 1. Essential Functions for police officers

- 1) Patrol assigned area on foot or drive a vehicle searching for suspicious activity or situations, or checking for persons in need of service.
- 2) Monitor radio and other communication devices to receive assigned runs and to maintain awareness of activities in assigned areas or of other officers.
- 3) Assist citizens with problems such as lost children, injured persons, animal bites, civil disputes, locked doors, vehicle inspection and verifications, or abandoned vehicles. Provide a variety of other public services such as vehicle escorts and stranded motorist assistance.
- 4) Refer persons to appropriate social service agencies when situation warrants.
- 5) Respond to assignments by driving, walking, or running to specified location, assess situation, determine need for other assistance, and take appropriate action.
- 6) Investigate accidents, extract victims, provide emergency aid, gather evidence, record observations and statements of witnesses and victims, request assistance from other officers or agencies as needed, direct the removal of the vehicles involved, and ensure the area is clear.
- 7) Search crime scenes, take prescribed actions to preserve and protect evidence, and record findings and observations. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions that indicate the presence of dangerous conditions.
- 8) Interview victims, suspects, and witnesses, and record responses and observations.
- 9) Pursue, apprehend, search, and arrest suspects using only necessary force, advise suspects of rights, and transport suspects to detention area. Pursuit may involve, quickly entering and exiting law enforcement patrol vehicles; lifting, carrying or dragging objects; climbing through openings; jumping over obstacles; jumping down from elevated surfaces; crawling in confine areas; balancing on uneven or narrow surfaces; using bodily force to gain entrance through barriers; running; and scaling walls or fences.
- 10) Using appropriate equipment and weapons, restrain people from physically striking or injuring others.
- 11) Drive a vehicle during both day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.

- 12) Stop drivers of vehicles when traffic violations are observed, verify license and registration data, advise driver of safe driving practices, and issue citations or make arrests as warranted.
- 13) Direct vehicular and pedestrian traffic when congestion occurs or as directed.
- 14) Report as directed to scenes of general emergencies and take appropriate action to protect life and property, such as directing traffic, assisting individuals in leaving an area, prevent looting, and requesting appropriate assistance. Be able to perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing/evacuating people from particular areas.
- 15) Maintain visibility in the community by meeting and talking with citizens, provide information, visit local businesses, and make presentations to school, neighborhood and civic organizations.
- 16) Write reports and complete forms as required by operating procedure, and make oral reports to appropriate personnel. Reports may at times require the use of symbols, mathematical computations, and sketches. Completion of acceptable reports requires knowledge of Standard English grammar, spelling, and punctuation. Must be able to effectively prepare and complete reports within established deadlines.
- 17) Maintain confidentiality of department information and reports.
- 18) Testify in court as required, prepare for such testimony by reviewing reports and notes, meet with attorneys and obtain appropriate evidence.
- 19) Participate in training on law enforcement procedures, including firearms, criminal justice, and court procedure, emergency medical aid, and related subjects.
- 20) Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers and weapons and resort to use of hands and feet and other approved weapons in self-defense.
- 21) Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.
- 22) Put on and operate a gas mask in situations where chemical munitions are being deployed or put on and operate a self contained breathing apparatus when needed.



- 23) Load, unload, aim and fire with both hands from a variety of body positions handguns, shotguns, and other agency firearms under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
- 24) Perform search of people, vehicles, building and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people, and stopping suspicious vehicles.
- 25) Conduct visual and audio surveillance for extended periods of time.
- 26) Engage in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking doors and windows of buildings to ensure they are secure.
- 27) Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.
- 28) Process and transport prisoner and committed mental patients using handcuffs and other appropriate restraints. Processing arrested suspects may include taking their photographs and obtaining a legible set of inked fingerprint impressions.
- 29) Extinguish small fires by using a fire extinguisher and other appropriate means.
- 30) Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- 31) Respond to emergencies from off-duty status.
- 32) Attend prescribed in service and/or training programs for certifications and recertification's, as assigned or required.
- 33) Report for duty on time and as assigned, within attendance parameters established by department.
- 34) Serve court papers.
- 35) Maintain uniforms, equipment, and weapons.
- 36) Maintain personal physical fitness.
- 37) Perform related duties as assigned.

## II. Environmental Factors to consider for Police Officers.

The essential job functions for a police officer are performed in and affected by the following environmental factors. Because these environmental factors could be present at any time, it is essential that a police officer be able to:

- 1) Operate both as a member of a team and independently at incidents of uncertain duration.
- 2) Face exposure to infectious agents such as hepatitis B or HIV.
- 3) Perform complex tasks during life-threatening emergencies.
- 4) Work for long periods of time, requiring sustained physical activity and intense concentration.
- 5) Face life and death decisions during emergency conditions.
- 6) Tolerate exposure to grotesque sights and smells associated with major trauma.
- 7) Make rapid transitions from rest to near maximal exertion without warm-up periods.
- 8) Use firearms, self-defense equipment and body armor.
- 9) Be able to physically protect him/herself and restrain others.
- 10) Be able to communicate with people effectively in a variety of situations, including communicating coherently over radio channels while initiating and responding to radio communications and communicating with citizens, including juveniles, by giving information and directions, mediating disputes, and advising of rights and processes.