



*“The Brownsburg Metropolitan Police Department is a
Nationally Accredited Law Enforcement Agency”*

**Stephen M. Carroll
Chief of Police**

PRE-APPLICATION

***BROWNSBURG METROPOLITAN POLICE DEPARTMENT
EQUAL OPPORTUNITY EMPLOYER***

The Brownsburg Police Department shall not discriminate against, or show favor with response to a person’s hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment because of race, color, sex, religion, national origin, or ancestry as relates to any applicant or employee of the Brownsburg Police Department. Each applicant and employee will be limited only by their respective abilities and qualifications, and the Department shall endeavor to select, hire and maintain in its employ only the best qualified persons available for any particular position.

INSTRUCTIONS FOR PRE-APPLICATION

- Your pre-application must be typed or legibly hand printed in black ink.
- Pre-applications will be held only until the end of the annual recruiting effort. The pre-application information allows us to contact you when we are going to conduct testing. It is incumbent on you to ensure your mailing information is current as you will be contacted at the address on this form.
- Upon successful completion of physical agility testing you will be invited to obtain and complete a formal application.

Completed pre-applications or updates should be mailed, e-mailed or turned in to the attention of Capt. Jeff Gray at:

31 North Green Street, Brownsburg, IN 46112

jgray@brownsburgpolice.org

Any questions may be directed to Capt. Gray at the information listed above or 317.852.1106.

How did you receive information of job opportunities with the Brownsburg Police Department?

- | | | |
|---------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Newspaper ad | <input type="checkbox"/> Job Flyer | <input type="checkbox"/> Recruiting cards |
| <input type="checkbox"/> Reader board | <input type="checkbox"/> Web Site | |
| <input type="checkbox"/> Other _____ | | |

POSITION(S) APPLIED FOR

POLICE POSITIONS

- POLICE RESERVE POLICE

CIVILIAN POSITIONS

- RECORDS SECRETARY CLERICAL

Name _____

Last

First

Middle

Address _____

Street

City

Zip

Phone (____)____ - ____ (home) (____)____ - ____ (work)

(____)____ - ____ (mobile) (____)____ - ____ (page)

E-mail address _____

Are you at least 18 years of age?(Civilian) YES NO

Are you at least 21 years of age?(Police) YES NO

Are you eligible to work in this country? YES NO

MINIMUM REQUIREMENTS-POLICE OFFICER

1. Must be a United States Citizen.
2. Must be at least twenty-one (21) years of age and comply with PERF age requirements. Cannot have exceeded thirty sixth (36) birthday by date of hire (PERF requirement).
3. Must be in good health in accordance with the Brownsburg Police Department policy manual.
4. Must have a minimum of a high school education or equivalent, with transcript of grades attained.
5. Must relocate in Hendricks County within the first year of appointment in accordance to the Brownsburg Police Department Policy manual and current Indiana Statute.
6. Must never have been convicted of a felony or domestic battery.
7. Must successfully complete all applicant procedures and be accepted by PERF.
8. Must attend and successfully complete all required training as established by the Indiana Law Enforcement Training Board.
9. Must be able to read-write-speak the English language.
10. Must possess a valid Indiana driver's license and be insurable by the Town of Brownsburg insurance carrier.

MINIMUM REQUIREMENTS-CIVILIAN EMPLOYEES

1. **Must be a United States citizen.**
2. **Must be at least eighteen (18) years of age.**
3. **Must have a minimum high school education or equivalent.**
4. **Must possess a valid Indiana driver's license.**
5. **Must reside in Hendricks County or contiguous county in accordance with Brownsburg Police Department policy manual and current Indiana statute.**
6. **Must have above average verbal and written communication skills.**
7. **Basic typing skills and computer familiarity necessary.**
8. **Must successfully complete required training within six (6) months of employment.**
9. **Must never have been convicted of a felony.**
10. **Sit for long periods of time.**
11. **Obtain NCIC/IDACS certification as required.**
12. **Ability to type a minimum of thirty (30) words per minute. Requirements may vary by position**

If you receive a formal application, there are certain documents that are required for the application to be considered complete. Some of these documents take time to obtain therefore it is suggested you begin gathering the required documents now. Those documents are:

- **BIRTH CERTIFICATE**
- **TRANSCRIPTS OF HIGH SCHOOL GRADES**
***Proof of certification for GED or Home School**
- **TRANSCRIPTS OF COLLEGE GRADES (if applicable)**
- **CERTIFICATES PERTAINING TO OTHER SCHOOLS OR CLASSES YOU MAY HAVE ATTENDED.**
- **DD 214 (if you served in the military)**
- **TWO LETTERS OF RECOMMENDATION**
***Letters of recommendation from non-family members or those listed as personal references.**
- **A POLAROID SIZE PHOTOGRAPH**

***DO NOT HAVE ANY DOCUMENTS SENT TO THE AGENCY**