



City of Lawrence
Application Process FAQs
Lawrence Police Department



1. What can I expect during the application and selection process for the LPD?
 - **Interest Form for Pre-Application Phase Open May 2, 2011 – June 27, 2011**

A local wanted check and a check for valid driver's license will be conducted. The results will be forwarded to the Merit Commission for review and determination of applicant inclusion or exclusion.
 - **Physical Agility Test**

Applicants will be notified following the July 13, 2011 Merit Commission Meeting of their assigned date to appear for the Agility Test. The Agility Test will be administered July 29 and 30, depending upon the number of applications received during the Pre-Application phase. Additional agility dates will be August 5-6, 2011. Passing applicants will be fingerprinted and will complete a form for a criminal history to be conducted.
 - **Applicant Summary Booklet**

This full application will be distributed following successful completion of the agility test. The completed Applicant Summary Booklet will be turned in at the start of the written test.
 - **Written Test**

The Written Test will be administered August 20, 2011. Applicants will be given the test site information following successful completion of the Agility Test. Your full application (Applicant Summary Booklet) must be turned in at the start of the written test. Applicants will be notified of passing or failing based on the minimum standards.
 - **Oral Interview**

The Oral Interview phase of the hiring process will be administered the week of September 26-30, 2011. Applicants will be notified of their assigned date following the September 12, 2011 Merit Commission Meeting. Applicants will be notified of passing or failing based on the minimum standards.



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Successful completion of the Oral Interview phase and approval of the Merit Commission will result in the applicant proceeding to the Background Investigation Phase.

- **Background Investigation**

Background investigations begin once a candidate passes the oral interview.

- **Merit Commission**

Applicant list submitted to the Merit Commission for approval.

List of eligible candidates established by the Merit Commission.

Failure to meet required standards at any stage during the process will eliminate the candidate from further participation.

2. What type of activities can I expect at the physical agility test?

LAWRENCE POLICE DEPARTMENT AGILITY TEST

There are five (5) physical fitness components that will be measured in one day as a battery of tests.

1. **Vertical Jump.** This measures leg power, and consists of measuring how high a person jumps.
2. **One Minute Sit Ups.** This measures abdominal, or trunk, muscular endurance. While lying on his/her back, the student will be given one (1) minute to do as many bent leg sit ups as possible.
3. **300 Meter Run.** This measures anaerobic power, or the ability to make an intense burst of effort for a short time period or distance. This component consists of sprinting 300 meters as fast as possible.
4. **Maximum Push Ups.** This measures the muscular endurance of the upper body. This component consists of doing as many push ups as possible until muscular failure.



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5. **1.5 Mile Run.** This measures aerobic power or cardiovascular endurance (stamina over time). To complete this component you must run/walk, as fast as possible, a distance of 1.5 miles.

The recommended preparation for each of the events of the agility test may be found on the Indiana Law Enforcement Academy web-page.

The LPD test mirrors the ILEA Exit Standards.

ILEA Entry Standards	
Vertical Jump	13.5 Inches
One Minute Sit-ups	24
300 Meter Run	82 Seconds
Maximum Push-ups	21
1.5 Mile Run	18 Minutes 56 Seconds
ILEA Exit Standards	
Vertical Jump	16 Inches
One Minute Sit-ups	29
300 Meter Run	71 Seconds
Maximum Push-ups	25
1.5 Mile Run	16 Minutes 28 Seconds

3. What is the probationary officer annual salary?

1. Probationary Officer: \$39,104.00

2. 2nd Class (2nd yr) \$43,971.20

3. 1st Class (3rd yr) \$51,667.20

Additional Benefits include the following:

Technical pay of \$1,000.00 per year for officers trained in the following disciplines:

Field Training Officer

Detective (\$2,000.00/yr)

K9



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SWAT

EVO Instructor

Firearms Instructor

Accident Investigator

Officers will receive \$100.00 per year **longevity pay** after completing their 2nd year of employment.

Officers have the option to elect a plan of **health and dental insurance** at a modest cost per year.

Officers receive a **clothing allowance** of \$1,000.00 per year paid in two installments. The first installment is in June and the second in December; both in the amount of \$500.00. The clothing allowance begins at the completion of the officers 1st year of employment and may be pro-rated based upon city ordinance specifications regarding the date of hire.

Shift Differential is paid to officers working the middle and late shift after completing Field Training and receiving permanent shift assignment.

Shift assignments are decided following a bidding process that occurs during November and December of each and is based upon seniority. During your probationary year shift assignment is at the discretion of the Operations Captain.

Take home cars will be assigned at the direction of the Chief of Police. Assignment takes into consideration several different factors. You will be notified, based on your particular circumstances, when you will receive a take home car.

4. When will the police department hire?

No hiring dates are scheduled. Officers passing all phases of the employment application process will be placed on an eligibility list for a period of 2 years. Should an opening occur, candidates would be notified based on their ranking on



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the eligibility list. Should the eligible candidate decline the position, the next on the list will be notified.

5. What equipment will I be expected to purchase if employed?

The LPD will purchase your initial uniform supply of 3 summer and 3 winter uniforms, all leather, gun, ammo, radio, badge and bullet resistant vest. A winter and lightweight jacket will be purchased.

Boots or shoes, badge cases and clipboards or other similar equipment will be the responsibility of the new officer.

Additional badges can be purchased for wear on coats or placement in a badge case with written approval of the Chief of Police.

6. What information and documents will I need to produce for the Applicant Information Summary?

- ✓ One Current Photograph (head and shoulders)
- ✓ Birth Certificate (copy only)
- ✓ Social Security Card (copy only)
- ✓ High School Diploma and transcripts (copy only)
- ✓ College transcripts and/or copy of diploma (copy only)
- ✓ DD214 Form, if applicable (copy only)
- ✓ Driver's License (copy only)
- ✓ Full names and addresses of family members: (Mother, Father, Step-parents, Foster parents, Guardians, Brothers, Sisters, Spouse, Children, Ex-spouses.)
- ✓ Complete addresses and dates pertaining to all prior residences
- ✓ Information pertaining to all present and former employers, Dates, Names, Complete Addresses and Phone Numbers and FAX Number of the company.
- ✓ Selective Service Number, Dates of Active Duty, Serial Number and Reserve Obligation



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- ✓ Type, Expiration date, Number and Restrictions relating to your Driver's License
- ✓ Dates, Location, Descriptions of any vehicle accidents in the last three years. Note any citations.
- ✓ The date, place, charge and the disposition of any arrest (Adult/Juvenile), local/non-local.
- ✓ Information relating to three personal references: (Name, Address, City, State, and Zip Code, Telephone number and Fax number if applicable during the day, occupation, length of time known). References shall not include relatives or former/current employers.
- ✓ Area Codes for all phone numbers listed on the application
- ✓ Zip Codes for all addresses
- ✓ Sign all enclosed documents

7. What is the policy/instructions regarding the application for employment booklet's?

1. Failure to comply with the instructions and policy regarding this phase of the Applicant Screening Process will result in the rejection of your application.
2. Failure to accurately and truthfully complete the Applicant Information Summary Booklet will result in the rejection of your application.
3. Failure to submit the required documents will result in a rejection of your application.
4. Failure to return this application by the specified date will result in the rejection of your application.
5. The booklet will not be accepted without complete addresses, number, street, city, state, zip code, area codes, phone numbers and all signature lines signed by the applicant.



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6. The completed booklet must be returned to the LPD Administration Captain's Office at the location of the written exam.

7. Additional instructions will be noted in the Applicant Information Summary Booklet.