



TOWN OF BRISTOL



BRISTOL POLICE DEPARTMENT APPLICANT TESTING PROCEDURES

Individuals who desire appointment to the Bristol Police Department shall submit to the Bristol Police Department.

303 E. Vistula Street
Bristol, IN 46507
(574) 848-4464
bristolpd@bristolpolice.org

- All qualified applicants will receive: (1) a letter/or email advising them of the date, time, place, and other details about the written and physical agility test; and (2) a response form to be returned to the Bristol Police Department.
- The written test will be administered by Bristol Police Department personnel. Following the written test, the physical agility test will be administered. The physical agility test shall conform with and be graded according to the standards for police officers set by the Indiana Law Enforcement Academy (ILEA).
- Each applicant will be reviewed carefully along with test results. Reviewing officers will determine the order in which applicants proceed to the next phase of the process. Those selected will be notified advising them of the details about an oral interview. The Bristol Police Department will eliminate a candidate who doesn't not meet the previously stated standards.
- After an oral interview, the interview board will rank all the applicants and those attaining the highest score will advance to the next phase of the process, a thorough background investigation.
- Thorough background investigations will be conducted by officers on each applicant selected. The background investigation will include, but will not be limited to:
 - Criminal History
 - Driving Record
 - Financial History
 - Interviews with listed references
 - Interviews with past employers
 - Interviews with family members (at home interview of applicant)
- If there are no disqualifying factors revealed in the background investigation, selected applicants will be notified of a polygraph test, administer by a qualified polygraph operator.
- After passing the polygraph examination, the applicant(s) will be schedule for a Chief board oral interview. If there are no disqualifying factors revealed leading to disqualification the Bristol Police Department Marshal shall make a conditional offer(s) to selected applicants as a probationary Patrol Officer.
- The conditional offer is based upon you successfully completing the required psychological evaluation, drug screen testing, and successful completion of the Indiana Law Enforcement Basic Training curriculum.
- The applicant(s) will be notified and scheduled for a psychological evaluation prescribed by Indiana statue.
- After passing the psychological evaluation, the applicant will be scheduled for a pre-employment drug test required by the Bristol Police Department. If all previously stated tests are passed, completed, and all requirements are met the applicant will be notified.



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NOTICE TO CANDIDATES

The following documents must be submitted with your application. Copies are sufficient with the application; however, you will be asked to provide the original documents later in the process.

1. Valid driver's license

The following documents will also be required prior to scheduling the oral board interview(s):

1. Accredited high school diploma / GED
2. High school and college transcript(s)
3. Form DD214 (for those having served in the Armed Forces)
4. Birth certificate
5. Bristol Police Department Questionnaire : <https://bristolpolice.org/wp-content/uploads/2023/02/Bristol-Police-Department-Questionnaire5.pdf>
6. Employment History Form
7. Character Reference Form

You are hereby advised that should you fail to meet/pass any of the following requirements, your application will not be process further.

1. Police Department written examination/physical agility test.
2. Criminal history check
3. Oral interview
4. Background investigation
5. Polygraph examination
6. Chief board interview

Should an applicant successfully meet the above requirements and be offered a probationary position with the Bristol Police Department, he/she must successfully pass the following test for appointment to the department:

1. Psychological evaluation
2. Drug screening

Each applicant who fails to meet the minimum requirements will be informed in writing of such result as soon as practical.

FOR QUESTIONS OR FURTHER INFORMATION, PLEASE CONTACT:

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TOWN OF BRISTOL



Bristol Police Department Written Test

The Bristol Police Department administers:

The National Police Officer Selection Test (POST)

The National Police Officer Selection Test (POST) is an entry-level basic skills test that helps law enforcement agencies select the most qualified applicants by ensuring that candidates possess the basic cognitive skills necessary to successfully perform the job. The POST is a valid, job-related test designed specifically for law enforcement use, which measures these basic skills: Arithmetic, Reading Comprehension, Grammar and Incident Report Writing.

Prior to the test, qualified applicants will receive notification from the Bristol Police Department which will give further testing instructions and a detailed schedule of the testing process.

Tips on a successful written test:

1. Answer every question on the test.
2. Take your time.
3. Listen carefully to all instructions.
4. Get a good night's rest the night before the test.
5. Visit the Study Guide and Practice test link at <https://www.applytoserve.com/study>

REMEMBER: Notify the Bristol Police Department of any address or telephone number changes after you submit an application.

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TOWN OF BRISTOL



Bristol Police Department Physical Fitness Assessment Test

The Physical Fitness Assessment Test is comprised of six (6) fitness components. Each component will be measured on testing day and will be scored as: **Pass or Fail**

1. Vertical Jump

- A. The vertical jump measures leg power and measures how high a person can jump from a stationary position.
- B. Candidates must be able to jump vertically a **minimum of sixteen (16) inches**.

2. Push-Ups

- A. Push-ups measure muscular endurance of the upper body.
- B. Candidates must be able to perform **twenty-five (25) strict push-ups** (no time limit).

3. Sit-Ups

- A. Sit-ups measure abdominal or core endurance.
- B. Candidates must be able to perform **twenty-nine (29) strict sit-ups in 1 minute**.

4. 300 Meter Run

- A. The 300 meter run measures aerobic power, or the ability to perform an intense burst of effort for a short period of time or distance.
- B. Candidates must be able to **run 300 meters in seventy-one (71) seconds or less**.

5. 1.5 Mile Run

- A. The 1.5 mile run measures cardiovascular endurance over an extended period of time.
- B. Candidates must be able to **run one and one half mile (1.5) in sixteen minutes and twenty eight seconds (16:28)**.

Tip for successful completion of the Physical Fitness Assessment Test

1. Review the information/videos provided at this link <https://www.in.gov/ilea/2338.htm>

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BRISTOL POLICE DEPARTMENT APPLICATION



THE BRISTOL POLICE DEPARTMENT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICANT INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____

Home Address: _____ City: _____

State: _____ Zip: _____ SSN #: _____

Home Phone #: _____ Cell Phone #: _____

Primary Email Address: _____

Place of Birth: _____ Date of Birth: _____

United States Citizen: Yes No

EMPLOYMENT

Current Employer: _____

Employer Address: _____

Phone Number: _____ Job Title: _____

Salary: _____ per _____ Hours/Shift Worked: _____

Supervisor's Name: _____

EDUCATION

High School Attended: _____

Address: _____

Dates of Attendance: _____ to _____

Did you graduate? _____ High School Equivalent _____

College or Trade School Attended: _____

Address: _____

Dates of Attendance: _____ to _____

Did you graduate? _____ Degree _____

Major or Minor course of study: _____

College or Trade School Attended: _____

Address: _____

Dates of Attendance: _____ to _____

Did you graduate? _____ Degree _____

Major or Minor course of study: _____

MILITARY HISTORY AND STATUS

Are you currently serving in a Military Branch, National Guard, or Reserves? (If "No", go to next section)

Yes No

Please indicate which branch and dates of obligation: _____

Have you ever served in the military on active duty including initial active duty training with the National Guard or Reserves?

Yes No

Military Branch: _____ Dates of service: _____

Highest Rank attained: _____ Rank at Separation: _____

Type of Discharge: _____ Re-Enlistment Code: _____

Are you eligible to re-enlist?

Yes No If NO, please explain: _____

Were you ever disciplined (Court Martial, Article 15, etc.) while on active duty?

Yes No If YES, please explain: _____

PERSONAL HISTORY

Failure to answer the following questions completely and truthfully will be grounds for disqualification. Use additional paper if necessary.

Have you ever applied for employment with the Bristol Police Department prior to this application?

Yes No If YES, give date(s) of application(s): _____

Have you ever applied for employment with any other law enforcement agencies?

Yes No If YES, please list: _____

Have you ever been arrested?

Yes

No

If YES, please explain: _____

Have you ever been charged with and/or been convicted of a felony?

Yes

No

If YES, please explain: _____

Have you ever been charged with and/or convicted of a domestic violence related offense, either misdemeanor or felony?

Yes

No

If YES, please explain: _____

Have you ever been charged with and/or convicted of a misdemeanor offense?

Yes

No

If YES, please explain: _____

Have you ever been the subject of a restraining or protective order?

Yes

No

If YES, please explain: _____

Have you ever used Hallucinogenic Drugs? (e.g. LSD, Mushrooms, Mescaline, PCP, Ecstasy, etc.)?

Yes

No

If YES, please explain: _____

Are there currently any criminal charges pending against you?

Yes

No

If YES, please explain: _____

Do you have a valid driver's license?

Yes No

Driver's license Number: _____

Issuing State: _____

Has your driver's license ever been restricted, suspended, revoked or placed on probation?

Yes No If YES, please explain: _____

Have you ever received a citation/ticket (e.g. parking, speeding, seatbelt, minor consumption (misdemeanor), etc.?)

Yes No If YES, please explain: _____

I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATIONS(S) OR FALSIFICATION(S) OF THE INFORMATION PROVIDED MAY LEAD TO THE WITHDRAWAL OF ANY EMPLOYMENT OFFER OR TERMINATION OF EMPLOYMENT.

BY THE SUBMISSION OF THIS DOCUMENT, I HEREBY AGREE THAT I SHALL EXECUTE THE EMPLOYER'S CONDITIONAL, PRE-EMPLOYMENT MEDICAL AND PSYCHOLOGICAL EXAMINATIONS, POLYGRAPH EXAMINATION, BACKGROUND INVESTIGATION, URINALYSIS AND HAIR SAMPLE DRUG SCREENS CONSENT WITH LOCAL ORDINANCE AND/OR STATE LAW. I UNDERSTAND, ACKNOWLEDGE AND AGREE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER MAY BE TERMINATED IF I ENGAGE INSUBSTANCE ABUSE, ILLEGAL DRUG ABUSE OR ALCOHOL ABUSE.

Applicant Signature: _____ Date: _____

Upon completion of the application, please email the application to bristolpd@bristolpolice.org. The application can also be delivered or mailed to the Bristol Police Department at 303 E Vistula Street. Bristol, IN 46507