

The Town of Highland, Indiana Police Department is accepting applications for the position of full time Probationary Police Officer from both NON-CERTIFIED PERSONS as well as CERTIFIED Police Officers from October 17, 2025 through 12noon on Wednesday November 26, 2025 for the purpose of establishing an eligibility list.

2025 Starting Salary with no academy certification: \$63,611.60.

2025 First class Patrol Officer Salary: \$79,334.84.

2025 PERF figure used for retirement purposes: \$82,330.04.

Population of Highland: 23,497

The applications may be picked up / dropped off at the Highland Police Department, 3315 Ridge Road, Highland IN 46322 or obtained from our website: [highland.in.gov](http://highland.in.gov). Please go to the Highland Police Department section and then use the tab "Employment."

All Non-Certified applicants must meet the following minimum requirements:

- a. You may submit an application while still 20 years old but by your hiring date, you must be at least 21 years of age, but have not yet turned 40 years of age, per Indiana State PERF standards. If you are a veteran with 20 years of armed forces service, your maximum age allowed is 40 years and 6 months.
- 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. Non-Certified persons must 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.

Benefits:

All Officers must live in Indiana. Take-home squad for Officers residing within 30 miles of Highland, Indiana. Those living in the Town of Highland are allowed off-duty usage within the borders of Lake County, Indiana.

Medical, dental and life insurance  
Longevity pay / Clothing allowance  
Personal days/Vacation days  
Holidays=13 for 2026

Newer police department facility with furnished gym

Updated facial hair and tattoo policies

4/2 work schedule – 8 hour shifts

Abundance of overtime / part-time jobs available

Specialties:

Northwest Regional SWAT

Task Force Opportunities

Bicycle / ATV Patrol

Evidence Technicians

School Resource Officers

Drone Operators

Field Training Officers

Detectives

In an effort to hire Certified Police Officers through the Highland Police Department's Lateral Entry Program, police officers already in the Indiana Public Employment Retirement Fund for Police Officers (PERF) or in other state public pension systems have the opportunity to obtain accelerated employment benefits recognizing their "on the job" experience levels as part of our Lateral Entry Program. This program recognizes time spent as full-time certified police officers but does not recognize part-time or reserve duty experience.

All initial appointments to the Metropolitan Police Department, regardless of previous law enforcement experience, shall be probationary for twelve (12) months from their date of hire pursuant to Regulation 11 of the Metropolitan Police Department and under the authority of IC 36-8-9-7. The basis for promotion to the several grades (classes) will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners.

A candidate possessing no Law Enforcement Academy certification is only eligible for initial appointment to Police Officer class 3 unless waived by the Town Board of Metropolitan Police Commission. Pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, all initial appointments to the Metropolitan Police Department, having no previous law enforcement or academy experience (L/E), are eligible for initial appointment to Police Officer 3rd Class for a period of twelve (12) months. After the successful completion of twelve (12) months at 3rd Class, the Officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes

eligible for promotion to 1st Class. All promotions must be approved by the Police Commission. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

A candidate/officer possessing a Law Enforcement Academy Certification but less than twelve (12) months of full-time of continuous law enforcement experience (L/E) is eligible, pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, for initial appointment to Police Officer 3rd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, plus ninety (90) days of service to the Police Department, the officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan of Police Commissioners. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

Pursuant to Regulation (SOP #1.1) and under authority of IC 36-8-9-7, a candidate/officer possessing twelve (12) months to twenty-four (24) months of full-time law enforcement experience (L/E) and with Law Enforcement Academy certification is eligible for initial appointment to Police Officer 3rd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, the officer becomes eligible for promotion to 2nd Class. After the successful completion of twelve (12) months at 2nd Class, the Officer becomes eligible for promotion to 1st Class. All promotions must first be approved by the Town Board of Metropolitan Police Commissioners. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

A candidate/officer possessing more than twenty-four (24) months of full-time law enforcement experience (L/E) and with Law Enforcement Academy certification is eligible, pursuant to Regulation (SOP#1.1) and under authority of IC 36-8-9-7, for initial appointment to Police Officer 2nd Class unless waived by the Town Board of Metropolitan Police Commission. After, successful completion of FTO program, plus ninety (90) days of service to the Police Department, the officer becomes eligible for promotion to 1st Class. All promotions must first be

approved by the Town Board of Metropolitan Police Commission. The basis for promotion will be based upon written guidelines, rules or regulations determined by the Town Board of Metropolitan Police Commissioners. All hires are PROBATIONARY for 12 months from their date of hire.

Salaries in 2025:

Patrol Officer 3:	\$2446.60 biweekly (approximately \$63,611.60 annually)
Patrol Officer 2:	\$2612.84 biweekly (approximately \$67,933.84 annually)
Patrol Officer 1:	\$3051.34 biweekly (approximately \$79,334.84 annually)
Corporal:	\$3289.55 biweekly (approximately \$85,528.30 annually)
Sergeant:	\$3484.93 biweekly (approximately \$90,608 annually)

Section 1. That the Highland Municipal Code, be hereby amended by repealing Section 5.02.01 in its entirety, and replacing it with a new provision, to be styled as Section 5.02.01, which shall read as follows:

5.02 Vacation Leave.

5.02.01 Upon the successful completion of an Employee's orientation period of ninety (90) days, all full-time employees, with like, full-time previous municipal, county or state employment, becomes eligible for vacation his/her first year. The Employee's vacation must be taken prior to the Employee's 1st year anniversary. Part-time and reserve duty are not recognized for vacation time for the Employee. After the Employee's 1st year, the vacation schedule for full-time employees with like, full-time previous municipal, county or state employment reverts to the same vacation schedule as employees without like previous municipal, county or state employment. The Employee's vacation allotment will be based upon the like, full-time previous municipal, county or state employment, in accordance with the following schedule:

Years of Like, Full-Time Service Entitled to:

One (1) thru year Second (2)	4 days of Vacation
Three (3) thru year Four (4)	8 days of Vacation
Five (5) and greater	10 days of Vacation

A full-time employee without like, full-time previous municipal, county or state employment becomes eligible for vacation after completing one (1) year of employment. The vacation year is a calendar year. Beginning with January 1 of the calendar year following the year in which the employee reaches their one-year anniversary, the employee will be eligible for ten (10) days of vacation. The

employee's vacation allotment during the calendar year at the employee's one (1) year anniversary will be in accordance with the following schedule:

Month of Hire Entitled To:

January	10 Days of Vacation
February	10 Days of Vacation
March	9 Days of Vacation
April	8 Days of Vacation
May	7 Days of Vacation
June	6 Days of Vacation
July	5 Days of Vacation
August	4 Days of Vacation
September	3 Days of Vacation
October	2 Days of Vacation
November	1 Day of Vacation
December	0 Days of Vacation

Section 2. That the Highland Municipal Code, be hereby amended by repealing Section 5.02.02 in its entirety, and replacing it with a new provision, to be styled as Section 5.02.02, which shall read as follows:

5.02 Vacation Leave.

5.02.02 All full-time employees beginning with January 1 in the calendar year in which you celebrate five (5) years of continuous service you will receive fifteen (15) days of vacation. Beginning with January 1 in the calendar in which you celebrate ten (10) years of continuous service you will receive twenty (20) days of vacation. Beginning with January 1 in the calendar year in which you celebrate fifteen (15) years of continuous service you will receive twenty-five (25) days of vacation.

Section 2. The provisions of this Ordinance shall be effective from and after January 8, 2023.

Section 1. That the Highland Municipal Code, be hereby amended by repealing Section 3.20.01 in its entirety, and replacing it with a new provision, to be styled as Section 3.20.01, which shall read as follows:

3.20 Bridging of Service.

3.20.01 All like, full-time service of previous municipal, county or state employment of one or more years, will be treated as continuous service after completing one (1) full consecutive year of service sit the Town of Highland for all

purposes where length of service affects a group employment benefit, with the exception of INPRS pensions, which is governed by state law. This will effective for all full-time hires that occur after January 8, 2023

Like, full-time service to be determined by the individual Department Head.

Section 2. The provisions of this Ordinance shall be effective from and after January 8, 2023.

#### Clothing Allowance:

All uniforms and equipment are provided the first twelve months. You will receive \$237.50 per quarter thereafter.

#### Personal Days

Currently six personal days after one year of employment and six days each year thereafter. Personal days are cumulative up to a maximum of twenty days and if not used will be paid at the employee's current rate upon retirement or termination.

#### Holidays:

Thirteen (13) days per year for 2026.

The first year of employment, you will be allowed to schedule the number of recognized holidays remaining in the year after your hiring date. The Town of Highland recognizes the following holidays:

New Year's Day

Martin Luther King Day

President's Day

Good Friday

Memorial Day

Fourth of July

Labor Day

Veteran's Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

Floater Day

**Insurance:**

Medical insurance is provided on the first day of employment.

Your cost will be:

For you alone 1% of your salary

You and your spouse 2% of your salary

You, your spouse, and children 3% of your salary

You and your children 2% of your salary

Group dental coverage is provided at no additional cost. Life insurance is provided for all employees at a cost to you of \$1.00 per year. Vision plan begins in 2026.

**Disability Program:**

If you are unable to work as the result of injury or illness, you may qualify for disability pay once you have been employed for at least one year. The first three days of your disability are not paid unless you chose to use personal business days, comp time, or vacation days. If your disability pay is approved by the Town Council and the Chief, you will be eligible for the following:

**Length of Continuous Service Weeks at 100% Pay and Weeks at 60% Pay:**

1 yr but less than 5 yrs	4 weeks at 100%	8 weeks at 60%
5 yrs but less than 10 yrs	8 weeks at 100%	8 weeks at 60%
10 yrs but less than 15 yrs	10 weeks at 100%	10 weeks at 60%
15 yrs but less than 20 yrs	13 weeks at 100%	13 weeks at 60%
20 yrs but less than 25 yrs	16 weeks at 100%	16 weeks at 60%
25 yrs and over	20 weeks at 100%	20 weeks at 60%

**Residency Requirements:**

Per Indiana Code 36-8-9-4 (e) (1), members of the Police Department must reside in the State of Indiana and must have reliable phone service.

The Highland Police Department provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, or national origin while following all federal, state and local laws.

If you have any questions, you may contact the Highland Police Department by calling 219-838-3184 and ask to speak with Commander John Banasiak or any other Administrator.