



General Order 32

Personnel Selection

Effective Date: August 15, 2022

PURPOSE:

To outline the personnel selection process for the Carmel Police department and to provide policy for its implementation.

PROCEDURE:

32.1.1 Selection Process

Each component listed below must be successfully passed in order for the applicant to progress to the next step. The order of the steps may change from process to process based on personnel availability, resource availability or overall efficiency of the process. Selection process components include:

- A. Pre-applications are provided to interested individuals. Upon their completion and return, a preliminary check is conducted of the applicant's driver license and criminal history.
- B. Applicant testing of entry level skills is scheduled, conducted, and will include:
 - 1. Written Aptitude test;
 - 2. Physical Fitness test;
- C. Personal History Statements (Formal applications) are provided to successful candidates. Completed statements are returned to the Department.
- D. An oral interview board will convene, and successful applicants will be required to appear before the board. The oral interview is administered by a private vendor. The board will consist of sworn officers.
- E. A thorough and complete background investigation is conducted and will include areas such as:
 - 1. Criminal history;
 - 2. Driving history (including accidents);
 - 3. Tax records;
 - 4. Credit history;
 - 5. Educational history;
 - 6. Present and past employment inquiries;
 - 7. Reference checks;
 - 8. Military history;
 - 9. Neighborhood interviews; and
 - 10. In-home interview.

- F. A polygraph examination will be administered to each successful applicant.
- G. Administrative Staff Interview
- H. Conditional offer of employment may be given to one or more of the remaining applicants. The offer of employment is conditionally based on the results of:
 - 1. Psychological evaluation;
 - 2. INPRS 1977 Fund physical examination;
 - 3. Local pension board approval;
 - 4. INPRS 1977 Fund approval; and
 - 5. PMB (Police Merit Board) approval.

32.1.2 Job Relatedness

- A. All elements of the selection process will use rating criteria or minimum qualifications that are job related.
 - 1. The goal of the selection process is to measure traits or characteristics that are a significant part of the job. Necessary skills needed to be successful as an entry level police officer were identified in a job task analysis.
 - 2. The Carmel Police Department utilizes a private vendor who specializes in the law enforcement selection process. By contract, any test administered must be statistically validated as being able to assess the skills necessary for an entry level officer.
 - 3. All written tests used by the Department as part of the selection process shall be job related and have minimum adverse impact.

32.1.3 Uniform Administration

All elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform and fair manner.

32.1.4 Candidate Information

- A. All candidates receiving a formal application shall be informed, in writing, of the expected duration of the selection process, its components and the information contained in G.O. 32.1.1.
- B. After completion of the screening process, applicants not selected may reapply for the next applicant pool.
 - 1. Applicants must complete a new pre-application form.
 - 2. The applicant will be considered as a new applicant and complete all the requirements in the selection process guide.

32.1.5 Notification of Ineligibility

- A. Applicants not selected for a probationary position shall be notified in writing within 30 calendar days of the decision.
- B. A reason for elimination from consideration may be provided to the applicant. The reason will be limited to that portion of the selection process under which the candidate was eliminated (i.e., testing, background, polygraph, psychological etc.).

32.1.6 Records

- A. Records of candidates not selected for probationary status shall remain the property of the Police Department and held for a period not to exceed five years at which time the records may be destroyed. (IC 5-14-3-4)
 - 1. The Department shall comply with all laws governing privacy, security, and freedom of information in conjunction with all applicant records and data.

32.1.7 Selection Material Security

- A. Selection material, when not in use, shall be stored in a secure location with limited access.
- B. If selection materials are disposed of, they shall be shredded in order to prevent any disclosure of information.

32.2 Administrative Practices and Procedures

32.2.1 Background Investigations

- A. Background investigations shall be conducted during the selection process as provided in [G.O. 32.1.1](#) and the Selection Process Chart.
- B. Background investigations shall include, but not be limited to:
 - 1. In-home visits with the applicant's spouse / relatives;
 - 2. Criminal history;
 - 3. Driving history including accident history;
 - 4. Neighborhood interviews;
 - 5. Education verification;
 - 6. Military information verification (DD214 - Member 4 copy);
 - 7. Employment history;
 - 8. Family history;
 - 9. Credit history; and
 - 10. Verification of at least three (3) personal references.
- C. The Personnel Officer, and other assigned officers, shall be specifically trained in the collection of accurate and reliable background information. This training shall be periodically updated so as to follow current trends and laws relating to background investigations.
- D. An applicant's background investigation is maintained on file for a minimum of five (5) years.

32.2.2 Polygraph Examinations

- A. A polygraph examination shall be administered to all applicants that have successfully completed all prior components of the selection process.
 - 1. Applicants are informed of the polygraph examination at the time of their formal application, including the areas from which the questions will be drawn.

- B. Polygraph examinations will only be given by a qualified examiner as defined in G.O. 42.2.8.
- C. Applicants must successfully pass the polygraph examination.
 - 1. Pretest admissions and / or post-test admissions may eliminate the applicant from further consideration.

32.2.7 Medical / Psychological Examinations

- A. All candidates receiving a conditional offer of employment will undergo a physical examination and a mental examination prior to appointment to probationary status as mandated by the "Public Employee's Retirement Fund" (PERF) and IC 36-8-8-7 and IC 36-8-8-19.
 - 1. The examinations shall be conducted by a licensed physician of the Local Pension Board's choice [IC36-8-8-19(e)].
 - 2. The examination results of successful candidates are maintained by the Department in the officer's medical file.
 - 3. The examination results of non-successful candidates will be maintained by the Department in the candidate's file.

32.2.8 Physical Fitness Testing

- A. A physical fitness test shall be administered during the selection process as provided in G.O. 32.1.1 and the Selection Process Chart. The procedure shall be conducted in a valid, useful, and nondiscriminatory manner and the tasks shall be representative of the degree of physical fitness necessary to perform the job tasks of an entry level sworn officer.
 - 1. The fitness test will be nondiscriminatory in that the test component parameters will be set by the Indiana Law Enforcement Training Board.
- B. Applicants failing any segment of the fitness test will be eliminated from further consideration.
 - 1. The fitness test offered to candidates shall be in compliance with the Americans with Disabilities Act;

32.2.10 Entry Level Probation

- A. Newly appointed officers will commence a one (1) year probationary period after graduation from the Indiana Law Enforcement Academy and after release from the department field training program and are considered "recruits" until the end of this probationary year.
- B. The full, one-year probationary period may be waived at the discretion of the Chief of Police upon the recommendation of the field training officers in conjunction with the Division Commander in charge of FTEP, provided a minimum 6-month probation period is served prior to waiver.
- C. Extended probation may be granted by the Chief of Police upon the recommendation of

the field training officers, in conjunction with the Division Commander in charge of FTEP.

1. Probationary periods should not be extended except under extreme circumstances outside the control of the Department (i.e., injury, extended illness or other excusable reasons as confirmed by the respective Division Commander.

32.2.11 Seniority Criteria (Starting on August 15, 2022). ** Prior seniority before this date is not changed.

Seniority is determined according to the following criteria in the order listed:

1. By rank
2. By continuous service in rank
3. By continuous service with the Department
4. By initial date of hire by the Department

SENIORITY BASED ON CONTINUOUS SERVICE

A. Members who are rehired after their resignation will not have their seniority returned to them.

B. In determining seniority based on continuous service, suspensions, and approved leave without pay will not normally be subtracted unless the incident that causes the officer to be suspended is more than 30 days. Seniority of sworn members below the rank of Sergeant will be determined by the officer's date of hire. When two or more members are hired by the Carmel Police Department on the same date their seniority will be based on their final ranking on the certified hiring list. This is determined first by the oral interview board scores. In the event of a tie on the oral interview board scores, then the tie breaker will be based on written examination scores. In event of a tie with the written exam scores, then the final tie breaker will be determined by the date and time the officer's application was received.

Seniority of sworn members from the rank of Sergeant and above will be determined by the member's time in rank as compared to all other members holding identical rank. When two or more members are promoted to identical rank on the same date their seniority will be based on their final ranking on the certified promotional list for that rank.

Members who take a voluntary leave of absence (**excluding military leave under 38 U.S. Code § 4312 / 20 CFR §§ 1002.99 through 1002.103**) will lose an amount of seniority equal to the amount of time they were severed from employment with the Carmel Police Department. Seniority for those members will be determined by their ranking on the most recent seniority list published by the Chief's Administrative Assistant.

Regardless of assignment, seniority will be determined as described above and not by a member's tenure within an assignment, unless specific training needs dictate otherwise.