

COLUMBUS POLICE DEPARTMENT



General Order 31: Recruitment and Selection

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Policy:

The Columbus Police Department will have in place a selection process to ensure that all approved applicants shall have a fair and impartial chance at being selected for an available position. Listed herein is the personnel recruitment plan and selection process for the Columbus Police Department.

31.2 Equal Employment Opportunity and Recruitment

31.2.1 Recruitment Plan

- A. The objective of the department's recruitment plan for full-time sworn personnel is to take steps to have an ethnic, racial, and gender workforce composition that is proportional to the makeup of the available workforce within the City of Columbus. Despite this objective, the department does not mandate quotas, nor will it lower legitimate job-related hiring standards or criteria in order to meet this objective.
- B. Before the beginning of each hiring process, the department's sworn workforce will be compared with the available workforce in the department's service area as reported by reliable demographics reports.
 - 1. If an ethnic, racial, or gender disparity between the department's sworn workforce and the available workforce exists, recruitment activities will focus on locating potential employees from the ethnic, racial and/or gender groups that are not proportionally represented.
 - 2. If deemed necessary, recruitment activities may include:
 - a. Establishing relationships with groups in and outside the community who represent the targeted group(s).
 - b. Depict current employees with the same ethnicity, race, or gender as the targeted group(s) in the department's recruitment literature and/or website.
 - c. Conduct recruitment activities outside the community to attract viable law enforcement candidates within the targeted group(s).
 - d. Utilizing current employees with the same ethnicity, race, or gender as the targeted group(s) in the department's recruitment efforts.
- C. The Deputy Chief is responsible for the hiring process and administration of the department's recruitment plan prior to each process.

31.4 Professional and Legal Requirements

31.4.1 Selection Process Described

A. Police Officer Selection

1. Formal Applications are available to interested individuals. Each applicant is invited to participate in the applicant testing phase based on the applications that are on file at the time of the advertised due date if the applicant's application indicates that all prerequisites for employment are met.
 - a. The department may prescreen the applications to ensure all prerequisites for employment are met, and may eliminate applicants prior to the beginning of the applicant testing phase.
 - b. Applicants must receive notice of any prerequisites for employment with the approved application form.
2. Applicants are required to participate in the applicant testing phase. In order to increase efficiencies for each hiring process, each portion of the applicant testing phase may be administered at any time during the course of the hiring process. In addition, a conditional offer of employment may be given to one or more of the applicants not eliminated from the process at any time, and the status of the offer may be conditionally based on any portion of the applicant testing phase.
3. The applicant testing phase will include:
 - a. A written aptitude test; and
 - i. Prior to the applicant testing, the Chief of Police or his/her designee will set minimum standards for the written aptitude test; it will be presumed that the minimum standard will require a positive "Z-Score" on the written examination administered by the Institute for Public Safety Personnel (IPSP) unless otherwise indicated. Those who fall below the minimum standard set for the written aptitude test will be eliminated from the current process.
 - b. A physical fitness test;

- i. Prior to the applicant testing, the Chief of Police or his/her designee will set minimum standards for the physical fitness test; it will be presumed that the minimum standards for the physical fitness test will be the academy exit standards set by the Indiana Law Enforcement Academy (ILEA) unless otherwise indicated. Those who fall below the minimum standards set for the physical fitness test will be eliminated from the current process.
- c. An oral interview board, which may consist of more than one interview panel, will be selected by the Chief of Police or his/her designee, and any applicants not eliminated from the process will be interviewed by the board. Based on the interviews, the board will create a list, ranking the applicants they deem qualified. Those who do not make the list will be eliminated from the current process.
- d. A background investigation shall be completed, but may be administered in separate stages throughout the applicant testing phase; a conditional offer of employment shall be given to applicants prior to the beginning of the investigation. The background investigation may include, but is not limited to, areas such as:
 - i. Completion of a personal questionnaire;
 - ii. A review of criminal records and/or history;
 - iii. Driving history (including accidents);
 - iv. Credit history;
 - v. Educational history;
 - vi. Present and past employment;
 - vii. Verification of at least three personal references;
 - viii. Military history;
 - ix. Neighborhood interviews; and
 - x. Unannounced in-home interview.
- e. Polygraph examination(s), or other truth verification test(s);
- f. Medical examination(s); and

- g. Emotional stability/psychological fitness examination(s).
- 4. During or upon completion of each phase of the process described in General Order 31.4.1(A)(3), the Chief of Police and/or his/her designee(s) may evaluate the results of each phase and make a determination whether the applicant is disqualified or will continue to the next phase of the process.
- 5. Upon successful completion of all phases of the process described in General Order 31.4.1(A)(3), the applicant may be offered a position. If the applicant is offered a position, they will begin a probationary period of one year that will begin on the date they are sworn, during which their employment is at-will.
- 6. Upon successful completion of the probationary period, a person may be appointed to the position of Police Officer.
- 7. Any prior Columbus Police Department officer who left their position with the Columbus Police Department in good standing may be exempt at the discretion of the Chief of Police, from having to complete any or all of the phases of the selection process, provided the applicant had previously completed any or all of the phases of the selection process during the selection process for their prior status with the Columbus Police Department.

B. Civilian Personnel Selection

- 1. Formal Applications are available to interested individuals. Upon their completion and return, applications are kept at the City of Columbus Personnel Office until the beginning of the selection process. At the beginning of the selection process, the Chief of Police or his/her designee will review the applications, and a list of the most qualified applicants will be created. Those who do not make the list will be eliminated from the current process.
- 2. An oral interview board will be selected by the Chief of Police or his/her designee, and the list of most qualified applicants will be interviewed by the board. Based on the interviews, the board will create a list, ranking the applicants they deem qualified. Those who do not make the list will be eliminated from the current process.
- 3. A conditional offer may be given to one or more of the remaining applicants. The status of the offer is conditionally based on the results of the following:
 - a. A background investigation shall be completed, but may be administered in separate stages throughout the applicant testing process. The background investigation may include, but is not limited to, areas such as:

- i. Completion of a personal questionnaire;
 - ii. A review of criminal records and/or history;
 - iii. Driving history (including accidents);
 - iv. Credit history;
 - v. Educational history;
 - vi. Present and past employment;
 - vii. Verification of at least three personal references;
 - viii. Military history;
 - ix. Neighborhood interviews; and
 - x. Unannounced in-home interview.
- b. Polygraph examination(s), or other truth verification test(s);
4. During or upon completion of each phase of the process described in General Order 31.4.1(B)(3), the Chief of Police and/or his/her designee(s) may evaluate the results of each phase and make a determination whether the applicant is disqualified or will continue to the next phase of the process.
 5. Upon successful completion of all phases of the process described in General Order 31.4.1(B)(3), the applicant may be offered a civilian position.
 6. Any prior Columbus Police Department officer who left their position with the Columbus Police Department in good standing may be exempt, at the discretion of the Chief of Police, from having to complete any or all of the phases of the selection process, provided the applicant had previously completed any or all of the phases of the selection process during the selection process for their prior status with the Columbus Police Department.

31.4.7 Selection Criteria

The selection criteria for all sworn positions shall be identical as it pertains to skill, knowledge and ability, which is outlined in G.O. 31.4.1(A). The Columbus Police Department shall not employ part-time or reserve officers. All sworn positions will be of a full-time status.

31.5 Administrative Practices and Procedures

31.5.1 Background Investigations

- A. Background investigations shall be conducted during the selection process, and in accordance with General Order 31.4.1.
- B. The background investigation shall minimally include the following:
 - 1. Verification of qualifying credentials;
 - 2. A criminal history report;
 - 3. Verification of personal and professional references;
 - 4. Verification of reported education;
 - 5. Employment history;
 - 6. A review of relevant national or state decertification resources, if applicable. This process will identify if the applicant has previously lost his/her certification as a police officer.
- C. It is more reliable to conduct inquiries in person, though telephone and mail inquiries are appropriate in obtaining criminal history and driving records.
- D. Background investigations for those applying for sworn officer positions should routinely involve a home visit with the candidate and his or her family and interviews with neighbors.

31.5.7 Emotional Stability/Psychological Fitness Examinations

- A. For applicants seeking a sworn position, an emotional stability and psychological fitness examination shall be conducted prior to an applicant's appointment, and shall be conducted and assessed by a qualified professional. The emotional stability and psychological fitness examination shall meet the minimum requirements established by the Indiana Public Employees Retirement Fund (PERF).


31.5.8 Entry Level Probation

- A. Every sworn employee hired by the Columbus Police Department will serve a probationary period of one year that will begin on the date they are sworn, and will remain an at-will employee during the probationary period.
- B. During or prior to the probationary period, the probationary officer must successfully attend and satisfy the requirements of the Indiana Law Enforcement Academy (ILEA).

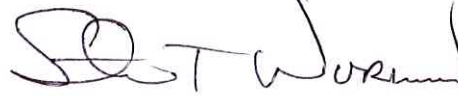
- C. During or prior to the probationary period, the probationary officer must successfully complete the Field Training Program as outlined in General Order 33.4.3.
- D. The safety board may provide that all appointments to the police or fire department are probationary for a period not to exceed one (1) year. If the safety board finds, upon the recommendation of the chief of the department during the probationary period, that the conduct or capacity of a member is not satisfactory, the safety board shall notify the member in writing that he is being suspended or that he will not receive a permanent appointment. If a member is notified that he will not receive a permanent appointment, his employment immediately ceases. Otherwise, at the expiration of the probationary period, the member is considered regularly employed.
(IC 36-8-4-12)


Acceptance by Columbus Police Department Captain's Board:

Date: 9-1-2020


Michael Richardson, Chief

Attest:


Steve Norman, Deputy Chief


Kathy Randomanski, Chief's Secretary


Jay Frederick, Uniform Captain



Jonathan L. Rohde, Administrative Captain


Acceptance by Columbus Board of Public Works and Safety:

Date: Sept. 1, 2020


Jim Lienhoop, Mayor

Attest:


Mary Ferdon, Member


~~Luann Welner, Clerk-Treasurer~~
Jennifer Wiwi, Deputy

John Pickett, Member


Jim Strietelmeier, Member


Brenda Sullivan, Member