

COLUMBUS POLICE DEPARTMENT



General Order 32: Selection

CALEA Standards: 32.1.1
32.2.1
32.2.7
32.2.8
32.2.10
Replaces: General Order 32 effective June 21, 2016
Effective date: January 28, 2017
Dates updated:

Chapter Contents:

Policy

- 32.1 Professional and Legal Requirements
 - 32.1.1 Selection Process Described
 - 32.1.5 Notification of Ineligibility
- 32.2 Administrative Practices and Procedures
 - 32.2.1 Background Investigations
 - 32.2.3 Records Retention – Background Investigations
 - 32.2.4 Polygraph Examinations
 - 32.2.5 Conducted by Trained Personnel – Polygraph Examinations
 - 32.2.7 Medical Examinations
 - 32.2.8 Psychological Fitness Examinations
 - 32.2.9 Records Retention - Polygraph, Medical and Emotional Stability/Psychological Fitness Examinations
 - 32.2.10 Entry Level Probation

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 selection process for the Columbus Police Department.

32.1 Professional and Legal Requirements

32.1.1 Selection Process Described

A. Police Officer Selection

1. Formal Applications are provided 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 32.1.1(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 32.1.1(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 provided 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 32.1.1(C)(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 32.1.1(C)(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.

32.1.5 Notification of Ineligibility

- A. All applicants who participate in the selection process who are determined to be ineligible for appointment during or after any phase of the selection process will be informed in writing that they are no longer eligible and/or have been eliminated from the selection process.
 1. The letter may state a reason for elimination from consideration. The

reason should be limited to the phase of the selection process under which the candidate was eliminated.

2. The letter shall state that if the applicant chooses to participate in a subsequent selection process that they will be considered a new applicant, and they must complete and submit a new formal application and complete all phases of any subsequent selection process.
- B. The notification shall be made to the applicants who are no longer eligible and/or have been eliminated from the selection process within 30 calendar days of the decision.

32.2 Administrative Practices and Procedures

32.2.1 Background Investigations

- A. Background investigations shall be conducted during the selection process, and in accordance with General Order 32.1.1.
- B. The background investigation shall minimally include the following:
1. Verification of qualifying credentials;
 2. A review of any criminal record; and
 3. Verification of at least three personal references.
- 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.

32.2.3 Records Retention – Background Investigations

- A. If an applicant is sworn, the background investigation shall be maintained on file and secured in the office of the Chief of Police.
- B. If an applicant is ineligible and/or eliminated from the selection process, the background investigation shall be maintained on file for three years from the date of completion in a secure file located in the office of the Chief of Police, at which time it may be destroyed in accordance with I.C. 5-15-6-3.
- C. Access to the background investigations on file are limited to those legally entitled to review the records.

32.2.4 Polygraph Examinations

- A. If a polygraph examination is used in the selection process, candidates shall be provided with a list of areas from which polygraph questions will be drawn, prior to the administration of the examination.

32.2.5 Conducted by Trained Personnel – Polygraph Examinations

- A. If a polygraph examination is used in the selection process, the administration of the examination and the evaluation of the results shall be conducted by personnel trained in those procedures. The sensitive nature of this test makes it necessary to rely upon examiners who possess professional training and credentials in the use and interpretation of this investigative tool.

32.2.7 Medical Examinations

- A. For applicants seeking a sworn position, a medical examination shall be conducted, prior to an applicant's appointment to probationary status, to certify the general health of each applicant. The medical examination shall meet the minimum requirements established by the Indiana Public Employees Retirement Fund (PERF).

32.2.8 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 to probationary status, 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).

32.2.9 Records Retention - Polygraph, Medical and Emotional Stability/Psychological Fitness Examinations

- A. If an applicant is sworn, the results of the polygraph, medical and emotional stability/psychological fitness examinations shall be maintained on file as part of the employee's confidential medical file, which shall be secured in the office of the Chief of Police.
- B. If an applicant is ineligible and/or eliminated from the selection process, the results of the polygraph, medical and emotional stability/psychological fitness exams shall be maintained on file for at least three (3) years from the date of completion in a secure file located in the office of the Chief of Police, at which time it may be destroyed in accordance with I.C. 5-15-6-3.
- C. Access to the employee's confidential medical file is limited to those legally entitled to review the records.

32.2.10 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) as outlined in General Order 33.4.1.
- 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:

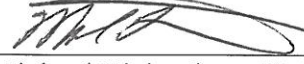
Date: 1-23-2017


Jonathan L. Rohde, Chief

Attest:


Matthew Todd Harry, Deputy Chief

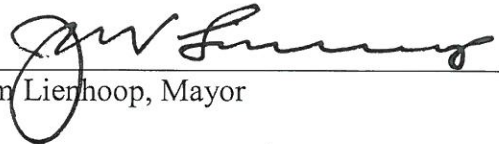

Sandy LaBarbera, Chief's Secretary


Michael Richardson, Uniform Captain


Brian Wilder, Administrative Captain

Acceptance by Columbus Board of Public Works and Safety:

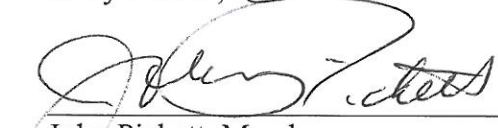
Date: 01/24/2017


Jim Lierhoop, Mayor

Attest:


Mary Ferdon, Member


Luann Welmer, Clerk-Treasurer


John Pickett, Member


Jim Strietelmeier, Member


Brenda Sullivan, Member