

# LOGANSPORT POLICE DEPARTMENT



## SELECTION MANUAL

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### **Recruitment**

1. A recruitment program has been established for the Logansport Police Department to attract applicants for actual or forecasted departmental vacancies.
2. The applicant screening process will be conducted on an as needed basis and will be advertised in local media outlets as well as the Logansport Police Department and Indiana Law Enforcement Academy websites.

### **Pre- Application & Application Return**

1. It is the responsibility of the applicant to insure that all required documentation and information requested is provided. Incomplete applications **will not** be considered by the Department.
2. Upon completion of the pre-application, the applicant must first return the pre-application to the Chief's office at the Logansport Police Department.
3. The deadline for accepting pre-applications will be set at 1 day before the beginning of applicant testing procedures. This date will be detailed on all employment announcements and recruiting advertisements.
4. It is the responsibility of the applicant to notify the Chief's Office on any changes in application information.

### **Applicant Screening Process**

The applicant screening process consists of 7 components as follows:

1. Pre-application process
2. Physical Agility testing
3. Written Examination
4. Employment Application
5. Background Investigation
6. Oral Interview
7. Polygraph testing

## **Physical Assessment**

The physical assessment consists of the following five (5) components. All components must be successfully completed. An applicant who fails any component will be immediately disqualified from the process.

1. Pushups: A minimum of twenty five (25) pushups must be completed.
2. Sit Ups: A minimum of twenty nine (29) sit ups must be completed within one (1) minute to pass.
3. Vertical Jump: The applicant must complete a vertical jump of at least Sixteen (16) inches above his or her standard reach.
4. 300 Meter Run: The applicant must run 300 meters in under seventy one (71) seconds.
5. 1.5 Mile Run: The applicant must run/walk a one and one half (1.5) mile course in a time limit of sixteen minutes and 28 seconds. (16:28)

## **Written Examination**

The written aptitude test is administered and scored by the Logansport Police Department Pension Board. The written test has been prepared by an independent testing agency. Applicants will be provided with a study guide for the examination prior to the test.

## **Applicant Disqualification Review**

Upon completion of each component in the application process, applicants will be notified of their results by mail or telephone within one week. Those applicants who do not successfully complete any of the components will be disqualified from the remainder of the current screening process and may re-apply for participation in the next announced screening process.

## **Applicant Notification**

Those applicants who successfully pass each component of the application process will be notified of their results by mail or telephone within one week of testing. Also included in that letter will be the instructions for the next component, detailed application for a background investigation. This detailed application will be required to be turned in by timeline given. The detailed application will be provided to those applicants who have successfully passed both the Physical Agility Test and the Written examination.

## **Background Investigation**

Applicants who have successfully completed the previous steps will undergo a thorough background investigation to be conducted under the direction and supervision of the Logansport Police Department Pension Board. This background investigation will take several weeks to complete. All applicants will be notified by mail or telephone when the background investigations have been completed. Included in this notification will be the date and time the applicant has been scheduled for an oral interview. A polygraph test may also be offered at this time.

## **Application Disqualification Review**

1. Upon their completion, the background investigation results will be reviewed by the Logansport Police Department Pension Board.
2. All applicants who successfully pass the background investigation will be notified of their status by mail or telephone. Included in this notification will be the date, time and location of their scheduled oral interview.

## **Oral Interview**

1. The oral interview will be conducted at the Logansport Department by the Pension Board comprised of officers of the Logansport Police Department.
2. The interview process will involve questions asked by the members of the Board.
3. Dependent on the number of applicants, the oral interview process can be expected to take more than one day.
4. The applicants will be rated based on their general appearance, demeanor, communication skills and responses to the board's questions.

## **Offer of Employment**

1. Dependent upon Departmental vacancies, the Pension Board, Chief of Police and the Mayor will select applicants from the final results of this hiring process. Those applicants selected will be given a conditional offer of employment.
2. The conditional offer of employment is based upon an applicant's ability to successfully complete a physical and psychological examination. Qualified persons in their respective field of practice will conduct these examinations. Pursuant to Indiana Code 36-8-8-19 (d) the Logansport Police Department shall pay no less than one half (1/2) the cost of the exams.
3. If an applicant is unable to successfully pass either of these two examinations, the conditional offer of employment will be withdrawn.
4. Upon successful completion of these two examinations, the results will be made available to the Pension Board.
5. If recommended by the Pension Board, the applicant's completed information packet will be forwarded to the Public Employee Retirement Fund (PERF) Board for review.
6. If approved by the PERF Board, the Chief of Police may then present the name of the applicant to the City Board of Public Works and Safety with the recommendation that the applicant be hired as a probationary officer.