



## **APPLICATION PROCESS INFORMATION**

The following is a synopsis of the Evansville Police Department application process and the various testing phases, which must be completed:

1. In order to apply, an applicant must meet the basic requirements of the Evansville Police Department, consistent with local ordinance and state law, as set forth below:
  - Applicant must be between the ages of **21** and **39** at the time of application\*.
    - \*Must have reached 21st birthday on or before the closing date of the acceptance of applications.
    - \*If an applicant reaches his/her 40<sup>th</sup> birthday prior to appointment, his/her name shall automatically be removed from the eligibility list.
  - Applicant must be a United States citizen.
  - Applicant must be a high school graduate or possess a GED equivalent certificate.\*
    - \*Applicant with a GED certificate must also have either 30 semester hours of credit from an accredited college or university with a GPA of 2.0 or higher, or a minimum of 2 years of honorable military service, including reserve duty.
  - Applicant must possess a valid driver's license\*.
  - Applicant must never have been convicted of a felony criminal violation.
  - Applicant must never have been convicted of domestic violence or a domestic violence related offense, whether a misdemeanor or a felony.
  - Applicant must be of good moral character.
  - Applicant must possess strength and agility to perform routine law enforcement duties.
  - Applicant serving in the military shall provide a copy of his or her DD Form 214 or other military separation documents, which must demonstrate that his or her discharge from military service was not categorized as "Other Than Honorable," "Bad Conduct," or

“Dishonorable.”

- Applicant must pass all testing established by the Evansville Police Merit Commission, consistent with local ordinance and/or state law.
- Applicant must submit to and pass a polygraph examination post-job offer.
- Applicant must pass an Indiana Public Retirement System (INPRS) medical examination and be accepted by the EPPB and INPRS post-job offer.
- Applicant must have 20/100 uncorrected vision in both eyes, or be a long-term successful user of “soft” contact lenses - correctable to 20/30, and also be free from color blindness as required by INPRS.
- Applicant must be able to pass a hearing test as required by INPRS.
- Applicant must pass drug screens post-job offer.
- Applicant must submit to the psychological examinations and interview with a clinical psychologist post-job offer consistent with local ordinance and/or state law.
- Applicant must submit to fingerprinting and have a photograph taken by the Evansville Police Department.

Policy On Visible Tattoos, Brandings and Body Modifications:

- a. Sworn Department employees in uniform, plainclothes, or business attire, shall not display any body modifications such as, but not limited to, split or forked tongue, stretched holes in ear lobes.
  - b. No tattoos should be visible above the collar.
  - c. Offensive, inappropriate, or unprofessional tattoos or brandings will be covered by wearing the uniform or normal business attire which completely covers the tattoo/branding. Items that are considered offensive or inappropriate are a supervisory decision.
  - d. The Chief of Police reserves the right to require officers to wear uniforms which would cover tattoos. The covering of the tattoo with bandages or other wraps is not allowed.
2. An applicant who meets the foregoing basic qualifications may submit a completed application to the Evansville Police Department’s Personnel Unit by the posted deadline date. Applications are to be completed and submitted online through the City of Evansville’s job portal. To be considered, an application must be completed and submitted in its entirety by the posted closing date of the application process. Note: If any information required in the application is found to be false, misrepresented or intentionally omitted, the applicant will be disqualified.

## **SELECTION PROCESS INFORMATION**

***Please Read Carefully***

The selection process with the Evansville Police Department is governed by procedures established by the Police Department Merit Commission (“Commission”) and Evansville Municipal Code 2.175 *et seq.* The Commission is a civil service commission consisting of three members: one member is appointed by the Mayor, one member is appointed by the City Council and one member is elected by the active members of the Police Department.

The Commission will establish an eligibility list from those who apply and pass all evaluations of the selection process consistent with local ordinance and state law. Applicant scores compiled from the following listed evaluations or other testing will comprise the eligibility list. This list will be in descending order from highest to lowest passing scores.

The Evansville Police Department and the Commission reserve the right to add, delete and/or modify any phase of the applicant process deemed necessary consistent with local ordinance and state law. This includes, but is not limited to, any and all testing, at any time in the application process, without prior notice to applicants. Therefore, please note the testing set forth below will not necessarily occur in the order listed and may or may not be included in the process:

The first phase of the testing procedure will be the **physical assessment testing**. This is a pass / fail test. Applicants must understand the importance of physical conditioning in the law enforcement profession. Applicants must possess muscular strength, muscular endurance, cardiovascular endurance, and musculoskeletal flexibility to successfully complete this test. These are requirements of the State of Indiana, the Indiana Law Enforcement Academy, and local ordinance. Every applicant must meet the following standards for the following tests: Vertical Jump (16 Inches), One Minute Sit-Ups (29 Repetitions), 300 Meter Run (71 Seconds), Maximum Push-Ups (25 Repetitions), and 1.5 Mile Run (16 Minutes 28 Seconds).

The **written general aptitude** test is created by a professional consulting firm to conform to the specific needs of the Evansville Police Department and the State of Indiana. Applicants will be provided a study guide to prepare for the written test. Pursuant to local ordinance, the written test will comprise 30% of the applicant’s final score, and a score of 80% on the exam must be achieved.

The **oral assessment center interview** is a formal structured interview by a board consisting of active police officers of the Evansville Police Department who have been specifically trained to conduct this assessment. Pursuant to local ordinance, this interview will comprise 50% of the applicant’s final score.

On the same day as the oral assessment center interview, the **writing skills examination** will be held. This exam will test the applicant’s grammar, sentence structure, spelling, etc. Much police work is spent writing detailed information in reports. Pursuant to local ordinance, the writing skills examination will comprise 20% of the applicant’s final score.

Applicant is responsible for his/her own transportation, meals, lodging and other personal expenses incurred during the process.

Once an applicant completes the testing and examinations are completed, the Commission will then verify the total scores of each applicant and formally validate the current eligibility list. Each applicant will be provided an applicant number and will be emailed his/her final score and position on the eligibility list. That score will be valid for a period of one year. If the applicant has not been offered a conditional offer of

employment within that one year of eligibility, the applicant will be notified that their score is expired. The applicant would then need to complete the selection process again in its entirety and establish another eligibility score.

Depending upon the number of vacancies and which applicants pass the testing and examinations, the highest ranking applicant(s) is given a conditional job offer contingent upon successful completion and the passing of the following:

1. A complete **background investigation** will be conducted by the Evansville Police Department. The investigation shall include, but not limited to, local and NCIC criminal record checks, neighborhood, current and former employer checks, credit and FBI checks and any other inspections that may be needed. The investigating officer(s) shall report the results of the investigation in writing to the Commission. Candidates will be required to sign any and all documents, such as a waiver and release, which shall release the Evansville Police Department and its employees from any liability should negative information be discovered during the background investigation. Before starting the background investigation, each candidate must provide:
  - a. Copy of birth certificate, driver's license, and social security card.
  - b. Copy of high school transcripts, college transcripts, and/or GED certificates.
  - c. If applicable, copy of military discharge and service record (DD-214).
  - d. Record of complete employment history.
  - e. Certification of physical residence for the last 10 years.
  - f. Three personal references that have known the candidate 5 years or more.

**[These items do not need to be submitted on initial application submission, but only upon request from the Personnel Unit post conditional job offer.]**

2. A **polygraph examination** will verify all facts submitted with the application and information from the background investigation, and will consist of questions in the areas of, but not limited to: the employment application, the applicant process, attitude, financial history, employment history, military history (if applicable), legal/criminal history, domestic violence, drugs/narcotics/alcohol use, motor vehicle operation, the job of police officer, medical history, and past law enforcement history (if applicable).
3. A **psychological examinations and interview** with a clinical psychologist along with a complete **medical examination that includes drug testing**; review and acceptance by the local pension board; and finally, review and approval from INPRS.

All of the testing procedures, including the psychological examinations, will be paid for by the Commission with the exception of the medical examination (including the drug screens), which costs approximately \$1,310.00. By state law, the applicant must pay half of this cost and the Commission will pay the other half.

Sometimes additional testing is ordered by the examining doctor. Should this occur, the applicant will pay the additional charges. Again, an applicant will only incur these costs if offered a position of employment.

It is the goal of the City of Evansville Police Department and the Commission to obtain the most qualified persons to serve the citizens of Evansville as police officers. To achieve this goal, we must, therefore, have each applicant's cooperation in the various stages of the application process.

We will make a reasonable effort to assist each applicant through the process should a problem arise.

However, be aware that certain test dates are “fixed” and **cannot** be changed.

If you are seriously competing for a position on the Evansville Police Department we must have complete cooperation from you. You must show up on the dates scheduled and BE ON TIME. No-shows and late arrivals will not be excused.

Applicants must understand that, during this lengthy process, the Police Personnel Unit will not discuss matters (e.g., scores, scheduling, ranking on final list, status, etc.) with anyone other than an applicant. This includes current Evansville Police Officers and/or civilian employees of the Police Department.

Upon passing all required testing and pension boards, candidates will be sworn-in to the Police Department as a probationary police officer. Candidates will immediately go on the payroll. This means that candidates will receive pay while in training as a probationary office, and will also receive all necessary uniforms and equipment needed during the probationary period of employment.

The probationary period will not be longer than one (1) year; and, during this probationary period, probationary officers must satisfactorily complete a 18-week course at the Southwest Indiana Law Enforcement Academy in Evansville (the Evansville Police Department’s Officer Training School), and the Field Training Program, which continues through the rest of the probationary period. At the end of a satisfactory probation period, probationary officers will be retained as regular sworn police officers.

This is a highly competitive process with hundreds of applicants all contending for a much smaller number of police positions. Applicants reach their standing on the list by their own merits. Applicants will be advised of their standing as the process endures. The Police Department has been removed from the political processes for nearly 40 years by using this application system.

The Evansville Police Department and the Commission would like to take this opportunity to thank and wish every applicant the best of luck during the application process. If you have any questions or need assistance, please contact the Police Personnel Unit at **812-436-4947**.

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***The Evansville Police Department is an Equal Opportunity Employer and Program Provider. The Evansville Police Merit Commission is dedicated to the selection of applicants from all segments of the general population without regard to race, religion, sex, ethnic group or disability.***