RECRUITMENT

A recruitment program has been established for the Kokomo Police Department to attract applicants for actual or forecasted Departmental vacancies.

The applicant screening process will be conducted as needed. The frequency of the applicant screening process may be changed at the discretion of the Department's Chief of Police to meet changing Department requirements. The deadline for accepting applications will be one week before the start of the process. The frequency and initial date of the applicant screening process may be changed at the discretion of the Department's Chief of Police to meet changing Department requirements. The applicant process may take up to four months to complete. Applicants who fail to complete the selection process may reapply at the next available selection process.

APPLICATION DISTRIBUTION

Application packets for the Kokomo Police Department will be available in the City Human Resources Department during regular business hours and on the Kokomo Police Department website. The application packet will contain the following:

APPLICATION RETURN

- It is the responsibility of the applicant to insure that all required documentation and information required, including the Check-off-Sheet, are provided. Incomplete applications will not be considered by the Department.
- Upon completion of the application the applicant must first return the application to the City Human Resources Department where it will be reviewed and logged.
- The deadline for accepting applications will be set at one week before the beginning of applicant testing. This date will be detailed on all employment announcements and recruitment advertisements.

NOTICE: IT IS THE RESPONSIBILITY OF THE APPLICANT TO NOTIFY THE TRAINING/CAREER DEVELOPMENT UNIT OF ANY CHANGES IN APPLICATION INFORMATION!
APPLICANT SCREENING PROCESS

The applicant screening process consists of four (4) separate components as follows:

- Physical assessment
- Written aptitude examination
- Background investigation/Polygraph
- Oral Interview/Writing exercise

APPLICANT NOTIFICATION

For each step of the applicant screening process, the applicant will be notified of the date, time, and location of each screening component by mail. This written notification will be made by the Kokomo Police Department's Training Unit and will be distributed within fourteen (14) days before the administration of the screening component.

PHYSICAL ASSESSMENT

The physical assessment component is a series of physical screening exercises that identifies the applicant's degree of physical fitness. These screening exercises include:

- Cardiovascular endurance and aerobic power (Stamina over time) ... 1.5 mile run within 16 minutes and 28 seconds.
- Abdominal / trunk muscular endurance. This requires twenty nine (29) sit-ups in one minute of time.
- Upper body muscular endurance . . . . twenty five (25) push ups
- Anaerobic power. (Ability to make an intense burst of effort for a short time period) 300 meter run within 71 seconds.
- Leg power . . . . Vertical jump test of at least sixteen (16) inches.

The minimum requirements for the physical assessment component are included in the application packet.

IF THE APPLICANT FAILS TO COMPLETE THE MINIMUM REQUIREMENT OF ANY ONE COMPONENT OF THE PHYSICAL ASSESSMENT, THEY WILL BE DISQUALIFIED.
Upon completion of the written examination and the physical assessment components, a review of the applicants’ final scores is conducted. The final scores for these two (2) components are normally received within two (2) weeks from the date in which the examination was conducted.

The report on the individual written test score for each applicant also includes the "average" written aptitude test score for the entire applicant class. Those applicants who score below eighty percent will be disqualified from the remainder of the current screening process and may reapply for participation in the next screening process.

Applicants who have failed to meet the minimum requirements of either screening component will be notified that they have been disqualified from the screening process.

Within three (3) weeks of the date the written aptitude test and the physical assessment test were conducted, the applicants will receive written notification of their status for the respective tests.

Applicants who have successfully completed these two (2) components will be notified that they have passed. They will be notified of the background investigation.

Applicants who have failed to meet the minimum requirements of either screening component will be notified that they have been disqualified from the screening process.

Applicants who have successfully completed the previous steps will undergo a thorough background investigation to be conducted under the direction and supervision of the Training Unit. This background investigation will take approximately three (4) to four (8) weeks to complete. All applicants will be notified by mail when the background investigation/polygraph has been completed and the date of the oral interview.

The polygraph examination will be administered by one of the Department's certified polygraph examiners. The polygraph examination can be expected to take approximately three to four hours. All questions that will be used during the polygraph examination will be reviewed with each applicant before the beginning of the test. The applicant can expect to be asked questions concerning moral, ethical, and legal issues, including the use, sale, or delivery of illegal drugs.
APPLICANT DISQUALIFICATION REVIEW

Upon their completion, the background investigation results will be reviewed by the Training Unit Personnel and the Chief of Police or his designee.

All applicants who successfully pass the background investigation will be notified of their status by mail. Included in this notification will be the date, time, and location of their scheduled oral interview.

All applicants who fail to successfully pass the background investigation will be notified of their disqualification from the screening process by mail.

ORAL INTERVIEW

The oral interview will be conducted at the Kokomo Police Department by an interview board consisting of officers of the Kokomo Police Department. The interview process is supervised and moderated by a representative of a contracted independent testing agency. There may also be a writing skills exercise required.

The interview process will involve questions asked by the members of the board and can be expected to last approximately fifteen (15) to twenty (20) minutes.

Dependent upon the number of applicants, the oral interview process for all applicants can be expected to take approximately three (3) to four (4) days to complete.

The applicants will be rated based on their general appearance, demeanor, communication skills, and responses to the board’s questions.

The oral interview process is not used as a disqualification process. It is used as one of the vehicles to separate the applicants by their performance and abilities.

The results of the oral interview will be computed by the contracted independent testing agency and used to prepare an eligibility list.

ELIGIBILITY LIST

All successful applicants will be placed on an active eligibility list according to the combined score of their written aptitude test and oral interview/writing exercise scores.

The eligibility list is maintained in strictest confidence by the Chief of Police and the Training Unit Supervisor. Applicants who have successfully completed the screening process will be notified by mail of their placement on the active eligibility list. This written notification will be mailed approximately three (3) to four (4) weeks after the oral interview process.

Applicants will remain on the eligibility list for a maximum of two (2) years from the date of their eligibility.

If not selected for employment within those two (2) years, the applicants will be removed from the active eligibility list and may reapply for participation in the next available screening process.
OFFER OF EMPLOYMENT

Dependent upon Departmental vacancies, the Chief Executive Officer will select applicants from the active eligibility list. Those applicants selected will be given a conditional offer of employment.

The conditional offer of employment is based upon an applicant's ability to successfully complete a physical and psychological examination, as well as a drug screen. These examinations will be conducted by independent testing agencies.

If an applicant is unable to successfully pass the examinations listed in Section II, the conditional offer of employment will be withdrawn.

Upon successful completion of these examinations, the results of the examinations, the applicant's application, and the screening process results will be forwarded to the local Kokomo/Howard County Pension Board for review.

If recommended by the local Pension Board, the applicant's completed information packet will be forwarded to the Public Employee Retirement Fund (PERF) Board for review.

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.

If an applicant is eliminated from the testing process, they may reapply for participation in the next Kokomo Police Department testing process.