



City of Carmel Police Officer

SALARY	\$71,409.00 - \$79,648.00 Annually	LOCATION	Carmel Police Department, IN
JOB TYPE	Full Time	DEPARTMENT	Police
OPENING DATE	05/20/2024	CLOSING DATE	6/17/2024 11:59 PM Eastern

Position Summary

***** ONLY CERTIFIED OFFICERS CAN APPLY*****

Must have successfully completed the ILEA Tier 1 basic academy

OR

Must have completed a POST certified law enforcement academy in another State (600 hour minimum) and have at least one year of paid, full time law enforcement service.

If you are unsure if you meet these requirements please contact us at cpdrecruitment@carmel.in.gov.

CERTIFIED POLICE OFFICER PRE-APPLICATION

TO: All Carmel Police Officer Applicants

The Carmel Police Department is an Equal Opportunity Employer. The Department is interested in qualified officers who are seeking to continue their career in law enforcement.

All notifications regarding application status will be sent to the email address on record in the candidate profile. Please check your [government jobs profile](#) to ensure you are receiving all email notifications.

The active pool of applicants for the 2024 - 030 sworn police officer process will include all certified law enforcement officers who have submitted an application prior to the application deadline and who meet the minimum qualifications for the position. The Police Applicant Testing Process 2024 - 030, may take several months to complete and will be for open funded position(s) in 2024.

Once your application has been received and screened to ensure you meet the minimum qualifications you will receive an email with updated information about the testing process; including how to schedule your written and physical exams.

Please click [HERE](#) for physical testing details.

All applicants will be notified by email only through the duration of the process, it is the sole responsibility of the applicant to ensure they have received all notifications. A copy of all email correspondence can be found in your government jobs 'inbox', failure to respond to messages by the deadlines set will result in removal from the process.

These emails may include (but are not limited to) testing day payment instructions, process scheduling instructions, as well as information regarding your overall success in the process.

The applicant testing process consists of the following phases: physical testing, oral board interview, pre background interview, polygraph examination, ride along, background investigation, PERF psychological and medical exam, Chief approval, Pension Board approval, Merit Board approval, and PERF approval. Testing phases are subject to change without prior notification and may be completed in any order.

Upon completion of the entry level testing process, successful applicants will be required to complete an in-depth personal history packet. The data provided in this packet will be used to conduct the background investigation phase of the hiring process. All applicants must give truthful answers to all questions. Any misrepresentation or omission of facts may disqualify the applicant from further consideration. During the investigative process, applicants will be required to take a polygraph examination. Some areas of inquiry include but are not limited to: previous criminal activity (including illegal drug use and theft) employment and driving history.

MINIMUM REQUIREMENTS TO QUALIFY FOR THE CPD CERTIFIED SWORN POLICE OFFICER PROCESS

- Must have successfully completed the ILEA Tier 1 basic academy OR must have completed a POST certified law enforcement academy in another State (must be approved by Indiana Law Enforcement Training Board) and have at least one year of paid, full time law enforcement service.
- Must be a high school graduate, as evidenced by a transcript issued by an accredited high school. An achievement test certificate from an accredited high school or State Board of Education is acceptable.
- Shall possess a valid Indiana driver's license (or obtain one within 60 days of becoming an Indiana resident) and have no more than six (6) active points.
- Shall be a US citizen.
- Out of state applicants shall be at least 21 years of age, and under the age of 40 at date of hire. Or be a veteran who has at least 20 years of service in the armed forces and be no older than 40 years and six months. Or in state applicants who are a member of the PERF 77 fund (who has not been absent for 180 days or more).
- Shall be drug-free and have no convictions for driving under the influence of drugs.
- Shall have no more than two (2) alcohol-related violations as a minor (18-20 years of age).
- Shall not have a conviction for operating a vehicle while intoxicated (OWI), or operating a vehicle with a blood alcohol content (BAC) in excess of the legal limit as set by state law.
- Shall have no felony convictions.
- Shall have no convictions for any Class A misdemeanor.
- Shall have no convictions for selected Class B misdemeanors (see application question 40). The Chief of Police will make the final decision regarding disqualification in this area.
- Shall not have received other than an honorable discharge from the military, or other discharge with honorable conditions.
- If hired, shall establish residency as required by state law or local ordinance.

If you meet these minimum standards and wish to apply, please fill out the pre-application **COMPLETELY AND TRUTHFULLY**.

INCOMPLETE PRE-APPLICATIONS WILL NOT BE CONSIDERED

Essential Job Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs directed patrol assignments and responds to routine calls for service; assists stranded motorists and investigates abandoned vehicles; reports traffic, roadway, utility and engineering problems; directs vehicle and

pedestrian traffic; responds to burglar and intrusion alarms; checks buildings for signs of unlawful entry; conducts vehicle lock-outs; performs crowd control; makes emergency notifications.

- Enforces motor vehicle laws, including speed limits, traffic laws, OWI laws and parking laws; administers standardized field sobriety tests and breath tests.
- Investigates vehicle accidents; sketches and photographs accident scenes; secures and processes evidence; interviews participants and witnesses; performs traffic direction and control; determines fault and contributing factors; completes reports and required paperwork.
- Enforces criminal laws and City ordinances.
- Conducts investigations for misdemeanors and felonies; interviews witnesses; interrogates suspects; collects information on offenders; conducts surveillance.
- Searches persons and crime scenes; packages, transports and submits evidence; protects integrity of crime scenes.
- Recovers and inventories stolen property.
- Prepares probable cause affidavits and search warrants; serves civil process papers, juvenile petitions, subpoenas and mental health commitment papers.
- Enforces court orders including writs and restraining orders.
- Apprehends and arrests violent and non-violent misdemeanor and felony suspects; advises persons of constitutional rights; conducts field searches of arrested persons; handcuffs, fingerprints, photographs and books prisoners; explains arrest or nature of complaint to offenders; guards prisoners to prevent escape or suicide attempts; informs prisoners of bail system; inventories prisoner's belongings; transports prisoners.
- Completes arrest report narratives, written narratives on incidents and offenses and citation forms; takes field notes and written statements from witnesses.
- Attempts to resolve domestic disturbances; mediates landlord/tenant disputes; investigates abuse and neglect complaints; recommends social service agencies in non-criminal matters.
- Explains civil process to citizens; seizes property in civil claims.
- Discusses cases with prosecutor; testifies and presents physical evidence in court.
- Investigates missing juvenile cases and investigates sex crimes involving juveniles.
- Confronts groups of agitated or hostile persons; calms volatile situations by negotiation or conversation; uses chemical agents including tear gas and mace; breaks up large parties.
- Responds to animal complaints; deals with vicious animals, locates rehabilitation services for wounded animals and transports stray animals to the animal control facility.
- Evaluates the nature of common medical emergencies; administers first aid and CPR; assists in initial responses to natural deaths.
- Provides security of incident scenes during emergency medical and fire responses.
- Assists in ensuring personal safety and welfare of persons suffering from mental and/or emotional illness or instability; provides access to appropriate care or evaluation.
- Evaluates potentially hazardous weather conditions; conducts inspections of areas for hazards caused by flooding/weather damage; ensures safety of motorists in affected areas.
- Coordinates evacuation from facilities/areas affected by natural disaster, major accidents or other incidents threatening life and property.
- Provides security escorts for movements of funds and other valuables and for at-risk persons.
- Assists citizens in crime prevention programs; conducts home and business security surveys.
- Speaks to children and community groups on safety and law enforcement topics; provides tours of the Police Department.
- Conducts motor vehicle inspections for BMV registration and titling purposes.
- Maintains condition of vehicle, equipment and Department-issued weapons.
- Attends and successfully completes all required training sessions.

Non-essential Job Functions:

- Performs other related duties as required

Knowledge, Skills & Abilities

- Ability to collect, classify, prioritize, analyze and record data.
- Ability to utilize a variety of reference, descriptive and advisory data and information.
- Ability to coordinate multiple tasks or activities simultaneously.

- Ability to exercise discretion in identifying and selecting from alternative courses of action.
- Ability to exercise discretion in the use of force and law enforcement powers.
- Ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.
- Ability to perform tasks in changing and stressful circumstances; includes ability to maintain control of emotions and actions and to make rapid decisions.
- Ability to perform addition, subtraction, multiplication and division, and to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic and geometric principles and formulas.
- Ability to operate a personal computer, utilizing word processing, spreadsheet, database management, incident reporting, vehicle and criminal records and other software applications as may be necessary to perform essential job functions.
- Ability to operate police vehicle and specialized equipment, including radio and in-car computer; ability to operate vehicle at high speeds during emergency responses or pursuits.
- Ability to utilize a variety of tools, equipment and supplies associated with law enforcement activities, including any or all of the following: pistol, shotgun, taser, baton, pepper spray, radio, portable breath test and radar gun.
- Ability to effectively employ and maintain proficiency with a variety of Department-issued firearms and less lethal weapon systems.
- Ability to adjust schedules for court, call-outs, training and other required activities.
- Ability to exert heavy to extremely heavy, though not constant, physical effort, typically involving some combination of running, subduing and restraining individuals, defensive tactics, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials up to and exceeding 100 pounds.
- Ability to make a forcible arrest in conditions, such as snow, rain, severe weather, temperature and noise extremes, traffic hazards, violence, toxic agents, disease or pathogenic substances. Performance of essential functions may require life-or-death decisions based on circumstances beyond incumbent's control; decisions may affect the general public and coworkers as well as incumbent.
- Performance of essential functions may require exposure to adverse environmental conditions.

Qualifications Required to Perform Essential Job Functions

- High school diploma or GED.
- Or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this position.
- Must possess and maintain a valid Indiana driver's license.
- Must be able to obtain an Indiana Law Enforcement Academy Certificate.
- Completion of Carmel Police Department's probationary period and field training program.

The City of Carmel, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

Agency

City of Carmel

Address

One Civic Square

Carmel, Indiana, 46032

Phone

317-571-2465

Website

<http://www.carmel.in.gov>