

# Selection Process for the Applicant Eligibility List

1. An informal overview session with the New Albany Police Merit Commission will be held April 8, 2021 at 6p.m. via Zoom to explain the process, including the personal interview and any questions you may have. **The written exam will not be discussed and attendance is optional.**

IF YOU ARE INTERESTED IN ATTENDING THE OVERVIEW SESSION PLEASE SEND AN EMAIL REQUEST TO: [napmc@cityofnewalbany.com](mailto:napmc@cityofnewalbany.com) and the Zoom link will be sent to you.

2. Complete & return the application and Pre-Registration Written Examination form by email no later than April 16, 2021.

If you are unsure of your attendance, it is recommended that you complete and return the form to ensure your admittance. If you have sent the pre-registration form and you find you will not be taking the examination, please send me an email stating you are not taking the examination.

3. Testing day Saturday, May 15, 2021. The examination will last approximately 3 hours  
**(Attached is a list of documents to be submitted the day of written examination.)**

9:00 a.m. (Eastern Daylight Time) - Registration  
9:30 a.m. (Eastern Daylight Time) - Examination Begins  
Testing Site: New Albany Police Sub-station  
1721 Ekin Avenue  
New Albany, IN 47150

**Absolutely no one will be admitted without photo identification and pre-registration form on file.**

4. You will receive an email notifying if you passed or failed the exam by May 31st.
5. The Physical Fitness Test, upon passing the written exam, will be held on one of these Saturdays June 5th or June 12th or June 19th. You will know that day if you passed the physical fitness test (requirements attached)
6. Background investigations will be conducted on all applicants, who passed the written and agility test, and may include contacting former employers and/or co-workers, personal references, neighbors and/or associates, police record checks, financial stability verification, and/or any other areas that could affect performance and reliability as a police officer.
7. Personal interview with the New Albany Police Merit Commission, upon passing the written exam and Physical Fitness Test, will be on one of these days-  
July 27th, July 28th or July 29th .

8. Upon satisfactory completion of the above and a position becomes available with the New Albany Police Department the first person on the Eligibility List will be given a Conditional Offer. Upon passing a polygraph, medical and psychological test a position will be offered.