

Selection Process for the Applicant Eligibility List

1. Complete & return the application and Pre-Registration for the Written Examination form by email.

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.

2. The examination will last approximately 3 hours
(Attached is a list of documents to be submitted the day of written examination.)

8:30 a.m. (Eastern Daylight Time) - Registration

9:00 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.

3. You will receive an email notifying if you passed or failed the exam.
4. The Physical Fitness Test, upon passing the written exam, the physical fitness test will be held on the date stated in your email stating you passed the written test. You will know that day if you passed the physical fitness test (requirements attached)
5. Background investigations will be conducted on all applicants who passed the written and agility test. The background check 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.
6. Personal interview with the New Albany Police Merit Commission, upon passing the written exam, Physical Fitness Test and background check will be scheduled.
7. 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.