



# BROWNSBURG POLICE DEPARTMENT

## RECRUITMENT PLAN - LATERAL

**Employee ID of  
Employee  
Submitting\*** U3865

**Name of Employee  
Submitting\*** Umbanhowar, Debbie

**Reviewed and  
Approved by Board  
of Police  
Commission  
Meeting Dated** 03/10/2026

### STEP 1 - ADVERTISE & PROMOTE (ACCEPT PRE-APPLICATIONS)

**Duration Days  
Allotted** 30

**Date Posted** 03/16/2026

**Pre-Application  
Deadline** 04/15/2026

**Media Type**  Print Media

**List All**

**Media Type**  Other Media (Radio, TV)

**List All**

**Media Type**  Websites

**List All** Facebook, ILEA, IACP, LinkedIn, Town of Brownsburg Website, Instagram, Twitter, National Minority Update, Golawenforcement.com

**Media Type**  Career Fairs

**List All**

**Media Type**  Minority Specific

**List All** National Minority Update

**Media Type**  Other

**List All**

**Overall Process Value**

**Notes**

## STEP 2 - WRITTEN AND PHYSICAL AGILITY TESTING

Scheduled date will be determined by the agency based on the availability of facilities. The physical agility testing will be conducted prior to the written test.

**Written and Physical Agility Testing Date**

**Time**

**Location**

**Overall Process Value**

**Notes** Written and physical agility will not be utilized during the lateral process as the candidates have demonstrated their success in this area by becoming and maintaining current employment/certification by another L.E. agency.

## STEP 3 - TESTING RESULTS AND FORMAL APPLICATION ISSUE

Upon review of the written test results, the department may determine a cut off and begin the formal application process.

**Formal Application Submission Deadline** 05/06/2026

**Time** 4:00 PM

\*Complete Application Release Forms and Also Provide Background Questionnaire(s)

**Notes** Access to the electronic full application will be provided to applicants upon receipt of an eligible/screened pre-application.

## STEP 4 -STAFF ORAL INTERVIEW & BASIC BMV/CHRI INQUIRIES

Interview Board composed of Supervisory Enforcement personnel and a member or member(s) of Executive Staff.

**Interview Dates and Times** May 5th & May 6th, 2026

**Interview Panel Members** TBD - Will include both executive staff and line staff as interviews will be combined in an effort to streamline the process

**Overall Process Value** 60%

**Notes** Typically 5-7 member panel will conduct interviews using predetermined questions in a uniform manner. While the candidate is interviewing, Administrative Services Staff will complete BMV and a basic criminal history inquiry.

Applications are reviewed for completeness while the candidate is interviewing and basic BMV and CHRI (criminal history) inquiries are made to determine any immediate disqualifiers. Candidates will be notified prior to exiting the building whether corrections are needed on their formal application and given a deadline to do so.

**Corrections and Omissions Deadline** 05/13/2026

## STEP 5 - FULL BACKGROUND INVESTIGATION WITH EXCEPTION TO CVSA

**Background Investigation Completion Deadline** 06/07/2026

**Notes** The background investigation will be completed entirely by the Investigations Division including reference checks. All phases of the background will be completed with the exception of the truth verification.

## STEP 6 - EXECUTIVE INTERVIEW

Interview Board composed of Executive Staff and Board of Police Commission Members only. Interviews will be structured and timed, comprised of pre-approved questions and a defined rating scale.

**Interview Dates and Times**

**Interview Panel Members**

**Notes**

In order to shorten the length of the process, only one interview will be conducted including both executive staff members as well as rank in file staff.

**STEP 7 - FORMAL OFFER OF EMPLOYMENT (CONTINGENT UPON CVSA AND PSYCHOLOGICAL/PHYSICAL EXAM)**

**Conditional Offer of Employment Extended at Police Commission Meeting** 06/09/2026

**Tentative Start Date** 07/15/2026

**Notes**

Conditional offers will be made at the Police Commission Mtg on June 9, 2026. Based on the conditional offer date and the completion of criteria set forth the tentative start date will be middle July.