



BROWNSBURG POLICE DEPARTMENT

RECRUITMENT PLAN - NON EXPERIENCED

**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** 03/15/2026

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 Website

Media Type Other

List All

Overall Process Value

Notes Applications will be accepted for 30 days during which time Administrative Services staff will be evaluation and "pointing" each candidate. Candidates will receive process credit for such things as police or jail experience. In addition, candidates disclosing standard disqualifying information will be immediately eliminated.

STEP 2 - WRITTEN AND PHYSICAL AGILITY TESTING

Scheduled date will be determined by the agency based on the availability of facilities

Written and Physical Agility Testing Date 04/25/2026

Time 8:00am

Location Brownsburg West Middle School (1555 S. Odell St)

Overall Process Value 25

Notes Physical and written testing will be conducted at the Brownsburg West Middle School. As the physical agility is pass/fail, it will be conducted first. Those who pass will return for the written examination after the physical testing. Candidates receive points based upon their actual examination score.

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 Candidates will be provided access to the electronic formal application link upon successful completion of the physical and written testing. Formal applications should be completed and turned in prior to interview. Supporting documents (i.e. birth certificate, transcripts, etc) deadline may be extended upon request, however formal application is due at interview date.

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 05/03/2026

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 N/A

Interview Panel Members N/A

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.