



**City of Bloomington
Board of Public Safety**

**AGENDA
BOARD OF PUBLIC SAFETY
REGULAR MEETING
TUESDAY, OCTOBER 16, 2018
AT 5:30 P.M.
BLOOMINGTON CITY HALL
401 N MORTON STREET
BLOOMINGTON, IN 47404
MCCLOSKEY CONFERENCE ROOM**

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - a. September 18, 2018
3. POLICE DEPARTMENT BUSINESS
 - a. Report on Monthly Statistics and Training Update; Letters Of Appreciation and Commendation
 - b. General Business
 - c. Purchases: Expenditures/Procurements
 - d. Personnel Issues
4. CIRT DEPLOYMENT REPORT
5. FIRE DEPARTMENT BUSINESS
 - a. Report on Monthly Statistics and Training Update; Letters Of Appreciation and Commendation
 - b. General Business
 - c. Purchases: Expenditures/Procurements
 - d. Personnel Issues
6. BOARD BUSINESS
 - a. Review of BPS Payroll
 - b. Amendment to Board Standards
 - c. Electronic Signatures
7. OTHER BUSINESS
8. PUBLIC COMMENT
9. ADJOURNMENT

BLOOMINGTON BOARD OF PUBLIC SAFETY

The Bloomington Board of Public Safety held its regular monthly meeting on **Tuesday, September 18, 2018, at 5:30 p.m.**, in the City of Bloomington City Hall McCloskey Conference Room located at 401 N. Morton Street, Bloomington, Indiana.

CALL TO ORDER

Chairperson Susan Yoon called the meeting to order. Board members present were Luis Fuentes–Rohwer, Kim Gray, Martin McCrory and Maqubé Reese. Others attending are listed on the attached sheet.

APPROVAL OF MINUTES

Fuentes-Rohwer moved to approve the August 21, 2018 meeting minutes. Gray seconded the motion and the motion carried.

Yoon then certified the August 21, 2018 Executive Session meeting that was held after last month’s regular meeting.

MCKNIGHT DISCIPLINE DECISION

Yoon read the Findings of Facts to the group. The outcome was that given the evidence presented and testimony heard during the July 14, 2018 hearing, the administration has failed to carry its burden of proof in this matter. Based upon the foregoing, this Board orders that Captain McKnight return immediately to his full duties as Captain, as those duties are determined by Jason Moore, in the Bloomington Fire Department. Fuentes-Rohwer made comments after the Finding of Facts was read by Yoon. Gray made a motion to approve the decision. Fuentes-Rohwer seconded the motion. The motion carried. Reese motioned to adopt the Finding of Facts. Fuentes-Rohwer seconded the motion. The motion carried.

FIRE DEPARTMENT BUSINESS

Training and Incident Reports and Statistics; Letters of Appreciation and Commendation

Chief Jason Moore reported on the monthly statistics, training and letters of appreciation and commendation.

General Business

None

Purchases: Expenditures/Procurements

\$105K for new fire gear going toward the 2nd full set of fire gear for all of the fire fighters. The Locution Station Alerting Equipment, which is the receivers that receive the station tones. A second half of that project will be seen in the purchases for approximately \$150K.

Personnel Issues

There are three employees on light duty. One on administrative leave without pay, one on administrative leave with pay that will be back to full duty this week. 324 Applicants for one Fire Fighter position. The diversity profile was much better this time. The last hiring process it was at 1.9%. This time it is at 20%. There were 35 out of state applicants. The application process is complete. The written test will be held on September 29, 2018 at Bloomington South High School at 8:00 am and the Board is invited to attend. Board members asked questions regarding the hiring process.

Review of BPS Payroll

- a. Chief Mike Diekhoff and Chief Jason Moore agreed the payrolls were correct.

CIRT DEPLOYMENT REPORT

Chief Michael Diekhoff reported on the CIRT Deployment Report. August 3, 2018 the Monroe County Sherriff requested assistance out in the county for a Officer involved shooting at a trailer that they believe that people were still hiding in. The CIRT Team responded and cleared the trailer. No one was located. All of the policies were followed by the CIRT Team. An Administrative Review was completed and it was found that they acted within policy with no problems.

POLICE DEPARTMENT BUSINESSTraining and Incident Reports and Statistics; Letters of Appreciation and Commendation

Captain Scott Oldham reported on the monthly statistics, training and letters of appreciation and commendation.

General Business

Diekhoff reported that the Opioid Conference started today. BPD has a table at the conference and was part of the panel discussion this afternoon. This continues tomorrow.

Purchases: Expenditures/Procurements

Diekhoff doesn't have anything to report regarding large purchases.

Personnel Issues

Diekhoff reported that there are three employees out sick. There are four perspective officers in the Field Training Officer (FTO) Program. Four are currently being hired next week.

RULES AND REGULATIONS UPDATE

City Attorney Michael Rouker reported out on the Rules and Regulations update for the Police Department. He explained that the substantive updates occurred in Chapter 12 which included "Sick Leave". This was explained in great detail by Rouker. The other portion was to get rid of the "Sick Contract". This was also explained in great detail by Rouker. Gray motioned to adopt the Amended Bloomington Police Department Rules and Regulations. Reece seconded the motion and the motion carried.

OTHER BUSINESS

None

PUBLIC COMMENT

Captain Scott McKnight thanked the Board for their decision in his hearing which allowed him to keep his current position.

Fuentes-Rohwer made a motion to adjourn the meeting.

Respectfully submitted,

Renée Rose, Recording Secretary
Board of Public Safety

The minutes of the September 18, 2018, Board of Public Safety meeting are approved this 16th day of October, 2018.

Sun Yoon

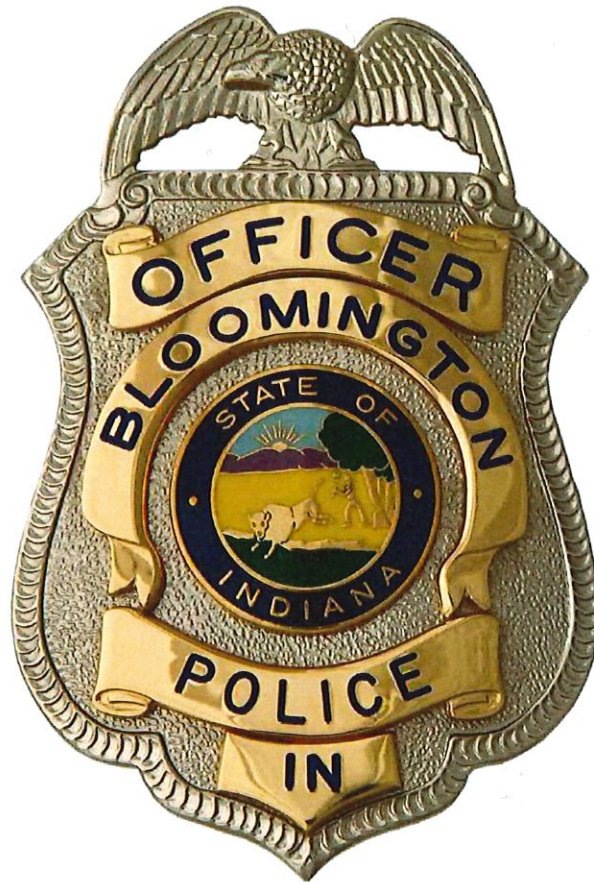
Maureen McGeary

JBloomington Police Department

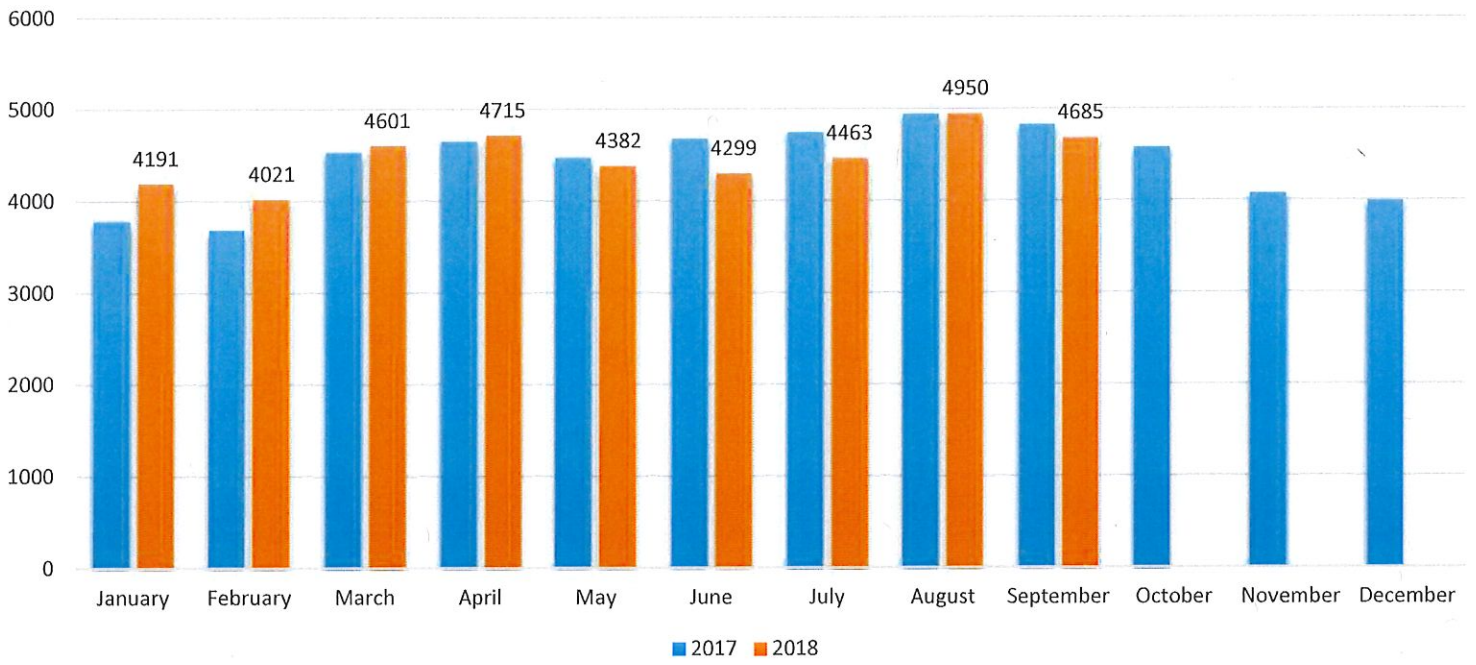
Board Of Safety

Statistical Report

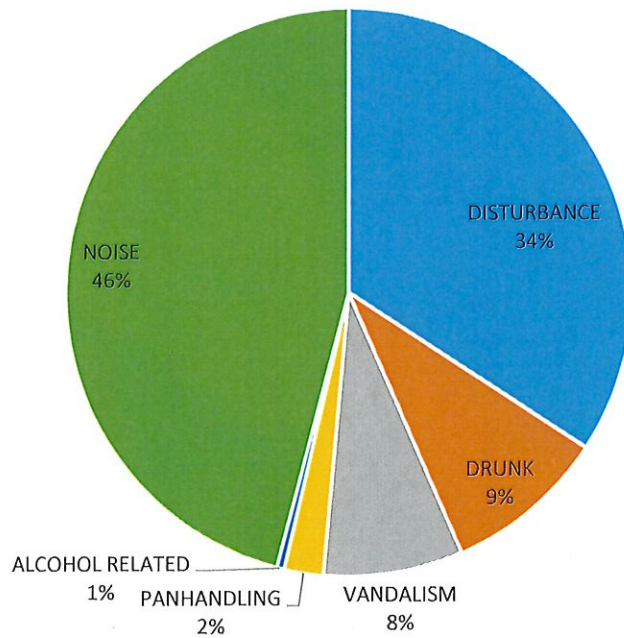
September 2018



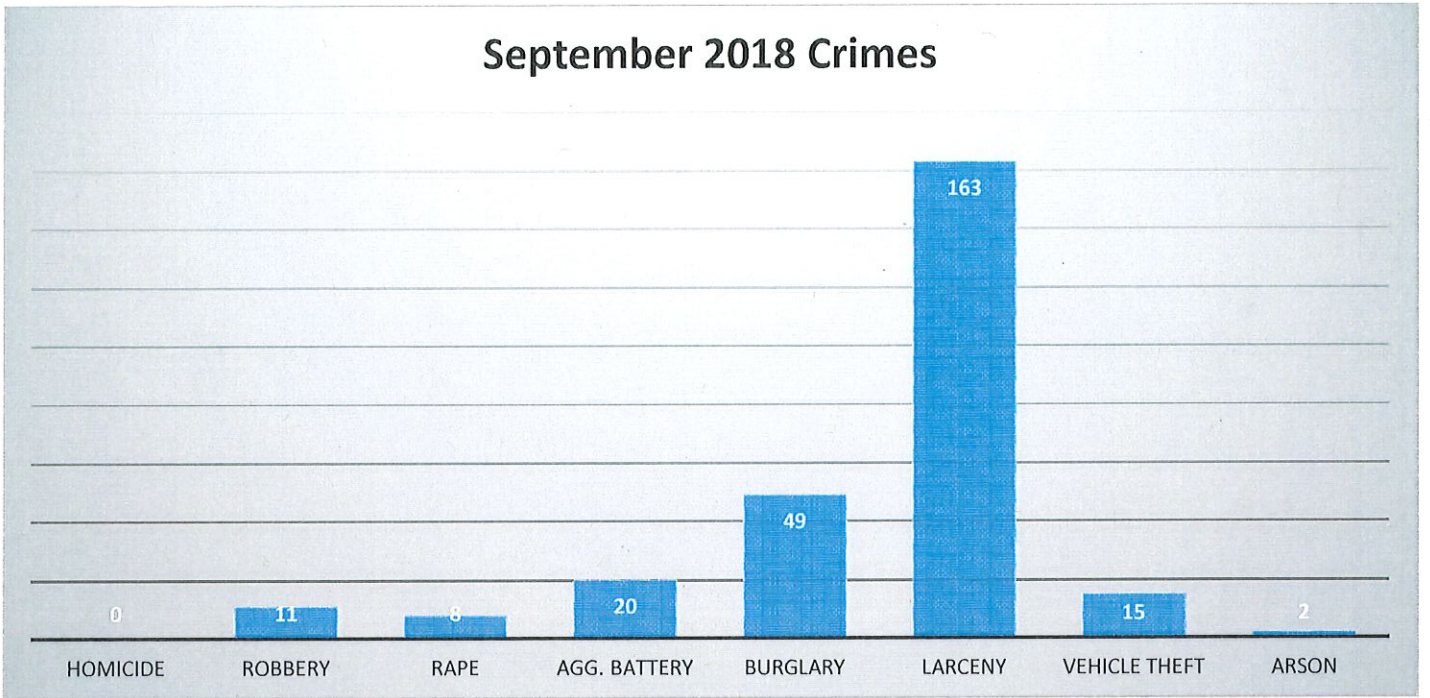
2017-2018 Calls For Service Totals



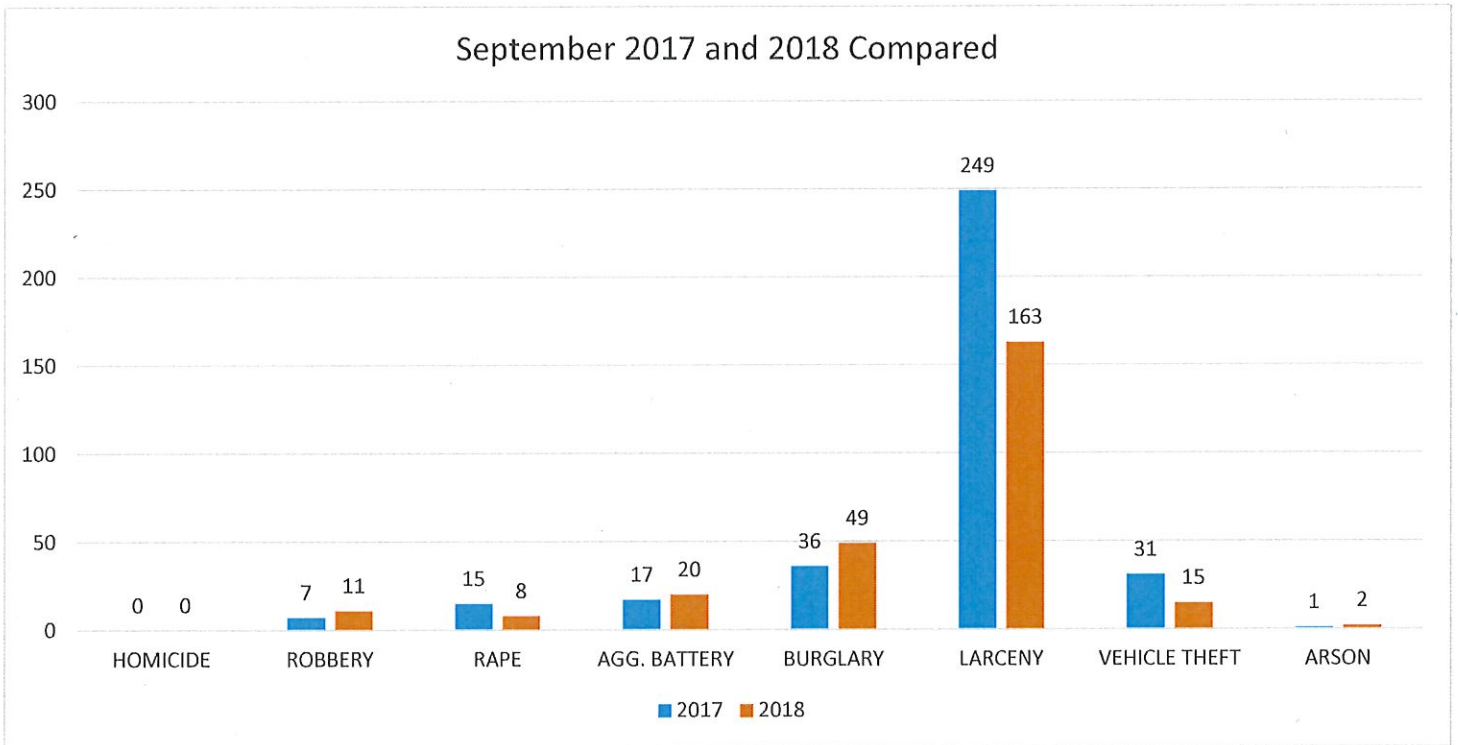
September 2018 Nuisance Calls for Service



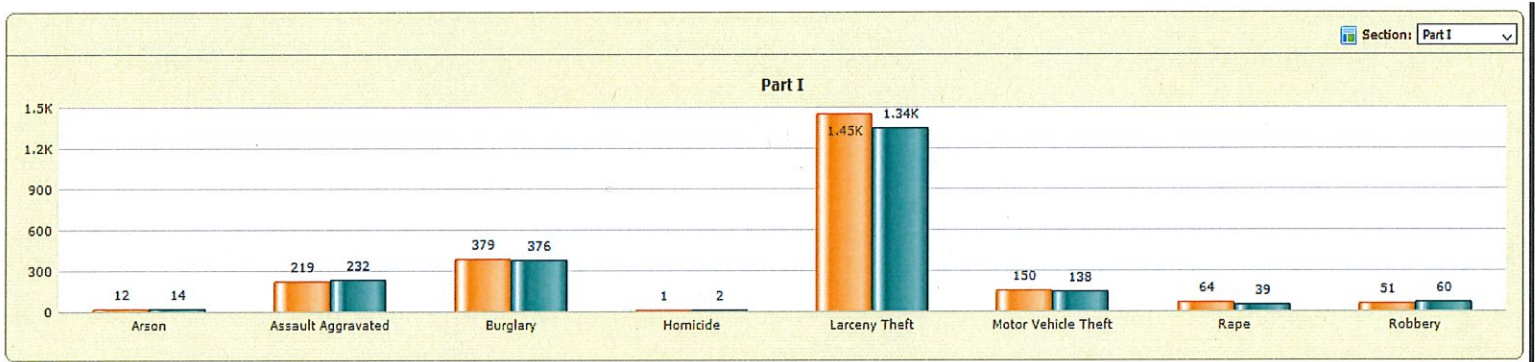
September 2018 Crimes



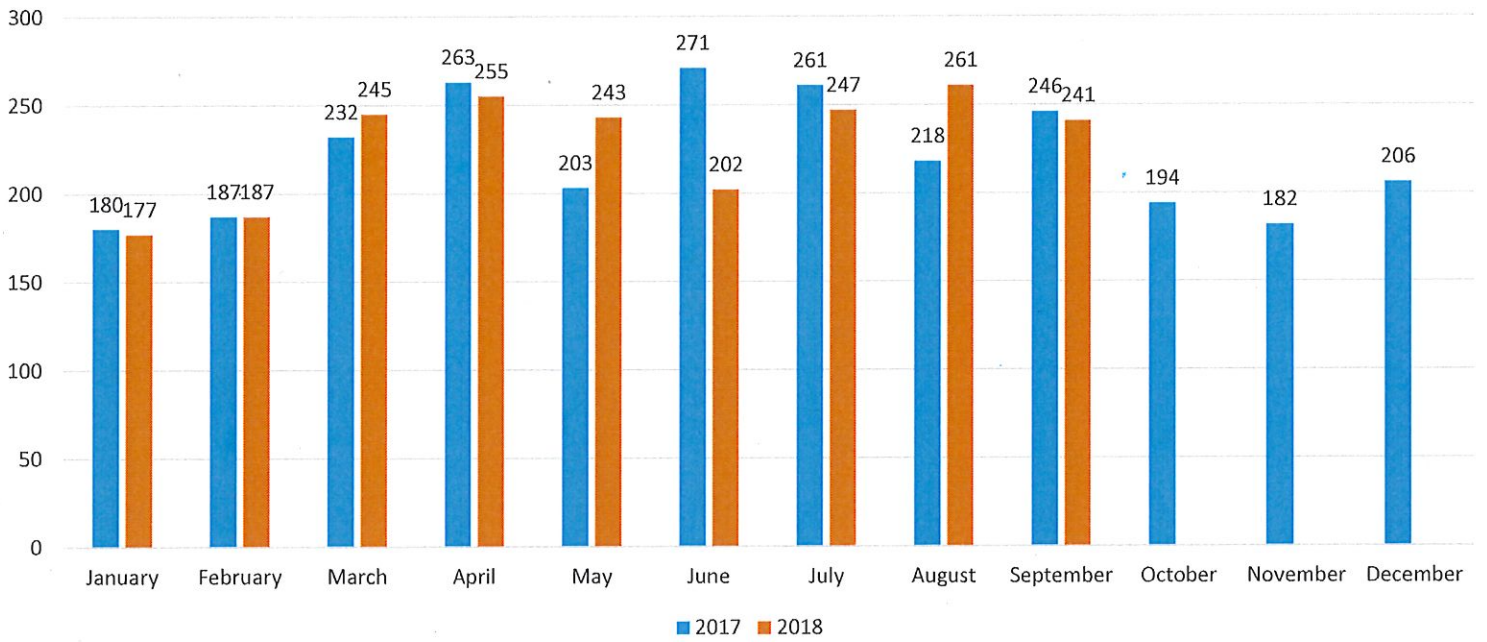
September 2017 and 2018 Compared



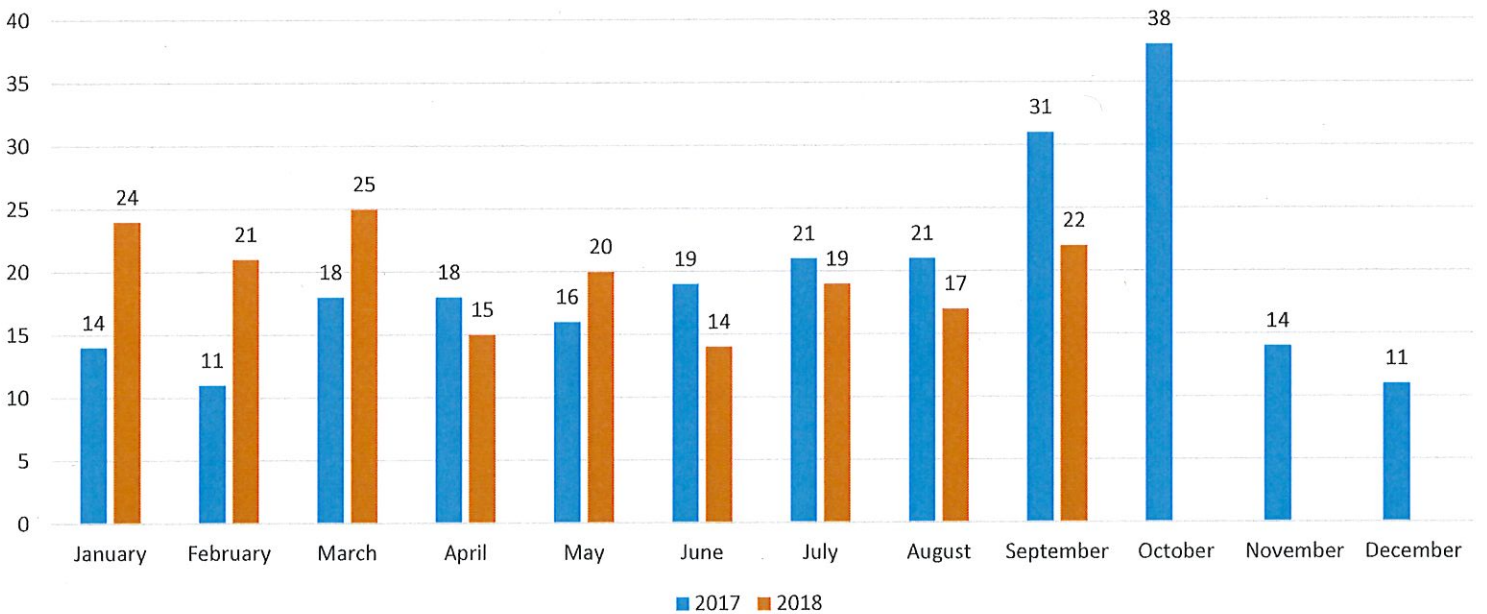
Period 1: 01-Jan-2017 - 01-Oct-2017 Period 2: 01-Jan-2018 - 30-Sep-2018



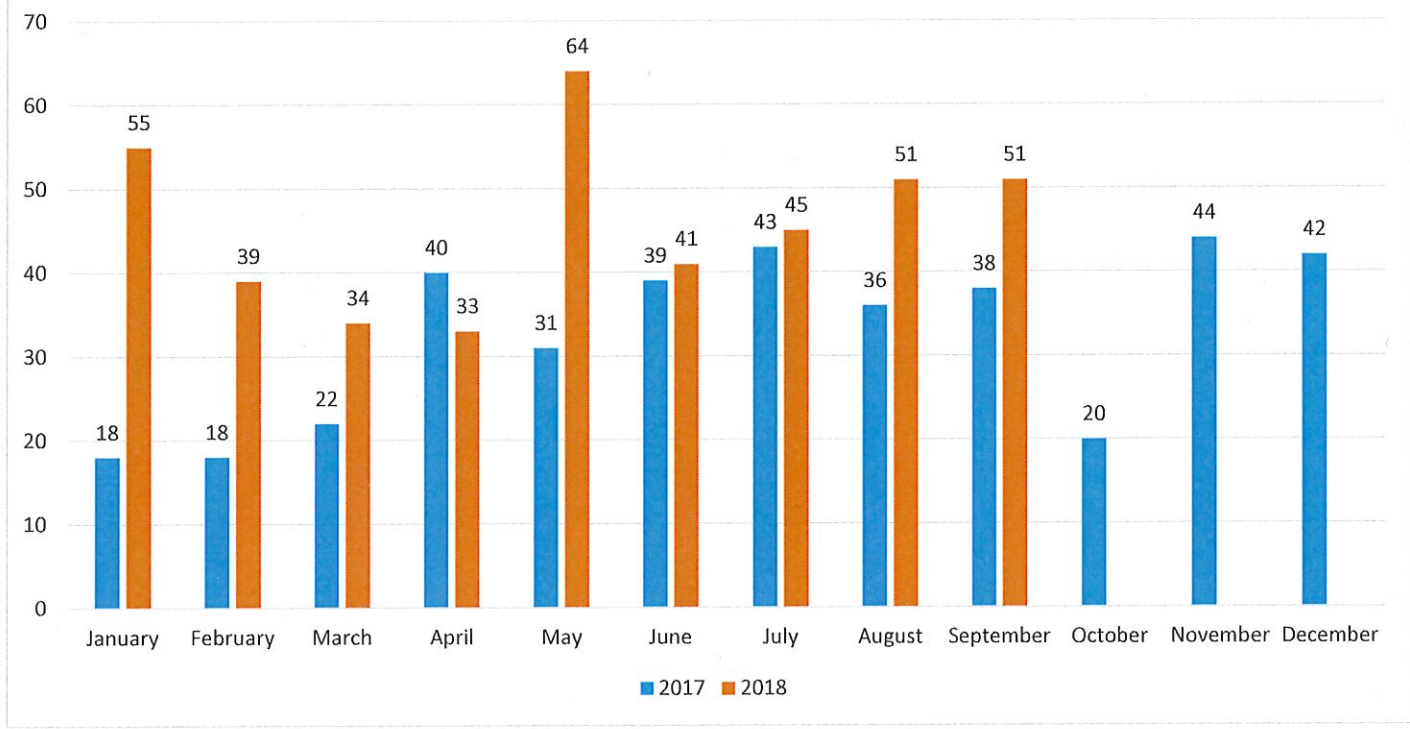
2017-2018 Adult Arrests



2017-2018 Juvenile Referrals



2017-2018 Domestic Violence Cases



UCR/IND. HATE CRIMES		
	2017	2018
Jan-Mar	1	1
Apr-June	4	3
July - Sept	3	1
Oct - Dec	2	
TOTALS:	10	4



BLOOMINGTON POLICE DEPARTMENT

Board of Public Safety Report



CRIME TRENDS/MAJOR CASES:

- Burglaries to vacant apartments and residences on the rise.
- Bicycle thefts on the rise for Bloomington and Indiana University.

TRAINING

Training Hours: 1,205.5

Training Highlights:

- De-escalation (83 officers/380 hours)
- Criminal Law Update (47 officers/70.5 hours)
- CIRT Training (8 officers/56 hours)

COMMUNITY ENGAGEMENT

Community Engagement Events: 15

Community Engagement Hours: 44

Officers Involved: 24

Community Engagement Events-Prior:

- Coffee with a Cop
- Citizen's Academy (ongoing)
- Fiesta del Otono
- Islamic School Visit

Community Engagement Events-Upcoming:

- Latino Family Night at BHSN (Oct. 15)
- Baneker Blue and You (Oct. 17)
- DEA Drug Takeback Day at Kroger (Oct. 27)
- Mall-o-ween at College Mall (Oct. 31)

Letters of Appreciation

and

Commendation





Fourth Street Festival, Inc.

Dear Chief Diekhoff,

As this year's current President of the 4th Street Arts Festival Committee, I want to send you and your people a big thank you from all of us. The efforts of your staff made this year the best in logistics.

I met with Captain Oldham in early spring to start our journey of problem solving related to the water barricades. He encouraged us to start early on our set up day instead of an evening set up. Then he put me in touch with RayeAnn Cox who sat down with us and together laid out a plan for barricade placement. She marked everything on a map to make it clear.

I met Brian Alexander the team leader for set up. Brian listened when I voiced a concern. He solved problems that arose without frustration and with good results. He was in the moment. The camaraderie of his team was a good example of quality leadership.

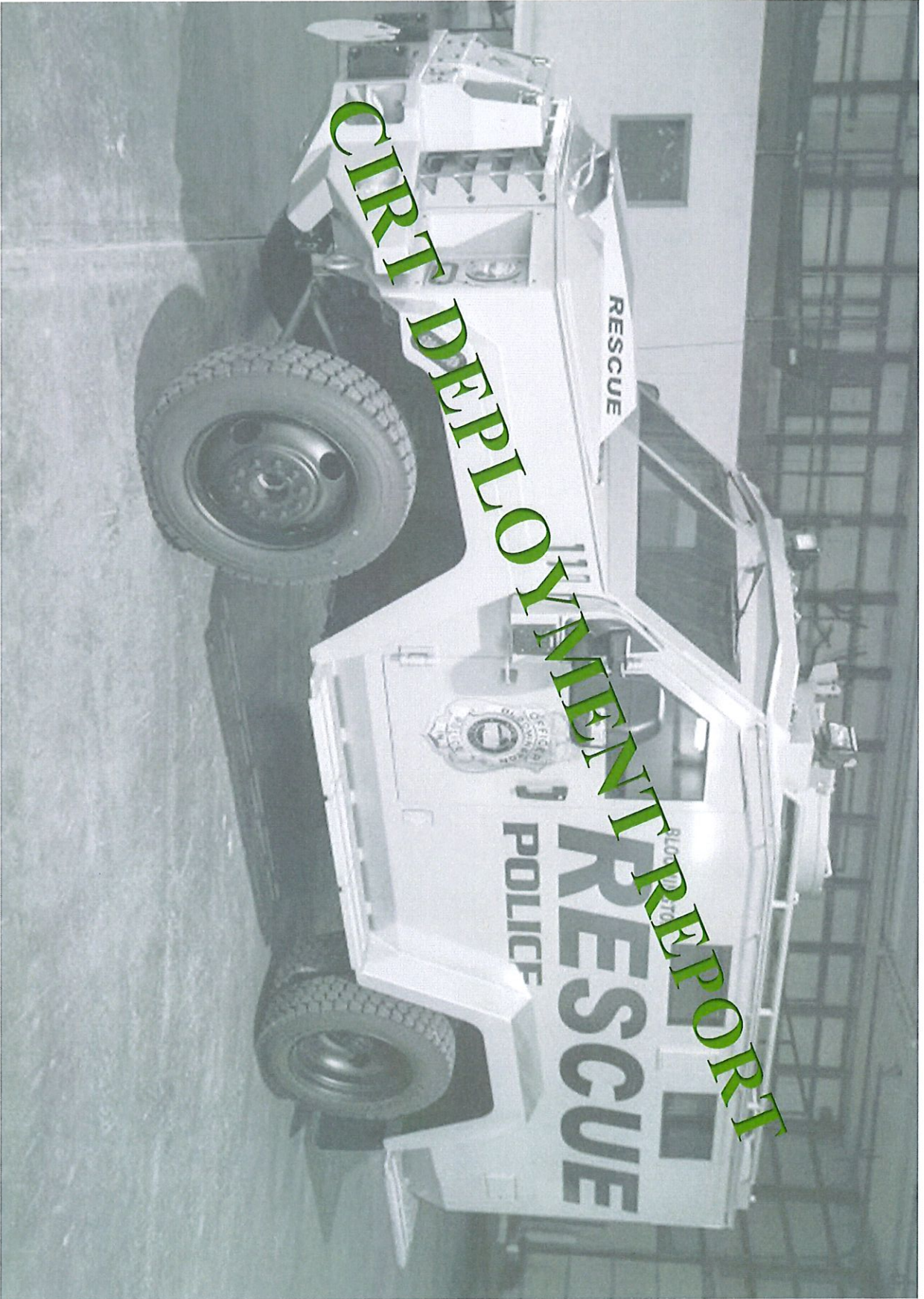
You, sir, can be proud to have Brian Alexander serving under you. Brian Alexander is a good representative of the Bloomington Police Department. I hope I will meet him again next year for set up at 4th Street Arts Festival.

Sincerely,


Vicki Munn, President

4th Street Arts Festival Committee





City of Bloomington Fire Department
Board of Public Safety Report

BLOOMINGTON

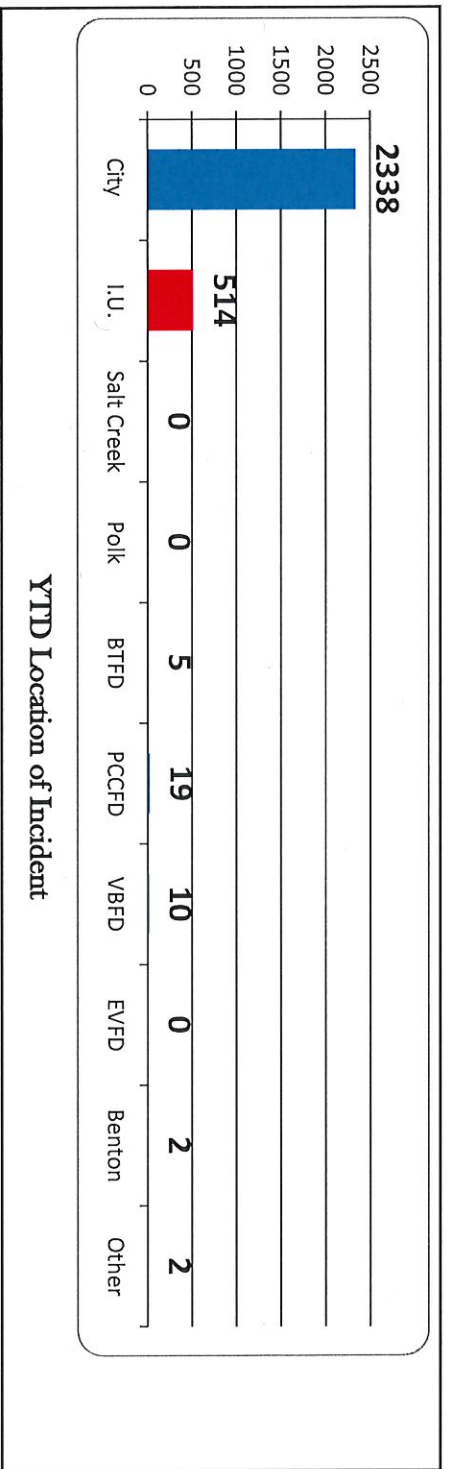
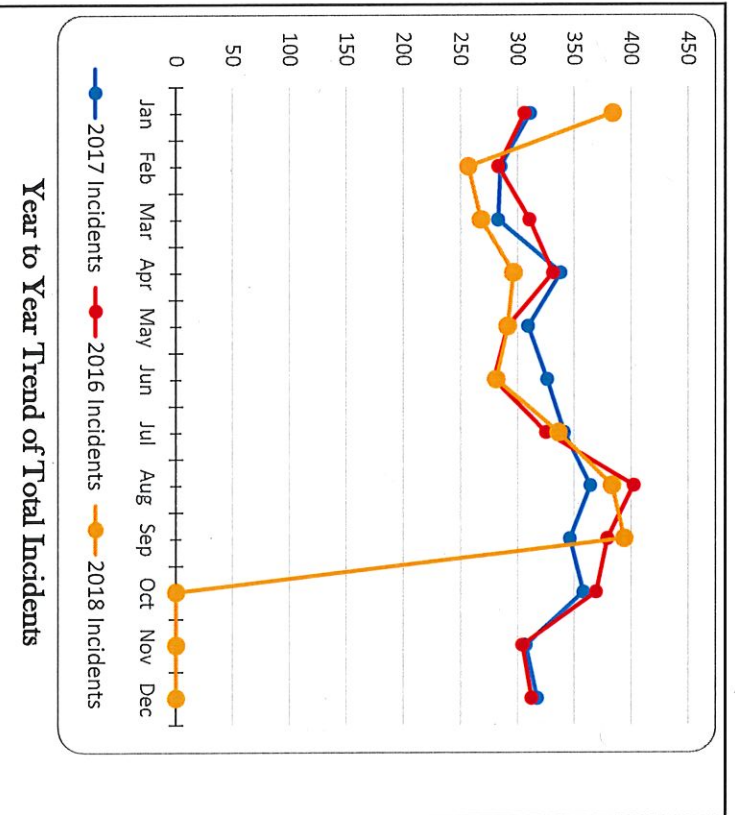
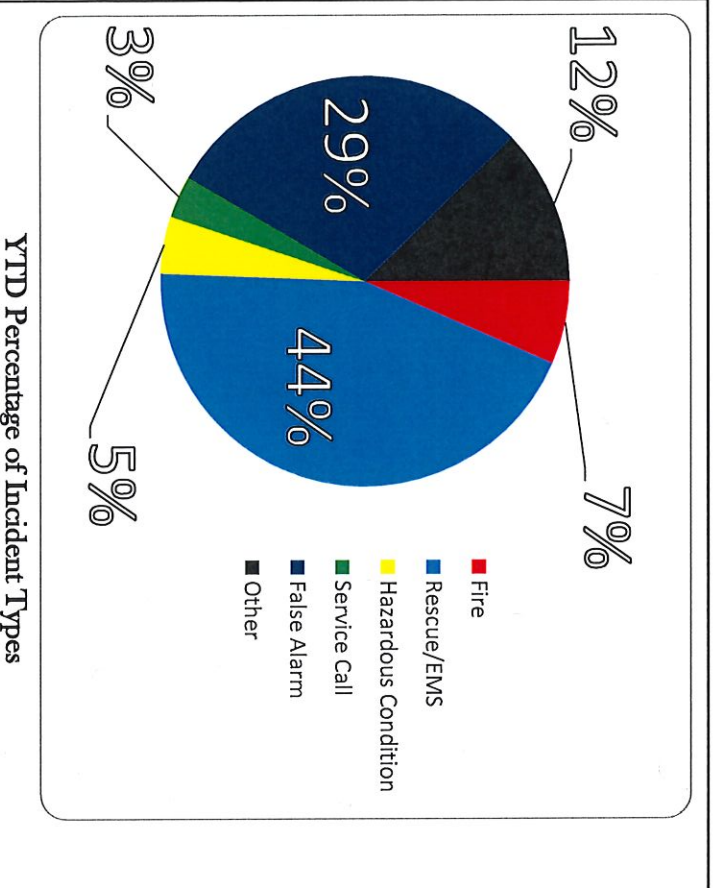


Established

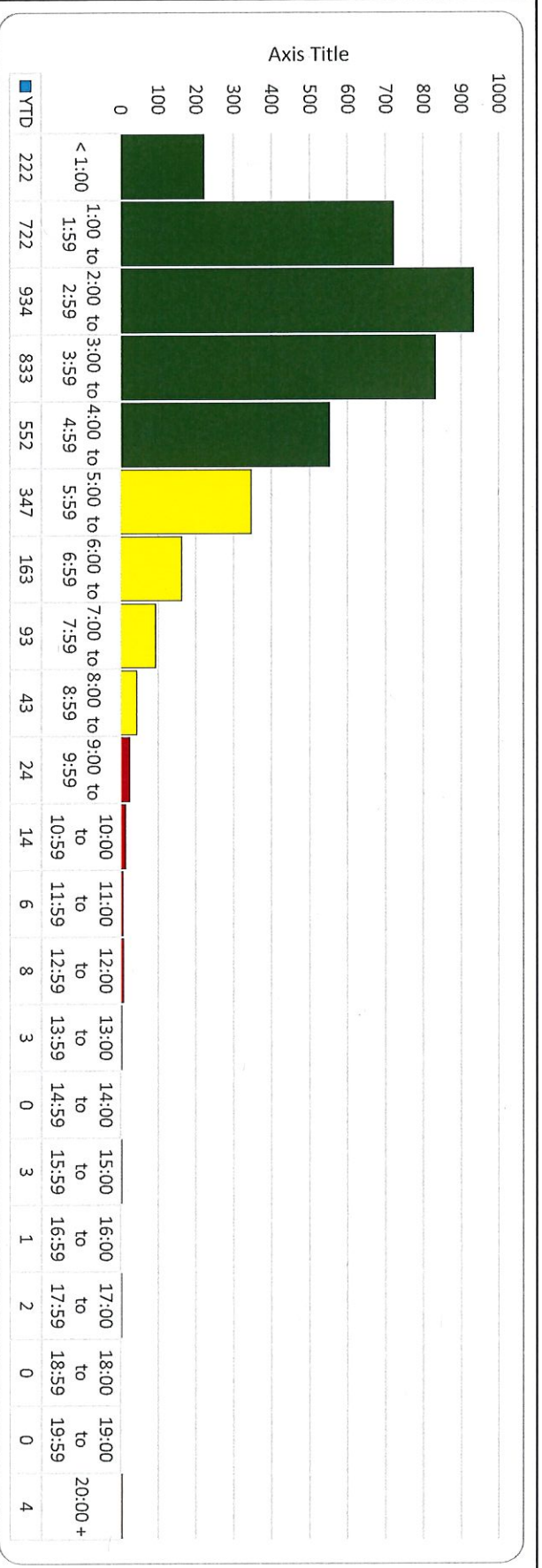
February 17, 1900

October 2018

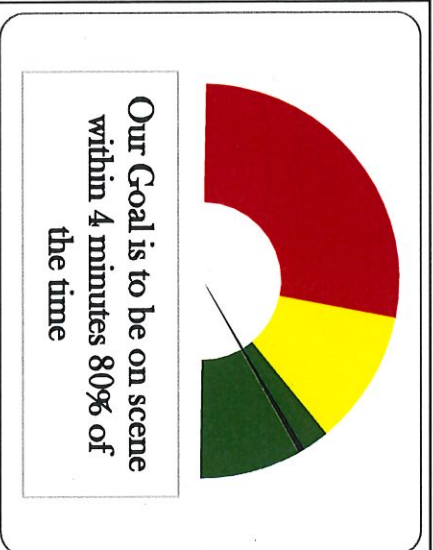
Operational Statistics



Response Times / Goals

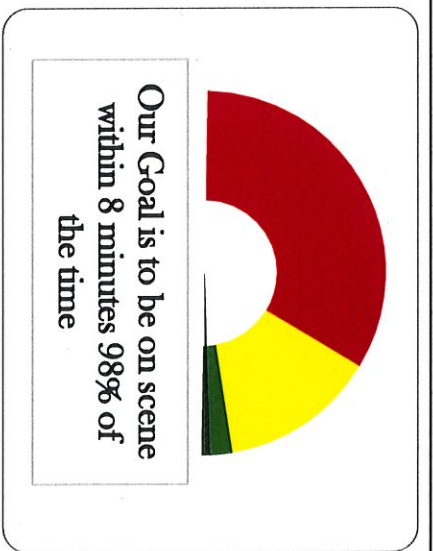


YTD Response Times Incidents within COB Limits

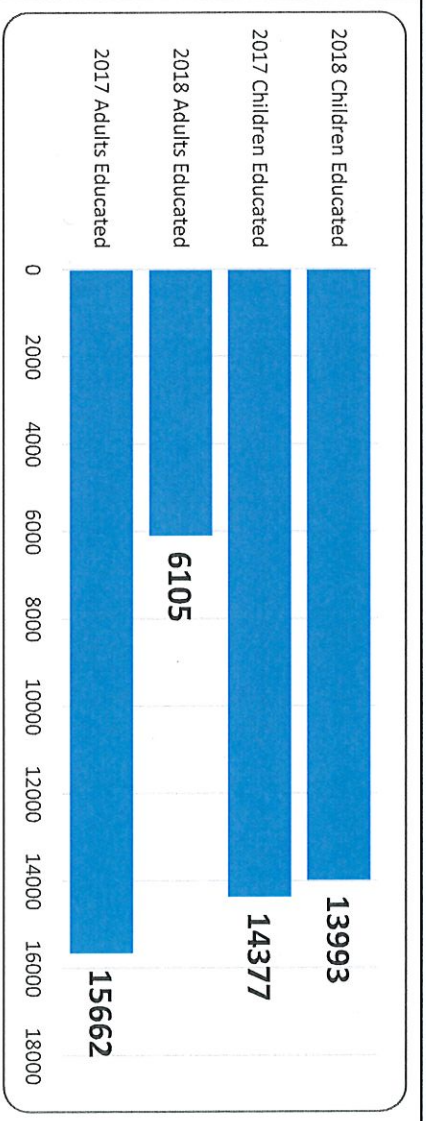


We are on scene within 4 minutes
82%
 of our incidents within City Limits

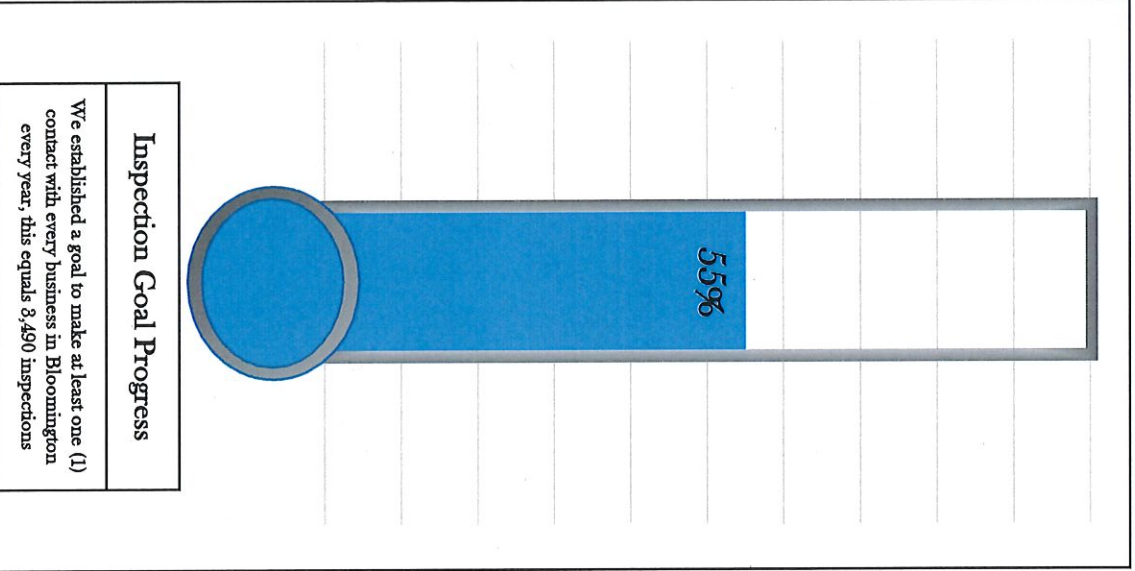
We are on scene within 8 minutes
98%
 of our incidents within City Limits



Prevention and Public Engagement Statistics

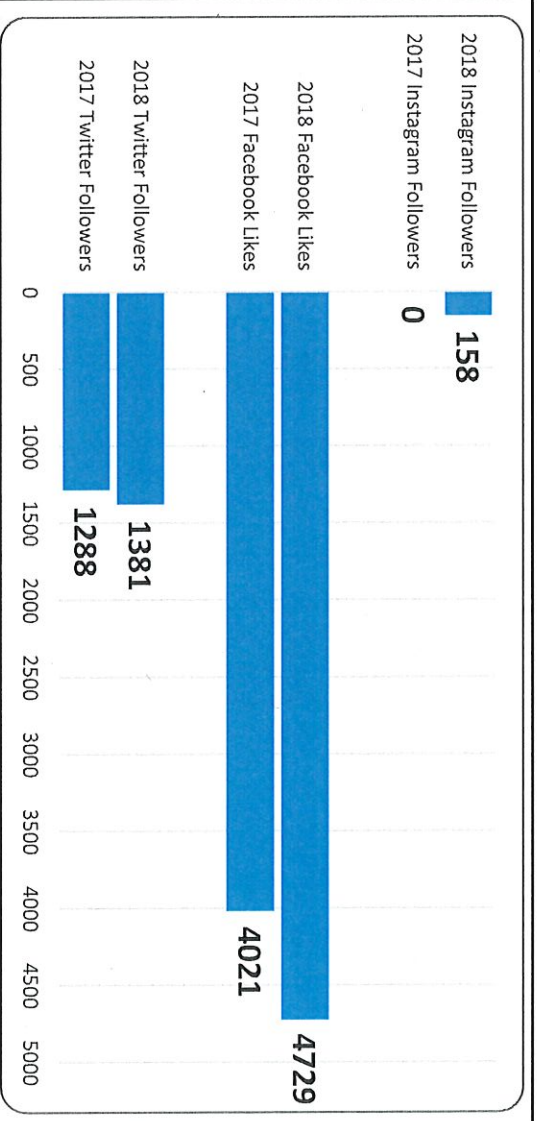


Public Education Contacts



Inspection Goal Progress

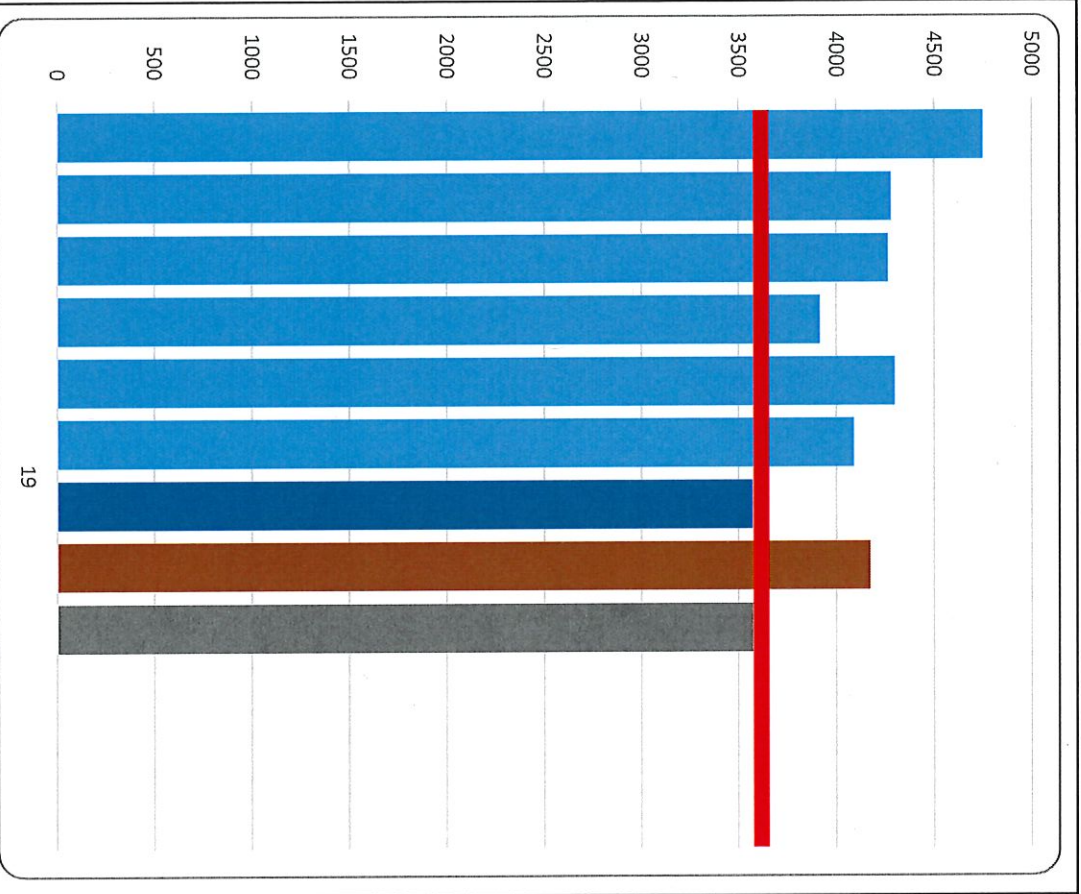
We established a goal to make at least one (1) contact with every business in Bloomington every year, this equals 3,490 inspections



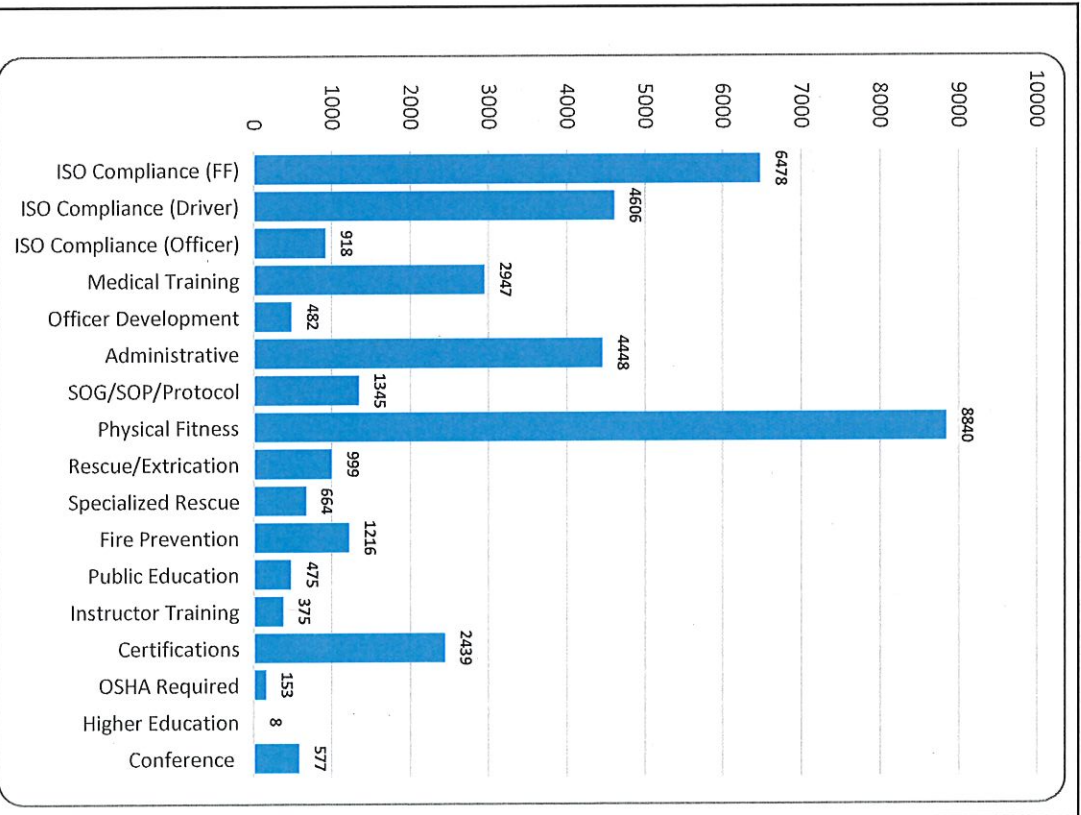
Social Media Engagement

Training and Education

Training Hour Trend



Training Hours YTD



Letters Of Appreciation

&

Commendation



Letters of Appreciation / Commendation

September 27, 2018

City of Bloomington Fire Department
Tom Figolah
300 E. 4th St.
Bloomington, IN 47401



Dear Tom,

Thank you for supporting the 37th Annual Harmony Extravaganza by donating one Kids Birthday Party at Bloomington Fire Department Fire Station One. Our day was filled with live music, laughter, games and prizes, delicious food, and several visiting organizations and businesses. The day was a huge success!

We are grateful to have you as a partner in our mission of fostering educational and social equity by empowering all people involved in educational settings to work collaboratively in reflective democratic communities that create and support powerful learning experiences for everyone. Your generosity combined with that of others, helped us raise over \$5,000 for our scholarship program!

We appreciate your support for this worth-while cause and look forward to working with you in the future.

Best Wishes,

Joyce Walden

Tonya Walden
Development Coordinator
twalden@harmonyschool.org
812.334.8349

Thank you so
much. Tonya



Contributions to Harmony Education Center are tax-deductible to the extent of the law. No goods or services were provided by Harmony Education Center in exchange for this gift. Please retain this letter of acknowledgment as your receipt.



PAYROLL

ANY QUESTIONS?

Purchases:

Expenditures/Procurements

**NOTE* - Page 5 in Section D. Hearings is the only corrected spot in the document.*

I. ADMINISTRATIVE MATTERS

A. Office

The Board of Public Safety (hereinafter "Board") shall maintain an office in Bloomington, Indiana where such staff assistants as it requires shall function and where its files and records shall be kept.

B. Officers of the Board

1. The officers of the Board shall be: Chair and Vice-Chair.
2. The Chair and Vice-Chair shall be selected by the Board. The Chair and Vice-Chair shall serve a term of one (1) year from the date of election or until a new Chair or Vice-Chair is elected or until the Chair or Vice-Chair resigns or is otherwise removed as a member of the Board.
3. The Chair shall preside at all meetings and shall perform all duties required of him/her by the Board.
4. The Vice-Chair shall preside at meetings in the absence or disability of the Chair, and is authorized to sign the following documents when the Chair is absent from a meeting: Contracts, resolutions, minutes and certification of executive sessions.
5. The Secretary of the Board shall be an employee of the City of Bloomington Legal Department.
6. The Secretary shall keep the minutes and records of the Board.

C. Regular Meetings

The Board shall hold at least one (1) meeting per month with the date and time of the meeting to be chosen by the Board.

D. Special Meetings

Special meetings may be called by any member of the Board or upon the request of the Mayor of the City of Bloomington.

E. Public Meetings

1. All meetings of the Board shall be open to the public unless an executive session is conducted in accordance with Indiana law.
2. Executive sessions may be held for the following reasons:
 - a. For discussion of strategy in regards to collective bargaining;
 - b. To receive information about and interview prospective employees;

- c. To receive information concerning a police officer's or firefighter's alleged misconduct;
- d. To receive information concerning a police officer's or firefighter's possible promotion; and
- e. For discussion of records classified as confidential by state or federal statute.

- 3. Any final action must be taken at a meeting open to the public.
- 4. Public notice of executive sessions must state the subject matter by specific reference to the enumerated instance or instances for which the executive session is being held.

F. Voting

The concurrence of a majority of the members of the Board present at any meeting shall be necessary to make a decision and the action of such a majority shall be the act of the Board.

G. Quorum

Three (3) members of the Board shall constitute a quorum and shall conduct any and all business of the Board.

H. Change in Policy, Procedures, Rules and Regulations

The Board may at any meeting, Regular or Special, amend, adopt or rescind any Policies, Standards, Procedures, or Rules and Regulations within its jurisdiction.

II. DISCIPLINARY PROCESS AND PROCEDURES

A. Applicability

1. Chapter II applies to members of the City of Bloomington Police Department and the City of Bloomington Fire Department (hereinafter referred to as “members”).
2. Chapter II does not apply to the reduction in grade of any member of the City of Bloomington Police Department or City of Bloomington Fire Department who holds an upper level policy making position as defined by Indiana Code § 36-8-1-12. The following individuals are excluded from Chapter II:
 - a. Police Chief;
 - b. Fire Chief;
 - c. The next two (2) ranks and pay grades immediately below the Police Chief; and
 - d. The next single ranks and pay grades immediately below the Fire Chief.

B. Demotion, Dismissal, Reprimand, Forfeiture and Suspension by the Board

1. Members may be disciplined by demotion, dismissal, reprimand, forfeiture, or suspension by the Board in accordance with Indiana Code § 36-8-3-4(b). Members may be disciplined upon either:
 - a. Conviction in any court of any crime; or
 - b. An affirmative finding by the Board that the member committed any one (1) or more of the following acts:
 - i. Neglect of duty;
 - ii. A violation of rules;
 - iii. Neglect or disobedience of orders;
 - iv. Incapacity;
 - v. Absence without leave;
 - vi. Immoral conduct;
 - vii. Conduct injurious to the public peace or welfare;
 - viii. Conduct unbecoming a member; or
 - ix. Another breach of discipline.
 - c. Pursuant to I.C. § 36-8-3-4(b), the Board may not consider the political affiliation of the member in making a decision under this Chapter.
2. Before a member may be suspended in excess of forty (40) hours without pay, demoted, or dismissed, the Board, or the Board’s designee, shall inform the Chief that it desires to take such an action against the member. The Board, or the Board’s designee shall inform the member of the Board’s intent and that the member is entitled to a hearing before the Board. A member may agree to waive his/her right to a hearing. Said waiver shall be in writing and shall constitute final action on the matter.

- a. If a member desires a hearing, the member must request the hearing not more than five (5) days after the Board or the Board's designee has provided the member notice of the Board's intention to suspend, demote, or dismiss said member.
- b. The hearing conducted under this Chapter shall be held not more than thirty (30) days after the hearing is requested by the member, unless a later date is mutually agreed upon by the parties.
- c. Written notice shall be given either by service upon the member in person or by a copy left at the member's last and usual place of residence at least fourteen (14) days before the date set for the hearing.
- d. The notice of the hearing must state the following:
 - i. The time and place of the hearing;
 - ii. The charges against the member;
 - iii. The specific conduct that comprises the charges;
 - iv. That the member is entitled to be represented by counsel;
 - v. That the member is entitled to call and cross-examine witnesses;
 - vi. That the member is entitled to require the production of evidence; and
 - vii. That the member is entitled to have subpoenas issued, served, and executed in Monroe County, Indiana.
- e. During any investigation or hearing, the Board may compel the attendance of witnesses, examine them under oath, and require the production of books, papers, and other evidence at a meeting of the Board.
- f. The reasons for the suspension, demotion, or dismissal of a member of the police or fire department shall be entered as specific findings of fact upon the records of the Board.
- g. The Board shall determine if the member who is suspended in excess of forty (40) hours shall continue to receive the member's salary during the suspension.
- h. A member who is suspended for a period exceeding forty (40) hours, demoted, or dismissed may appeal the decision to the circuit or superior court of Monroe County, Indiana.
- i. If a member is subject to criminal charges, the Board may place the member on administrative leave until the disposition of the criminal charges in the trial court. Any other action by the Board is stayed until the disposition of the criminal charges in the trial court. An administrative leave under this subsection may be with or without pay, as determined by the Board. If the member is placed on leave without pay, the Board, in its discretion, may award back pay if the member is exonerated in the criminal matter.

C. Other Disciplinary Measures

1. All other discipline, including written or oral reprimands, assignment of extra duty, suspension of forty (40) hours or less without pay, forfeiture of

vacation or compensatory days of forty (40) hours or less, or any combination thereof, shall be handled by the Police Chief in accordance with Chapter VIII of the *Bloomington Police Department Rules and Regulations* or by the Fire Chief in accordance with Sections 26.0 and 27.0 of the *Bloomington Fire Department Rules and Regulations*.

2. The disciplinary measures noted in subsection 1 above may be taken by the Police Chief or Fire Chief, or his/her designee, without the filing of charges with the Board.
3. Any member disciplined in accordance with Section C shall have the right to appeal the action to the Board.
 - a. The appeal must be in writing and filed with the City of Bloomington's Legal Department within seventy-two (72) hours of the discipline;
 - b. The member shall bear the burden of proof in any such appeal.
4. Upon receipt of an appeal, the City of Bloomington's Legal Department shall notify the members of the Board, and shall convene the Board as soon as reasonably possible after the appeal is filed by the member, unless a later date is mutually agreed upon by the parties.
 - a. Said review by the Board shall be limited to a review of the facts, information and material submitted to either the Police Chief or Fire Chief by the appealing member.
 - b. At its discretion, the Board may hold a hearing during its review.
 - c. If the decision is reversed by the Board, the member who was disciplined is entitled to any wages withheld as a result of the discipline.
 - d. The decision of the Board shall be final.

D. Hearings

1. All hearings may be conducted in executive session at the sole discretion of the Board. Any final action shall be taken at a meeting open to the public. shall be public unless the charged member requests a closed hearing and the Board agrees by a majority vote to such a closed hearing in the form of an executive session.
 - a. ~~The Board's decision must be rendered at a meeting open to the public.~~
 - b. ~~Public notice of an executive session must state the subject matter by specific reference to the enumerated instance or instances for which the executive session is being held.~~
2. All parties to the hearing may be represented by counsel.
3. All witnesses shall be sworn prior to testifying.

4. All proceedings before the Board during the hearing shall be recorded by a designee of the Board.
5. The record of the hearing will not be transcribed by the Board's designee unless requested by the Board or any other interested party to the hearing. The cost of the transcript shall be borne by the person requesting it.
6. The Board will first hear from the Police Chief or Fire Chief who may present and examine those witnesses whom he/she desires the Board to hear. Thereafter the Board will hear from the member who may present and examine witnesses whom he/she desires the board to hear.
 - a. All parties shall have the right to cross-examine witnesses presented by the opposite party.
 - b. The Board shall have the right to examine and to recall witnesses.
7. No hearing shall be continued at the request of the parties thereto or their counsel unless such request is made in writing at least five (5) days before the date for which the hearing is scheduled unless justice so requires. A request for a continuance shall be submitted to the City of Bloomington's Legal Department, which has been granted the explicit authority by the Board to grant or deny any request for a continuance.

E. Subpoenas

1. The Board has the power to issue subpoenas to expedite and facilitate an investigation, in accordance with Indiana Code § 36-8-3-4(d).
2. Subpoenas may only be served and enforced in Monroe County, Indiana.
3. The Police or Fire Chief, the accused member, or their respective counsel, may at any time before a hearing, apply to the Board for subpoenas directed to specific persons requiring their appearance at the hearing, and, if necessary, requiring them to produce at the hearing books, papers, records and other such evidence as may be relevant to the hearing.
4. Compliance with subpoenas may be enforced by the Monroe County Circuit Court, Indiana.

F. Decision on Charges

1. Any finding by the Board shall require a majority vote of the members of the Board.
2. After the Board has made its findings and determined its order, it shall deliver, in person or by mail, to the member, a notice of the finding and order of the Board. A copy of the notice shall be mailed or delivered to the Police Chief or Fire Chief and shall be placed in the member's personnel file.

3. Any member who is suspended for a period exceeding forty (40) hours, demoted or dismissed may appeal the decision to the circuit or superior court of Monroe County, Indiana within thirty (30) days after the date the decision is rendered in accordance with Indiana Code § 36-8-3-4(f). No other decision may be appealed.

III. COMPLAINTS AGAINST SWORN POLICE OFFICERS AND MEMBERS OF
THE FIRE DEPARTMENT

- A. Any and all complaints against sworn police officers and members of the Fire Department shall be conducted in accordance with the *Bloomington Police Department Rules and Regulations* and the *Bloomington Fire Department Rules and Regulations* respectively.

IV. PERSONNEL MATTERS

- A. The following documents are hereby incorporated into these Standards as if fully set forth herein:
1. The City of Bloomington Police Department Rules and Regulations;
 2. All City of Bloomington Police Department General Orders;
 3. The Collective Bargaining Agreement between the City of Bloomington and the Don Owens Memorial Lodge 88, Fraternal Order of Police, Inc.;
 4. The City of Bloomington Fire Department Rules and Regulations;
 5. All City of Bloomington Fire Department General Orders;
 6. The Collective Bargaining Agreement between the City of Bloomington and the Bloomington Metropolitan Firefighters, Local 586; and
 7. The City of Bloomington Personnel Manual.

V. CLASSIFICATION OF RANKS AND PAY GRADES

The ranks and pay grades of the City of Bloomington Police Department and City of Bloomington Fire Department are included in the salary ordinance approved by the City of Bloomington Common Council (hereinafter, "Common Council"). The salary ordinance passed by the Common Council each year is incorporated into these Standards as if fully incorporated herein.

VI. APPOINTMENT TO THE CITY OF BLOOMINGTON
POLICE DEPARTMENT

A. Standards for Appointment

1. An Applicant for appointment as a sworn police officer with the City of Bloomington Police Department (hereinafter, "Department") shall meet the following requirements:
 - a. The Applicant must be at least twenty-one (21) years of age and not have reached thirty-six (36) years of age.
 - b. The Applicant must be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of the State authorized to accredit high schools or have certification of an equivalent form of education.
 - c. The Applicant must reside in Monroe County or within a contiguous county prior to employment as a police officer and continue to do so during employment with the Department and must maintain residential or cellular telephone service during employment with the Department.
 - d. The Applicant shall possess a valid driving license from the State of Indiana prior to employment as a police officer and continue to do so during employment with the Department.
 - e. The Applicant must submit to all tests and interviews as approved by the Board.
 - f. The Applicant must possess acuity of vision correctable to 20/40 or better in each eye and must have normal color vision; glasses and/or contacts are permissible devices to reach the required vision standards.
 - g. The Applicant must have hearing with no more than thirty (30) decibel loss between five hundred (500) and three thousand (3,000) cycles.
 - h. The Applicant must meet the physical agility requirements established and required by the Indiana Law Enforcement Academy.
 - i. The Applicant must be of good moral character as determined by a thorough background investigation and, if having been a member of the Armed Forces, must not have been discharged under less than honorable conditions.

B. Employment Preferences.

1. The Board and/or persons having the authority to employ members of the Department shall give a preference for employment according to the following priority:
 - a. A war veteran who has been honorably discharged from the United States armed forces.
 - b. A person whose mother or father was a firefighter or police officer who died in the line of duty.

2. The Board and/or persons having the authority to employ members of the Department may give a preference for employment to any of the following:
 - a. A police officer or firefighter laid off by another city.
 - b. A county police officer laid off by a sheriff's department.
 - c. A person who was employed full-time or part-time by a township to provide fire protection and emergency services and was laid off by the township.
3. Preference may not be given until and unless the person applies and meets all employment requirements prescribed by law, including physical and age requirements, and by the Department.

C. Selection for Appointment

1. When a vacancy exists, or is about to occur, in the Department, applications shall be accepted and screened by the Department.
2. The screening procedure may include, but is not intended to be limited to, the following:
 - a. Background checks;
 - b. Interviews at the Department; and/or
 - c. Polygraph tests
3. Upon completion of the screening procedure, the Department shall submit a number of applicants to the Board for the Board to interview.
4. The Board shall interview all Applicants forwarded to it by the Department. Upon completion of the interviews, the Board shall create an eligibility list which shall include the following:
 - a. All Applicants the Board is willing to hire upon a vacancy in the Department;
 - b. The date upon which the eligibility list will expire; and
 - c. A ranking of the Applicants in the order in which the Board wishes the applicants to be offered a position with the Department.
5. When a vacancy occurs in the Department, the top ranking Applicant on the Board's eligibility list is extended an offer of employment. Said offer of employment is contingent upon:
 - a. The Applicant passing a physical examination. The physical examination must be administered in accordance with the Indiana Code;
 - b. The Applicant passing a psychological examination. The psychological examination must be administered in accordance with the Indiana Code; and
 - c. The Applicant's acceptance by Public Employee's Retirement Fund ("PERF").

6. If the Applicant successfully passes all required examinations and is accepted by PERF, the Applicant is sworn in as a member of the Department by the Mayor, or the Mayor's designee.
7. After being sworn in by the Mayor, or the Mayor's designee, the Applicant must attend and successfully complete the Indiana Law Enforcement Academy so that the Applicant may be licensed by the State of Indiana. In the event the Applicant is already appropriately licensed by the State of Indiana, said Applicant need not attend the Indiana Law Enforcement Academy.
8. Upon completion of the Indiana Law Enforcement Academy or upon verification of being appropriately licensed by the State of Indiana, the Applicant shall participate in and successfully complete the Department's sixteen (16) week field training program.

VII. APPOINTMENT TO THE CITY OF BLOOMINGTON FIRE DEPARTMENT

A. Standards for Appointment

1. An Applicant for appointment as a member of the City of Bloomington Fire Department (hereinafter, "Department") shall meet the following requirements:
 - a. The Applicant must be at least twenty-one (21) years of age and not have reached thirty-six (36) years of age.
 - b. The Applicant must be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of the state authorized to accredit high schools or have certification of an equivalent form of education.
 - c. The Applicant must reside in Monroe County or within a contiguous county prior to employment as a member of the Department and continue to do so during employment with the Department and must maintain residential or cellular telephone service during employment with the Department.
 - d. The Applicant shall possess a valid driving license from the State of Indiana prior to employment with the Department and continue to do so during employment with the Department.
 - e. The Applicant must submit to all tests and interviews as approved by the Board.
 - f. Before an offer may be extended, the Applicant must pass a physical examination performed by a licensed physician or surgeon, chosen by the City of Bloomington Fire Pension Board or the Department, and be accepted into the Public Employee's Retirement Fund.
 - g. The Applicant must pass the psychological screening examination as required by Indiana statute.
 - h. The Applicant must possess acuity vision, within the standards established by the State Police and Firefighters Pension Fund.
 - i. The Applicant must have hearing within the standards established by the State Police and Firefighters Pension Fund.
 - j. The Applicant must be of good moral character as determined by a thorough background investigation and, if having been a member of the armed forces, must not have been discharged under less than honorable conditions.

B. Employment Preferences.

1. The Board and/or persons having the authority to employ members of the Department shall give a preference for employment according to the following priority:
 - a. A war veteran who has been honorably discharged from the United States armed forces.
 - b. A person whose mother or father was a firefighter or police officer who died in the line of duty.

2. The Board and/or persons having the authority to employ members of the Department may give a preference for employment to any of the following:
 - a. A police officer or firefighter laid off by another city.
 - b. A county police officer laid off by a sheriff's department.
 - c. A person who was employed full-time or part-time by a township to provide fire protection and emergency services and was laid off by the township.
3. Preference may not be given until and unless the person applies and meets all employment requirements prescribed by law, including physical and age requirements, and by the Department.

C. Selection for Appointment

1. When a vacancy occurs or the Department expects vacancies in the near future, the Department shall post that applications are being accepted for employment.
2. The screening of applications may include, but is not meant to be limited to, the following:
 - a. A written examination
 - b. A physical abilities assessment
 - c. Interviews at the Department
 - d. Background checks; and/or
 - e. Polygraph tests.
3. The Department shall administer a written test to all Applicants.
4. All Applicants that pass the written test shall take the Candidate Physical Abilities Test (CPAT). The CPAT must be passed by a deadline established by the Department.
5. Candidates that pass the CPAT by the established deadline, shall receive an interview with the Department.
6. After interviewing all the Applicants, the Department shall select a number of Applicants to forward to the Board for the Board to interview.
7. The Board shall interview all Applicants forwarded to it by the Department. Upon completion of the interviews, the Board shall create an eligibility list which shall include the following:
 - a. All Applicants the Board is willing to hire upon a vacancy in the Department;
 - b. The date upon which the eligibility list will expire; and
 - c. A ranking of the Applicants in the order in which the Board wishes the applicants to be offered a position with the Department.

8. When a vacancy occurs in the Department, the top ranking Applicant on the Board's eligibility list shall be extended an offer of employment. Said offer of employment is contingent upon the:
 - a. The Applicant passing a physical examination. The physical examination must be administered in accordance with the Indiana Code;
 - b. The Applicant passing a psychological examination. The psychological examination must be administered in accordance with the Indiana Code; and
 - c. The Applicant's acceptance by Public Employee's Retirement Fund ("PERF").

9. If the Applicant successfully passes all required examinations and is accepted by PERF, the Applicant shall be sworn in as a member of the Department by the Mayor, or the Mayor's designee.

VIII. PROMOTIONS IN THE CITY OF BLOOMINGTON POLICE DEPARTMENT

A. Applicability

This section applies to the promotion of police officers other than those in upper level policymaking positions as defined in Indiana Code section 36-8-1-12, in accordance with the authority of Indiana Code section 36-8-3-3.

B. Eligibility

1. The promotion of police officers must be from the active personnel of the Department, as required by Indiana Code section 36-8-4-6(b).
2. Officers promoted to any rank above Officer First Class must have at least two (2) years of continuous service with the Department immediately preceding the promotion, in accordance with Indiana Code section 36-8-4-6(d).
3. No officer may be promoted to a rank unless he or she holds the rank immediately below the promotion rank.

C. Recommendation and Decision

1. The Chief of Police or his designee(s) shall present recommendations for promotion to the Board. The Chief of Police's recommendation may be based on criteria as determined by the Chief.
2. The decision of the Board shall be final.

IX. PROMOTIONS IN THE CITY OF BLOOMINGTON FIRE DEPARTMENT

A. Applicability

This section applies to the promotion of members of the Bloomington Fire Department (hereinafter, "Department") other than those in upper level policymaking positions as defined by Indiana Code 36-8-1-12 and in accordance with Indiana Code 36-8-3-3.

B. Eligibility

1. The promotion of members of the Department must be from the active personnel of the Department, as required by Indiana Code 36-8-4-6(b).
2. Members promoted to the rank of Sergeant must have at least four (4) years of service with the Department immediately preceding the promotion, and shall have held the rank of Engineer for at least two (2) years. Additional requirements for promotion include state certification as a Fire Officer I, and completion of Fire-Ground Strategy and Tactics class and Fire-Ground Operations class.
3. Members promoted to the rank of Captain must have at least six (6) years of service with the Department immediately preceding the promotion, and shall have held the rank of Sergeant for at least two (2) years. Additional requirements for promotion include state certification as a Fire Officer II and completion of an Engine Company Operations or Truck Company Operations class.
4. Members are eligible for promotion to the rank of Battalion Chief solely based upon criteria determined by the Fire Chief.

C. Recommendation and Decision

1. The Fire Chief or his designee(s) shall present recommendations for promotion to the Board. The Chief's recommendations may be based on criteria as determined by the Chief.
2. The decision of the Board shall be final.

I. ADMINISTRATIVE MATTERS

A. Office

The Board of Public Safety (hereinafter "Board") shall maintain an office in Bloomington, Indiana where such staff assistants as it requires shall function and where its files and records shall be kept.

B. Officers of the Board

1. The officers of the Board shall be: Chair and Vice-Chair.
2. The Chair and Vice-Chair shall be selected by the Board. The Chair and Vice-Chair shall serve a term of one (1) year from the date of election or until a new Chair or Vice-Chair is elected or until the Chair or Vice-Chair resigns or is otherwise removed as a member of the Board.
3. The Chair shall preside at all meetings and shall perform all duties required of him/her by the Board.
4. The Vice-Chair shall preside at meetings in the absence or disability of the Chair, and is authorized to sign the following documents when the Chair is absent from a meeting: Contracts, resolutions, minutes and certification of executive sessions.
5. The Secretary of the Board shall be an employee of the City of Bloomington Legal Department.
6. The Secretary shall keep the minutes and records of the Board.

C. Regular Meetings

The Board shall hold at least one (1) meeting per month with the date and time of the meeting to be chosen by the Board.

D. Special Meetings

Special meetings may be called by any member of the Board or upon the request of the Mayor of the City of Bloomington.

E. Public Meetings

1. All meetings of the Board shall be open to the public unless an executive session is conducted in accordance with Indiana law.
2. Executive sessions may be held for the following reasons:
 - a. For discussion of strategy in regards to collective bargaining;
 - b. To receive information about and interview prospective employees;

- c. To receive information concerning a police officer's or firefighter's alleged misconduct;
- d. To receive information concerning a police officer's or firefighter's possible promotion; and
- e. For discussion of records classified as confidential by state or federal statute.

- 3. Any final action must be taken at a meeting open to the public.
- 4. Public notice of executive sessions must state the subject matter by specific reference to the enumerated instance or instances for which the executive session is being held.

F. Voting

The concurrence of a majority of the members of the Board present at any meeting shall be necessary to make a decision and the action of such a majority shall be the act of the Board.

G. Quorum

Three (3) members of the Board shall constitute a quorum and shall conduct any and all business of the Board.

H. Change in Policy, Procedures, Rules and Regulations

The Board may at any meeting, Regular or Special, amend, adopt or rescind any Policies, Standards, Procedures, or Rules and Regulations within its jurisdiction.

II. DISCIPLINARY PROCESS AND PROCEDURES

A. Applicability

1. Chapter II applies to members of the City of Bloomington Police Department and the City of Bloomington Fire Department (hereinafter referred to as “members”).
2. Chapter II does not apply to the reduction in grade of any member of the City of Bloomington Police Department or City of Bloomington Fire Department who holds an upper level policy making position as defined by Indiana Code § 36-8-1-12. The following individuals are excluded from Chapter II:
 - a. Police Chief;
 - b. Fire Chief;
 - c. The next two (2) ranks and pay grades immediately below the Police Chief; and
 - d. The next single ranks and pay grades immediately below the Fire Chief.

B. Demotion, Dismissal, Reprimand, Forfeiture and Suspension by the Board

1. Members may be disciplined by demotion, dismissal, reprimand, forfeiture, or suspension by the Board in accordance with Indiana Code § 36-8-3-4(b). Members may be disciplined upon either:
 - a. Conviction in any court of any crime; or
 - b. An affirmative finding by the Board that the member committed any one (1) or more of the following acts:
 - i. Neglect of duty;
 - ii. A violation of rules;
 - iii. Neglect or disobedience of orders;
 - iv. Incapacity;
 - v. Absence without leave;
 - vi. Immoral conduct;
 - vii. Conduct injurious to the public peace or welfare;
 - viii. Conduct unbecoming a member; or
 - ix. Another breach of discipline.
 - c. Pursuant to I.C. § 36-8-3-4(b), the Board may not consider the political affiliation of the member in making a decision under this Chapter.
2. Before a member may be suspended in excess of forty (40) hours without pay, demoted, or dismissed, the Board, or the Board’s designee, shall inform the Chief that it desires to take such an action against the member. The Board, or the Board’s designee shall inform the member of the Board’s intent and that the member is entitled to a hearing before the Board. A member may agree to waive his/her right to a hearing. Said waiver shall be in writing and shall constitute final action on the matter.

- a. If a member desires a hearing, the member must request the hearing not more than five (5) days after the Board or the Board's designee has provided the member notice of the Board's intention to suspend, demote, or dismiss said member.
- b. The hearing conducted under this Chapter shall be held not more than thirty (30) days after the hearing is requested by the member, unless a later date is mutually agreed upon by the parties.
- c. Written notice shall be given either by service upon the member in person or by a copy left at the member's last and usual place of residence at least fourteen (14) days before the date set for the hearing.
- d. The notice of the hearing must state the following:
 - i. The time and place of the hearing;
 - ii. The charges against the member;
 - iii. The specific conduct that comprises the charges;
 - iv. That the member is entitled to be represented by counsel;
 - v. That the member is entitled to call and cross-examine witnesses;
 - vi. That the member is entitled to require the production of evidence; and
 - vii. That the member is entitled to have subpoenas issued, served, and executed in Monroe County, Indiana.
- e. During any investigation or hearing, the Board may compel the attendance of witnesses, examine them under oath, and require the production of books, papers, and other evidence at a meeting of the Board.
- f. The reasons for the suspension, demotion, or dismissal of a member of the police or fire department shall be entered as specific findings of fact upon the records of the Board.
- g. The Board shall determine if the member who is suspended in excess of forty (40) hours shall continue to receive the member's salary during the suspension.
- h. A member who is suspended for a period exceeding forty (40) hours, demoted, or dismissed may appeal the decision to the circuit or superior court of Monroe County, Indiana.
- i. If a member is subject to criminal charges, the Board may place the member on administrative leave until the disposition of the criminal charges in the trial court. Any other action by the Board is stayed until the disposition of the criminal charges in the trial court. An administrative leave under this subsection may be with or without pay, as determined by the Board. If the member is placed on leave without pay, the Board, in its discretion, may award back pay if the member is exonerated in the criminal matter.

C. Other Disciplinary Measures

- 1. All other discipline, including written or oral reprimands, assignment of extra duty, suspension of forty (40) hours or less without pay, forfeiture of

vacation or compensatory days of forty (40) hours or less, or any combination thereof, shall be handled by the Police Chief in accordance with Chapter VIII of the *Bloomington Police Department Rules and Regulations* or by the Fire Chief in accordance with Sections 26.0 and 27.0 of the *Bloomington Fire Department Rules and Regulations*.

2. The disciplinary measures noted in subsection 1 above may be taken by the Police Chief or Fire Chief, or his/her designee, without the filing of charges with the Board.
3. Any member disciplined in accordance with Section C shall have the right to appeal the action to the Board.
 - a. The appeal must be in writing and filed with the City of Bloomington's Legal Department within seventy-two (72) hours of the discipline;
 - b. The member shall bear the burden of proof in any such appeal.
4. Upon receipt of an appeal, the City of Bloomington's Legal Department shall notify the members of the Board, and shall convene the Board as soon as reasonably possible after the appeal is filed by the member, unless a later date is mutually agreed upon by the parties.
 - a. Said review by the Board shall be limited to a review of the facts, information and material submitted to either the Police Chief or Fire Chief by the appealing member.
 - b. At its discretion, the Board may hold a hearing during its review.
 - c. If the decision is reversed by the Board, the member who was disciplined is entitled to any wages withheld as a result of the discipline.
 - d. The decision of the Board shall be final.

D. Hearings

1. All hearings may be conducted in executive session at the sole discretion of the Board. Any final action shall be taken at a meeting open to the public.
2. All parties to the hearing may be represented by counsel.
3. All witnesses shall be sworn prior to testifying.
4. All proceedings before the Board during the hearing shall be recorded by a designee of the Board.
5. The record of the hearing will not be transcribed by the Board's designee unless requested by the Board or any other interested party to the hearing. The cost of the transcript shall be borne by the person requesting it.

6. The Board will first hear from the Police Chief or Fire Chief who may present and examine those witnesses whom he/she desires the Board to hear. Thereafter the Board will hear from the member who may present and examine witnesses whom he/she desires the board to hear.
 - a. All parties shall have the right to cross-examine witnesses presented by the opposite party.
 - b. The Board shall have the right to examine and to recall witnesses.
7. No hearing shall be continued at the request of the parties thereto or their counsel unless such request is made in writing at least five (5) days before the date for which the hearing is scheduled unless justice so requires. A request for a continuance shall be submitted to the City of Bloomington's Legal Department, which has been granted the explicit authority by the Board to grant or deny any request for a continuance.

E. Subpoenas

1. The Board has the power to issue subpoenas to expedite and facilitate an investigation, in accordance with Indiana Code § 36-8-3-4(d).
2. Subpoenas may only be served and enforced in Monroe County, Indiana.
3. The Police or Fire Chief, the accused member, or their respective counsel, may at any time before a hearing, apply to the Board for subpoenas directed to specific persons requiring their appearance at the hearing, and, if necessary, requiring them to produce at the hearing books, papers, records and other such evidence as may be relevant to the hearing.
4. Compliance with subpoenas may be enforced by the Monroe County Circuit Court, Indiana.

F. Decision on Charges

1. Any finding by the Board shall require a majority vote of the members of the Board.
2. After the Board has made its findings and determined its order, it shall deliver, in person or by mail, to the member, a notice of the finding and order of the Board. A copy of the notice shall be mailed or delivered to the Police Chief or Fire Chief and shall be placed in the member's personnel file.
3. Any member who is suspended for a period exceeding forty (40) hours, demoted or dismissed may appeal the decision to the circuit or superior court of Monroe County, Indiana within thirty (30) days after the date the decision is rendered in accordance with Indiana Code § 36-8-3-4(f). No other decision may be appealed.

III. COMPLAINTS AGAINST SWORN POLICE OFFICERS AND MEMBERS OF
THE FIRE DEPARTMENT

- A. Any and all complaints against sworn police officers and members of the Fire Department shall be conducted in accordance with the *Bloomington Police*

Department Rules and Regulations and the Bloomington Fire Department Rules and Regulations respectively.

IV. PERSONNEL MATTERS

- A. The following documents are hereby incorporated into these Standards as if fully set forth herein:

1. The City of Bloomington Police Department Rules and Regulations;
2. All City of Bloomington Police Department General Orders;
3. The Collective Bargaining Agreement between the City of Bloomington and the Don Owens Memorial Lodge 88, Fraternal Order of Police, Inc.;
4. The City of Bloomington Fire Department Rules and Regulations;
5. All City of Bloomington Fire Department General Orders;
6. The Collective Bargaining Agreement between the City of Bloomington and the Bloomington Metropolitan Firefighters, Local 586; and
7. The City of Bloomington Personnel Manual.

V. CLASSIFICATION OF RANKS AND PAY GRADES

The ranks and pay grades of the City of Bloomington Police Department and City of Bloomington Fire Department are included in the salary ordinance approved by the City

of Bloomington Common Council (hereinafter, "Common Council"). The salary ordinance passed by the Common Council each year is incorporated into these Standards as if fully incorporated herein.

VI. APPOINTMENT TO THE CITY OF BLOOMINGTON
POLICE DEPARTMENT

A. Standards for Appointment

1. An Applicant for appointment as a sworn police officer with the City of Bloomington Police Department (hereinafter, "Department") shall meet the following requirements:
 - a. The Applicant must be at least twenty-one (21) years of age and not have reached thirty-six (36) years of age.
 - b. The Applicant must be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of the State authorized to accredit high schools or have certification of an equivalent form of education.
 - c. The Applicant must reside in Monroe County or within a contiguous county prior to employment as a police officer and continue to do so during employment with the Department and must maintain residential or cellular telephone service during employment with the Department.
 - d. The Applicant shall possess a valid driving license from the State of Indiana prior to employment as a police officer and continue to do so during employment with the Department.
 - e. The Applicant must submit to all tests and interviews as approved by the Board.
 - f. The Applicant must possess acuity of vision correctable to 20/40 or better in each eye and must have normal color vision; glasses and/or contacts are permissible devices to reach the required vision standards.
 - g. The Applicant must have hearing with no more than thirty (30) decibel loss between five hundred (500) and three thousand (3,000) cycles.
 - h. The Applicant must meet the physical agility requirements established and required by the Indiana Law Enforcement Academy.
 - i. The Applicant must be of good moral character as determined by a thorough background investigation and, if having been a member of the Armed Forces, must not have been discharged under less than honorable conditions.

B. Employment Preferences.

1. The Board and/or persons having the authority to employ members of the Department shall give a preference for employment according to the following priority:
 - a. A war veteran who has been honorably discharged from the United States armed forces.
 - b. A person whose mother or father was a firefighter or police officer who died in the line of duty.
2. The Board and/or persons having the authority to employ members of the Department may give a preference for employment to any of the following:
 - a. A police officer or firefighter laid off by another city.
 - b. A county police officer laid off by a sheriff's department.

- c. A person who was employed full-time or part-time by a township to provide fire protection and emergency services and was laid off by the township.
3. Preference may not be given until and unless the person applies and meets all employment requirements prescribed by law, including physical and age requirements, and by the Department.

C. Selection for Appointment

1. When a vacancy exists, or is about to occur, in the Department, applications shall be accepted and screened by the Department.
2. The screening procedure may include, but is not intended to be limited to, the following:
 - a. Background checks;
 - b. Interviews at the Department; and/or
 - c. Polygraph tests
3. Upon completion of the screening procedure, the Department shall submit a number of applicants to the Board for the Board to interview.
4. The Board shall interview all Applicants forwarded to it by the Department. Upon completion of the interviews, the Board shall create an eligibility list which shall include the following:
 - a. All Applicants the Board is willing to hire upon a vacancy in the Department;
 - b. The date upon which the eligibility list will expire; and
 - c. A ranking of the Applicants in the order in which the Board wishes the applicants to be offered a position with the Department.
5. When a vacancy occurs in the Department, the top ranking Applicant on the Board's eligibility list is extended an offer of employment. Said offer of employment is contingent upon:
 - a. The Applicant passing a physical examination. The physical examination must be administered in accordance with the Indiana Code;
 - b. The Applicant passing a psychological examination. The psychological examination must be administered in accordance with the Indiana Code; and
 - c. The Applicant's acceptance by Public Employee's Retirement Fund ("PERF").
6. If the Applicant successfully passes all required examinations and is accepted by PERF, the Applicant is sworn in as a member of the Department by the Mayor, or the Mayor's designee.
7. After being sworn in by the Mayor, or the Mayor's designee, the Applicant must attend and successfully complete the Indiana Law

Enforcement Academy so that the Applicant may be licensed by the State of Indiana. In the event the Applicant is already appropriately licensed by the State of Indiana, said Applicant need not attend the Indiana Law Enforcement Academy.

8. Upon completion of the Indiana Law Enforcement Academy or upon verification of being appropriately licensed by the State of Indiana, the Applicant shall participate in and successfully complete the Department's sixteen (16) week field training program.

VII. APPOINTMENT TO THE CITY OF BLOOMINGTON FIRE DEPARTMENT

A. Standards for Appointment

1. An Applicant for appointment as a member of the City of Bloomington Fire Department (hereinafter, "Department") shall meet the following requirements:
 - a. The Applicant must be at least twenty-one (21) years of age and not have reached thirty-six (36) years of age.
 - b. The Applicant must be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of the state authorized to accredit high schools or have certification of an equivalent form of education.
 - c. The Applicant must reside in Monroe County or within a contiguous county prior to employment as a member of the Department and continue to do so during employment with the Department and must maintain residential or cellular telephone service during employment with the Department.
 - d. The Applicant shall possess a valid driving license from the State of Indiana prior to employment with the Department and continue to do so during employment with the Department.
 - e. The Applicant must submit to all tests and interviews as approved by the Board.
 - f. Before an offer may be extended, the Applicant must pass a physical examination performed by a licensed physician or surgeon, chosen by the City of Bloomington Fire Pension Board or the Department, and be accepted into the Public Employee's Retirement Fund.
 - g. The Applicant must pass the psychological screening examination as required by Indiana statute.
 - h. The Applicant must possess acuity vision, within the standards established by the State Police and Firefighters Pension Fund.
 - i. The Applicant must have hearing within the standards established by the State Police and Firefighters Pension Fund.
 - j. The Applicant must be of good moral character as determined by a thorough background investigation and, if having been a member of the armed forces, must not have been discharged under less than honorable conditions.

B. Employment Preferences.

1. The Board and/or persons having the authority to employ members of the Department shall give a preference for employment according to the following priority:
 - a. A war veteran who has been honorably discharged from the United States armed forces.
 - b. A person whose mother or father was a firefighter or police officer who died in the line of duty.
2. The Board and/or persons having the authority to employ members of the Department may give a preference for employment to any of the following:
 - a. A police officer or firefighter laid off by another city.
 - b. A county police officer laid off by a sheriff's department.

- c. A person who was employed full-time or part-time by a township to provide fire protection and emergency services and was laid off by the township.
3. Preference may not be given until and unless the person applies and meets all employment requirements prescribed by law, including physical and age requirements, and by the Department.

C. Selection for Appointment

1. When a vacancy occurs or the Department expects vacancies in the near future, the Department shall post that applications are being accepted for employment.
2. The screening of applications may include, but is not meant to be limited to, the following:
 - a. A written examination
 - b. A physical abilities assessment
 - c. Interviews at the Department
 - d. Background checks; and/or
 - e. Polygraph tests.
3. The Department shall administer a written test to all Applicants.
4. All Applicants that pass the written test shall take the Candidate Physical Abilities Test (CPAT). The CPAT must be passed by a deadline established by the Department.
5. Candidates that pass the CPAT by the established deadline, shall receive an interview with the Department.
6. After interviewing all the Applicants, the Department shall select a number of Applicants to forward to the Board for the Board to interview.
7. The Board shall interview all Applicants forwarded to it by the Department. Upon completion of the interviews, the Board shall create an eligibility list which shall include the following:
 - a. All Applicants the Board is willing to hire upon a vacancy in the Department;
 - b. The date upon which the eligibility list will expire; and
 - c. A ranking of the Applicants in the order in which the Board wishes the applicants to be offered a position with the Department.
8. When a vacancy occurs in the Department, the top ranking Applicant on the Board's eligibility list shall be extended an offer of employment. Said offer of employment is contingent upon the:

- a. The Applicant passing a physical examination. The physical examination must be administered in accordance with the Indiana Code;
 - b. The Applicant passing a psychological examination. The psychological examination must be administered in accordance with the Indiana Code; and
 - c. The Applicant's acceptance by Public Employee's Retirement Fund ("PERF").
9. If the Applicant successfully passes all required examinations and is accepted by PERF, the Applicant shall be sworn in as a member of the Department by the Mayor, or the Mayor's designee.

VIII. PROMOTIONS IN THE CITY OF BLOOMINGTON POLICE DEPARTMENT

A. Applicability

This section applies to the promotion of police officers other than those in upper level policymaking positions as defined in Indiana Code section 36-8-1-12, in accordance with the authority of Indiana Code section 36-8-3-3.

B. Eligibility

1. The promotion of police officers must be from the active personnel of the Department, as required by Indiana Code section 36-8-4-6(b).
2. Officers promoted to any rank above Officer First Class must have at least two (2) years of continuous service with the Department immediately preceding the promotion, in accordance with Indiana Code section 36-8-4-6(d).
3. No officer may be promoted to a rank unless he or she holds the rank immediately below the promotion rank.

C. Recommendation and Decision

1. The Chief of Police or his designee(s) shall present recommendations for promotion to the Board. The Chief of Police's recommendation may be based on criteria as determined by the Chief.
2. The decision of the Board shall be final.

IX. PROMOTIONS IN THE CITY OF BLOOMINGTON FIRE DEPARTMENT

A. Applicability

This section applies to the promotion of members of the Bloomington Fire Department (hereinafter, "Department") other than those in upper level policymaking positions as defined by Indiana Code 36-8-1-12 and in accordance with Indiana Code 36-8-3-3.

B. Eligibility

1. The promotion of members of the Department must be from the active personnel of the Department, as required by Indiana Code 36-8-4-6(b).
2. Members promoted to the rank of Sergeant must have at least four (4) years of service with the Department immediately preceding the promotion, and shall have held the rank of Engineer for at least two (2) years. Additional requirements for promotion include state certification as a Fire Officer I, and completion of Fire-Ground Strategy and Tactics class and Fire-Ground Operations class.
3. Members promoted to the rank of Captain must have at least six (6) years of service with the Department immediately preceding the promotion, and shall have held the rank of Sergeant for at least two (2) years. Additional requirements for promotion include state certification as a Fire Officer II and completion of an Engine Company Operations or Truck Company Operations class.
4. Members are eligible for promotion to the rank of Battalion Chief solely based upon criteria determined by the Fire Chief.

C. Recommendation and Decision

1. The Fire Chief or his designee(s) shall present recommendations for promotion to the Board. The Chief's recommendations may be based on criteria as determined by the Chief.
2. The decision of the Board shall be final.

Let's Talk . . .



Electronic Signatures ???