

JACKSONVILLE POLICE DEPARTMENT

Policy: 6-5

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SPECIAL INCENTIVE FOR POLICE APPLICANTS

PURPOSE: To establish guidelines for the Department to provide a special incentive for police applicants with certain qualifications to enhance their eligibility for employment with the Jacksonville Police Department. A successful applicant on the Civil Service Commission entry examination for police officer must have a sixty-five (65%) percent or more on the video portion to be eligible for hire. Special incentives will be in the form of bonus points for military service, educational achievements, certain law enforcement related service, and the ability to speak certain foreign languages with proficiency as an additional language beyond English.

POLICY: The Department will apply these special incentives to persons who served in the U.S. Military and were honorably discharged, have certain law enforcement related service and are in good standing with the Commission on Law Enforcement Standards and Training or the equivalent regulating body in another state, or have received a minimum of an Associate's Degree from an accredited higher learning institution. The special incentive shall also apply to Transport/Specialized Officers and Cadets currently employed with the Jacksonville Police Department and are in good standing.

PROCEDURES:

- I. APPLICANTS WITH CERTAIN QUALIFICATIONS AND/OR CERTIFICATIONS
 - A. Prior to each Civil Service entry examination for Police Officer, the Office of Professional Standards will identify applicants who fit the following criteria:
 1. The applicant has served in the US Military and is receiving and/or has received an honorable discharge from active duty by the time of the potential hire date.
 2. The applicant is or was a full-time certified Law Enforcement Officer in good standing with the CLEST in the State of Arkansas.
 3. The applicant is or was a full-time certified Law Enforcement Officer in good standing with the governing body of another state and their certification is accepted by the CLEST in the State of Arkansas, thereby qualifying the applicant to take a refresher course for certification in Arkansas.
 4. The applicant is a Transport/Specialized Officers with the Jacksonville Police Department and is in good standing, having no suspensions in the last six (6) months prior to entry examination.
 5. The applicant is a Cadet with the Jacksonville Police Department and in good standing, having had no suspensions in the last twelve (12) months prior to the entry examination.
 6. The applicant has received a minimum of an associate's degree from an accredited higher learning institution.
 7. The applicant is a citizen of the United States of America, either legally born or naturalized, and is proficient in the English language and can speak certain additional language(s) with proficiency.
 - B. The Human Resource Department of the City of Jacksonville will be notified prior to the Civil Service Commission meeting to certify entry examinations for police officer in order to apply the special incentive points to the appropriate applicants in addition to their score on the examination. The Civil Service Commission has the final authorization and approval for all examination scores.

II. APPLYING SPECIAL INCENTIVES

- A. Applicants will be assigned five (5) additional points to their entry exam score by the Department that meet one of the following criteria:
1. US Military veterans or current US military employees in their terminal separation phase of their career;
 2. State of Arkansas full-time certified law enforcement officers;
 3. Full-time certified law enforcement officers in another state;
 4. Currently employed as a Transport/Specialized Officers and/or Cadet with the Jacksonville Police Department;
 5. Received an Associate's Degree, or higher, from an accredited institution of higher learning; or
 6. The ability to speak certain foreign languages with proficiency as an additional language beyond English.
- B. At no time will the point values be stacked.

III. PROVISIONS PENDING APPROVAL OF SCORE FOR ENTRY EXAMINATION BY CIVIL SERVICE COMMISSION

- A. Applicants must ensure that all information is provided to the Jacksonville Police Department concerning Section I: APPLICANTS WITH CERTAIN QUALIFICATIONS AND/OR CERTIFICATIONS, prior to the Civil Service Commission's police entry level examination. This information must be clearly documented and verifiable by the Department's Office of Professional Standards and approved by the Chief of Police or his designee prior to the examination for special incentive points to be applied during examination. Failure to comply may void any special incentive points for the applicant.
- B. The pre-employment phase of application process will continue based on the unofficial score with the special incentive applied, pending the verification process by the Department and the final approval of the Civil Service Commission. All police entry level examination raw scores are unofficial until approved by the Civil Service Commission. If an applicant's score after approval of the score on the entry examination makes the applicant's entry examination score below sixty-five (65%) percent on the video portion, and the special incentive points do not bring the applicant to the required sixty-five (65%) percent or above, the applicant will not be considered for hire by the Jacksonville Police Department.
- C. All applicants that claim to speak certain additional language(s) with proficiency shall be tested by examination.
- D. All applicants must meet the CLEST rules and regulations and Civil Service Commission rules and regulations in order to be hired as a Law Enforcement Officer with the City of Jacksonville.



Brett C. Hibbs
Chief of Police