

JACKSONVILLE POLICE DEPARTMENT

Policy: 6-3
Effective: 05-07-19
Revised: 01-13-21

SELECTION PROCESS

PURPOSE: To establish procedures for the selection process to be used by the Jacksonville Police Department. This directive and the listed references will describe all elements and activities of the selection process for all personnel.

POLICY: The policy of the Jacksonville Police Department shall be to ensure equal employment opportunities for all persons on the basis of individual merit. All elements of the selection process for sworn personnel will use only those rating criteria or minimum qualifications that are job related. All elements of the selection process for all personnel will be administered, scored, evaluated, and interpreted in a uniform manner within the classification. (4.01)

REFERENCES:

- I. A.C.A. §14-51-301 et. seq., located in the Handbook for Arkansas Municipal Officials
- II. City of Jacksonville Personnel Policy
- III. Arkansas Commission on Law Enforcement Standards and Training (CLEST)

PROCEDURES:

- I. PROCEDURES: SELECTION PROCESS - SWORN OFFICERS, AUXILIARY OFFICERS, TRANSPORT/ SPECIALIZED OFFICERS (TSOs), AND SPECIALIZED SCHOOL RESOURCE OFFICER
 - A. Advertisement of Testing: Advertisement shall be in accordance with the A.C.A. §14-51-301. Generally, advertisement is done on a continuous basis by Human Resources announcing the next testing date and the due date for application packets.
 - B. Applications for employment are distributed by the Police Department and will be given out at any time. Applicants will be informed in writing of all elements of the selection process, the expected duration of the selection process and the requirements for reapplication for future tests. Applications must be returned to the Human Resources Department by the due date, prior to the entrance exam, to ensure an opportunity to test. Human Resources will provide copies of all Police Officer Applicants, one week prior to civil service test; so that a soft background can be completed.
 - C. The Jacksonville Civil Service Commission has directed that the City's Human Resources Department is responsible for administration of the testing process for Police Officer. Applicants for Police Officer will be required to take an entrance exam. The testing process will include the following steps:
 1. Entrance exam - The entrance exam will be administered by Human Resources. Five (5) bonus points will be added to the base test scores for applicants who are full-time certified Arkansas law enforcement officers, full-time certified law enforcement officers from other states, have been honorably discharged from the US military, have received an Associate's Degree or higher from an accredited institution of higher learning, those who are fluent in certain foreign languages with proficiency as an additional language beyond English, or are currently employed TSOs or Cadets with the Jacksonville Police Department. (See Policy 6-5: Special Incentive for Police Applicants)

2. Applicants for Police Officer must score a sixty-five (65%) percent or better in order to continue in the selection process. (This score will include any incentive points added to the video score) Applicants will be ranked according to their final raw score, with incentive points, which must be approved by the Civil Service Commission.
- D. Pre-employment Physical Agility Test: Applicants will be required to complete and pass the Physical Agility Test prior to moving forward to the background check (See Policy 6-4: Physical Agility Test for more information).
- E. Background Check: The background for Police Officer applicants passing the entrance exam and applicants for Auxiliary Officer, TSO and SSRO positions are a two (2) part process. Each applicant will complete and return a Personal History/Background Packet which fulfills CLEST S-3. In addition to completing the personal history packet, the applicant is responsible for providing the following: (4.03, 13.01)
 1. Citizenship and Age Verification - CLEST S-1; (13.02)
 2. Fingerprints for purpose of Criminal History check - CLEST S-2; (13.03)
 3. Certified Copy of High School Transcript or G.E.D. - CLEST S4; (13.05)
 4. Copy of Valid Driver's License; and (13.11)
 5. All other required documents listed in the background packet.
- F. Personnel used to conduct background investigations are trained in collecting required information. (3.16) Background investigators will document the results of the investigation in a report including, but not limited to:
 1. Criminal history (ACIC/NCIC); (13.04)
 2. Verification of personal references; and
 3. Verification of all qualifying credentials as required by CLEST.
- G. CVSA/ Post-CVSA Interview: The second phase of the background is the CVSA/ Post-CVSA interview. Applicants are provided with a list of areas from which questions will be drawn, prior to examination. The administration of the CVSA/ Post-CVSA interview and the evaluation of results are conducted by personnel trained in these procedures. The results of the CVSA/Post-CVSA interview shall not be used as the single determinant of employee status. (4.02)
- H. Oral Interviews: Applicants who pass both phases of the background will be recommended to the Chief of Police to proceed to the Interview Board, which consists of personnel selected by the Office of Professional Standards and have been trained by the City's Human Resources Department. Interviews will be conducted on all recommended applicants, regardless of the number of positions available, to maintain a pool of potential employees. Each applicant for employment will be asked the same set of questions. Follow-up questions may be asked if the candidate's answer brings out information that raises another question. In addition to the content of the answer, this interview should look for such things as self-confidence and the ability to express thoughts clearly. Manners, appearance, and attitude should also be noted. At the conclusion of each interview, the Interview Board will individually rate each candidate. The Chief of Police has final authority in the hiring process. (13.07)
- I. All candidates for Police Officer, Auxiliary Officer, TSO or SSRO positions determined to be ineligible will be informed in writing within thirty (30) days of their disqualification.
- J. Conditional Offer of Employment: Applicants who successfully complete the preceding steps may be offered a conditional letter of employment. That offer is based on successfully completing the following tests, which will be paid for by the Department:
 1. Physical Exam - CLEST S-5; (13.06)
 2. Psychological Exam - CLEST S-7 ; and (13.08)
 3. Drug Test - City of Jacksonville Policies and Procedures Manual.