



Table of Contents

Welcome.....	4
Meet Police Chief Kenton Buckner.....	5
LRPD Applicant Qualifications:	6
Pay and Benefits.....	7
Annual Salary Effective January 11, 2014	7
Benefits	7
Career Opportunities	8
Job Opportunities	8
Promotional Opportunities.....	8
Entry Police Officer Selection Process.....	9
Step One - Application.....	9
Step Two – Phase I of Background Investigation.....	10
Step Three - Written Exam	10
Testing Schedule.....	10
About The Test	11
Scoring Criteria.....	11
How to Prepare for the Written Exam:	11
Step Four - Physical Ability Testing.....	12
Testing Schedule.....	12
About The Test	12
Criteria for Passing Exam	13
How to Prepare for the Physical Ability Test	13
What to Wear	14
What Participants Should Do Prior to Testing.....	14
Step Five - Structured Interview	14
Testing Schedule.....	14
About The Process	14
Criteria for Passing Interview	16
How to Prepare for the Structured Interview	16
Helpful Suggestions.....	16
Step Six - Phase II of Background Investigation	18
Step Seven – Conditional Offer of Employment/Polygraph.....	18
Step Eight - Full Background Investigation/Command Staff Interview	18
Certification	18
Pre-Employment Screenings/Hiring.....	19
A. Psychological exam.....	19
Requirements	19
B. Medical Physical Examination.....	20
Requirements:	20
C. Alcohol screening.....	21
LRPD Police Training Academy	21
Basic Information.....	21
Curriculum	21

CITY OF LITTLE ROCK BACKGROUND STANDARDS FOR POLICE OFFICER
SELECTION PROCESS 22

Welcome

Thank you for your interest in becoming a Little Rock Police Officer. A career in law enforcement is a challenging and rewarding professional career. The Little Rock Police Department is a progressive and accomplished agency that emphasizes public service, believes in close community ties, and expresses the philosophy of community oriented policing while employing modern technology.

As a member of the Department, you will train in new and specialized police sciences that will prepare you for the future through a variety of career opportunities. You will become part of a team of dedicated men and women working toward the common goal of protecting our community. You will achieve a sense of pride knowing that you are fighting crime, working to improve the quality of life in our community, and helping to create a better, safer tomorrow. You too can wear the badge of honor because the Little Rock Police are actively seeking qualified applicants to join the ranks of our elite Department.

If you're a dynamic individual with the desire and ability to pursue a rewarding and satisfying career in Law Enforcement, the Little Rock Police Department wants you. We're a progressive department that will give you the opportunity to grow in a career where job performance will equate in job advancement and promotion. You'll wear the Little Rock Badge of Honor with pride knowing that you are part of the select group of men and women who serve and protect the citizens of our great City.

This packet will provide most of the information necessary to complete the application process and answer any questions that may arise. You are strongly encouraged to review this packet and then, if you still have questions, contact the Little Rock Police Department Recruiting at (501) 918-4300 and a recruiter will assist you.

Meet Police Chief Kenton Buckner

Chief Kenton Buckner became the 37th leader of the Little Rock Police Department in June of 2014. His previous position was with the Louisville Metro Police Department as Assistant Police Chief. Chief Buckner started with the Louisville Metro Police Department as an Officer in 1993 and rose through the ranks to Sergeant in 2004, Lieutenant in 2008, Major in 2009 and Assistant Chief in 2011. Prior to becoming Assistant Chief, he worked in Special Operations, SWAT, Community Relations, Major Crimes, and Narcotics/Intelligence. As Assistant Chief, he oversaw the Support Bureau which contains Major Crimes, Narcotics, Intelligence and Special Operations.

Chief Buckner holds a Bachelor of Science and a Master's of Science degree from Eastern Kentucky University. He has been a participant in law enforcement training programs sponsored by the National Executive Institute, the Southern Police Institute and the NOBLE Chief Executive Officer Mentoring Program at Cedarville College.

He has been a member of the International Association of Chiefs of Police, Kentucky Police Chiefs Association, National Organization of Black Law Enforcement Executives, and Police Executive Research Forum. He has also been involved with Big Brothers and Big Sisters. His professional accomplishments include participation in a National Counter-Terrorism Seminar in Israel, Spanish Immersion Program in Mexico and U. S. Secret Service Dignitary Protection Seminar. He has also been an Adjunct Criminal Justice Instructor and participated in a management audit of the Cincinnati Police Department.

LRPD Applicant Qualifications:

In accordance with the State of Arkansas Commission on Law Enforcement, the State of Arkansas Civil Service Statutes, and the Little Rock Civil Service Rules and Regulations, applicants for entry-level Police Officer must meet the following criteria (list is not all inclusive). Candidates must:

- Be at least twenty and one-half (20 1/2) years of age on the date of the written test. Candidates must be twenty-one (21) years of age to be hired.
- Have graduated from a standard high school or possess a high school equivalency certificate.
- Have no felony convictions. A felony record shall mean having entered a plea of guilty, been found guilty, or otherwise having been convicted of an offense, the punishment for which could have been imprisonment in a federal penitentiary or a state penitentiary. The fact that an individual has received a pardon, or their record has been expunged shall not release the individual from having a felony record for the purposes of this regulation.
- Be of good moral character
- Have acceptable vision, i.e. uncorrected visual acuity must not exceed 20/100 in either eye AND the visual acuity must be correctable to 20/20 or better in each eye.
- Possess normal hearing in both ears, and be free of any hearing defect, which in the opinion of the physician would adversely affect performance of duty. Normal hearing is defined as a whispered conversation may be heard at 15 feet.
- Be a citizen of the United States at the time of hire.

Pay and Benefits

Pay and benefits are currently under negotiation between the City of Little Rock and the Fraternal Order of Police so may be subject to change.

Annual Salary Effective January 11, 2014

Starting	\$40,119
After 1 st year	\$42,560
After 2 nd year	\$45,529
After 3 rd year	\$48,499
After 4 th year	\$51,468
After 6 th year	\$55,828
After 8 th year	\$60,205

Benefits

- Fifteen (15) Vacation days accrued per year with a maximum annual carry-over of 35 days
- Twenty (20) Sick days accrued annually with a maximum accrual of one thousand six hundred Sick Leave hours
- Three (3) days off with pay for a death of an immediate family member
- Holiday pay equivalent to nine (9) days pay
- Five (5) Discretionary Days granted per year, after five (5) years of service
- Education Incentive Payments of up to \$150 per month dependent on number of earned college credits
- Bonus for Court Certified Interpreter status
- Free health insurance for officer plus the City contributes \$272.72 per month towards cost of family health coverage.
- Free dental insurance for officer plus the City contributes \$6 per month towards cost of family dental coverage
- Free life insurance
- Shift differentials paid for 3-11 and 11-7 shifts
- Longevity pay of \$5 per month for each year of service up to and including the 15th year, \$6 per month for each year of service from the 16th year through the 25th year.
- Free Accidental Death and Dismemberment insurance equal to one times annual salary effective on date of hire
- Cafeteria or Flexible Benefits
- Free uniforms OR a clothing allowance for non-uniformed officers

Career Opportunities

Job Opportunities

Some of the opportunities that await you with the LR Police Department include:

- School Resource Officer
- Special Response Unit Officer
- Burglary Detective
- Auto Theft Detective
- Juvenile Detective
- Homicide Detective
- Violent Crimes Detective
- Larceny Detective
- Robbery Detective
- Community Oriented Police Patrol
- Start Unit
- Vice Detective
- Public Relations
- Helicopter Unit
- Motorcycle Unit
- Mobile Unit
- Hit and Run Investigations
- Internal Affairs
- Our Kids Program
- Police Athletic League Program
- Warrants
- Training Unit
- Airport Unit
- Intelligence Detective
- Narcotics Detective
- SWAT
- Recruitment

Promotional Opportunities

Promotions are subject to a competitive assessment process

For Promotion To (Subject Rank)	Eligible Classification	Required Years
Sergeant	Police Officer	5 years
Lieutenant	Sergeant	2 year
Captain	Lieutenant	2 years
Assistant Chief	Captain	2 years

Entry Police Officer Selection Process

General procedures regarding the selection process are approved by the Civil Service Commission via the public hearing process. The HR Department coordinates and administers (with the Police Department) the daily activities to ensure compliance with the policies and procedures established by the Commission.

Please note that due to the selective nature of this process, all applicants must complete each step successfully to be considered for advancement to the next step. However, successful completion of one step in no way guarantees advancement to the next; as selection of candidates is based on current staffing needs and completed in accordance with Civil Service regulations and Little Rock Police Department policies and procedures.

Step One - Application

The City of Little Rock Human Resources Department will recruit and accept applications once or twice a year, depending upon the number of vacancies in the Department. Typically, the application intake period (days posted) will be approximately thirty calendar days. Recruitments/advertisements for Certified Police Officers (applicants must be certified police officers to be eligible to test) will be posted three to four times a year, depending upon vacancies. Certified Police Officer recruitments will typically be shorter.

Applicants will submit on-line applications, with supplemental questions at our website, www.LRjobs.net. If you have missed an open recruitment/application intake period, you may complete an online Interest Card to receive electronic notification when the next recruitment cycle begins. Interest cards are kept electronically for three (3) years. However, if you change your e-mail address, you must update your information.

Each applicant must complete the online application and the supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information ("see resume" is not acceptable) may result in disqualification from the selection process.

Applicants are responsible for the accuracy of their contact information and monitoring status of their application, as well as completion of all selection components (i.e., supplemental questions, written exams, performance/practical exams) as required by the job posting. Whenever possible, tentatively scheduled

exam dates and other appropriate information will be listed on the job posting so that applicants can make timely inquiries.

Applicants may check the status of their application by logging into their applicant account at www.LRjobs.net; **therefore, applicants should keep their Username and Password available for this purpose.** Once you have completed your first “application/profile”, you will be able to use this information for subsequent applications, provided you remember your user name and password.

Applicants may call the Human Resource office (501) 371-4590 to check their status if they are having computer difficulties. However, Human Resources is not able to retrieve user names or passwords, candidates may contact 877 204 4442 to re-set passwords.

Step Two – Phase I of Background Investigation

LRPD will review all applicants to determine if any of the following issues exist:

- A felony conviction - a felony record shall mean having entered a plea of guilty, been found guilty, or otherwise having been convicted of an offense, the punishment for which could have been imprisonment in a federal penitentiary or a state penitentiary. The fact that an individual has received a pardon, or their record has been expunged shall not release the individual from having a felony record for the purposes of this regulation.*
- A poor driving record – a driving record which indicates more than 24 traffic points within a three (3) year period, and
- A domestic abuse **conviction** – this type of conviction will preclude individuals from carrying a firearm. *

Applicants with **ANY** of these three issues are disqualified from the position of Police Officer, and applicants will not be allowed to participate in the written exam.

**** This is a permanent disqualifier for the position of police officer.***

Step Three - Written Exam

Testing Schedule

The written exam is currently scheduled to be held November 10th, 12th, 13th, 14th and 15th. **Candidates WILL NOT be allowed to re-schedule if you miss your testing time.**

About The Test

Eligible applicants receive electronic notification of scheduled dates and times as well as instructions on how to schedule for the test. The test will be administered at the Little Rock Police Department Training Academy, 10901 Arch Street, Little Rock, Arkansas 72206.

The written exam is a nationally published entry level police examination utilized to ensure applicants possess the required knowledge, skills and abilities to be successful in the position of Police Officer. A study guide is available to all candidates free of charge. Areas to be assessed may include any of the following (not an inclusive listing):

- Basic reading, writing and mathematic skills
- Independent judgment and problem – solving capabilities
- Communication skills
- Any other skills identified as important to successful tenure

Scoring Criteria

The current exam is a pass /fail exam with a minimum passing score of 70%. The written examination may also include a writing proficiency test, to be scored at a later phase of the hiring process, to ensure successful applicants have a basic writing proficiency level. The purpose of the exam and the pre-set cut-off score is to ensure successful candidates have the minimum level knowledges and abilities required to perform in the academy and on the job.

How to Prepare for the Written Exam:

- Get enough sleep the night before; this will vary from person to person but be sure to get enough sleep that you are fully awake and alert the day of the test.
- Allow yourself plenty of time to reach the testing site – tests can be stressful and nothing adds to that stress like having to rush to make it to the testing center on time. The test begins promptly at the posted time, and no one is admitted after the test begins; so allow enough travel time. If possible, a “trial run” is recommended. The test location is included in your scheduling notifications.
- Eat a healthy meal with enough protein to allow for optimal brain function. Try to limit carbohydrates, as they may make you tired, and avoid caffeine to prevent the jitters.
- Ensure adequate hydration – drinking plenty of water or non caffeinated beverages will maximize your level of alertness as well.
- Take a different route to the testing center – this trick will enhance brain function as well by making you more alert.
- Relax – before the test begins, take a few deep breaths to get the oxygen flowing to your brain and to calm any pre-test nerves.

- If you read slowly, or have problems with reading comprehension, practice by reading a specific amount of information within a time limit and then quiz yourself on the information you just read.

Test Taking Tips

- Pay attention to the test proctor and the instructions, do not read ahead.
- Try not to “over think” the items; often your first inclination is the correct answer.
- Completely read all of the instructions.
- Completely read the entire question and all of possible the answers.
- If you are not sure of the answer, try eliminating the choices you know are wrong to increase your chances of selecting the correct answer.
- If you change your mind and erase an answer, be sure to completely erase all of the pencil lead.

Step Four - Physical Ability Testing

Testing Schedule

The Physical Ability Testing is tentatively scheduled to be held the week of 12/1/2014. **Candidates WILL NOT be allowed to re-schedule if you miss your testing time.**

About The Test

Eligible applicants receive electronic notification of scheduled dates and times as well as instructions on how to schedule for the test. The test will be administered at the Little Rock Police Department Training Academy, 10901 Arch Street, Little Rock, Arkansas 72206.

- The test will require a participant to complete several physical tasks in sequence within the predetermined time limit of **2:03, two minutes and three seconds**. All applicants will be given an orientation walk through prior to taking the test.
- Participants should proceed through the test safely. No one will be allowed to take the test unless he/she is fully aware of what he/she is expected to do and has signed a LRPD Release of Liability Waiver.
- Candidates must wear a weighted vest (approximately 10 pounds) simulating the weight of equipment officers must wear while on the job (provided by the department).

Test Events

1. Seated in Car: The candidate will begin seated in a patrol car with the seat belt fastened and the car door closed. The test administrator will tell the candidate to “GO.” The candidate must then unbuckle the seatbelt, open the

car door, and complete the following physical tasks. Timing begins when the car door opens.

2. Run (200 yards): The candidate must run a distance of about 200 yards (the approximate length of the entire course), encountering obstacles along the way.
3. Fence Climb (4 feet tall): Candidates will run to the first obstacle, a 4-foot chain-link fence, and climb over the top of it.
4. Fence Climb (5 feet tall): Candidates will run to the next obstacle, a 5-foot wooden privacy fence with footholds on it, and climb over the top of it.
5. Simulated Ditch Jump: Candidates will run to the next obstacle, a simulated 3-foot ditch, and jump over it.
6. Duck Under Obstacles: Candidates will run to and duck under two (2) low-hanging obstacles approximately four (4) to five (5) feet high.
7. Obstacle Dodge: The candidate must maneuver, in a zigzag manner, around three (3) foot wooden posts mounted into the ground.
8. Walk or Jump Up onto an Obstacle: Candidates will then run up to the edge of the 2 ½ -foot concrete incline.
9. Jump Down from an Obstacle: Candidates will jump down from the 2 ½ -foot concrete incline to the ground.
10. Suspect/Officer Move: The candidate will run to the middle of the concrete pad and touch a wooden pole. The candidate will then run to the one hundred and fifty (150) pound dummy that represents a suspect or officer in need of assistance. The candidate will be required to drag the dummy twenty (20) feet during which time the candidate will have to change direction.

The timing of the test stops when the test monitor advises that the entire dummy has passed the 20 foot line.

Criteria for Passing Exam

- Participants must successfully complete all events within a predetermined time limit of 2:03 (two minutes and 3 seconds).
- A candidate may repeat any test component until it is performed properly, but re-attempts will be included in the candidate's total time to complete the course.

How to Prepare for the Physical Ability Test

The following suggestions should help you prepare yourself physically for the test:

- Avoid junk food and maintain a well-balanced diet for several days before the test.
- Avoid tranquilizers and stimulants such as caffeinated beverages, especially on the day of the test.
- Get a good night's sleep before the test.
- Do not drink a lot of liquids or eat a large meal before the test (but avoid dehydration).
- Avoid alcohol several days prior to and especially on the day of the test.

What to Wear

Participants should wear the following during the test:

- Tennis shoes (sport shoes or sneakers) are recommended.
- Long pants are highly recommended (this is for safety reasons to avoid abrasions and cuts).
- Participants should NOT wear watches, rings, large earrings or other items which could harm them while taking the test. These items should be removed before testing for safety purposes.
- Clothing should not restrict movement.

What Participants Should Do Prior to Testing

- Just prior to taking the test, candidates should consider jogging lightly, performing some jumping jacks to get their blood flowing, and stretching to prepare themselves for the physical exertion in which they are about to engage.
- Additionally, if the ambient temperature will be 80 degrees Fahrenheit or higher, participants are advised to pre-hydrate prior to arriving at the test site.

Step Five - Structured Interview

Testing Schedule

The Structured Interviews are tentatively scheduled to be held the week of 1/12/2015. **Candidates WILL NOT be allowed to re-schedule if you miss your testing time.**

About The Process

Eligible applicants will receive instructions on how to electronically schedule on-line for the Structured Interview. This process allows measurement of competencies such as commitment to public service, judgment, interpersonal skills etc., that otherwise are very difficult to measure in a standard interview setting.

The interview typically consists of up to six (6) questions, and the same questions will be asked of all candidates. These questions are a combination of

scenario-based and personal questions, and may deal with any or all of the following areas:

- ***Tolerance to Stress*** – *Effectively handle highly stressful or adverse situations, making good decisions, working calmly with accuracy.*
- ***Interpersonal Skills*** – *How people relate to one another. Shows awareness of and sensitivity to the needs and feelings of others, and maintains amicable relations with people.*
- ***Work Standards*** – *Sets high goals or standards of performance for self and others; expects high standards and performance from others and the organization.*
- ***Assertiveness*** – *Acts confidently, can control situations without being intimidating or using sarcasm or derogatory language.*
- ***Decision Making / Decisiveness / Judgment*** – *Makes sound decisions promptly on difficult problems; exercises judgment and consideration of available information; displays willingness to make a decision when required. Does not overly delegate; does not delay action on important items.*
- ***Integrity*** – *Demonstrates and adheres to moral principles and professional standards.*
- ***Verbal Communication Skills*** – *The ability to express oneself in an understandable and professional manner, having acceptable command of verbal expression and body language.*

The personal questions may ask about yourself, your experiences and/or your views/opinions. Please answer honestly. Also, during this process, the Raters do not have any information about you; the only information the Raters receive is the information you provide during your interview today. The Raters cannot ask you to “explain your answer further” or ask any follow-up questions; you will need to provide complete answers in your allotted time.

Human Resources will be responsible for providing questions, rating criteria, training raters and all other required documentation. The Structured Interview Process may be recorded.

Criteria for Passing Interview

The candidates who achieve a passing score of **50% or above** will then be ranked numerically based on their structured interview scores.

How to Prepare for the Structured Interview

- Get enough sleep the night before and have had a nutritional breakfast or lunch to keep you alert throughout the interview. Stay away from too many carbohydrates which tend to make you sleepy; and caffeine which will make you jittery.
- Practice your active listening skills, which will be very important in helping you fully understand the questions before you compose an answer.
- Some commonly asked questions may be about career goals, past accomplishments and personal strengths or weaknesses. Take some time to do a personal inventory in these areas so you can provide a complete and accurate response if these questions are asked.
- Practice speaking in front a mirror or camera.

Helpful Suggestions

- During the Structured Interview, spend a minute or so **planning** your answer before you begin speaking.
- Take a few deep breaths before the interview begins. This will help calm any nerves and allow you to focus more closely on the interviewers and the questions being asked.
- Human Resources will provide all necessary supplies. You may bring a highlighter and a timer/watch.
- No eating, drinking or use of tobacco products will be permitted in any rooms (eating and drinking will be permitted in the candidate waiting area, if the facility allows).
- Candidates will not be permitted to leave the administration site without the approval of the Test Administrator; no other persons are authorized to instruct candidates to leave.
- Pagers, radios, cellular phones and other electronic communication devices including I Pads are not allowed at the Structured Interview Administration Site. Candidates are encouraged to leave these items in their vehicles or at home.
- Candidates will not be permitted to take notes or scratch paper to or from the Administration Site.
- Candidates will not be permitted to move about the testing area without the consent of the Test Administrator; candidates will be required to remain in the waiting area at all times.
- Familiarize yourself with the roles and responsibilities of the position. This will help you learn as much as possible about the position and what will be expected of you.

- After listening to the interview question, take some time to formulate an organized response. Do not be afraid to pause for a period of time to carefully consider your answer and to organize it in a way that is meaningful and that will ultimately make sense to those individuals who are rating your response. The more organized and well thought-out your answers, the more favorably the answers will be viewed by the raters.
- You will be provided with pen and paper if you want to write down your thoughts to better organize them. However, you must verbalize your answer as your notes are not scored.
- Answer the question as it is asked. It is common during an interview for candidates to answer a question other than the one posed due to the stress induced by the interview process. Be sure to listen carefully to the question and provide an answer for that specific question.
- You will also be provided the questions on paper. Review the question to make sure you are answering the question that was asked AND that you are answering all parts of the question as some of the questions may have more than one part.
- Offer an answer that is complete but do not repeat your answer more than once. Keep your answer concise but make sure you provide a comprehensive answer to the question.
- Ensure that you answer each question fully within the time limitations. You are encouraged to keep track of your own time so you are always aware of the time you have remaining to provide your answer.
- Speak clearly. Oral communication skills are a very important component for the position of Police Officer and are usually rated separately from your answers to the questions in the interview. If you communicate poorly, the raters will penalize you for your oral communication skills on each question which will impact your score tremendously.
- Convey a professional demeanor by speaking clearly and demonstrating good posture and appearance.
- Provide an honest answer to each question and be yourself throughout the interview, especially when answering questions that concern your past experiences or how you feel.
- The questions are typically pre-recorded so may only be heard once; however the questions will be provided to you in written form as well.
- Any information provided after your allotted time has expired will be ignored so pay attention to time remaining. Be sure to completely answer the question in the time allowed.

These are only suggestions for your consideration. You are responsible for determining whether they are appropriate for you and ultimately what is the best way for you to handle the structured interview process.

Step Six - Phase II of Background Investigation

Background investigations will only be conducted on eligible applicants (those who have passed previous steps, one through five). LRPD will verify the background books are complete and review the books to identify any immediate disqualifiers. LRPD will disqualify any applicant who:

- Fails to submit a complete background book.
- Fails to submit any required documentation after a reasonable amount of time.
- Book contains self-evident immediate single factor disqualifiers.

Step Seven – Conditional Offer of Employment/Polygraph

All candidates who successfully complete and submit the background book, and are in the final stages of the background process will be eligible to receive a conditional offer of employment and submit to a polygraph test. The number of applicants extended conditional offers of employment is dependent upon the number of current vacancies.

Step Eight - Full Background Investigation/Command Staff Interview

Selected applicants will then be subject to a full background conducted by the LRPD, and scheduled for a final Command Staff interview conducted by the Police Chief or his designees. The Command Staff Interview will be pass/fail. A list of the passing candidates will be composed with the final ranking based upon the Structured Interview Score (Step 5). The Writing Proficiency Test taken in Step 3 will also be scored for these candidates on a pass/fail basis to ensure that the passing candidates possess basic writing capability.

Certification

Human Resources will assign all successful candidates to an Eligibility List for presentation to the Civil Service Commission for certification. The eligibility list will be in order ranked by the Structured Interview scores, with numerical ties handled according to Civil Service practice (e.g. 1, 2, 3T, 3T, 5,). The number of applicants certified will be dependent upon the number of vacancies. Certified applicants are eligible for hire for one year. If an offer of employment is not extended within the one year cycle, then the applicant must start the process at step one.

Pre-Employment Screenings/Hiring

Final hiring approval is contingent upon results of the three (3) pre-employment screenings as listed. All screenings are conducted at the City of Little Rock's expense and scheduled with the City's selected licensed practitioners.

A. Psychological exam

Section 1002(3) (i) of the Arkansas Commission of Law Enforcement Standards and Training Regulations requires that applicants be examined for emotional stability by an individual licensed to practice Psychiatry or Psychology and qualified to perform such evaluations in the State of Arkansas. The emotional stability to withstand the pressures of modern law enforcement work is an essential qualification for applicants for law enforcement.

Requirements

- 1) All applicants will be examined to determine emotional stability.
- 2) No person will be eligible for certification if they have any condition listed in the Diagnostic and Statistical Manual IV (DSMIV) of the American Psychiatric Association which would limit the police officer's ability to cope with the stress of modern day police work such as:
 - a) Any organic mental disorder or organic brain syndrome that currently results in impairment in memory, cognitive functions, judgment and personality.
 - b) Any substance use such as alcohol, barbiturate, opium, cocaine, amphetamine, hallucinogenic and cannabis which impairs social or occupational functioning due to an inability to control use or stop taking the substance and the development of serious withdrawal symptoms after cessation or reduction in substance use. Previous substance use should be in remission for three (3) years.
 - c) Any psychotic reaction showing disturbance in content of thought involving delusions, fragmented thoughts, distortions of reality, breakdown of ego defenses or hallucinations. Any previous psychotic episodes should be in remission for three (3) years and be currently evaluated as showing no residual symptoms.
 - d) Any neurotic disorder such as excessive anxiety, panic, or convulsions which would indicate that irrational behavior would occur under stress.
- 3) Any impulse control problem, particularly with anger, having resulted in husband/wife or child abuse or revealed in explosive outbreaks.
- 4) Any environmental stresses such as divorce, loss of job, business difficulty, or death in family can result in maladaptive reactions resulting in either impairment in social or occupational functioning that are in excess of a normal and expected reaction.
- 5) Any personality disorder showing a pervasive and unwarranted suspicion and mistrust of people, hypersensitivity, emotional coldness and aloofness resulting in an inability to make and maintain relationships, or any history of continuous and chronic antisocial behavior.

- 6) Behavior disorders as evidenced by:
 - a) Frequent encounters with law enforcement agencies or antisocial attitudes or behavior which, while not a cause for rejection under Regulation 1002(3)(d) are tangible evidence of an impaired characterological capacity to adapt to the demands of law enforcement service.
 - b) Behavior disorders where it is evident by history and objective examination that the degree of immaturity, instability, personality inadequacy and dependency will seriously interfere with the performance of law enforcement duties as demonstrated by repeated inability to maintain reasonable adjustment in school, with employers, fellow workers and other social groups.

B. Medical Physical Examination

This requirement supplements Section 1002(3) (g) of the Regulations. It is in keeping with the concept that in order to render proper service to the community, a law enforcement officer must be physically sound and free of any defect which might adversely affect the performance of duty. The officer's personal safety and the safety and lives of others will be endangered if these important physical qualifications are not met.

Requirements:

- 1) The medical examination must be administered by a licensed physician.
- 2) A medical history statement, the applicant will supply the examining physician with a complete accurate medical history. The medical history should include information on past diseases, injuries and operations.
 - a) Vision – Applicant must possess normal color discrimination, normal depth perception and peripheral vision of at least 75 degrees in each eye. Must possess uncorrected visual acuity of 20/100 or better in each eye and must be corrected to 20/20 in each eye, both at 16 inches and 20 feet. Vision correction, when required, may be either glasses or contact lenses. The applicant must have no active internal or external eye pathology. Should any eye pathology be found, the applicant must be referred to an appropriate practitioner. There must be no apparent eye deviation.
 - b) Hearing – Applicant must be free of any hearing defect which in the opinion of the examining physical would adversely affect the performance of duty. Hearing may be considered normal when a whispered conversation can be heard at 15 feet.
- 3) Retention on a permanent basis by LRPD will depend on the satisfactory results of the physical examination of all law enforcement officers employed under the Act.
- 4) The physician's report after examination must conclude and clearly state that, in his opinion, the applicant has the ability to physically perform the duties of a law enforcement officer in the City of Little Rock.

C. Alcohol screening

Candidates are screened for both drug and alcohol during the physical examination.

LRPD Police Training Academy

Basic Information

The Little Rock Police Department anticipates conducting annual training academies. During the twenty-four (24) weeks spent at the Academy, candidates are paid from the first day of the Academy and are benefit eligible per City of LR standard waiting periods. Recruits **do not** live on-campus and must complete 960 hours of training in order to become a Law Enforcement Officer. Recruits must complete and graduate from the Academy to continue to the Field Training Officer (FTO) program.

Curriculum

General curriculum offered during Academy includes but is not limited to:

1. General Law Enforcement
2. Physical Fitness Training to include:
 - a. Bench Presses
 - b. Vertical Jumps
 - c. Agility Runs
 - d. Push Ups
 - e. 300 Meter Runs
 - f. Sit Ups
 - g. One and a half (1 ½) mile runs
3. Firearms Training – Recruits must qualify two (2) consecutive times. State Minimum Standards require a passing score of 80%.
4. Police Report Writing
5. Legal Issues
6. Officer Survival
7. Control Tactics / Physical Force
8. Scenario Based Training and Ride Along
9. Traffic Enforcement
10. Vehicle Operations / Defensive Driving School
11. Domestic Violence
12. Child Abuse / Juvenile
13. Ethical, Public Relations and Communications Training
14. Exams and Reviews – State Minimum Standards require a minimum passing score of 70%
15. Survival Spanish

CITY OF LITTLE ROCK BACKGROUND STANDARDS FOR POLICE OFFICER SELECTION PROCESS

I. Introduction

Police Officer applicants are subject to a background investigation as a condition of employment. A preliminary background search may be conducted as the first step following application to begin the police officer selection process. The comprehensive background investigation may be conducted after the candidate has successfully completed one or more of the major selection process components, e.g. written examination, physical abilities test or structured panel interview.

Questions concerning applicants' mental and/or physical status that are protected by the Americans with Disabilities Act (ADA) are delayed until a final Offer of Employment is extended.

The Arkansas Executive Commission on Law Enforcement Standards and Training sets forth in Regulation 1002 and Specification S-3 that a background investigation shall be conducted to determine character traits and habits which might prevent the applicant from becoming a successful law enforcement officer. The background investigation portion of the selection process provides job related information, which the Police Chief and/or Civil Service Commission shall use to determine if an applicant possesses the required personal characteristics for the position of police officer. The Police Chief shall ensure that the background investigation is not used to discriminate unfairly against individuals on the basis of race, sex, religion, age, color, creed, national origin or a physical or mental disability.

II. Application and Enforcement of Standards

These standards outline the factors, which shall result in the disqualification of an applicant from further consideration for the position of police officer. The factors are stated in two categories - singular factors and combination factors. Substantiated evidence of any one of the singular factors shall result in immediate disqualification of the applicant. Other factors are significant but may not be of such magnitude as to result in immediate disqualification without considering other factors. Therefore, those factors which must be combined with other factors to warrant disqualification shall be referred to as combination factors.

Acceptable evidence of any one of the Singular Factors shall result in immediate disqualification by the Police Chief. Upon substantiation of a violation of a Singular Factor, the Police Chief shall immediately discontinue the background investigation of said applicant. The Police Chief or designee shall notify the Director of Human Resources in writing of the cause for disqualification.

Where an applicant has not been found to violate a singular factor but the investigation reveals concerns covered in the combination factors category, the background investigation shall be carried out to its logical conclusion. The Police Chief shall, based on the evidence, make a recommendation to the Director of Human Resources regarding certification of the police officer applicant. Disqualification of an applicant based on two or more combination factors will require approval of both the Chief of Police and the Director of Human Resources.

III. Singular Factors

Evidence of any one of the following factors shall result in immediate disqualification for employment as a police officer:

1. Falsification of his/her application or supplemental application forms.
2. Failure to appear for pre-background interviews as scheduled.
3. Failure to submit **all** required pre-background documents or to provide complete background supplements after appropriate notification.
4. Failure to consent to required background investigation.
5. Conviction of a felony crime (no time limit).
6. Currently under indictment or information in any court for a crime punishable by imprisonment for a term exceeding one year. (A formal accusation of a crime made by a prosecuting attorney, as distinguished from an indictment presented by a grand jury.)
7. Conviction in any court of a crime punishable by imprisonment for a term exceeding one year. (NOTE: The actual sentence given by the judge does not matter if the judge could have given a sentence of more than one year. This applies even if the conviction has been discharged, set aside, or dismissed pursuant to an expungement or rehabilitation statute.)
8. Close association of the applicant with convicted felons or known criminals, other than his/her immediate family (parents, siblings, and children). This type of situation will be evaluated on a case-by-case basis and shall be based on a reasonable belief that the applicant knew or should have known of the person's past or present criminal background or activities.

9. Illegal Drugs
 - a. Any non-prescribed use of any narcotic or hallucinogenic drug as classified under Schedules I, II, III, IV, and V, (5-64-203, 5-64-205, 5-64-207, 5-64-209, and 5-64-211) and prohibited by statute 5-64-401 of the Arkansas Criminal Code Uniformed Controlled Substance Act within the past ten (10) years preceding the date of the written examination other than an experimental basis. Exception: The use of LSD, PCP, or Heroin at any time in the applicant's life.
 - b. Any current use of marijuana as classified under Schedule VI, (5-64-207), of the Arkansas Criminal Code Uniformed Controlled Substance Act other than an experimental basis within the last three (3) years preceding the date of the written examination.
 - c. Any current use of steroids as classified under Schedule III, (5-64-207), of the Arkansas Criminal Code Uniformed Controlled Substance Act other than an experimental basis within the last two (2) years preceding the date of the written examination.
10. Accumulation of 24 or more traffic violation points in the last three years (see attached traffic violation point schedule).
11. Conviction, admission or substantiated activity that would, if convicted, be a misdemeanor that involves "moral turpitude" or would be punishable by imprisonment for a term exceeding one year. Each situation will be reviewed on a case-by-case basis. Intent, malice, knowledge of the gravity of the offense and provocation are elements to be considered in making judgments regarding the conviction.
12. Adjudicated mentally defective or ever committed (involuntarily) to a mental institution.
13. Conviction of a qualifying state misdemeanor crime of domestic violence or subject of a valid protection order as regulated by Federal Law, which would preclude the applicant's legal possession of a firearm.
14. Dishonorable or other than honorable discharge from the Armed Forces for any reason covered in factors 1-13 above.

IV. Combination Factors

Generally, a combination of two or more of the following factors as confirmed by the Chief of Police and the Director of Human Resources shall justify disqualification of an applicant from further consideration for the position of police officer.

1. Accumulation of 18 to 23 traffic violation points in the last three years.
2. A pattern of traffic violations including the years previous to the last three years, which suggests that a pattern is established – especially where the traffic violation points of applicants are approaching 18 as stated in IV.1.
3. Convincing and documented negative reference or job related information from former employers or the military.
4. Substantiated negative reports from neighbors and acquaintances. Accusations that cannot be verified or corroborated adequately shall not be considered as valid.
5. Any substantiated behavior that would reduce the effectiveness of the applicant or the Little Rock Police Department if the applicant were to be hired.
6. Failure to successfully pass the polygraph examination and failure to provide positive resolution of areas of deception in the post examination interview phase.
7. Admission or substantiation by other means that the applicant has been or is selling, offering for sale the use of illegal drugs.

CITY OF LITTLE ROCK TRAFFIC VIOLATIONS REVIEW PROCEDURE FOR POLICE OFFICER APPLICANTS

Before an applicant for the position of police officer with the City of Little Rock is offered employment, a thorough review of his/her traffic violations record will be completed. Convictions for traffic violations occurring within the last three years will result in the assessment of points against the traffic record of the applicant. Accumulation of 24 or more points during the most recent thirty-six (36) month period will result in immediate disqualification of an applicant from further consideration for employment as a police officer. Accumulation of 18-23 violation points may result in disqualification if other factors such as job/military references or neighborhood investigations reveal substantiated concerns about the applicant. Violations prior to the last three years will be reviewed to determine if a cyclical pattern is evident. Points shall be assessed per the following:

<u>CONVICTION</u>	<u>POINTS</u>
A. Driving while under the influence of alcohol or drugs	14
B. Racing	8
C. Evading arrest while operating a motor vehicle	8
D. Failure to stop for school bus	10
E. Reckless driving	8
F. Negligent or inattentive driving	3
G. Speeding	
1. 1-10 mph over speed limit	3
2. 11-20 mph over speed limit	4
3. 21-30 mph over speed limit	5
4. 31 mph or more over speed limit	8
H. Failure to yield right of way	3
I. Improper passing	3
J. Improper turn and lane	3
K. Any other moving traffic violation	3
L. Leaving the scene of an accident	8
M. Non-hazardous traffic violations, e.g., expired license, etc.	3

Multiple violation incidents (multiple convictions stemming from the same incident) shall have points assessed as per the above schedule to a maximum of 18 points per incident, except in incidents involving evading arrest.