

Police Officer Selection Process

Approved by Civil Service Commission – April 13, 2017

Step One (Application): Applicants will submit on-line applications, with supplemental questions.

Step Two (Phase I / Preliminary Background Investigation): All applicants in Step Two will be reviewed by LRPD to determine if any of the following issues exist:

- a felony conviction,
- driving record indicates more than 24 traffic points,
- A domestic abuse **conviction** which precludes individuals from carrying a firearm, and
- A failure to possess a valid and current driver's license.

Applicants with **any** of these four issues will not proceed further.

Step Three (Written Exam): Human Resources will electronically notify all eligible applicants they are now eligible for the written exam (a nationally published written examination); applicants will self-schedule themselves for the exam, which will be weighted into the final composite score, to be utilized to rank order the candidates. Candidates will be required to pass the exam with a 70% cut-off score.

Step Four (Physical Ability): Candidates passing the written exam are eligible to participate in the physical ability testing. The physical ability test will be pass/fail. Candidates may have the option to participate in the physical ability testing before notification of written exam results, depending upon the schedule of the selection process components.

Step Five (Structured Interview): Structured Interviews will be recorded and scored at a later date by a team of trained raters. In extenuating circumstances and when approved by the Director of Human Resources, structured interviews will be conducted live with a team of raters. The rater team will consist of three (3) trained raters, with a minimum of two (2) law enforcement personnel. Interview questions and rating criteria development will consist of a collaborative approach between Human Resources and the Little Rock Police Department. Human Resources will be responsible for providing questions, rating criteria, training raters and all other required documentation.

Step Six (Composite Score): The written exam and structured interview will be weighted as follows to create a composite score:

Constructed Weights for Composite Scores

Assessment Component	Constructed Weights for Exam and Structured Interview Composite
LST: Cognitive	30%
LST: Work Styles/Personality	20%
LST: Bio-Data	25%
Structured Interview	25%

Candidates who meet the following criteria shall be eligible to have additional points added to their composite score to create a Final Composite Score.

Additional Points:

<u>Veteran Credit:</u> Any candidate who has served who has served at least six(6) months in active duty in the armed services within ten (10) years of the submitted application data. A copy of a DD-214 is required to obtain points.	Five (5) points
<u>Law Enforcement Certification Credit:</u> Any candidate who has acquired certification as a Law Enforcement Officer.	Five (5) points
<u>Bilingual Credit:</u> Any candidate who has demonstrated a bilingual skill at an intermediate level, according to Language Testing International (LTI)	Two (2) points (maximum)
<u>Bilingual Credit:</u> Any candidate who has demonstrated a bilingual skill at an advanced level, according to Language Testing International (LTI)	Five (5) points (maximum)

Candidates who have received college credit hours or a degree at an institution accredited by one (1) of the six (6) regional accrediting associations recognized by the U.S. Secretary of Education will be given education points to the overall composite score. The institution’s accreditation must have been in effect during the time period in which the degree/hours were earned. Official transcripts must be submitted with the Background Investigation Book to the Little Rock Police Department Training staff to be awarded education points.

Points will be awarded according to the following chart:

30 – 59 college credit hours	One (1) point
60 – 89 college credit hours	Two (2) points
90 – 119 college credit hours	Three (3) points
120 or more college credit hours	Four (4) points
Bachelor’s Degree	Five (5) points
Master’s Degree	Two (2) points

Candidates will be ranked by their Final Composite Scores, (composite score plus additional points for which an applicant receives credit)

Step Seven (Phase II of Background Investigation): Background investigations will be conducted in order of the ranked list. LRPD will verify the background books are complete and review the books to identify any immediate disqualifiers (i.e., self-admissions for drug use, etc.). LRPD will disqualify any applicant: (1) who fails to submit a complete background book, (2) who fails to submit any required documentation after a reasonable amount of time, and (3) whose book contains self-evident immediate single factor disqualifiers (self-admissions of recent drug use, etc.).

Step Eight (Polygraph-Conditional Offer of Employment): The LRPD will give eligible applicants (based on the number of applicants previously processed in order to give the Police Department an adequate recruit school size) a conditional offer of employment, before administration of the polygraph. Successful applicants will go to *Step nine*.

Step Nine (Final/Full Background Investigation): The LRPD will then conduct a full background on all eligible applicants (those who have successfully passed through all previous eight steps).

Certification/Pre-Employment Screenings/Hiring: Human Resources will assign all successful candidates to an eligibility list. The eligibility list will be in ranked order, with numerical ties handled according to Civil Service practice (i.e. 1, 2, 3T, 3T, 5,) and presented to the Civil Service Commission for certification. Final hire contingent upon results of psychological exam, medical-physical exam, and drug/alcohol screening.