

Police Officer Selection Process

Approved by Civil Service Commission – May 24, 2018

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:

1. a felony conviction,
2. driving record indicates more than 24 traffic points,
3. A domestic abuse **conviction** which precludes individuals from carrying a firearm, and
4. 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 typically be conducted utilizing a live rater team. In extenuating circumstances video based technology will be used either live or recorded, with the approval of the Human Resources Director. 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 in the armed services. A copy of a DD-214 or equivalency 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) |
| <u>Successful completion of the Criminal Justice program at Metropolitan Career - Technical Center</u> | Two (2) points |
| <u>Telephone Reporting Unit Experience, minimum of six months to (1) year of satisfactory work experience</u> | Five (5) points |
| <u>Telephone Reporting Unit Experience, over (1) year of satisfactory work experience</u> | Ten (10) points |

Candidates who have received college credit hours or a degree at an institution accredited by a regional or national institutional accrediting agency 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. All required documentation must be submitted by the announced deadlines to the Little Rock Police Department Training and/or Human Resources staff (as applicable) 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 – points awarded are in addition to points awarded for Bachelor’s degree. |

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

Step Seven (Final/Full 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.). The LRPD will give eligible applicants (based on the number of applicants processed in order to give the Police Department an adequate recruit school size) a conditional offer of employment, before administration of the polygraph. The LRPD will then conduct a full background on all eligible applicants (those who have successfully passed through all previous 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.