

Police Officer Selection Process
Approved by Civil Service Commission
Approved – June 18, 2020

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

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**, and
4. A failure to possess a valid and current driver's license.

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

Selection Process Components (Applicants must pass all components, with the exception of pre-employments before Civil Service Certification):

Written Exam: Human Resources will electronically notify all eligible applicants they are now eligible for the written exam/selection process (a nationally published written examination); applicants will self-schedule themselves for the exam, will be determined prior to advertisement and will be a Nationally Published Examination. The selection process may be administered live or electronically as determined by the needs of the Police and Human Resources Departments. The written exam will include both a cognitive portion and non-cognitive portion. The cognitive portion includes measuring the candidates' ability to learn and perform tasks, such as reading comprehension and the ability to apply logic and reason. The non-cognitive component of the exam will include assessment of a variety of traits desirable for the law enforcement profession, such as community relations, judgment, interpersonal skills etc. The exam score may either be weighted separately or combined; Human Resources will determine how the score will be utilized or weighted upon advice of the vendor providing the exam. The exam will be weighted into the final composite score, to be utilized to rank order the candidates. Candidates will be required to pass the exam; a cut-off score of 70% is typically utilized. A different cut-off score will be utilized upon a recommendation of the consultant providing the exam and with the approval of both the Chief of Police and the Director of Human Resources.

Physical Ability Testing: The physical ability test will be pass/fail. Candidates will be able to take the physical ability test at any time during the selection process, provided they have passed the preliminary background process (step 2) and have been approved by the Human Resources Department. Exceptions to the typical order of testing could include out of town written exam administration, military deployments and/or illness or injury during test

administration. The Little Rock Police Training Division is responsible for administering the physical ability testing, and test scheduling is determined by staff and course availability, weather conditions, and applicant circumstances.

Score Creation of a Total Exam Score: The written exam will be weighted as follows to create a composite score.

Constructed Weights for Composite Scores

Selection Component	Constructed Weights for Exam
Cognitive Component	33%
Work Styles/Personality/Bio Data or other related competencies (non-cognitive)	67%

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 (maximum)
<u>Law Enforcement Certification Credit:</u> Any candidate who has acquired certification as a Law Enforcement Officer.	Five (5) points (maximum)
<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</u>	Five (5) points for every year of experience (pro-rated)
<u>Communications Call Taker/Dispatcher</u>	One (1) point for every year of experience (for a maximum credit of 5 points – points will be pro-rated).

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 or a Bachelor's Degree	Four (4) points
Master's Degree	Six (6)

Candidates can receive a maximum of ten (10) additional points for all categories. Candidates will be ranked by their Final Composite Scores, (composite score plus additional points for which an applicant receives credit)

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, which is an integral portion of the background investigation process. The LRPD will then conduct a full background on all eligible applicants (those who have successfully passed all components.) Eligibility is determined by their ranking on the eligibility list, in addition to the number of Department vacancies.

Interview: LRPD will conduct interview on eligible candidates, determined by the ranking on the eligibility list and successful submission of the background packet. The interview will be a combination of structured interview questions, which will be administered to all candidates participating in the interview, as well as follow-up and/or probing questions concerning background submissions. The rater panel will be diverse and comprised of a training staff representative, a command staff representative and a patrol supervisor. A member of the Human Resources staff will be present to provide guidance

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.