
PERSONNEL MANAGEMENT

SELECTION

Purpose: To state the selection process for a police officer in the North Little Rock Police Department and to provide policy for its implementation. Parts of the selection process are controlled by the Civil Service Commission and the City's Human Resources Department. Those processes, though not under the control of the Police Department, are included herein for informational purposes.

Policy Statement: It is the policy of the North Little Rock Police Department to select and appoint as police officers only those persons with high integrity and overall suitability for the position. It is the desire of the department to have the highest quality officers available and to be representative of the community in composition. The department complies with all employment laws, city policy, and the provisions of the federal consent decree. The North Little Rock Police Department is an Equal Opportunity Employer.

Summary of Changes: Changes probationary period to two years (sec. 4.8). New format.

Procedure:

1. Administrative

- 1.1 Applications will be given to prospective applicants for Police Officer by the Human Resources Department or the North Little Rock Police Recruiter.
- 1.2 Police Officer applications are made available to the public at all times; however, the Human Resources Department along with the recruiting officer will receive the applications only during those times that are listed on the job announcement. Applications received after the expiration date of the job announcement will be held until the next job announcement is posted.
 - 1.2.1 Application deadline dates are set when a test date is established. Once the test date is posted and advertised, applications will have the application deadline boldly indicated in the literature given to the applicant.
- 1.3 Along with the application, the applicant will be provided with a packet containing the following:
 - 1.3.1 A copy of the selection process flow-chart, along with the estimated duration of the selection process. [CALEA 32.1.4(a) (b) [CALEA 32.1.1]
 - 1.3.2 A written notice of the procedures for re-application, re-testing, and reevaluation of candidates who are disqualified during the selection process or not appointed to probationary status. [CALEA 32.1.4c]
 - 1.3.3 The applicant packet will explain in detail the entire selection process, including providing examples of the written portion of the examination, how the physical fitness portion of the test will be administered and the requirements for each applicant to successfully pass the test. [CALEA 32.1.1].
- 1.4 Applicants will receive written notification from the Human Resources Department that their application has been received and the date, time, and place of the written examination.
- 1.5 The Police Recruiter will maintain periodic contact with each applicant during the selection process to advise the applicant of the status of his/her application. Applicant contacts will be documented and logged.

2. Selection Procedure

- 2.1 The Human Resources Department has the responsibility for the following tasks:
 - 2.1.1 Administer and score a validated written exam for sworn positions. [CALEA 32.1.2]
 - 2.1.2 Document any written tests used in the selection process as having validity, utility, and a minimum adverse impact. [CALEA 32.1.2]
 - 2.1.3 Ensure that selection materials are kept in a secure location and are disposed of in a manner that prevents disclosure of information. [CALEA 32.1.7]
 - 2.1.4 Coordination of the selection process, and scheduling candidates for the various phases.
 - 2.1.5 Ensure that all elements of the selection process are administered, scored, evaluated, and interpreted in a uniform manner. [CALEA 32.1.3]
 - 2.1.6 Operational elements of the selection process, such as time limits, oral instructions, practice problems, answer sheets, and scoring formulas, will be clearly set forth and carried out identically for all candidates.
- 2.2 The Human Resources Department will comply with all requirements set forth in the 1983 Consent Decree and the 1986 Amendment to the Consent Decree that were established for the City of North Little Rock.

3. Selection Process [CALEA 32.1.1]

- 3.1 Each selection component must be successfully passed before proceeding to the next one, with exception of the written and Physical Ability Test which are administered on the same day. Initial selection components are:
- 3.1.1 Written Examination;
 - 3.1.2 Physical Ability Test; and
 - 3.1.3 Structured Oral Interview.
 - 3.1.4 After passing the initial selection components, successful applicants' names are placed on the Civil Service Commission's eligibility list in rank order based on the structured oral interview score. This list is certified by the Civil Service Commission to be effective for a period of six months. Thereafter, as vacancies occur, applicants selected from the list for further consideration will be required to successfully complete the remaining two selection components--the background investigation and the successful completion of a physical, visual, polygraph and psychological examination. The remaining selection components are completed in order as follows:
 - 3.1.4.1 Upon receiving a written request to fill a vacancy, the Civil Service Commission provides a written list of a specified number of names for each vacancy from the Civil Service Commission's certified eligibility list to the Chief of Police. Copies of the applications are sent to the Professional Standards Unit for the background investigation. The PSU contacts the applicant(s), gathers additional information, and completes the background investigation and report and forwards to the Chief of Police for a hire/no hire determination.
 - 3.1.4.2 The applicant(s) recommended for hire by the Chief of Police is sent a letter of probationary appointment conditioned on successful completion of the physical, visual, polygraph and psychological examinations by the Civil Service Commission.
 - 3.1.5 The Professional Standards Unit schedules the appointments for the physical, visual, polygraph and psychological examinations and notifies the applicant of the date, time and place.
 - 3.2 If the applicant successfully passes all the examinations, a letter of probationary appointment is issued by the Civil Service Commission.
 - 3.3 Although final selection is based upon the successful completion of all of the above listed selection components, the nature of the selection process allows any single component other than the polygraph exam to result in the elimination of a candidate from further consideration. [CALEA 32.2.6]
 - 3.4 Any candidate not eligible for employment on the basis of any single component will be notified of the reason, in writing, by the Human Resources Department within thirty (30) calendar days. [CALEA 32.1.5]
 - 3.5 Records of candidates not eligible for employment will be maintained by the Professional Standards Unit in accordance with federal, state, and local requirements. [CALEA 32.1.6]
 - 3.6 Candidates who successfully complete all selection components will remain eligible for employment during the six-month effective period of the Civil Service Commission certified eligibility list.
 - 3.7 The Professional Development Division will maintain the records of all candidates eligible for employment.

4 Background Investigation

- 4.1 The Professional Standards Unit will conduct a thorough background investigation on each candidate prior to being referred for physical, visual, and psychological examinations and subsequent appointment to a probationary position. [CALEA 32.2.1]
- 4.2 Only sworn personnel trained in collecting the required information will be used to conduct background investigations. [CALEA 32.2.2]
- 4.3 The background investigation will include:
 - 4.3.1 Verification of information supplied on the application:
 - 4.3.2 Verification of the candidate's qualifying credentials. [CALEA 32.2.1(a)]
 - 4.3.3 A review of the candidate's criminal history, if any, through ACIC/NCIC. [CALEA 32.2.1(b)]
 - 4.3.4 A review of the candidate's driving record.
 - 4.3.5 A check of the candidate's financial credit history;
 - 4.3.6 Verification of at least three personal references of the candidate; [CALEA 32.2.1C]
 - 4.3.7 Contact with police agencies in cities, towns and counties where the candidate has lived;
 - 4.3.8 A review of the candidate's employment history, and
 - 4.3.9 Personal contact with references, neighbors, family, school administrators of the candidate.
- 4.4 Background investigators will follow leads and information to further the scope of the investigation and are not limited by the information supplied on the application.

- 4.4.1 A polygraph examination will be administered to each candidate for the detection of deception during the selection process. Candidates will be provided with a list of areas from which polygraph questions will be drawn prior to the examination.
- 4.4.2 Polygraph examinations and the evaluation of results will be conducted by personnel trained in these procedures.
- 4.5 A record of each candidate appointed to probationary employment will be maintained in the employee's personnel file within the department.
- 4.5.1 Files of candidates appointed to probationary employment will be maintained in the employee's personnel file within the department.
- 4.5.2 Files of unsuccessful candidates will be maintained in the Professional Standards unit. [CALEA 32.2.3]
- 4.6 An examination of emotional stability and psychological fitness will be administered by a qualified professional to those applicants to whom a conditional letter of appointment has been issued. [CALEA 32.2.8]
- 4.6.1 A record of the results of the tests will be maintained in the applicant's confidential medical file. [CALEA 32.2.9]
- 4.7 A medical and physical examination will be given to each candidate prior to probationary appointment to ensure the general health, fitness, and conditioning required of a police officer. Results will be evaluated according to the candidate's height, weight, and age and based on procedures that are valid, useful, and nondiscriminatory. Only a licensed physician will determine the general health and physical fitness of a candidate. The results will be placed in the candidate's confidential medical file. [CALEA 32.2.9][CALEA 32.2.7]
- 4.8 Upon successful completion of all listed areas, the candidate will be appointed on probationary status for a period of two years from his/her hire date. [CALEA 32.2.10]

Mike Davis
Chief of Police