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## PERSONNEL MANAGEMENT

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### SELECTION

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

**Policy Statement:** The North Little Rock Police Department's policy is to select and appoint as police officers only those persons with high integrity and overall suitability for the position. The department desires to have the highest quality officers available. The North Little Rock Police Department is an Equal Opportunity Employer.

#### Summary of Changes:

#### Procedure:

##### 1. Administrative

- 1.1 Applications will be given to prospective applicants by the Human Resources Department (HR) or the North Little Rock Police Recruiter.
- 1.2 Applications for a police officer are made available to the public at all times; however, HR and the recruiting officer will receive the applications only during those times listed on the job announcement. Applications received after the expiration date of the job announcement will be held until the following job announcement.
  - 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 recruiter will provide the applicant 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 31.4.4a,b]
  - 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 31.4.4c]
  - 1.3.3 The applicant packet will detail the entire selection process, including providing examples of the written portion of the examination and administering the physical fitness portion of the test.
- 1.4 Applicants will receive written notification from HR that their application has been received and the date, time, and place of the written examination.
- 1.5 The recruiter will maintain frequent contact with each applicant during the selection process to advise the applicant of his/her application status. 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 31.4.2]
  - 2.1.2 Document any written tests used in the selection process as having validity, utility, and a minimum adverse impact. [CALEA 31.4.2]
  - 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.
  - 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 31.4.3]
  - 2.1.6 Operational elements of the selection process, such as time limits, oral instructions, practice problems, answer sheets, and scoring formulas, will be set forth and carried out identically for all candidates.

### **3. Selection Process** [CALEA 31.4.1]

- 3.1 An applicant must successfully pass each selection component before proceeding to the next one, except the written and physical ability test 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 six months. Applicants selected from the list for further consideration will be required to complete the remaining two selection components-the background investigation, physical, visual, polygraph, and psychological examination. The remaining selection components are conducted in order as follows:
    - 3.1.5 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 (PSU) for background investigation.
    - 3.1.6 The applicant(s) recommended to proceed by the Chief of Police are sent a letter of probationary appointment conditioned on successful completion of the background investigation, physical, visual, polygraph, and psychological examinations.
    - 3.1.7 The Professional Standards Unit schedules the physical, visual, polygraph, and psychological examinations. PSU will notify the applicant of the date, time, and place.
- 3.2 If the applicant completes all the examinations, the Civil Service Commission issued a letter of probationary appointment.
- 3.3 Final selection is based upon the successful completion of all components. The nature of the selection process allows any single component other than the polygraph exam to eliminate a candidate from further consideration. [CALEA 31.5.5]
- 3.4 Any candidate not eligible for employment based on any single component will be notified of the reason, in writing, by the Human Resources Department within thirty (30) calendar days. [CALEA 31.4.5]
- 3.5 The Human Resources Department will maintain records of candidates not eligible for employment following federal, state, and local requirements. [CALEA 31.4.6]
  - 3.5.1 Records of candidates selected for background investigations will be maintained indefinitely on the department's server for future reference. [CALEA 31.4.6a]
  - 3.5.2 Selection material for all candidates with background investigations will be stored on the department's secured server or secured central index file. [CALEA 31.4.6b]
  - 3.5.3 Background information on candidates selected will be maintained on the central index, and candidates not selected will be stored on the department's server. [CALEA 31.4.6c]
  - 3.5.4 The Human Resources Department will maintain medical, emotional stability, and psychological fitness examinations indefinitely. [CALEA 31.4.6d]
- 3.6 Candidates who 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. The PSU will notify candidates of appoints for physical, visual, and psychological examinations. [CALEA 31.5.1]
- 4.2 The Professional Standards Unit will use only sworn personnel trained in collecting the required information to conduct background investigations. [CALEA 31.5.2]
- 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 31.5.1a]
- 4.3.3 A review of the candidate's criminal history, if any, through ACIC/NCIC. [CALEA 31.5.1b]
- 4.3.4 A review of the candidate's driving record.
- 4.3.5 Verification of the candidate's education transcripts. [CALEA 31.5.1d]
- 4.3.6 A check of the candidate's financial credit history;
- 4.3.7 Verification of at least three personal and professional references of the candidate; [CALEA 31.5.1c]
- 4.3.8 Contact with police agencies in cities, towns, and counties where the candidate has lived;
- 4.3.9 A review of the candidate's employment history, including decertification resources (pre-certified officers), and
- 4.3.10 The PSU will make contact with references, neighbors, family, and school administrators of the candidate.  
[CALEA 31.5.1e,f]
- 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 to detect deception during the selection process. The Professional Standards Unit will provide candidates with a list of areas from which polygraph questions will be drawn before the examination. [CALEA 31.5.3]
  - 4.4.2 Polygraph examinations and the evaluation of results will be conducted by personnel trained in these procedures. [CALEA 31.5.4]
- 4.5 The Professional Standards unit will maintain a record of each candidate appointed to probationary employment in the employee's personnel file within the department.
  - 4.5.1 The PSU will maintain files of candidates appointed to probationary employment in the employee's personnel file within the department.
- 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 31.5.7]
  - 4.6.1 HR will maintain a record of the results of the tests in the applicant's confidential medical file.
- 4.7 A medical and physical examination will be given to each candidate before probationary appointment to ensure a police officer's general health, fitness, and conditioning. A licensed physician will evaluate results according to the candidate's height, weight, and age-based on reasonable and nondiscriminatory procedures. Only the 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 31.5.6]
- 4.8 Upon completing all listed areas, the candidate will be appointed on probationary status for two years from their hire date.

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Patrick Thessing  
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