

JACKSONVILLE POLICE DEPARTMENT

Policy: 6-3
Effective: 05-07-19
Revised: 08-26-19

SELECTION PROCESS

PURPOSE: To establish procedures for the selection process to be used by the Jacksonville Police Department. This directive and the listed references will describe all elements and activities of the selection process for all personnel.

POLICY: The policy of the Jacksonville Police Department shall be to ensure equal employment opportunities for all persons on the basis of individual merit. All elements of the selection process for sworn personnel will use only those rating criteria or minimum qualifications that are job related. All elements of the selection process for all personnel will be administered, scored, evaluated, and interpreted in a uniform manner within the classification. (4.01)

REFERENCES:

- I. A.C.A. §14-51-301 et. seq., located in the Handbook for Arkansas Municipal Officials
- II. City of Jacksonville Personnel Policy
- III. Arkansas Commission on Law Enforcement Standards and Training (CLEST)

PROCEDURES:

- I. PROCEDURES: SELECTION PROCESS - SWORN OFFICERS, AUXILIARY OFFICERS, TRANSPORT/ SPECIALIZED OFFICERS (TSOs), AND SPECIALIZED SCHOOL RESOURCE OFFICER
 - A. Advertisement of Testing: Advertisement shall be in accordance with the A.C.A. §14-51-301. Generally, advertisement is done on a continuous basis by Human Resources announcing the next testing date and the due date for application packets.
 - B. Applications for employment are distributed by the Police Department and will be given out at any time. Applicants will be informed in writing of all elements of the selection process, the expected duration of the selection process and the requirements for reapplication for future tests. Applications must be returned to the Human Resources Department by the due date, prior to the entrance exam, to ensure an opportunity to test. Human Resources will provide copies of all Police Officer Applicants, one week prior to civil service test; so that a soft background can be completed.
 - C. The Jacksonville Civil Service Commission has directed that the City's Human Resources Department is responsible for administration of the testing process for Police Officer. Applicants for Police Officer will be required to take an entrance exam. The testing process will include the following steps:
 1. Entrance exam - The entrance exam will be administered by Human Resources. Five (5) bonus points will be added to the base test scores for applicants who are full-time certified Arkansas law enforcement officers, full-time certified law enforcement officers from other states, have been honorably discharged from the US military, have received an Associate's Degree or higher from an accredited institution of higher learning, those who are fluent in certain foreign languages with proficiency as an additional language beyond English, or are currently employed TSOs or Cadets with the Jacksonville Police Department. (See Policy 6-5: Special Incentive for Police Applicants)