

# JACKSONVILLE POLICE DEPARTMENT

Policy: 6-3  
Effective: 05-07-19  
Revised: 12-27-22

## SELECTION PROCESS

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**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, AND TRANSPORT/ SPECIALIZED OFFICERS (TSOs)
  - 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)
    2. Applicants for Police Officer must meet minimum passing score for each exam to continue in the selection process. (This score will include any incentive points added to the video score) Applicants will be ranked according to their final raw score, with incentive points, which must be approved by the Civil Service Commission.

- D. Pre-employment Physical Agility Test: Applicants will be required to complete and pass the Physical Agility Test prior to moving forward to the background check (See Policy 6-4: Physical Agility Test for more information).
- E. Background Check: The background for Police Officer applicants passing the entrance exam and applicants for Auxiliary Officer, and TSO positions are a two (2) part process. Each applicant will complete and return a Personal History/Background Packet which fulfills CLEST Rule 1002. In addition to completing the personal history packet, the applicant is responsible for providing the following: (4.03, 13.01)
  - 1. Citizenship and Age Verification - CLEST Rule 1002; (3a & 3b)
  - 2. Fingerprints for purpose of Criminal History check - CLEST Rule 1002; (3c)
  - 3. Certified Copy of High School Transcript or G.E.D. - CLEST Rule 1002; (3f)
  - 4. Copy of Valid Driver's License - CLEST Rule 1002; (3j)
  - 5. All other required documents listed in the background packet.
- F. Personnel used to conduct background investigations are trained in collecting required information. CLEST Rule 1002; (3e) Background investigators will document the results of the investigation in a report including, but not limited to:
  - 1. Criminal history (ACIC/NCIC); CLEST Rule 1002; (3c)
  - 2. Verification of personal references; CLEST Rule 1002; (3b) and
  - 3. Verification of all qualifying credentials as required by CLEST.
- G. CVSA/ Post-CVSA Interview: The second phase of the background is the CVSA/ Post-CVSA interview. Applicants are provided with a list of areas from which questions will be drawn, prior to examination. The administration of the CVSA/ Post-CVSA interview and the evaluation of results are conducted by personnel trained in these procedures. The results of the CVSA/Post-CVSA interview shall not be used as the single determinant of employee status. (4.02)
- H. Oral Interviews: Applicants who pass both phases of the background will be recommended to the Chief of Police to proceed to the Interview Board, which consists of personnel selected by the Office of Professional Standards and have been trained by the City's Human Resources Department. Interviews will be conducted on all recommended applicants, regardless of the number of positions available, to maintain a pool of potential employees. Each applicant for employment will be asked the same set of questions. Follow-up questions may be asked if the candidate's answer brings out information that raises another question. In addition to the content of the answer, this interview should look for such things as self-confidence and the ability to express thoughts clearly. Manners, appearance, and attitude should also be noted. At the conclusion of each interview, the Interview Board will individually rate each candidate. The Chief of Police has final authority in the hiring process. CLEST Rule 1002; (3h)
- I. All candidates for Police Officer, Auxiliary Officer, or TSO positions determined to be ineligible will be informed in writing within thirty (30) days of their disqualification.
- J. Conditional Offer of Employment: Applicants who successfully complete the preceding steps may be offered a conditional letter of employment. That offer is based on successfully completing the following tests, which will be paid for by the Department:
  - 1. Physical Exam - CLEST Rule 1002; (3g)
  - 2. Psychological Exam - CLEST Rule 1002; (3i)
  - 3. Drug Test - City of Jacksonville Policies and Procedures Manual.

- K. Essential Functions Test (EFT): Essential functions standards that are job relevant will be established by the Department. Those individuals that are hired as full-time Officers, Auxiliary Officers or TSOs will be required to complete the Essential Functions Test during orientation.
- L. All sworn personnel will complete a two (2) year probationary period before being granted permanent status, CLEST 1003 (1). The probationary period will commence on the first day of employment and may not be extended beyond two years. During the probationary period, each officer must successfully complete:
  - 1. Department Orientation;
  - 2. Basic Police Training - CLEST Rule 1002 (1) and A.C.A. 12-9-106 (e)
  - 3. Field Training Program.
- M. All TSOs will complete a one (1) year probationary period before being granted permanent status, CLEST 1003 (1). The probationary period will commence on the first day of employment and may not be extended beyond one (1) year. During the probationary period, each TSO must successfully complete:
  - 1. Auxiliary/Part Time II course, CLEST Rule 1012; and
  - 2. Jail Standards course.

## II. PROCEDURES: SELECTION PROCESS - NON-SWORN POSITIONS INCLUDING CADETS

- A. Human Resources will announce all vacancies by postings and various media and direct applicants to submit their applications for the position to the Human Resources Department until the announced deadline.
- B. 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.
- C. Once the application period has closed, all applications for the position will be reviewed and applicants best qualified for the position will be presented with a background packet to be turned in on a specific date.
- D. Background Check: The background for applicants is a two (2) part process. Each applicant will complete and return a Personal History/Background Packet within a specified time. In addition to completing the personal history packet, the applicant is responsible for providing the following:
  - 1. Citizenship and Age Verification;
  - 2. Fingerprints for purpose of Criminal History check;
  - 3. Certified Copy of High School Transcript or G.E.D.; and
  - 4. All other required documents listed in the background packet.
- E. Personnel used to conduct background investigations are trained in collecting required information. (3.16) Background investigators will document the results of the investigation in a report including, but not limited to:
  - 1. Criminal history;
  - 2. Verification of personal references; and
  - 3. Verification of all qualifying credentials.
- F. CVSA/ Post-CVSA Interview: The second phase of the background is the CVSA/ Post- CVSA interview. Applicants are provided with a list of areas from which questions will be drawn, prior to examination. The administration of the CVSA and the evaluation of results are conducted by personnel trained in these procedures. The results of the interview shall not be used as the single determinant of employee status.
- G. Recommendations to the Chief of Police will be made on the applicant(s) to continue to the Interview Board.
- H. Applicants will be interviewed by an Interview Board. Each applicant for employment will be asked the same set of questions (Job specific). Follow-up questions may be asked if the candidate's answer brings out information that raises another question. In addition to the content of the answer, this interview should look for such things as self- confidence and the ability to express thoughts clearly. Manners, appearance, and attitude should also be noted. At the conclusion of each interview, the Interview Board will individually rate each candidate.
- I. All candidates for non-sworn positions determined to be ineligible will be informed in writing

within thirty (30) days of their disqualification.

- J. Conditional Offer of Employment: Prior to medical and psychological exams, it is necessary under federal law to make a conditional offer of employment to the candidate. A conditional offer essentially holds that if the candidate passes the medical and psychological exam, and drug test they will be hired by the department.
- K. All candidates will be required to undergo a drug screening prior to being hired by this agency.
- L. Physical Agility Test (PAT) - If applicable, essential functions standards that are job relevant will be established by the Department. Those individuals recommended for hire will be eligible to take the PAT and be scored on a pass/fail basis.

### III. RETENTION OF RECORDS (4.04)

- A. Records concerning applicants for employment will be considered confidential and stored in a secure location designated by the Chief of Police. No release of information will be made other than that required or permitted by law. The following records of all applicants chosen for employment will be permanently retained:
  - 1. All background information submitted by a candidate or acquired by the investigating officer;
  - 2. All results of medical and psychological examinations; and
  - 3. Selection materials will be stored in a secure area when not in use and are disposed of in a manner that prevents disclosure of the information within.
- B. Applications and records concerning applicants not chosen for a position, those that did not pass the entrance exam, and those that did not test will be scanned into a PDF form and saved to the IA Hiring Folder. The applications and records will be destroyed only after they have been scanned. The scanned copy will then become the original copy.

### IV. EMPLOYMENT BACKGROUND INVESTIGATIONS:

- A. The purposes of cyber-vetting are to verify information provided by a candidate at various stages of the application process, to identify candidates who have posted material that indicates involvement in or association with criminal activity, and to identify candidates whose online behavior is contrary to the law enforcement mission.
  - 1. As part of the department's employment background process, employees will conduct a search of social media websites and profiles in the public domain regarding the applicant. Applicants will be notified that this search will be conducted.
  - 2. No member of this department shall require, request, suggest, or cause a prospective employee to:
    - a. Disclose his or her username and password to the prospective employee's social media account;
    - b. Add an employee, supervisor, or administrator to the list or contacts associated with his or her social media account; or
    - c. Change the privacy settings associated with his or her social media account.
    - d. Nothing in this policy prohibits the department from viewing information about a prospective employee that is publicly available on the Internet.
  - 3. Only criminal comments or images will be collected as part of the background investigatory process. Employees will not collect or maintain information about the political, religious, or social views, associations or activities of any individual or any group unless such information directly relates to criminal conduct or activity.

ALEAP: 3.16; 4.01; 4.02; 4.03; 4.04; 13.01; 13.02; 13.03; 13.04; 13.05; 13.06; 13.07; 13.08; 13.11

*Brett Hibbs*

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