

Lateral Police Officer Selection Process
Approved by Civil Service Commission
Approved – June 1, 2023

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

Step Two (Verify eligibility for the lateral police officer selection process): The City of Little Rock Training Division will be responsible for ensuring applicants meet the criteria for the Lateral Police Officer Selection Process. Written exam and physical ability testing is extraneous for this process, since applicants have demonstrated they possess the required knowledge, skills and abilities to perform the position of a police officer for the City of Little Rock.

Step Three (Phase I / Preliminary Background Investigation): All applicants in Step Three 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** which precludes individuals from carrying a firearm
4. A failure to possess a valid and current driver’s license, and
5. An active warrant.

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

Lateral Police Officers will be ranked according to the following chart:

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|--|---------------------------|
| <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 Basic Certificate:</u> Any candidate who has obtained their basic law enforcement certificate | One (1) point |
| <u>Law Enforcement General Certificate:</u> Any candidate who has obtained their general law enforcement certificate | Two (2) points |
| <u>Law Enforcement Intermediate Certificate:</u> Any candidate who has obtained their intermediate law enforcement certificate | Three (3) points |
| <u>Law Enforcement Advanced Certificate:</u> Any candidate who has obtained their advanced law enforcement certificate | Four (4) points |
| <u>Law Enforcement Senior Certificate:</u> Any candidate who has obtained their senior law enforcement certificate | 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) |

| EDUCATION POINTS | |
|---|------------------|
| 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) points |

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.

***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 **member from the Field Services Bureau**. 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.

***The entry police officer background standards will also be utilized for the Lateral Police Officer hiring process.**