

Brief reason for the revision:

The three below documents all have the same language of ‘minimum qualifications’. This section of policy has it as disqualified. This policy section should correspond to the same terms listed elsewhere to have consistent language.

- 1) Yearly SOP Request - “**Minimum qualifications** for each rank within the unit”.
- 2) 918.5.3 - Once the posting has closed, the hiring supervisor will review all applications submitted for the vacancy and ensure applicants are eligible for the position based on **minimum qualifications**.
- 3) APD Sworn Application Portal – “**Minimum qualifications** for this position.”

918 Promotion, Transfer, and Vacancy Guidelines for Sworn Employees

918.5 VACANCY GUIDELINES

918.5.5 SELECTION PROCESS

- (a) The candidate with the highest overall score will be selected for the vacancy as long as they meet the minimum qualifications per the unit SOP ~~unless the candidate is disqualified~~ ~~(See unit SOPs for any disqualifiers)~~ or the posting supervisor requests to repost the position with the written approval of an Assistant Chief.