



Policy Revision Request

Requestor Name J.J. Schmidt Emp # 6690

This revision applies to Existing Policy

If new, recommended section _____

This revision is necessary to comply with Best Practices

Whom does this revision affect? Department

This revision has an unbudgeted financial impact of \$ 0

Brief reason for the revision:

The current transfer policy had a few errors from what the committee agreed upon and put forth. The errors are minor but need clarification from the department personnel. Addressed below is:

- Edited "time in grade" by adding a less than or equal to (\leq) sign
- Included Education/P.O. license/Military experience in "Professional Development" as per committee agreement
- Changed maximum points from 12 to 16 in Professional Development due to the addition of the Education/P.O. License/Military experience component.
- Edited headings in Professional Development to illustrate the clear language and point value
- Scoring: Changed from removed "whole point value" as agreed upon by the committee

Document the changes or additions to the policy below. Please include the specific policy number. ~~Red strikethroughs~~ are used for deletions and blue underlined for text insertions. Please email completed forms to APDPolicy@austintexas.gov. Use this email for any related questions or issues for policy.

918 Promotion, Transfer, and Vacancy Guidelines for Sworn Employees

918 PURPOSE AND SCOPE

918.1.3 MAINTENANCE OF RECORDS

The Staffing Lieutenant will issue, process, and maintain records of all transfer directives and, promotional checklists, ~~and Sworn Application Forms~~. Maintenance of all personnel allocation records will comply with the records retention schedule.

918.5 VACANCY GUIDELINES

918.5.2 VACANCY APPLICATION PROCESS

Applications for all vacancies shall be made using the ~~Sworn Application Form (SAF) available on the SharePoint Staffing Page~~. [APD Sworn Application portal](#). An applicant must follow the application process outlined below.

(a) Application Process:

1. Applicants are responsible for electronically submitting the ~~SAF and the~~ required documentation (SA Packet) on the APD Sworn Application portal.

918.5.3 FILLING NON-PATROL VACANCIES

- (a) 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.
- (b) All candidates ~~will be~~ scored based on a 3-category model, scoring points for Time in Grade, Professional Development, and Interview Panel. The overall score for each candidate ~~will be~~ is based on a weighted grading system with the following percentages/-weights:
 1. Time in Grade – Calculated to posting date (Maximum of ~~five~~ (5) points and weighted at 10%)
 - (a) 6 months – <1 year = .5 point
 - (b) 1 year – <1.5 years = 1 point
 - (c) 1.5 years – <2 years = 1.5 points
 - (d) 2 years – <2.5 years = 2 points
 - (e) 2.5 years – <3 years = 2.5 points
 - (f) 3 years – <3.5 years = 3 points
 - (g) 3.5 years – <4 years = 3.5 points
 - (h) 4 years – <4.5 years = 4 points
 - (i) 4.5 years – <5 years = 4.5 points
 - (j) 5 years or more = 5 points
 2. Professional Development (Maximum of ~~12-16~~ points and weighted at 20%). Professional Development points are broken down into ~~2-three~~ (3) categories:
 - (a) Training Courses (Maximum of ~~six~~ (6) points)
 1. Postings may include a list of any preferred training courses being considered and credited for the position. One point ~~will be~~ is given for each training course up to a maximum of ~~six~~ (6) points.
 - (b) Leadership Programs (~~m~~Maximum of ~~six~~ (6) points)
 1. Postings may include a list of any leadership programs being considered and credited for the position. One point ~~will be~~ is given for each leadership program up to a maximum of 6 points.
 - (c) [Education or Peace Officer Licensing/Military Experience \(Maximum of 4 points\)](#)
 - ~~3-1.~~ Choose either peace officer licensing or college education points. The two cannot be combined. Military experience points can be combined with college education ~~OR~~ or peace officer licensing points.
 - (a) College Education (Maximum of 3 points)
 1. Associate's degree = 0.5 point
 2. Bachelor's degree = 1 point
 3. Master's degree = 2 points
 4. Doctorate degree = 3 points
 - (b) Master Peace Officer Licensing = 1 point
 - (c) Military Experience (all ranks) = 1 point
 - 4-3. Interview Panel (Points available determined by ~~the~~ total number of interview questions and weighted at 70%)
 - (a) Panel interviews will be held for any vacancy where there is more than one (1) candidate for the position.

- (b) The panel members must be diverse. In this context, diversity includes factors such as race, gender, age, ethnicity, and professional background. Civilians may be included as panel members.
 - (c) Interview panels will have a minimum of three (3) panel members and a maximum of eight (8). Each candidate will be interviewed by the same panel, consisting of the same panel members.
 - (d) General panel guidelines:
 - 1. At least one (1), member regardless of rank, who is not a current member of the Unit being applied for.
 - 2. Panel members will be selected by the hiring supervisor(s).
 - 3. Provide a weeks' notice for interviews to allow candidates and panel members to make schedule accommodations.
 - 4. Do not share interview questions with the panel members until right before interviews begin for integrity purposes.
 - 5. Set the expectations of sworn panel attire, BDUs, Class A, etc.
 - 6. Interview questions should be crafted in advance and the same questions will be asked of each candidate.
 - 7. All candidates should be interviewed in a consistent manner and consistent format (e.g., all in-person, all via teams, all by phone).
 - 8. Interview in a quiet setting, and if applicable, silence phones and radios to minimize distractions.
 - 9. All panel members shall take notes and score candidates.
 - 10. Score candidates based on interview responses, not what you know of the candidate.
 - (e) Scoring:
 - 1. Candidate responses to each question ~~will be~~is scored using ~~a whole number with~~ a point value ranging from 0 to 10 points per question (Refer to candidate scoring sheet).
 - 2. The scores from all panel members ~~will be~~is averaged to calculate the candidate's score. There will not be a failing score.
- ~~5.4.~~ 5.4. The hiring supervisor will input each candidate's scores into the Sworn Candidate Selection Sheet. The overall score will rank candidates from highest to lowest.
- ~~6.5.~~ 6.5. The hiring supervisor has three (3) business days after interview panels are completed to select an applicant and/or establish an eligibility list for future vacancies.