

Brief reason for the revision:

Minor changes to the language and formulas.

918 Promotion, Transfer, and Vacancy Guidelines for Sworn Employees

918.5 VACANCY GUIDELINES

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 based on a weighted grading system with the following percentages/ weights:
 - 1. Time in Grade – Calculated to posting date (Maximum of 5 points and weighted at 10%)
 - (a) 6 months – \leq 1 year = .5 point
 - (b) 1 year – \leq 1.5 years = 1 point
 - (c) 1.5 years – \leq 2 years = 1.5 points
 - (d) 2 years – \leq 2.5 years = 2 points
 - (e) 2.5 years – \leq 3 years = 2.5 points
 - (f) 3 years – \leq 3.5 years = 3 points
 - (g) 3.5 years – \leq 4 years = 3.5 points
 - (h) 4 years – \leq 4.5 years = 4 points
 - (i) 4.5 years – \leq 5 years = 4.5 points
 - (j) 5 years or more = 5 points
 - 2. Professional Development (Maximum of ~~16~~12 points and weighted at 20%) - Professional Development points are broken down into ~~3~~2 categories; ~~College Education/Peace Officer Licensing/Military Experience~~, Training Courses, and Leadership Programs:
 - ~~(a) Choose either peace officer licensing or college education points. The two cannot be combined. Military experience points can be combined with college education OR peace officer licensing points.~~
 - ~~1. College Education (Maximum of 3 points)~~
 - ~~(a) Associate's degree = 0.5 point~~
 - ~~(b)(a) Bachelor's degree = 1 point~~
 - ~~(c)(a) Master's degree = 2 points~~
 - ~~(d)(a) Doctorate degree = 3 points~~
 - ~~2.1. Master Peace Officer Licensing = 1 point~~
 - ~~3.1. Military Experience (all ranks) = 1 point~~
 - ~~(b)(a)~~ (b)(a) Training Courses (Maximum of 6 points)
 - 1. Postings may include a list of any preferred training courses being considered and credited for the position. One point will be given for each training course up to a maximum of 6 points.
 - ~~(c)(b)~~ (c)(b) Leadership Programs (maximum of 6 points)
 - 1. Postings may include a list of any leadership programs being considered and credited for the position. One point will be given for each leadership program up to a maximum of 6 points.

3. Choose either peace officer licensing or college education points. The two cannot be combined. Military experience points can be combined with college education 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

3.4. Interview Panel (Points available determined by 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 (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 week's 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 scored using a whole number with a point value ranging from ~~0 points~~ to 5-10 points, per question (Refer to candidate scoring sheet).

2. The scores from all panel members will be averaged to calculate the candidate's score. There will not be a failing score.

(c) The hiring supervisor will input each candidate's scores into the Sworn Candidate Selection Sheet. The overall score will rank candidates ~~Candidates will be ranked in order by overall score~~ from highest to lowest.