

Anchorage Police Department Regulations and Procedures Manual	Operational Procedures 2.06.025	
Policy and Procedure Title Basic Selection Process	Effective Date August 16, 2021	Page 1 of 6
Replaces Prior Policy: July 26, 2016	Approved by: Chief Ken McCoy	

This policy is for departmental use only and does not apply in any criminal or civil proceeding. This policy should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

2.06.025 Basic Selection Process

PURPOSE

To define the manner in which selections will be made for posted positions.

POLICY

It is the policy of the Anchorage Police Department to use a selection process which provides the best employee for the position and maintains the work force's expectation of equitable treatment.

DEFINITIONS

Basic Selection Process. The process provided in this policy for selection when written testing, an oral board and/or interview are sufficient for deciding placement.

Selection Process. The procedure for selecting a qualified candidate for a position.

Position. For purposes of this policy, a job assignment requiring a posting.

Posting. The standard process and format for advising employees of the availability of a position, the selection criteria, and the process for selecting an employee for that position. Job postings are published and maintained in the MOA Employee Relations System database.

Process Facilitator. The hiring manager or supervisor who is responsible for the specific selection process.

Selection Score Sheet. The process of scoring for the purpose of achieving a ranked list of applicants **Substantially Equal Qualifications.** Where qualifications are substantially equal, seniority will be the determining factor. For purposes of this policy, candidates are to be considered substantially equal if the final scores are within 2% of one another.

PROCEDURES

I. ADMINISTRATIVE POSTING PROCEDURE

- A. A posting is required to fill a position.
- B. A request for posting requires that a draft posting be submitted to the Administrative Captain or designee. This is usually provided by the Process Facilitator or their designee.
- C. A draft posting will be entered into the Employee Relations System by the Administrative Captain or designee and forwarded to City Hall Employee Relations.
- D. City Hall Employee Relations will draft the posting into a public format and send it back to the Administrative Captain or designee for review. The Captain of Administration or designee will forward the draft to the process Facilitator and the APDEA for review. Once the final review is completed, the Administrative Captain or designee will send an advisement to City Hall Employee Relations notifying them that the position is ready to go live via the Internet in the MOA Employee Relations System and to Department personnel via email.
- E. Postings will include:
 - 1. A description of the position responsibilities.
 - 2. Specific eligibility criteria.
 - 3. Specific selection process, including the minimum 60% passing score for the oral board.
 - 4. When utilizing a written test, the minimum passing score shall be included in each posting.
 - 5. The final selecting authority.
- F. The Captain of Administration or designee is responsible for promoting and managing the process to fill the specific position. The Captain of Administration or designee's responsibilities and authority include:
 - 1. Managing the workflow through the selection process.
 - 2. Provide the Captain of Administration or designee with the questions to be used in the testing, oral board or interview process. This must be submitted at least one week prior to the date of any testing. The Facilitator may not proceed until they receive approval of the material from the Captain of Administration or designee.

3. Obtaining approval through the Captain of Administration or designee of any assessment beyond the Basic Selection Process.
4. Evaluating and confirming with the Oral Board, Interview and Command Review panel on applicant points including:
 - a. Oral Board, Interview and Command Review
 - b. Written Testing (if utilized)
 - c. Discipline
5. Upon completion of the process, the Facilitator must have the results audited by the Captain of Administration or designee.
6. The Process Facilitator will compile all the files, to include the score sheets, referred list, disciplinary review and copy of posting, and copy of emails of applicant withdrawals. The Facilitator will provide the files to the Administrative Captain or designee. The Captain of Administration or designee will finalize and certify the process.
7. The Captain of Administration or designee will provide the Process Facilitator with a certification memo and master score sheet. The memo will include the date of certification, date of eligibility list expiration (if applicable), and ranked list of candidates.
8. The process Facilitator will make notification to all candidates of their selection or non-selection individually. The Facilitator must be available for post-assessment conversations should an applicant desire one. Applicants are allowed to review their process file, individually, in the APD Payroll office, within 60 days of the completion of the process. Applicants may not photograph, tape record or copy, in anyway, the applicants process file.
9. The process Facilitator and Division Commander will determine the start date for the successful candidate and advise the Captain of Administration or designee and the APD Payroll Unit. The Captain of Administration or designee will complete the hiring process in the MOA Employee Relations System and direct APD's Personnel Office to send out a department-wide email on the selection and date of transfer.

II. SELECTION OF CANDIDATES

- A. The Basic Selection Process is the minimum selection criteria for posted positions. Additional testing may be allowed with the approval of the Chain of Command and the Captain of Administration.

III. BASIC SELECTION PROCESS

A. **Position Testing** - The selection process consists of the following sections – Oral Board, Interview, Command Review, Written Testing and Discipline Review. Use of the Written Test is optional. Each phase of testing (if used), and points subtracted for discipline will be done in the manner described below.

1. Oral Board: An Oral Board is the minimum testing required for a posted represented position.

a. The Oral Board will be comprised of ten (10) questions. The questions shall be designed to be specific to the duties of the position and are to be determined by the unit supervisor, Commander, and/or the Process Facilitator. All questions must be submitted to and approved by the Captain of Administration or designee.

1) The scoring range of zero (0) points to five (5) points will be used if the Oral Board is the only portion used for the process, as indicated on a scoring master sheet. The total score allowed will be fifty (50) points per evaluator, using the 5 point per answer scale. The total combined score is dependent upon the number of evaluators.

2) The scoring criteria is defined as follows:

- i. Zero (0)= Unacceptable: response is evasive or did not answer the question asked;
- ii. One (1)= Unsatisfactory: demonstrated minimal knowledge, response was vague;
- iii. Two (2)= Incomplete: answer provided limited information within the standard answer criteria;
- iv. Three (3)= Adequate: demonstrated basic knowledge and response, answered the question within the stated criteria;
- v. Four (4)= Above Average: response was clear, concise and above average, appropriate and adequately answered the question within the stated criteria;
- vi. Five (5)= Outstanding: response exceeded expected criteria as provided above, or stated within the question: response included examples that were well stated and relevant to the question.

- b. If an Interview or Command Review is utilized in conjunction with the Oral Board, the following score process will be used:
 - 1) Interview/Command Review – Five (5) questions, five (5) points each, scoring range will be zero (0) to five (5) points per question, for a possible score per evaluator of twenty-five (25) points. The total combined score is dependent upon the number of evaluators.
 - c. An Oral Board, Interview or Command Review panel will consist of a minimum of three (3) evaluators, and must be the same panel members for every candidate in the process.
 - 2. Written Testing: When written testing is necessary to be more specific to the position, a written test may be used. When used, Written Testing will be worth fifty (50) points in the process. The number of questions will be structured so that the points per question will provide a possible total score of fifty (50) points.
 - 3. Discipline: Points for discipline will be deducted from the total points awarded in the two part testing process as follows:
 - a. Written Reprimand - one (1) point deduction for each written reprimand in the last year, with no cap (*i.e., four written reprimands in the prior 12 months will result in a four (4) point deduction*).
 - b. Suspension – two (2) point deduction for each day of suspension in the prior two (2) years, with no cap (*i.e., four one day suspensions in the prior two years will result in an eight (8) point deduction; a four (4) day suspension and a two (2) day suspension will result in a twelve (12) point deduction*).
 - c. There is no cap on the number of points that will be deducted for disciplinary actions. AMC 3.30.045 of the Municipality's personnel rules shall not apply to automatically disqualify an APDEA member from job assignments, promotions; provided, however, that nothing in this section shall prevent the Municipality from taking into account the factors listed in AMC 3.30.045 of the Municipality's personnel rules, where appropriate under the circumstances, in making a promotional or job assignment decision.
- B. At the conclusion of every Oral Board, Command Review or Interview, the evaluators shall discuss the answers provided by the applicant. At that time, an evaluator may change his/her score(s) if they wish to, however there is no requirement to do so.
- C. **Ranked List:** A ranked list will be developed using a Basic Selection Process score sheet provided by the Captain of Administration or his/her designee. The

scores will be independently determined by the Process Facilitator and another supervisor or commander, and verified by the Captain of Administration or his/her designee. The ranked list will be used in selection of candidates as position vacancies become available.

APPLICANT CHECK LIST

1. Get a copy of the posting from NeoGov (or the current Employee Relations System that is in place).
 - a. Read it!
 - b. Note Unit/Position requirement
 - c. Compare them to your skill set/experience
2. Get a copy of the Position Description.
 - d. Go to <http://www.muniverse.net/erd/classification/>
 - e. Check with the Administrative Lieutenant if you cannot locate it online.
3. Talk to existing members of the Unit for specifics of the position, the Unit's mission, expectations and activities.
4. Review your Personnel File.
 - f. Make a list of awards and recognitions.
 - g. Make a list of past positions, special units and dates.
5. Document your training.
6. Write a summary of your training, experience, skills, education, awards, etc. This will help you create a structure for your Oral board and/or Interview/Command Review presentation.
7. Conduct a practice session with a Supervisor or co-workers. Common questions/themes on Oral boards **may** include:
 - h. What is your knowledge about the position/unit's responsibilities?
 - i. Scenario questions which tend to show how you would deal or have dealt with situations similar to those you will meet in the new position.
 - j. Policy and procedure information which relates specifically to that position (remember that many units have policy and procedure manuals specific to their unit that may not be available online).
 - k. Content questions which tend to show knowledge or expertise in the area that the

position functions within.

***** END OF DOCUMENT*****