

PEACE OFFICER MERIT COMMISSION POLICY AND PROCEDURE**ENTRY-LEVEL RECRUITMENT EXAMINATIONS****PURPOSE**

To establish the methods and procedures for the development and implementation of entry-level merit service examinations.

POLICY

All merit service examinations shall be developed and administered under the authority of the Merit Commission. Examinations shall be developed adhering to professional, legal, and test validation standards.

1.0 MINIMUM QUALIFICATIONS

The Merit Commission shall establish minimum qualifications for applicants to participate in merit examinations to determine eligibility for hire. The requirements will comply with applicable statutes, the anticipated needs of the Sheriff's Office and UPD and the available applicant pool.

2.0 SCHEDULING OF EXAMS

The Merit Commission shall schedule merit examinations as the current and anticipated needs of the Sheriff's Office and UPD required. The period between examinations and the establishment of registers shall not exceed two years. Scheduled examinations may be postponed or cancelled by the Merit Commission, or the application period may be extended by notification of all persons affected.

3.0 SCOPE, CONTENT, AND CHARACTER OF EXAMINATIONS

3.1 The content of the examinations, or any selection procedures, shall be practical in character and shall relate to matters that fairly test the mental and physical ability and knowledge of an applicant to discharge the duties of the position. Examinations shall be based on job-related standards and in accordance with applicable federal and state statutes, and acceptable test guidelines.

3.2 In determining the content of the examination, the Merit Commission may give consideration to the potential number of applicants, the number of vacancies, and the time and expense involved in administering the examination.

4.0 EXAMINATION DEVELOPMENT

The Merit Commission staff shall develop and administer all entry-level merit examinations. Subject matter experts will be involved in the development of all Merit Commission tests. An examination plan for the entry-level position in each category shall be presented to the Merit Commission for approval. Once a plan is approved, that plan will be used for all future examinations, unless modified and approved by the Merit Commission in a public meeting.

5.0 NOTIFICATION OF APPLICANT

- 5.1 Applicants who appear to meet minimum qualifications and eligibility requirements will be notified of the date, time, and place of tests included in the examination. The Merit Commission is not responsible for notification errors outside of their control.
- 5.2 Applicants who fail to appear at the designated time, date, or place for an examination shall be disqualified.
- 5.3 The Merit Commission staff may authorize, at its discretion, alternate test dates or times to meet special needs of applicants. Alternate testing dates will only be authorized if it is reasonable and practical, and with significant consideration to the number of applicants and the expected number of positions to be filled from the register. The Merit Commission staff shall consider requests within the context of that merit examination and will apply decisions consistently for each test within an examination. Decisions relative to one examination will not create a precedent for future examinations.

6.0 EXAMINATION CONDITIONS

All testing procedures shall be administered to provide uniform and standardized conditions for all applicants to the extent possible. Upon written request received at least five working days prior to the date of the examination, reasonable accommodations in the selection process shall be provided to individuals with disabilities who otherwise meet the qualifications for the examination.

7.0 IMPROPER CONDUCT

- 7.1 Violation of Examination Procedures: During the administration of a test, applicants must obey time limits and follow instructions as given by the test proctor. The proctor may warn or disqualify any applicant who is suspected of improper conduct during an examination.
- 7.2 Fraud: An applicant may be disqualified if he or she has practiced or attempted deception or fraud during any stage of the selection process.
- 7.3 Examination Integrity: If there is reason to believe that the integrity of an examination has been compromised, the Merit Commission may elect to negate the results of that test or the entire examination. In this case, the Merit Commission will re-evaluate the examination plan and make changes to the plan as necessary, without a public hearing, to ensure a viable examination process.

8.0 PASSING SCORES

- 8.1 A passing score shall be established for each test of the examination and may take into consideration one or more of the following factors:

- 8.1.1 The minimum score that would indicate an acceptable level of job performance;
 - 8.1.2 The number of applicants;
 - 8.1.3 The number of vacancies anticipated;
 - 8.1.4 The administrative costs of processing a given applicant pool; and
 - 8.1.5 The validity and reliability of the test.
- 8.2 If a written test is given, applicants must achieve a minimum score of 70 percent to pass. However, based on section 8.1 above, a different minimum score may be set by the Merit Commission for good cause.

9.0 SCORING TESTS

- 9.1 **MULTIPLE CHOICE OR TRUE/ FALSE:** The scoring of written multiple choice or true/false tests will be conducted under the supervision of the Merit Commission staff. The Merit Commission staff may review item statistics and eliminate questions that appear to have little reliability. The Merit Commission staff may make changes to the key if it is found that the key was in error.
- 9.2 **OBJECTIVE OR SUBJECTIVE RATINGS:** Some tests are designed to be rated using subject matter experts or a panel of evaluators. In these situations, the evaluators have been selected to apply their judgment and to determine an appropriate score using a rating scale and criteria established by the Merit Commission staff. In these situations, the Merit Commission policy is to accept these scores as correct. Scores given by an evaluator may not be altered by another individual, except to correct mathematical errors and only with approval of the Merit Commission staff.
- 9.3 **SCORING:** The scoring by the evaluators shall be deemed prima facie correct. No examination paper or part thereof, or any record or statement related to the examination, shall be subject to alteration, addition, or deletion by the applicant or to re-ranking, except that any manifest error of scoring may be corrected by the Merit Commission staff.

10.0 RELEASE OF EXAMINATION SCORES

Examination scores, papers and related documents shall not be made available to the public. The Sheriff/designee may examine an applicant's test results following the establishment of a hiring register.

11.0 EXAMINATION RECORDS

The Merit Commission staff shall be responsible for the maintenance of all records pertinent to the examination program. Applications and other necessary examination records shall be kept in accordance with a retention schedule.

12.0 NOTIFICATION OF APPLICANTS


Applicants who participated in the examination shall be notified of his or her examination scores, rank on the register, and other relevant information within a reasonable period of time.

13.0 ADMINISTRATIVE REVIEW

Persons with complaints regarding the examination or rating process may request an administrative review pursuant to Merit Commission Policy 4750.

APPROVED AND PASSED THIS 26 DAY OF May, 2015.

SALT LAKE COUNTY
PEACE OFFICER MERIT COMMISSION

By: 
Kenneth Wallentine, Chair