

SPRINGDALE CIVIL SERVICE COMMISSION
SPECIAL CALLED MEETING
AGENDA

Tuesday, February 20, 2024
10:30 a.m.

VIA ZOOM (PD COMMAND STAFF CONFERENCE ROOM)

1. Call to Order - Chairman Bob Downum
2. Roll Call
3. Police Dept-Frank Gamble
-Schedule Promotional Testing
4. Fire Dept-Blake Holte
-Amending Operations Captain Exam Date
5. Adjourn



CITY of SPRINGDALE

POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

To: Bob Downum, Chairman Civil Service Commission
From: Chief Frank Gamble
CC: Civil Service Commission Members, Mayor Doug Sprouse,
Ernest Cate, Gina Lewis
Date: 02/12/24
Re: Promotional Testing

The Springdale Police Department is in need of a promotion test for the ranks of Corporal, Sergeant, Lieutenant and Captain. We do not have a certified eligibility list for promotions at this time. I would like to propose a testing process for 2024 that will have two components.

Component one will be a custom written test from PAS Consulting Group, a company that we used for the Assessment Center for our 2023 Sergeant and Lieutenant Promotion test. They have agreed to create a written test using the documents listed below. Candidates for all ranks must pass this exam with a 70%.

Phase two will be an Assessment Center and only apply to Sergeant, Lieutenant and Captain candidates. It will be conducted by PAS Consulting Group and will consist of three exercises for each rank. PAS Consulting has already reviewed the critical tasks for each position and will use the data they collected to develop the exercises for the assessment center. PAS will provide subject matter experts who will act as assessors for the exercises.

Assessment Centers are labor and time intensive, so it is recommended to reduce the number of candidates to a manageable level. I propose that the written exam be given prior to the assessment center and only the individuals with the top 15 scores above 70% move on to compete in the assessment center. In the event of a tie for the 15th position, both candidates will proceed to the Assessment center.

PAS has proposed scheduling the Assessment Center for the week of June 10th, 2024. We would need to schedule the written exam prior to that, so I propose the written exam be scheduled for the week of June 3, 2024.

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It is recommended that the written exercise count for 40% and the assessment center count for 60% toward the final score.

I propose the following source material for the written test and Assessment Center:

- Springdale Police Department Policy Manual
- City of Springdale Employee Personnel Manual
- Arkansas Criminal and Traffic Law Manual (2023-2024 Edition)
- Emotional Survival for Law Enforcement (Revised Edition) by Kevin Gilmartin

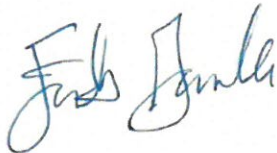
I would like to suggest the following points be added to the final exam score for seniority:

- 10-15 years of experience 1 point
- 15-20 years of experience 2 points
- 20 years or more experience 3 points

I would further propose that experience be counted from the date of the exam, and all certified law enforcement time, regardless of what agency the officer worked at, be counted toward seniority points.

I look forward to discussing this further, and if you have any questions, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read "Frank Gamble", is written over a light blue circular stamp.

Chief of Police Frank Gamble
Springdale Police Department