SPECIFICATION S-6

S-6

TITLE: PERSONAL INTERVIEW

This Specification supplements Section1002 (3) (h) of the Regulations. The personal interview is for the purpose of providing the applicant with the opportunity to discuss his goals and objectives with top management personnel within the department.

It also provides the department head or his staff the opportunity to observe an applicant to determine such things as the applicant's ability to communicate effectively and to observe his or her appearance, demeanor, and attitude.

REQUIREMENTS

An applicant will be personally interviewed by the department head or his representative prior to employment. ~~by the department head or his representative.~~

RECOMMENDED PROCEDURES

1. Verification of the personal interview may be indicated in the space provided on the backside of the Initial Employment Report, Form F-1, 32(h).

2. For ~~your~~ the agencies convenience, the Qualifications Appraisal Guide, Form F-11, is provided. It is not intended to replace any form used locally. It is offered only for those agencies that do not have such a document.

3. The interview should consist of, but not limited to, developing information in the following areas:

   (a) **APPEARANCE, MANNER AND BEARING**

      (1) Will the applicant's appearance, manner or bearing help or hinder in the job?

      (2) Will the applicant be impressive when speaking or talking to the public or in court?

(3) Does the applicant appear to have the necessary motivation and incentive to save as a law enforcement officer?

(b) **ABILITY TO PRESENT IDEAS**

(1) Will his or her ability to express themselves be adequate for this job?

(2) Is the applicant logical, convincing or persuasive?

(c) **SOCIAL ADAPTABILITY**

(1) Is he or she at ease, friendly and confident?

(2) Will the applicant have the tact and adaptability necessary to deal with public offenses, irate citizens, coworkers, etc., under difficult conditions?

(3) Would he or she tend to be submissive, overbearing or impatient?

(d) **ALERTNESS**

(1) Does he or she grasp ideas quickly or does the applicant appear to be slow to understand?

(2) Do his or her responses indicate they would be quick to understand the problems of the job or would he or she understand only the more obvious points?

(e) **JUDGMENT**

(1) Does applicant consider all facts before reaching a decision?

(2) Will he or she know when to act and when to get more information before taking law enforcement action?

(3) Does the applicant know when a situation justifies departure from agency policy and when it doesn't?

(4) Would you trust his judgment?

(f) **ADEQUACY OF BACKGROUND**

(1) Will the applicant's background be suitable for the duties of a law enforcement officer?

(2) Has the applicant previously met all selection requirements?

(3) Has he or she met your minimum training requirements for the position?

(4) Is the applicant eligible for certification as a law enforcement officer in this state?

(g) **OVERALL EVALUATION**

(1) After comparing the applicant with the above factors and other qualifications, would you select him/her for employment as a law enforcement officer in your department?

(2) To what extent does he or she meet your selection criteria?

(3) Personal interview verification will be retained by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.

QUESTIONNAIRE FOR FILING PROPOSED RULES AND REGULATIONS WITH THE ARKANSAS LEGISLATIVE COUNCIL AND JOINT INTERIM COMMITTEE

DEPARTMENT/AGENCY Commission on Law Enforcement Standards and Training

DIVISION Office of Law Enforcement Standards

DIVISION DIRECTOR Jami Cook

CONTACT PERSON Jami Cook

ADDRESS 4 State Police Plaza Drive Little Rock, AR 72209

PHONE NO. 5016822260 **FAX NO.** 5016821582 **E-MAIL** jami.l.cook@arkansas.gov

NAME OF PRESENTER AT COMMITTEE MEETING Jami Cook

PRESENTER E-MAIL jami.l.cook@arkansas.gov

INSTRUCTIONS

A. Please make copies of this form for future use.
B. Please answer each question <u>completely</u> using layman terms. You may use additional sheets, if necessary.
C. If you have a method of indexing your rules, please give the proposed citation after "Short Title of this Rule" below.
D. Submit two (2) copies of this questionnaire and financial impact statement attached to the front of two (2) copies of the proposed rule and required documents. Mail or deliver to:

Donna K. Davis
Administrative Rules Review Section
Arkansas Legislative Council
Bureau of Legislative Research
One Capitol Mall, 5th Floor
Little Rock, AR 72201

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1. What is the short title of this rule? Specification S-6, Personal Interview

2. What is the subject of the proposed rule? Describes the interview and makes recommendations for conducting the interview

3. Is this rule required to comply with a federal statute, rule, or regulation? Yes ☐ No ☒

If yes, please provide the federal rule, regulation, and/or statute citation. ______

4. Was this rule filed under the emergency provisions of the Administrative Procedure Act? Yes ☐ No ☒

If yes, what is the effective date of the emergency rule? ______

When does the emergency rule expire? ______

Will this emergency rule be promulgated under the permanent provisions of the Administrative Procedure Act? Yes ☐ No ☐

5. Is this a new rule? Yes ☐ No ☒
If yes, please provide a brief summary explaining the regulation. ______

Does this repeal an existing rule? Yes ☐ No ☒
If yes, a copy of the repealed rule is to be included with your completed questionnaire. If it is being replaced with a new rule, please provide a summary of the rule giving an explanation of what the rule does. ______

Is this an amendment to an existing rule? Yes ☒ No ☐
If yes, please attach a mark-up showing the changes in the existing rule and a summary of the substantive changes. **Note: The summary should explain what the amendment does, and the mark-up copy should be clearly labeled "mark-up."**

6. Cite the state law that grants the authority for this proposed rule? If codified, please give the Arkansas Code citation. 12-9-104

7. What is the purpose of this proposed rule? Why is it necessary? Grammar corrected under Requirements in Section 2.

8. Please provide the address where this rule is publicly accessible in electronic form via the Internet as required by Arkansas Code § 25-19-108(b). Clest.org

9. Will a public hearing be held on this proposed rule? Yes ☒ No ☐
If yes, please complete the following:
Date: January 14, 2016
Time: 10:00am
Place: ALETA East Camden

10. When does the public comment period expire for permanent promulgation? (Must provide a date.)
January 13, 2016

11. What is the proposed effective date of this proposed rule? (Must provide a date.)
February 1, 2016

12. Do you expect this rule to be controversial? Yes ☒ No ☒
If yes, please explain. ______

13. Please give the names of persons, groups, or organizations that you expect to comment on these rules? Please provide their position (for or against) if known.

FINANCIAL IMPACT STATEMENT

PLEASE ANSWER ALL QUESTIONS COMPLETELY

DEPARTMENT Commission on Law Enforcement Standards and Training

DIVISION Office of Law Enforcement Standards

PERSON COMPLETING THIS STATEMENT ______________________

TELEPHONE NO. 501-682-2260 **FAX NO.** 501-682-1582 **EMAIL:** jami.l.cook@arkansas.gov

To comply with Ark. Code Ann. § 25-15-204(e), please complete the following Financial Impact Statement and file two copies with the questionnaire and proposed rules.

SHORT TITLE OF THIS RULE Specification S-6 Personal Interview

1. Does this proposed, amended, or repealed rule have a financial impact? Yes ☐ No ☒

2. Is the rule based on the best reasonably obtainable scientific, technical, economic, or other evidence and information available concerning the need for, consequences of, and alternatives to the rule? Yes ☒ No ☐

3. In consideration of the alternatives to this rule, was this rule determined by the agency to be the least costly rule considered? Yes ☒ No ☐

   If an agency is proposing a more costly rule, please state the following:

   (a) How the additional benefits of the more costly rule justify its additional cost;

   ____

   (b) The reason for adoption of the more costly rule;

   ____

   (c) Whether the more costly rule is based on the interests of public health, safety, or welfare, and if so, please explain; and;

   ____

   (d) Whether the reason is within the scope of the agency's statutory authority; and if so, please explain.

   ____

4. If the purpose of this rule is to implement a federal rule or regulation, please state the following:

   (a) What is the cost to implement the federal rule or regulation?

Current Fiscal Year		**Next Fiscal Year**	
General Revenue		General Revenue	
Federal Funds		Federal Funds	
Cash Funds		Cash Funds	
Special Revenue		Special Revenue	
Other (Identify)		Other (Identify)	

Total		Total	

(b) What is the additional cost of the state rule?

Current Fiscal Year		**Next Fiscal Year**	
General Revenue	0	General Revenue	0
Federal Funds		Federal Funds	
Cash Funds		Cash Funds	
Special Revenue		Special Revenue	
Other (Identify)		Other (Identify)	
Total	0	Total	0

5. What is the total estimated cost by fiscal year to any private individual, entity and business subject to the proposed, amended, or repealed rule? Identify the entity(ies) subject to the proposed rule and explain how they are affected.

Current Fiscal Year	**Next Fiscal Year**
$ 0	$ 0

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6. What is the total estimated cost by fiscal year to state, county, and municipal government to implement this rule? Is this the cost of the program or grant? Please explain how the government is affected.

Current Fiscal Year	**Next Fiscal Year**
$ 0	$ 0

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7. With respect to the agency's answers to Questions #5 and #6 above, is there a new or increased cost or obligation of at least one hundred thousand dollars ($100,000) per year to a private individual, private entity, private business, state government, county government, municipal government, or to two (2) or more of those entities combined?

Yes ☐ No ☐

If YES, the agency is required by Ark. Code Ann. § 25-15-204(e)(4) to file written findings at the time of filing the financial impact statement. The written findings shall be filed simultaneously with the financial impact statement and shall include, without limitation, the following:

(1) a statement of the rule's basis and purpose;

(2) the problem the agency seeks to address with the proposed rule, including a statement of whether a rule is required by statute;

(3) a description of the factual evidence that:

(a) justifies the agency's need for the proposed rule; and

(b) describes how the benefits of the rule meet the relevant statutory objectives and justify the rule’s costs;

(4) a list of less costly alternatives to the proposed rule and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;

(5) a list of alternatives to the proposed rule that were suggested as a result of public comment and the reasons why the alternatives do not adequately address the problem to be solved by the proposed rule;

(6) a statement of whether existing rules have created or contributed to the problem the agency seeks to address with the proposed rule and, if existing rules have created or contributed to the problem, an explanation of why amendment or repeal of the rule creating or contributing to the problem is not a sufficient response; and

(7) an agency plan for review of the rule no less than every ten (10) years to determine whether, based upon the evidence, there remains a need for the rule including, without limitation, whether:

(a) the rule is achieving the statutory objectives;

(b) the benefits of the rule continue to justify its costs; and

(c) the rule can be amended or repealed to reduce costs while continuing to achieve the statutory objectives.