



POLICE RECORDS REVIEW



The Records Evaluation scores objective criteria from five sections to form a candidate's overall Records score. The following five sections are scored: Training, Work History, Education, Seniority, and Disciplinary History. Candidates for promotion must schedule a time to meet with the Training Section Commander or designee to verify their performance in each of these sections by a deadline established by the Commission. **You must have your book completed with documentation to the best of your ability before you meet with Training.** The Training Section Commander or Designee and candidate will complete the included summary form which will then be provided to the Civil Service Commission. Commission staff will verify the objective scoring criteria to arrive at the candidate's final records score. Please note: The Work History Section Only will be scored by an outside assessor panel during the assessment center.

The Records Evaluation score will be compiled based on the following:

- ✚ All diplomas, degrees, and training certificates listed in the book must be available to the Academy personnel for verification.
- ✚ Upon completion, one copy of the summary form will be presented to the Aurora Police Training Section Commander or designee for verification.
- ✚ Once verified and accepted, the Academy will take custody of the summary form and send an electronic copy to the Civil Service Commission. The Training section will place a copy in the Officers' training file.
- ✚ Commission staff shall be available to explain scoring criteria with the Commission Administrator settling any scoring disputes.

Each candidate is advised that making an untruthful statement or knowingly providing inaccurate information in the records evaluation process may result in disciplinary action and/or disqualification from the testing process. All applicants will sign the summary form swearing that all information contained is truthful and accurate.

The following areas will be evaluated:

- ✚ Training
- ✚ Work History
- ✚ Education
- ✚ Seniority
- ✚ Disciplinary History

Training Section:

This section is limited to the number of clock hours of training the candidate has completed **(as a student, not as an instructor, and college courses do not count)** in the past five years from the date of the first day of testing. Candidates shall provide to the Training Section Commander or designee evidence of completion of each class. He/she may include prior law enforcement agencies, or other employers the candidate deems are relevant to the sought after position. This evidence must include, at a minimum, the title, month and year of training, and number of completed clock hours. **It is the candidate's job to prove clock hours to the training staff via written documentation from the training entity if it is not listed**



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on the certificate. Department-wide mandated training is not eligible for inclusion in this section.

A maximum of 120 clock hours can be earned in the section. A quarter of a point (.25 points) is earned for each clock hour to a maximum of 30 points.

CANDIDATES FOR CAPTAIN RANK ONLY:

For candidates competing for promotion to the rank of Captain, the Training Section score is composed of two sections totaling 30 points. Section One consists of completing one or more of the following courses: (You will only receive credit for one)

Senior Management in Policing = 15 Points
Leadership in Policing Organizations = 15 Points
Southern Police Institute = 15 Points
Northwestern Long Course = 15 Points
FBI National Academy = 15 Points

Section Two consists of demonstrating completion of up to 60 additional clock hours of training in the past five years from the date of the first day of testing according to the qualifications set forth above. Section Two for Captain candidates totals up to 15 points.

WORK HISTORY (2 pages maximum):

This section is limited to 2 pages and must be attached to the score sheet. Format must include: **double space, aerial font (no bold, italics, underlining etc.), 1 inch margins, and 12 pt. size font in black ink only.** Candidates must include a chronological work history that identifies work assignments from the Aurora Police Department, and at the candidates discretion he/she may include prior law enforcement agencies, or other employers the candidate deems are relevant to the sought after position. Each listed assignment must include the name and telephone number of at least one person who supervised the candidate during the time of assignment.

Content of this section should address the three sections evaluated within this section: Job Knowledge, Supervision and/or Decision Making and Overall Preparation for the tested rank. Please reference the Job Task Analysis for clarification of rank duties.

Formal Education Section:

A copy of the candidate's highest earned Diploma or transcript verifying conferment of a Diploma shall be provided to the Training academy for verification.

A maximum of 10 points can be earned in this area. Enrollment and/or course work in a degree program will not be credited in this section. Points are not cumulative and multiple degrees will not affect the score. Only the highest degree earned will be credited.

5 points: Bachelor's Degree 10 points: Graduate Degree

Seniority Section:

This section awards all candidates credit for Aurora Police Department date of hire up to a maximum of 180 months (15 years). Each month of service shall count .05 points toward a



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maximum of 9 total points. Your first full month of service is defined as any start date up to and including the 15th of the month as of the date of the written test. Any start date after will not count as your first full month. (i.e. If you start on April 13th, you will get credit for April, if you start on April 16th you will get credit for May.) Seniority shall be computed through and including the last day of the month preceding the month in which the first examination component is administered.

Length of service shall be reduced for unpaid leaves of absence (not including family medical leave or military leave) and suspensions without pay, in aggregate greater than 30 days. However any candidate who has reinstated, the computation of length of service shall include both the seniority which he/she had at separation, and the seniority accrued following reemployment, in spite of such combined service being considered noncontinuous. Any service time during a separation of employment and re-instatement will be deducted from the candidate's length of service. Calculations will be made with the same criteria for hire dates.

Disciplinary Section:

This section considers all cumulative discipline received by the candidate in the three year period immediately preceding the date of the first examination in the promotional series. The Civil Service Commission staff shall request through Internal Affairs the discipline records of candidates registered for the promotional series.

If the three year period includes written reprimands, suspensions or fines, the Commission staff shall apply the following point deductions for the cumulative amount of discipline with the effective date of the discipline being the date issued by the Chief. Pending discipline or demotions resulting from failing the probationary period will not be considered. Each candidate will start with 21 points with the following points deducted:

Discipline	Point Deduction
Written Reprimand	2 points deducted per Reprimand
Up to and including 8 hour suspension or fine	3 points deducted
From over 8 hour suspension or fine up to and including 32 hours suspension or fine	5 points deducted
From over 32 hours suspension or fine up to and including 79+ hours suspension or fine	10 points deducted

The appropriate category for a fine shall be computed as a conversion of the hour equivalent of the fine based on the candidate's salary at the time of the fine. An overall score that calculates to less than zero will be counted as "zero."



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Scoring Summary:

Section	Statistical Point Method	Total Possible Points
Training	.25 points per clock hour up to 120 hrs	30 points
Work History	Up to 30 points max (assessor panel discretion)	30 points
Education	5 pts for Bachelor or 10 pts Graduate	10 points
Seniority	.05 points per month service up to 180 months	9 points
Disciplinary	Points deducted based on categories above	21 points
TOTAL		100 points

Investigators testing for Agent bonus points:

Candidates having attained the assignment of Investigator and completed the probationary period receive 6 additional total points only when competing for promotion to Agent. Total Records points shall not exceed 100 points. Any candidate's score that would exceed 100 total points based on the addition of these bonus points shall have the bonus points reduced to the amount that then equals 100 total points. (Example: An Agent candidate's Total Records score with 96 total points could only receive 4 bonus points).

Agents testing for Sergeant bonus points:

Candidates having attained the rank of Agent and completed the probationary period receive 6 additional total points only when competing for promotion to Sergeant. Total Records points shall not exceed 100 points. Any candidate's score that would exceed 100 total points based on the addition of these bonus points shall have the bonus points reduced to the amount that then equals 100 total points. (Example: A Sergeant candidate's Total Records score with 96 total points could only receive 4 bonus points).

Signatures:

The scoring form will contain a signature line for evaluator's signature and signature line for candidate's signature swearing that all information provided is truthful and accurate. Digital signatures will be accepted.

**Please note: If books are not turned in by deadline, the candidate will receive a zero for the entire records book section.



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SCORE SHEET



CANDIDATE NAME: _____

TESTED RANK: ___CPT ___LT ___SGT ___AGT

Discipline

Written Reprimand (deduct 2 points for each written reprimand for the last 36 months)

Date of 1st Written Reprimand _____ Points deducted _____

Date of 2nd Written Reprimand _____ Points deducted _____

Date of 3rd or more WR's _____ Points deducted _____

Total Written Reprimand Points Deducted = _____

Suspension or Fine (use chart below to determine number of points deducted for cumulative suspension for last 36 months)

Cumulative Suspension	Points Deducted
Up to and including 8 hour suspension(s) or fine(s)	3 points deducted
From over 8 hour suspension(s) or fine(s) up to and including 32 hours suspension(s) or fine(s)	5 points deducted
From over 32 hours suspension(s) or fine(s) up to and including 79+ hours suspension(s) or fine(s)	10 points deducted

The appropriate category for a fine shall be computed as a conversion of the hour equivalent of the fine based on the candidate's salary at the time of the fine.

Total Written Reprimand Points Deducted (from above) = _____

Total Suspension or Fine Points Deducted = _____

Total Points Deducted = _____

21 points – Total Points Deducted = _____
Section Score/21



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SCORE SHEET



CANDIDATE NAME: _____

TESTED RANK: ___CPT ___LT ___SGT ___AGT

Formal Education

Highest Degree/Hours _____ 5 points for Bachelor's Degree
 _____ 10 points for Graduate Degree = _____
Section Score/10

Training

Please complete this section for tested ranks of Lieutenant, Sergeant and Agent:

Number of eligible training clock hours (max 120 hours): _____ clock hours
 X .25points per hour = _____ Section score/30 pts

Please complete this section for candidates for Captain promotion only:

Number of eligible training clock hours (max 60 hours): _____ clock hours
 X .25points per hour = _____ sub score/15 pts

Indicate which of these training courses have been completed by the Captain candidate:

Course Title	Yes? (write date)	No?
Senior Management in Policing		
Leadership in Policing Organizations		
Southern Police Institute		
Northwestern Long Course		
FBI National Academy		

If any course has been completed, Captain candidate receives 15 points for this sub section.

Captain Training Score: _____ clock hour section points + _____ training
 course points = _____ total points/30 pts possible



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CANDIDATE NAME: _____

TESTED RANK: ___CPT ___LT ___SGT ___AGT

Seniority

Number of eligible months of service: _____ (max of 180 months)

X .05 points = _____ Section score/9 pts

Investigator testing for Agent Bonus Points

Candidates having attained the appointment of Investigator and completed the probationary period receive 6 additional total points only when competing for promotion to Agent. Total Records points shall not exceed 100 points. Any candidate's score that would exceed 100 total points based on the addition of these bonus points shall have the bonus points reduced to the amount that then equals 100 total points. (Example: An Agent candidate's total records score with 96 total points could only receive 4 bonus points).

Agents testing for Sergeant Bonus Points

Candidates having attained the rank of Agent and completed the probationary period receive 6 additional total points only when competing for promotion to Sergeant. Total Records points shall not exceed 100 points. Any candidate's score that would exceed 100 total points based on the addition of these bonus points shall have the bonus points reduced to the amount that then equals 100 total points. (Example: A Sergeant candidate's total records score with 96 total points could only receive 4 bonus points).

SCORING SUMMARY:

	<u>Possible</u>
Discipline	_____/21
Formal Education	_____/10
Training	_____/30
Seniority	_____/9
Inv testing for Agent Bonus Pts	_____/6
Agents testing for Sergeant Bonus Pts	_____/6
Sub Total	_____/70
Work History	_____/30 (scored by assessors)
Grand Total	_____/100



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Applicable Bonus Points: _____ Section score/6 pts

Declaration

Each candidate is advised that making an untruthful statement or knowingly providing inaccurate information in the records evaluation process may result in disciplinary action and/or disqualification from the testing process. By your signature below, you affirm that all information provided is truthful and accurate.

Candidate Signature: _____

Evaluator Signature: _____



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WORK HISTORY SCORE SHEET



CANDIDATE NAME: _____
 TESTED RANK: (circle one) CPT LT SGT AGT
 ASSESSOR: (circle one): 1, 2 OR 3

Work History (See attached)

Job Knowledge - Does the candidate's work history demonstrate proficiency in the knowledge, skills and abilities listed in the job analysis for the tested rank?

(circle number of points out of a possible 10)

1	2	3	4	5	6	7	8	9	10
Not proficient		Minimally proficient				Highly proficient			

Observations: _____

Supervision and/or Decision Making - Has the candidate's work history prepared the candidate for the supervisory and/or decision making requirements listed in the job analysis of the tested rank?

(circle number of points out of a possible 10)

1	2	3	4	5	6	7	8	9	10
Poorly prepared		Minimally prepared				Very well prepared			

Observations: _____

Overall preparedness for tested rank -How well has the candidate's work history prepared the candidate for the tested rank?

(circle number of points out of a possible 10)

1	2	3	4	5	6	7	8	9	10
Poorly prepared		Minimally prepared				Very well prepared			

Observations: _____

Assessor 1 score ____ Assessor 2 score ____ Assessor 3 score ____ Section AVG ____/3

SubTTL ____ + Work History TTL ____ = ____/100