

INFORMATION REGARDING THE POLICE PROMOTIONAL EXAMINATION PROCESSES FOR 2024

The Police promotional processes are governed by the Settlement Agreement of 2004 and the subsequent side letter agreement of 2015.

Electronic mail (email) notifications will be sent to candidates if it is operationally necessary to incorporate any COVID-19 hazard identification, evaluation, correction and/or control steps (masks, social distancing, health screenings, etc.) as directed by the City of San Diego's COVID-19 Prevention Program (<https://citynet.sandiego.gov/sites/default/files/covid19-prevention-program.pdf>).

Important information regarding the examination process is provided in the job bulletins. After the 2022 Police Promotional Process, meetings were held with representatives from the San Diego Police Department, San Diego Police Officers Association and the Personnel Department to discuss Settlement Agreement issues and concerns regarding the Police Promotional Processes for Police Lieutenant, Police Sergeant, Police Detective and Police Officer III.

The following clarifications are being made for the 2024 promotion cycle:

WRITTEN TEST MAKE-UP: If an EMERGENCY prevents you from attending the SCHEDULED written test, you MUST contact the Personnel Department as soon as you are aware of a conflict. You can do so by calling (619) 236-6358 during business hours; or by leaving a voicemail message at (619) 236-6638 or (619) 236-7136 during non-business hours; and/or by sending an email to the assigned analyst at salvadorg@sandiego.gov. The assigned analyst will provide you with the information needed to submit your request for a make-up written test date.

The Personnel Department will review and consider ALL requests for make-up written test dates. At the discretion of the Personnel Director, a candidate MAY be considered for a make-up written test date if warranted and administratively feasible. Examples of previously approved requests include but are not limited to military leave (USERRA); industrial leave; federal medical leave act (FMLA); etc.

If approved, you will need to sign an exam security agreement and your make-up test would need to be administered as soon as you return to San Diego, but before you return to work.

STRUCTURED INTERVIEW MAKE-UP: If an EMERGENCY prevents you from attending the SCHEDULED Structured Interview, you MUST contact the Personnel Department as soon as you are aware of a conflict. You can do so by calling (619) 236-6358 during business hours; or by leaving a voicemail message at (619) 236-6638 or (619) 236-7136 during non-business hours; and/or by sending an email to the assigned analyst at salvadorg@sandiego.gov. The

assigned analyst will provide you with the information needed to submit your request for a make-up structured interview date.

The Personnel Department will review and consider ALL requests for make-up structured interview dates. At the discretion of the Personnel Director, a candidate MAY be considered for a make-up structured interview date if warranted and administratively feasible. Examples of previously approved requests include but are not limited to military leave (USERRA); industrial leave; federal medical leave act (FMLA); etc.

If approved, you will need to sign an exam security agreement and your make-up test would need to be administered as soon as you return to San Diego, but before you return to work.

End of clarifications

WRITTEN TEST

WHEN WILL THE WRITTEN TEST BE ADMINISTERED?

Barring any unforeseen circumstances, the written tests are scheduled to be administered on the following dates:

Police Lieutenant: Saturday, June 15, 2024
Police Sergeant: Saturday, June 15, 2024
Police Detective: Saturday, June 22, 2024
Police Officer III: Friday, June 28, 2024

Written test notices will be sent approximately two weeks before your scheduled test date. Information regarding parking, test time and location will be specified in your notice.

WRITTEN TEST MAKE-UP: If an EMERGENCY prevents you from attending the SCHEDULED written test, you MUST contact the Personnel Department as soon as you are aware of a conflict. You can do so by calling (619) 236-6358 during business hours; or by leaving a voicemail message at (619) 236-6638 or (619) 236-7136 during non-business hours; and/or by sending an email to the assigned analyst at salvadorg@sandiego.gov. The assigned analyst will provide you with the information needed to submit your request for an alternate written test date.

The Personnel Department will review and consider ALL requests for alternate test dates. At the discretion of the Personnel Director, a candidate MAY be considered for a make-up written test date if warranted and administratively feasible. Examples of previously approved requests include but are not limited to military leave (USERRA); industrial leave; federal medical leave act (FMLA); etc.

If approved, you will need to sign an exam security agreement and your make-up test would need to be administered as soon as you return to San Diego, but before you return to work.

HOW WILL I KNOW IF I PASSED THE WRITTEN TEST?

You will receive a notice that provides the written test scores of all applicants along with the pass point for the written test. Scores will NOT be identified by name; only PIN numbers will be utilized. Each candidate will receive their PIN number prior to the administration of the written test.

If you do not pass the test, you will receive a Notice of Test Results confirming that you were unsuccessful on the Written Test. If you pass the written test, you will receive an Interview Notice about two weeks prior to the start of interviews.

WHEN WILL I GET THE RESULTS OF THE WRITTEN TEST?

Barring any unforeseen circumstances, notices are scheduled to be sent during the following time frames:

- Police Lieutenant: Week of July 19, 2024
- Police Sergeant: Week of July 19, 2024
- Police Detective: Week of July 26, 2024
- Police Officer III: Week of July 26, 2024

WHY DOES IT TAKE SO LONG TO GET THE RESULTS OF THE WRITTEN TEST?

Notices are sent as quickly as possible, however, scoring of the test papers cannot be done immediately after the administration of the written test. The test papers cannot be scored until the five-day Item Review Period has been completed, the challenges to the test reviewed, and a scoring determination made for each of the challenged items. Once the scoring determination is made, the test papers will be scored and a pass point determined. Since all four promotional exams are being conducted within the same general time frame, these processes are expected to take about four weeks: one week for the Item Review Period; two weeks for the review of challenges, determining how each of the challenged items will be scored (e.g., no change, delete item, allow more than one answer as correct, etc.) and the scoring of test papers; and one week to set the pass point and generate notices.

DO I NEED TO GET 70% OF THE TEST ITEMS CORRECT IN ORDER TO PASS THE TEST?

Not necessarily. The consulting firm, I/O Solutions, Inc., as well as the City of San Diego Personnel Department and other public agencies do not automatically set the pass point at actual 70%. The pass point is set based on a variety of factors such as test difficulty, number of screening processes for the examination, the required minimum competency level required for satisfactory job performance, number of anticipated vacancies, test analysis statistics, etc. Therefore, the pass point may be set at 70% or at a score higher or lower than 70% of the items on the test.

HOW WILL I KNOW IF ANY OF MY CHALLENGES TO THE WRITTEN TEST WERE ACCEPTED?

All candidates will be notified if any scoring changes are made.

WHO WILL REVIEW THE CHALLENGES TO THE WRITTEN TEST?

The challenges will be reviewed by the consulting firm, I/O Solutions, Inc., Personnel Department staff, and by subject matter experts (SMEs) from the San Diego Police Department. Staff from I/O Solutions, Inc. will initially review each challenge submitted against the source material and provide a written response to the challenge and a scoring recommendation. This documentation, along with the candidate challenges will be reviewed and discussed by Personnel Department staff and SME’s from the San Diego Police Department. After review and discussion, a final scoring determination will be made for each challenged item.

IF AN INDIVIDUAL CHALLENGES AN ITEM AND IT IS SUBSEQUENTLY DELETED OR THE CORRECT ANSWER IS MODIFIED, WILL THE SCORING OF THAT ITEM APPLY TO THE ENTIRE CANDIDATE POOL OR WILL THE CHANGES ONLY APPLY TO THOSE WHO CHALLENGED THE ITEM?

If a scoring change is made, that change will be applied to the test papers of ALL candidates. It is important to note that the name of the candidate who submitted the item challenge is NOT obtained. The Item Review Form that is completed by candidates when they challenge an item does not ask for the candidate’s name.

EMPLOYEE INFORMATION SHEET:

It will be your responsibility to ensure your Employee Information Sheet (EIS) is accurate and contains all relevant information. If you pass the written test, you will receive a copy of your current EIS via email. If your EIS needs to be updated, you must bring documentation to Police Human Resources. If verified and appropriate for inclusion, it will be added to your EIS. It is important to ensure your EIS is updated, as this information will be evaluated during the structured oral interview. Any updates must be provided to Police Human Resources by August 23, 2024.

INTERVIEW:

WHY IS A THERE A PASSPOINT FOR THE STRUCTURED ORAL INTERVIEW?

The structured oral interview measures criteria that have not been evaluated by the written examination. A passpoint on the structured oral interview ensures the candidate has the knowledge, skills and abilities required for satisfactory job performance.

WHEN WILL THE INTERVIEWS BE ADMINISTERED?

The interviews are tentatively scheduled to be administered on the following dates:

- Police Lieutenant: September 10, 2024 to September 12, 2024
- Police Sergeant: September 10, 2024 to September 18, 2024
- Police Detective: October 1, 2024 to October 8, 2024
- Police Officer III: October 8, 2024

Please note that these dates are tentative and potentially subject to change. The schedule is dependent upon the number of applicants who pass the written test. Therefore, the end dates for these interview processes could actually occur either before or after the date specified.

Interview notices will be sent approximately two weeks before your scheduled interview date. Information regarding parking, test time and location will be specified in your notice.

STRUCTURED INTERVIEW MAKE-UP: If an EMERGENCY prevents you from attending the SCHEDULED Structured Interview, you MUST contact the Personnel Department as soon as you are aware of a conflict. You can do so by calling (619) 236-6358 during business hours; or by leaving a voicemail message at (619) 236-6638 or (619) 236-7136 during non-business hours; and/or by sending an email to the assigned analyst at salvadorg@sandiego.gov. The assigned analyst will provide you with the information needed to submit your request for a make-up structured interview date.

The Personnel Department will review and consider ALL requests for make-up structured interview dates. At the discretion of the Personnel Director, a candidate MAY be considered for a make-up structured interview date if warranted and administratively feasible. Examples of previously approved requests include but are not limited to military leave (USERRA); industrial leave; federal medical leave act (FMLA); etc.

If approved, you will need to sign an exam security agreement and your make-up test would need to be administered as soon as you return to San Diego, but before you return to work.

HOW MANY RATERS WILL BE ON THE INTERVIEW PANEL?

There are typically three raters on each interview panel. There will never be less than two members on a panel.

IF THERE ARE MULTIPLE PANELS, HOW CAN YOU ENSURE SCORING CONSISTENCY AMONG THE PANELS?

The factors to be assessed in the interview (e.g., leadership, background and experience, etc.) are divided among the interview panels. For example, one interview panel will assess your background and experience, another panel will assess tactical skills, etc. Structuring the interview panels in this manner allows each panel to evaluate ALL of the candidates on their assigned interview factor(s) and provides consistency.

To further ensure consistency, the following steps are taken:

- In-depth assessor training workshops, including mock interviews, are held prior to the start of the interviews. During assessor training, the panel of assessors will be trained on exam administration protocol, the rating process, the questions to be asked, the grading criteria, and any relevant policies and procedures of the San Diego Police Department that would affect how you are evaluated. Subject matter experts from the San Diego Police Department will participate in the training process.

- Structured rating criteria/materials are developed and utilized. These materials are developed in conjunction with San Diego Police Department subject matter experts.
- Completed rating sheets are reviewed by the staff of I/O Solutions, Inc. to ensure the grading criteria are being properly applied.

HOW LONG WILL THE INTERVIEW LAST?

You will be at the interview site for approximately three hours. This time includes the check-in procedure, initial interview preparation time, time before each interview panel, waiting time between each interview panel, and the check-out process.

WILL EMPLOYEES OF THE SAN DIEGO POLICE DEPARTMENT OR COMMUNITY MEMBERS SERVE ON THE INTERVIEW PANEL?

No. The interview panels will be comprised of incumbents or supervisors of the job being tested (i.e., experienced Sergeants, Lieutenants, Captains, etc.) from other law enforcement agencies.

WILL I BE ABLE TO USE MY NAME WITH THE INTERVIEW PANEL OR WILL I ONLY BE IDENTIFIED BY MY PIN NUMBER?

For ease of exam administration, you will be identified by a number; this number will be assigned to you when you check in for your interview. The number utilized is not your pin number. The only panel who will know your actual name is the panel assigned to evaluate your background and experience. This panel will know your name since they will review your Police Department Employee Information Sheet (EIS) as part of the evaluation process.

WILL I BE ABLE TO RECEIVE FEEDBACK ON MY INTERVIEW?

Yes. After you receive your Notice of Test Results, you will receive a document compiled by I/O Solutions, Inc. which typically contains the following information:

- Summary of the interview content.
- Your score on each of the interview components along with the average score received.
- Your overall score for the interview process along with the average score received and your rank order in the interview process.
- Assessor summary comments on each interview component. This section is designed to identify a few of your specific strengths as well as areas for improvement.
- General information on how individuals can potentially improve their interview performance.

SERVICE CREDITS:

WHY IS OUTSIDE EXPERIENCE NOT QUALIFYING FOR SERVICE CREDIT POINTS?

There are too many inequities between qualifying experience gained within the San Diego Police Department and other agency experience. For example, the type and level of experience obtained through other law enforcement agencies can vary greatly depending upon the duties performed, size of the agency, size of the jurisdiction, etc. Utilizing only POII experience obtained within the SDPD standardizes “journey level” experience.

Another inequity involves performance issues. For officers employed by the San Diego Police Department, performance issues are known and as a result, career advancement to Police Officer II could be delayed. For officers employed by outside agencies, performance issues are unknown. As a result of these issues, a decision was made to only accept San Diego Police Department experience.

WHY CAN'T YOU STANDARDIZE THE TYPE OF OUTSIDE EXPERIENCE THAT WOULD BE QUALIFYING?

Qualifying outside experience has always been tied to the experience accepted for lateral Police Officer II candidates. Due to recruitment issues and the need to maintain minimum staffing levels, the type of qualifying experience we accept for laterals has varied over the last few years. Tying service credit experience to what is currently accepted for laterals could be confusing for candidates and would likely cause complaints (e.g., experience that you could use for hire may not be accepted for service credits; experience that could be used for service credits on one exam may not be accepted for the next exam, etc.).

HOW ARE SERVICE CREDIT POINTS CALCULATED?

Police Lieutenant, Police Sergeant and Police Detective candidates that successfully pass both the written examination and the oral interview components will be given up to five points based on his or her qualifying experience with the City of San Diego Police Department. Police Sergeant and Police Detective candidates will be given ½ point for every year of service after eight years as a Police Officer II with the City of San Diego, with a maximum of five total points for service credit. A Police Lieutenant candidate will be given ½ point for every year of service as a Sergeant, after five years as a Police Sergeant with the City of San Diego, with a maximum of five total points for service credit. Service credit points will be added to the candidate's final score.

WILL THE INDIVIDUALS CALCULATING SERVICE CREDITS VERIFY MY DATE OF RANK OR USE WHAT I PUT ON THE APPLICATION?

Your date of rank will be verified. The date we utilize will be taken from your Employee Information Sheet (EIS). It will be your responsibility to ensure your EIS is accurate and contains all relevant information.

IF I AM A DETECTIVE SERGEANT WILL MY DATE OF RANK AS A SERGEANT BE UTILIZED OR WILL IT BE THE DATE I BECAME A DETECTIVE SERGEANT?

For Police Lieutenant, we will utilize the initial date you became a Sergeant. Therefore, we will utilize your date of rank as a Sergeant rather than a Detective Sergeant.

For Police Sergeant, we will utilize the date you became a Police Officer II. If you were hired as a lateral, only City of San Diego Police Officer II experience will be considered.

WHY ARE THE SERVICE CREDITS ADDED TO MY SCORE AS POINTS ARE NOT WEIGHTED LIKE THE WRITTEN TEST AND INTERVIEW?

Originally, service credits were to be weighted. However, since Service Credits can have a score of 0 as a passing score (unlike the other screening components) and the spread of possible scores is so small, the traditional method of weighting scores will not work as intended. The intent of Service Credits was to have a range of scores from 0 to 5 points. Unfortunately, we discovered that if we weight the service credit scores, the range of scores would actually be 3.5 to 5.0 points instead of the intended 0 to 5 point spread. This meant that an individual who was not entitled to any service credits would actually receive a score of 3.5 instead of the intended score of 0.

To correct this situation, we met with representatives of the San Diego Police Department and the Police Officer Association and the resulting decision was to add the Service Credit Score to the candidate's final score. This process has been utilized for all examinations since the implementation of the Settlement Agreement.

TEST WEIGHTS:

WHY CAN THE TEST WEIGHTS CHANGE FROM EXAM TO EXAM?

Test weights reflect the importance of the knowledge, skills and abilities being assessed that are required for successful performance on the job. The importance of the knowledge, skills and abilities can change over time. To determine the test weights, a job analysis is conducted. This process consists of meetings with various officers in the San Diego Police Department. In some instances, job analysis questionnaires, one-on-one interviews with officers and job observations will be conducted.

WHY ARE TEST SCORES WEIGHTED?

The police promotional examination processes each consist of two weighted test components: a Written Test and a Structured Oral Interview. The written test and interview each have a maximum score of 100% which when totaled would equal a potential final score of 200%. Since a candidate's final score must fall within a range of 70% to 100%, test weights are used to bring the maximum score back to a total of 100%.

WHAT ARE THE TEST WEIGHTS IN DETERMINING MY FINAL SCORE?

Police Lieutenant - 25% written, 75% interview;
Police Sergeant - 35% written, 65% interview;
Police Detective - 45% written, 55% interview;
Police Officer III - 50% written, 50% interview.

The Service Credits, which were originally to be the final 5% of your score, cannot be weighted so these points are added to your weighted final score total. Service credits are applicable to Police Lieutenant, Police Sergeant and Police Detective.

SCORING:

HOW IS MY FINAL SCORE CALCULATED?

Test scores must be converted and weighted so that the written examination and interview score can be combined and fall within our passing score range of 70-100 for category placement. Under the Settlement Agreement scoring methodology, candidates converted scores were influenced by the passpoint and range of passing scores which impacted the true test weights for the examinations. In order to properly combine scores according to their predetermined test weights, scores must be standardized. All scores are standardized in the same manner and candidates converted scores will still be in the same rank order. This method is appropriate and consistent with best practices of testing and assessment within the field of Industrial/Organizational Psychology and Employment Testing.

Note: The previous method of converting scores will be utilized for the rank of Police Officer III. Standardizing test scores is not appropriate for small sample sizes. For purposes of this example, scores that are carried out to the logic limits would be cumbersome to provide, therefore the scores shown will only depict four decimal places. The following steps show how one individual's score would be calculated using the new scoring methodology based on the following data:

Written Test Score:	86
Written Test Pass Point:	81
Interview Score:	55.6875
Interview Pass Point:	50.0208
Service Credit Score:	2

To determine each candidate's final score, the following steps occur:

Step 1: Determine the passpoint for the Written Exam:

A cut score (passpoint) for the Written Examination will be applied. The passpoint will be determined based on factors such as the test statistics, the number of vacancies in the hiring department, minimum level of job knowledge required for successful performance, other test components in the examination process, etc. For this example, the passpoint will be set at a raw written test score of 81.

Step 2: Determine the Mean (average) for the Written Exam:

The mean is the sum of all applicant raw scores divided by the number of applicants. Since we will be standardizing the test scores and only the passing applicants will move on to the oral interview process, we will only use the raw scores of passing applicants to determine the mean. For our example, the sum of raw scores for passing applicants is 10,022 and the number of passing applicants is 116.

$$10,022/116 = 86.3965$$

Step 3: Determine the Standard Deviation for the Written Exam Score:

The standard deviation quantifies the amount of variation there is in the raw scores of applicants who took the test. We will only use the raw scores of passing applicants to determine the standard deviation. For our example, the standard deviation is 3.9450.

Step 4: Determine the Candidate's Standard Score for the Written Exam:

A standardized score also known as a z-score is the difference of the candidate's raw score and the mean divided by the standard deviation.

A positive standard score indicates a score above the mean, while a negative standard score indicates a score below the mean. For this example, our candidate had a written test score of 86, the mean was 86.3965 and the standard deviation was 3.9450.

The candidate's standard score for the written test is $(86-86.3965)/3.9450$ which is equal to $-.1005$. The score is a negative value since the candidate's score of 86 was below the mean of 86.3965. Although this is a negative value, it is still a passing score since it is above the passpoint of 81.

Step 5: Determine the passpoint for the Structured Oral Interview:

A cut score (passpoint) for the Structured Oral Interview will be applied after the interviews scores have been calculated. For this example, the passpoint will be set at the raw structured oral interview score of 50.0208.

Step 6: Determine the mean and standard deviation for each exercise in the structured oral interview.

Because the interview has four separate interview panels each assessing different factors, the mean and standard deviation will be calculated for each of the four interview components using the raw scores of all candidates. For our example, the mean and standard deviation will be as follows:

Interview A: mean = 64.0716; standard deviation = 11.6421

Interview B: mean = 67.5482; standard deviation = 15.1896

Interview C: mean = 59.7668; standard deviation = 13.5097

Interview D: mean = 78.1827; standard deviation = 12.9792

Step 7: Determine the candidate's standard score for each exercise in the structured oral interview.

To determine the candidate's standard score (4 decimal places – not rounded) for each of the exercises in the Structured Oral Interview, we subtract the exercise mean from the candidate's score and divide it by the standard deviation for the exercise. In our example, the standard score will be as follows:

$$\text{Interview A: } 39.0833 - 64.0716/11.6421 = -2.1463$$

$$\text{Interview B: } 61.0000 - 67.5482/15.1896 = -0.4310$$

$$\text{Interview C: } 52.7500 - 59.7668/13.5097 = -0.5193$$

$$\text{Interview D: } 69.9167 - 78.1827/12.9792 = -0.6368$$

Step 8: Weight the candidates standardized exercise scores and total them to obtain the candidate's interview score.

Because the interview score must equal a maximum of 100%, each of the four interview scores must be weighted. For this example, each of the four interview scores will be weighted equally at 25%.

(Interview A score x 25%) + (Interview B score x 25%) + (Interview C score x 25%) + (Interview D score x 25%) = Candidate's raw interview score.

$(-2.1463 \times 25\%) + (-0.4311 \times 25\%) + (-0.5193 \times 25\%) + (-0.6368 \times 25\%) = -.9334$ (value obtained when calculating to the logical limits of the score calculation program)

Step 9: Determine the candidate's z score for the interview.

The z-score is the difference of the candidate's score and the mean divided by the standard deviation. (This step is necessary in order for the passing scores to have a mean of 0 and a standard deviation of 1)

Since we will be standardizing the test scores and only the passing candidates will be placed on the eligible list, we will only use the interview scores of passing applicants to determine the mean and standard deviation. For this example, the candidate's interview score is -0.9334, the mean of passing interview scores is 0.1550, and the standard deviation of the passing scores is 0.5824.

$$(-0.9334 - 0.1550)/0.5824 = -1.8688$$

Step 10: Combine the candidates written test score and the structured interview score.

The combined written test score and the final structured interview score is created by multiplying the candidate's written test z-score by its test weight and the candidate's interview z-score by its test weight and adding these sums together. For this example, the test weights and candidate scores are as follows:

The test weight for the written test is 35% of the candidate's total score.

The test weight for the interview is 65% of the candidate's total score.

The candidate's written test z-score is -0.1005.

The candidate's structured oral interview z-score is -1.8688.

$(-0.1005 \times 35\%) + (-1.8688 \times 65\%) = -1.2499$ (value obtained when calculating to the logical limits of the score calculation program)

To maintain the properties of a z-score, we will compute the mean and standard deviation of the passing candidate's combined scores. For this example, the mean for the group is 0.0340 and the standard deviation is 0.7826. Our candidate's combined score is -1.2495.

$(-1.2499 - 0.0340)/0.7826 = -1.6405$

Step 11: Determine the candidates total score without service credit points.

All passing scores must fall within a range of 70% to 100% for category placement on the eligible list. Since service credits cannot be weighted and must be added to the candidates' final score, the candidates' score must be rescaled so that the lowest passing score from Step 10 above = 70% and the highest score obtained by a candidate in Step 10 above = 95%. This allows for the service credits to be added and if the highest score obtained was eligible for 5 service credit points, their final score would equal 100%. For our example, the lowest score obtained in Step 10 is -1.8737 and the highest score obtained is 2.6934.

1. Determine the point spread of passing scores. Since the pass point for the final score will be set at 70 and the total points possible for the final score will be 95, the point spread between the lowest passing score (70) and the maximum number of points possible (95) = 25 points.

In order to place final scores into our category system, the passing score of -1.8737 must now become 70% and the highest score obtained of 2.5693 must now become 100%. All remaining scores must be rescaled so that they are evenly distributed between 70% and 95%.

2. Determine the new point value spread between scores. Since the spread of passing scores was 25 points instead of the required 30, we must determine the new point value spread between scores so that all our passing scores fit within the required 25 point category spread (pass point equal to 70, the highest score obtained equal to 95 and all other scores rescaled to fit within the required score range of 70 to 95). Determine the width of the new score range. The range between the highest score of 2.5693 and the lowest score of -1.8737 is 4.4430.

25 divided by 4.4430 = 5.6267 (value obtained when calculating to the logical limits of the score calculation program).

This value, 5.6267, is also known as the multiplier. This multiplier will be used to determine each candidate's final test score (without service credit points).

For the highest score obtained we multiply 2.5693 by the multiplier 5.6267 which is equal to 14.4570. When this value is subtracted from our desired top value of 95 we get a value of 80.5429 (value obtained when calculating to the logical limits of the score calculation program).

This value will be added to each score once the score has been multiplied by the multiplier.

To verify the values, we calculate the final test score (without service credit points) for the lowest passing score. $-1.8737 \times 5.6268 = -10.5429$. $-10.5429 + 80.5429 = 70.0000$.

For our candidate, we calculate the final test score (without service credit points). -1.6405 multiplied by our multiplier of 5.6267 equals -9.2309 (value obtained when calculating to the logical limits of the score calculation program).

$$-9.2309 + 80.5429 = 71.3120$$

Step 12: Add service credit points to determine the candidate's final score.

In our example, the candidate is eligible for 2 service credit points.

$$71.3120 + 2 = 73.3120$$

Step 13: Place the candidate into the appropriate category.

A score of 73.3120 places the candidate into Category 28.

WILL SCORES BE ROUNDED?

A candidate's final score shall be rounded to the fourth decimal place. Candidates shall be ranked in order of their scores and placed into one of thirty-one categories. Candidates with the same whole number score shall be placed in the same category.

HOW IS MY CATEGORY PLACEMENT DETERMINED?

The final score is used to determine your category placement on the eligible list. For police promotional exams a 31-category eligible list is utilized per the settlement agreement. For example, a final score of 88.3428 would place the individual in category 13.

Category placement for all possible scores is shown below:

CATEGORY 1: 100;	CATEGORY 2: 99 - 99.99;	CATEGORY 3: 98 - 98.99;
CATEGORY 4: 97 - 97.99;	CATEGORY 5: 96 - 96.99;	CATEGORY 6: 95 - 95.99;
CATEGORY 7: 94 - 94.99;	CATEGORY 8: 93 - 93.99;	CATEGORY 9: 92 - 92.99;
CATEGORY 10: 91 - 91.99;	CATEGORY 11: 90 - 90.99;	CATEGORY 12: 89 - 89.99;
CATEGORY 13: 88 - 88.99;	CATEGORY 14: 87 - 87.99;	CATEGORY 15: 86 - 86.99;
CATEGORY 16: 85 - 85.99;	CATEGORY 17: 84 - 84.99;	CATEGORY 18: 83 - 83.99;
CATEGORY 19: 82 - 82.99;	CATEGORY 20: 81 - 81.99;	CATEGORY 21: 80 - 80.99;
CATEGORY 22: 79 - 79.99;	CATEGORY 23: 78 - 78.99;	CATEGORY 24: 77 - 77.99;
CATEGORY 25: 76 - 76.99;	CATEGORY 26: 75 - 75.99;	CATEGORY 27: 74 - 74.99;
CATEGORY 28: 73 - 73.99;	CATEGORY 29: 72 - 72.99;	CATEGORY 30: 71 - 71.99;
CATEGORY 31: 70 - 70.99.		

WHAT INFORMATION WILL BE PROVIDED ON MY NOTICE OF TEST RESULTS?

The notice will contain your eligibility expiration date. Two final score listings will be attached to your notice: one in PIN number order so you can quickly find your final score; and one in final score order so you can see your relative standing on the list.

CERTIFICATION

HOW WILL THE CERTIFICATION PROCESS WORK?

Upon determining the number of vacancies to be filled, the San Diego Police Department will request that a list of candidates be certified to the Department for promotion. Per the settlement agreement, the number of candidates to be certified (“Optimum Number”) shall be determined as follows: (a) if there are five or less vacancies to be filled, the number of candidates certified shall be three times the number of vacancies; and (b) if there are six or more vacancies to be filled, the number of candidates shall be ten plus the number of vacancies.

The Personnel Department shall certify **candidates who are active on the applicable eligibility list** in the order of the categories starting from the highest category (category 1) to successively lower categories until the number of candidates equals the Optimum Number.

- It is highly suggested for candidates who are on multiple eligibility lists (i.e. Sergeant and Detective) and who no longer wish to be considered for promotion to either classification (i.e. recently promoted to Detective and don’t wish to be considered for promotion to Sergeant or vice versa) to consider inactivating their name from the applicable eligibility list. This is suggested to maximize the number of names certified as a result of the optimum number calculation for the 31-category eligibility list.

- You can request to inactivate and to reactivate your name from an eligible list at any time. Ideally you would inactivate your name BEFORE names are certified (i.e. before a promotion cycle). To do so contact Salvador Gonzalez via email at salvadorg@sandiego.gov.

All candidates in any given category shall be treated as equals for the purpose of certification. If reaching the next lower category would cause the number of candidates to exceed the Optimum Number, whether or not that lower category is to be certified shall be determined as follows: (a) if the difference between the number of candidates with that category included and the Optimum Number is greater than the difference between the number of candidates without the category included and the Optimum Number, then that lower category shall not be certified; and (b) if the difference between the number of candidates with that category included and the Optimum Number is smaller than the difference between the number of candidates without that category included and the Optimum Number, then that lower category shall be certified.

The resulting total will be the number of candidates certified to the San Diego Police Department. If the variance between the two categories is the same, the additional category shall be certified.

Calculation Examples:

Certification for 5 or less vacancies:

If the Police Department has 3 vacancies, they will be entitled to 9 names (3 times three vacancies equals 9 names). If the category breakdown is as follows, candidates in Categories 1 through 6 would be certified.

Category 1: 0 names

Category 2: 2 names

Category 3: 3 names

Category 4: 0 names

Category 5: 2 names

Category 6: 3 names

Calculation Process: Since category 6 exceeds the Optimum Number of 9, we need to determine whether or not category 6 should be certified. To do this, we compare the number of names that would be certified with and without category 6 to the Optimum Number.

If categories 1 through 5 are certified, the department would receive 7 names. The difference between 7 and the Optimum Number of 9 is 2.

If categories 1 through 6 are certified, the Department would receive 10 names. The difference between 10 and the Optimum Number of 9 is 1. Since this difference is closer to the Optimum Number, category 6 would be certified.

Certification for 6 or more vacancies:

If the Police Department has 6 vacancies, they will be entitled to 16 names (6 vacancies plus 10 equals 16 names). If the category breakdown is as follows, categories 1 through 9 would be certified.

Category 1: 0 names
Category 2: 2 names
Category 3: 3 names
Category 4: 0 names
Category 5: 2 names
Category 6: 3 names
Category 7: 2 names
Category 8: 1 name
Category 9: 1 name
Category 10: 5 names

Calculation Process: Since category 10 exceeds the Optimum Number of 16, we need to determine whether or not category 10 should be certified. To do this, we compare the number of names that would be certified with and without category 10 to the Optimum Number.

If categories 1 through 9 are certified, the department would receive 14 names. The difference between 14 and the Optimum Number of 16 is 2.

If categories 1 through 10 are certified, the Department would receive 19 names. The difference between 19 and the Optimum Number of 16 is 3. (Since the number 14 is closer to the Optimum number of 16, only categories 1 through 9 would be certified.)

However, if category 10 contained 4 names instead of 5, categories 1 through 10 would be certified. If categories 1 through 9 are certified, the Department would receive 14 names. The difference between 14 and the Optimum Number of 16 is 2. If categories 1 through 10 are certified, the Department would receive 18 names. The difference between 18 and the Optimum Number of 16 is 2. Since the difference is the same, category 10 would be certified. [When the variance between the 2 categories and the Optimum Number is the same, the additional category (category 10) would be certified.]

Once the list has been certified to the Police Department, the Police Chief may select for promotion any of the candidates certified.