



Arkansas Community Correction

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ADMINISTRATIVE DIRECTIVE: 14-10 RECRUITING AND HIRING

TO: ARKANSAS COMMUNITY CORRECTION EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD10-04

APPROVED _____ **Signature on file** _____ **EFFECTIVE: July 6, 2015**

- I. APPLICABILITY.** This policy applies to Arkansas Community Correction (ACC) employees and applicants for classified positions.
- II. POLICY.** ACC policy is to recruit, select, and employ qualified persons with the character and record of conduct and experience consistent with the agency policies, philosophy, and mission. Selection will be nondiscriminatory and based on applicant qualifications, background investigations, interview(s), other job related criteria, and the needs of the ACC.

Nothing contained in ACC policies, handbooks, applications, other documents, the granting of any interview, placement in a probationary status, or any other administrative act, creates a contract between an individual and ACC for either employment or the provision of benefits. The ACC does not guarantee continued employment for any specific period of time and employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the ACC or the employee. (4-APPFS-3E-02[P]; 4-APPFS-3E-08)

III. DEFINITIONS.

- A. Conditional Offer of Employment.** An offer of employment conditioned upon an applicant meeting certain job-related requirements prior to hire and/or during the probationary period.
- B. Constitutional Officer.** Governor, Lieutenant Governor, Secretary of State, Treasurer of State, Attorney General, Commissioner of State Lands, and Auditor of State.
- C. Convictions.** A conviction must include a guilty plea, plea of nolo contendere, negotiated plea, or finding of guilt by a judge or jury.
- D. Direct Threat.** A significant risk of substantial harm to the health or safety of a person.

- E. Essential Job Functions.** The fundamental (not incidental) duties of a job.
- F. Extra Help.** Positions specifically designated in the agency budget to be filled by temporary employees who work 1,000 hours or less per year.
- G. Family Members.** The husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, sister, brother, stepsister, stepbrother, half-sister, half-brother, sister-in-law, brother-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, aunt, uncle, first cousin, niece or nephew.
- H. Hiring Official.** The supervisor who manages the recruiting and hiring process for a position in his or her supervision chain.
- I. Law Enforcement Officer (LEO).** Parole/Probation Officer/Agent, Parole/Probation Manager/Assistant Manager, Parole/Probation Assistant Director, Deputy Director of Parole/Probation Services, and others as designated by the Director who have met, or are in the process of meeting, Arkansas law enforcement certification requirements of Specialized Police Personnel.
- J. New Hire Probationary Period.** A continuous 12-month period of on-the-job work experience during which a new employee completes conditions for employment and during which the employee and the ACC may evaluate employee suitability in terms of knowledge, skill, ability, character, interest and conduct, and determine whether employment should be continued.
- K. Qualified Individual with a Disability.** An individual with a disability who satisfies the requisite skill, experience, education, and other job-related requirements for the employment position that the individual holds or desires and who, with or without reasonable accommodation, can perform the essential functions of such position.
- L. Reasonable Accommodation.** Modifications or adjustments that do not pose an undue hardship on the employer and which enable qualified applicants with disabilities to access the job application process or enable qualified employees with disabilities to perform the essential job functions and to enjoy the same terms, conditions, and privileges of employment that are available to persons without disabilities.
- M. Rehire.** A rehire is a former employee who previously left state service.
- N. Undue Hardship.** Significant difficulty or expense.

IV. SPECIAL REQUIREMENTS.

- A.** ACC employees must meet the minimum qualifications for their jobs, be able to perform the essential job functions (including providing a signed form to that effect after a conditional offer is made), be fingerprinted, receive favorable background investigations, and successfully complete training requirements and probationary

periods, and if applicable, obtain and/or maintain certification and/or licensing.

B. Reasonable Accommodations in Employment. (2-CO-1C-09-1; 4-ACRS-7E-03; 4-APPFS-3E-03);

1. Upon request, the ACC will make reasonable accommodation(s) for the known physical and/or mental impairment of a qualified employee or applicant with a disability so that he/she may enjoy the same access to the employment application processes, terms, conditions, and privileges of employment that are available to a person without disabilities unless doing so imposes an undue hardship or direct threat. Supervisors who have an applicant or employee request reasonable accommodation should immediately contact the Human Resources Administrator (HRA) to facilitate an accommodation determination. (4-APPFS-3E-03)
2. If a supervisor observes a qualified employee with a known disability having apparent difficulty in the performance of the essential job functions, he/she may inquire of the employee as to whether accommodation is needed. Otherwise, a supervisor or other hiring official must not inquire into apparent or unknown physical or mental disabilities.
3. Qualified applicants and employees with a disability may make requests for accommodations for physical and/or mental impairments to the HRS Administrator, who will in good faith make every effort to facilitate (in coordination with the agency legal counsel and appropriate Deputy or Chief Deputy Director) a determination of reasonable accommodation necessary to enable the employee to perform the essential job functions. The HRS Administrator will solicit a written recommendation, justification, and information relative to the expense through the supervisory chain to the Director for review and approval, prior to responding to the request.
4. Because of the physical demands associated with working in a corrections setting, an applicant for a position assigned to the Parole/Probation or Residential Services Divisions will complete a questionnaire regarding his/her ability (with or without accommodation) to perform the essential job functions. (2-CO-1C-19)

C. Specialized Police Officer (LEO - Law Enforcement Officer). Bachelor's degrees must be from a four-year college or university that is accredited by an organization recognized by the U.S. Department of Education, and the degree must meet the minimum qualifications specified in the Office of Personnel Management position class specifications. (4-APPFS-3A-01) Physical and psychological examinations are also required. A LEO must complete the law enforcement certification requirements within 12 months of the hire date as set forth in the Arkansas Commission on Law Enforcement Standards and Training (CLEST) rules and regulations manual. (4-APPFS-3A-04)

D. Residential Services Positions. Hire selections for residential services positions must have an appropriate medical screening and obtain the screening physician's signature on the Essential Functions form. New employees must be promptly screened for Tuberculosis (TB).

E. Treatment Staff. Within the initial 30 days of employment with ACC, a person hired in a treatment position must at a minimum be certified as an Alcohol/Drug Counselor, Advanced Alcohol/Drug Counselor (AADC), Co-occurring Disorders Professional (CCDP), or registered with the Arkansas Substance Abuse Certification Board (ASACB) as a Counselor in Training (CIT). A CIT must test for one of these certifications within six months of becoming eligible to test and pass the test within two years of becoming eligible.

Supervisory treatment staff must be a Certified Clinical Supervisor (CCS) or must test and pass for such certification within two years of being hired in a supervisor treatment position; however, when a person has other appropriate certification or licensure credentials, this may be waived in writing by the Residential Services Treatment Administrator or Assistant Director Parole/Probation Treatment Services;

The “ASACB Policy and Procedure Manual” available on the ASACB website describes the “Certification Standards,” “Training/Education Approval Guidelines,” and other related information. Failure to obtain and maintain certification within the designated time frame constitutes failure to meet the essential functions of the job (4-ACRS-7B-02)

F. Training Staff. When hiring Central Training staff, excluding the administrative assistant, the same process and forms must be used as are used for Law Enforcement Officers (Parole/Probation Officer positions). All staff trainers in the CTS must become a CLEST certified law enforcement instructor within the first year of employment as a CTS trainer

G. Polygraph Examiners. Polygraph Examiners must be licensed as required by the Arkansas Board of Private Security Agencies and the Arkansas Polygraph Examiners Act (Arkansas law section 17-39-101 through 17-39-308). Examiners must also follow the rules and regulations of this Board concerning conducting truth verification testing. A minimum of 40 hours of post-conviction sex offender testing training, beyond the basic examiners course requirements, is required for those who practice post-conviction truth verification testing. Examiners must obtain a minimum of 30 hours of continuing education in a two-year time period with 16 of the 30 hours consisting of specialized sex offender polygraph training. Examiners should complete a minimum of 25 examinations prior to undertaking post-conviction sex offender testing. Examiners who have conducted fewer than 25 such exams should conduct these types of exams under the supervision of an experienced examiner in post-conviction sex offender testing. Examiners may not serve as both Polygraph / CVSA examiner and Supervision Officer to the offender.

H. ACC Hire Selections. All applicants selected for ACC employment must be of good character as determined through such methods as interviews, reference and criminal history checks, mock presentations or writings.

I. Use of Vehicles for Conducting State Business. ACC employees in security and LEO positions, positions assigned State vehicles, and employees who use a personal or State vehicle to conduct State business, are required to have valid Arkansas driver's licenses and meet the Vehicle Safety Program guidelines for driving a State vehicle. (4-ACRS-1B-03)

J. Positions Requiring Commercial Driver Licenses (CDL). Applicants for positions requiring a CDL must authorize ACC to contact the Arkansas Office of Driver Services regarding past positive alcohol and/or drug tests. Applicants with a history of a positive test must submit documentation of completing a treatment program or an educational program prescribed by a substance abuse counselor.

K. Avoiding Conflicts of Interest.

1. **Constitutional Officers and Their Spouses.** ACC will not hire a constitutional officer serving in an elected office. Spouses of constitutional officers may be hired by ACC only with prior approval from the Legislature and the Governor. Former constitutional officers may not be hired into a job created or which had a salary enhancement of more than 15% by legislation enacted in the two-year period immediately preceding the conclusion of the constitutional officer's term in office. The continued employment of an ACC employee who becomes a constitutional officer or a spouse of a constitutional officer will be in accordance with Arkansas Code Ann. §21-1-402. Upon notification from the hiring official, ACC HRS will notify the State Chief Fiscal Officer, the Governor, and the Legislative Council of the hiring of any former constitutional officer.
2. **Employment of Family Members.** Hiring officials must not hire, promote, or demote a person into a position supervising or being supervised by a member of his/her family, working with or having access to sensitive confidential information regarding other family members, or where there is a conflict of interest. If employees become related after employment and a conflict of interest or supervision results, or if a reorganization creates such conflicts, up to 30 calendar days may be allowed to resolve the matter. If a resolution is not reached, the hiring official, with approval of the appropriate Deputy Director, may require one of the employees to transfer or resign immediately following the 30 calendar day allowance.

V. GUIDELINES. ACC will use various announcements and competitive processes to attract, hire and retain qualified applicants and encourage the professional advancement of experienced and qualified ACC staff. The ACC HRA must ensure use of the Arkansas State Jobs website to advertise all job vacancies for classified positions, as defined in the Statewide Classification and Compensation system. Additionally, job advertisements will affirm that ACC is an equal opportunity, at-will, drug and smoke-free criminal justice agency. Employees will be subjected to drug and/or alcohol testing and undergo background investigations. (4-APPFS-3A-02)

- A. Veteran's Preference.** The State Veteran's Preference Law confers preference in employment for certain veterans (or their widows, widowers, and spouses) provided they meet "substantially equal qualifications" and provide a DD Form 214 to the hiring official during or before the interview process.
- B. Applicant Interviews.** Interviews will be conducted by a committee. Hiring officials should strive for a committee which reflects the agency demographics. When possible, at least 2 qualified candidates should be interviewed.
- C. Promotions.**
1. ACC employees may compete for subsequent promotion within the agency using the State application to apply for a higher graded job (4-APPFS-3E-09). Reference checks for promotion applicants may be limited to internal checks. Criminal history checks will be conducted. Upon change to a higher grade, an employee's salary will be increased by 10% or base as established by OPM.
 2. Parole/Probation Officer I to II and II to Parole/Probation Agent promotions are addressed in the Parole/Probation Services manual.
- D. Special Programs/Initiatives.** When consistent with the ACC mission and acceptable human resources practices, ACC may hire or engage the services of non-employees based on its participation in special programs/initiatives.
1. Employment of Minors. ACC Employees must have graduated from High School. However, students or others who are at least 16 years old may be hired for extra-help positions under special conditions and when approved by the appropriate Deputy Director. Some restrictions may also apply regarding employing minors in sensitive security areas. Minors will be paid at least the federal minimum wage. A minor must have a valid work permit, certificate of high school proficiency, or be a high school graduate.
 - a. A minor who is a high school graduate or has a certificate of high school proficiency may work the same hours as an adult.
 - b. A minor who has not graduated or achieved a certificate of high school proficiency may work up to 8 hours per day, 40 hours per week when school is not in session. When school is in session, a minor is limited to working up to 4 hours per day unless written permission is received from school authorities allowing the minor to work up to 8 hours on any day immediately prior to a non-school day.
 - c. Before an employment offer is made to a minor, the hiring official should consult with the HRA and verify authorization of the hire.
 2. Extra-Help. ACC will only allow extra help and temporary personnel when justification warrants, funds are available, a position is available and it is approved by the Director.

- a. The supervisor will submit a request, justification and number of hours through the established supervisory approval process. Approved requests will be forwarded to the Deputy Director of Administrative Services and Human Resources Administrator to ensure availability of a position and funding.
- b. Before making an employment offer for an Extra Help position, the requesting supervisor must interview the applicant, check employment and character references, obtain a favorable ACIC/NCIC check, and if hired, forward necessary papers (including but not limited to, employment application, reference checks, NCIC/ACIC results, INS forms, and W-4) to HRS and obtain a start date from HRS.
- c. In case of an emergency, the Director may waive any and all of the above steps. In emergencies, personnel may be hired from a temporary employment service using procedures identified by the Deputy Director of Administrative Services and with the Director's approval

E. Probationary Period. Newly hired employees who have not previously worked for ACC or who have been separated from ACC and rehired and ACC employees promoted into a Parole/Probation Officer position must complete a one-year probationary period. Other employees receiving a promotion, demotion or transfer within ACC must complete a six-month probationary period. Completion of a probationary period does not affect the "at-will" employment status of the employee or create or constitute a contract for employment. In the event of a major illness or other necessity that results in approved, long-term absences from the work place during the probationary period, the period will be extended until such time as the total amount of time on the job reaches the equivalency of 12 months. (2-CO-1C-15)

VI. FILLING VACANCIES.

- A. Request to Fill Job Vacancy.** When a vacancy occurs, the hiring official must make a request to advertise the position to HRS
- B. Advertising/Screening Applicants.** Unless authorized to perform these functions locally, the central HRS Office will advertise vacancies, screen applications for completeness and minimum qualifications, and forward them to the hiring officials. Upon request and approval, HRS will provide standardized information for advertisement in the local media. Supervisors may ask to have more detailed information added. Position advertisements must be posted for 10 working days and end on a business day.
- C. Receipt of Employment Applications.** Applicants are encouraged to submit applications using the Arkansas State Jobs website. A separate completed application is required for each advertised position. All applications must be entered into the Arkansas State Jobs website or received in the Central Office, Human Resources Section on or before the position closing date.

D. Applicant Interview Process. Hiring officials are responsible for following established procedures for the Interview Process. In addition, the hiring official is also responsible for the following:

1. Ensuring appropriate selection of the interview committee. Hiring officials should resemble agency demographics as much as possible.
2. Ensuring interview committee members document and score the interview responses on the Applicant Scoring form.
3. Ensuring compliance with the “Equal Employment Opportunity and Affirmative Action Program” policy in the selection process. ACC is an equal opportunity employer providing equal employment opportunities without regard to race, color, gender, religion, age, genetic information, national origin, disability or other biases prohibited by state or federal law. (4-APPFS-3E-04)
4. Ensuring the development and use of appropriate interview questions and techniques that support the knowledge, skills and abilities (KSAs), and assist in assessing the applicant’s compatibility with the ACC mission, philosophy and job description.
5. Selecting, scheduling, and notifying applicants of interviews (an example interview notice is at Attachment 1). A minimum of two qualified candidates should be interviewed.
6. Obtaining signed documentation from the applicant.
7. Applicants not properly registered or exempted from the draft must not be considered for employment.

E. Selection Criteria. The hiring official makes the initial recommendation for hire based on information furnished by the applicant, applicant interview responses, work and/or character references and ACIC/NCIC checks, and an assessment of knowledge, skills, and abilities (KSAs). Persons applying for rehire will be evaluated on the same basis as other applicants plus past job performance and the circumstances surrounding termination of previous ACC employment, physical and psychological exams (when appropriate), and in compliance with legal, budgetary, and regulatory requirements. Consequently, the applicant with the highest interview score will not necessarily be the applicant hired for the position. (2-CO-1C-13; 4-ACRS-7B-04;)

F. Making a Conditional Offer of Employment

1. The hiring official must make a written conditional offer of employment. Candidates for employment should be informed of any position requirements, such as training, certification, travel requirements/frequency and extended or irregular work hours. The written conditional offer of employment may be electronic; however, a signed letter must be obtained prior to start of ACC

employment and must be provided to HRS on or before HR in-processing day, which is usually on the hire date.

2. Certified counselors must provide HRS a copy of the certification the first day of or before HR in-processing or orientation otherwise; promptly forward attainment of certification.
3. Assemble the HR hire pack to include required documents listed on the Hire Pack Checklist that is appropriate for the position.

G. Background Investigation.

1. A comprehensive background investigation will be completed by the HRS on each recommended applicant. If during the investigation the HRS or hiring official encounters information that indicates a potential connection or involvement with terrorism, the information must be forwarded through the Internal Affairs Administrator (IAA) to the Arkansas State Police (ASP) for review by the Joint Fusion Center (the Arkansas Joint Terrorism Task Force). (4-ACRS-7B-05; 2-CO-1C-18).
2. For Residential Services positions, the hiring official must also review the applicants' responses on the "Residential Services Qualification Inquiry Form" and:
 - a. If "false" is marked for statements 1, 2, or 3, do not hire the person; if an employee, do not promote but consider appropriate administrative actions. (PREA 115.217)
 - b. If "false" is marked for statements 4, 5, 6, or 7, consider the situation including supporting documentation and make a reasonable assessment as to whether the person should be hired or promoted, or other administrative actions taken.
3. For positions requiring a CDL, the HRS must request information from the Office of Driver Services Commercial Driver Alcohol and Drug Testing Database (CDADTD) and maintain the results for 3 years. A person with a record of a positive drug and/or alcohol test may not work for ACC in a position requiring a CDL
4. LEO and Residential Supervisor (Security) Positions. Applicants and incumbents for PPO positions are prohibited by CLEST rules and regulations from having a felony conviction of a crime for which the punishment could have been imprisonment in a federal penitentiary or state prison. The fact that an individual has received a pardon or their record has been sealed/expunged does not release the person from having a felony record for the purpose of the CLEST requirements. Further, a person must not be employed as an ACC LEO if he or she has a felony or a misdemeanor conviction for domestic violence, or sexual

abuse by force or coercion. ACC also requires applicants for Residential Supervisor (Security) positions to meet the above Commission standard on felony convictions except as outlined below in Conviction Exceptions.

Residential Services and Central Office Hiring Officials must be consistent with federal, state and local laws, and make efforts to contact all prior correctional facility employers (jails, prisons, or community correction facilities) for information on substantial allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. (PREA 115.217)

5. Conviction Considerations. The following should be considered in determining whether convictions other than those described in the preceding paragraphs are sufficient to refuse employment or discharge from employment.
 - a. the job duties and responsibilities;
 - b. the nature and number of convictions;
 - c. the facts of each conviction;
 - d. the length of time between a conviction and the employment decision;
 - e. rehabilitation efforts; and
 - f. whether the particular conviction would prevent acceptable job performance.
6. Conviction Exceptions. An ex-offender status will not automatically disqualify an applicant for employment with ACC. Except for LEO applicants, the following will not be considered in making the decision to refuse ACC employment (4-ACRS-7E-06; 4-APPFS-3E-07):
 - a. convictions which have been sealed/expunged;
 - b. conviction of a misdemeanor if ten years has elapsed since the conviction date and there have been no arrests or other convictions during that time period;
 - c. conviction of a felony in which the period of 20 years has elapsed since the conviction date and there have been no arrests or other convictions during that time period.
7. Upon completion of the background investigation, the HRS will forward the relevant hire pack and relevant background documents to the appropriate Deputy Director. If the background is not acceptable, the HRS must provide the supporting information.
8. The Deputy Director must review the complete packet and sign the cover sheet indicating “approved” or “not approved.” Approved hire packets are sent to HRS.
9. When a Deputy Director approves an applicant, his/her Administrative Specialist must communicate the information on the Information Systems Access Request form to the Information Technology department.

H. Final Processing

The HRS, upon receipt of an approved hire packet, will check for appropriateness and completeness, and issue an effective hire date to the appropriate supervisor. A new hire effective date will be no earlier than one pay period after the position is vacated, unless the position is for emergency hire or otherwise authorized to be filled sooner by the Director, Chief Deputy Director, or appropriate Deputy Director.

The hiring official must give written notification to the candidates interviewed but not selected that the position has been filled by another qualified applicant.

I. Transfers.

1. Lateral Transfer. ACC employees must meet the following criteria to be eligible for a lateral transfer; however, the Director or appropriate Deputy Director may approve the request based upon extenuating circumstances.
 - a. A current ACC employee not on disciplinary probation may apply for a lateral transfer to a position title and grade that is the same as the employee's current position.
 - b. A newly hired employee currently on initial probation may not request a lateral transfer until his or hers probationary period is up.

The employee must complete and forward the Employee Lateral Transfer Request and the DFA Employee Disclosure/Certification Forms to the HRS. The HRS must receive the request for transfer by close of business on the day the position advertisement on the Arkansas State Jobs website closes. HRS will validate transfer eligibility and forward transfer requests to the hiring official. The hiring official may interview and process his/her hiring recommendation or request HRS to forward remaining applications for the position and resume the normal interview and selection process. The hiring official is responsible for notifying non-selected candidates referred to him/her for consideration; HRS will notify all other applicants. The employee accepting the transfer must give his/her current supervisor a minimum of two weeks' notice before moving to the new position. The current supervisor may allow the transfer in less than two weeks. 4-APPFS-3E-09

J. Orientation Enrollment. The hiring official must facilitate new employment enrollment in the orientation process as described in the Employee Training policy.

K. Veteran's Requests for Information. When a person who has qualified for veteran's preference makes a request for scoring information, the hiring official must provide the person with his/her base score, adjusted score, and the successful candidate's score. Also upon request, the hiring official must provide in writing the reason that the veteran was not included on a list of qualified candidates for interview and why the veteran was not selected for the position. (Arkansas law section 21-3-302)

L. Commission on Law Enforcement Standards and Training (CLEST)

Psychological Exam for Law Enforcement Officers

All Law Enforcement Officers must take the Minnesota Personality Inventory (MMPI). The HRS must schedule the administration of the MMPI (to include purchasing documents) with a psychologist or psychiatrist to be completed within 10 business days of the new employee's first workday whenever possible. The psychologist will send the F-2b form to HRS to retain in LEO file.

Once a Law Enforcement Officer has met all requirements required by CLEST within the employment probationary period, application must be made for certification.

The Application for Award of Special Police Officer Certificate (CLEST F-7) form must be completed by the supervisor, signed by applicant, notarized, and sent to the HRS 10 business days before the employee's one-year anniversary (one-year in the Parole/Probation Officer position). A copy of the ACC Law Enforcement Training Academy must accompany the CLEST F-7.

Additional supplemental forms must be submitted as appropriate for certified Law Enforcement Officers in compliance with the guidelines set forth by CLEST. All Supplemental Forms should be signed by the supervisor and employee and notarized before being sent to HRS who will forward to CLEST.

Supplemental forms include:

1. Personnel Change-in-status Report (CLEST F-4). This form must be submitted to HRS within 10 days of a LEO resignation, dismissal, retirement, death, changing rank, changing of his or her name, or other change in status.
2. Personnel Separation Notice (CLEST F-4a). The hiring official must present or mail this form to the LEO within 10 days of resignation, retirement, termination, or other form of separation. A copy of the form must be provided to the HRS.
3. Application for Award of Law Enforcement Instructor Certificate (CLEST F-8). This form must be completed by the supervisor, signed by employee, notarized, and sent to the HRS. The Instructor Development Course certificate must accompany the F-8
4. Law Enforcement Officer or Instructor Certificates. When received in response to the CLEST F-7 or CLEST F-8 application, the original certificate will be mailed to the HRS. HRS will make a copy for the LEO file and send the original to the hiring official who should copy the certificate for the supervisory file and present the original to the officer.

FORMS LIST

- Form 1A Hire Pack Checklist for Non-Security/Non-LEO
- Form 1B Hire Pack Checklist for Parole/Probation Officers
- Form 1C Hire Pack Checklist for Residential Services Security

- Form 2 Request for Job Vacancy Advertisement
- Form 3 Applicant Scoring
- Form 4 Applicant Recommendation Summary
- Form 5 Workplace Notices
- Form 6 Qualification Inquiry (All Employees)
- Form 9 Current and/or Previous Supervisor Questionnaire
- Form 10 Character Reference Questionnaire
- Form 12 Grant Position Acknowledgement
- Form 13 Notice to Law Enforcement Applicant
- Form 14 Notice to Residential Security Applicant
- Form 15 Compensatory Time-Off Agreement
- Form 16 Authorization for Release of Information
- Form 17 Request for Lateral Transfer
- Form 18 Law Enforcement Code of Ethics
- Form 19 Essential Job Functions Non-Security/ Non- LEO
- Form 20 Essential Job Functions Law Enforcement
- Form 21 Essential Job Functions Residential Security
- Form 22 Information Systems Access Request Form
- Form 23 Offer of Employment(LEO)
- Form 24 Offer of Employment(Residential Services)
- Form 25 Offer of Employment(Non-Security/Non-Leo)
- Form 26 Notification of Non-Select

Form APS-0001 Authorization for Adult Maltreatment Central Registry (Check) Form
 Form CFS-316 Request for Child Maltreatment Central Registry (Check) Form

- CLEST F-1 Form
- CLEST F-2 Form
- CLEST F-2a Form
- CLEST F-3 Form
- CLEST F-4 Form
- CLEST F-4a Form
- CLEST F-7 Form
- CLEST F-8 Form
- ALETA Training Application Forms

OPM Form 236-A Mandatory Direct Deposit Notification
 OPM Form 023 Statement of Selective Service Status

REFERENCES

Arkansas Dept. of Finance & Administration (DFA)
[Disclosure of Employment of Family Members forms](#) is available on the Department of Finance and Administration: Human Resources website