

RULE 7

EXAMINATION LISTS AND ELIGIBLE REGISTERS ^{1 2}

(Amended March 26, 2005)

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¹ **Editor’s Note:** Commencing in 2004, as each Rule is amended, the number designations are being converted from Roman numerals to Arabic numerals.

² **Rule Annotation:** See also: Rule 5 for Examinations for Original Appointment; Rule 6 for Promotional Examinations; Rule 8 for use of an Eligible Register in the process of Certification for appointment.

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Section 2. Eligible Registers for Original Appointment.

(Adopted March 26, 2005)³

- A. An eligible register for original appointment shall contain a rank order listing of the names of approved applicants from the corresponding examination list. Only those applicants: 1) who have successfully completed and/or passed all phases of the entry-level examination and screening process required for the particular rank and grade, or for those applicants considered pursuant to an intergovernmental agreement, who have successfully completed and/or passed all selected phases of the entry level examination and screening process required for the particular rank and grade; 2) who meet any special qualifications or requirements related to the particular register; and 3) who have been approved by the Commission (based on the background review), shall be placed on the eligible register.
- B. Eligible registers for original appointment shall be established and maintained to accommodate anticipated personnel needs of the Department of Safety. Separate eligible registers for original appointment to the same entry-level rank, and grade (as applicable), shall/may be established as follows, based on applicable eligibility requirements or special skill requirements:⁴
1. Separate eligible registers shall be established for original appointment to the rank and grade of Police Officer Recruit as an entry-level civilian, cadet, certified peace officer, and as a Reserve Police Officer.
 2. Separate eligible registers shall be established for original appointment to the rank and grade of Firefighter Fourth Grade as an entry-level civilian and as a cadet, and when applicable, to the rank of Firefighter, regardless of Grade, as a lateral firefighter applicant pursuant to a duly authorized intergovernmental agreement.
 3. Separate eligible registers may be established for original appointment to the rank and grade of Fire Systems Technical Specialist V for each particular skill area as may be established within that rank.
- C. An applicant's name shall be listed on an eligible register in rank order according to the final examination score, as determined by the scoring system specified in the examination announcement, and in conformance with the provisions of the Commission Rule 5 regarding examinations for original appointment. Eligible registers for original appointment shall contain such additional information as specified in Commission Rule 13.⁵

³ **Editor's Note:** Amends the provisions of prior Section 1(B). (Amended March 26, 1987; July 2, 1990; October 13, 1995; October 27, 2000.)

⁴ **Charter Annotation:** See Charter § 9.3.11(C) regarding Separate Eligible Registers.

⁵ **Rule Annotation:** See also Commission Rule 13, Records and Reports, for details regarding the content of eligible registers.

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- D. At the sole discretion of the Commission, any eligible register for original appointment may be designated, at the time it is established, as an ongoing eligible register with names of applicants to be added and merged into the register over time, in the appropriate rank order, as additional applicants are approved for placement onto the register from a corresponding ongoing examination list.
- E. Any one applicant may have his/her name entered on an ongoing eligible register for original appointment more than once. If an applicant has appropriately and successfully completed all phases of a subsequent examination cycle for a position, and if the applicant is approved for placement on the ongoing eligible register based on that subsequent examination cycle, the applicant's name shall be entered onto and merged into the register, in the appropriate rank order, without regard to and without requiring removal of any prior entry of the applicant's name onto the same register.
- F. The name of an applicant not receiving original appointment shall remain on an ongoing eligible register for original appointment for no longer than 24 months following the date of approval for entry of the name on to the register. When an applicant's name has been entered on an eligible register more than once, this time limitation shall be applied separately to each entry.
- G. At the discretion of the Commission, any ongoing eligible register for original appointment may be frozen and/or dissolved and subsequently replaced with a new eligible register established through a new or modified examination process. However, any ongoing eligible register for original appointment shall remain in existence for a minimum of one year, unless exhausted. In the event that a new eligible register is established at any time after the first year, the existing ongoing eligible register becomes void.
- H. If an eligible register for original appointment is not an ongoing register, it shall remain in existence for a minimum of one year, unless the register is exhausted. If a new eligible register is not established at the end of one year, through an examination process, the eligible register shall automatically extend into the second year. A new eligible register for original appointment to a particular rank may be established, through an examination process, at any time after the first year of the life of an existing eligible register, or prior thereto if the register has been exhausted. In the event that a new eligible register is established at any time after the first year, the existing eligible register becomes void. All such eligible registers that are not ongoing registers and are not replaced (by a new eligible register established through an examination process) shall automatically expire at the end of the second year of their existence.

END