



**CITY OF DUBLIN  
ADMINISTRATIVE ORDERS  
OF THE CITY MANAGER**

<b>ADMINISTRATIVE ORDER 2.24</b>
<b>TO:</b> All Law Enforcement Personnel
<b>FROM:</b> Timothy C. Hansley, City Manager
<b>SUBJECT:</b> Use of Assessment Centers in the Promotional Selection/Examination Process for Law Enforcement Personnel
<b>DATE:</b> November 1, 1993
<b>Supersedes and Replaces Administrative Order 2.24 dated 10/6/88 Regarding Same Subject.</b>

**I. PURPOSE:**

The purpose of this Administrative Order is to establish a policy concerning the use of assessment centers in the promotional selection/examination process for law enforcement personnel. This Administrative Order shall:

- A. Define the Assessment Center concept; and,
- B. Specify the standards governing the utilization of assessment centers.

**II. ASSESSMENT CENTER CONCEPT DEFINITION**

An assessment center, as defined in the Accreditation Commission Standards Manual:

"Consists of a standardized evaluation of behavior based on multiple inputs. Multiple trained observers and techniques are used. Judgements about behavior are made, in part, from specially developed assessment simulations. These judgements are pooled by the assessors at an evaluation meeting during which assessment data are reported and discussed and the assessors agree on the evaluation of the dimension and any overall evaluation that is made."

**III. SPECIFICATION OF THE STANDARDS GOVERNING THE UTILIZATION OF ASSESSMENT CENTERS (Reference Police Division G.O. 34.3.1)**

An assessment center:

- \* measures dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in a written job task analysis;
- \* uses multiple assessors who are thoroughly trained prior to participating in a center;
- \* uses techniques designed to provide information which is used in evaluating the dimensions, attributes, or qualities previously determined;
- \* uses simulation exercises that have been pre-tested prior to use to ensure that the techniques provide reliable, objective, and relevant information and that the exercises are job-related;
- \* bases judgements resulting in an outcome on pooled information from assessors and techniques;
- \* bases overall evaluation of behavior made by assessors at a separate time from observation of behavior during the exercises;
- \* uses a form or forms to record and document the observations of assessors at each stage of the process;
- \* announces the dimensions to be evaluated in a written directive; and,
- \* provides participants, upon request, with written rationale and information concerning the dimensions, ratings, and recommendations of the center.