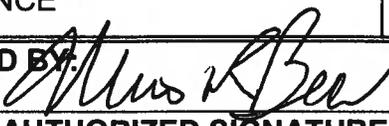


CIVIL SERVICE DEPARTMENT PROCEDURES

SUBJECT: VETERAN'S PREFERENCE	FILED UNDER: CONDUCT OF EXAMINATIONS	ITEM NO: 3.38 PAGE 1 of 2
APPROVED BY:  AUTHORIZED SIGNATURE	EFFECTIVE DATE: 11/2/10	
NOTES:		

PURPOSE: To ensure consistent application of provisions of the City Charter and the Civil Service Rules and Regulations regarding Veterans Preference points in examinations.

PROCEDURE:

All eligible veterans that successfully qualify on any or all open-competitive examinations shall receive an additional credit of ten (10) points that will be added to their original passing score. Disabled veterans passing the examination shall receive a credit of fifteen (15) points that will be added to their original passing score. In the case of a tie score, in a banded examination, between a veteran and non-veteran, the name of the veteran shall be placed first in the appropriate band. Likewise, in the case of a tie score, in a ranked examination, the veteran shall be ranked higher. The names of qualified candidates, eligible for veteran's preference, that are participating in a non-competitive examination process, will appear first on the eligible list before non-veteran candidates.

When a candidate submits an application, for any non-promotional examination, the public counter staff will determine whether that candidate is claiming veteran's preference. The staff will indicate, in the space provided on both the application and the "application in-sheet", if the candidate is claiming veteran's preference. While it is the public counter staff's responsibility to ensure the appropriate form(s) are attached to the application packet, and the analyst's responsibility to establish eligibility for veteran's preference, it is the candidate's responsibility to provide all required forms of documentation, necessary to establish eligibility, within a specified time-frame. All eligibility-related forms must be legible and submitted by 4:30 p.m., on the close of filing date.

Veteran's preference shall be granted under four (4) specifically defined conditions, each requiring documentation unique to their condition. The four (4) conditions include veterans, disabled veterans, spouses of disabled veterans, and unremarried spouses of deceased veterans. Definitions and appropriate documentation for each condition is as follows: (Also see Appendix I)

1. Veteran – A "veteran" is defined as any person released or discharged under **honorable conditions** (this means an honorable or general discharge) from active service in the Armed Forces of the United States or the Coast Guard. A copy of the veteran's DD-214, "Certificate of Release or Discharge from Active Duty" (honorable conditions) must be provided as documentation.
2. Disabled Veteran - A "disabled veteran" is defined as a veteran possessing at least ten percent (10%) service connected disability certified by the Veterans Administration. Required documentation (proof) includes a copy of the veteran's DD214, "Certificate of Release or Discharge from Active Duty" (honorable conditions) and a copy of their official statement from Department of Veterans Affairs or from a branch of the Armed Forces, certifying their service-connected disability of at least ten percent (10%).

3. Spouse of Disabled Veteran – A “spouse of disabled veteran” is defined as the spouse of any disabled veteran possessing at least ten (10%) service-connected disability, certified by the Veteran’s Administration. Documentation required for spouses of disabled veterans includes a:
 - a. copy of the veteran’s DD-214.
 - b. letter from the Veteran’s Administration stating the percent of disability/ award benefits or an official statement from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying their service-connected disability of at least ten percent (10%).
 - c. valid marriage certificate (proof of marriage).
 - d. current, military identification card.

4. Unremarried Spouse of Deceased Veteran – The “unremarried spouse of deceased veteran” is defined as the unremarried spouse of a deceased veteran killed in action, who died of wounds or of a service connected illness. Documentation required for this condition includes a:
 - a. copy of the veteran’s DD-214 for Veterans released or discharged prior to their death, or if death occurred during time of service, a letter from the Veteran’s Administration stating the award of death benefits in lieu of the DD214
 - b. valid marriage certificate.
 - c. current military dependent identification card.
 - d. death certificate. (Death must be service-connected.)

APPENDIX I

	DD 2-14, member-4 (honorable conditions)	Military ID Card	Official statement from Department of Veterans Affairs	VA Death Benefits Award Letter	Marriage Certificate	Dependent Military ID Card	Death Certificate
Veteran – discharged or released.	X						
Disabled Veteran	X		X				
Spouse of Disabled Veterans	X		X		X	X	
Unremarried Spouse of Deceased Veteran – (during time of service)				X	X	X	X
Unremarried Spouse of Deceased Veteran – (after release or discharge)	X				X	X	X