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Effective Date	April 1, 2010 (Revised)		



Wilkesboro Police Department

Electronic Written Directives Document

I. PURPOSE

The purpose of this directive is to give the procedures for the recruitment and selection of new employees for the Wilkesboro Police Department.

II. POLICY

The Wilkesboro Police Department will strive to recruit and hire the most qualified persons to fill vacancies for sworn law enforcement positions. It is also the policy of the Wilkesboro Police Department to strive for ethnic and gender composition of employees in approximate proportion to the makeup of the available work force in the Departments service area and to establish a recruitment plan to accomplish this objective.

III. RECRUITMENT PLAN

A. The purpose and objectives of the Wilkesboro Police Department Recruitment Plan is to:

1. Attract well qualified candidates in sufficient numbers to fill actual or anticipated vacancies;
2. Target recruitment activities toward minorities and females where under representation exists in the department to increase the diversity of the Department's work force to more closely reflect the race and gender of the available workforce the department serves;
3. Identify potential candidates for employment and provide them with information related to the Department and the law enforcement profession.

B. Procedures

To accomplish the objectives of the recruitment plan the department will conduct recruitment efforts when there is an opening or anticipated opening in the department. Procedures for recruitment may include, but are not limited to:

1. Utilize all opportunities that are presented to distribute recruitment information to interested persons (Career Day);

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2. Solicit assistance from community organizations and leaders in identifying possible candidates. Use these community organizations as a resource to pass information about career opportunities by posting information with the organizations and encourage input, referrals, and advise from them about recruiting efforts.
3. Visit Basic Law Enforcement Training classes and distribute information about the department.
4. When necessary, conduct recruitment activities outside of Wilkesboro since the number of qualified applicants available from under represented groups within the city service area may be limited.
5. Represent women and minorities in police employment roles in recruitment literature.

C. Job Announcements

The Wilkesboro Police Department provides employment opportunity advertisement for entry-level positions through electronic, print, or other media. The Chief of Police will approve the type and the extent job advertisement is used. These announcements shall contain at a minimum the following information:

1. A description of the duties, and responsibilities of the position,
2. A list of perquisite skills necessary to perform the job task,
3. The education, training, and other minimum requirements established for the position (see NC Criminal Justice Education and Training Standards Commission minimum employment standards for police officers).
4. The closing date of the application process;
5. State that the town of Wilkesboro Police Department is an equal opportunity employer.

All Department applications and recruitment advertisements shall also proclaim the Department as an equal opportunity employer.

D. Training

To ensure that officers assigned to recruiting activities have the knowledge and skills necessary to fulfill Department recruitment objectives, in-service

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training shall be provided to those selected for recruitment activities. The training shall include, but is not limited to:

1. Department needs and commitments (Number of current openings, the department commitment to a diversified work force that reflex the service area workforce;
2. North Carolina Criminal Justice Education and Training Commission minimum standards for Police Officers;
3. Activities that would disqualify an applicant;
4. Training and Career opportunities available through the Department;
5. Salaries and Benefits package provided by the Town of Wilkesboro;
6. Community background information (demographics, organizations and institutions);
7. The Department's selection and hiring process;
8. The Equal Opportunity Plan

The training may be accomplished through review and familiarization with the Criminal Justice Education and Training Standards Commission requirements for police officers, past training records and Justice Academy courses available, the employee benefits information provided by the Wilkesboro Personnel Department, the selection and hiring policy contained in the Wilkesboro Police Department Written Directives Document, the recruitment and equal opportunity plans of the Department and the Town of Wilkesboro, information provided by department management on the number of current positions available, community demographics to include population and workforce statistics, organizations and institutions within the town. Training in informal record keeping to track contacts with possible candidates and information on techniques used by other agencies in their recruitment efforts.

E. Evaluation

The Professional Standards Unit will submit a report to the Chief of Police evaluating the department's recruiting plan and efforts after a recruitment drive or selection process. The evaluation report will measure the effectiveness of the department's efforts to:

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1. Involve community organization and leaders in the recruitment process;
2. Attract sufficient number of qualified applicants to fill vacancies;
3. Increase representation in the department workforce from under represented groups;
4. Improve or revise the Recruitment Plan to better obtain department goal and objectives.

IV. EQUAL OPPORTUNITY EMPLOYMENT PLAN

- A. The Town of Wilkesboro Personnel Policy states that the policy of the town is to provide equal employment opportunity with regard to national origin, race, religion, sex, age or non-job related disability or physical condition. (Article IV, Section 1)
- B. The Civil Rights Act prohibits discrimination in all aspects of employment on the basis of race, color, religion, sex, or national origin. Discrimination on the basis of age and disability is also prohibited. For purposes of the Police Department and Equal Employment Opportunity, employment practices include recruitment, selection, hiring, promotion, compensation, work/shift assignments, and any other work environment of any individual employee.
- C. Complaints concerning Equal Employment Opportunity practices shall be filed in accordance with Article IX, Grievance Procedure of the Town of Wilkesboro Personnel Policy.
- D. Complaints of harassment, sexual or racial, shall be filed in accordance with Article IX, of the Town of Wilkesboro Personnel Policy.

VII. APPLICANTS

- A. The department representative shall maintain contact with applicants for sworn positions throughout the application and selection process. Professional Standards Unit notifies the applicants of the selection process and provides answers to questions concerning the process, information pertaining to testing, physical and psychological exams, interviews, and the status of the applicant in the selection process. The unit also maintains contact during the background investigation.
- B. Department personnel involved in the recruitment and selection of applicants should document their contact with the applicants during the process.

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- C. The Wilkesboro Police Department will not reject applications for sworn positions because of minor unintentional omissions, errors or other deficiencies that can be corrected before the testing and interview process.

VIII. SELECTION

- A. The identification, selection and, appointment of individuals who best possess the skills, knowledge, and abilities related to the performance of law enforcement duties is the goal of the Wilkesboro Police Department selection process. The successful applicant must meet or exceed the minimum standards established for police officers by the North Carolina Criminal Justice Education and Training Standards Commission and listed below:

1. Be a citizen of the United States;
2. Be at least 20 years of age;
3. Be of good moral character as verified through a back ground investigation;
4. Have been fingerprinted and a search made of fingerprint files for any record;
5. Not have been convicted by a court of a felony, serious misdemeanor or several less serious misdemeanors;
6. Be a high school graduate or have passed the General Educational Development Test (GED);
7. Have completed a Commission-accredited Basic Law Enforcement Training course;
8. Have been examined and certified by a licensed physician as fit to perform the duties of a police officer;
9. Have been interviewed by the department head or his/her representative to determine suitability;
10. Have produced a negative result on a drug screen administered according to the specifications established by the Commission; and
11. Have been administered a psychological screening examination by a clinical psychologist or psychiatrist to determine mental and emotional suitability.

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B. The selection process of the Wilkesboro Police Department consists of, but may not be limited to the following multiple-step process.

1. Initial Phase

- a. Advertise for position (Web site, Newspaper, and North Carolina Justice Academy, Cable TV Government Channel, and officer referral).
- b. Completion of application forms (Town of Wilkesboro and North Carolina Training and Standards Personal History Statement Form (F3).)
- c. The Chief of Police, from information contained in the application packets decides who will sit for the entrance examination.
- d. The applicant(s) submit to and attain a minimum score of 70% on each block of the Wilkesboro Police Department customized Police Officer Selection Test (POST) and the taking of fingerprints.
- e. The final step in this phase is the firearms test and qualification along with assessment centers conducted by department instructor staff.

2. Pre-Conditional Phase

- a. Applicant submits to the initial interview with the background investigator.
- b. After completion of the employment background phase the investigator will make a recommendation to the Chief of Police for either furthering the process or stopping it for cause.
- c. If the recommendation is favorable, the applicant(s) will submit to the oral board.
- d. The Chief of Police reviews all data from the entire application packet and makes the determination

3. Post Conditional Offer Phase

- a. The applicant submits to a battery of psychological test.
- b. The applicant submits to the drug screening.

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c. The applicant submits to medical testing.

Note: This phase will be conducted at the FMRT Group.

4. Failure to meet any requirements may eliminate an applicant from the selection process. In this case, a letter will be sent by the Chief of Police notifying the applicant that they have been eliminated from the process.
5. The Wilkesboro Police Department does not deny anyone the opportunity to reapply for employment.
6. Officers seeking lateral transfer from another law enforcement agency may be exempt from portions of this process as defined by the North Carolina Criminal Justice Educations and Training Standards.
7. The Town of Wilkesboro is an Equal Opportunity Employer and does not discriminate in hiring on the basis of race, religion, color, sex, age, national origin or disability.

C. Criteria Job Related

The criteria to be used for the selection of sworn personnel shall be job related. The test administered by FMRT are valid, reliable test, backed by a large data base of information collected over a number of years in the psychological evaluation of police applicants and officer for fitness for duty. Oral board questions shall be used to evaluate candidate characteristics related to identifiable job functions such as communication and people skills, stress management, problem identification and solving, honesty, and integrity.

D. Uniformity

The selection process used by the Wilkesboro Police Department shall be administered, scored, evaluated, an interpreted in a uniform manner

E. Candidate Notification

1. At the time of the applicant's formal application, which shall occur when the Personal History Statement, Form F-3, is submitted to the department, candidates for sworn positions shall be informed by letter of all elements of the selection process, the expected duration of the process, and the departmental policy on reapplying with the department.

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2. After the hiring cycle deadline has passed, all applicants are sent a letter from the Chief of Police thanking them for their interest in the Department and for applying for the position. The content of this letter will also inform the applicants of the processes, expected dates for these to occur and the expected time the process will take.

F. Ineligible Applicants

At any point in the selection process a candidate for a sworn position is found to be ineligible for appointment the Chief of Police shall inform the candidate in writing. This notification letter shall be sent within 30 days of the determination that the candidate is ineligible for appointment and normally is sent by U.S. mail.

G. Disposition of Records

After the completed selection process, all materials and records pertaining to the applications, including those of candidates determined to be ineligible for appointment, are maintained secured in the Department. These records are retained for a period of 2 years as directed by North Carolina Department of Cultural Resources, Division of Archives and History. For continued research, evaluation, and defense against lawsuits, a limited access database shall be maintained indefinitely that shall contain the name, address, phone number, date of application, and eligibility appointment for each applicant.

H. Storage and Disposition of Selection Materials

1. The application and selection material shall be stored in a secured area when not actually being used. Background files and reports shall be locked in the assigned investigator's desk when not in actual use to prevent disclosure of the information in the files. All personnel given access to selection materials will abide by this directive.
2. The applications and information on applicants will be purged after two years.
3. The selection materials that are no longer needed and are to be disposed of shall be shredded to prevent disclosure of the information contained in the materials.

IX. ADMINISTRATION

A. Requirements

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A background investigation is done on every candidate that is chosen for potential employment with the Town of Wilkesboro Police Department. This background is performed by a trained investigator of the department, and is conducted by the mandated background investigation requirements set by the Criminal Justice Education and Training Standards Commission, North Carolina Department of Justice. The background includes verification of qualifying credentials such as education, training, driver's license; review of criminal record and verification of at least three personal references from which other references are obtained. The Mandated Background Investigation Form, Form F-8, issued by the Criminal Justice Education and Training Standards Commission of the North Carolina Department of Justice, Criminal Justice Standards Division, is used as the basis for the background investigation and requires the following to be collected during the investigation:

1. Commission Form F-3, Personal History Statement, must be complete and notarized;
2. Computerized Criminal History (CCH) through NCIC check;
3. Administrative Office of the Courts computerized record search (AOC);
4. Certified true copies of warrants for arrest, criminal summonses or any other criminal charges with dispositions as well as any and all traffic offenses;
5. Driver's History check (in and out-of state)
6. Submission of Applicant Fingerprint Cards
7. Copy of Birth Certificate and/or Certificate of Naturalization
8. Copy of High School Diploma or certified copy of transcript, GED Equivalency, and College Transcript if applicable;
9. Military discharge papers if applicable;
10. Copy of Social Security card;
11. Credit Report;

B. Background Investigators Training Requirements

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The investigators assigned to perform background investigations shall be trained in conducting these investigations.

C. Retention of Background Information

Applicant background information is retained at the Wilkesboro Police Department in the personnel file. The background information on applicants that are not employed is retained with their application in the Police Chief's office for a period of at least two years.

D. Medical Examinations

A Medical Examination is completed on each employee prior to full time or part time employment. An area physician using the guidelines set by Criminal Justice Education and Training Standards Commission conducts the examination. (Form F-2)

E. Psychological Examination

A Psychological Exam is performed on each sworn employee, full time or part time, prior to employment. This exam is conducted and assessed by a qualified professional (Law Enforcement Services Inc, Greensboro, N.C.). The results are forwarded to the Chief of Police or The Deputy Chief of Police.

F. Retention of Medical and Psychological Records

The Medical and Psychological exam results are maintained in the Office of the Chief of Police. Access is limited to the Chief or Deputy Chief of Police.

X. Probationary Status

The North Carolina Department of Justice Training And Standards Division requires a one-year probationary for newly hired officers. (Administrative code title 12 NCAC 09c.0302). At the end of the probationary period the Department can extend the probationary period for an additional 12 Months.

XI. REFERENCES

North Carolina Training and Standards Commission
Town of Wilkesboro Personnel Policy
CALEA 31.1, 31.2, 31.3, 32.1, 32.2.1, 32.2.2, 32.2.3, 32.2.7, 32.2.8, 32.2.9 and 32.2.10