

ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

Chapter: 21 - Personnel

Original Issue: 10/1/1994

Policy: 2101 - Recruitment & Selection

Last Revision: 5/14/2025

Previously: 4030 - Selection Process



CONTENTS

INTRODUCTION

POLICY STATEMENT

DEFINITIONS

RULES AND PROCEDURES

2101.1 RECRUITMENT

2101.2 SELECTION PROCESS [31.4.1]

2101.3 BACKGROUND INVESTIGATIONS

2101.4 REAPPLICATION AND RETESTING

2101.5 EMPLOYMENT

2101.6 SELECTION RECORDS

ASSOCIATED DIRECTIVES

[City of Asheville Drug & Alcohol Free Workplace Policy](#)

[Policy 906 - Polygraph Examinations](#)

INTRODUCTION

This policy establishes guidelines for the recruitment and selection of new full and part-time employees for the department.

POLICY STATEMENT

It is the policy of the Asheville Police Department (APD) to select and recruit qualified employees who reflect an ethnic, racial, and gender workforce composition in approximate proportion to the available workforce within our service community.

DEFINITIONS

Candidate: any person seeking employment who meets the department's minimum requirements and has completed a formal application.

RULES AND PROCEDURES

2101.1 RECRUITMENT

- A. The department's Recruitment and Career Development Section is responsible for administering the department's role in the recruitment and selection process for new employees in concert with the City of Asheville Human Resources Department (HR).
- B. The City of Asheville is an equal opportunity employer that does not discriminate in employment based on race, color, creed, religion, national origin, age, disability, sexual orientation, gender (including pregnancy), gender identity or expression, or familial status.
- C. The department will maintain a recruitment plan for full-time personnel that outlines steps to achieve an ethnic, racial, and gender workforce composition in approximate proportion to the available workforce within our service community. [31.2.1]

2101.2 SELECTION PROCESS [31.4.1] [3.01]

- A. All elements of the selection process for all personnel will be administered, scored, evaluated, and interpreted uniformly within the job classification. [All selection processes will be administered fairly and consistently.](#) [31.4.3] [3.01]
- B. The selection process for full and part-time positions may include the following elements, not necessarily in the order listed below:
 - 1. Initial review: All applications will be reviewed to ensure minimum qualifications are met and checked for automatic disqualifiers.
 - 2. Writing/skills test: Candidates for certain positions must pass written or skills testing relevant to the position for which they have applied.
 - 3. Pre-employment physical fitness test: Candidates for sworn positions must complete the pre-employment physical fitness test within established guidelines.
 - 4. Panel interview: The candidate will be interviewed by a panel of at least three (3) department employees who will ask each candidate a series of approved questions. The interview panel must endorse candidates.
 - 5. Polygraph examination: All candidates must submit to a pre-employment polygraph examination. The polygraph examination results will not be used as the single determinant of employment status. See [Policy 906 - Polygraph Examinations](#). [31.5.5] [3.02]

6. Background investigation: A background investigation must be completed and reviewed for all candidates; see 2101.3.
 7. Drug screen: All candidates must consent to and participate in a controlled-substance drug screen or test before employment. See the [City of Asheville Drug and Alcohol Workplace Policy](#).
 8. Medical/psychological examination: Candidates for certain positions must undergo medical and/or psychological examinations before employment. [31.5.6] [22.2.1]
- C. The selection of sworn candidates must meet all requirements established by the North Carolina Criminal Justice Education and Training Standards Commission (CJETSC). [3.01]
- D. All candidates for employment who fail any of the screening measures may be disqualified for further consideration for employment with the department.

2101.3 BACKGROUND INVESTIGATIONS [3.02]

- A. A background investigation will be conducted on each candidate before employment. All such investigations for sworn positions will comply with applicable NC CJETSC-mandated background requirements.
- B. Background investigations must include, at a minimum:
1. Verification of qualifying credentials. [31.5.1 a]
 2. Criminal history check/review. [31.5.1 b]
 3. Professional and personal reference verification. [31.5.1 c]
 4. Education verification. [31.5.1 d]
 5. Employment history check. [31.5.1 e]
- C. Any employee who conducts background investigations must be trained in the proper methods of collecting the required information and complete training before conducting a background investigation. [31.5.2] [2.11]

2101.4 REAPPLICATION AND RETESTING

- A. Retesting for the written or pre-hire physical fitness test is permitted at the discretion of the Recruitment & Career Development Section commander.

- B. Reapplication and re-evaluation of candidates not hired after the written or pre-hire physical fitness testing stage is permitted after one (1) year, as long as nothing in the applicant's history indicates the applicant is permanently unfit for employment.
 - 1. Conditions that qualify as unfit for employment include unacceptable drug use, criminal records, or other factors discovered during the selection process (e.g., untruthfulness).
 - 2. Re-evaluation of applicants before the one-year period is at the discretion of the [Special Services commander or designee](#).

2101.5 EMPLOYMENT

- A. The chief of police is responsible for the final selection of applicants and all employment offers.
- B. Candidates who are selected for employment must receive and agree to a conditional offer of probationary employment. Candidates must complete any conditions included in the offer (e.g., drug screen, medical/psychological examination).
- C. All employees must complete a probationary period upon hire.
 - 1. Non-sworn employees must complete a probationary period of six (6) months from the date of hire.
 - 2. Sworn employees must complete a twelve (12) month probationary period from receipt of their North Carolina Police Officer certification.

2101.6 SELECTION RECORDS

- A. All selection materials kept by the department will be maintained in a secure area/cabinet by the Recruitment & Career Development Section. [31.4.6 b]
- B. Background information for selected employees, including background and medical/psychological investigations, will be maintained in a designated restricted file separate from the employee's personnel file. [31.4.6 c, d]
- C. All records of candidates not selected for employment will be physically secured and maintained by the Recruitment & Career Development Section for the period of time required by applicable records retention schedules. [31.4.6 a]
- D. Personnel and background files for employees separated from the department will be physically secured and retained for the period of time required by applicable records retention schedules. [31.4.6 c, d]

BY ORDER OF:

A handwritten signature in black ink, appearing to read "ML LH", is positioned above the printed name of the Chief of Police.

Michael Lamb
Chief of Police