



# ***GENERAL ORDER***

DURHAM POLICE DEPARTMENT  
DURHAM, NC

NUMBER:

**2009 R-7**

## **RECRUITMENT & SELECTION OF POLICE OFFICERS**

Effective Date: 12/15/1995

Revision Dates: R-1 05/16/1997; R-2 09/01/2002; R-3 02/01/2003; R-4 04/28/2004; R-5 01/10/2005; R-6 11/10/2010; **R-7 10/12/2015**

### **INTRODUCTION**

The Durham Police Department in conjunction with the City of Durham will maintain an active recruitment campaign in order to have the most capable and committed candidates available to fill actual or foreseeable departmental vacancies for the position of police officer. Department employees have a vested interest in the recruitment of quality personnel, and employees are encouraged to participate in the recruitment process.

The Department maintains a Recruiting Unit to oversee the recruitment and selection process and to serve as a liaison between the candidate and the agency. This unit will maintain a recruitment plan to attract candidates with diverse demographics and backgrounds.

The City of Durham is an Equal Opportunity Employer whose policy ([HRM-203](#)) is available to all employees via PowerDMS or City Intranet..

### **DEFINITIONS**

**Inexperienced Applicants** - Any applicants that do not meet the standards to be a lateral transfer applicant or a certified applicant.

**Lateral Transfer Applicants** - Officers with two or more years of full-time, paid law enforcement experience may be hired at a higher rate than inexperienced officers. Due to regulations of the North Carolina Criminal Justice Education and Training Standards Commission, officers may not use experience as a federal or military police officer to count towards meeting any of the requirements to be considered a lateral transfer officer.

Lateral transfer applicants must meet the following standards:

#### **In-State Lateral Transfer Applicants:**

- Have a General Certification as a police officer from the North Carolina Criminal Justice Education and Training Standards Commission; or Hold a General Certification as a deputy sheriff from the North Carolina Sheriff's Education and Training Standards Commission; and
- Have less than a 12-month break in service from their last law enforcement job.

#### **Out-of-State Lateral Transfer Applicants:**

- Have at least two years of full time, paid sworn law enforcement experience;

- Have completed a basic law enforcement training course that is accredited by the state from which they are transferring; and
- Have less than a 12-month break in service from their last law enforcement job.

**Certified applicants** - certified applicants are those who:

- Hold a Probationary Certification as a police officer from the North Carolina Criminal Justice Education and Training Standards Commission; or
- Hold a Probationary Certification as a deputy sheriff from the North Carolina Sheriff's Education and Training Standards Commission; or
- Have graduated from a Basic Law Enforcement Training (BLET) academy and are eligible for either of the above certifications.

## **REAPPOINTMENT OF FORMER DURHAM POLICE OFFICERS**

If the applicant is still certified with the North Carolina Criminal Justice Education and Training Standards Commission or is eligible for such certification, and has successfully passed the background investigation and Final Testing, then he or she may be reinstated.

Applicants for reappointment who do not meet the certification applicant criteria due to extensive time lapses or other issues may still be hired, but must be hired as an inexperienced applicant.

## **REQUIREMENTS OF ALL POLICE OFFICER APPLICANTS**

All police applicants, including Inexperienced, Lateral, Certified, Reappointment, and Inexperienced Reserve Officers will be subject to the same selection process and procedures Recruiting Unit SOP Manual 7.2 establishes the specific procedures utilized during the selection process. The selection process is comprised of multiples steps that must be completed by applicants including:

- All forms required by the Department and the State must be completed by the supplied due date;
- Applicants must maintain contact with the Recruiting Unit as instructed;
- Applicants must successfully complete a written and fitness test to determine their ability to fully participate in all scholastic and physical activities in the academy. Failure to successfully complete the written and/or fitness test will prevent an applicant from participating in the selection process;
- Applicants who successfully complete the written and fitness test may be subject to a comprehensive background check that evaluates each candidate to ensure they meet all of the requirements needed for the minimum standards to obtain a NC Law Enforcement Officer certification;
- Select applicants will appear before an interview board where their communication, problem solving skills and articulated experience will be reviewed;
- If an applicant is presented with a conditional offer of hire, they must successfully complete a medical exam, psychological evaluation, polygraph test and drug test before being hired.

The Recruiting Unit members are available to provide information regarding the application and selection process. Information about the selection process will be made accessible through the Department's web site and at recruiting events. Individuals interested in applying to be a police officer should be referred to the recruiting section of the Department's website or a member of the Unit.

## **ACADEMY TRAINING**

Inexperienced recruits must successfully complete BLET and all of the post-BLET training prescribed by the Training Division.

Certified, reappointed and lateral transfer recruits will be evaluated with regard to their training and certification status. The Training Division will work the NC Criminal Justice & Training Standards Commission to determine the most appropriate training program necessary to meet all state certification requirements and Department training standards.

## **SUPPORTING RECRUITING EFFORTS**

All members of the department play a vital role in the recruitment of qualified candidates. Maintaining a high level of professionalism will help attract qualified candidates to the department. Department members may also support recruiting efforts in the following ways:

### **Ambassador Recruiting Program**

The Ambassador Recruiting Program has been developed for the purpose of engaging police officers to represent the department at recruiting events using the officer's community connections to more effectively engage with potential police applicants. Program participants will provide the Recruiting Unit with a list of schools and organizations that they have a connection with. It is critical that program participants have strong public speaking skills and are able to present themselves and the department in way that generates interest in working for the Department.

Sworn officers interested in participating in recruitment activities may request, through their chain of command, to participate in the Program. To participate in this program, members must have received an overall rating of meets or exceeds expectations on their most recent performance appraisal. Members of this program will receive training regarding the recruitment and selection process. After this training has been conducted, the officer may then be asked to participate in recruiting events. When the request to attend a specific event has been received, officers will forward the request to their supervisor for approval.

### **Testing Assistance**

Periodically the Recruiting Unit may request assistance with administering tests or oral board interviews. If additional staffing is needed to proctor a test, the Recruiting Unit will ask for permission to solicit assistance through the chain of command. Any member assisting with testing will be given instructions and expectations for their role by the Recruiting Unit.

### **Oral Review Board Officers**

When the Recruiting Unit is ready to hold an oral interview board for selected candidates, they will solicit for interested board participants. Officers who want to participate in the oral board interview must obtain supervisor approval prior to contacting the recruiting unit. Selected participants will follow all instructions, procedures and complete paperwork provided by the Recruiting Unit. Following the interviews, participants must maintain the confidentiality of any results or recommendations made.



*Jose L. Lopez, Sr.*  
Chief of Police