



GENERAL ORDER

**DURHAM POLICE DEPARTMENT
DURHAM, NC**

NUMBER:

2008 R-2

RECRUITMENT/SELECTION OF NON-SWORN PERSONNEL

Effective Date: 12/15/1995

Revision Dates: R-1 01/10/2005; R-2 02/09/2010

INTRODUCTION

The City of Durham and the Police Department ensures that equal opportunity is afforded to everyone in all conditions of employment and that all State guidelines and City procedures as outlined in [PER-301](#) are followed with regard to recruiting and selection. Special attention is given to filling positions in need of females and minorities.

RESPONSIBILITY FOR SELECTION

Selection for non-sworn positions, including regular full and part-time, temporary, emergency-hire, and volunteer/student intern positions, will be coordinated by Employee Services in cooperation with affected supervisors and the City Human Resources Department. Final decisions regarding selection are the responsibility of the Chief of Police with approval of the City Manager.

APPLICATION AND SELECTION PROCEDURES

Employee Services will coordinate the following procedures:

1. Application materials are submitted by applicant to Human Resources for initial screening to determine eligibility, after which they will be forwarded to Employee Services.
2. A selection process approved by Chief of Police will be held for all applicants submitted by Human Resources. Applicants will not be rejected due to minor deficiencies in their application materials that can be corrected during the selection process. The supervisor will submit a recommendation for hire to Chief of Police, along with a justification and all process materials and applications. Prior to approval, Employee Services will review the process for accuracy, job relatedness, and compliance with legal requirements and City procedures.
3. After the selection process is completed, Employee Services will review the supervisor's recommendation to the Chief of Police, check scoring for accuracy, and verify adherence to the process as approved by the Chief. The signed recommendation will include justification for selection/non-selection. A copy will be provided to Human Resources and the original retained with the process file in Employee Services.
4. A background investigation will be held for the recommended applicant which includes the following:

- Preliminary Interview: Applicants will be required to furnish a photocopy of birth certificate or naturalization papers, certified copy of high school transcripts/GED and any academic record above high school, photocopy of military service discharge / Form DD-214, photograph, photocopy of driver's license and social security card, and notarized Authorization and Release Form.
- Social Security Administration Verification
- Criminal History Check (NCIC/DCI/DMV/Records)
- Credit Check
- Education Verification
- Military History Verification
- Human Resources Check for Prior Application/City Employment (if previous City employee, verify that applicant was not terminated for drug use within last 12 months)
- Prior Residences
- Prior Employers
- Given and Developed Reference Checks
- Spouse/Significant Other Interview, if applicable

Rejection guidelines, as outlined in General Order 2009, will be followed for all applicants.

5. City approvals and conditional offer will be coordinated by Employee Services after successful completion of background investigation.
6. A medical examination and drug screen conducted by the City's medical services providers are required for all applicants except volunteers/student interns.
7. A psychological examination is required for all applicants except volunteers/student interns
8. A polygraph examination is required for all Forensics positions and will be coordinated by the Forensics supervisor
9. New-hire procedures and start date will be coordinated with hiring supervisor and applicant.

DISPLACEMENTS FROM OTHER CITY DEPARTMENTS

In some cases, there may be city employees being displaced from their positions who meet eligibility requirements for departmental vacancies. These employees will be interviewed prior to any other applicant for the position. After their qualification is verified by the hiring supervisor, these employees will have the first opportunity for selection and may be directed immediately to Recruitment for initiation of a background investigation. All other selection procedures will then be followed as indicated above.

In cases of medical displacement, Employee Services will send a job description for the vacant position to the City's medical services provider to verify applicant ability to perform the essential job functions prior to the supervisor interview of the displaced employee.

In cases where the vacant position would be a promotion, the applicant will be interviewed with other applicants and compete for the position (see guidelines in City Policy [PER-306](#) and [PER-710](#)).