

 Kinston Police Department	<u>POLICY: Recruitment and Hiring</u>						<u>POLICY #:</u> 100-7
	<u>NCLEA Standards: 2.11; 3.01; 3.02; 3.10</u>						
	<u>CALEA Standards: 21.2.2; 22.2.2; 31.2.1; 31.4.1; 31.5.1; 31.5.7</u>						
	<u>NCLM Standards: I.3.; II.23;</u>						<u>Effective Date:</u>
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Revision Dates:	01/01/21	01/06/25				07-01-2019
Approval: Chief of Police							

I. PURPOSE AND SCOPE

The purpose of this policy is to establish recruitment and hiring procedures for the Kinston Police Department. The recruitment program will be conducted in a manner consistent with Equal Employment Opportunity Commission (EEOC) regulations. The Kinston Police Department operates under the EQUAL EMPLOYMENT OPPORTUNITY POLICY adopted by the City of Kinston. The policy is maintained by the City of Kinston Human Resources Department and is available for all employees to review upon request. To achieve maximum benefits, the recruiting process shall be a joint effort of the Kinston Police Department and the City of Kinston Human Resources Department.

II. POLICY

Equal Employment Opportunity Statement and Policy The City of Kinston is an equal opportunity employer and strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, color, religion, age, gender, disability, national origin, genetic information, sexual orientation, gender identity/reassignment or expression, military or veteran status, marital status, or any characteristic protected by applicable law. The City will provide reasonable accommodation to qualified individuals with a disability consistent with the Americans with Disabilities Act, as amended.

The Human Resources Department shall publicize employment opportunities for all positions, including regular, temporary, part-time or full-time positions, including employment qualifications and pay ranges, throughout the community, with particular interest toward the recruitment of qualified diverse applicants to reflect the community. However, where practical, first opportunities for vacant positions which represent promotional opportunities shall be given to qualified persons employed with the city.

III. RECRUITMENT (CALEA 31.2.1 a)

The Major of Professional Services will have the authority and responsibility to administer the recruiting program by utilizing the Recruitment Coordinator or designee.

Whenever possible, minority employees from the Kinston Police Department shall be included in formal recruiting events. By placing minority personnel, especially those of supervisory ranks, in recruitment roles, the Kinston Police Department can:

- a. Demonstrate their commitment to the minority population
- b. Enhance the receptivity of the minority population to the recruiter
- c. Increase the potential for recruiting minority personnel

The Kinston Police Department strives to maintain an ethnic and gender composition in the sworn law enforcement ranks as well as nonsworn positions in approximate proportion to the makeup of the available workforce in its service area and directs its recruitment efforts toward that goal. To promote the aggressive recruitment of qualified minorities, the Kinston Police Department's Recruiting Coordinator, under the supervision of the Major of Professional Services, shall be responsible for the development, implementation, review, and revision of the Department's recruitment plan. Records of recruitment activities and Affirmative Action plans and activities shall be maintained by the Recruiting Coordinator.

III. HIRING PROCESS (NCLEA 3.01) (CALEA 31.4.1) (CALEA 31.5.1)

The Kinston Police Department shall actively strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities, is administered in a fair and consistent manner, and includes review and verification of the following:

Law Enforcement Applicants will be processed for employment in the following manner:

1. Initial Steps in Employment Process:

- a. Completion of a City Employment Application (including previous employment, references, current and prior addresses, education, military record) **(CALEA 31.5.1 c-e)**
- b. Satisfactory completion of physical assessment and written examination, unless applicant possesses a BLET Certificate.
- c. Completion of release waivers
- d. Completion of required questioning required by NC Criminal Justice Training and Standards Commission
- e. Administrative Interview performed by an Oral Review Board
- e. Completion of CVSA testing
- f. Completion of Driver's and Criminal History, **(CALEA 31.5.1 b)**
- g. Other as deemed appropriate by their particular position

2. Conditional Offer of Employment by the Kinston Police Department to include:

- a. Satisfactory completion of a criminal history/background checks, public internet site reviews, and completion of required documents
- b. Satisfactory completion of psychological testing
- b. Satisfactory completion of medical and physical examination **(CALEA 22.2.2) (CALEA 31.5.7)**
- c. Satisfactory completion of drug screening
- d. Satisfactory completion of firearms qualification
- d. Review of file and interview by the Chief of Police and the affected Division Major

Non-sworn Applicants will be processed for employment in the following manner:

1. Initial Steps in Employment Process:

- a. Completion of a City Employment Application (including previous employment, references, current and prior addresses, education, military record) **(NCLEA 3.02 c) (CALEA 31.5.1 c-e)**
- b. Completion of Driver's and Criminal History, **(CALEA 31.5.1 b)**
- c. Administrative Interview performed by the Applicant Review Board
- d. Other as deemed appropriate by their particular position

2. Conditional Offer of Employment by the Kinston Police Department to include:

- a. Conduct background checks, public internet site reviews, and completion of required documents
- b. Review of file and interview by the Chief of Police and the affected Division Major
- c. Medical and Physical Examination **(CALEA 22.2.2) (CALEA 31.5.7)**
- d. Drug Testing

IV. BACKGROUND INVESTIGATION (NCLEA 3.02 c) (CALEA 31.5.1)

Every candidate shall undergo a thorough background investigation to verify biographical data, family data, scholastic data, employment data, and criminal history. Interviews with the applicant's references will also be conducted. Additionally, a review of relevant national or state decertification resources will be conducted. A summary of the investigator's findings and a conclusion regarding the applicants personal integrity and moral character known to the agency, and any reviews and/or reports required by the Chief of Police will be completed. **(CALEA 31.5.1)**

NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

COMPUTER VOICE STRESS ANALYZER (CVSA) (NCLEA 3.02 a)

Upon receiving a conditional offer of employment for sworn personnel a CVSA will be administered by a department certified operator.

The procedures of the CVSA are:

1. Signing of Truth Verification Release form
2. Overview of CVSA with applicant
3. Running of Truth Verification testing
4. Review by another certified CVSA operator, if available.
5. Review of results with applicant.

PSYCHOLOGICAL EVALUATION (NCLEA 3.02 b) (CALEA 31.5.7)

Upon receiving a conditional offer of employment for sworn personnel a psychological evaluation will be given to the applicant.

All psychological evaluations are scheduled with The FMRT group. The recruitment coordinator will contact The FMRT Group to schedule an appointment. Recruits will be notified of their appointment date. Upon completion of the examination the recruitment coordinator will receive and review the results with the Major of Professional Services.

The Kinston Police Department will adhere to the professional and legal standards set forth by The FMRT Group.

REVIEW OF SOCIAL MEDIA SITES

Applicants will sign an authorization for Release of Personal Information of Social Media Websites. It is understood that in order to conduct a thorough background investigation it is relevant that information concerning applicant's public social media accounts be disclosed to the recruitment coordinator or designee.

Due to the potential for accessing unsubstantiated, private, or protected information, the Recruitment Coordinator or designee performing the recruitment function should not require candidates to provide passwords, account information, or access to password-protected social media accounts.

The Recruitment Coordinator or designee performing the recruitment function should ensure that potentially impermissible information is not available to any person.

RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that meets Commission standards and includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

BACKGROUND INVESTIGATOR TRAINING

The Kinston Police Department requires training for personnel designated to conduct applicant background investigations, and the training must be completed prior to conducting applicant backgrounds. Each member of the agency assisting with completing a background investigation on an applicant must complete an approved Background Investigations Training course or must complete an in-house Background Investigations Training course taught by a certified instructor. **(NCLEA 2.11)**

V. DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

VI. EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence, and experience, in accordance with the high standards of integrity and ethics valued by the department and the community.

Validated, job-related, and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge, and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation.

STANDARDS FOR SWORN PERSONELL

Candidates shall meet minimum standards pursuant to state law (N.C.G.S. § 17C-10; N.C.G.S. § 17E-7; N.C.G.S. § 17E-8; 12 NCAC 9B.0101; 12 NCAC 9B.0104; 12 NCAC 9B.0111; 12 NCAC 10B.0301 et seq.). These include but are not limited to the following:

- a. Be a citizen of the United States.
- b. Be a high school graduate or have a GED. All diplomas, certificates and transcripts must be verified by certified copy. **(CALEA 31.5.1 a)**
- c. Meet the minimum age requirement for the position.
- d. Shall not have committed a crime that would preclude a commission as an officer.
- e. Be of good moral character, as provided in 12 NCAC 9B.0101 or 12 NCAC 10B.0301.
- f. Have been fingerprinted and a search made of local, state, and national files to disclose any criminal record.
- g. Be certified by an appropriate health professional that he/she meets the physical requirements necessary to fulfill a officer's responsibilities.
- h. Have a negative result on a drug screen.
- i. Undergo a psychological screening examination by a licensed professional when required by law or Commission rules.

- j. Be interviewed by the Chief or the authorized designee.
- k. Satisfactorily complete the Kinston Police Department in-service firearms training program using agency-approved weapons, pursuant to 12 NCAC 9E.0105, 12 NCAC 9E.0106, and 12 NCAC 10B.2101 et seq..
- l. Must meet all legal requirements to hold their positions with the NC Criminal Justice Standards Division
- m. Provide timely notification to the Commission of all criminal offenses for which the applicant has been arrested or convicted, as well as Domestic Violence Orders issued against the applicant

VII. JOB DESCRIPTIONS

The Professional Services Major shall ensure that a current job description is maintained for each position in the department and that it is reviewed every four (4) years.

Open job postings will be available on the City of Kinston website. All job descriptions will be made available to members via the City of Kinston Human Resources Department. **(CALEA 21.2.2)**

VIII. RECRUITMENT PLAN (NCLEA 3.10) (CALEA 31.2.1 b)

The Recruitment Plan is the responsibility of the Recruitment Coordinator. The Kinston Police Department will utilize the following Recruitment Plan.

1. The department will actively seek qualified applicants for position vacancies within the organization.
2. Recruitment activities will be held aboard military installations, at centers of higher education, trade shows, job fairs and public events utilizing diverse personnel. Technological opportunities offered by the internet, as well as, print media will be utilized to advertise openings to a wide arena of potential applicants.
3. This plan will be evaluated and revised annually by the agency's administration and recruitment coordinator. An annual analysis, due in January, shall be conducted on the Recruitment Plan and shall include:
 - a) Progress made on stated objectives
 - b) Revisions, to the plan, as needed in order to achieve the stated objectives
4. The Recruitment Plan shall comply with statutory and constitutional requirements and include these elements:
 - a) A written statement of support from the Chief of the Kinston Police Department
 - b) A statement of the Kinston Police Department's authorized, budgeted, and actual strength
 - c) A statement of measurable objectives
 - d) A statement identifying any impediments in the recruitment process and specific steps taken to overcome the impediments
 - e) An evaluation of progress toward stated goals
 - f) Procedures to evaluate progress at least every three years and revise/reissue as needed
 - g) Procedures for seeking assistance and input from various community organizations and key community leaders
 - h) Utilization of the Department's minority personnel who are fluent in non-English languages in recruitment activities
5. Recruiting needs should be determined through the use of progressive management principles and techniques to include:
 - a) An analysis of demographic and geographic features of the agency's service area
 - b) Specific knowledge of past efforts to attract minorities by similar agencies

