

Chapter: 32	Selection
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32.1.1 Selection Process Described (CALEA Standard 31.4.1)

Applicants desiring employment in a sworn law enforcement position must meet the following **minimum** criteria:

- A. Must be at least 20 years of age.
- B. Must be a high school graduate or have a GED.
- C. Must be a citizen of the United States.
- D. Must have a valid driver's license.
- E. No illegal use of controlled substances which includes the following:
 - 1. Use of marijuana within the past two years;
 - 2. Habitual use of marijuana (more than 10 times);
 - 3. Illegal use of other controlled substances;
 - 4. Bought, sold, or offered to sell any controlled substance; and
 - 5. Illegal use of any controlled substance as a police officer or reserve police officer.
- F. Use of alcohol is compatible with required moral character (3 or more alcohol related arrests disqualify).
- G. No excessive traffic offenses resulting in driver license suspension as follows:
 - 1. No conviction of a criminal traffic charge within the last five years;
 - 2. A minimum of three years from date of last suspension for excessive points/or cause;
 - 3. No suspensions for financial responsibility within the past 18 months;

4. Excessive traffic violations not amounting to suspension or revocation;
 5. 3 or more moving violations within the last two years will be just cause for deferring processing.
- H. No deliberate omission and/or falsification of the personal history form.
 - I. No theft that would constitute a felony crime.
 - J. No gambling resulting in arrest and/or conviction.
 - K. No detected or undetected felony crimes as an adult (juvenile cases on an individual basis).
 - L. No delinquent indebtedness.
 - M. Must be certified or capable of being certified per the requirements of the North Carolina Criminal Justice Education and Training Standards Commission. (Reference [12NCAC 09B.0101](#), [12NCAC 09B.0111](#))

Applicants desiring employment in non-sworn positions within the City of New Bern Police Department must meet the specific job qualifications listed for that specific position as listed with the City of New Bern Human Resources Department.

All applicants for employment must successfully complete each component of the process listed below:

- A. Completion of a City Employment Application
- B. Administrative Interview performed by the [Applicant Interview Panel](#) (expected duration: 1-day)
- C. Administration of [Pre-Psychological Examination](#) (expected duration: 1-2 days)
Results approved by the Chief of Police
- D. Completion of a Personal History Form or F3 for police applicants (dictated by applicant)
 1. One-on-one Interview with Recruiter (expected duration for 1-4: 30 minutes)
 2. Documents notarized
 3. Fingerprints taken
 4. Photograph
- E. [Civil Service Board Interview](#) (sworn applicants only; Civil Service Board Convened at any time after completion and review of the F-3) (expected duration: 1day)
- F. [Conditional Offer](#) of Employment by Human Resources to include: (expected duration: 1 day)
 1. Drug Testing
 2. Firearms Qualification (sworn applicants only)
 3. Physical Examination
 4. Psychological Examination
- G. [Truth Verification Examination](#) (expected duration: 1 day)
Results approved by the Chief of Police
- H. [Background investigation](#) (expected duration: Out-of-State 6-8 weeks/Local 4-6 weeks)
Research Paper (sworn only) (expected duration: 2 weeks)
- I. Review of file by the Chief of Police (expected duration of all: 1 day)
 1. One-on-one interview with Chief of Police
 2. Results approved by Chief of Police

Applicant Interview Panel ([12 NCAC 09B .0105](#)):

- a) *Prior to employing any applicant for employment as a criminal justice officer, the employing agency shall conduct an interview of the applicant to determine the applicant's abilities and potential success as a criminal justice officer.*
- b) *The Department head should appoint a panel of staff members to sit as a unit with the Department head during the interview. However, the Department head may conduct the interview personally or by delegating the responsibility to a qualified staff member or*

- panel.*
- c) *The agency may use the method of interviewing and recording the interview it deems most appropriate to its needs. The Commission's Qualifications Appraisal Interview Form may be used as a guide for the interviewer.*
1. Interview panels will screen applicants and make a recommendation as to whether the applicant is minimally qualified to proceed in the selection process.
 2. The lead interviewer on the panel will be specific to the position the applicant is interviewing for, and will forward the consensus forms to the Human Resources Assistant Director.
 3. The Police Applicant and Civilian / Police Service Technician Applicant Interview Panels will be separate.
 4. Police Applicant Interview Panel: Human Resources Assistant Director, or designee, will lead the interview panel for law enforcement applicants.
 - a. The Police Applicant Interview Panel will consist of at least 3 personnel who shall include a representative from Human Resources; one sworn employee and one non-sworn employee.
 - b. Additional members may be added to the panel if needed.
 5. Civilian / Police Service Technician (PST) Applicant Interview Panel: The Services Division Manager, or designee, will lead the interview panel for PSTs and Civilian applicants.
 - a. The Civilian / Police Service Technician Applicant Interview Panel will consist of at least 3 personnel who shall include a representative from Human Resources; one non-sworn employee and one sworn employee.
 - b. Additional members may be added to the panel if needed.

Pre-Psychological Examination: At a cost to the City, a pre-psychological examination will be conducted for all applicants recommended by the Applicant Interview Panel to proceed forward in the selection process. This examination is a web-based, password controlled program that asks questions about the applicant's experiences, attitudes and feelings. The results of the examination assist in determining whether or not the applicant should continue on in the selection process.

Truth Verification Examination: The New Bern Police Department utilizes truth verification examinations to verify the accuracy of applications. A detection of deception on the truth verification examination will not be the sole disqualifying factor for employment. Other information must be used with the results of the examination to make a disqualifying determination.

Background Investigation ([12 NCAC 09B .0102](#))

- a) *Any agency contemplating the employment of an applicant as a criminal justice officer shall, prior to employment, complete a background investigation on such applicant. The investigation shall examine the applicant's character traits and habits relevant to performance as a criminal justice officer and shall determine whether the applicant is of good moral character.*
- b) *Prior to the investigation, the applicant shall complete the Commission's Personal History Statement Form to provide a basis for the investigation.*
- c) *The agency shall utilize an investigator with prior experience or training in conducting background investigations. The investigator shall document the results of the investigation and shall include in the report of the investigation:*

- (1) *biographical data;*

- (2) *family data;*
- (3) *scholastic data;*
- (4) *employment data;*
- (5) *criminal history data;*
- (6) *interviews with applicant's references; and*
- (7) *a summary of the investigator's findings and conclusions regarding the applicant's moral character (NC Training and Standards Form F-8)*

All applications including recommendations are reviewed by the Chief of Police or designee. The decision to allow an applicant to continue shall be made by the Chief of Police or designee.

Civil Service Board: After sufficient background information is obtained and with the approval of the Chief of Police or designee, applicants for sworn positions will be scheduled for a Civil Service Board interview. (City of New Bern Ordinance [Section 42](#))

Conditional Offer: Upon receiving a recommendation from the Civil Service Board for sworn applicants, and approval from the Chief of Police for all applicants, the Human Resources Department will make a conditional offer of employment to the applicant. The offer will contain the starting date and salary. The conditional offer is based on successfully completing the remaining steps for employment. Failure of the applicant to successfully complete any one of the remaining steps will result in withdrawal of the employment offer.

Drug Testing (City of New Bern Ordinance [Section 54-202](#))

- (a) *All persons recommended for employment with the city shall be required to undergo and pass a pre-employment physical and drug screening test before being hired. A conditional job offer will be made subject to confirmation of the pre-employment physical and drug screens. A candidate for employment receiving a confirmed positive test result shall not be considered for employment with the city for a period of one year from the date of notice of the test results. Employment decisions based on drug screening test results are irrevocable, and appeals shall not be considered.*
- (e) *The city manager shall be responsible for establishing and administering policies and procedures necessary to enforce this section.*
- (f) *This section and all related administrative policies and procedures established by the city manager shall not create any legal right to city employment or any procedural rights pertaining thereto which do not otherwise exist. Additionally, the adoption of this section and related administrative policies and compliance therewith by any employee shall not constitute or create any contractual relationship between the employee and the city other than one of employment at will.*

Firearms Qualification: The New Bern Police Department requires all sworn officers to qualify with their individual and department-approved service firearm(s) at a minimum of 70 percent accuracy with each weapon.

Physical Examination: *Before employment and during the course of employment, an employee may be required to have a medical or psychological examination completed. Any required examination will be at the expense of the city, except that those employees who may abuse the sick leave provisions of this chapter may be required to submit physical statements at the employee's expense.* (City of New Bern Ordinance [Section 54-203](#))

Psychological Examination: Every criminal justice officer employed by an agency in North Carolina shall:

- (6) *have been administered a psychological screen examination by a clinical psychologist or psychiatrist licensed to practice in North Carolina or by a clinical psychologist or*

psychiatrist authorized to practice in accordance with the rules and regulations of the United States Armed Forces within one year prior to employment by the employing agency to determine the officers mental and emotional suitability to properly fulfill the responsibilities of the position. ([12 NCAC 09B .0101](#))

32.1.2 Job Relatedness (CALEA Standard 31.4.2)

- A. In selecting qualified candidates for employment, this Department will use only those components that have been documented as job related, and as having validity, utility and a minimum adverse impact. The utility of a test may be assessed during the test selection process.
- B. The validity of the selection process is determined through psychological testing for criterion related validation, and through oral interviews, background investigations, and truth verification examinations for construct validation. Content validation will be utilized only for specific skill testing not normally associated with the position of police officer, such as a typing test for an office assistant.
- C. Adverse impact is defined as a different rate of selection, usually less than 80% which works to the disadvantage of members of a race, sex or ethnic group. The Director of Human Resources subscribes to the hiring guidelines established by the Equal Employment Opportunity Commission. By using valid tests, no adverse impact will occur in the selection process. In the event that adverse impact in the selection process is noted or alleged, it would be measured by comparing the selection rates for each race, sex and ethnic group with the group having the highest selection rate. The Director of Human Resources will maintain records and data necessary to monitor adverse impact.
- D. In cases where a private sector organization or vendor is utilized to accomplish elements of the selection process, such as for psychological testing, the Department will ensure that the organization or vendor meets the requirements of validity, utility and minimum adverse impact.

32.1.3 Uniform Administration (CALEA Standard 31.4.3)

The selection process is comprised of many elements. These include a physical examination, background investigation, truth verification examination and oral interviews. The recruitment officer will ensure these elements are administered, scored, evaluated and interpreted in a uniform manner.

32.1.4 Candidate Information (CALEA Standard 31.4.4)

At the time of formal application, candidates are informed, in writing, of:

- A. **All elements of the selection process** (refer to Application Process Form 32.1.1)
- B. **The expected duration of the selection process** (refer to 32.1.1)
- C. **The agency's policy on reapplication:** All applicants who fail to successfully complete the interview process may resubmit an application through the Human Resources Department, 30 days after the notification. All other applicants removed from the process and not disqualified, may resubmit after one year depending on the reason for removal.

32.1.5 Notification of Ineligibility (CALEA Standard 31.4.5)

Candidates for employment who are not selected for appointment are informed in writing by the Human Resources Department.

32.1.6 Records of Candidates Not Appointed to Probationary Status (CALEA Standard 31.4.6)

The human resources director shall maintain such employee personnel records and reports as are necessary for the proper administration of the personnel system in accordance with G.S. 160A-168. (City of New Bern Ordinance [Section 54-411](#))

Applications for employment with the city shall be kept in a reserve file for a period of three years in accordance with Equal Employment Opportunity Commission guidelines.

32.1.7 Selection Material Security (CALEA Standard 31.4.6)

All selection materials will be stored in a secure location at the Human Resources Department when not in use and disposed of in a manner that prevents disclosure of the information within. Access to the materials will be permitted only to those employees who are involved in administering the selection process. All members of the Department who participate in the selection process have the responsibility of ensuring that selection materials are not left unattended.

32.2.1 Background Investigation (CALEA Standard 31.5.1)

This Department will comply with all requirements of the NC Administrative Code regarding background investigations. A background investigation of each candidate for all positions is conducted prior to appointment to probationary status and includes, but is not limited to:

A. Verification of qualifying credentials;

1. Conduct a personal interview with applicant to review the completed Commission Form F-3, Personal History Statement; to discuss any discrepancies; and to obtain from the applicant the required documentation
2. Biographical data;
3. Family data;
4. Scholastic data;
5. Employment data;
6. Conduct an interview with spouse and family members

B. Review of criminal record

1. Conduct criminal history check
2. Conduct a search through the [Administrative Office of the Courts](#)
3. Obtain Fingerprint card
4. Obtain a computerized driver's history check
5. a summary of the investigator's findings and conclusions regarding the applicant's moral character

C. Verification of at least three personal references.

1. Conduct an interview with all references supplied by applicant and any references developed by investigator.
2. Contact neighbors, landlords, school friends, and any Basic Law Enforcement Training Instructors

32.2.2 Training (CALEA Standard 31.5.2)

Personnel used to conduct background investigations will be trained in collecting required information. The recruitment officer position requires the completion of specialized training.

32.2.3 Records Retention (CALEA Standard 31.4.6)

The human resources director shall maintain such employee personnel records and reports as are necessary for the proper administration of the personnel system in accordance with G.S. 160A-168. (City of New Bern Ordinance [Section 54-411](#))

Applications for employment with the city shall be kept in accordance with the current retention schedule as stated in the Records Retention and Disposition Schedule (City of New Bern Ordinance [Section 54-117](#))

32.2.4 Truth Verification Examinations (CALEA Standard 31.5.3)

The truth verification examiner will provide the applicant with a list of areas for possible questions. The examination will be comprised of questions selected by the examiner from the areas listed.

32.2.5 Conducted by Trained Personnel (CALEA Standard 31.5.4)

Truth Verification Examiner utilized by the New Bern Police Department will be certified as an examiner by the National Institute of Truth Verification.

32.2.6 Use of Results (CALEA Standard 31.5.5)

A detection of deception on the truth verification examination will not be the sole disqualifying factor for employment within the New Bern Police Department.

32.2.7 Medical Examinations (CALEA Standard 31.5.6)

Prior to a candidate being appointed to probationary status, a medical examination will be conducted to certify the general health of each candidate. *Any required examination will be at the expense of the city.* (City of New Bern Ordinance [Section 54-203](#))

32.2.8 Emotional Stability/Psychological Fitness Examinations (CALEA Standard 31.5.7)

Psychological Examination: Every criminal justice officer employed by an agency in North Carolina shall:

- (6) *have been administered a psychological screen examination by a clinical psychologist or psychiatrist licensed to practice in North Carolina or by a clinical psychologist or psychiatrist authorized to practice in accordance with the rules and regulations of the United States Armed Forces within one year prior to employment by the employing agency to determine the officers mental and emotional suitability to properly fulfill the responsibilities of the position. ([12 NCAC 09B .0101](#))*

32.2.9 Retention of Medical and Psychological Examination Records (CALEA Standard 31.4.6)

All records concerning the applicant's drug testing, health and psychological screening will be maintained in a separate file located at the Human Resources Office.

Each agency shall place in personnel files the officer's Medical History Statement and Medical Examination Report and a written summary of the officer's psychological examination results. ([12 NCAC 09C .0307](#))

32.2.10 Entry Level Probation (CALEA Standard 31.5.8)

Sworn police personnel shall serve a 12-month probationary period, while non-sworn personnel shall serve a 6-month probationary period. (City of New Bern Ordinance [Section 54-160](#))