

GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Chapter 32	Selection	
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The Greenville Police Department considers the effectiveness of any law enforcement agency to be directly proportional to the aggregate abilities and talents of the employees in the organization. Therefore, the Department recognizes the importance of the selection process when employing sworn personnel. The Department utilizes selection methods and procedures intended to secure the most highly qualified individuals, while remaining nondiscriminatory and fair.

32.1.1 ELEMENTS OF THE SELECTION PROCESS

CALEA Standard: 32.1.1

The responsibility for selection of prospective police officers for the Greenville Police Department is shared by the City of Greenville Human Resources Department and the Greenville Police Department. The authority and responsibility for administering the Police Department's role in the selection process is vested in the Administrative Services Bureau Commander.

The Department maintains specific responsibilities in the selection process including:

- Conducting background investigations
- Fingerprinting and photographing eligible candidates
- Administering the physical agility examination
- Conducting interviews
- Polygraph Examination
- Scheduling psychological testing/screening
- Extending conditional job offers
- Monitoring a recruit's performance during a one-year probationary period and ensuring that the methods used for evaluation of probationary police officers are valid, useful, and nondiscriminatory.

Responsibilities of the Chief of Police

The Chief of Police shall have the ultimate responsibility of making the final selection among eligible candidates for appointment to the Greenville Police Department.

The Chief of Police will retain certain responsibilities in the selection of personnel including:

- Identifying specific needs of the Department
- Determining required skills
- Determining personal attributes required for positions

The Chief of Police or a designee will conduct the Department's final oral interview of all eligible candidates prior to the appointment.

Recruitment and Selection

The Greenville Police Department Recruitment and Selection materials describe all of the components of the recruitment and selection processes. The order of events in the selection process and information about all elements used in the process is included.

The Department also maintains information issued by the Criminal Justice Education and Training Standards Commission which outlines mandatory standards for law enforcement officers.

Appraisal Interview

Candidates will participate in an interview board prior to appointment to probationary status. The Administrative Services Bureau Commander will ensure that questions posed will be valid and nondiscriminatory in nature. Each candidate will be interviewed by a panel/board approved by the Chief of Police.

Uniform questions, a defined set of personal attributes, and a uniform rating scale will be used by the interviewers. The interviewer, if needed, may seek clarification of answers. Rating scales or procedures are standardized to permit valid and useful distinctions among candidates and their expected job performance. Interview results are recorded on a standardized form.

Lateral Entry

Lateral entry is permitted for sworn and civilian employees at the specialist, managerial, administrative and chief executive levels. Selection criteria for lateral entry positions are the same as for any other applicant. These criteria include both eligibility qualifications and formal procedures. When qualified personnel are available both within and outside the agency, selection decisions will favor agency employees.

32.1.2 SELECTION PROCESS AND JOB-RELATEDNESS

CALEA Standard: 32.1.2

All elements of the selection process use only those rating criteria or minimum qualifications that are job related. These components are listed and explained in the Recruitment and Selection published materials.

Valid Selection Process

The validity of the selection process is determined in one or more of these ways:

- Criterion related validation: Criteria are identified as reflecting successful performance of the job and are correlated with the performance ratings for the predetermined criteria; a high correlation demonstrates that the test is a useful predictor of the candidate's job performance.
- Construct validation: Construct validation involves the identification of the characteristics or traits believed to be important to successful performance.
- Content validation: A component of the selection process is justified by showing that it measures a significant part of the job.

The City of Greenville Human Resources Department subscribes to the hiring guidelines established by the Equal Employment Opportunity Commission. The Department and the City of Greenville Human Resources Department shall consistently strive to demonstrate that all traits measured are shown to be significant or necessary to perform the job and shall ultimately be a predictor of future job success.

It is the policy of this Department and the City of Greenville Human Resources Department to ensure that elements of the selection process that are administered or provided by a private sector organization or vendor meet the requirements of job-relatedness in testing and rating criteria.

UNIFORMITY OF SELECTION PROCESS

CALEA Standard: 32.1.3

All phases of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.

Personnel who are representative of the race, sex, and ethnic groups in Greenville will, whenever possible, be included in carrying out the administration, scoring, evaluation, and interpretation of the selection process.

32.1.3 SELECTION PROCESS INFORMATION

CALEA Standard: 32.1.4

At the time of their formal application, applicants shall be informed in writing of:

- All elements of the selection process
- Written notice of the expected duration of the selection process
- Policy concerning reapplication

The City of Greenville Human Resources Department and the Greenville Police Department allows reapplication, retesting, and reevaluation of candidates not appointed to probationary status on a previous attempt(s) provided that nothing in the candidate's history indicates unfitness for appointment. The candidate must then reapply by submitting another City of Greenville Application.

32.1.4 INELIGIBLE CANDIDATES

CALEA Standard: 32.1.5, 32.1.6

Candidates not appointed to probationary status on the basis of a single test, examination, interview, or investigation are informed in writing within thirty (30) calendar days, as prescribed by the limitations of North Carolina General Statute 160A-168.

Records of candidates not appointed to probationary status will be maintained in compliance with the Department's Records Retention and Disposition Schedule that complies with Chapter 121 and 132 of the General Statutes of North Carolina and the guidelines of the North Carolina Department of Cultural Resources, Division of Archives and History.

32.1.5 SECURITY OF SELECTION MATERIALS

CALEA Standard: 32.1.7

Selection materials used by the Police or Personnel Department will be stored in a secure area when not being used. Selection materials disposed of by the Greenville Police Department will be disposed of by shredding to prevent disclosure of information. The destruction of selection materials will be monitored as directed by the Administrative Services Bureau Commander or a designee.

32.2.1 BACKGROUND INVESTIGATIONS

CALEA Standard: 32.2.1, 32.2.2, 32.2.3

A background investigation of each candidate will be conducted prior to appointment to probationary status.

The background investigation will include:

- Verification of the candidate's qualifying credentials
- A review of a candidate's criminal record, if any
- Verification of at least three personal references of the candidate

- Educational achievement
- Employment references
- Citizenship
- Residence (past)
- Financial records
- Military history
- Medical history
- Fingerprint check

Background Investigators

Background investigations will be conducted under the supervision of the Logistics Division Commander. The Personnel/Recruiting Officer or designee shall be responsible for conducting the background investigations. The Personnel/Recruiting Officer and any employee assisting the Personnel/Recruiting Officer shall receive appropriate training in collecting the required background information. The records of each candidate's background investigation will be maintained in a secured file for at least two (2) years in accordance with the North Carolina Records Retention and Disposition Schedule.

32.2.2 PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

CALEA Standard: 32.2.7, 32.2.8, and 32.2.9

Physical Requirements

A medical examination to determine the physical fitness of each candidate will be conducted prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures. Chapter 22 of the Greenville Police Department's Policy and Procedures describe the Department's requirements for that examination. The examination will be conducted only by licensed physician associated with a certified organization.

The results of each candidate's medical examination are documented on the medical form issued by the North Carolina Department of Justice, Criminal Justice Standards Division.

The physical agility examination shall be coordinated through the Personnel and Recruitment Officer. The physical agility examination will consist of the POPAT (Peace Officer Physical Aptitude Test) as established by the North Carolina Criminal Justice Training and Standards Commission.

All physical qualifications for entry-level sworn positions shall meet the requirements of validity, utility, and minimum adverse impact.

Psychological Requirements

A psychological examination designed to assess the emotional stability and psychological fitness of each candidate will be conducted prior to appointment to probationary status using valid, useful, and nondiscriminatory procedures. Only qualified professionals will be used to assess the emotional stability and psychological fitness of candidates.

The City of Greenville Human Resources Department maintains a record of the results of the medical, emotional stability and psychological fitness examinations in accordance with North Carolina Records Retention and Disposition Schedule.

32.2.3 PROBATIONARY STATUS

CALEA Standard: 32.2.10

All entry-level sworn personnel will complete twelve months on probationary status pending completion of General Law Enforcement Certification pursuant to N.C. General Statute. The Chief of Police shall have the

authority to lengthen the required probationary period in special situations. All entry-level training relevant to the position must be completed satisfactorily to retain the position.

Field Training Program

All probationary police officers will complete the Field Training Program, which uses valid, useful, and nondiscriminatory procedures for evaluation. Procedures for contesting performance reports during the probationary period are contained in the FIELD TRAINING AND EVALUATION PROGRAM GUIDE.

North Carolina General Statute- Certification Requirements

All police officers must satisfy North Carolina's General Law Enforcement Certification requirements as prescribed by the North Carolina General Statutes during the first year of their employment.

32.2.4 POLYGRAPH EXAMINATIONS

CALEA Standard: 32.2.4, 32.2.5, 32.2.6

A polygraph examination of each candidate will be conducted prior to appointment to help identify characteristics that are adverse to the integrity of the law enforcement profession. The use of the polygraph will assist in the employment of more qualified candidates and reduce the potential for personnel issues that are detrimental to the integrity of the Department.

Polygraph examinations and evaluations will only be conducted by a licensed polygraph examiner. Candidates will be informed in writing with a list of areas from which polygraph questions will be drawn prior to the examination. The results of a polygraph examination will not be the only determinant as to the decision whether to allow or disallow the candidate to proceed in the hiring process.