



SELECTION PROCESS PROCEDURES

CIVILIAN POSITIONS

MINIMUM REQUIREMENTS OF APPLICANTS

All applicants for civilian (non-sworn) positions must be at least 20 years of age, of good moral character as determined by a thorough background investigation and meet all minimum standards for employment as established by the North Carolina Division of Criminal Information and the City of Kannapolis, to include the following:

United States Citizenship

Applicants must be natural born or naturalized citizens of the United States.

Age Requirement

Applicants must be 20 years of age or older.

Physical Requirements

Applicants must be able to perform all job related physical activity requirements as specified in the job description for the position applied. Candidates must not possess any medical or physical defects that would prevent them from performing the essential job functions.

Education

Applicants must be a high school graduate or have passed the General Equivalency Development (GED) Test indicating high school equivalency.

Criminal Record

All civilian employees are required by the Police Department to maintain eligibility for certification by the North Carolina Division of Criminal Information (DCI) as a terminal operator. Any individual who has been convicted of a felony or has been convicted of a misdemeanor involving fraud, misrepresentation, or deceit is not eligible for certification as a DCI terminal operator. Applicants must not have committed or been convicted of a felony or serious misdemeanor.

CURRENT SALARY RANGE FOR ENTRY LEVEL POSITIONS

<u>Position Classification</u>	<u>Minimum to Maximum</u>
Senior Office Assistant	\$25,040 to \$38,812
Records Clerk	\$26,292 to \$40,753
Tele-communicator	\$28,987 to \$44,930
Administrative Assistant	\$30,437 to \$47,177
Tele-communicator Shift Supervisor	\$35,234 to \$54,613
Police Planner /Accreditation Manager	\$36,996 to \$57,344
TeleCommunications Center Manager	\$41,659 to \$64,628

EMPLOYEE BENEFITS

- Paid Life Insurance (Employee Only)
- Paid Medical/Dental Insurance (Employee Only)
- Retirement Plan (N.C. Local Government Employees)
- Paid Holidays
- Paid Vacation (accrues after six months of employment)
- Paid Sick Leave (accrues after six months of employment)
- Military Leave
- Uniforms and Equipment Provided
- Educational Reimbursement Program
- Promotional Opportunity

OVERVIEW OF THE SELECTION PROCESS

Selection for civilian employment is a lengthy process that may take up to six weeks or longer to complete and consists of the following steps:

1. Initial applications for employment with the City of Kannapolis are received by City's Human Resources Director for review prior to receipt by the Police Department.
2. Preliminary screening of applicant qualifications by the Police Planner; to include a preliminary check of the applicant's criminal history.
3. The Public Safety Tele-communicator Exam which is given to tele-communicator applicants only. After passing the test, the applicant is given an application. Senior Office Assistant and records applicants must take a proficiency test in Microsoft Word, Access, and Excel.
4. Completion of a Civilian Personal History Statement, and collection of pre-background documentation, fingerprints and photographs.
5. Interview with Bureau Commander.
6. Comprehensive background investigation.
7. Qualifications Appraisal Interview.
8. A conditional offer of probationary employment contingent upon the successful completion of steps 8 and 9.
9. A medical examination and drug screen
10. A final interview with the Chief of Police.

APPLICATION PROCESSING

Except for unexpected events affecting a specific candidate/application, the Kannapolis Police Department selection process will progress as follows. Each applicant will be guided through the process and advised at each step what the next phase will be.

- STEP 1: **Initial Receipt of Application Materials:** The City's Human Resources Department or their authorized designee will conduct a preliminary screening of applications meeting the basic requirements in order to identify the most qualified applicants for further consideration. Applicants who do not meet the basic requirements for the position, or who fail to provide all required information, will be disqualified from further consideration.

- STEP 2: **Preliminary Applicant Screening:** Once the applications are forwarded from the Human Resources Department to the Police Planner, the Police Planner will conduct a check of the applicant through applicable databases of the Division of Criminal Information (DCI), and Kannapolis Police Department in an effort to locate any criminal history record.
- STEP 3: **Proficiency Testing:** Testing for proficiency in Microsoft Word, Access and Excel applications. Testing is done by a private staffing firm. This testing is done for all civilian positions. Tele-communicators are required to take the Public Safety Tele-communicator written exam conducted at the Police Department.
- STEP 4: **Completion of the Civilian Personal History Statement and Collection of Pre-Background Documentation:** If no disqualifying criminal record is found, and no discrepancies are detected in the City Application, the most qualified applicants will be provided the following information:
- (a) A Civilian Personal History Statement;
 - (b) Job description for the civilian position applied for;
 - (c) Applicant information to include current salary range for entry-level positions, employee benefits, and a description of the application process.
 - (d) Authorization for Release of Personal Information to Law Enforcement Agencies for Certification / Employment Purposes form. This form is signed by the applicant and notarized by our agency, giving us authorization to make a thorough investigation of the applicants personal records, personal background information, employment history, and any other relevant information to determine suitability for employment.

Upon completion of the Civilian Personal History Statement, the applicant is required to sign this document under oath and his/her execution of the document subscribed to by a notary public authorized by the Department. The Police Planner will then review the Personal History Statement to ensure that all required information is present, and the form is properly notarized. The applicant will also be required to furnish a certified copy (the applicant is responsible for any cost or fees involved in obtaining certified copies) of the following documents:

- (1) Birth certificate or naturalization papers;
- (2) Social security card;
- (3) Certification of high school graduation or GED equivalency;
- (4) A sealed transcript of grades from the registrar of academic institutions attended;
- (5) All marriage licenses and divorce decrees;
- (6) Form DD-214 military record and military discharge (if applicable), and
- (7) Certified true copy of any citation, warrant for arrest, criminal summons, or other criminal charge that constitutes a Class A Misdemeanor or Class B Misdemeanor, regardless of the state or jurisdiction where the offense occurred, as well as certified true copies of the final court disposition.

Each candidate for employment will be photographed and fingerprinted.

- STEP 5: **Interview with Bureau Commander:** The most qualified applicants as identified through the preliminary screening will then be contacted and a date and time set for an initial interview with the Bureau Commander having responsibility for the position to be filled. If the Bureau Commander determines that the applicant is a suitable candidate for further processing, he will authorize a background investigation to be conducted by a

sworn officer trained in conducting such investigations.

- STEP 6: **Comprehensive Background Investigation:** In addition to criminal history checks, the background investigation seeks to determine whether the applicants possess the traits and character which would render them suitable for police employment. Documentation associated with background checks will be considered confidential and held in a secure location. Access to background information will be limited to authorized personnel as specified by the Chief of Police. The background investigation will include, but is not limited to, the following elements:
- (1) A criminal history check of the applicant.
 - (2) A check of school and academic records.
 - (3) A credit history check.
 - (4) A check of military service record, if any.
 - (5) Verification of personal references who are familiar with the applicant. These references may include persons listed by the applicant, as well as independent contacts developed by the background investigator.
 - (6) Verification of employment history and job performance. An interview with the applicant's current employer must be held prior to the completion of the background investigation. If permission to contact the current employer is withheld by the applicant, all further processing of the application will be terminated.
- STEP 7: **Qualification Appraisal Interview:** Following the background investigation, the Bureau Commander will review the results. Applicants deemed suitable for further processing will be scheduled to appear before a Qualification Appraisal Interview Panel. The Interview will determine such things as the applicant's appearance, demeanor, attitude, and ability to communicate. Questions will be from the information contained in the Civilian Personal History Statement and the background investigation report. The interview of each candidate will be conducted using standardized valid, useful, and non-discriminatory procedures. Each member of the Interview panel will evaluate the applicant using a standard evaluation form. These evaluations will be maintained as part of the applicants file.
- STEP 8: **Conditional Offer of Probationary Employment:** Applicants deemed most qualified may be extended a conditional offer of probationary employment by the Chief of Police, contingent upon the applicant's successful completion of certain pre-employment steps, to include a medical examination, and drug screen, and a final interview with the Chief of Police.
- STEP 9: **Medical Examination & Drug Screen:** Medical examinations and drug screening tests will be performed by a licensed physician designated by the agency, using the medical history and medical examination report forms provided by the N.C. Criminal Justice Training and Standards Commission. This examination and drug screen will take place within 60 days prior to the date of employment.
- STEP 10: **Final Interview with Chief of Police:** Applicants who successfully complete all pre-employment testing pursuant to a conditional offer of employment will be scheduled for a final interview with the Chief of Police. The Chief of Police will review all documentation, assess the overall suitability of the candidate for employment, and make a final decision regarding an offer of employment.

RE-APPLICATION, RE-TESTING, AND RE-EVALUATION

Re-application, re-testing, and re-evaluation are not authorized during any current selection process. However, applicants not selected for employment may reapply for consideration at any subsequent selection process. Candidates who were not selected for employment, but received satisfactory results in all elements, will be placed in a candidate pool and reconsidered for appointment as future vacancies occur. Applications held in the candidate pool will be retained on file for a period of ninety (90) days.

NOTIFICATIONS

Applicants will be kept apprised of each phase of the selection process.

Acknowledgment of Receipt of Initial Application

All City of Kannapolis applications for employment for positions within the Police Department will be acknowledged of receipt by the Department.

Applicants Accepted for Employment

Applicants who are accepted for probationary employment will be notified in writing by the Chief of Police, informing them of the beginning employment date, starting salary, and a location and time to report. New civilian employees must complete a probationary period of not less than six months.

Applicants Not Accepted for Employment

The Chief of Police or his designee will notify all applicants not selected for employment within thirty calendar days of a decision. Those candidates who are eliminated on the basis of a single test, examination, interview, or investigation will be notified in writing of the reason within thirty calendar days. Any applicant not selected may reapply during the next hiring process if they meet the minimum standards as established by the Kannapolis Police Department.

The City of Kannapolis is an equal opportunity employer and will select employees on the basis of applicant qualifications without regard to age, sex, race, creed, religion, political affiliation, national origin, or disability except where performance of an essential job function cannot be met with a reasonable accommodation.