



## MINIMUM REQUIREMENTS FOR POLICE OFFICER APPLICANTS

All police applicants must be of good moral character as determined by a thorough background investigation and meet all minimum standards for law enforcement employment as established by the North Carolina Criminal Justice Education and Training Standards Commission and the City of Kannapolis, 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 and must be age 21 before being sworn in.

### **Physical Requirements**

Applicants must be able to perform all job related physical activity requirements as specified in the job description. Candidates must not possess any medical or physical defects that would prevent them from engaging in basic law enforcement training or performing the essential job functions of a law enforcement officer.

### **Drivers License**

Applicants must possess a valid North Carolina operator's license, or be able to obtain a valid North Carolina operator's license, prior to an offer of probationary employment.

### **Education**

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

### **Criminal Record**

Applicants shall not have committed or been convicted of a felony or a serious misdemeanor.

### **Residency Requirements**

Applicants for sworn positions must agree to locate their principle residence within a 30-mile radius of the Kannapolis city limits within six (6) months after the date of employment. The applicant must pay all relocation costs in full. All applicants must be a legal resident of, or reside in, North Carolina as of the date of application.

## EMPLOYEE BENEFITS

- Paid Life Insurance (Employee Only)
- Paid Medical/Dental Insurance (Employee Only)
- Retirement Plan (State System)
- N.C. Law Enforcement Retirement
- 401K Plan (City contributes 5% to sworn officers salary)
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Military Leave
- Uniforms and Equipment Provided
- Educational Incentive Pay
- One-on-One Car Plan

## CURRENT SALARY RANGE FOR ENTRY LEVEL POSITIONS (FY 2015-2016)

### Police Officer (high school diploma)

**\$35,234 to \$54,613**

Beginning pay for a Police Officer with a 2 yr degree*	\$35,810
Beginning pay for a Police Officer with a 4 yr degree*	\$36,386
Beginning pay for a Police Officer with a Masters degree*	\$36,962

\*Must be earned in a Criminal Justice related degree program

Bilingual Incentive Pay \$2,600 per year

## OVERVIEW OF THE POLICE OFFICER SELECTION PROCESS

The Kannapolis Police Department will accept applications from sworn and non-sworn applicants on an as needed basis. Selection for police employment is a lengthy process that may take up to six weeks or longer to complete. The Police Department will test up to 30 applicants at a time.

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

1. The applicant will participate in the Physical Abilities Test (POPAT) then a Police Officer Written Test. Those who pass both tests will receive a city application that must be returned to the Human Resources Director for review prior to receipt by the Police Department.
2. Once the application is forwarded to the Police Department, the police planner will perform a Preliminary screening process to include: a preliminary check of the applicant's criminal history and driver's history.
3. Once the preliminary screening process is done, the Police Planner will send an interview letter to the chosen applicant that will include instructions to complete the Personal History Statement (F-3), credit history form, a job description for police officer and salary and benefit information.
4. At the interview the Police Planner collects pre-background documentation. The Police Planner also photographs and fingerprints the applicant.

5. After the interview with the Police Planner the applicant interviews with the Bureau Commander.
6. After interviewing with the Bureau Commander the applicant documentation is forwarded to a background investigator for the Comprehensive background investigation.
7. If the background investigator determines the applicant is favorable for employment, the applicant is notified to complete an On-Line Personal History Questionnaire. If the background investigator recommends the applicant for employment, the applicant is notified to attend a qualification appraisal interview.
8. If the applicant is recommended by the appraisal board a conditional offer of probationary employment is extended to the applicant contingent upon the successful completion of steps 9 through 13.
9. A polygraph examination.
10. Written Psychological testing.
11. A follow-up psychological interview.
12. A medical examination.
13. A drug screen.
14. A final interview with the Chief of Police.

The first step in the process will be to participate in the Police Officer Physical Abilities Test (POPAT). Applicants must complete an Agreement & Waiver of Liability and submit a Physician's Statement for the Police Department prior to participating in the pre-employment POPAT. The applicant will be provided a brochure showing a diagram of the test and an explanation of how the POPAT is performed. Failure to successfully pass the POPAT will result in disqualification.

Those who complete the POPAT will then take a pre-employment written test which is done at the Police Department. The written test does not require any former police experience or any studying of police procedures prior to testing. It consists of general math, reading comprehension, grammar, and report writing. The written test will be graded the day of the test and the applicant will be given their score of pass or fail. Failure to successfully pass the written test will result in disqualification.

Those who pass the POPAT and written test will be given the City application to complete with instructions on how to submit it. Once the applications have been submitted and Human Resources is through with the applications they will be sent to the Police Department. The applicant will then be screened through the Division of Criminal Information (DCI) in an effort to locate any driver record and criminal history record.

Applicants who successfully pass the three screening processes (the POPAT, written test, and DCI check) will be mailed employment packets. The employment packets will include:

- Instructions for completing the state mandated Personal History Statement (F-3)
- Applicant Credit History Report request form
- Job description for a Kannapolis Police Officer
- Applicant information to include current salary range for entry-level positions, employee benefits and a description of the application process

Successful candidates will then be scheduled to come to the Police Department in order to be fingerprinted and photographed. 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:

- Birth certificate or naturalization papers
- Social security card
- Certification of high school graduation (diploma) or GED equivalency
- A sealed transcript of grades from the registrar of academic institutions attended
- All marriage licenses and divorce decrees
- Form DD-214 military record and military discharge (if applicable)
- Copy of B.L.E.T. certificate (if applicable)
- Valid North Carolina driver's license for inspection and photocopying by the Police Department. If the applicant has or ever has had an out of state driver's license, the applicant must obtain a certified copy (master check) of the drivers record from each state that he/she has held a drivers license in.
- 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
- Copy of any current law enforcement certifications from the NC Training and Standards Commission or Sheriff's Commission (if applicable)

Once the necessary documentation has been received the candidate will be given instructions on how to complete an On-Line Personal History Questionnaire (PHQ) that will be reviewed by the FMRT Group in Winston Salem. A report of the questionnaire results will be provided directly to the Police Department. This questionnaire will be used as a background investigation tool and a predictor for specific job outcomes.

The candidate will then have 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.

Following the background investigation, the Bureau Commander will review the results. Candidates 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. The Interview Panel will consist of at least three police officers designated by the Chief of Police, and will question the applicant concerning the information contained in the Personal History Statement (Form F-3) 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 applicant's file.

After successfully passing the Qualification Appraisal Interview Panel the candidate will be given a conditional offer of probationary employment contingent upon the successful completion of:

**-Polygraph examination.** Information provided by the applicant on their personal history statement (form F-3) or developed during the background investigation will be verified by a polygraph examination. At the time of their initial interview applicants will be furnished a standard list of job related questions. The polygraph operator will review the list of relevant questions with the applicant immediately prior to the testing. Polygraph examinations will be administered by only certified operators approved by the Department. Applicants will be requested to sign a consent form prior to the examination.

**-Psychological testing.** Applicants will be required to take a psychological exam and interview. A psychological interview will be conducted by a licensed psychologist designated by the agency. The psychologist conducting the evaluation will be required to submit a written report of their findings to the Police Department.

**-Medical examination and 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.

After all of the testing is completed successfully the Chief of Police will review all the documentation, assess the overall suitability of the candidate for law enforcement employment, and make a final decision regarding an offer of employment. A final interview with the Chief will be scheduled after all documentation has been reviewed.

### **SCREENING PROCEDURES FOR LATERAL TRANSFER OFFICERS**

The Kannapolis Police Department considers the lateral transfer of certified police officers contingent upon their meeting specific employment criteria. The base pay for lateral transfer officers is negotiable (within the authorized salary range for the position) and commensurate with relevant experience, education, special skills, and training.

To be considered for employment as a police officer seeking a lateral transfer to the Kannapolis Police Department, applicants must meet the following minimum qualifications:

- Must currently be employed as a full-time sworn law enforcement officer in North Carolina, or have less than a 12-month break in law enforcement service by the projected date of hire by the Department;
- Must currently hold a **general** law enforcement certification from the Commission or Sheriff's Commission;
- Must have a demonstrated history of satisfactory work performance with their current or most recent law enforcement employer;
- Must not currently be the subject of any pending criminal or disciplinary investigation;
- If the lateral transfer officer is a former Police Department employee seeking re-employment, the applicant must have resigned in good standing or have been separated because of a reduction in force.

The applicant screening process for lateral transfers will include the elements listed below. Unless otherwise specified, these elements will be administered in a manner identical to that of regular applicants for sworn positions.

- Fingerprint Record Check;
- Required Documentation (update only for re-employment within 1 year);
- Background Investigation (update only for re-employment within 1 year);
- Psychological Examination
- Medical Examination;
- Polygraph Examination;
- Drug Screen;
- Acceptance of Assignment and Working Conditions;
- Acceptance by Chief of Police.

## **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 within five (5) working days 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. Applicants accepted for probationary employment will function in a non-sworn capacity until such time as they are certified by the N.C. Criminal Justice Education and Training Standards Commission and have been administered the Oath of Office of a law enforcement officer. New officers must complete a probationary period of not less than 12 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 N.C. Criminal Justice Training and Standards Commission and 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.**

