



Carrboro Police Department

Subject: Chapter 26: RECRUITMENT, EMPLOYMENT SELECTION, HIRING & CAREER DEVELOPMENT POLICY		Number: XI. Subsections
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I. PURPOSE

The purpose of this Departmental policy is to offer its members a career development program that provides opportunities for greater job satisfaction and career growth.

II. EMPLOYMENT RECRUITMENT AND SELECTION CRITERIA

Officers recruited and employed by the Carrboro Police Department must meet the minimum standards for criminal justice officers and law enforcement officers set by the North Carolina Criminal Justice Education and Training Standards Commission.

For further information about the Town of Carrboro employment procedures, refer to the Town's Personnel Policy.

III. CONDITIONS OF EMPLOYMENT

- A. The department is required to adhere to the following procedures in connection with the employment of any police officer:
 - 1. Background Investigation
 - a. The Department must complete a background investigation on the 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.



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- b. Prior to the Department's investigation, the applicant will be required to complete a Personal History Statement Form [F-3(LE)] to provide a basis for the investigation.

2. Fingerprint Record Check

The Department will check the applicant's fingerprints against local files and forward the completed fingerprint forms to the North Carolina State Bureau of Investigation for fingerprint and criminal history checks against state and federal files. The results of the fingerprint record check will be retained in the applicant's personnel file.

3. Interview

Prior to employing any applicant for employment as a criminal justice officer, the City, through the Department, will conduct an interview of the applicant to determine the applicant's abilities and potential for success as a criminal justice officer.

4. Documentation of Educational Requirements

Each applicant must furnish the Department with documentary evidence that the applicant has met the educational requirements for the criminal justice field of expected employment.

5. Medical Examination

Each applicant for employment with the Department must have completed a Medical History Statement Form within one year prior to employment and must be examined by either a physician or surgeon licensed to practice medicine in North Carolina or by a physician or surgeon authorized to practice medicine in accordance with the rules and regulations of the United States Armed Forces, to help determine the applicant's fitness in carrying out the physical requirements of a criminal justice officer position.

6. Drug Screen and Psychological Test



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Each officer employed to work with the Department must have produced a negative result on a drug screen (refer to the Town's drug testing policy on file in the Chief of Police's office and Town Hall) and must have been administered a psychological screening 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 Town to determine the officer's mental and emotional suitability to properly fulfill the responsibilities of the position.

7. Certification

Every person employed or appointed by the Town as a criminal justice officer must be certified as prescribed by the Commission prior to being administered the oath of office or commencing active service. The Commission will certify an officer as either a probationary officer or general officer based on the officer's qualifications and experience.

8. Probationary Period

Every officer below the level of department head and including officers who transfer laterally to the Department must complete satisfactorily a probationary period with the Department of not less than 12 months.

B. ADDITIONAL CONDITIONS of employment for Carrboro Police Department Personnel:

1. Firearms Qualification Test

a. All sworn law enforcement officers are required to take and pass an annual firearms qualification test and to participate in and complete successfully any other annual in-service training programs established by the Commission and the Department.

b. Failure to Participate



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It will be grounds for disciplinary action if police personnel fail to participate in any educational programs required by the Chief of Police.

2. Firearms Training

The Chief of Police or his/her designee is responsible for ensuring that the annual in-service firearms training is conducted according to minimum specifications as outlined by the Commission. In addition, the Chief of Police or his/her designee is responsible for:

- a. Reviewing policies regarding the use of force during the Department's annual in-service firearms training program;
- b. Providing the Commission with a roster of all law enforcement officers who fail to successfully complete the annual in-service firearms training and qualification and certifying that all law enforcement officers not listed did successfully complete the training;
- c. Maintaining, in each officer's file documentation, that the officer has completed the minimum annual in-service firearms training requirement;
- d. Where an officer fails to qualify successfully with any Department-approved service handgun(s) prohibiting access to such weapon(s) until such time as the officer obtains qualification;
- e. Where an officer fails to qualify successfully with any off-duty handgun, prohibiting the possession of such weapon(s) while on duty or when acting in the discharge of that Department's official duties, and denying the officer authorization to carry such weapon(s) concealed when off-duty, except when the officer is on his way to his or her own premises;
- f. Using normally accepted practices and procedures to insure that officers authorized to use any specialized or tactical weapon(s) to which they have access are qualified and restricting access to such



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weapon(s) where an officer fails to qualify.

3. Personnel Records

In accordance with the requirements of N. C. Gen. Stat. 160A-168, a personnel file will be maintained for each Department employee (including an applicant or former employee) and shall consist of any information in any form gathered by the Town or the Department with respect to the employee and relating to the employee's application, selection or non-selection, performance, promotions, demotions, transfers, suspensions and other disciplinary actions, evaluation forms, leave, salary, and termination of employment, and similar matters. The following documentation also will be placed in an employee's personnel file:

- a. The official notification from the Commission of either the probationary or general certification for the employee;
- b. The employee's Personal History Statement;
- c. Documentation of the employee's drug screening results;
- d. A written summary of the Background Investigation conducted on the employee;
- e. A written summary of the employee's Qualifications Appraisal Interview;
- f. Documentation of the employee's educational achievements;
- g. Documentation of all criminal justice training completed by the employee; and;
- h. The results of the employee's fingerprint records check.
- i. In accordance with the Americans with Disabilities Act of 1990, the following information will be kept in a medical file separate from an employee's personnel file:



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- 1) The employee's Medical History Statement and Medical Examination Report; and;
- 2) A written summary of the employee's psychological examination results.

IV. CAREER DEVELOPMENT

Career development is a process intended to provide career growth and greater job satisfaction for all employees. It is also intended to enhance the abilities of employees to do their current jobs and to be able to advance within the Department as opportunities become available. Participation in the program is voluntary, and while the Department encourages involvement in the program, no employee shall suffer penalty due to a decision not to participate.

V. OBJECTIVES

The Administrative Services Captain is responsible for the administration of a program which is consistent with the purpose of this order. Overall career development objectives are:

- A. To conduct an annual training inventory for each employee;
- B. To provide for an annual career counseling session for each employee participating in the program;
- C. To provide an average of forty hours of Department sponsored training for all employees (This includes mandated in-service training);
- D. To provide opportunities for employees to gain experience and/or training in positions other than their current positions where such opportunity is practical and possible;
- E. To encourage employees to continue their education and training outside traditional Departmental sponsored training; and
- F. To ensure that training and educational opportunities provided by the Department are consistent with the goals and objectives of the Town of Carrboro's Equal



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Employment Opportunity Policy.

VI. PROGRAM ADMINISTRATION

- A. The primary responsibility for career counseling shall rest with the employee's supervisor. Supervisors shall work closely with the Administrative Services Captain to maintain a record of all career counseling.
- B. Some type of written record shall be maintained in an employee's personnel file concerning any career counseling that is conducted.
- C. A review of an employee's Departmental training record shall be conducted annually. Such review shall involve the employee and the employee's immediate supervisor. A record of this review shall be made and forwarded to the Administrative Services Captain, who shall place the information in the employee's personnel file.
- D. Responsibilities of the Supervisor include:
 - 1. Maintaining records pertinent to career counseling;
 - 2. Assisting with the education of employees in matters related to career development; and
 - 3. Keeping employees informed concerning availability of training and education opportunities.
- E. The Administrative Services Captain or training coordinator shall maintain an inventory of training resources and shall update this inventory on an annual basis. Each resource listing shall include a brief description of training opportunities and enrollment procedures. This resource shall be made available to all employees.
- F. All supervisory personnel shall undergo a period of orientation and training that shall provide additional knowledge and skills for conducting career development activities. The minimum training requirements are:
 - 1. General counseling techniques;



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2. Techniques for assessing skills, knowledge and abilities of subordinates;
3. Salary, benefits, and training opportunities available to Departmental personnel;
4. Educational opportunities and incentives;
5. Awareness of cultural backgrounds of ethnic groups within the Department;
6. Record keeping techniques; and
7. Availability of outside resources.

G. The Chief of Police shall conduct an annual evaluation of the extent to which the program continues to meet the needs of the Department and its employees.

VII. CAREER COUNSELING

- A. Career counseling is used to determine individual career growth needs and to provide direction for the employee. Supervisors, acting as career counselors, shall use the Inventory of Skills, Knowledge and Abilities data for each subordinate employee. Counseling shall normally be in the following areas:
1. Assessment of skills, knowledge, and abilities of each employee;
 2. Assessment of skills, knowledge, and abilities required for each position within the Department;
 3. Assistance for employees in preparing career schedules;
 4. Assistance for employees in the use of resource inventories; and
 5. Feedback and recommendations to the employee regarding career choices and goals.
- B. The effectiveness of such counseling shall be measured by the use of the



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Supervisory Career Assessment Form that is completed by the employee’s supervisor. Such form should be used to assess the employee’s strengths and weaknesses and to alert the supervisor to particular areas in which counseling should focus.

VIII. DEPARTMENTAL SPONSORED TRAINING

Departmental sponsored training shall be divided into two categories: proficiency training and specialty training.

- A. Proficiency training is training based upon the need to provide employees periodic and continuing job-related instruction. Such training is designed to enable employees to acquire the additional skills, knowledge, and abilities required to remain competent in their assigned job and to maintain certification as required by statute.
- B. Career specialty training consists of instruction offered to employees who request or require training in other areas outside their regular duty assignments and to enhance their potential for upward mobility. Examples of specialty training include: criminal investigation techniques for patrol personnel, supervisory training for patrol personnel, instructor training, intoxilyzer certification, and advanced accident investigation techniques.
- C. Temporary assignment outside the normal duty area may be used as a training technique for the purposes of enhancing knowledge and abilities and for developing skills necessary for advancement. Such assignments may be requested by an individual employee or recommended by supervisors; however, the overall needs of the Department shall be the primary consideration in making such assignments.

IX. SUPERVISOR TRAINING

- A. Newly promoted sergeants will attend a First-Line Supervision course as soon as the first available opening comes up. It is prudent, if knowing that an officer is to be promoted at a certain time, to send him/her to the First-Line Supervision course even before the actual date of promotion.
- B. All supervisors and sergeants will take annual training in areas that deal with high



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liability policies, trends, and supervisory practices.

- C. The North Carolina League of Municipalities (NCLM) provides online Supervisor training that all officers serving at the rank of Sergeant and above must complete within their first two years after their promotion. Officers at the rank of Sergeant and above on the date this policy becomes effective must complete the list of online training listed under sections 1-3 below within two calendar years of the effective date.

Classes can be accessed by going to nclm.org and going to the “Insurance” tab in the navigation bar. Then go to “N.C. Risk Online Training” and register.

1. LE Supervisor required classes- “Law Enforcement”:
 - a. False Arrests and Liability for Law Enforcement
 - b. Law Enforcement Ethics
 - c. Personnel Guidelines for Law Enforcement (parts 1 and 2)
 - d. Preventing Slips, Trips, and Falls for Law Enforcement
 - e. Essential Skills of Leadership

2. LE Supervisor required Classes- “HR and Supervision”:
 - a. Diversity Awareness
 - b. Email in the Workplace
 - c. Responsible use of Social Media
 - d. Sexual Harassment Prevention

3. LE Supervisor required classes- Employment Liability
 - a. Wrongful Termination and REDA
 - b. Federal Discrimination Law- Title VII
 - c. Applicant Screening and Hiring

X. COMMAND STAFF TRAINING

Lieutenants, Captains, and the Chief will attend, as budgeting and staffing levels allow, some advanced management courses for commanders that include but are not limited to the following:



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- A. Management Development Program (MDP).
- B. Administrative Officers Management Program (AOMP).
- C. FBI National Academy (NA).
- D. Southern Police Institute (SPI).
- E. FBI Law Enforcement Executive Development Association (LEEDA).
- F. Any professionally recognized leadership program or seminar including structured internal training and policy review, professional conferences (such as PERF, NOBLE, NSA, and IACP), workshops, lectures, and any other recognized professional training.

XI. NON-DEPARTMENTAL EDUCATION AND TRAINING

The Department strongly encourages education and training outside the Departmental sponsored instruction. Such training is readily available through the community colleges and universities in the immediate area and through other private sources. The Town of Carrboro has a tuition assistance program which may be utilized in seeking such training. Again, however, the overall needs of the Department shall be the primary consideration in making decisions concerning leave and tuition reimbursement.