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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to establish recruitment and hiring procedures for the Kinston Police Department.

II. DEFINITIONS

A. Recruitment: The action of finding new people to join an organization.


III. POLICY

A. The City of Kinston Police Department, in conjunction with the City of Kinston Human Resources Department, sets forth strict guidelines for the recruitment, processing, and selection of all employees within the department. This process serves as a guide and does not intentionally conflict with applicable Local Ordinances, State Statutes, Federal guidelines, Criminal Justice Training and Standards Commission policies or the policies as set forth from the City Human Resources Department.

B. The Kinston Police Department will utilize the following Recruitment Plan.

1. The department will actively seek qualified applicants for position vacancies within the organization.
2. Recruitment activities will be held aboard military installations, at centers of higher education, trade shows, job fairs and public events utilizing diverse personnel. Technological opportunities offered by the internet, as well as, print media will be utilized to advertise openings to a wide arena of potential applicants.
3. This plan will be evaluated and revised if necessary at least once every two (2) years.

C. The City of Kinston shall select employees on the basis of their qualifications and without regard to age, sex, race, color, religion, national origin, or political preference. Applicants with mental or physical disabilities shall be given equal consideration with other applicants for positions in which their actual disability does not represent an unreasonable barrier to satisfactory performance of duties. All personnel responsible for recruitment and employment shall continue to review regularly the implementation of this chapter and relevant practices to ensure that equal employment opportunity, based on reasonable performance-related job requirements, is being actively observed, to the end that no employee or applicant for employment shall suffer discrimination because of age, sex, race, color, religion, national origin, political preference or non-job-related disability. Notices with regard to equal employment matters shall be posted in conspicuous places on city premises where notices are customarily posted.

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D. The Human Resources Department shall publicize employment opportunities for all positions, including regular, temporary, part-time or full-time positions, including employment qualifications and pay ranges, throughout the community, with particular interest toward the recruitment of qualified diverse applicants to reflect the community. However, where practical, first opportunities for vacant positions which represent promotional opportunities shall be given to qualified persons employed with the city.

Applications will be received and appointments made without regard to race, sex, color, religion, age, national origin or political preference. Applicants with physical disabilities shall be given equal consideration with other persons in all matters involving recruitment and employment to the extent that their physical handicaps do not present an unreasonable barrier to the satisfactory performance of duties. Employment advertisements shall contain assurances of equal employment opportunity and shall comply with federal and state statutes regarding nondiscrimination in employment matters.

E. Job announcements and recruitment notices for all personnel will:

1. Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements
2. Advertise entry-level job vacancies through electronic, print, or other media
3. Advertise the agency as an equal opportunity employer on all employment applications and recruitment advertisements
4. Advertise official application filing deadlines

F. Law Enforcement Applicants will be processed for employment in the following manner:

1. Initial Steps in Employment Process:


- a. Completion of a City Employment Application
- b. Completion of Driver's and Criminal History, as well as the completion of a credit history
- c. Completion of a Personal History Form F3
- d. Successful completion of physical assessment, unless already BLET Certified
- e. Written examination
- f. Administrative Interview performed by the Oral Review Board

2. Conditional Offer of Employment by the Kinston Police Department to include:

- a. Administering of the Computer Voice Stress Analyzer
- b. Administration of Psychological Examination
- c. Conduct background checks and completion of required documents
- d. Review of file and Interview by the Chief of Police and Major of Support Services
- e. Physical Examination
- f. Drug Testing
- g. Firearms Qualification

H. Non-sworn Applicants will be processed for employment in the following manner:

1. Initial Steps in Employment Process:

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- a. Completion of a City Employment Application
 - b. Completion of Driver's and Criminal History
 - c. Administrative Interview performed by the Applicant Review Board
 - d. Other as deemed appropriate by their particular position
2. Conditional Offer of Employment by the Kinston Police Department to include:
- a. Administering of the Computer Voice Stress Analyzer
 - b. Conduct background checks and completion of required documents
 - c. Review of file and interview by the Chief of Police and the affected Division Major
 - d. Physical Examination
 - e. Drug Testing