

North Wilkesboro Police Department

Career Development Program

Career Development:

The North Wilkesboro Police Department's Career Development Program is a system that selects the most qualified personnel to fulfill the duties and responsibilities of each position within the North Wilkesboro Police Department (NWPD).

The purpose of the Career Development Program (CDP) is to provide for the advancement and promotion of police officers who demonstrate increasing levels of knowledge, skill, performance, and abilities. The process will be administered fairly and impartially, using testing and evaluation mechanisms that evaluate past performance, current qualifications and future potential. The CDP will conform to the Town of North Wilkesboro's Personnel Policy.

This policy will provide the Town of North Wilkesboro Police Department with a high level of training and give the officers opportunities to obtain certifications in order to provide the best available service to the citizens of North Wilkesboro.

Definitions:

- *Advancement* - A "noncompetitive" process resulting in movement from Police Officer I up all levels to Master Police Officer classification within the CDP. Advancement is also used to define a "noncompetitive" process resulting in movement from Second Lieutenant to First Lieutenant classification within the CDP.
- *Promotion* - A "competitive" process occurring only when openings are available for Sergeant, Lieutenant, Captain, Major, and Chief of Police. Each promotion will be open to members of the North Wilkesboro Police Department and individuals outside the department (Lateral Transfers) who meet all minimal requirements for each open position.

Administration:

Under the supervision of the Chief of Police, the department is responsible for the administration of advancement and promotional opportunities within the police department. When deemed appropriate or necessary, the Chief of Police may request assistance from other entities.

Classifications within the CDP:

The CDP will include the following classifications that are part of the Town Pay and Classification System established by the Town Board of Commissioners:

- Non-Competitive & Non-Supervisory:
 - Police Officer I POI (entry level)
 - Police Officer II POII
 - Police Officer III POIII
 - Master Police Officer MPO

- Competitive & Supervisory:
 - Sergeant
 - Lieutenant
 - Captain
 - Major (Assistant Chief)
 - Chief of Police

Advancement within the CDP:

Career and Rank “Advancement” will pertain to the Non-Competitive Ranks that include:

- Police Officer I
- Police Officer II
- Police Officer III
- Master Police Officer
- Second Lieutenant to First Lieutenant

Career and Rank “Promotion” will pertain to the competitive Ranks that include:

- Sergeant
- Lieutenant
- Captain
- Major (Assistant Chief)
- Chief of Police

Each level in the CDP will have certain minimum requirements that are necessary to be considered for advancement or promotion. Upon fulfilling the requirements for advancement, the officer will submit a memorandum to the Chief of Police containing the following information:

- Name, Date, and Current Rank
- Highest Level of Education (Graduation Date and Name of Institution)
- A brief summary of the requirements that have been completed
- Any pertinent documentation

This memorandum must be endorsed by the officer's immediate supervisor. The supervisor will forward the memorandum to the Chief of Police after having verified the information contained therein.

An officer who is not recommended for advancement by his/her supervisor will receive a written recommendation for improvement from the supervisor and a follow-up date for review by the supervisor. The officer has a right to appeal the supervisor's decision through the appropriate chain of command up to the Chief of Police.

After consideration of all factors deemed relevant by the Chief of Police, the officer will be notified of the advancement decision within forty-five days following receipt of the memorandum by the Chief of Police.

When the NRPD has a promotional opening, an announcement will be made to all officers of the NRPD and postings will be made in media outlets. Any NRPD officer who meets the minimal requirements for promotion and wishes to take part in the promotional process will submit a memorandum to the Chief of Police containing the following information:

- Name, Date, and Current Rank
- Highest Level of Education (Graduation Date and Name of Institution)
- A brief summary of the facts showing the officer meets the requirements
- Any pertinent documentation
- Resume

Minimum requirements for Police Officer I to Master Police Officer classifications:

To be considered for advancement from Police Officer I to Police Officer II to Police Officer III or to Master Police Officer, a candidate must meet minimal criteria established for the position being applied for.

Police Officer I (minimum requirements for entry level)

- Meet basic requirements established by the North Carolina Criminal Justice Education and Training Standards Commission.
- Meet minimal requirements for employment with the Town of North Wilkesboro as set forth in the Town Personnel Policy.
- Town Personnel Policy Article III Section 3 states, “All persons hired into positions approved in the position classification plan shall be compensated at 2.5% below the hiring rate for the classification in which they are employed; however, exceptionally well qualified applicants may be paid above the hiring rate of the established salary range upon approval of the Town Manager or for employees of the Police Department, the Police Chief.”
- Town Personnel Policy Article III Section 5 states, “Employees hired shall receive a salary increase of 2.5% upon successful completion of probation. Employees serving a twelve-month probationary period are eligible for consideration for this pay increase after six months of successful employment. Employees hired at the minimum of the pay table or higher are not eligible for a probationary increase.”
- Successfully pass an extensive background check, psychological evaluation, physical examination, and drug test.
- Interview before a review board made up of officers selected by the Chief of Police.
- All finalists will be interviewed by the Chief of Police after consultation with the department review board.
- Once hired the officer will have to complete a twelve month probationary period.
- Once the twelve month probationary period is successfully completed the officer will provide the required memorandum and on approval from the Chief of Police be automatically advanced to Police Officer II.
- This will be the only requirement for advancement from POI to POII.

Police Officer II

- Once an officer is advanced to the rank of Police Officer II this accomplishment will be recognized by awarding the officer one silver chevron on each (epaulet) shoulder board of their duty uniform.
- Once an officer with the NWPD has reached the rank of Police Officer II the department will attempt to send the officer to school for Radar, Intoximeter, and DCI certifications.
- An officer who holds the rank of PO II at NWPD should strive to meet all requirements for the INTERMEDIATE CERTIFICATE from the Criminal Justice Standards Division. The police department will use the North Carolina Department of Justice Criminal Justice Standards Division's Law Enforcement Officers' Professional Certificate Program as the standard of requirement for advancement.

Police Officer III

- Once an officer is advanced to the rank of Police Officer III this accomplishment will be recognized by awarding the officer two silver chevrons on each (epaulet) shoulder board of their duty uniform.
- An officer who holds the rank of PO III at NWPD should strive to meet all requirements for the ADVANCED CERTIFICATE from the Criminal Justice Standards Division. The police department will use the North Carolina Department of Justice Criminal Standards Division's Law Enforcement Officers' Professional Certificate Program as the standard of requirement for advancement.

Master Police Officer

- Once an officer is advanced to the rank of Master Police Officer this accomplishment will be recognized by awarding the officer two gold chevrons on each (epaulet) shoulder board of their duty uniform.
- The officer will also be awarded a duty badge that reflects the rank of Master Police Officer.
- An MPO at the NWPD has reached the highest non-supervisory rank at the department.
- The NWPD will attempt to send all MPOs to field Training Officer (FTO) School.

Officers from other departments (Lateral Entrants):

- If an officer from another department or an officer with prior law enforcement experience is hired by the NWPD, they must serve a twelve month probationary period at the rank of Police Officer I.
- Town Personnel Policy Article III Section 3 allows an exceptionally well qualified applicant to be paid above the hiring rate of the established salary range. During the hiring process of a lateral entrant, a starting pay rate can be reached based on which rank the officer qualifies for.
- This may be Police Officer II, Police Officer III, or Master Police Officer.
- Once the officer has successfully completed the twelve month probationary period the officer will provide the required memorandum. In this memorandum the officer must state which rank he/she qualifies for.
- This memorandum must be endorsed by the officer's immediate supervisor. The supervisor will forward the memorandum to the Chief of Police. On approval from the Chief of Police the officer will be automatically advanced to the appropriate rank.
- The officer will receive the approved training classes.

Minimum requirements for Supervisory Classifications:

Town Personnel Policy Article IV Section 5 states, "Promotion is the movement of an employee from one position to a vacant position in a class assigned to a higher salary range. It is the Town's policy to create career opportunities for its employees whenever possible. Therefore, when a current employee applying for a vacant position is best suited of all applicants, that applicant shall be appointed to that position. The Town will balance three goals in the employment process: 1) the benefits to employees and the organization of promotion from within; 2) providing equal employment opportunity and a diversified workforce to the community; and 3) obtaining the best possible employee who will provide the most productivity in that position. Therefore, except in rare situations where previous town experience is essential or exceptional qualifications of an internal candidate so indicate, the Town will consider external and internal candidates rather than automatically promote from within. Candidates for promotion shall be chosen on the basis of their qualifications and their work records. Internal candidates shall apply for promotions using the same application process as external candidates."

Police Sergeant and Investigation Sergeant

To be eligible for promotion to the position of Sergeant, in-house candidates must:

- Have served as a POIII or MPO for at least one year.
- Have been awarded at least their Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission.
- Have received a rating of “Meets Requirements” or higher on the last two annual performance appraisals.
- Have not received any disciplinary action in the preceding twelve months.
- It is preferred but not required that these in-house candidates have already successfully completed the following training classes:
- Field Training Officer, Police Law Institute, and First Line Supervision

To be eligible to enter the process of promotion as a Sergeant, lateral candidates must:

- Be currently B.L.E.T. certified by the State of North Carolina. Have served as a full-time Law Enforcement officer in the State of North Carolina for at least five years. Have been awarded at least their Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission.
- It is preferred but not required that these lateral candidates have already successfully completed the following training classes:
- Field Training Officer, Police Law Institute, and First Line Supervision

Once an officer is promoted to the rank of Sergeant this accomplishment will be recognized by awarding the officer a duty badge that reflects the rank of Sergeant and three silver chevrons on each (epaulet) shoulder board of their duty uniform. When an officer is promoted to the rank of Sergeant, the NWPD will attempt to send all Sergeants to First Line Supervision School and the Police Law Institute. Town Personnel Policy Article III Section 8 states, “The salary of an employee promoted from one grade to another having a higher overlapping pay range shall be increased to probationary salary of that pay range or receive 7.5% over the employee’s salary, whichever is greater. Employees promoted to the probationary rate shall have their pay increased to the hiring rate upon successful completion of their probationary period. Employees promoted with a 7.5% increase shall be eligible for a one step increase at the successful completion of their probationary period. Those employees promoted at a rate higher than the 7.5% increase or the probationary rate, whichever is greater, shall not be eligible for a probationary increase.”

Police Lieutenant (Second Lieutenant)

To be eligible for promotion to the position of Second Lieutenant, in-house candidates must:

- Have served as a Sergeant for at least two years.
- Have been awarded at least their Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission.
- Have received a rating of “Meets Requirements” or higher on the last two annual performance appraisals.
- Have not received any disciplinary action in the preceding twelve months.
- It is preferred but not required that these in-house candidates have already successfully completed the following training classes:
- Field Training Officer, Police Law Institute, and First Line Supervision

To be eligible to enter the process of promotion as Second Lieutenant, lateral candidates must:

- Be currently B.L.E.T. certified by the State of North Carolina. Have served as a full-time Law Enforcement officer in the State of North Carolina for at least six years.
- Have at least two years of supervisory experience.
- Have been awarded at least their Intermediate Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission.
- It is preferred but not required that these lateral candidates have already successfully completed the following training classes:
- Field Training Officer, Police Law Institute, and First Line Supervision

Once an officer is promoted to the rank of Lieutenant this accomplishment will be recognized by awarding the officer a duty badge that reflects the rank of Lieutenant and a single gold bar on each (epaulet) shoulder board of their duty uniform. Town Personnel Policy Article III Section 8 states, “The salary of an employee promoted from one grade to another having a higher overlapping pay range shall be increased to probationary salary of that pay range or receive 7.5% over the employee’s salary, whichever is greater. Employees promoted to the probationary rate shall have their pay increased to the hiring rate upon successful completion of their probationary period. Employees promoted with a 7.5% increase shall be eligible for a one step increase at the successful completion of their probationary period. Those employees promoted at a rate higher than the 7.5% increase or the probationary rate, whichever is greater, shall not be eligible for a probationary increase.”

Police Lieutenant (First Lieutenant non-competitive)

In order for an officer at the NWPD to advance from the rank of Second Lieutenant to the rank of First Lieutenant, the officer must:

- Serve as a Second Lieutenant with the North Wilkesboro Police Department for four years.
- The officer must have also attended and successfully completed at least forty hours of management training approved by the Chief of Police.
- Once the officer has successfully completed these requirements the officer should prepare a memorandum. This memorandum must be endorsed by the officer's immediate supervisor.
- The supervisor will forward the memorandum to the Chief of Police and after having verified the information contained therein the officer will be advanced to the rank of First Lieutenant.
- This accomplishment will be recognized by awarding the officer a single silver bar on each (epaulet) shoulder board of their duty uniform.

Police Captain

To be eligible for promotion to the position of Captain, in-house candidates must:

- Have served at the rank of Second Lieutenant for at least three years.
- Have been awarded their Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission.
- Obtained an Associate Degree (two year degree) from an accredited college or university. Degrees must be from a college or university accredited by a U.S. Department of Education accepted accrediting agency such as SACS.
- Major course work will be in Criminal Justice or a related field.
- Have received a rating of "Meets Requirements" or higher on the last three annual performance appraisals.
- Have not received any disciplinary action in the preceding twelve months.

To be eligible to enter the process of promotion as Captain, lateral candidates must:

- Be currently B.L.E.T. certified by the State of North Carolina. Have served as a full-time Law Enforcement officer in the State of North Carolina for at least eight years.
- Have at least three years of supervisory experience.
- Have been awarded their Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission
- Obtained an Associate Degree (two year degree) from an accredited college or university. Degrees must be from a college or university accredited by a U.S. Department of Education accepted accrediting agency such as SACS.
- Major course work will be in Criminal Justice or a related field.

Once an officer is promoted to the rank of Captain this accomplishment will be recognized by awarding the officer a duty badge that reflects the rank of Captain and two silver bars (“H” pattern) on each (epaulet) shoulder board of their duty uniform. Town Personnel Policy Article III Section 8 states, “The salary of an employee promoted from one grade to another having a higher overlapping pay range shall be increased to probationary salary of that pay range or receive 7.5% over the employee’s salary, whichever is greater. Employees promoted to the probationary rate shall have their pay increased to the hiring rate upon successful completion of their probationary period. Employees promoted with a 7.5% increase shall be eligible for a one step increase at the successful completion of their probationary period. Those employees promoted at a rate higher than the 7.5% increase or the probationary rate, whichever is greater, shall not be eligible for a probationary increase.”

The NWPD will attempt to send all Captains to administrative officer training. Examples would be: Administrative Officer Management Program (AOMP) at North Carolina State University. Administrative Officers Course (AOC) at Southern Police Institute located at the University of Louisville. Management Development Program (MDP) at the North Carolina Justice Academy. The National Academy course at the FBI or any management program approved by the Chief of Police.

Major (Assistant Chief)

When there is an opening for Major an open search shall be conducted. The Chief of Police will submit a list of minimum requirements to the Town Manager for review and approval. Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission is required. The education minimum requirement shall be a four year degree from an accredited college or university. Degrees must be from a college or university accredited by a U.S. Department of Education accepted accrediting agency such as SACS. Major course work will be in Criminal Justice, Public Administration, or related field. Once the requirements are approved, the Chief of Police will post written notices announcing the vacancy and will also provide this information to media outlets.

Chief of Police

When there is an opening for Chief of Police an open search shall be conducted. The Town Manager will approve a list of minimum requirements. Advanced Law Enforcement Certificate by the North Carolina Criminal Justice Education and Training Standards Commission is required. The education minimum requirement shall be a four year degree from an accredited college or university. Degrees must be from a college or university accredited by a U.S. Department of Education accepted accrediting agency such as SACS. Major course work will be in Criminal Justice, Public Administration, or related field. Once the requirements are approved, the Town manager will post a written notice announcing the vacancy and will also provide the information to media outlets.

Initiation of Promotional Process:

Prior to the commencement of any promotional process, the Chief of Police or the Major will post written notices announcing the vacancy (ices) at the department. Information on the openings and requirements will also be posted on media outlets. These notices will include the following information but not limited to:

- Description of the position to be filled
- Description of eligibility requirements and pay scale
- Closing date

Town Personnel Policy Article IV Section 5 states, “Internal candidates shall apply for promotions using the same application process as external candidates.”

When deemed necessary, the Chief of Police has the authority to order a written test for any promotional process. Tests given will generally be standardized, valid, and approved by the Town Personnel Department.

Promotional Procedures:

- Evaluating the advancement potential of in-house candidates
- Determining advancement eligibility for lateral entry candidates
- Administering written tests (if deemed necessary)
- A list of candidates will be chosen to proceed to the review boards
- Conducting oral interview boards
- Conducting an oral interview with the Chief of Police

Prior to each promotional process, promotional procedures will be reviewed to determine current applicability. A description of the selection process will be provided to each candidate.

Promotional Eligibility List:

The names of personnel successfully completing the promotional process for a particular position will be placed on an eligibility list. Personnel completing the process will be notified of their placement in the process and on the eligibility list. In order for an eligibility list to be established under this promotional procedure, it must contain qualified candidates who have successfully completed the prescribed promotional procedure. Once an eligibility list is established, it will remain in effect for eighteen months or at the discretion of the Chief of Police be replaced by a new list.

The eligibility list will be considered a ranked list, with a numerical ranking assigned to personnel on the list. The Chief of Police may select any of the top three officers on the eligibility list for promotion (in-house and/or lateral candidates). This shall be known as

“The Rule of Three”. The Chief does not have to provide written documentation as to the reasons why any of the top three officers were chosen for promotion.

Once the final ranking of the eligibility list is complete the Chief of Police may re-interview any of the top three candidates on the list before a promotion is made. A memorandum naming an employee to fill a vacancy will be disseminated throughout the department at the time of appointment.

Newly hired and newly promoted personnel will serve a probationary period of twelve months as required by the Town of North Wilkesboro Personnel Policy. Newly hired sworn employees will serve a concurrent twelve month probationary period as required by the North Carolina Criminal Justice Education and Training Standards Commission. An evaluation of performance will be conducted after the completion of three months and again after the completion of six months for newly promoted personnel. Newly hired personnel will be evaluated in accordance with Departmental Standards.

Review and Appeal:

All personnel participating in a promotional process may request a meeting with the Chief of Police to review the final rankings. If an officer would like to appeal the findings of the rankings the officer will need to file a memorandum with the Chief of Police. The memorandum must include full details of the facts they feel warrant this appeal. The final decision of this review/appeal will lie with the Chief of Police. The officer requesting the appeal will be notified in writing within thirty days of the Chief’s findings.

Intermediate and Advanced Law Enforcement Certification:

- Once a full time member of the North Wilkesboro Police Department has obtained their Intermediate Certification from the State of North Carolina Criminal Justice Training and Standards Division the member should prepare a memorandum. This memorandum must be endorsed by the member’s immediate supervisor.
- The supervisor will forward the memorandum to the Chief of Police after having verified the information contained therein.
- Once all information has been verified and approved by the Chief of Police and the Town Manager, the member will receive an hourly pay increase of 2.5%.
- Once a full time member of the North Wilkesboro Police Department has obtained their Advanced Certification from the State of North Carolina Criminal Justice Training and Standards Division the member should prepare a memorandum. This memorandum must be endorsed by the member’s immediate supervisor.
- The supervisor will forward the memorandum to the Chief of Police after having verified the information contained therein.
- Once all information has been verified and approved by the Chief of Police and the Town Manager, the member will receive an hourly pay increase of 2.5%.

Career Development Program Matrix:

Information pertaining to the career development program will be compiled in the form of a matrix and made available to all officers. The matrix will include classification, rank, pay grade, salary ranges, certification requirements, education, and training. This matrix is attached to this document.

Exceptions:

When it is deemed to be in the best interest of the department and/or the Town, the Chief of Police may waive any of the prescribed qualifications or eligibility requirements, except those established by the North Carolina Criminal Justice Education and Training Standards Commission or other legal authority. Any waiver of qualifications or requirements will be conducted before the start of the promotional process not during the course of or the conclusion of the promotional process.

Evaluation of the Career Development Program:

The Chief of Police and/or the Major will evaluate the career development program periodically.

Last Reviewed and Updated:

04/22/2010 by Major Scott Teague and Chief Joe Rankin