



**Gastonia Police  
Department**  
POLICIES AND  
PROCEDURES

**Hiring Procedures**

**IA-1008**

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***Effective Date:08/17/2009***

CALEA-  
31.2.3,31.3.3,31.3.4,32.1.  
1,32.1.2,32.1.3,32.1.4,32.  
1.5,32.1.6,32.1.7,32.2.4,3  
2.2.6,32.2.7,32.2.8,32.2.9

**I. PURPOSE:**

Establish a written procedure for the selection of Gastonia Police Officers. The North Carolina Criminal Justice Education and Training Standards Commission has established some of the procedures. Also, contained in this policy are additional agency requirements.

**II. POLICY:**

The Gastonia Police Department complies with the City of Gastonia's Equal Employment Opportunity Policy. All qualified applicants will be afforded an equal opportunity for employment regardless of race, sex, color, age, religion, national origin, or disability.

**III. PROCEDURE:**

1. To submit an application for Police Officer for the City of Gastonia, an applicant must:
  - (a) Be at least 20 years of age;
  - (b) Be a United States citizen;
  - (c) Not have committed or been convicted of a felony; or
  - (d) Not have committed or been convicted of a crime or unlawful act defined as a "Class B misdemeanor" within the five year period prior to the date of application for employment; or
  - (e) Not have committed or been convicted of four or more crimes or unlawful acts defined as "Class B misdemeanors" regardless of the date of conviction; or
  - (f) Not have committed or been convicted of four or more crimes or unlawful acts defined as "Class A misdemeanors" except the applicant may be employed if the last conviction occurred more than two years prior to the date of an application for employment.
2. The City of Gastonia application for employment must be completed in full, and submitted to the City of Gastonia Human Resources Department to apply for the position of Police Officer.



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3. With the completed City of Gastonia application for employment, the applicant must also provide a copy of:
  - (a) Birth Certificate (certified copy);
  - (b) High School Diploma or G.E.D. and any degrees from an accredited college or university;
  - (c) Social Security Card;
  - (d) Valid Driver's License;
  - (e) Military Discharge Papers (if applicable);
  - (f) Marriage License and/or Divorce Decree (if applicable);
  - (g) Complete addresses and contact information for past employers and personal references; and
  - (h) Court documentation of any name changes (if applicable).
4. The information submitted by the applicant will then be reviewed by the City of Gastonia Human Resources Department to ensure the proper forms have been completed, and the additional information required has been submitted. The residency requirement will also be reviewed at that time (see section 21). The applicant shall also be provided the conditions of employment. The applicant will then be instructed to bring the application with other documents to the Gastonia Police Department.
5. Applicants will then be provided a questionnaire to complete. The process also includes the following; a criminal and driving history check, a credit history check, a release of personal information waiver and other documents necessary to determine employability. After these forms are completed, the applicant will be considered for employment.
6. Applications will be reviewed by the Office of Professional Standards to determine employability. Education, certifications, special skills and or abilities, work history, criminal and driving history, credit history and previous drug use are examined at this time to determine if the applicant meets State, City and Departmental Standards. Applicants that meet the State, City and Departmental Standards shall be kept on file for a period of no longer than 6 months to be considered for upcoming Applicant Review Boards. Applicants that do not meet State, City or Departmental Standards shall no longer be considered for employment and will be notified by mail of the status of their application.



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7. Applicants on file will be reviewed and selections made to attend the Applicant Review Board. This Review Board shall be convened periodically, depending on staffing levels, at the direction of the Chief of Police and shall consist of:
  - (a) Chief of Police (optional);
  - (b) Police Department Assistant Chief or designee;
  - (c) Police Department Captain;
  - (d) Police Department Sergeant;
  - (e) Human Resources Department Representative (if available); and
  - (f) Police Attorney or City legal representative.
8. The Chief of Police shall appoint the Board. The Applicant Review Board shall complete either the state F-4 Form, or another approved form as established by the North Carolina Education and Training Standards Commission. The Board will review the application with supporting documentation and conduct an interview with the applicant. The Board will determine whether the applicant is eligible for further employment processing. The Board's recommendation will be forwarded to the Office of Professional Standards. The Chief of Police will instruct the Office of Professional Standards to make conditional offers of employment to applicants selected to proceed further in the employment process. Staffing levels will be considered prior to making conditional offers. Applicants that received a favorable recommendation from the Board, but were not selected to proceed in the hiring process, will be kept on file for further consideration up to six months. All applicants will be notified by mail when their application is no longer on file and not being considered for employment.
9. Applicants selected to continue in the hiring process will be given a conditional offer of employment at this time. Once the conditional offer is given, the expected duration to complete the remainder of the hiring process is approximately 90 days.
10. A polygraph examination will then be scheduled and administered. The findings are forwarded to the Office of Professional Standards. A negative result on the polygraph examination will not be sufficient, in and of itself, to eliminate an applicant from the hiring process.
11. Once the applicant successfully completes the polygraph examination, the Office of Professional Standards shall conduct the background investigation summarizing:
  - (a) Applicant's Biographical Data;



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- (b) Credit History;
  - (c) Employment History;
  - (d) Criminal History;
  - (e) Past Drug Usage;
  - (f) Personal Reference Statements;
  - (g) Medical History;
  - (h) Psychological Screening;
  - (i) Visual acuity test; and
  - (j) Personal History Statement.
12. The Gastonia Police Department will make an appointment for the applicant to be given a psychological test to determine the applicant's mental and emotional suitability to properly fulfill the job responsibilities.
  13. Upon completion of the background process, an Applicant Review Board will be convened to review the findings of the background investigation and make a recommendation to the Chief of Police to either hire or deny employment to the applicant.
  14. The Chief of Police shall make the final decision regarding employment.
  15. An applicant approved by the Chief of Police for employment will then take a medical examination and drug test administered by a doctor/facility selected by the City of Gastonia. The medical examination shall be in accordance with requirements mandated by the North Carolina Training and Standards commission to determine if the applicant meets physical requirements necessary to properly fulfill the job responsibilities of a Police Officer. The applicant must also produce a negative result on the drug screen according to the standards of the Department of Health and Human Services for Federal Workplace Drug Testing Programs. The drug test results are mailed directly to the City of Gastonia Human Resources Department and then forwarded to the Office of the Chief of Police.
  16. The applicant will then be fingerprinted and photographed by the Gastonia Crime Scene Unit. The Crime Scene Unit will submit the fingerprint cards to the State Bureau of Investigation to comply with North Carolina Training and Standards Law Enforcement Certification Procedures.



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17. The applicant will no longer be considered for employment if at any time during the hiring process, it is determined that the applicant:
  - (a) Intentionally made a false and misleading statement concerning any relevant fact or engaged in any conduct reflecting a lack of candor;
  - (b) Has an unsatisfactory history of: employment, drug use, criminal activity, driving, financial responsibilities;
  - (c) Advocates or knowingly belongs to any organization which advocates the overthrow of the United States Government, North Carolina State Government, or any of their political subdivisions by force or violence;
  - (d) Is unable to perform the essential functions of the position; or
  - (e) Fails to meet the Minimum Standards for the Certification of Law Enforcement Officers as stated in 12 NCAC 9B .0101/9B .0111.
  
18. If at any point during the process, it is determined that the applicant is not employable by the Department, the Office of Professional Standards will notify the applicant within 30 calendar days of such decision. Rejected applicants who are not permanently ineligible for employment may reapply after six months of their rejection date.
  
19. The Office of Professional Standards will conduct the background investigation and maintain documentation on each application that is processed. Retention of these files will be in accordance with Chapter 121 and 132 of the General Statutes of North Carolina and the guidelines of the North Carolina Department of Cultural Resources, Division of Archives and History.
  
20. An applicant hired as a Police Officer who does not have a two-year degree (or equivalent credit hours if pursuing a four year degree) from an accredited college or university will be required to have a two-year degree or equivalent credit hours if pursuing a four-year degree within three years of completing the Police Training Officer program.
  
21. Within one month of date of hire, an applicant must live in one of the following counties: Gaston, Lincoln, Cleveland, Mecklenburg, or York, South Carolina.

This policy rescinds old hiring policy.