

\*\*\*\*\*PLEASE POST\*\*\*\*\*

## CITY OF ASHEBORO

### JOB OPPORTUNITY ANNOUNCEMENT

VACANCY #1647

**Opening Date: Thursday, June 23, 2016**

**Closing Date: Friday, July 8, 2016**

## POLICE OFFICER TRAINEE

**(Police Department)**

A trainee in this class is engaged in the active participation of BLET training as defined by the institution at which training is attended and as defined by State Statute. As a representative and trainee for the City of Asheboro, tact is required in all BLET contact. All work during the trainee period is performed in accordance with established policies and procedures established by the educational institution and BLET instructors. Work is performed under general supervision of the BLET instructor(s) and is evaluated by review of BLET performance. The North Carolina Criminal Justice Education and Training Standards Commission mandates a 620-hour course that takes approximately 16 weeks to complete and concludes with a comprehensive written exam and skills testing. Local jurisdictions may add up to an additional 4 hours of instruction.

### **Minimum Experience and Training:**

Trainees must be 21 years of age by the time they complete all training – both BLET (approx. 16 weeks) and City of Asheboro Training (approx. 16 weeks). Essentially cannot be more than eight months shy of 21<sup>st</sup> birthday at start of BLET. Trainees must have a high school diploma or G.E.D. Trainees must successfully complete an oral review board, background investigation, a psychological examination, a physical examination and a drug screen. Trainees must possess a valid North Carolina Driver's License. Trainees do not have to live within thirty (30) minutes of the Police Department. However, Police Officers must live within thirty (30) minutes from the Police Department.

**Trainee Pay Rate: \$31,629.99 Annual**

**Deadline for Receiving Applications:** Please pick up applications from the Human Resources Department and send or deliver them to Lesia Cox, Human Resources Specialist, City of Asheboro, 225 East Academy Street, Asheboro, NC 27203 by 5:00 p.m. on Friday, July 8, 2016. The City of Asheboro is an at-will, equal opportunity employer.



## POLICE OFFICER TRAINEE PLAN

### **Purpose:**

An objective of the City of Asheboro Police Department is to have a Police force that reflects the diversity of the population served by the department, specifically including the ethnic and socio-economic composition of the City. The goal of this program is to provide an opportunity for individuals, who may not have otherwise had that opportunity, to actively pursue Basic Law Enforcement Training and to complete the accompanying state mandated exam. We believe that implementing a Trainee program within the Police Department will create an opportunity for all people to enter Law Enforcement.

### **Overview of Program:**

*This program is an experimental program offered by the City of Asheboro which may or may not lead to long-term viability. During the experimental, trial period of the program, which sunsets June 30, 2017, the Trainee program will operate only within the Police Department.*

While attending BLET training, a city sponsored employee who is not a regular employee will be called a Police Officer Trainee. Trainee status is defined as an employee of the Police department who is actively enrolled as a student in good standing in a Basic Law Enforcement Training program sanctioned by the North Carolina Criminal Justice Education and Training Standards Commission. The trainee is paid wages and participates in the following city insurance programs – group medical, dental, vision only - while participating in the trainee plan. The expectation is that the trainee will successfully complete the program and become a full-time regular employee of the Asheboro Police Department. While in the Trainee status, the employee will not be considered a “Regular” employee and will have very limited fringe benefits.

Upon receipt of the Conditional Offer of Employment letter used for the City’s Law Enforcement Officers, selected applicants must successfully complete in a timely manner the entirety of the conditions listed in the letter prior to being designated as Trainee status. In addition, all Trainees will be required to complete the Police Officer Trainee Agreement prior to the start of employment.

Trainees may be dismissed during the trainee period at any time, with or without cause, and may not appeal such action. By way of illustration and not limitation, any conduct that violates North Carolina Criminal Justice Education and Training Standards Commission rules or guidelines, or those of the educational institution offering the BLET program, will be grounds for dismissal from the program. At times, circumstances may warrant that a Trainee cannot complete his/her first session of BLET. These circumstances will be reviewed on a case-by-case basis. To accommodate for such circumstances, the durational limit for completing the trainee program is **up to** two BLET cycles.



## POLICE OFFICER TRAINEE PLAN

Upon successful completion of Basic Law Enforcement Training, the Police Officer Trainee shall be moved into a Regular Full-time Employee status of Police Officer I, thus initiating the start of the employee's probationary period with the City of Asheboro. The move to regular-full-time employee status also commences the start of both sick leave and vacation leave accrual, subject to all guidelines as specified in the City of Asheboro Employee Policies and Procedures Manual. During the Trainee status period, there may be times when Compensatory time or Holiday time is accrued due to the curriculum and/or holiday schedule. When compensatory time is accrued, the trainee is required to use all accrued compensatory and holiday time as soon as the BLET schedule allows, but definitely before the start of regular full-time employment with the City of Asheboro. When status is changed to Regular Police Officer I, all conditions of employment set forth for Police Officers with the City of Asheboro apply.

In regard to Employee Benefits offered by the City of Asheboro, unless the benefit, as defined in the City of Asheboro Employee Policies and Procedures Manual or any other City Human Resources marketing materials, specifically includes "Trainee" Status as someone who is eligible for that benefit, the benefit is excluded during the duration of the trainee status.

### **Interest/Application Process:**

The Police Chief will recruit year round for the Trainee program. At any time throughout the year, interested parties may indicate their interest to the Chief via what is referred to as a "statement of interest." When interest is indicated, whether in writing, in conversation, etc., a contact phone number and name will be requested. When a Police Officer Trainee application posting period begins, the Police Department will contact all parties from whom the department has agreed to accept a "statement of interest" notifying them of the Trainee opening and providing details on how to apply for the program. Trainee positions will follow the City posting/application process outlined within the Employee Policies and Procedures Manual.

Should an applicant already be enrolled in a sanctioned Basic Law Enforcement Training course at the time of application, and that applicant is offered and accepts the Police Officer Trainee position, the City has the ability to reimburse BLET expenses so long as the reimbursement has the effect of furthering the City's goal facilitating law enforcement training for qualified individuals who might not otherwise be in a position to make the investment to attend a full-time BLET program. As a general operating guideline, reimbursements will be prorated on the basis of the individual's advancement through the BLET program. The scale for prorated reimbursements is as follows:

- Prior to BLET program beginning = 100% city paid
- Start of program up to 25% = 75% reimbursement
- 25% up to 50% = 50% reimbursement
- 50% up to 75% = 25% reimbursement



## POLICE OFFICER TRAINEE PLAN

Any deviations from the guideline will have to be justified with facts that meet the approval of the City Manager.

### Job Description

#### **POLICE OFFICER TRAINEE**

**FLSA: NON-EXEMPT**

#### **General Statement of Duties**

**Trainee Pay: \$31,629.99**

Attends and abides by all rules and regulations for Basic Law Enforcement Training (BLET) as a trainee for the City of Asheboro Police department.

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