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RECRUITMENT PROCESS

1. APPLICATION

When a position vacancy occurs, the UNC Hospitals Police Department will make an announcement using the UNC Healthcare Career opportunities website. https://www.unchealthcare.org/site/humanresources/careers/opportunities/career-opportunities.html

Application materials must be submitted by deadlines specified in the vacancy announcements. Failure to submit all documents by dates and times indicated may result in removal from the application process.

Interested applicants are responsible for keeping The UNC Healthcare Human Resource Department abreast of any changes in contact information. (Addresses, phone numbers, email, etc.) You may update and save your information at any time on the above website.
2. APPLICATION SCREENING PROCESS

Applicants Please take note you are applying with a Police Department and upon submitting your application you understand and agree to submit all required documentation and undergo a thorough Background Investigation and Criminal History check. Applicants that do not submit the required documentation or do not pass the Criminal History and background investigation portions of the application process will be disqualified.

Upon Initial application, applicants should attach their resume and a completed Law Enforcement Personal History Statement, F3 http://www.ncdoj.gov/getdoc/2ee4c50b-4a26-4da5-9124-015e0e77e4b4/F-3(LE)-5-11.aspx Failure to disclose relevant information will likely result in your disqualification from the hiring process.

UNC Hospitals Police Hiring Manager does a preliminary background check /resume screening which may include reference checking and telephone screening prior to forwarding the applications on to the review board and scheduling interviews.
**UNC HOSPITALS POLICE RECRUITMENT GUIDE**

**APPLICANT REQUIREMENTS**

- Must be 20 years of age
- No maximum age restriction
- High school graduate or equivalent
- United States citizen
- Must be of good character and moral background
- Valid NC Driver’s License or ability to obtain one
- Have corrected vision of 20/20 – Applicant cannot be colorblind (Police Officers)
- Ability to wear a gas mask and work in confined spaces when needed
- Ability to work a rotating schedule of days, nights and weekends
- Ability to communicate clearly and effectively orally and in written form
- Customer Service oriented when dealing with the general public
- Act in a professional manner when dealing with representatives from the criminal justice system
- Preferred, but not necessary a candidate that has an Associate’s Degree or higher from an accredited community college or university.
- Firearms pre-qualifications (must score at least 75%) Police Officers only

* Prior to employment all candidates are required to undergo a physical and drug testing along with a thorough background evaluation to include driver’s history and criminal history with no felony convictions. Police Officer candidates will also undergo psychological and polygraph testing.

* Out-of-State transfer applicants must have at least two years of full-time law enforcement experience and cannot have a break in service exceeding six months.

* All applicants must meet standards for certification as a police officer set by the North Carolina Training and Standards Commission.
VARIOUS CERTIFICATIONS CONSIDERED
- NC Basic Law Enforcement Training (BLET) with university or healthcare experience
- NC Basic Law Enforcement Training (BLET)(County, municipality, special police, etc.)
- In the process of becoming BLET and has never worked anywhere
- Out of state certified with university experience
- Out of state certified
- Non-certified Individuals

NON-CERTIFIED/OUT OF STATE TRANSFERS-TRAINING
- Complete entire Basic Law Enforcement Training (BLET) if hired without certification
- If from out of state, completion of the 96 hour NC legal block within one year of hiring date is required in order to obtain NC Certification as long as out of state certification transfers.
- Most state certifications are transferable
UNC HOSPITALS POLICE RECRUITMENT GUIDE

AUTOMATIC DISQUALIFIERS

CRIMINAL HISTORY

• Any felony conviction
• Any conviction for a crime for which the punishment could have been more than two years
• Conviction of one or more crimes or unlawful acts defined as Class B misdemeanors within the preceding five years
• Conviction of two or more crimes or unlawful acts defined as Class A misdemeanors within the preceding five years

TRAFFIC VIOLATIONS

• Having a driver's license suspended or revoked in the three years before making an application or at any time after the date of application; entering a plea of no contest, being convicted, or receiving a prayer for judgment continued for a traffic offense which may result in the suspension or revocation of driving privileges
• A DUI or DWI conviction within the past 10 years
• Two or more accidents in which the applicant was charged and convicted within the preceding three years
• Three or more convictions of moving violations or the accumulation of eight points using the North Carolina point system within the preceding three years, OR four or more convictions of moving violations within the preceding five years, OR five or more convictions of moving violations within the preceding seven years

DRUGS

• Any involvement in the sale of illegal drugs
• Prior drug usage is evaluated for the extent of the use and how recent the use has been

CREDIT

• Demonstrated history of financial irresponsibility

OTHER

• Dishonorable discharge from any military service (less-than-honorable discharge will be reviewed on a case-by-case basis)
• Untruthfulness or the intentional withholding of information on any application, interview, or paperwork associated with the position
• Deliberate inaccuracies or incomplete statements
• Cheating on any examination or testing associated with the position
Professional business attire is required for this interview. Applicants will be contacted by the Hiring Manager to schedule an appointment for an interview.

UNC Health Care uses behavioral-based interviewing. You can prepare by thinking of specific times in previous jobs [or at school] when you used skills and qualities that would be valuable in this position. The interviewers will ask about a situation or task you faced, you’re responding actions, and the results of the actions you took. They’ll include a few questions about situations that didn’t work out well, since we all face those at times. An internet search for behavioral interviewing will provide you with more information and sample questions. These Targeted Selection interviews might be different from those you have taken part in before. We will be looking for specific examples of some of your past accomplishments and challenges. Some of those examples will be successes and some will not—things don’t always work out the way we’d like them to despite the steps we take along the way to ensure success. Your interviewer will be seeking a balance of both types of situations—those that were successful and those that weren’t. Your interviewers will be focusing on Situation or Task, your Actions and the Results. Please give specific answers describing the STARs.

To prepare for your interview, think of examples from your education and work experience where you:

- Made decisions.
- Managed projects.
- Influenced others.
- Made recommendations for improvement.
- Came up with innovative ideas.
- Solved a problem.
- Coached others.
- Handled a conflict.

We will be asking you to describe the actions you took in each situation and the impact your actions had on coworkers, customers, or the organization. The time you invest preparing will ensure an effective and productive interview. In addition to this type of interview candidates may be required to participate in Conducted Targeted Simulations that allow us to observe the candidate performing tasks or activities actually required on the job.
BEYOND THE INTERVIEW - BACKGROUND INVESTIGATION

The applicant should also gather the following documents prior to onboarding or to their scheduled background investigations appointment. Failure to bring these documents would delay the processing of your application or preclude you from moving further in the process. Upon completion of the final interview, selected candidates will be given a conditional offer from UNCHPD. This offer will be conditional and subject to the candidate’s medical, psychological, drug, testing, Background Investigation and polygraph exam.

Candidates not selected for hiring will be informed in writing within 30 days of such a decision by the UNC Hospitals Police Department.

**Security Officer Candidates**

- Birth certificate or certificate of naturalization
- High school diploma or certified copy of transcript, or GED and college transcript if applicable
- Military discharge papers if applicable
- Social Security Card
- Valid driver’s license

**Police Candidates**

- Copies of all law enforcement certificates including BLET
- Administrative Office of the Courts computerized record search (AOC)
- Certified true copies of warrants for arrest, criminal summonses or any other criminal charges with dispositions as well as any and all traffic offenses
- Drivers History check (in and out of state if applicable)
- Birth Certificate and / or Certificate of Naturalization
- High School Diploma or certified copy of transcript, GED Equivalency, and College Transcript (if applicable)
- Military Discharge papers if applicable
- Social Security card
- Credit Report
- Photograph
- Valid Driver’s License
BEYOND THE INTERVIEW - BACKGROUND INVESTIGATION

All applicants will be fingerprinted and photographed and required to provide a writing sample, which will consist of 1 to 2 page biography of themselves outlining personal history and detailing why they are interested in working for the UNC Hospitals Police Department.

A background interview will be conducted by the designated interviewer with the applicant at this time. The applicant will then be asked to complete a Release of Information Form, which will be notarized by department if not notarized prior to coming in for this interview. The interview will consist of state mandated background questions.

During the background investigation the investigator is going to be interviewing references provided and past employers. It is the investigator’s goal to determine if the candidate would be a good fit for this department and to verify the candidate’s qualifying credentials.

FIELD TRAINING
A new officer is trained in department policies and procedures and other areas unique to UNC Hospitals and UNC Hospitals offsite locations. The field training period will allow the new officer to apply the principles and procedures to the actual situations on campus. Officers will be rotated among assignments to include, but not be limited to, routine patrol, report writing, radio communication, traffic direction/citations, etc.

- The officer will complete an orientation program on the first two days of hire.
- The officer will then complete a 12 week program with a field training officer (FTO) during the probationary period
- The officer will also be required to attend multiple in person and on line mandatory certification classes to be completed before the probationary period ends.
- A probationary period must be completed by all officers.