

The Town of Matthews, North Carolina Police Department will be holding a competitive assessment for the rank of Police Sergeant and Corporal conducted on April 23 April 24, and April 25, 2024. The assessment is open to external candidates. The application period for the Matthews Police Department – Sergeant and Corporal Recruitment process will be open from Monday, February 12, 2024, 8:00 AM – Tuesday, March 12, 2024, 5:00 PM. This hiring process will be used to fill vacant positions in each of the Patrol, CID, and Admin Divisions. If interested in both positions, candidates must submit a cover letter, resume, and an application to <https://bit.ly/MPDSergeant> and <https://bit.ly/MPDCorporal> for consideration.

You will be required to apply using your existing profile (internal candidates) or you must create a new applicant profile (external candidates). If you have an existing profile and forgot your username/password, please use the recovery options provided on the login screen.

POSITION SUMMARY

Performs responsible specialized law enforcement work supervising the activities of a shift or specialized unit in the Town's Police Department.

Employees in this class supervise the activities associated with a shift or specialized unit within the Police Department and perform law enforcement work. Supervisory responsibilities include managing the daily work activities of the assigned unit; conducting employee performance coaching and evaluation; ensuring proper training; making assignments; reviewing reports; and providing technical direction on matters related to patrol and policing. Work is distinguished from lower-level jobs by the degree of experience and training required to perform the tasks and by the degree of supervision, independent judgment, and discretion exercised.

Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with department policy and state and federal law, supplemented with specific directions from the superior officers. Work is performed under the general supervision of the Police Lieutenant and is evaluated through observation, discussion, and review of reports.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High school diploma, GED, or high school equivalency from an accredited educational institution by the date of employment application is required. Associate's Degree with coursework in Criminal Justice, Law Enforcement, Public Administration, or a closely related field is preferred.
- At least three (3) years of experience as a full-time sworn officer; or an equivalent combination of education and experience.

CERTIFICATE AND LICENSE REQUIREMENTS

- Must possess or be able to obtain a valid North Carolina Driver's License within 60 days of employment with a safe driving record. *(If you possess a South Carolina Driver's License and maintain residence in South Carolina, you are excluded from this requirement.)*
- Must have successfully completed Basic Law Enforcement Training and currently certified to work as a sworn law enforcement officer in North Carolina (or must be able to obtain NC BLET certification within one (1) year of hire). Out-of-state transfers must be able to successfully complete the reciprocity process and requirements through NCDOJ outlined at <https://ncdoj.gov/law-enforcement-training/criminal-justice/officer-certification-programs/law-enforcement-certification-applicants/>.
- Must be able to meet and maintain the minimum training, experience, and compliance requirements for the position as established by the Town and the State of North Carolina, including but not limited to the ability to obtain the credential of a sworn law enforcement officer, as issued by the North Carolina Criminal Justice Education and Training Standards Commission, within one (1) year of hire.
- Intermediate Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission is preferred.

CONDITIONS OF EMPLOYMENT

The Town of Matthews requires background checks to be conducted on the final candidate(s) applying for any position with the Town of Matthews. For this position, final candidates must pass a background process to include but are not limited to work history verification, professional/personal reference checks, financial review, polygraph, pre-employment drug screening and physical, psychological evaluation, criminal background, driving record checks, and firearms qualification with final approval by the Police Chief. During the selection process, candidates may be asked to take a skills test and/or participate in other assessments.

Step 1: Complete Online Application

The application period for the Matthews Police Department – Sergeant and Corporal process. The process will be open from Monday, February 12, 2024, 8:00 AM – Tuesday, March 12, 2024, 5:00 PM. This hiring process will be used to fill vacant positions in each of the Patrol, CID, and Admin Divisions. If interested in both positions, candidates must submit a cover letter, resume, and an application to <https://bit.ly/MPDSergeant> and <https://bit.ly/MPDCorporal> for consideration. You will be required to apply using your existing profile or you must create a new applicant profile. If you have an existing profile and forgot your username/password, please use the recovery options provided on the login screen.

Applicants should attach the following to their applications:

- Cover letter and current resume.
- Copy of DD214 if prior military service.

- Copies of valid Police/Law Enforcement certificates or certification transcripts, if applicable.

Your submitted employment application must be fully completed. Any omission of application/requested information and/or required document attachments may result in an immediate denial. Please be sure that your contact information is corrected (i.e. email address, phone number, etc.). All application statuses will be communicated via email and in certain instances, by telephone.

Step 2: Assessment Center

After the application period has ended, a committee will conduct a qualification review on all applications.

Assessment center invitations will be emailed to those candidates who are selected to move forward in the hiring process. Assessment centers will be held on April 23, 2024, through April 25, 2024. Further details of the assessment center and a schedule of events will be emailed to the candidate once confirmed.

The assessment center will consist of three components: Structured Panel Interview, Tactical Scenario, and Personnel Scenario. A representative from the Town of Matthews Police or Human Resources Department will contact candidates to schedule the assessment center. All components will be held on-site at the Town of Matthews location.

Candidates who were not selected to move forward will receive a denial notification email.

Step 3: Conditional Offer

If you are selected as a final candidate for the position with Matthews Police Department, you must undergo a complete background screening process, including but not limited to, work history verification, professional/personal reference checks, financial review, polygraph, pre-employment drug screening and physical, criminal background, driving record checks, and firearms qualification.

Final candidate(s) will receive a Matthews PD Background Packet that includes:

- o A list of documents that must be gathered and submitted to the PD Recruiter
- o North Carolina Personal History Statement (F3)
- o An Authorization For Release of Personal Information Form
- o FMRT BRAINS Assessment Information (Psychological Evaluation)
- o Polygraph Booklet
- o Information on the military service verification process

Step 4: Welcome to the Town of Matthews

Upon successful completion of the background screening process, final candidates will receive a firm formal offer of employment with a confirmed start date.

For more information regarding available benefits, please visit:

<https://www.matthewsnc.gov/pview.aspx?id=21064&catid=567>

Supplemental Information

All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities.

The Town is an Equal Opportunity Employer. The Town of Matthews provides equal employment opportunities to all employees and job applicants and prohibits discrimination on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws in all terms and conditions of employment.

The Town of Matthews is an at-will employer.