



THE CITY OF **RALEIGH, NORTH CAROLINA**

POST OFFICE BOX 590 • RALEIGH, NORTH CAROLINA 27602 • 919-996-3385

Dear Applicant,

Thank you for your interest in the Raleigh Police Department. We look forward to assisting you with the application process. However, due to the amount of paperwork involved, we do not accept resumes or applications through the mail. You should also keep in mind that the hiring process typically takes 3-5 months for most applicants who successfully become Raleigh Police recruits. However, there are numerous factors that can affect the duration, making it shorter or longer.

Applicants are first screened through an initial interview process. No prior appointments are necessary for your initial interview. You will be seen on a first come, first served basis. The hours of operation are Monday through Friday (except holidays), 9:00 a.m. to 12:00 noon, and 1:00 p.m. to 4:00 p.m. The location for your initial interview is the Police Personnel and Recruiting Office, located at 6716 Six Forks Road, Raleigh, NC. In order to proceed beyond the initial interview the Physician's Waiver and Personal History Statement will need to be completed.

Professional business attire is required for the initial interview. A photograph is taken at this time and remains with your folder throughout the process. Applicants will also be asked to provide a writing sample by completing an impromptu short essay. At the time of the interview, applicants must present a valid driver's license and original social security card.

Out-of-state applicants should call ahead of time and speak with a member of the recruiting staff prior to making your travel plans. If you are traveling from out-of-state, a stay of two days (Monday/Tuesday or Tuesday/Wednesday) will be required. The enclosed paperwork (Physician's waiver and Personal History Statement) is required to be completed and brought with you at the time of your arrival in order to start the application process.

For additional information or questions, please do not hesitate to contact a member of our recruiting staff at (919) 996-1343.

Sincerely,
Dana Knuckles, Personnel Sergeant
Raleigh Police Department

POLICE DEPARTMENT

6716 SIX FORKS ROAD * RALEIGH, NORTH CAROLINA 27615 * 919-996-3335

Preservation of Life*Compassion*Fairness*Integrity*Commitment*Accountability*Innovative Leadership*High-Caliber Service

POLICE OFFICER

The Raleigh Police Department is seeking responsible and dedicated individuals who are interested in a career in law enforcement. As a Raleigh police officer, you will work to protect lives and property through general police duties as well as have the opportunity to develop your skills in specialized fields. A few of the specialized fields are noted below:

K-9 Squad	Drug Enforcement	Unit Mounted Unit
D.A.R.E.	Selective Enforcement	Motorcycle Unit
Bicycle Patrol	School Resource Officer	Threat Assessment
BAT Team	Special Victims Unit	Fugitive Task Force

REQUIREMENTS:

- Must be 21 years of age at the time of graduation from the Raleigh Police Academy
- No maximum age restriction
- High School graduate or equivalent
- United States citizen
- Must be of good character and moral background
- Able to obtain a valid NC Driver's License
- Have corrected vision of 20/20 -- Applicant can not be colorblind

BENEFITS:

- **STARTING SALARY: \$34,281.59**, which is paid during the academy
- Complete uniform and equipment furnished
- Tuition Assistance Program (up to \$2,000 per fiscal year)
- Foreign Language Incentive Pay (\$500 annually for Spanish & A.S.L.)
- Paid vacation, holidays and sick leave
- Reward for Service Program pay
- Free medical, dental and life insurance for officers
- Dual Retirement Programs: NC Local Government Employees Retirement Program and the Supplemental Retirement Income Plan of NC (401K: includes automatic 5% City contribution)
- Opportunities for transfer to specialized units and eligibility for promotion

Applicants are subject to a physical fitness assessment, polygraph test, complete Background Investigation, and Oral Review Board prior to offer of employment. Applicants offered employment are subject to medical examination, drug screening and psychological screening. The Raleigh Police Department is an equal opportunity employer and does not discriminate based on race, sex, color, creed, age, disability, sexual orientation or national origin.

For more information, visit the **Raleigh Police Department Recruiting & Personnel Office** at 6716 Six Forks Road or call a Recruiter at **(919) 996-1343** during business hours. Also, visit us on the web: www.raleighnc.gov

R.P.D. OFFICER BENEFITS

SALARY

Starting pay for a Raleigh Police Officer is \$34,281.59 up to \$52,793.64 depending upon experience. Direct Deposit of pay checks is available.

LONGEVITY PAY

After five years of service, each officer receives 1% of his or her annual salary in an extra check during December. Employees with ten years of service receive 2% of their annual salary. This payment, known as a longevity bonus, is approved on a yearly basis by the Raleigh City Council.

PROMOTION

Officers are promoted on a merit basis after evaluation of their work performance record and applicable examinations.

UNIFORMS AND EQUIPMENT

An officer's complete uniform, shoes, weapon, and all necessary equipment are furnished by the City. Items are periodically replaced as the need arises.

EDUCATION PROGRAMS

All Officers must successfully complete our basic academy training. The Raleigh Police Academy lasts for approximately 27 weeks and consists of intensive training in the fundamentals of law enforcement. Upon graduation from the Academy and completion of 12 months of probation, an officer may attend other educational institutions of higher training. The City will reimburse the officer up to \$2,000.00 per fiscal year for tuition and books. In addition, selected officers are sent periodically to out-of-house schools.

FOREIGN LANGUAGE & A.S.L. INCENTIVE PAY PROGRAM

Raleigh Officers who are proficient in Spanish and/or American Sign Language are eligible to receive a one time incentive payment each year of \$500.00. All interested employees are required to be tested and certified as an interpreter or translator by approved, certified examiners. Candidates will be re-examined every three years. This is a voluntary program.

HOURS

Raleigh Officers currently work 12 hour shifts, and spend one month on either day or night rotation. Officers work two weekends out of the month. A sample 28-day cycle, beginning on a Monday, looks like this: two on, two off, three on, two off, two on, three off.

VACATION

Vacation is earned at the rate of one day per month for the first 3 years of employment. Completion of six months service is required before vacation leave will be granted. After 3 years of employment service, 15 days of vacation are earned per year. After 10 years, 18 days of vacation are earned per year. After 15 years, 21 days of

vacation are earned per year. After 20 years, 24 days of vacation are earned per year. An Officer may allow this leave to accrue to 50 days.

SICK LEAVE

Sick leave is earned at the rate of 1 day per month. In addition to this, after 8 years of employment 3 months extended sick leave is earned, after 15 years another 3 months sick leave is earned, and after 25 years you earn 6 additional months for a total of 12 months.

PETTY LEAVE

Officers are granted 12 hours of petty leave per year. Petty leave can be used for attending to personal matters which usually cannot be transacted outside of office hours, such as medical appointments, etc., not to exceed 2 hours in one day.

HOLIDAYS

There are 11 paid holidays per year that are determined by the City Council. The holidays are New Year's Day, Martin Luther King, Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving (2 days) and Christmas (2 days).

MEDICAL COVERAGE

Medical coverage for employees is paid by the City of Raleigh. The coverage is effective the first of the month following one calendar month of continuous employment. The types of coverage available are individual (for employee only), parent/child, and family. Employees may choose Blue Care (Health Maintenance Organization) or Blue Option (Preferred Provider Organization Plan). Premiums for all plans are the same and are paid through payroll deduction on a pre-tax basis.

DENTAL COVERAGE

Dental coverage for employees is paid by the City of Raleigh. Coverage for new employees will become effective the same date as health coverage. Premiums for parent/child and family coverage are paid through payroll deduction on a pretax basis.

LIFE INSURANCE

All permanent employees are provided basic life insurance and accidental death and dismemberment insurance in an amount equal to their annual salary. The coverage is effective the first of the month following one calendar month of employment. Premiums are paid by the City of Raleigh. Employees may purchase coverage through payroll deduction for their dependents in the amount of \$2,500 for \$.70 bi-weekly or \$.35 weekly. Voluntary term life insurance is also available through payroll deduction.

REIMBURSEMENT ACCOUNTS

The City of Raleigh has established medical and dependent care reimbursement accounts so that employees may pay for out-of-pocket medical and/or dependent care expenses on a pre-tax basis.

SAVINGS BONDS

The City of Raleigh offers the purchase of savings bonds through payroll deduction.

CREDIT UNION

The City of Raleigh Credit Union is available to all permanent employees. Permanent employees must complete 6 months of continuous employment and be a Credit Union member before becoming eligible to obtain a loan. In order to retain membership in the Credit Union, employees must have a minimum of \$25 on deposit. Savings accounts and loans are insured in the event of the employee's death.

RETIREMENT

All permanent employees are covered under the North Carolina Local Governmental Employees' Retirement System (NCLGERS). The employee contributes 6% of his annual salary on a tax deferred basis. The City matches the employee's payment to their retirement accounts. Officers are eligible for unreduced monthly benefits upon retiring after 30 years of service at any age, or at age 55 with 5 years of service. Officers are also eligible to retire with reduced benefits at age 50 after completing 15 years of service.

SUPPLEMENTAL RETIREMENT PLANS

All Law Enforcement Officers may participate in the Supplemental Retirement Income Plan of North Carolina 401 (K) Plan. Participation is voluntary and officers may make tax deferred contributions up to a maximum level as provided by IRS regulations. The City's contribution is 5%.

DEFERRED COMPENSATION

The City has developed and administers a deferred compensation program in addition to the supplemental retirement plans. This program is voluntary and allows employees to set aside income through payroll deduction that is tax deferred. Income tax is due when the deferred earnings are returned to the individual normally at retirement.

SOCIAL SECURITY

The City employees are members of the Social Security System. The employee contributes 7.65% of their annual salary and the City contributes the same amount. Social Security benefits include retirement and disability payments and survivor's insurance.

EMPLOYEE HEALTH & WELLNESS CENTER

The purpose of the Health Center is to treat job related injuries and illnesses that occur while employees are at work. All police applicants are required to have pre-employment physicals and drug screenings. Periodic health screenings that include vision, hearing, and blood pressure screening are also provided.

EMPLOYEE ASSISTANCE PROGRAM

The City of Raleigh provides employees and family members with confidential counseling to help resolve problems that may affect their work or family life.

WORKER'S COMPENSATION

All City employees are covered under the North Carolina Worker's Compensation Act. This act covers those employees who suffer injuries as a result of an accident while performing duties. It will pay medical expenses and a portion of the employee's salary if the individual is out of work as a result of a work related disability.

DISABILITY INCOME PLAN

All permanent employees are eligible to enroll in this voluntary payroll deducted plan which provides employees up to 60% of income if unable to work due to off-the-job accident, illness, or pregnancy.

***Note: All employee benefit programs are subject to change. Approval for continuation each fiscal year is contingent on budget authorization.**

Rev. 06/09