

The Town of Matthews, North Carolina Police Department will be holding a competitive assessment for the rank of Police Lieutenant on April 9 and 10, 2024. The assessment is open to external candidates. The application period for the Matthews Police Department – Lieutenant 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 three (3) positions in each of the Patrol, CID, and Admin Divisions. Interested candidates must submit a cover letter, resume, and an application to <https://bit.ly/MPDLieutenant> 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 complex administrative work assisting with the supervision of the Police Department, managing an assigned Division, coordinating work with other law enforcement agencies and Town departments, overseeing the maintenance of files and records, preparing reports, and related work as apparent or assigned. Work is performed under the direction of a Police Captain. Supervision is exercised over all assigned personnel.

Employees in this class perform supervisory and managerial work. Responsibilities include supervising both sworn and civilian staff; assigning and reviewing work; monitoring performance; researching, reviewing, and recommending departmental policies; operational equipment inventory, and building maintenance; performing crime prevention activities; reviewing crime trends and suggesting new program efforts; and maintaining records of division activities and other administrative work.

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 Captain 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 five (5) years of experience as a full-time sworn officer with at least one (1) year of experience as a Sergeant or an equivalent level of a Sergeant; 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.
- Advanced 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 – Lieutenant 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 three (3) positions in each of the Patrol, CID, and Admin Divisions. Interested candidates must submit a cover letter, resume, and an application to <https://bit.ly/MPDLieutenant> 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 9, 2024, and April 10, 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, Industry Related Presentation, and Scenario Response. 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.