

TOWN OF SWANSBORO

POLICE DEPARTMENT POLICY--NO. 4
PSYCHOLOGICAL TESTING

In order to ensure the integrity of the Police Department, to protect the citizens and to preserve their trust and confidence, the Town of Swansboro Police Department shall implement a psychological testing program in accordance with the North Carolina Criminal Justice Education and Training Standards Commission as follows:

I. DEFINITIONS

- A. Applicant: Any person who applies for appointment as a Criminal Justice Officer with the Town of Swansboro.
- B. Criminal Justice Officer: A sworn law enforcement officer with power of arrest.
- C. Employee: Any person employed by the Swansboro Police Department. This term includes, but shall not be limited to, Criminal Justice Officers (full time, part time and auxiliary), clerical and support staff.
- D. Reasonable Suspicion: An articulable belief that an employee's mental or emotional suitability to properly fulfill the responsibilities of their position is impaired, from specific and particularized facts and reasonable inferences from those facts.
- E. Psychological Test: Psychological screening examination by a clinical psychologist or psychiatrist licensed to practice in North Carolina or by a clinical psychologist or psychiatrist authorized to practice in accordance with the rules and regulations of the United States Armed Forces, to determine the applicants mental and emotional suitability to properly fulfill the responsibilities of the position.

II PROCEDURES

- A. Applicant Psychological Testing:
 - 1. Applicants applying for a Criminal Justice Officer position shall be required to take a "Psychological Test" as a condition of employment, prior to the date of employment.

2. If an applicant has taken a psychological test, which meets the Town definitions and conditions, within one (1) year prior to the date of employment, a psychological test may not be required. However, a copy of the psychological test shall be forwarded to the Chief of Police by the clinical psychologist or psychiatrist performing the psychological test at the request of the Chief of Police or Town Manager.
3. Applicants shall be disqualified from further consideration for employment for refusing to submit to a required psychological test.

B. Employee Psychological Testing:

Police Department employees may be required by the Chief of Police or Town Manager to submit to a psychological test, as a condition of continued employment, in order to ascertain mental and emotional suitability in any case where there exists "reasonable suspicion". Reasonable suspicion may be based upon but not limited to:

1. A pattern of abnormal conduct or erratic behavior, including abnormal leave patterns;
2. Information provided either by reliable and credible sources or independently corroborated;
3. Evidence that an employee has tampered with a previous psychological test;
4. Facts or circumstances developed in the course of an authorized investigation of an accident or unsafe working practice;
5. Some specified "triggering event" such as an accident involving property damage or personal injury, accidental discharges, etc.

C. Psychological Test Results:

1. In order to provide, to the greatest extent possible, for the privacy and confidentiality of applicants and employees who are required to submit to drug testing, all results will be sent directly to the Chief of Police, who shall provide a copy to the Town Manager for the applicant or employees personnel file.
2. All psychological tests and information of personnel actions taken on applicants and

employees shall be maintained in accordance with state and local personnel policies and procedures.

- D. The Town of Swansboro shall pay for psychological testing for full and part time Criminal Justice Officer applicants and for all employee psychological testing. Auxiliary Criminal Justice Officer applicants shall pay for their own testing, if needed.
- E. The Town of Swansboro shall make an appointment for applicants and employees, except auxiliary Criminal Justice Officer applicants, who shall make their own.

APPROVED BY THE TOWN MANAGER THIS 30TH DAY OF DECEMBER 1994.



Town Manager