



HIRING PROCEDURES FOR CIVILIAN POSITIONS

Thank you for your interest in becoming a member of the Warner Robins Police Department (WRPD).

Listed below is the pre-employment process for consideration as a civilian employee. Successful completion of each step is required before continuing to the next. Please read and review this entire package.

➤ ***POLICE DEPARTMENT APPLICANT STANDARDS***

Applicants for civilian positions must meet the WRPD minimum standards. Please see the attached list.

➤ ***APPLICATION***

The City of Warner Robins only accepts applications for open positions. Open positions may require documents to be presented in order to receive an application. These required documents will be stated in the details of the open position job announcement. To apply for a position, applicants must bring all documents to Human Resources Department, City Hall, 700 Watson Blvd, Warner Robins, GA 31093. Applicants can apply in person Monday through Friday from 8:00 AM to 5:00 PM or online if required documents are submitted.

➤ ***INTERVIEW***

Interviews will be conducted by a panel of department supervisors and Command Staff members.

Applicants not selected during the interview process will receive a letter stating that they were not selected and are eligible to re-apply after six (6) months for the position within the WRPD. However, applicants may apply for open positions available in other departments of the City of Warner Robins.

➤ ***BACKGROUND INVESTIGATION PACKAGE***

Applicants will be issued an in-depth background package. The package should be completed and returned to the WRPD along with requested documentation. Members of WRPD Internal Affairs Division will conduct the background investigation.

Applicants who successfully complete the Background Investigation will be eligible to continue to the next step in the hiring process.

Applicants who do not pass the Background Investigation will receive a letter stating that they are not eligible to re-apply for positions within the WRPD. However, applicants may apply for open positions available in other departments of the City of Warner Robins.

➤ **CONDITIONAL OFFER OF EMPLOYMENT**

If the applicant is being considered for hire, he/she will then be presented with a conditional offer of employment by the Human Resources Department, **pending** the results of the following series of screening tests:

- **Drug Screening**
- **Alcohol Screening**

Once the tests have been scheduled, the applicant will be notified of when and where to report to complete each test.

➤ **OFFER OF EMPLOYMENT**

All of the above tests must be passed to receive an offer of employment.

Applicants, who do not pass the drug or alcohol screening, are not eligible to re-apply for positions within the WRPD.

Contingent upon the results of the above screening tests and upon review, the Human Resources Department will contact the applicant and an offer of employment will be made. A hire date is then set. The applicant will be asked to schedule a time, in advance of their hire date, to complete employment enrollment with the Human Resources Department.

➤ **DURATION OF PROCESS**

The complete hiring process can take a couple of months depending on the necessary steps and tests utilized in the process.

If you have any further questions, please feel free to contact the Human Resources Department at (478) 293-1006. Again, thank you for your interest in the Warner Robins Police Department.

Police Department Applicant Standards

Due to the nature of employment with the Warner Robins Police Department, it is the responsibility of the department to conduct a thorough background investigation on each applicant considered for a position. Only those persons whose conduct, character and behavior, which does not discredit either themselves or the Warner Robins Police Department, will be employed. The investigation includes but is not limited to a check of the applicant's work history, driver's history, criminal history, references, ethical conduct, honesty, financial responsibility (credit) and past behavior.

Applicants for a position with the Warner Robins Police Department must meet the minimum criteria outlined below:

- U.S. Citizen
- High school diploma or GED
- Possess or be able to acquire a valid Georgia driver's license by the time of hire, if needed for the position.
- No felony convictions during your lifetime. No diversions or expungements or conviction in any court for any felony drug-related offense. No pending criminal action in any court and must not be under investigation for any criminal offense by any criminal justice agency.
- No sufficient misdemeanor convictions to establish a pattern of disregard for the law.
- No family violence crime convictions or repeated past history of reported family violence.
- No convictions for DUI within the past five years. No more than one conviction of DUI in lifetime.
- No more than two moving violation convictions or being at fault in more than two accidents during the past 12 months. No sufficient moving violation convictions to establish a pattern of disregard for the law.
- No serious traffic offenses including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid or Leave Information, and Racing.
- Proper management of personal finances (within the past five years). Debts, pending civil suits, garnishments, dispossessionary warrant, bankruptcies, etc., will be investigated to determine a candidate's suitability for employment.
- No personal state or federal tax liability unless applicant is on an approved payment plan.
- No discharge from any military organization less than honorable.
- No current illegal drug use.
- No illegal sale, distribution or manufacturing (to include growing) of any drug.
- No deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant.
- No use or possession of marijuana during the last three years.
- No use (more than experimentation) of an illegal drug or combination of illegal drugs, other than marijuana, during the past 10 years. What is considered "experimentation" will be determined on a case-by-case basis considering the totality of the circumstances.
- Personal appearance that brings respect to the department. Applicants with body art, tattoo(s), brand(s), intentional scarring and/or mutilation that doesn't meet the department's uniform and dress code policy may be deemed ineligible to be hired.