



Wrightsville Beach Police Department

3 Bob Sawyer Drive – P. O. Box 452
Wrightsville Beach, North Carolina 28480
Website: www.towb.org/160/Police

Application Instructions

Below is a list of AUTOMATIC DISQUALIFIERS as outlined in North Carolina Administrative Code 12 NCAC 09B.0100:

Have committed or been convicted of:

- A felony;
- A crime punishable by imprisonment for more than two years;
- A crime or unlawful act defined as a "Class B Misdemeanor" within the previous 5 years;
- Four or more crimes or unlawful acts defined as "Class B Misdemeanor" regardless of date of conviction;
- Four or more crimes or unlawful acts defined as "Class A Misdemeanor" within the previous two years;
- An offense that, pursuant to 18 USC 922(g)(8), would prohibit the possession of a Firearm or ammunition

Candidates must meet the following minimum requirements:

- 21 years of age at the time of appointment
- Be of good moral character
- Have successfully completed Basic Law Enforcement Training and be eligible for NC State Certification, or currently hold an Out of State Certification and be eligible for Out-of-State Transfer.
- Possess Valid driver's license
- U. S. Citizen
- High School Diploma or GED

The following forms must be completed and submitted for consideration:

- [North Carolina Personal History Statement \(F3\)](#) complete online, print, sign & notarize.
- [WBPD Authorization for Release of Personal Information Waiver](#) Complete, sign & notarize.
- [Town of Wrightsville Beach Employment Application](#) Complete & sign.
- [WBPD Recruiting Survey](#) Complete & sign.

Note: Forms may be notarized at the Wrightsville Beach Police Department at no cost.

All applicants must complete a Wrightsville Beach Police Department application packet to be considered. After an Application Packet is submitted to the Town of Wrightsville Beach Human Resources Department, it will be forwarded to the Wrightsville Beach Police Department Professional Standards Division. Applicants who meet the initial requirements will be contacted to attend the Interview Board and assessment.

Online and hardcopy Application Packets will be accepted for consideration. The original hardcopy is required at time of interview.

The following is a summary of the steps in the recruitment process:

- Preliminary Screening (against job qualifications)
- Interview Board, Roll Play and Report Writing exercise
- Interview with the Chief of Police

Applicants chosen for consideration will need to provide the following documents:

- Copy of Birth Certificate / Copy of Naturalization
- Copy High School Diploma or Official Transcript (Seal required).
- GED - copy of final grade must be attached.
- College - Official Transcript only. (Seal Required)
- Copy of BLET Certificate of Completion
- Copy of NC Driver's License
- Copy of Social Security Card
- Copy of DD214 if you ever served in the U.S. Military
- Credit Report
- Certified Criminal History Checks from all Counties of Residency since 16 yoa.

The following are to be completed after a conditional job offer has been given

- Polygraph
- Psychological Evaluation
- Medical/Drug Screening
- Complete Background Investigation
- Successful Completion of Firearms Qualifications with minimal of 80 % handgun and shotgun.

Candidates must successfully complete the recruitment process to include: interviews; report writing; firearms qualifications; background investigation; polygraph; psychological evaluation; and medical examination with drug screen to be considered for a final offer of employment.

Expected duration of the selection process:

- Processing and Background investigation may take from 30-120 days.
- If not selected, applications are accepted on a continual basis unless rejected for criminal offense or the disqualifiers listed above.

For more information, please contact the Wrightsville Beach Police Department Recruiting Office at dsquires@towb.org or jnewberry@towb.org .