



# Winston-Salem Police Department

SERVING WITH DISTINCTION AND EXCELLENCE

[www.WSPD.org](http://www.WSPD.org)

An Internationally Accredited Law Enforcement Agency since 1997



## POLICE OFFICER

### NEW HIGHER STARTING SALARIES

**B.A./B.S. Degree:** \$55,000 while in BLET / \$57,750 after graduation

**A.A.S. Degree:** \$52,500 while in BLET / \$55,125 after graduation

**High School/GED:** \$50,000 while in BLET / \$52,500 after graduation

**Military Incentive:** Applicants will receive an additional 5% pay increase after graduation with military experience

**Sign-on bonuses available.**

### BENEFITS

**Outstanding Retirement Options** that give sworn officers the ability to make more each month in retirement than when they were working.

**Excellent, Thorough Training** that far exceeds state requirements.

**Paid BLET** with an immediate bump in salary when you graduate.

**Permanent Shifts** in our patrol division that simplify your home life.

**Opportunities for Advancement and Specialized Assignments.**

**Take Home Patrol Car** Some restrictions apply.

**Uniforms and Equipment Provided.**

### ABOUT OUR AGENCY

The Winston-Salem Police Department is allotted 500+ sworn officers and 174 civilians who serve a city of about 250,000 in the Piedmont Triad of North Carolina. Patrol officers are responsible for protective services as well as the prevention, detection and investigation of crimes. This work may involve personal risk and requires sound, independent judgment in all situations.

In addition to the Patrol division, our department has a full range of specialized units, including a motorcycles, SWAT, criminal investigations, K-9, bomb squad, bike patrol, special investigations, computer forensics and more.

### TRAINING

**BLET: 28 weeks.** The Winston-Salem Police Department runs an in-house Basic Law Enforcement Training program that provides more than 1,000 hours of instruction, well over the North Carolina BLET requirements. Police officer trainees are paid while in BLET and get a raise when they graduate. The department provides all uniforms and equipment, both during BLET and as a sworn officer.

**Field Training: 14 weeks.** Newly sworn officers participate in a three-phase field-training program. During each phase they are paired with an experienced officer and successively take on more responsibility for handling calls.

**Probationary Period: One year.** After field training new patrol officers are on probation for a year to ensure that they are fully prepared to function as independent patrol officers working a beat on their own.

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## QUALIFICATIONS

Be a U. S. Citizen

Possess a High School Diploma or G.E.D.

Be at least 20 years of age; must be 21 prior to the completion of BLET

Be of good moral character, having no felony convictions, serious misdemeanors or DWI's within the past five years

Be in good physical condition

Have or be able to obtain a valid North Carolina driver's license

## THE APPLICATION PROCESS

1. Pre-employment Testing (Reading comprehension test)  
Visit [www.wspd.org](http://www.wspd.org) for testing dates and to sign up.
2. Preliminary Application
3. Formal Application
4. Pre-Conditional Offer of Employment Testing:
  - Oral interview
  - Modified POPAT
  - Suitability Screening
5. Background Investigation
6. Conditional Offer of Employment
7. Post-Conditional Offer of Employment Testing
  - Medical Evaluation
  - Polygraph Examination
  - Drug Screening
  - Suitability Interview
8. Final Offer of Employment

## CONTACT US

**If you meet our qualifications and are interested in working for a professional, innovative and progressive law enforcement agency, please contact the Recruiting Unit:**

336-773-7925

Toll free 1-877-777-WSPD

Email: [recruit@wspd.org](mailto:recruit@wspd.org).



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## PUBLIC SAFETY COMMUNICATIONS OPERATOR

### STARTING SALARY

\$37,809 while in training / \$39,799 after training

65-cent per hour additional pay when working night shift

### WORK SCHEDULE

12-hour shifts (7 a.m.– 7 p.m. & 7 p.m.–7 a.m.)

Alternate three-day and four-day (36-hour/48-hour)

Work weeks schedule includes 8 hours of overtime pay

### JOB DESCRIPTION

Winston Salem Public Safety Communications will answer all 911 calls within the city of Winston Salem and provide a one button transfer to direct processing for Fire and EMS nature calls. Work entails operating and monitoring radios, recording devices, paging and alarm systems; receiving and transmitting messages by radio using a computer-aided dispatch system; receiving and processing citizen requests for police and fire personnel on an enhanced-911 telephone system; using Division of Criminal Information and in-house computer systems, and performing related work as required.

### PUBLIC SAFETY COMMUNICATIONS CENTER

The Winston Salem Public Safety 911 Center is comprised of highly trained and certified Emergency Operators that serve a city of 245,000 citizens in the Piedmont Triad area of North Carolina. We answer all 911 calls for service within the city limits of Winston Salem and dispatch all police calls for service. In 2021 we processed 212,062 911 calls and 242,661 non-emergency calls. The total number of police calls dispatched from our center for the same time is 186,068. We proudly serve Winston Salem 24 hours a day - seven days a week. Yes, we are always open to serve our community.

### QUALIFICATIONS

High school graduate or equivalent.

At least 18 years of age.

No felony or serious misdemeanor arrests.

Ability to communicate by radio or telephone clearly and distinctly.

Minimum typing speed of 25wpm.

Ability to sit for extended periods of time on 12-hour shifts, in a temperature-controlled environment.

Ability to effectively communicate with the public and departmental personnel under stressful conditions.

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**TRAINING** (All training provided by the agency)

Basic Operator School

Division of Criminal Information (DCI) Certification

Geography

Agency Policies

Computer Aided Dispatch (CAD) System for Fire and Police

Associated Public-Safety Communications Officers (APCO) National Certification and NC Sheriff Education and Training Standards Certification on the job training program.

**THE APPLICATION PROCESS**

1. Submit application to City of Winston-Salem (Applications are accepted when there are job openings)
2. Telephone Screening/Interview
3. Preliminary Testing:
  - Typing Test Oral Interview
  - Multi-Domain (Psychological) Screening
  - Background Investigation
4. Background Investigation
5. Conditional Offer of Employment
6. Post-Conditional Offer of Employment Testing:
  - Drug Screening
  - Medical Examination
  - Polygraph Examination
  - Suitability Interview
7. Final offer of Employment

**CONTACT US**

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## FORENSIC SERVICES TECHNICIAN

### STARTING SALARY

\$39,799.37

\$0.65 per hour shift differential for scheduled evening and midnight shifts.

### WORK SCHEDULE

Work Schedule: Permanent Shifts (34/44 hour work weeks)

### JOB DESCRIPTION

Must work varied shifts to include holidays, nights, and weekends; operates crime scene response vehicles in normal and adverse weather conditions; responds to and initiates radio communications; documents scenes and evidence through forensic photography/videography; identifies, collects, and preserves evidence utilizing appropriate forensic techniques; locates, preserves and/or lifts latent prints from physical evidence; maintains chain of custody for evidence; prepares detailed sketches and diagrams of crime scenes; obtain post-mortem finger and palm prints to establish identity; searches files to identify suspects; operates numerous computer based systems; performs administrative tasks; prepares evidence for court presentations; presenting courtroom testimony in District, State, and Federal Courts; prepares photographic line-up and images for viewing; maintains detailed filing systems and records; prepares detailed investigative and supplemental case reports of activities and investigations; effectively communicates with investigators, court personnel, suspects, and citizens; administers chemical analysis for alcohol concentration; updates demographic information, obtains photographic images and fingerprints of persons charged with criminal offenses; maintains confidentiality; remains abreast of technological and procedural advances in forensic related disciplines.

### QUALIFICATIONS

Minimum of Associates Degree in forensic science, biology, chemistry, criminal justice, or closely related field from an accredited institution or a combination of high school graduate/GED and work experience in a closely related field. Applicants must be at least 18 years of age and have no felony arrests or serious misdemeanors.

### KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of methods and standards employed in forensic science; general knowledge of rules of evidence; general knowledge of photography; ability to maintain confidentiality; ability to follow complex oral and written directions; ability to use all issued equipment at the required level of proficiency; ability to communicate clearly and concisely, orally and in writing; ability to present clear and concise testimony in court; ability to work independently in the absence of direct supervision; basic knowledge of word processing and spreadsheet programs.

### PHYSICAL REQUIREMENTS

Adequate physical agility and endurance to carry out duties to include climbing, standing, crawling, kneeling; sitting, etc. for extended lengths of time. Constant light to moderate lifting.

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## WORK CONDITIONS

Exposure to blood borne pathogens; exposure to dust/dirt, fumes, smoke, adverse sights and smells, adverse weather conditions; extreme heights and environments; and confined spaces.

## TRAINING (All training provided by the agency)

40 Hour Intoximeter EC/IR II School (certification)

Basic Crime Scene School (In-house)

On-the-job training provided in: Photography, Latent Print Processing, Videography, Evidence Collection and Preservation, Sketching, Processing of Arrestees, Photographic Line-ups, and General Forensic procedures.

On-the-job training provided on the Records Management System and miscellaneous personal computers

## THE APPLICATION PROCESS

1. Submission of City Application
2. Review of Application by Winston-Salem Police Department Recruiting Personnel
3. Telephone Screener/ Interview (Applicants who meet qualifications will proceed to the next stage)
4. Preliminary Testing
  - Oral Interview
  - Multi Domain Screener
5. Background Investigation
6. Conditional Offer of Employment
7. Post-Conditional Offer of Employment Testing
  - Drug Screening
  - Medical Examination
  - Polygraph Examination
  - Suitability Interview
8. Final Offer of Employment to Selected Applicants

## CONTACT US

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**You may also e-mail the Recruiting Unit at [RECRUIT@WSPD.ORG](mailto:RECRUIT@WSPD.ORG)**

**Police Recruiting Office  
Public Safety Center  
725 North Cherry Street  
Winston-Salem, North Carolina 27102-1707**



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## POLICE RECORDS SPECIALIST

### STARTING SALARY

\$34,762.31

\$0.65 per hour shift differential for scheduled evening and midnight shifts.

### WORK SCHEDULE

Work Schedule: 10-hour shifts (7 a.m.– 5 p.m., 5 p.m. – 3 a.m., 9 p.m – 7 a.m.) 8-hour shift (8 a.m.– 5 p.m.)

### JOB DESCRIPTION

Under regular supervision, performs responsible technical work in developing and validating the police database; responsible for complex coding and researching all records maintained; prepares, researches and maintains complex data and records; conducts analysis of incident data; assists in the preparation of special reports; verifies complex data; works in conjunction with all local, state, and national law enforcement agencies on wanted and missing persons, stolen or recovered property and criminal history information; operates and enters files into the N.C.I.C. and D.C.I. computer systems; may be required to prepare clear, comprehensive reports from information obtained directly from officers or citizens over the telephone or in person; responsible for issuing and return of parking tickets, warning tickets and citations; assists the public with information requests related to all files maintained; completes requests by court personnel, attorneys, insurance companies, social service agencies and local businesses regarding police activity; supports enforcement and administrative departmental personnel by attaining and researching information maintained in various governmental databases; creates and uses information stored in a variety of media including scanned images.

### QUALIFICATIONS

Any combination of education and experience equivalent to a high school diploma and experience with database, word processing and spreadsheet computer applications. Ability to type accurately at 35 wpm. No felony or serious misdemeanor arrests. Ability to communicate and hear by phone or in person at normal levels of spoken word. Ability to see and analyze written or computer data.

### PHYSICAL REQUIREMENTS

Must be able to lift or move up to 25 lbs and maneuver consistently within the office area and be able to work with small and large objects. This position will work indoors and may be exposed to repetitive motion/operations and long periods of sitting.

### SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license and certification by the Division of Criminal Information. Applicant will be required to obtain and maintain valid Division of Criminal Information Certification.

## **TRAINING** (All training provided by the agency)

Division of Criminal Information Certification (DCI)

Job related computer application and records management

## **THE APPLICATION PROCESS**

1. Submission of City Application (Initial Application)
2. Review of Application by Winston-Salem Police Department Recruiting Personnel  
(Applicants who meet minimum qualifications will proceed to the next stage)
3. Completion of Application Package
4. Pre-Conditional Offer of Employment Testing
  - Typing Test
  - Oral Interview
  - Multi Domain Screener
5. Background Investigation
6. Conditional Offer of Employment
7. Post-Conditional Offer of Employment Testing
  - Drug Screening
  - Medical Examination
  - Polygraph Examination
  - Suitability Interview
8. Final Offer of Employment to Selected Applicants

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## POLICE EVIDENCE SPECIALIST

### STARTING SALARY

\$34,762.31

### WORK SCHEDULE

Rotating shifts

### JOB DESCRIPTION

Performs responsible technical and clerical work in maintaining the control and accountability of evidence, found and safekeeping property in the possession of the Police Department. Work is performed under immediate supervision. Works varied shifts, weekend and 24 hour on-call rotation; accepts, stores, documents, preserves, and retrieves property submitted by law enforcement. Maintains the integrity of evidence for court presentation and testifies in court as to the chain of custody. Destroys contraband in a lawful manner; receives and deposits monies; receives bio-hazardous materials for lawful disposal; transports evidence to and from laboratories for analysis. Creates and maintains manual and computerized property logs and files.

### QUALIFICATIONS

Any combination of education and experience equivalent to graduation from high school: some experience in warehouse operations is preferred. General knowledge of modern office procedures and practices; knowledge of inventory control methods; ability to utilize modern office equipment; ability to operate a computer and utilize various software; general knowledge of accounting practices; ability to analyze situations and research information; ability to give effective testimony in court; ability to process requests and inquiries by phone and in person; working knowledge of city, state, and federal laws governing evidence and found property; general ability to understand and follow oral and written instructions; working knowledge of firearms and applicable laws; ability to establish working relationships with other employees and the general public; possession of adequate physical agility and endurance to perform duties; ability to effectively communicate orally and in writing.

### PHYSICAL REQUIREMENTS

Must be able to lift or move up to 25 lbs.; to climb; maneuver from 1-5 miles and have the ability to work with small and large objects. This position will work both indoors and outdoors and may be exposed to cold, heat, changing weather, loud sounds, adverse sights and smells and long periods of sitting and standing.

### SPECIAL REQUIREMENTS

Possession of a valid State of North Carolina driver's license.

## TRAINING

On-the-job six-month training program during which time the new employee will be closely supervised and guided by a Police Evidence Specialist. Performance will be documented and reviewed weekly by supervisory personnel. The trainee will attend the International Association of Property and Evidence training.

## THE APPLICATION PROCESS

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3. Telephone Screener/Interview
4. Pre-Conditional Offer of Employment Testing
  - Oral Interview
  - Multi Domain Screener
5. Background Investigation
6. Conditional Offer of Employment
7. Post-Conditional Offer of Employment Testing
  - Drug Screening
  - Medical Examination
  - Polygraph Examination
  - Comprehensive Evaluation
8. Final Offer of Employment to Selected Applicants

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