

JAMAICA CONSTBULARY FORCE RECRUITMENT POLICY

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AIMS OF PRESENTATION

1. Review the aims of the JCF's Recruitment Policy.
 2. Highlight the skills, abilities and qualities needed by the Force applicant.
 3. Highlight the selection process.
 4. Identify areas to improve selection process:
 - Assessment Centre
 - Psychometric Testing
 - Online Application System
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JCF'S RECRUITMENT POLICY

- The aim of the JCF Recruitment Policy is to ensure that the best qualified individuals become part of the organization.
 - The policy requires that applicants to the Force possess a combination of academic qualification, sound background, professional competence, talent and the attitude required to meet the professional standard of the organization.
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QUALITIES, SKILLS, ABILITIES NEEDED...

- *Alertness,*
 - professional posture,
 - *deportment and appearance,*
 - composure,
 - confidence,
 - co-operation,
 - *courteousness,*
 - decisiveness,
 - *reasoning ability,*
 - *detail orientation,*
 - enthusiasm,
 - flexibility,
 - *assertiveness,*
 - impact,
 - independence,
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- *Initiative,*
 - *leadership,*
 - *listening,*
 - persistence,
 - persuasiveness,
 - social insight,
 - tolerance,
 - fairness,
 - good hygiene,
 - sobriety,
 - *good morals and ethics,*
 - *positive work ethics and attitude,*
 - determination,
 - resourcefulness
 - *good interpersonal skills*
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JCF'S RECRUITMENT POLICY

The selection process should therefore:

- correctly assess a force applicant's potential
 - select the best and most suitable force applicant for recruit training and subsequent placement in the JCF
 - secure a high standard of recruit
 - ensure that all recruits are selected on merit
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THE SELECTION PROCESS

- a) PHASE 1: Satisfaction of statutory requirements
 - b) PHASE 2: Academic Examination
 - c) PHASE 3: Antecedent (Background) Investigations
 - d) PHASE 4: Panel Interview
 - e) PHASE 5: Physical agility tests
 - f) PHASE 6: Security Checks (Fingerprints, NIB, TCND)
 - g) PHASE 7: Medical Examinations
 - h) PHASE 8: Selection Panel
- Øorientation
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PHASE 1: SATISFACTION OF STATUTORY REQUIREMENTS

- This speaks to age, height, weight and educational requirements. The applicant must complete and sign the prescribed application form in his/her own handwriting.

AGE:

- Applicants must be between **18-40 year old**
- An applicant **over 30** years must come from one of the following background: military, education, medical, finance/banking, scientific, technical or legal.



PHASE I: SATISFACTION OF

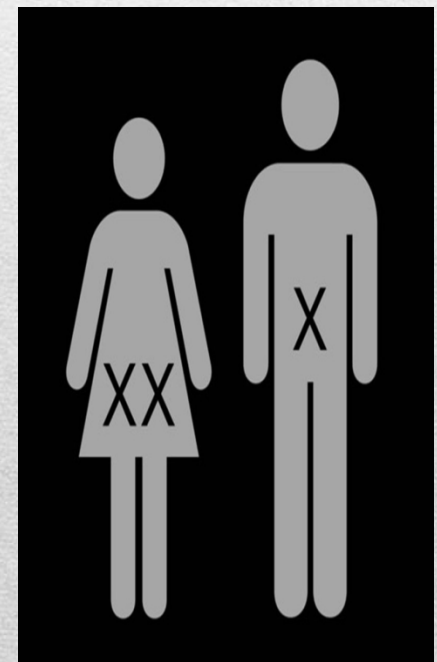
STATUTORY REQUIREMENTS

- An applicant who has attained the age of **17 years** should be allowed to sit the entry test, provided they possess the required qualifications.

- **HEIGHT:**

- MALES 5' 5'' or 165 cm

- FEMALES 5' 3'' or 160 cm



PHASE 1: SATISFACTION OF STATUTORY REQUIREMENTS

- **WEIGHT:**

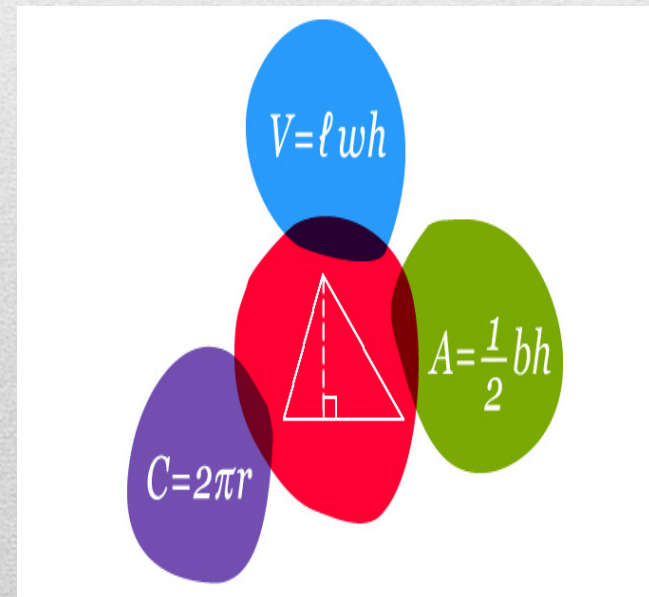
- Females 120 lbs or 54 KG
- Males 130 lbs or 58.9 KG

ACADEMIC QUALIFICATION:

- The **minimum requirement is 4 subjects** in:
 - CXC/CSEC (at grades 1-3)
 - (grade 3 acceptable after 1998)
 - GCE O'Level - at grades of A – C
 - SSC - grades at ranges 4 and 5
 - CCSLC – Competent
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PHASE 1: SATISFACTION OF STATUTORY REQUIREMENTS

- **ACADEMIC (CONT'D)**
- **English Language** is **compulsory** along with **Mathematics** or a Math-based subject
- Math-based subjects are:
 - Accounts
 - Physics
 - Chemistry

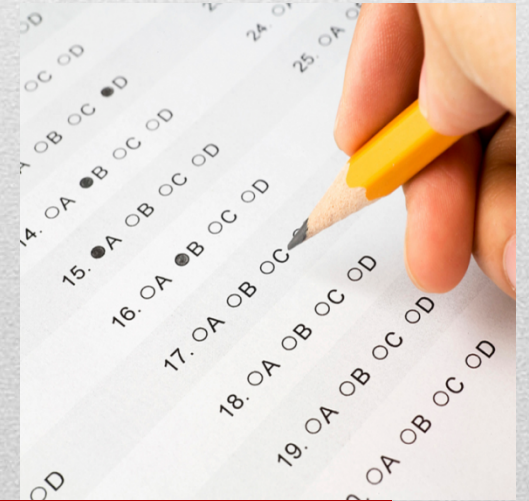


PHASE 1: SATISFACTION OF STATUTORY REQUIREMENTS

- DOCUMENTS REQUIRED:
 - Proof of Educational qualification as per specified requirements.
 - National Insurance Scheme (NIS) Card
 - Tax Payer Registration Number (TRN) Card
 - 4 passport sized photographs certified by Justice of Peace, Minister of Religion, Resident Magistrate or Police of the rank of Inspector or above.
 - Original Birth Certificate
 - Valid picture ID in the form of National ID, Driver's License or Passport.
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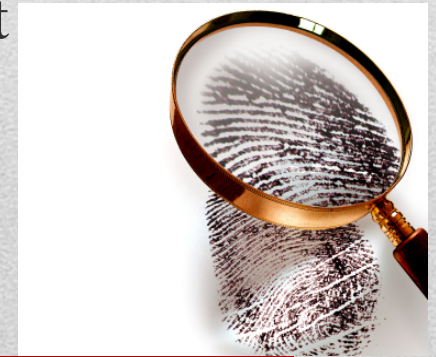
PHASE 2: Academic Examination

- The examination is comprised of two papers:
 - Computation and numerical reasoning (mathematics)
 - Language skills to test comprehension, grammar and mechanics of English
- Applicants must score a minimum of **60%** on the written exam in order to move on to the next stage.
- Autobiography is requested from applicants who pass the written examination.



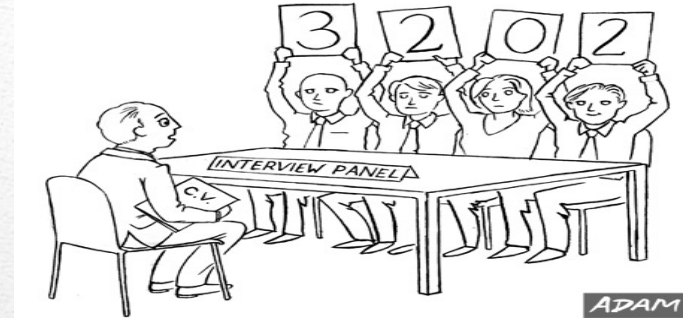
PHASE 3: Antecedent (Background) Investigations

- Applicants' background must be thoroughly investigated to determine their suitability for enlistment.
- This includes checks at: school records, religion, work history, family history, associates, assets, liabilities, social groups or organization, internet misconduct, use of force against the police, gambling, etc.
- Seek explanation for gaps between employment for applicants over 25 years ,
reason for leaving job or termination, etc.



PHASE 4: PANEL INTERVIEW

R.C & T.B.



- This consists of 3 or 4 interviewers who will assess candidates':
 - oral communication skill
 - mental agility
 - general knowledge
 - appreciation of the role of the police in society.
 - It is also used to Probe details on application form, conduct further security, etc
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PHASE 4: PANEL INTERVIEW

AT THE TRAINING BRANCH:

- The ACP Training/Nominee (chairman)
 - Force Chaplain/Nominee
 - A nominated assessor- MSB, HR DSP, ASP
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- At the Recruiting Centers the chairman would be the Area Officer or his nominee.
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PHASE 5: Physical Agility Tests

- Candidates will attend and engage in physical tests to ascertain the level of their physical fitness as it relates to coordination and general agility.
- The passing grade is **60%**.



PHASE 6: Security Checks (Fingerprints, NIB, TCND)

- Fingerprints and bio-data of applicants must be submitted to the Transnational Crimes and Narcotics Division (TCND) Division and National Intelligence Bureau (NIB) for checks against local and international intelligence and criminal databases.
 - Applicants who are involved in criminal, illegal or unlawful acts or against whom there are outstanding investigations are **eliminated from the process.**
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PHASE 7: Medical Examinations

- Applicants will undergo comprehensive medical examinations by Medical Services Branch including:
 - Vision acuity test (Eye test),
 - blood pressure tests,
 - urine analysis,
 - physical medical examination,
 - drug tests,
 - pregnancy tests
 - *X-Rays where necessary.*

Blood Bank:

- Blood test



PHASE 8: Selection Panel

- A Selection Panel comprising the ACP Training, Commandant NPCJ, Human Resource Director and Chief Recruiting Officer review files of applicants who complete the selection activities and make final selection as to the suitability of applicants for enlistment in the JCF.
 - An Information Forum for all applicants who are likely to form the upcoming batch is then held.
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AREAS FOR IMPROVEMENT

- *ASSESSMENT CENTRE*
 - PSYCHOMETRIC TESTING
 - ON-LINE APPLICATION SYSTEM
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ASSESSMENT CENTRE

- Will be held before Psychometric test is administered.
- Highlights the applicant's interaction in group setting:
 - Personality (leadership qualities, awareness)
 - Presentation (oral)
 - Problem solving skills
 - Response to scenarios
 - Interaction with fellow applicants



PSYCHOMETRIC TESTING

- Psychometric testing deals with the design, administration, and interpretation of quantitative tests for the measurement of psychological variables such as intelligence, aptitude, and personality traits.
- To be administered before Phase 8-
Selection Panel



PSYCHOMETRIC TESTING

- Benefits
 - Develops exclusion criteria
 - Complements the oral interviews
 - Provides personal profiles of the applicants which can be used to inform the design of training programmes
 - A management tool in the initial posting process
 - Readily spots Leadership potentials
 - Creates a profile for each recruit with strengths/weaknesses
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Ø OMNI INVENTORY TEST

- Ø Assess the frequency at which the inappropriate answers of the candidates occurs.
 - Ø Identify the strengths/weakness in the behaviour of candidates.
 - Ø The allotted time for this test is two (2) hours.
 - Ø This OMNI test consist of 375 questions.
 - Ø The 375 item OMNI measures both normal and abnormal personality traits
 - Ø It is composed of a seven factor scale that assess 25 normal traits (Normal scales) and 10 abnormal traits (Personality Disorder scales) derived directly from the OMNI.
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Online Application System

- Implementation -May 2015
 - Benefits:
 - Less Paper work
 - Enhance use of technology
 - Less Resources
 - Reduce Time (names, etc. have to be vetted by Recruiting Officer)
 - Infrastructure needed to support programme
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QUESTIONS





REFERENCES

- FORCE ORDERS # 3354 dated 15-09-2011
 - The JAMAICA CONSTABULARY RECRUITING DEPARTMENT MANUAL, FEBRUARY 2012
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