



# MEMORANDUM

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**To:** Mayor and Members of the City Council

**From:** Montré D. Freeman, City Manager  
James E. Avens, Jr., Interim Chief of Police

**Date:** October 11, 2024

**Ref:** Consideration - Police Department Vacancies / Authorization to Hire

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## ***BACKGROUND / ANALYSIS:***

During the August 26, 2024, Regular Session, the City Council implemented a hiring freeze. This freeze also extended to promotions and status changes amongst personnel. The Elizabeth City Police Department currently has 30 vacancies. Of those 30, eight (8) positions are frozen, leaving 22 vacancies to fill. After meeting with the Public Safety Committee, the Police Department is seeking approval to proceed with the following actions related to personnel:

- Offer a career appointment to 11 applicants with the Elizabeth City Police Department under the conditions of successful completion of Basic Law Enforcement Training, a background check including a drug screening, physical examination, polygraph examination, psychological examination, and consenting to the Elizabeth City Police Department's three-year Employment Agreement.
- Offer a career appointment to two (2) lateral applicants with the Elizabeth City Police Department under the conditions of successful completion of a background check including a drug screen, physical examination, polygraph examination, and psychological examination.

## ***STAFF RECOMMENDATION:***

By motion, authorize the Elizabeth City Police Department to fill thirteen (13) vacancies; hold interviews and complete full process to hire.