

	<b>MEDFIELD POLICE DEPARTMENT</b>	<b>POLICY NO.</b>
Subject:	<b>PERSONNEL HIRING</b>	
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: <b>32.2.1, 32.2.2, 32.2.7, 32.2.8</b>		DATE OF ISSUE:
ISSUING AUTHORITY:		EFFECTIVE DATE:
		REVISION DATE:

## I. GENERAL CONSIDERATIONS AND GUIDELINES

In [date], Medfield's Town Meeting placed the Medfield Police Department under the civil service system of the Commonwealth of Massachusetts. For over [#] years, all regular police officers hired by the Town of Medfield were taken from certified lists provided by civil service. Upon the issue date of this policy, the recruitment, testing, vetting and selection of police officers is the responsibility of the Chief of Police.

The civil service system was originally designed to protect the police hiring system from manipulation and undue influence. Without such a system in place, and in the interests of attracting and selecting only the best candidates as police officers, it becomes imperative that public officials and members of the department strictly ascribe to a set of standard protocols. As such, no candidate shall be appointed by the Chief of Police unless the candidate has been processed according to this policy. Further, this policy recognizes and incorporates by reference the standards of conduct for municipal officials under General Laws Chapter 268A, the Conflict of Interest Law, and further recognizes that no person who is related to any applicant shall participate any way in the selection process for a position.

## II. POLICY

It is the policy of the Medfield Police Department that:

- A. New police officers will be selected according to the procedures set out below. All members of the department assigned to the recruitment, testing, vetting, investigation, and selection of new police officers shall commit themselves to hiring only the finest candidates, and to furthering the department's standards of excellence
- B. All components of the selection process will be valid, have utility, and have a minimum of adverse impact. It will be the responsibility of the Police Chief, or his or her designee, to ensure that adverse impact, if any, is minimized.
- C. The department will strive to attract candidates from diverse backgrounds and cultures, and will acknowledge education, character, and public/military service in the selection of new officers.

## III. PROCEDURES

### A. Selection Committee

- 1. The Medfield Board of Selectmen is responsible for the ultimate selection and appointment of police officer candidates.
- 2. The Chief of Police, or his or her designee, shall be responsible for making a recommendation to the Board of Selectmen and the Town Administrator regarding the appointment of police officer candidates.
- 3. The Chief of Police, or his or her designee, is the department's Selection Coordinator and will be responsible for overseeing the entire selection process.
  - a. The Chief of Police, or his or her designee, will coordinate and select detectives and/or police officers to participate in the screening process. These officers will be responsible for conducting background investigations and submitting written reports on all applicants. Once selected for this role, officers will receive, or will have received, training on the duties and responsibilities of a background investigator.

### B. Guidelines of the Process

- 1. The elements of the selection process are listed below.
- 2. The Police Chief will be responsible for the maintenance and security of the records and selection materials of all applicants in accordance with all applicable laws. Access to all selection records will be limited to the Chief of Police, Town

Administrator, the officers assigned as background investigators, and those involved in the selection process.

4. No applicant will continue to the next step in the process until [s]he has successfully completed the previous step.
5. An applicant who fails to pass at any step will be notified in writing as soon as possible.
6. An exam may be held every two (2) years, depending on the needs of the department and at the discretion of the Chief. If the needs of the department dictate, the Chief of Police, in consultation with the Town Administrator and upon approval of the Board of Selectmen, may hire personnel without holding a full test. If the test is waived by the Chief of Police and the Town Administrator, the candidate-select shall participate in all other phases of the selection process.
7. An applicant who has obtained their MPTC academy certification, or the equivalent waiver, may apply as a lateral transfer. If accepted as a transfer candidate, the examination requirement will be waived, but [s]he will participate in all other phases of the selection process.
8. A former Medfield police officer, who separated from the department in good standing and within the previous five (5) years, may apply to join the department as a reinstatement. If accepted as a reinstatement or internal candidate, the examination requirement may be waived, but [s]he will participate in all other phases of the selection process.

## **C. Selection Process**

1. ENTRANCE EXAMINATION
  - a. The Medfield Police Department will conduct a recruiting campaign prior to the administering of an entrance examination. Information about the exam, including its date, time, and location, along with information about how one would go about applying to take it, will be disseminated to the community via the media, and via the CJIS News File.
  - b. The Medfield Police Department will select a vendor to administer an entrance examination to qualified candidates. In order to take the examination, or be considered for appointment, the candidates should:
    - i. Not be a convicted felon;
    - ii. Be at least 21 years of age at the time of examination;
    - iii. Possess an associate degree, or equivalent experience, or possess a high school diploma and/or achieved veteran's status with the United States Armed Forces as defined by Massachusetts General Law;

- iv. Have the ability to obtain a Massachusetts driver's license;  
and
- v. Have the ability to obtain a Massachusetts License to  
Carry a Firearm, pursuant to General Laws Chapter 140.

- d. Candidates who pass the examination may be considered for further processing. The size of the groups will be determined by the Chief of Police, or his or her designee, who will take into consideration the number of vacancies to be filled and exam score.
- e. The top tier of candidates will move forward in the process.

## 2. PRELIMINARY APPLICATION

Candidates will be required to submit a preliminary applicant questionnaire and resume to the department. The Department will take into consideration the number of vacancies to be filled, and use the criteria below to determine who moves forward in the process (not listed in any specific order):

- i. Education
- ii. Military Service
- iii. Special language proficiency
- iv. Residency within the Town of Medfield
- v. Prior public service
- vi. Prior law enforcement experience

- c. When candidates submit a completed preliminary applicant questionnaire, omissions or deficiencies in the questionnaire may be used to disqualify a candidate. However, minor omissions or deficiencies on the questionnaire may be corrected. Candidates failing to complete the questionnaire or produce the required documentation within the required time frame will be disqualified from the selection process.
- d. The top tier of candidates will move forward in the process.

## 3. PRELIMINARY ASSESSMENT

- a. *Preliminary PAT:* Remaining candidates will participate in a preliminary physical abilities test as determined by the Chief of Police.
- b. *Preliminary Background:* A Board of Probation check, Interstate Identification Index (III), internal (local) records check, and driver's history will be run for each of these candidates.
- c. *Preliminary Interview:* A preliminary interview will be conducted with a pool of qualified candidates to determine which candidates will move forward in the interview process. A preliminary interview panel consisting

of the Chief and other officers/command staff as the Chief sees fit will conduct these preliminary interviews.

- d. The top tier of candidates will move forward in the process.

#### 4. FINAL ASSESSMENT

- a. *Comprehensive Application:* All candidates must obtain and submit a completed application packet, an Authorization for Release of Information Form, and produce required documentation (e.g., Massachusetts driver's license, High School Diploma, Military record, etc.).
- b. *Comprehensive Background:* A thorough investigation of each candidate will be conducted by trained background investigators. The investigation will include, at a minimum, the verification of a candidate's qualifying credentials, a criminal history records check, Registry of Motor Vehicles checks, an employment history check, a credit check, as well as verification of at least three (3) personal references of the candidate and interviews with previous employers, coworkers, and current and past neighbors.
  - i. All candidates will be required to submit to a drug and alcohol screen during the application process.
- c. *Comprehensive Interview:* An oral interview will be conducted. The interview panel will consist of the Chief and command level police officers selected by the Chief of Police.
  - i. The same general questions will be asked of each candidate and their responses will be recorded and evaluated by the interview panel.
  - ii. Candidates may also be asked specific questions based on the information that was obtained during the background investigation, or the initial interview.
  - iii. Candidates may also be asked to perform simulations and provide writing samples as part of the interview process.

- d. The top tier of candidates will move forward in the process.

#### 6. CONDITIONAL OFFER

- a. A conditional offer of employment may be offered if the candidate successfully passes the above steps.

- b. An emotional stability and psychological fitness examination of each candidate for a sworn position shall be conducted by a qualified professional prior to appointment to probationary status. The results of the emotional stability and psychological fitness examination will be kept in the officer's secure Medical File.
- c. A licensed psychologist and/or psychiatrist will conduct the psychological screening and the psychologist/psychiatrist will maintain any and all records or materials utilized or generated during the process for the Medfield Police Department. A summary recommendation will be prepared for the Department, which will be kept separate from the personnel folder.
- d. A medical examination shall be conducted by a licensed physician prior to appointment to probationary status for all sworn positions. The results of the medical examination will be kept in the officer's Medical File.
- e. Prior to being accepted to a Police Recruit Academy, candidates must successfully complete the initial hire Physical Abilities Test (PAT), administered by the Massachusetts HRD and physical agility.
- f. Prior to being accepted to a Police Recruit Academy, candidates must successfully comply with any and all requirements and qualifications as established by the Peace Officer Standards and Training Commission ("POST"). Candidates must comply with all requirements of the POST Commission's Hiring Guidelines.

#### **D. Post-Selection Process**

##### **1. PROBATIONARY PERIOD**

- a. Following his/her original appointment as a permanent full-time police officer, a person shall actually perform the duties of such position on a full-time basis for a probationary period of twelve (12) months, not to include a break in service for any reason, before [s]he shall be considered a full-time tenured employee in such position.
  - i. The Chief of Police, or his/her designee, may establish procedures to ensure the evaluation of Probationary Officers prior to the end of such probationary period.
- b. The probationary period for lateral transfers is one (1) year from their date of hire.
- c. The probationary period for reinstatements is one (1) year from the date of rehire.

2. RESIDENCY

- a. Within one (1) year of appointment, employees shall reside within the Commonwealth of Massachusetts or, if residing outside of Massachusetts, within twenty (20) miles of the limits of the Town of Medfield.

3. SENIORITY

- a. Seniority within the Medfield Police Department shall commence from the effective date of employment as a regular full time member (i.e., the first day of the Field Training Program).
- b. If one or more employees have the same effective date of employment, seniority will be determined by their marks on the entrance examination (i.e., higher marks are more senior).
- c. If one or more employees have the same effective date of employment, and the same marks on the entrance examination, seniority will be determined by their overall marks in the police academy (i.e., higher marks are more senior).
  - i. Transfer/reinstatement hires may not be required to take the written examination, therefore; seniority will be determined by the amount of experience as a full- time member of a U.S. law enforcement agency (i.e., length of time employed in previous department).