



RECRUITMENT AND SELECTION PROCEDURES

POLICY & PROCEDURE NO.	SECTION	PAGES:	11
4.08	Administration	ISSUE DATE:	
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 16.2.2; 16.2.3; 16.3.2; 16.3.3; 16.3.5; 31.2.1; 31.2.3; 32.1.1; 32.1.2; 32.1.4 32.2.1; 32.2.3; 32.2.4; 32.2.5; 32.2.6; 34.1.1; 34.1.2; 34.1.3, 34.1.4; 34.1.5; 34.1.6; 46.2.4		Jun 11, 2024	
		EFFECTIVE DATE:	
ISSUING AUTHORITY: 		REVISION DATE:	
Chief Nathan Hagglund			

I. SUMMARY

- A. The process of recruitment and selection of personnel for the Department is extremely important as it has long-term effects on the department operations as well as department morale. The West Brookfield Police Department does accept the responsibility for processing personnel applicants, performing recruitment activities, and managing other aspects of the personnel process.
- B. The Department is responsible for recruitment activities and for selecting personnel from a list of eligible applicants.

RECRUITMENT OF PERSONNEL [31.1.1]

- A. The Department’s overall responsibilities are to find the best available candidates. The Department is committed to making area residents aware of the desirability of a law enforcement

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career in the West Brookfield Police Department. The Department also encourages applications from women and minority group members in an effort to ensure that the gender, ethnic and racial composition of the force is reflective of the composition of the community.

- B. Recruitment activities for the West Brookfield Police Department are established as a function of the Administrative Section. Recruitment activities should be conducted on an on-going basis but are required when openings occur.
- C. The Lieutenant shall have authority and responsibility for conducting and managing the day-to-day recruitment operations and activities of the department. He/she shall be responsible for the following:
1. Keep and maintain a file on all relevant recruiting and selection materials available to the Department, and ensure that these materials are disseminated throughout the community; [31.3.1,b, 31.3.2]
 2. Apprise members of the Department regarding the current need for recruitment, and request their participation by suggesting they actively seek qualified individuals, and to encourage them to participate in the hiring process;
 3. Contact community organizations through written or verbal communication to encourage them to actively seek qualified applicants and to encourage them to participate in the hiring process;
Provide these organizations with recruitment brochures for dissemination purposes.[31.3.2]
 4. Ensure that individuals assigned to recruitment activities are knowledgeable in personnel matters, agency operations, career opportunities, and Equal Employment Opportunity issues as they affect the management and operations of the Department. [31.1.2]
 5. Encourage students in area vocational and high schools to consider law enforcement as a career and the town of West Brookfield as an employer.
 6. The Department shall advertise through electronic, print, or other sources. This advertisement shall include an official

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application-filing deadline. [31.3.1,b,d] Interested candidates shall receive an application and a complete job description outlining the duties and responsibilities, rate of pay, requisite skills, education level and other minimum qualifications or requirements as required by the Chief. [31.3.1,a]

7. In all advertisements, written or otherwise, the agency shall advertise as an equal opportunity employer, and this shall be clearly printed on all employment applications as well as recruitment advertisements. [31.3.1,c]
8. Applications for all positions shall not be rejected because of minor omissions or deficiencies that can be rectified prior to the testing or interview process.
9. All sworn employees shall possess high school equivalency diplomas (HS Diploma or GED Certificate) and meet all state educational requirements at the time of sworn appointment. [16.3.8]

III. SELECTION OF PERSONNEL

- A. The selection of sworn personnel is done under the rules and procedures established and approved by the Chief of Police. Once a person has been certified as eligible, he/she shall be placed on an eligibility list. Employees of the West Brookfield Police Department shall then conduct or schedule to be conducted, a series of screening activities to determine the qualifications and eligibility of those candidates who are within range on the list.
- B. The coordination of selection activities shall be the responsibility of the Lieutenant. The Chief of Police shall review the results of such process and may make recommendations, based on these results, to the Board of Selectmen. The Board of Selectmen is the appointing authority and is responsible for making the final choices for appointments.
 1. All entry-level background investigations shall be coordinated through the Lieutenant or Sergeant. [32.2.2]

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2. All elements of the selection process shall use only those rating criteria or minimum qualifications that are job related. [32.1.2]
3. All elements of the selection process utilized, including those contracted to outside vendors, shall be administered, scored, evaluated and interpreted in a uniform manner. [32.1.3]
4. All candidates shall be notified in writing of the total content and procedures involved at each stage of the screening process. This notification shall include the expected duration of the selection process and the process for reapplication, retesting, and reevaluation, if any, of candidates not appointed. [32.1.2,a-c]
5. No applicant will be allowed to pass on to the next step in the screening process until successfully completing the previous step. Notification of failure must be made in writing to the applicant as soon as possible by the Chief of Police. [31.3.4, 32.1.3]

IV. INITIAL SELECTION CRITERIA FULL TIME [32.1.1]

- A. Employees of the West Brookfield Police Department shall conduct the screening process in the following order and under the direction of the Lieutenant. Portions of the process may be conducted by outside sources.
 1. Initial Background Check: The Lieutenant or designee shall perform an initial background check of each candidate. This check shall consist of, at least;
 - a. A statewide criminal history check [32.2.1,b]
 - b. A national criminal history check
 - c. A driver history license check
 3. Oral Board Interview: Those candidates successfully completing the Initial Background Check shall be orally interviewed. The Lieutenant shall be responsible to schedule an oral board of examiners.

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- a. The board may consist of, but is not limited to, the following individuals:
 - i. The Chief of Police
 - ii. The Lieutenant
 - iii. The Sergeant
 - iv. Patrol Officer(s) within the Agency
 - v. Town Administrator

 - b. Each candidate shall be asked the same set of predetermined questions, and responses shall be scored, evaluated and interpreted in a uniform manner. [32.1.3] The candidate may be asked to provide a writing sample at the conclusion of the oral interview.
4. Physical Ability Test: Shall be conducted and mimic as closely as possible the Massachusetts Human Resources Division's PAT Test for initial hire police officers. [22.3.1]
5. Background Investigation: Each qualifying candidate shall be subject to a second, more thorough, background investigation. [32.2.1]
- a. The background investigations shall include at a minimum:
 - i. Verification of the candidate's qualifying credentials, to include: work history, education history, military service, employment history, residency history, credit history and other pertinent information. [32.2.1,a]
 - ii. Criminal records checks at the State and Federal level. [32.2.1,b]
 - iii. Computer inquiries of motor vehicle records and licensing records in all states of residence or employment.
 - iv. Home visit by investigator
 - v. Verification of at least three personal references of the candidate, as well as two developed reference checks. [32.2.1,c] These may include:

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- Inquiries made to past and present neighbors, spouses and landlords.
 - Acquaintances, character references, and members of fraternal and social organizations to which the applicant belongs or has belonged.
 - Any other sources of information that the above contacts show to be important.
6. Candidates may be asked to participate in a second, in-depth interview. This interview serves to clarify information uncovered in the background investigation and may be one of several conducted during the investigation process.
 7. Candidates shall be informed of their eligibility status at the conclusion of the background investigation.

V. ADVANCED SELECTION CRITERIA FULL TIME AND PART TIME [32.1.1]

- A. At the discretion of the Lieutenant, candidates that have successfully completed all Initial Selection Criteria phases of the selection process may be considered for advanced selection procedures.
 1. Any candidate who is considered for advanced selection procedures must sign a conditional offer of employment agreeing to undergo a medical, physical, and psychological evaluation. [22.3.1]
 2. Candidates determined to be ineligible for appointment shall be informed in writing within 30 days of the decision. [32.1.5]
- B. Medical Examination: The medical examination is designed to reveal any medical problems that might inhibit or completely bar the candidate's ability to perform any of the essential functions of the job of Police Officer or preclude admittance to the police academy. [32.2.3]

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1. The examination shall be consistent with those standards established by the Massachusetts Division of Human Resources and the Massachusetts Municipal Police Training Committee.
 2. Entry level drug screening shall be conducted as part of the medical examination. Applicants shall be notified of the drug testing prior to being selected for advanced selection.
- C. Psychological Evaluation: Prior to employment, those candidates who have signed and agreed to comply with the terms of the conditional offer of probationary employment shall have their psychological and emotional fitness evaluated by qualified professionals. [32.2.4]
1. Only qualified professionals (psychologists or psychiatrists) shall be used to conduct psychological evaluations and make judgments regarding the emotional and psychological suitability of the candidate.
- D. Final Interview: Those candidates, who have successfully completed all of the components of the selection process, shall be subject to a final, informal interview with the Chief of Police before being hired as a probationary employee.
- E. If, in the opinion of the Chief of Police, the candidate is unable to successfully meet any of the requirements of the conditional offer of employment, then the offer of probationary employment shall be immediately withdrawn.
- F. If, in the opinion of the Chief of Police, the candidate has successfully completed all of the requirements of the conditional offer of employment, he/she may make a recommendation to the Board of Selectmen that an offer of probationary employment be made.

VI. BASIC TRAINING FOR POLICE OFFICERS (POLICE ACADEMY) [33.4.1]

- A. In order to receive an appointment as a probationary, full-time police officer, a candidate must successfully complete the Municipal Police Training Committee (M.P.T.C.) Basic Training for Police Officers Program. Until graduating from the police academy the candidate shall be considered a Student Officer (M.G.L. Ch. 41 §96B).
 - 1. The requirement of police academy attendance can be waived for candidates who have previously completed the Municipal Police Training Committee Academy, or an equivalent training program approved for acceptance by the M.P.T.C.

VII. PROBATION AS PART OF THE SELECTION PROCESS [32.2.10]

- A. One of the most important components of the selection process is the probationary period of employment, during which the candidate's training and work performance will be evaluated and a decision regarding permanent status reached.
 - 1. Probationary periods shall consist of a period of one year following the applicant's initial hire date.

VIII. RECORDS MAINTENANCE

- A. The Chief of Police shall be responsible for ensuring that all selection materials are kept confidential and in a secured area, located in Administration area in a locked filing cabinet in Room 121 when not being used. [32.1.4, 32.1.7, 32.2.9]

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1. Records of individuals hired as sworn and non-sworn employees will be retained permanently (as required by the Massachusetts records retention schedule) in their Personnel Files. [32.1.4, 32.2.3, 32.2.9]
2. All records of unsuccessful candidates for sworn and non-sworn positions shall be retained and secured for a period of at least 1 year (as required by the Massachusetts records retention schedule) following the filling of the position, cancellation of vacancy or until all rights of appeal have been exhausted. Said records shall then be destroyed by shredding. [32.1.4, 32.1.7]
3. Full access to all recruitment and selection records shall be limited to the Chief of Police and the Lieutenant. Other individuals involved in the selection process shall have limited access on an as needed basis. All results of medical and psychological testing are strictly confidential. [32.1.4]

REAPPLICATION PROCESS [32.1.2]

- A. If an applicant has passed the selection process, but was not selected for an open position, the applicant will be able to reapply for any future open positions. The applicant will have to follow the established application process set forth in the policy.
- B. The department reserves the right to arrange a list of potential candidates that will be contacted if the need arises.

INITIAL SELECTION CRITERIA FULL AND PART-TIME NON SWORN EMPLOYEES [32.1.1]

1. Initial Background Check: Lieutenant or designee shall perform an initial background check of each candidate. This check shall consist of, at least;
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 - ii. Criminal records checks at the State and Federal level. [32.2.1,b]
 - iii. Computer inquiries of motor vehicle records and licensing records in all states of residence or employment.
 - iv. Home visit by investigator

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- v. Verification of at least three personal references of the candidate, as well as two developed reference checks. [32.2.1,c] These may include:
 - Inquiries made to past and present neighbors, spouses and landlords.
 - Acquaintances, character references, and members of fraternal and social organizations to which the applicant belongs or has belonged.
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- 5. Candidates may be asked to participate in a second, in-depth interview. This interview serves to clarify information uncovered in the background investigation and may be one of several conducted during the investigation process.
- 6. Candidates shall be informed of their eligibility status at the conclusion of the background investigation.