

EASTHAMPTON POLICE DEPARTMENT		Department Manual: Policy No. 4.25
Subject: Selection of Personnel		
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 16.2.3, 31.3.3; 31.3.4; 32.1.1-7; 32.2.1; 32.2.2; 32.2.3; 32.2.7; 32.2.8; 32.2.9; 32.2.10		GENERAL ORDER
Issue Date: 01-22- 2021 Effective Date: 01- 27-2021	Issuing Authority <i>Robert J. Alberti</i> Robert J. Alberti Chief of Police	

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I. GENERAL CONSIDERATIONS and GUIDELINES

The selection of police officers from a field of potential candidates is a very important task affecting not only the police department, but the community as well. Among many other traits, candidates who possess intelligence, diversity, physical ability, and suitable character must be identified and screened for

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further consideration. Hiring practice is of the utmost importance so as not to expose the Chief and the municipality to unnecessary civil liability, become a burden to both labor and management as a disciplinary problem, and negatively affect the morale of the entire agency.

It is imperative that the recruitment and selection process attract desirable candidates and that the process not only be in compliance with federal, state and local law, but be fundamentally fair.

II. POLICY:

It is the policy of the Easthampton Police Department that all screening standards for full-time or part-time employment with the Department will be both uniformly and consistently applied to all applicants for all positions. This includes lateral transfers certified as eligible for the position of Easthampton Police Officer by the Human Resources Division for the Commonwealth of Massachusetts (HRD) to ensure that the best available candidates for all positions both sworn and non-sworn are selected according to the highest accepted standards of objectivity and merit, as established by the Personnel Department for the City of Easthampton and the Massachusetts HRD.

It is also the policy of the Easthampton Police Department that only those components of the selection process that have been documented as having validity, utility and a minimum of adverse impact, will be used. It will be the responsibility of the Captain of Operations to ensure that adverse impact, if any, in the selection process is minimized.

III. ELEMENTS OF THE SELECTION PROCESS:

The elements or order of events of the selection process are listed below. It will be the responsibility of the Selection Coordinator or his designee to ensure that they are administered, scored, evaluated and interpreted in a uniform manner. [16.2.3d](#) [32.1.1](#), [32.1.2](#), [32.1.3](#)

RESPONSIBILITY: Responsibility for selecting personnel is shared between the Easthampton Police Department and the City of Easthampton Personnel Director. The Chief of Police is the Appointing Authority.

SELECTION COORDINATOR: The Captain of Operations and/or his designee is the Department's Selection Coordinator and will be responsible for overseeing the entire selection process.

SELECTION TEAM: The Captain of Operations will direct the assigned members of the Easthampton Police Detective Bureau to conduct the background investigations and submit written reports on all applicants. The Background Investigators will be trained in the duties and responsibilities of a background investigator. [32.2.2](#)

ELIGIBILITY LIST: The City of Easthampton Personnel Director will provide the Chief of Police with a list of candidates that have met the minimum criteria required to apply for employment with the Easthampton Police Department.

IV. PROCEDURES:

The following procedures will apply to all candidates in the selection process: At the time of their willingness to accept the position, candidates will be informed of all elements of the selection process and the expected duration of the selection process. [32.1.4 c](#)

No applicant will continue to the next step in the process until he/she has successfully completed the previous step.

An applicant who fails to pass at any step will be notified in writing as soon as possible. [31.3.3](#), [32.1.5](#)

V. APPLICATION PROCESS:

All candidates must submit a complete Easthampton Police Department Employment Application Package; sign the Authority for Release of Information Form; and produce required documentation (e.g. Massachusetts Driver's License, High School Diploma, valid License to Carry a Firearm, Military Record, etc.)

Omissions or deficiencies in the Applicant Background Information Form may be used to disqualify a candidate. However, minor omissions or deficiencies on the form may be corrected prior to the interview process. [31.3.4](#)

Candidates failing to complete the application or produce the required documentation within the required time frame will be disqualified from the selection process. After submitting the completed application, and if the candidate has been selected due to his/her proficiency in a second language, the

Selection Coordinator or his designee will schedule a language proficiency test with the candidate. This test must be successfully completed prior to the beginning of the Oral Board Interviews [32.2.1 a](#)

VI. SELECTION PROCESS:

ORAL INTERVIEW: An oral interview will be conducted with each qualified candidate. The interview panel will generally consist of sworn members of the Easthampton Police Department and a representative from the Personnel Department for the City of Easthampton. Additional panelists may be enlisted at the discretion of the Chief of Police.

The same general questions will be asked of each candidate and their responses will be rated and recorded on a standardized form. [32.1.3](#)

Candidates may also be asked follow up questions at a later time based on the information that was obtained during the background investigation, or the oral interview.

BACKGROUND/INVESTIGATION: For each candidate, a thorough background investigation will be conducted. The investigation will include, at a minimum, the candidate being fingerprinted, and the prints sent to the Massachusetts State Police ID section for processing, the verification of a candidate's qualifying credentials, a criminal history records check, Registry of Motor Vehicles (RMV) check, an employment history check, high school diploma as well as verification of at least three personal references of the candidate and interviews with previous employers, coworkers, and current and past neighbors. [32.2.1 a, b, c](#)

CONDITIONAL OFFER OF EMPLOYMENT: A conditional offer of employment or an alternate's letter may be offered if the candidate successfully passes the above steps.

PSYCHOLOGICAL SCREENING: All full-time candidates, who successfully complete the oral interview and background investigation, will undergo an emotional stability and psychological fitness screening, which will be conducted and assessed by a qualified professional **prior to appointment.** [32.2.8](#)

The Easthampton Police Department will ensure the following for the retention of the results of medical examinations, emotional stability and psychological fitness examinations: A licensed psychologist and/or

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psychiatrist will conduct the psychological screening and the psychologist/psychiatrist will maintain any and all records or materials utilized or generated during the screening process for the City of Easthampton. A summary recommendation will be prepared for the City, which will be kept separate from the personnel folder at the City of Easthampton Personnel Department. Summary recommendation information will be provided to the Chief of Police or his designee on a need to know basis. [32.2.9](#)

PHYSICAL EXAMINATION: All full-time candidates who successfully complete the psychological screening will be required to undergo a physical examination and drug screen testing **prior to appointment** by a physician chosen by the Personnel Department for the City of Easthampton. This examination will be conducted by a licensed physician in accordance with the requirements of the Commonwealth's Human Resource Division. Medical records will be maintained and secured in accordance with the policy of the Personnel Director for the City of Easthampton. [32.2.7](#), [32.2.9](#)

NOTE: The Psychological screening or Physical Examination maybe preformed according to scheduling limitations, but **prior to appointment**. [32.2.8](#)

PHYSICAL ABILITY TEST: Prior to being accepted to a Police Recruit Academy, candidates must successfully complete the initial hire Physical Abilities Test (PAT), administered by the Commonwealth's HRD. The PAT consists of a group of events that have been developed by the activities that are part of a police officer's job.

SUBSTANCE ABUSE SCREENING: All candidates will be required to submit to drug and alcohol screening during the application process.

PROBATIONARY PERIOD: Upon successfully completing a Massachusetts Police Training Committee (MPTC) certified Academy, a probationary officer shall actually perform the duties of that position on a full-time basis for a probationary period of twelve months before he or she shall be considered a full-time employee in that position. M.G.L. Chapter 31, Section 61. [32.2.10](#)

VII. SELECTION/RECORDS:

The Easthampton Police Department will retain each candidate's

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background record. The background investigators will be responsible for maintenance and security of records and selection materials of all applicants. Access to selection records will be limited to the Chief of Police, the Internal Affairs Commander and the background investigators. [32.1.6](#), [32.1.7](#)

The Background Investigation Unit will ensure that all selection materials and records are kept secure. Records pertaining to applicants hired will be retained indefinitely. Records of unsuccessful candidates will be retained (in a secured area) as long as required by applicable record retention laws, and until all rights of appeal have been exhausted. Records will be shredded when destroyed. [32.1.6](#), [32.1.7](#), [32.2.3](#), [32.2.9](#)

VIII. EVALUATION OF THE SELECTION PROCESS:

The Chief of Police and/or his designee will ensure that the Department's selection process for entry-level positions complies with all current and applicable laws, rules, regulations, policies and procedures.

To accomplish this, the Chief of Police and/or his designee will:

- Keep abreast of all changes in Massachusetts General Law, the rules and regulations of the Commonwealth of Massachusetts Department of Human Resource Division, and the rules, regulations, policies and procedures of the Department;
- Evaluate and review all elements of the selection process administered by the Department for adverse impact;
- Implement recommendations for change or improvement; and
- Revise and update this policy in the Department Manual as well as the corresponding sections in the Department's Manual on Recruitment and Promotion to reflect any changes.