



POLICY AND PROCEDURE

NO.125

Recruit Selection & Investigative Process

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1. DEPARTMENT'S ROLE IN SELECTION PROCESS:

The selection of sworn personnel by the Worcester Police Department is conducted in a manner consistent with the requirements of Massachusetts statutes and the rules and regulations of the Massachusetts Department of Personnel Administration. Once a person has been certified as eligible by the Department of Personnel Administration and has been placed on a list determined by the Department of Personnel Administration, then a list of certified candidates is furnished to the City of Worcester Personnel Department. The Police Department then performs its limited role in the selection process by conducting a background investigation of the candidates named on the list.

2. RESPONSIBILITY:

It shall be the responsibility of the Background Unit Commander to supervise the selection process activities of the Department. In addition, the Background Unit Commander shall ensure that all selection materials and records are always kept secure with access limited to the chief staff assigned to Background Unit, and any other person with a need to access as determined by the Chief.

Records pertaining to persons hired will be retained indefinitely in that person's personnel file. Records pertaining to candidates not hired shall be kept on file maintained by the Background Unit until a candidate's age exceeds the maximum age allowed by the Commonwealth for police applicants, but in no case shall a candidate's records be retained for less than five years. Records and materials may then be disposed of by shredding under the supervision of the Background Unit Commander to prevent disclosure of the information therein. Disposal will be held in abeyance in the event an appeal is pending.

3. SELECTION PROCESS:

The City Personnel Department shall issue a list of candidates certified by the Massachusetts Department of Personnel Administration. The Background Investigation Unit will schedule those candidates to report to the Worcester Police Training Division to complete the Candidate Packet which is used as the basis for the candidate's background investigation. The officer assigned to a candidate will then review the candidate's completed packet with the candidate to ensure that it has been completed and clearly filled out.

The candidate will then be fingerprinted and photographed. Each candidate shall be informed, in writing, of all remaining elements of the selection process, including those involving the City Personnel Department, and the expected duration of the selection process.

The assigned Background Unit officer will then verify all of the information in the packet, including a review of the candidate's criminal record (internally and with the Massachusetts Department of Probation) and at least three personal references.

Checks are also made with the Federal Bureau of Investigation and the Massachusetts Registry of Motor Vehicles.

Personnel used to conduct background investigations are to be sworn officers who are trained in collecting the required information.

Upon completion of the background investigation, the investigator shall schedule an in- person, oral interview with the candidate. The interview will be conducted with at least two (2) sworn officers assigned to the Background Unit as well as one (1) member of the Worcester Police Command Staff. Preferably, the Command Staff member will be the rank of Captain or above. However, in the interest of efficient scheduling and conducting timely investigations for Academy Training, an available official of any rank is sufficient.

The final oral interview will use valid, useful, and non- discriminatory procedures. The oral interview process, established by the Chief, shall be standardized in order to be effective and impartial. Uniform questions and an inquiry of a defined set of personal attributes shall be used. The interview shall be audio recorded.

Polygraph examinations in an employment selection process are prohibited by Massachusetts General Laws, Chapter 149, Section 19B, and shall not be used.

No applicant will be allowed to pass to the next step in the selection process until successfully completing the previous step.

If an applicant fails a step in the process, he/she shall be given a reasonable opportunity to correct or rectify the deficiency within a reasonable time frame, preferably prior to the next step, in order to continue the screening process.

The Background Unit report will then be reviewed by the Background Unit Commander before being forwarded to the Chief for review.

Following review by the Chief, the Background Unit reports are forwarded to the City Manager and the City Personnel Department where the candidate's medical and psychological testing will be scheduled.

Psychological testing shall employ valid, useful and non- discriminatory procedures. Both the psychologists and their testing procedures shall be approved by Department of Personnel Administration. A record of the psychological fitness examination shall be maintained on file.

Medical examinations shall likewise use valid, useful and nondiscriminatory procedures and shall be conducted only by licensed physicians.

Candidates who successfully pass the city medical and psychological examinations are then scheduled by the Training Academy for a pre-screening examination whose guidelines are set by the Municipal Police Training Council.

The Physical Abilities Test (PAT) will also be scheduled by the City's Personnel Administration through Civil Service.

Candidates who fail to complete the screening process or whose overall ranking among all candidates is below the number of available positions shall be notified in writing by the City's Personnel Administration within thirty calendar days of completion of the process.

Selection criteria for positions where lateral entry is considered shall conform with this directive, recognizing that vacant positions can usually be filled by Civil Service lists.

4. PROBATIONARY STATUS OF NEW APPOINTEES:

All new appointments will, for the first 12 months, commencing the day of graduation from the Training Academy be probationary, pursuant to Massachusetts General Laws, Chapter 31, Section 61.

The work performance of each probationary employee shall be evaluated by his/her Field Training Officer (FTO) and immediate supervisor.

The probationary employee shall have the opportunity to see the evaluation report and discuss it with both the rating Field Training Officer and their immediate supervisor, with the provision for written comments by the probationary employee made available.

5. ADDITIONAL RESOURCES:

The following websites may be of assistance to potential, future employees:

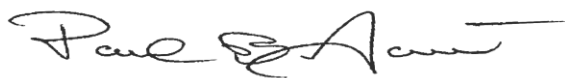
<https://www.worcesterma.gov/police>

<https://www.mass.gov/orgs/executive-office-of-public-safety-and-security>

<https://www.mass.gov/info-details/civil-service-examination-schedule>

<https://www.mass.gov/guides/schedule-physical-ability-test-pat-for-fire-and-police-departments>

Per:



Paul B. Saucier
Acting Chief of Police

Revisions

Updated from April 4, 1994 (original issuance)

- * Edit to reflect “Backgrounds Unit Commander” to replace “Internal Affairs Commander” and “internal affairs investigator” to “background unit investigator” throughout document
- * Typos corrected “SELCTION” and “RESPOSIBILTY”
- *Section 3: candidates will report to “training division” to complete packet: not just questionnaire
- *Section 3: Checks with Mass Department of Mental Health removed
- *Section 3: Added sworn “Worcester Police Officer” & “trained in collecting the required information”
- *Section 3: Candidate Summary form removed
- *Section 3: “uniform rating scale” removed
- *Section 3: Ranking official present at interview added
- *Section 3: Audio recording of interview added
- *Section 3: Candidate given reasonable time frame, preferably prior to next steps in process
- * “Chief for his review” changed to “Chief for review”
- *Section 3: “results of department screening process” changed to “Background Unit Reports” to be submitted to City Manager
- *Section 3: Selection Process pertaining to Physical, Psychological, and Physical Abilities Test amended to reflect specific practices as well as the responsibility as to which agency schedules/coordinates required activity
- *Section 3: REMOVED: “Internal Affairs shall maintain on file current manuals that describe all components of selection process”
- *Section 3: Notification to failed applicants is responsibility of City Personnel Administration
- *Section 4: Probation period begins day of Academy Graduation
- *Section 5: Section 5 original REMOVED entirely: added as additional resources for potential candidates/ officers in lieu of paper/ hard copy “manuals” being kept