



# POLICY AND PROCEDURE

**NO.125**

## Recruit Selection Process

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### **1. DEPARTMENT'S ROLE IN SELCTION 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. RESPOSIBILITY:**

It shall be the responsibility of the Internal Affairs Commander to supervise the selection process activities of the Department. In addition, the Internal Affairs Commander shall ensure that all selection materials and records are kept secure at all times with access limited to the chief staff assigned to Internal Affairs, 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 in Internal Affairs 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 Internal Affairs to prevent disclosure of the information therein. Disposal will be held in abeyance in the event an appeal is pending.

### **3. SELECTION PROCESS:**

Internal Affairs shall upon receipt from the City Personnel Department of a list of candidates certified by the Massachusetts Department of Personnel Administration, schedule those candidates to report to Internal Affairs to complete the questionnaire 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 questionnaire with the candidate to ensure that it has been clearly and completely 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 Internal Affairs investigator will then verify all of the information on the questionnaire, 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, Mass. Registry of Motor Vehicles, and Mass. Department of Mental Health.

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 complete the Candidate Summary form and include that form in the report. Once the background investigation is completed, the candidate shall then have a final oral interview, using 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, a defined set of personal attributes and a uniform rating scale shall be used. Results of the interview shall be recorded on a standardized form.

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 in order to continue the screening process.

The Internal Affairs' report will then be reviewed by the Internal Affairs Commander before being forwarded to the Chief for his review.

Following review by the Chief, the results of the Department's screening process are forwarded to the City Manager and the City Personnel Department where a 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 by the Mass. Criminal Justice Training Council. Any further physical testing for fitness, agility, or otherwise, is conducted by the Massachusetts Criminal Justice Training Council.

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 within thirty calendar days of completion of the process, together with the reason for their not being appointed.

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.

Internal Affairs shall maintain on file current manuals that describe all components of the selection process, including those of Department of Personnel, Massachusetts Criminal Justice Training Council and the City Personnel Department.

**4. PROBATIONARY STATUS OF NEW APPOINTEES:**

All new appointments will, for the first 12 months, be probationary, pursuant to Massachusetts General Laws, Chapter 31, Section 61. The work performance of each probationary employee shall be evaluated by his/her immediate supervisor and the probationary employee shall have the opportunity to see the evaluation report and discuss it with both the rating supervisor and the rater's immediate supervisor, with the provision for written comments by the probationary employee made available.

**5. EVALUATION:**

On an annual basis, the Internal Affairs Commander will report on the Department's selection process and all of its components and make recommendations where appropriate for change or improvement to the Chief.

Per:

*Edward P. Gardella*  
Chief of Police

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