

Truro Police Department

RECRUITMENT AND SELECTION OF PERSONNEL

Policy Number: ADM-3.05

*Effective
Date: June 1, 2000
Revised March 11, 2008*

REFERENCE:

Accreditation Standards: 16.2.2

Mass. Gen. Law

Other:

*Records Retention Schedule for Police Departments RS – 14-81,
Number 14.36*

POLICY:

The process of recruitment and selection of personnel for the department is determined by the Town of Truro. The Truro Police department has the responsibility for processing applicants, overseeing recruitment efforts, and managing other aspects of the personnel process.

The department, in conforming with the procedures set forth by the Town of Truro, is responsible for recruitment activities and for selecting personnel from a pool of eligible candidates from a hiring announcement.

It is the policy of the Truro Police Department to conduct the process of recruitment and selection in full compliance with the law and the highest level of ethical standards. All of the elements of the selection process utilized by the Truro Police Department will be administered, scored, evaluated and interpreted in a uniform manner.

PROCEDURES:

- 1. RECRUITMENT OF PERSONNEL:** The department is committed to making area residents aware of the desirability of a law enforcement career in the Truro Police Department. The department also encourages applications from minority group members in an effort to ensure that the ethnic and racial composition of the force is reflective of Truro residents. Recruitment activity will be conducted as needed for all positions.

The objective of the department's participation in the recruitment process is to attempt to ensure that we can continue to hire individuals who will become the type of police officers and Telecommunicators that are a credit to the community and the profession.

A. **RECRUITMENT COORDINATOR:** The Chief of Police and the Lieutenant will jointly assume the responsibilities of recruitment coordination. He shall work with the Affirmative Action Officer for the Town of Truro, who will be knowledgeable in personnel matters, especially as they relate to Equal Employment Opportunity and Affirmative Action. During the recruitment process, the Affirmative Action Officer should work to assist the Chief of Police regarding recruiting activities and shall conduct his duties according to the following criteria:

1. Coordinate recruitment efforts with the Town of Truro
2. The Chief of Police shall maintain a file of all relevant recruiting and selection materials.
3. Make appearances at local functions, upon request or invitation, promoting employment as a member of the Truro Police Department;
4. Apprise members of the department regarding the current need for recruitment.

2. **SELECTION OF PERSONNEL:** The selection of sworn, non-sworn, and civilian personnel is done in house, with final approval from the Board of Selectmen. Once a person has been deemed as eligible by the Town of Truro, and has been placed on an eligibility list, the department conducts a series of screening activities prior to determining if that individual qualifies for employment.

The screening standards will apply to individuals certified as eligible by the Town of Truro. .

A. **COORDINATION OF SELECTION ACTIVITIES:** The coordination of selection activities shall be the responsibility of the Chief of Police. The Board of Selectmen, shall, as the appointing authority make the final choice(s).

B. **RECORDS:** The Chief of Police shall ensure that all selection materials and records are kept secure and confidential. Records of individuals hired will be permanently retained in their personnel folders, and kept after termination for a period of 20 years. Records of unsuccessful applicants shall be retained for a period of at least 2 years. *(Revised December 20, 2004)*

The oral review board shall have access to all records of candidates to be interviewed. Full access to all other recruitment and selection records shall be limited to the Chief of Police and his designee. Other individuals involved in the

selection process shall have limited access on an as-needed basis. All results of psychological testing and review boards are **STRICTLY CONFIDENTIAL**.

- C. SCREENING PROCESS:** The screening process shall be conducted according to the following criteria under the direction of the Chief of Police. The process shall include, but is not limited to the following: *(Revised March 11, 2008)*
1. All applicants shall be notified in writing of the content and procedures involved in the screening process, the screening process duration, and the policy on retesting, reapplication, and reevaluation of applicants that are not appointed. This applies to all applicants.
 2. A thorough background check is to be conducted by officers trained in background investigation techniques, which includes: verification of qualifying credentials; review of any criminal record; interviews with neighbors; interviews with past and present employers; checking on three personal references provided by the applicant; utilization, and a check of the applicant's credit. This applies to all applicants. This process should take about two-three weeks.
 3. An initial interview will be conducted by the Chief of Police, and/or his designee. This interview will include any clarifications of the process for the applicant. This applies to all applicants. This process will be scheduled within two weeks of the background check.
 4. A second interview of the applicant, using valid, useful, and non-discriminatory procedures, shall be conducted and comprised of members designated by the Chief of Police and/or his designee. This applies to all applicants and will be scheduled within two-three weeks after the initial interview.
 5. An initial medical examination, consisting of a thorough and job-related medical examination, will be conducted by a physician selected by the department. This applies only to sworn full-time applicants and part-time police applicants. This process will be scheduled within two weeks after the second interview.
 6. A psychological exam administered by a qualified professional selected by the Town of Truro will be given to all selected applicants for sworn full-time employment and may be administered to part-time applicants. This process will be scheduled within two weeks after the second interview.
 7. If not academy trained, the Criminal Justice Training Council will administer a physical fitness/physical abilities test examination, (PAT Test) using a job simulation test. This applies only to sworn full-time police officer applicants.

This process will be scheduled within two weeks after results of both the medical and psychological tests are in.

8. An applicant who fails the initial physical examination will be notified by the Chief of Police, or his designee. An applicant who passes/fails the physical agility test will be notified at the test site. In order for an applicant to be considered for student officer status, they must successfully pass all physical, psychological, and medical examinations. This applies to sworn applicants only.

No applicant will be allowed to pass on to the next step until successfully completing the previous step. If an applicant fails a step in the process he shall be given a reasonable opportunity to correct or rectify the deficiency, and if successful, allowed to continue the screening process. Notification of failure must be made in writing to the applicant as soon as possible. Such examinations are to be provided at no cost to the applicant. This applies to all applicants

- D. **NOTIFICATIONS/REAPPLICATION:** Applicants who are not chosen shall be notified in writing within 30 days of completion of the process. Copies of all such correspondence shall be maintained in the applicant's file. Should the candidate wish to re-apply, they may do so when another vacancy is advertised and at least one year from the time they initially applied for the position. *(Revised March 11, 2008)*
- E. **REVIEW:** The Selection process and policies shall be reviewed annually by the Lieutenant and the Chief of Police.
- F. **SPECIALIZED ASSIGNMENT SELECTION PROCESS:** Anticipated openings for specialized assignments will be announced by posting a position bid announcement, which will be generated by the Chief of Police, or his designee, requesting the assignment. The selection criteria for the position to be filled will be based on skills, knowledge and abilities required for the position, as well as past work performance, formal education, experience, and any specialized skills. Officers will submit a letter of interest, and other supporting materials if requested, to the Lieutenant, and be subject to an informal interview. The culmination of interview and submitted materials will be the determining factors for the selection. This section shall apply to both civilian and sworn personnel.
- G. **PROMOTIONAL PROCESS FOR VACANT POSITIONS:** Anticipated openings for sworn vacant positions shall be filled in accordance with the Truro Police Employees Federation Agreement.

1. Oral Board Members shall utilize and be guided by the Commonwealth of Massachusetts Human Resource Department Job Task Analysis to develop questions, which will gage a valid and standardized assessment of the applicant. The process shall be fair and unbiased.
2. The questionnaire used shall be submitted to the Chief of Police, and shall be kept on file in the personnel file of the applicant.