



RECRUITMENT AND SELECTION OF PERSONNEL

General Order Number: 22.0

Effective Date: November 25, 2008

POLICY:

The process of recruitment and selection of personnel for the department is largely determined by Massachusetts Law as administered by the Executive Office of Finance, Division of Human Resources. However, the department does accept 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 Division of Human Resources, is responsible for recruitment activities and for selecting personnel from a list of eligible applicants provided by the Division of Human Resources. In this sense, the recruitment and selection of personnel is part of a statewide civil service system, for the selection of personnel for participating cities, towns, and agencies of the Commonwealth.

It is the policy of the Brookline Police Department to conduct the process of recruitment and selection in full compliance with the law and the highest level of ethical standards.

PROCEDURES:

- 1. RECRUITMENT OF PERSONNEL:** The department's overall responsibilities are limited concerning recruitment due to the Division of Human Resource's rules. However, the department is committed to making area residents aware of the desirability of a law enforcement career in the Brookline 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 Brookline residents. Recruitment activity will be conducted prior to the holding of the statewide entrance examinations.

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 that are a credit to the community and the profession.

- A. RECRUITMENT COORDINATOR:** The Chief of Police shall designate an officer, who will assume the responsibilities of Recruitment Coordinator. This officer shall be encouraged to gain knowledge in personnel matters, especially as they relate to Equal Employment Opportunity and Affirmative Action.

During the recruitment process this officer shall report directly to the Chief of Police regarding recruiting activities and shall conduct their duties according to the following criteria:

1. Coordinate recruitment efforts with the Town of Brookline Human Resources Department;
2. Keep and maintain a file of all relevant recruiting and selection materials provided the department by the Division of Human Resources;
3. Make appearances at local functions, upon request or invitation, promoting employment as a member of the Brookline Police Department;
4. 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 those persons to take the entrance examination;
5. Keep and maintain a file of the department's and the Town's affirmative action and equal opportunity employment plans;
6. Prepare and disseminate to interested parties recruitment material listing the benefits of a career in the Brookline Police Department. Seek input from all department members regarding the content of this brochure;
7. Contact community organizations through written or verbal communication to encourage them to actively seek qualified applicants to take the entrance exam. Provide these organizations with recruitment material for dissemination purposes;
8. Become a liaison between the Brookline Police Department and the Commonwealth of MA - Division of Human Resources. Develop familiarity with resources available through the Division of Human Resources that assist in accomplishing our Affirmative Action goals, both through recruitment and hiring.

2. **SELECTION OF PERSONNEL:** The Chief of Police shall seek authorization to fill all positions, sworn and non-sworn, within the Police Department from the Board of Selectman. Once this authorization is given, the position is posted and advertised by the Town of Brookline Human Resources Division. The resumes of applicants are then collected by the Human Resources Department and sent to the Chief of Police for review and final selection.

The selection of Civil Service sworn, non-sworn, and civilian personnel is done under the rules and procedures established and approved by the Division of Human Resources. Once a person has been certified as eligible by the Division of Human Resources, 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 Division of Human Resources, and to those seeking lateral transfers from other departments.

- A. COORDINATION OF SELECTION ACTIVITIES:** The coordination of selection activities shall be the responsibility of the Commanding Officer - Detective Division. All results of the process shall be turned over to the Chief of Police for his or her review. The Chief of Police shall recommend to the Board of Selectman, as the appointing authority, for the final choice(s).
- B. RECORDS:** The Commanding Officer - Detective Division 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. Records of unsuccessful applicants shall be retained for a period not less than five years, or until all rights of appeal have been exhausted and then destroyed in a manner that prevents disclosure of the information therein. In no case will records of unsuccessful applicants be destroyed for at least five years.

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 the Commanding Officer - Detective Division. 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 Commanding Officer - Detective Division. The process shall include but is not limited to the following:
1. All applicants shall be notified in writing of the content and procedures involved in the screening process. Notification shall include the dates, times, and locations where each component will take place, and also the policy on retesting, reapplication, and reevaluation of applicants that are not appointed.
 2. The initial interview will be conducted by the Chief of Police or his or her designee. This interview will include any clarifications of the process for the applicant. The applicant will file an Application for Employment Form and sign an Authority for Release of Information Form at this time.
 3. 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; and a check of the applicant's credit.

4. An oral interview of the applicant, using valid, useful, and non-discriminatory procedures, shall be conducted by a Police Candidate Selection Board comprised of members designated by the Chief of Police.
5. An initial medical examination, consisting of a thorough and job-related medical examination, will be conducted by a physician selected by the department in accordance with the Division of Human Resources' requirements.
6. A battery of psychological screening tests will be conducted by an approved psychologist. Such examinations are to be provided at no cost to the applicant.
7. Or any other test deemed necessary by the Chief of Police.
8. A physical fitness/physical abilities test examination, using a "job simulation-type" test, will be conducted by the Division of Human Resources.
9. An applicant who fails the initial medical examination will be notified by the Health Department of the Town of Brookline. 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.

D. HIRING STANDARDS: Sworn police officers of the Brookline Police Department are accountable to the citizens they serve. The public has the right to expect that such authority and trust be placed in only those individuals of the highest caliber who have demonstrated by their conduct that they can uphold and enforce the law fairly and impartially within the scope of their authority.

In an effort to maintain an equitable standard for hiring applicants for the position of police officer minimum guidelines should include the below:

1. No person who has been convicted of a felony shall be appointed as a police officer.
2. Other areas of concern include, but are not limited to, the categories listed below:
 - a. Employment history
 - b. Criminal history/involvement
 - c. Military history
 - d. Truthfulness/character issues
 - e. Driving history
 - f. Financial history

bargaining agreements, Civil Service Rules, and the Town of Brookline Personnel Rules.

1. Employees who are members of a bargaining unit having a labor agreement with the Town shall process their grievances according to the applicable grievance procedure provided by their assignment or Civil Service Rules.
2. The Chief of Police shall be responsible for the maintenance and control of grievance records.