



Fitchburg State University Police Department

Subject: PERSONNEL SELECTION		General Order 5.2
Reference: IACLEA: 5.2.1,5.2.2, 5.2.3, 5.2.4,5.2.5, 5.2.6 MPAC: 32.1.1, 32.1.6, 32.1.7, 32.2.1,32.2.2, 32.2.3, 32.3.5,32.2.7, 32.2.8, 32.2.9, 32.2.10		
Effective Date: April 23, 2020	Review Date: October 17, 2022	
By Order of: Michael J. Cloutier, Chief of Police		

PURPOSE:

The employee selection process is generally acknowledged as a key activity in determining the operational effectiveness of a law enforcement agency. The selection process will measure characteristics, skills, knowledge, abilities, and traits that are necessary for a candidate to be successful in a given position. Consistent application of the selection process validates the process and limits susceptibility to bias and legal challenges.

POLICY:

It shall be the policy of the Fitchburg State University Police Department to use the procedures enumerated in this section for the selection of all employees. The selection process shall be carried out identically for all candidates, and completed in partnership with Human Resources.

PROCEDURE:

I. Sworn Positions

- A. Fitchburg State University Police Department may advertise for all sworn police officer positions. The advertisement will include the minimum qualifications required at the time of hire and the fact, certification through the Massachusetts POST Commission and the ability to obtain licensing through the Massachusetts State Police Certification Unit is mandatory.. A valid Massachusetts license to carry firearms and a valid driver's license from the state of residence is also a

requirement. Other means of advertising shall also be utilized including electronic postings to internal and external websites.

- B. All candidates for the position of a police officer, who have been determined to possess the minimum qualifications, will be compared against all the qualified candidates and a list will be prepared for selection. As a general rule, six to eight applicants will be contacted for oral board interviews per available position.
 - 1. The Fitchburg State University Police Department is responsible for the review and selection of qualified candidates.
 - 2. This order allows for re-application at any time there is a vacancy in the department unless the information was found that would disallow this individual from such service indefinitely, such as a felony conviction, or being placed on the National de-certification list by any POST commission.
- C. The components used in the police officer candidate selection process will include the following steps in the order given. The Chief of Police, or designee, will be responsible for the administration of all elements of the selection process up until the final determination.
 - 1. Application Review:
 - a. Applications shall be reviewed by the Lieutenants to determine if the candidate has all the initial qualifications required for the position. Such qualifications shall include education achievement level, the ability to secure and retain a warrant as a State Police Special Officer, the ability to secure and retain a Massachusetts license to carry firearms, and the holding of a valid driver's license from the applicant's state of residence.
 - b. Applications for sworn positions will not be rejected due to minor omissions or deficiencies that can be corrected prior to the interview process. When an error is discovered, the applicant will be contacted and given an opportunity to correct the error. If the applicant discovers an error, they may have it corrected by submitting a new application.
 - c. This review shall be weighed using a qualified / not qualified basis.
 - 2. Physical Agility Test:
 - a. All candidates must be able to physically perform all duties of an officer, as termed as being "fit for duty". As such, each candidate for potential employment shall be able to perform or meet the minimum qualifications set forth by POST-C.
 - b. After a review of the candidate's resumes, if it is determined that a specific candidate would need to attend an academy, a physical agility test may be conducted before the other parts of the selection process. All candidates will

be required to sign a waiver and a medical certification prior to taking the agility test. The agility test will meet Municipal Police Training Committee standards.

- c. When required, the physical agility test shall be administered by the Municipal Police Training Committee, however, the department may require any new candidate to submit a pre-employment fitness test, which will encompass the recommended Cooper Standards for an individual's gender and age.
 - d. This test shall be graded on a pass/fail basis, in accordance with Municipal Police Training Committee or the Massachusetts State Police Academy standards.
 - e. The Chief, or designee, will be responsible for scheduling any fitness test required for the position.
3. Written Examination:
- a. There is currently no written entry-level examination requirement for the position of Police Officer within the Fitchburg State University Police Department. The Chief, or designee, will review this policy as needed and may at a later date make this a requirement.
4. Oral Interview:
- a. An oral board interview will then be conducted with approximately four to six candidates per open position. Each member of the board will evaluate the oral portion independently. The same prepared interview questions will be asked of all candidates. Oral board interview reports shall be completed for all police officer interviews. The oral board interview reports are given a numerical score of 1-10 and may be used by the Chief at his/her discretion. A summary of all candidates shall be prepared by the designated Lieutenant for the Chief.
 - b. An oral board interview will be assembled and may consist of two Lieutenants, at least one other supervisor, or one police officer. The supervisors and/or police officers will be selected by the Chief.
 - c. The oral board will ask the same general questions to all candidates and each candidate's responses will be recorded and evaluated by each board member on a predetermined scale. Candidates may also be asked specific questions based on the information obtained from the candidate's application or as a follow-up to any answer provided.
 - d. A list of candidates based on the outcome of the interviews will be prepared and submitted to the Chief. Other members of the university community may be asked to be present during the second round of interviews. The recommendation to hire is made by the Chief and Human Resources and is based on all available information and outcomes of the selection process.

5. Background Investigation:

- a. A conditional offer of employment will be made to all police officer candidates being considered for an appointment before a comprehensive background investigation is conducted.
- b. The candidate will be required to complete the Fitchburg State University Police Department Background packet, which includes:
 - i. Release of Information Form
 - ii. Truthfulness Statement
 - iii. Background Questionnaire
 - iv. CORI/SORI Release
 - v. POST-C Certification packet and In-take survey
- c. Potential candidates **must** also provide the following information:
 - i. Verification of qualifying credentials
 - ii. All previous police departments previously employed, regardless of time or tenure, including the reason for separation
 - iii. Any and all periods of separation of service and or gaps of employment.
 - iv. Candidates will be checked through the National Decertification Index.
 - v. Three letters of reference speaking to the candidate's character
 - vi. A review of any criminal records
- c. All background investigations will be conducted by an officer or detective, who is trained to conduct comprehensive background investigations.
- d. All police officers for the Fitchburg State University Police Department must have a completed comprehensive background prior to being appointed to the department.
- e. Background investigations are conducted under the direction of the Chief of Police, or designee.

IACLEA 5.2.4 MPAC 32.2.1, 32.2.2

6. Medical/Psychological Testing:

- a. Prior to any appointment as an officer for the Fitchburg State University Police Department, a complete medical examination will be conducted by a licensed

physician. Employment will be contingent upon successfully completing and being deemed fit for duty.

- b. A complete medical examination is required prior to appointment to probationary status as well as for acceptance into any MPTC-recognized Police Academy. A blood screen and an alcohol/drug screen will be included.
- c. All police officer candidates will also be tested and evaluated to determine emotional stability and psychological fitness for police work prior to appointment, which includes carrying a firearm.
 - i. The evaluation shall be conducted in two phases: a written test/evaluation and a clinical evaluation.
 - ii. A licensed psychiatrist or psychologist will administer testing.
- d. The cost of all psychological and medical examinations will be the responsibility of the university.
- e. The scheduling of medical and psychological examinations shall be conducted under the direction of the Chief of Police, or designee.
- f. A finalist for any police officer position will be subject to any changes in medical or psychological standards set forth by the POST Commission.

IACLEA 5.2.5, 5.2.6 / MPAC 32.2.7, 32.2.8, 32.2.9

- 7. The Chief, working with the Lieutenants, will make the final determination on the candidates that will be interviewed and subsequently recommended for hire.
 - a. Other department members may be asked to review, comment on applications and serve on interview panels as required.
 - b. The final determination of employment for any candidate will be made by the President of the University, upon the recommendation from Human Resources and the Chief of Police.

D. Uniformity of Selection

- 1. All hiring documents shall be uniformly provided to all candidates.
- 2. Questions asked in the interview will be the same questions asked of all candidates.
- 3. If a written test is provided, the same instructions will be provided uniformly to all candidates.
- 4. The same time allotment shall be afforded to all candidates in regard to interviews and testing.

E. Notifications:

1. The candidates for sworn positions that are determined not to be eligible for the position will be informed by Human Resources, in writing of the ineligibility as soon as possible, typically within thirty days of that decision. The department is required to keep Human Resources aware of who has been interviewed and the outcomes of those interviews.
2. Candidates selected for appointment will be required to meet with the Human Resource Office to receive information on available benefits. The conditional offer of employment, will at a minimum, contain the position title and salary.
3. New employees hired into the bargaining unit shall be considered probationary employees for the first **seven (7) months** of their continuous employment. Employees who are hired into the bargaining unit at less than full-time shall be deemed to be probationary employees until they have worked the equivalent of seven (7) months of full-time equivalent continuous employment. Newly hired officers shall receive a notice to this effect upon appointment. (*Article 27 AFSCME CBA*)
4. All employees will be provided either a hard copy of or access to, the most current copy of their Union's collective bargaining agreement. All department members who are in the AFSCME union will be advised of the training-related training obligations and agreement as outlined and updated in **Appendix O Section 1** (Job-related training) and **Section 2** (Employee obligations after training).

F. Records:

1. A hiring memo will be created at the conclusion of all hiring processes. The memo will include the following and will be submitted to the Office of Human Resources:
 - a. The job title and assigned job number;
 - b. The number of applicants that applied;
 - c. The names of individuals interviewed on campus for the position;
 - d. A summary of candidates' strengths and weaknesses;
 - e. The name of the individual(s) hired for the position(s).
2. All pre-employment background, medical, and physiological documents for candidates selected for appointment shall become part of their permanent record, and be submitted to Human Resources.
3. Applicants' progression through the hiring process will be updated in "Interview Exchange".

II. Non-sworn Positions

- A. The selection process for non-sworn full-time personnel will follow the elements and progression as listed above for the following items: advertisement, accommodations, re-applications, application review, notifications, and records retention.
- B. The selection process for non-sworn personnel will differ from the above outline in the following items:
 - 1. There shall be no physical agility test.
 - 2. Candidates for clerical positions may be required to take a standardized skills test as administered by the Office of Human Resources.
 - 3. The oral board interview will consist of individuals selected for their expertise in the position to be filled. The oral board members will be determined by the Chief of Police.
 - 4. There shall be a modified background investigation, which shall include a verification of qualifications and past employment, and a criminal records check.
 - 5. Medical and Psychological testing will be administered only as directed by the Office of Human Resources.

IACLEA 5.2.1, 5.2.2 / MPAC 32.1.1

Approval:



Chief of Police

10/17/2022
Date