



BRAINTREE POLICE DEPARTMENT

Policy and Procedure

Recruitment, Selection & Promotion

2019-79

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Accreditation Standards: **32.1.1; 31.2.3; 32.2.3; 32.2.9; 34.1.5**

Optional Accreditation Standards: **31.1.1; 32.1.4; 32.1.5; 32.1.6; 32.1.7; 32.2.10; 34.1.1; 34.1.2; 34.1.3 a-h; 34.1.6 a-e; 34.1.7**

General Considerations The process of recruitment and selection of personnel for the Braintree Police Department is largely determined by Massachusetts Law as administered by the Executive Office of Administration and Finance, Division of Human Resources. Any person(s) interested in applying for a full time position as a Police Officer must apply for and successfully pass an entrance examination (unless he/she is a candidate for lateral transfer) to be eligible for an appointment, pursuant to M.G.L. c. 31 §25.

Policy It shall be the policy of the Braintree Police Department to conduct the process of the recruitment and selection of personnel in full compliance with the law and the highest level of ethical standards.

Recruiting Sworn Personnel
31.1.1
32.1.1 The Department's overall responsibilities are limited concerning recruitment due to the Division of Human Resources rules and M.G.L. c. 31 §6. However, the Department is committed to making area residents aware of the desirability of a law enforcement career in the Braintree Police Department. The Braintree Police Department is an Equal Opportunity Employer that encourages applications from all regardless of race, religion, gender, color, ancestry, genetics, military status, creed, age, national origin, sexual orientation, or the physically impaired. **[32.1.1]**

Recruitment activities will be conducted prior to the holding of the statewide entrance examinations. This includes advertising employment opportunities on the Braintree Police Department website. Recruitment activities should also be posted on the department's social media platforms. **[31.1.1]**

The objective of the Department's participation in the recruitment process is to ensure that we continue to hire individuals who are a credit to the community and the profession.

Equal
Opportunity
Plan

The Town of Braintree has an Equal Employment Opportunity Affirmative Action Plan and the town's Human Resources Department complies with the biannual EEO-4 Survey. The Town of Braintree has established various levels of responsibility, as indicated below, to both direct and oversee affirmative action efforts as indicated in the Town of Braintree's Affirmative Action Plan. **[31.2.3]**

- The EEO/AA Officer within the Human Resources Department is responsible for the yearly preparation of a written Affirmative Action Plan and for the coordination of efforts to implement this program. The EEO/AA Officer is also responsible for completing all required EEO/AA related reports as required by such agencies.
- The EEO/AA Officer within the Human Resources Department is responsible for monitoring affirmative action efforts and for providing training, such as developing programs and internal and external communications regarding affirmative action for protected classes.
- The EEO/AA Officer is responsible for implementing an audit and review that will measure the effectiveness of the AA plan, indicate the need for remedial action and determine the degree to which the Town's objectives has been met.
- The Human Resources Department will be responsible for the posting of the EEO Policy in Town buildings along with the distribution of the policy to Department heads and instructing them to share the policy with their employees. Individual managers and supervisors are responsible for making sure that their employment practices comply with principles embodied in relevant state and federal Affirmative Action Regulations. Each employee is responsible for bringing to the attention of the EEO/AA Officer any decision that conflicts with the spirit of the law.

If any employee or applicant believes they have been subjected to discrimination against because of race, sex, color, religion, ancestry, national origin, handicapped, or age; can file a formal complaint with either or both of the government agencies set forth below. Using the Town's complaint process does not prohibit an employee from filing a complaint with these agencies. Each of the agencies has a 300-day time period for filing a claim. **[31.2.3]**

The United States Equal Employment Opportunity Commission
(E.E.O.C.)
JFK Federal Building, Room 475
Boston, MA 02203
(617) 565-3200

The Massachusetts Commission Against Discrimination (M.C.A.D.)
One Ashburton Place, Room 601
Boston, MA 02108

Job
Announcements

The Commonwealth of Massachusetts Human Resources Division under civil service rules shall prepare notices of all examinations for original appointment to the official service and shall send such notices to the clerks of those cities and towns where persons are domiciled who may be eligible to apply to take such examinations.

Civilian positions shall be advertised and posted at the direction of the Town of Braintree Human Resources Director. The position is posted internally for five days, and if no qualified candidates apply, the position is posted externally. The following are requirements of the posting:

- Must include a job description including the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements and official application filing deadlines;
- Must be advertised through electronic and print media.
- Town of Braintree must be advertised as an equal opportunity employer on all employment applications and recruitment advertisements; and

Selection
Process for
Sworn
Personnel
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The Commonwealth's Human Resources Division establishes the date and locations of all entrance examinations for the position of Police Officer. Upon the successful passing of the examination, a certified eligibility list is established by the Human Resources Division (M.G.L. c. 31 §6).

The Braintree Police Department must requisition Human Resources/Civil Service for a certified list of potential candidates in order to fill vacancies within the Department.

Upon request, Civil Service will provide a certified list of potential candidates. Civil Service will notify each eligible candidate to appear to sign and validate the certified list.

Lateral Transfer applicants must be presently employed as a full time police officer from a civil service department. This department may send out a notification via the statewide telecommunications network or

by word of mouth if lateral candidates are requested. All lateral transfer candidates are subject to the same selection procedures as listed below with the following exceptions:

- No written examination.
- Does not need an additional PAT (Physical Abilities Test).
- Does not need to attend an additional training academy.
- There is no probationary period for an officer hired as a lateral transfer.
- There is no eligibility list for lateral candidates.

Application Process [32.1.1]

Once a candidate appears and signs the certified list, he/she will be provided with the Braintree Police Department Recruit Application Packet. Applicants will be informed as to when the application must be returned.

When the completed application is returned, each candidate will be the subject to a background investigation, conducted by officers trained in background investigation techniques, [32.2.2] which will include, but not be limited to: verification of qualifying credentials, [32.2.1 a] review of any criminal record, [32.2.1 b] interviews with neighbors, interviews with past and present employers, interviews with three personal references provided by the applicant (we may request additional references beyond those provided), [32.2.1 c] a military record check, if applicable, educational background verification, residency confirmation, motor vehicle operator's license as well as driver's history and a check of the applicant's credit record. Applications for all entry level positions (sworn and civilian) will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process associated with the department's application phase. [31.3.4]

At the time of their formal application, candidates will be informed in writing of all elements of the selection process, the expected duration of the selection process, and the Braintree Police Department's policy on reapplication. [32.1.4]

Screening Process [32.1.1]

- (1) At the completion of the background investigation process, screening(s) and oral interview(s) will take place. A check of the **National Decertification Index** will be conducted. Candidates will be notified in writing as to whether or not they were selected for a position with the Braintree Police Department.
- (2) The candidates selected are required to successfully complete a comprehensive medical examination, which will be conducted by a physician selected by the town and/or

- department in accordance with the Division of Human Resources' requirements. **[32.2.7]**
- (3) The selected candidate will also be required to undergo a psychological screening/emotional stability examination(s) conducted by a psychologist selected by the town and/or department in accordance with the Division of Human Resources' requirements. **[32.2.8]**
 - (4) Medical exams, emotional stability, and psychological documentation shall be stored in a medical file. All records of individuals following separation will be kept for a period of twenty years in accordance with Schedule Number 16.022 of the Massachusetts Records Retention Schedule. **[32.2.9]**
 - (5) Candidates are also required to successfully complete the "Massachusetts Police Department Physical Abilities Test" (PAT) examination, using a "job simulation-type" test. The test is administered by the Massachusetts Executive Office for Administration and Finance, Human Resources Division, pursuant to M.G.L c. 31 §61A.
 - (6) Upon successful completion of the aforementioned requirements, the candidate will be notified of available Municipal Police Training Committee (MPTC) academy class that all officer candidates are required to attend.

Notifications **[32.1.1]**

Applicants not selected for the position(s) available will remain on the certified eligibility list until Human Resources establishes a new list. Candidates will be notified in writing that they were not selected for the position. **[32.1.5]** Applicants not selected for the position(s) available will remain on the certified eligibility list until human resources established a new list. Should the Braintree Police Department call for another eligibility list within a year's time, and the applicant's name appears again, that applicant will be given an opportunity to review his/her application and make the necessary changes. When the second list is more than a year old, the applicants must complete a new application packet. **[32.1.4]**

Applications, background investigations (sworn and civilian), and any and all other information relative to sworn positions within the Braintree Police Department shall be retained and disposed of by the department in accordance with the Massachusetts Municipal Records Retention Schedule (16.022). **[32.2.3]**

- Files of all candidates that applied for positions with the Braintree Police department will be maintained in a locked file cabinet in a secure area when not being used. **[32.1.7]**
- The Braintree Police Department will prevent the disclosure of any information contained in the files to the public.
- The Braintree Police Department will maintain files of: **[32.1.6]**

- (i) Candidates determined to be ineligible for appointment.
- (ii) Candidates not selected for the position.
- (iii) Candidates that elected not to accept the position.

Candidates that accept the position will have their files transferred to department personnel files to be retained for twenty (20) years after separation from service, in accordance with Schedule Number 16.022 of the Massachusetts Public Records Retention Schedule. **[32.2.3]**

Files of those candidates not selected will be retained for a minimum of one (1) year following the filling of the position or cancellation of vacancy, in accordance with the Public Records Retention Schedule. **[32.1.6]** When being disposed of, these files must be shredded or disposed of in an approved manner to prevent disclosure of any information contained therein. **[32.1.7] [32.2.9]**

Training Process [32.1.1]

While attending the Police Academy, the recruit will comply with the policy and procedures of the attending academy, pursuant to M.G.L. c. 41, §96B and 550 CMR 3.00.

Upon successful completion of the MPTC Academy (or when hired for lateral transfers), the officer will take the Oath of Office and be sworn in by the Town Clerk or Mayor of the Town of Braintree. The officer will also be required to sign and abide to the Law Enforcement Code of Ethics. The Officer’s one-year probationary period is one (1) year after successfully completing an MPTC certified academy (M.G.L. c. 31 §61). **[32.2.10]**

All officers will be assigned to the Field Training Program. The officer trainee shall successfully complete the Field Training Program prior to being deployed. See department policy on ***Field Training and Evaluation***.

Once an officer trainee has successfully completed the Field Training Program, he/she will be assigned to a shift.

Selection
Process for
Civilian
Personnel
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The Town of Braintree Human Resources (HR) Department will conduct a recruiting campaign prior to the hiring of any non-sworn employee. HR will forward all resumes and all applications and resumes to the police department. **[32.1.1]**

A preliminary interview will be conducted with representative(s) from HR and the Braintree Police Department and a pool of qualified candidates to determine which candidates will move forward in the hiring process.

32.2.1 At the time of their formal application or interview, candidates will be
32.2.3 informed in writing of all elements of the selection process, the
32.2.9 expected duration of the selection process, and the town's policy on
reapplication. **[32.1.4]**

The successful candidates must submit a resume, produce required documentation (e.g. Massachusetts Driver's License, High School Diploma, Military record, etc.), and provide three (3) personal references. Their criminal history (if any) will also be reviewed. **[32.2.1 a-c]**

Candidates failing to complete the application or produce the required documentation within the required time frame will be disqualified from the selection process; however, applications will not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process associated with the department's application phase. **[31.3.4]**

A background investigation will be completed on the selected candidate by the Braintree Police Department. Candidates will be working in the police environment. Therefore the access to confidential information will/shall include a review of the candidate's criminal record, if any. **[32.2.1 b]**

Applications and any and all other information (except background investigations) relative to civilian positions within the Braintree Police Department shall be retained and disposed of by the HR department. **[32.2.3]**

Files of all candidates that applied for positions with the Braintree Police department will be maintained in a locked file cabinet in a secure area when not being used. The HR Department will prevent the disclosure of any information contained in the files. **[32.1.7]**

The HR Department will maintain files of candidates determined to be ineligible for appointment, candidates not selected for the position and candidates that elected not to accept the position **[32.1.6]**

Candidates that accept the position will have their files, including medical records, transferred to department personnel files to be retained for twenty (20) years after separation from service, in accordance with Schedule Number 16.022 of the Massachusetts Public Records Retention Schedule. **[32.2.3][32.2.9]**

Files of candidates not selected will be retained for a minimum of one (1) year following filling of the position or cancellation of vacancy, in accordance with the Public Records Retention Schedule. At that time, these files will be disposed of by shredding to prevent disclosure of any information contained therein. Candidates not selected for position will

be notified in writing. **[32.1.5][32.1.6][32.1.7][32.2.3][32.2.9]**

Promotions
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Promotions of sworn personnel to any Civil Service rank are processed pursuant to M.G.L. c. 31. This department shall notify employees of the promotion process, provide employees with records necessary to make application for promotion exam, document training and experience, and take other actions pursuant to M.G.L. Chapter 31. **[34.1.1]**

The Chief of Police or his/her designee shall manage and coordinate promotions within this department and shall have the authority necessary to carry out the duties of the position. The duties shall include the following: **[34.1.2]**

- Be knowledgeable of the promotion processes for all employees;
- Provide and post any written announcements of any scheduled promotional opportunities; **[34.1.5]**
- Maintain data on eligibility requirements for positions above entry level;
- Maintain copies of active promotion lists;
- Protect the integrity of the promotional process by ensuring that all promotional materials, documents, scores and evaluation forms, and completed evaluations remain confidential and kept in a secure, locked location. Testing and scoring materials shall not be left unattended for any period of time. Materials not under the immediate and direct control of a person authorized to possess them shall be kept in a locked filing cabinet. **[34.1.3 h]**
[32.1.7]
- Such materials may only be reviewed with authorization by the Chief of Police. Promotional materials shall be retained for at least three years. Once a promotional process has been completed, all appeals have been exhausted or appeal periods have expired, and no litigation is pending, promotional materials may be destroyed by shredding. These include: **[32.1.7]**
 - (i) Interview questions and score sheets;
 - (ii) Assessment Center questions, if applicable, exercises, evaluations and other related materials; and
 - (iii) Any other materials of a confidential nature.

Notice of Promotion Process

When the appointing authority requests a promotional exam from the Massachusetts Human Resources Division (HRD), the Chief of Police or designee shall be notified and shall inform all affected employees of such request.

Upon receipt of an exam notice from HRD/Civil Service, the Chief of Police or designee shall advise all affected personnel by immediately posting the notice in a prominent place and forwarding the notice to

supervisors to be read at roll-call. **[34.1.5]**

The Department's Deputy Chief of Administration shall send an e-mail to all affected personnel advising them of the date and time of the exam, last date for applying, and location of the posted notice. Officers out sick or injured, on administrative or other leave, or on active military duty, or otherwise not likely to receive notice shall be mailed a copy of the examination notice.

Eligibility: To be eligible for promotion to each successive rank

- (1) An officer, including laterals, must be a permanent police officer/member employed by this department for at least one year following certification by HRD/Civil Service. **[34.1.3 g]**
- (2) An examination for a promotional appointment to any title shall be open to permanent employees in the next lower title in such force; however, no such examination shall be open to any person who has not been employed in such force for at least one year after certification in the lower title or titles to which the examination is open. **[34.1.6 c]**
- (3) If there are less than four employees or eligible applicants in the preceding grade, the exam will be opened to the next proceeding grade until four eligible employees have applied, or the exam is opened to all permanent officers.
- (4) Ineligible officers may not reapply until such time that they become eligible. **[34.1.3 f]**
- (5) The promotion examination and other testing components, such as assessment centers, shall be developed and conducted by or approved by the Massachusetts Department of Human Resources - Civil Service. **[34.1.3 b c]**

Candidate Interview

Candidate interviews will be conducted by a committee approved by the Chief of Police. Interviews shall be conducted from a prepared list of questions and individually scored by each member of the committee. A cumulative score may be reported to each candidate after all candidates have been interviewed, at a time determined by the Chief of Police. Individual committee member score sheets shall remain confidential. All scoring materials shall be secured by the Chief of Police or designee. **[34.1.3 d]**

The following are components of this department's Promotional Process: **[34.1.3 a]** **[34.1.6 a]**

- A written Civil Service promotional exam (Sergeants and Lieutenants) **[34.1.3 a b]**
- The Chief of Police may utilize assessment centers to assess candidates for the rank of Deputy Chief. The Chief will make

recommendations for appointments; however, it remains a position(s) appointed by the Mayor **[34.1.3 a c]**

- Additional scoring considerations include training and experience (Sergeants and Lieutenants) and veterans who pass a promotional exam shall receive two points added to their overall score. Employees with 25 years of service who pass a promotional exam shall have preference in promotion equal to that of veterans under civil service rules.

Each candidate for promotion will be given a numerical weight assigned to each eligibility requirement. The scores for eligibility will not be indicated on the eligibility list. Each candidate will be ranked accordingly. **[34.1.6 a]**

Candidates may request review of the promotion exam, training and experience, and meeting the entrance requirements for the exam pursuant to M.G.L. c. 31 §22. Within seven days of receiving notice of other individual promotion process component scores, an employee may appeal to the appointing authority, to conduct a review of any or all of the components. Upon completion of such review, the employee shall be advised in writing of the results of the review and in the event of a change, the scores and ranking shall be adjusted accordingly. **[34.1.3 e]**

A list of eligible candidates shall be established and ranked by HRD pursuant to M.G.L. Chapter 31. **[34.1.6 b]** Persons on an eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, pursuant to M.G.L. Chapter 31. **[34.1.6 d]**

The Chief of Police shall select a candidate from the list of eligible candidates in an order of preference. **[34.1.6 e]** In making a selection for promotion, the Chief shall consider at a minimum: (1) Cumulative score ranking, (2) Work history, (3) Sick use history, (4) Disciplinary history.

In the event that a candidate is bypassed in favor of a candidate with a lower score or ranking in the selection process the following will apply:

- The appointing authority must advise the Human Resource Division, in writing, of the reasons for the bypass.
- No reasons that are known or reasonably discoverable by the appointing authority, and which have not been disclosed to the Personnel Administrator, shall later be admissible as reasons for selection or bypass in any proceeding before the Personnel Administrator or the Civil Service Commission.

There is no probationary period for Civil Service promotions. **[34.1.7]**