

	Policy & Procedures				No. 4.16	
	Subject: Selection Process					
	Issuing Authority: Chief of Police				Effective Date: 10/01/2013	Review Date: 06/14/2023
					Revised Dates:	
Review						
Revision	04/04/2020					
Reissued	09/20/2022					
Dates:	12/12/2022					

CALEA STANDARDS :

32.1.1	32.2.1	32.2.5	16.3.2
32.1.2	32.2.2	32.2.6	16.3.8
32.1.3	32.2.3		
32.1.4	32.2.4		

POST STANDARDS

SEL-01
SEL-02

Selection Process

Discussion

The selection of the best-qualified candidate to fill a vacancy within the Police Department is a top priority. This policy will deal with the issues that must be addressed to ensure the process is fair and equitable to all applicants. In addition, it will govern the disposition of records of all candidates.

Policy

When evaluating candidates for selection, the Canton Police Department will follow the guidelines within this policy and those as set forth by the Town of Canton Personnel Policy and Procedure as well as those mandated by the Police Reform Act (POST).

The Canton Police Department explicitly requires that all law enforcement officers will be required to obtain/maintain their certification through POST. We will not employ a decertified officer in any capacity. In addition, the agency shall not appoint or employ a person as a law enforcement officer unless the person is certified by the commission. (G.L. C6E, S4(g)) Our agency will ensure that we do not employ a decertified officer in any capacity, including as a consultant or independent contractor. **SEL-02 Tasks 1 & 2**

Conditions of Employment: SEL-01 Task 1; SEL-02 Tasks 1&2

- A check of the national decertification index will be made prior to hiring any law enforcement officer. These checks are to be submitted through MPTC's Executive Director's Office.
- The applicant is required to obtain/maintain their certification through POST.
- The Canton Police Department will *not* employ a decertified officer in any capacity, including as a consultant or independent contractor.

Selection of Personnel

16.3.2

The selection of full-time and part-time sworn, non-sworn, and civilian personnel is done under the rules and procedures established and approved by the Personnel Department of the Town of Canton. Once a person has been certified as eligible by the Personnel Department, 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.

32.1.1

Full and Part-time personnel (sworn and civilian) will undergo various elements and activities during the selection process. The following is a list, in order:

- Full-time patrol personnel will have either passed the most recent Civil Service exam and are on the list of hires or they have to be currently working as a police officer for another agency.
- Full-time Animal Control Officer must have previous experience working with animals.
- Full and part-time personnel will complete an application packet. This will be distributed by our agency and handed into the Deputy Chief.
- All full and part-time personnel will have an interview with the Chief and those he has selected such as members of the Command Staff.
- All full and part-time personnel will be subject to a background check. These checks will be conducted by members of our Criminal Investigative Unit.
- All full-time patrol personnel will have to complete psychological/medical testing and physical aptitude testing, if not already done so. This testing must be current. The doctors/licensed physicians conducting the testing are chosen by the Town of Canton/HR through a contractual agreement. The Commonwealth of Massachusetts via Mass.gov selects locations and examiners for the physical aptitude test.
- All full and part-time candidates will have a final meeting with the Chief to be offered a position of employment.

Coordination of Selection Process The coordination of selection activities shall be the responsibility of the Chief of Police or his/her designee. All results of the process shall be turned over to the Chief of Police for his/her review. The Chief of Police shall forward the final choice(s) to the Town Manager.

Screening Process The screening process shall be conducted according to the following criteria under the direction of the Chief of Police or his/her designee. The process shall include; but is not limited, to the following:

Notification to Applicants of Process At the time of their formal application, when the applicant picks up the background package here at the PD, all applicants shall be notified in writing of :

[32.1.2 a-c]

- All elements of the selection process/the content and procedures involved in the screening process;
- Notification shall include the dates, times, and locations where each component will take place;
- The expected duration of the selection process;
- The policy on retesting, reapplication, and reevaluation of applicants that are not appointed.

Omissions or deficiencies in any required form may disqualify a candidate. However, it is this agency's policy that applicants for all (entry level) positions will not be rejected for minor omissions or deficiencies on the form that can be corrected prior to the testing or interview process.

EMPLOYMENT BACKGROUND PROTOCOLS SEL-01 Task 3

These protocols have been updated based on POST Commission's required qualifications/standards which will include at least the following:

Background Protocols

Required Qualifications/Standards include:

- Attain the age of 21,
- The successful completion of high school or equivalent,
- Successful completion of the basic training program approved by the MPTC,
- Successful completion of a physical and psychological fitness evaluation approved by the POST Commission,
- Successful completion of a state and national background check,
- Passage of the POST Commission approved LEO Examination,
- Possession of current first aid and CPR certificates or equivalent,
- Successful completion of an oral interview administered by the POST Commission, and
- Be of good moral character and fit for employment in law enforcement, as determined by the POST Commission.

Note: The Commission will *not* provide certification or recertification to a person who:

- (i) Does not meet the minimum standards as set forth in POST Commission regulations.
- (ii) Has been convicted of a felony or whose name is listed in the national decertification index or the database of decertified law enforcement officers maintained by the Commission pursuant to clause (i) of subsection (a) of section 13 of the Act.
- (iii) While previously employed in law enforcement in any state or United States territory or by the federal government, would have had their certification revoked by the Commission if employed by an agency in the in the Commonwealth. G.L. c. 6E, S4(2).

Background Investigation

[32.2.1]
[32.2.2]
{16.3.2}
[16.3.8]

SEL-01
Task 3

A thorough background check of each candidate is to be conducted by officers trained in background investigation techniques, which will include at least the following (in addition to the POST Commission's Required Qualifications/Standards): Those in italics are for Non-Sworn personnel.

- *Verification of qualifying credentials*
 - Attaining the age of 21
 - Active driver's license
 - *Possess a High School equivalency diploma* as determined by the commission
 - Bachelor's Degree preferred
 - Active LTC or ability to qualify for one
- *Review of any criminal history or record(s) and motor vehicle record*
- Interview with at least three (3) neighbors
- Interview with at least three (3) past and present employers
- *Checking on three (3) personal and professional references provided by the applicant*
- A thorough review of the candidate's credit history
- Internal records check(s) with local Police Departments
- Internal records check(s) with Campus Police, Campus Security, etc... (reference college(s) attended)
- Check of the national or state decertification databases.

Medical Examination

[32.2.3]
[32.1.4]
SEL-01
Task 3

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 Personnel Department requirements. A medical examination will be conducted prior to appointment to probationary status to certify the general health of each candidate for a sworn position. A copy of the results will be maintained in the candidates personnel file and shall remain confidential.

Psychological Examination

[32.2.4]

[32.1.4]

SEL-01
Task 3

An emotional stability and psychological fitness examination (approved by the commission) of each candidate for a sworn position will be conducted and assessed by a qualified professional prior to appointment to probationary status. Such examinations are to be provided at no cost to the employee. The results of said psychological examination should be forwarded to the Chief of Police in the form of a written report on the employability of each candidate. The actual test records shall remain in the custody and control of the testing psychologist. A copy of the results will be maintained in the candidates personnel file and shall remain confidential.

Physical Ability Testing

SEL-01
Task 3

Once the candidate has successfully passed the physical examination, the candidate shall then be tested for physical agility in accordance with the standards approved by the commission and established by the Department of Personnel Administration for the Commonwealth of Massachusetts and the Municipal Police Training Committee. This test shall not pertain to lateral candidates who have already completed a full-time academy.

Record Retention

[32.1.4]

All records retention shall be in accordance with Massachusetts Municipal Records Retention Manual, 2022 Edition. All selection materials and records (including background checks) of both sworn and civilian personnel are kept in a secure (locked) and confidential area, even when not being used.

- Records of individuals hired will be permanently retained in their personnel folders.
- Records of unsuccessful applicants shall be kept separate from successful applicants. They shall be retained for a period of not less than five (5) years, or until all rights of appeal have been exhausted, and then destroyed in a manner that prevents disclosure of the information therein. Records shall be shredded when being destroyed. In no case, will records of unsuccessful applicants be destroyed for at least five (5) years.

Testing Failure

An applicant who fails the initial physical examination will be notified by the Personnel Department of the Town of Canton. 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, he must successfully pass all physical, psychological, and medical examinations.

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 employee.

Conditional Offers of Employment SEL-01 (Task 1,2)

Conditional officers of employment will reflect certification standards that have been developed jointly by the Division of Police Certification and the MPTC, and which will include those listed above under *Background Protocols – Required Qualifications/Standards*. It is required that each of those listed standards are met. In addition, a required check of the national decertification index will be made before offers of employment/hiring of any law enforcement officer.

<i>Academy Trained Candidate</i>	Once a final candidate is chosen, the Town, through its Personnel Department, will tender a firm job offer. A candidate that is already academy trained shall be assigned to the Field Training Program in accordance with department policy prior to assuming shift duties.
<i>Non Academy Trained Candidate</i>	Once a final candidate is chosen, the Town, through its Personnel Department, will tender a firm job offer and enroll him/her in the next available police academy class. Upon successful completion of the police academy the candidate shall be assigned to the Field Training Program in accordance with department policy prior to assuming shift duties.
<i>Probationary Period</i> [32.2.6]	All new employees of the department shall be considered probationary employees during the first twelve (12) months of actual service with the Town of Canton Police Department. Said twelve (12) months shall not include time spent in mandatory basic training (entry-level classroom training), which period shall be considered additional time as probationary employees. After such time, the employee will be granted permanent status.
<i>Performance Review</i>	Employees nearing the end of their probationary period shall receive the standard formal performance review utilized by the Police Department. At the conclusion of the review, the assigned Supervisor shall submit in writing, their findings to the Chief of Police who shall make the final recommendations to the Town Manager, regarding continued employment.
<i>Notification to Unsuccessful candidates</i> [32.1.3]	Applicants, both sworn and non-sworn, who are not chosen shall be notified in writing within thirty (30) days of completion of the process.