


<b>NORTHAMPTON POLICE DEPARTMENT</b> <b>Administration &amp; Operations Manual</b>		
<b>Policy: Recruitment and Selection Procedures</b>		<b>AOM: P-220</b>
Massachusetts Police Accreditation Standards Referenced: [31.1.1], [16.3.2], [32.2.2], [32.1.2], [32.1.3], [32.1.4.a-c], [32.1.5], [16.3.2], [16.3.3], [16.3.5], [32.1.1], [32.2.1.b], [32.2.1.a], [32.2.1.c], [32.1.5], [32.2.7], [32.2.8], [33.4.1], [32.2.10], [32.1.7], [32.1.9], [32.1.6]		Issuing Authority <hr/> Jody Kasper Chief of Police
<b>Dissemination Date:</b> 4/01/1998  <b>Effective Date:</b> 4/15/1998	<b>Amended:</b> 5/99, 11/01, 10/03, 4/05, 3/07, 9/08, 11/08, 12/08, 2/09, 5/10, 7/10, 8/11, 9/11, 2/12, 3/13, 8/13, 5/14, 7/14, 10/15, 10/19*, 3/20, 6/20, 7/21, 12/22, 6/23  <b>Reviewed:</b> 6/02, 4/05, 3/07, 9/08, 12/08, 2/09, 10/09, 5/10, 7/10, 10/10, 8/11, 2/12, 3/13, 8/13, 5/14, 7/14, 8/15, 10/15, 7/16, 10/17, 8/20, 6/23	

## I. Introductory Discussion

- A. The City of Northampton has established a procedure in order to provide an equitable and continuous selection process to ensure the department can successfully compete with other law enforcement agencies in the recruitment and employment of the most qualified candidates, both sworn and civilian, for appointment to the Northampton Police Department.
- B. The City of Northampton has and will provide Equal Employment opportunities for all applicants. Every individual regardless of race, gender, sexual orientation, color, handicap, religion, national origin, national ancestry, or age applying for employment will receive equal treatment.
- C. The Northampton Police Department continues to establish and maintain high standards for employment eligibility in order to ensure that police services are delivered in the most professional, effective, and efficient manner possible.
- D. In the event that a police officer position vacancy is anticipated and/or determined, and with approval of the Mayor, the Chief shall initiate the hiring process forthwith in an effort to maintain the department's full-authorized strength.
- E. The Chief of Police and/or their designee is vested with the authority and responsibility for administering the police officer appointment and promotional process for the Northampton Police

Department.

- F. The Mayor of the City of Northampton is vested with the authority and responsibility of actual appointment of any police officer or promotion to the established ranks of Sergeant, Lieutenant, Captain, or Chief.

## **II. Recruitment of Personnel [31.1.1]**

- A. The Department is committed to making area residents aware of the desirability of a law enforcement career in the Northampton Police Department. The Department also encourages applications from women and minority group members in an effort to ensure that the gender, ethnic, and racial composition of the force is reflective of the composition of the community.
- B. Recruitment activities for the Northampton Police Department are established as a function of the Field Training and Evaluation Program (FTEP) and should be conducted on an on-going basis.
  - 1. The FTEP Supervisor shall have authority and responsibility for conducting and managing the day-to-day recruitment operations and activities of the department. They shall be responsible for the following:
    - a. Keep and maintain a file on all relevant recruiting and selection materials and ensure that these materials are disseminated throughout the community and beyond; [31.3.1, b]
    - b. Apprise members of the Department regarding the current need for recruitment and request their participation by suggesting they actively encourage qualified applicants to apply;
    - c. Contact community organizations through written or verbal communication to encourage them to actively seek qualified applicants to submit employment applications. Provide these organizations with recruitment brochures for dissemination purposes.
    - d. Ensure that individuals assigned to recruitment activities are knowledgeable in personnel matters, agency operations, career opportunities, and Equal Employment Opportunity issues as they affect the management and operations of the Department. [31.1.2]
    - e. Encourage students in local educational institutions to consider law enforcement as a career and the City of Northampton as an employer.

## **III. Selection of Sworn Personnel [16.3.2]**

- A. The selection of sworn personnel is done under the rules and procedures established by the city. Interested applicants should submit a completed Police Employment Application, a resume, and a cover letter via the Department's website or directly to the Administrative Division Commander (ADC).
- B. All applicants must:
  - 1. Be at least Twenty-One (21) years of age but younger than age Thirty-Seven (37) at date of hire as a full-time employee
    - a. Any veteran shall be allowed to exceed the maximum age provision of this section by the number of years served on active military duty, but in no case shall said candidate for appointment be credited with more than four (4) years of active military duty.
  - 2. Possess a valid driver's license (must obtain a MA license prior to hire)

3. Be a U.S. citizen
  4. Not be a felon per M.G.L. C 41 §96A
  5. Be able to obtain a Massachusetts License to Carry Firearms under M.G.L. C 140-s131
  6. Have completed an Associate's Degree or attained an equivalent number of credits (60) in a Baccalaureate program at an accredited institution of higher learning prior to date of hire, or have receipt of an honorable discharge, or released under honorable conditions after two (2) years of uninterrupted military service (presentation of DD-214 military discharge at time of application), and requirement to be actively enrolled at an accredited college or university, attaining at least twelve (12) credits annually until completion of Associate's Degree requirements. This requirement would commence upon the successful completion of the department's Field Training and Evaluation Program.
- C. Once all employment materials have been received, they will be managed by the Captain of Administration. The Captain will attach the applicant's criminal record, driver history, and any internal Northampton Police records that are already on file. Packets will then be kept on file.
- D. When the department initiates the hiring process, a selection committee will review the application packets and will select candidates to move forward. Minor omissions or deficiencies on an application will not be cause for rejection of the application. [31.3.4] Packets will be reviewed. The strongest candidates will be selected for interviews and the following criteria will be considered to determine the strength of each candidate:
1. Education
  2. Experience in policing or a closely related field
  3. Military experience
  4. Completion of MPTC part-time or full-time academy
  5. Residency
  6. Writing skills
  7. Specialty skills such as fluency in other language, proven leadership experience, or medical experience
- Candidates may be disqualified based on:
1. Criminal record
  2. Driver history
  3. Failure to meet established requirements for the position
  4. Internal records that document unsuitability for the position
  5. Other records or findings that indicate unsuitability
  6. Decertification by Peace Officer Standards and Training Commission (POST)
- E. There is no correlation between the number of vacant positions and the number of interviews that are conducted. Candidates will be interviewed until qualified applicants are selected.
- F. The coordination of all selection activities shall be the responsibility of the Administrative Division Commander (ADC). The Chief of Police shall review the results of such process and may make recommendations, based on these results, to the Mayor of Northampton. The Mayor is the appointing authority and is responsible for making the final choices for appointments.

1. All entry-level background investigations shall be coordinated through the Administrative Division

Commander and/or the FTEP Coordinator. [32.2.2]

2. All elements of the selection process shall use only those rating criteria or minimum qualifications that are job related. [32.1.2]
3. All elements of the selection process utilized, including those contracted to outside vendors, shall be administered, scored, evaluated, and interpreted in a uniform manner. [32.1.3]
4. All candidates shall be notified in writing of the total content and procedures involved at each stage of the screening process. This notification shall include the expected duration of the selection process and the process for reapplication, and reevaluation, if any, of candidates not appointed. [32.1.4, a - c]
5. No applicant will be allowed to pass on to the next step in the screening process until successfully completing the previous step. Notification of failure must be made in writing to the applicant as soon as possible. [32.1.5]

G. Only individuals with MPTC certified training are eligible to be employed as Special Police Officers. [16.3.2][16.3.3][16.3.5]

#### IV. Initial Selection Criteria [32.1.1]

The Northampton Police Department shall conduct the screening process under the following criteria, and under direction of the ADC. Portions of the process may be conducted by a Division Commander or Lieutenant as selected by the Chief of Police.

- A. **Initial Background Check:** Specified members of the NPD shall perform an initial background check of each candidate (including candidates for civilian positions who would have access to criminal or other confidential records). This check shall consist of:
1. A statewide criminal history check [32.2.1,b]
  2. A national criminal check history
  3. A driver history license check
  4. A CJIS and NCIC record check
  5. Review of POST certification/decertification database
  6. Review National Decertification Index.
- B. **Oral Board Interview:** Those candidates successfully completing the Initial Background Check may be invited to participate in the next phase of the selection process: The Oral Board Interview. The ADC shall be responsible for selecting an oral board of examiners that consists of personnel knowledgeable in oral board procedure. Further care should be taken to create an oral board that is diverse and reflective of the community that is served.
1. The board shall generally consist of, but is not limited to, the following individuals:
    - a. Mayor or designee elected official
    - b. Chief of Police of the Department
    - c. ODC and/or Administrations Division Commander (ADC)
    - d. A Lieutenant and/or Sergeant with the Department
    - e. A supervisor from the Field Training and Evaluation Program (F.T.E.P.)

- f. Human Resources Director or designee
  - g. A member of the patrol officers union
2. Each candidate shall be asked the same set of predetermined questions, and the interview shall be scored, evaluated, and interpreted in a uniform manner. [32.1.3]

**C. Pre-Academy PT Assessment**

Following the Oral Board Interview, candidates who have the potential to be moved onto the background will undergo a physical fitness assessment. The physical fitness baseline for this part of the process has been set at 20% Percentile Cooper Institute Norm.

1. The FTEP Coordinator will be responsible for completing and supervising this assessment.
2. The assessment consists of four events: pushups, planking, a timed 1.5 mile run, and a 300-meter sprint.
3. Ideally, the assessment will be conducted outdoors, at a track, so as to simulate the actual PT Assessment that each candidate has to pass in order to secure a seat in the police academy. The physical fitness baseline for entrance into the academy has been set at 30% Percentile Cooper Institute Norm.
4. The four events and their standards:  
(20<sup>th</sup> percentile of the Cooper Aerobics Institute's norms, including age and gender norming)

- a. One-minute pushups (dynamic strength):

Age:	20-29	30-39
Females*:	10(18)	8 (14)
Males:	22	17

\* Modified position is permitted- in parenthesis

- b. Plank (core strength)

Age:	All
Females:	30 seconds
Males:	30 seconds

- c. 1.5-mile walk/run (cardiorespiratory fitness):

Age:	20-29	30-39
Females:	17:11	18:18
Males:	13:58	14:33

- d. 300-meter run (anaerobic power – measured in seconds):

Age:	20-29	30-39
Females:	78 seconds	86 seconds
Males:	66 seconds	68 seconds

\*\*must complete the event, but no time standard has been established

D. **Intensive Background Investigation:** Upon successful completion of the oral board interview and passing the Department's fitness assessment, each candidate shall be subject to a second, more thorough, background investigation. [32.2.1]

1. The background investigations shall include at minimum:

- a. Verification of the candidate's qualifying credentials, to include: educational achievements, transcripts from schools attended within the past 10 years, military service and achievements, prior employment and residency records, as well as documentation of birth records, citizenship, credit history and other pertinent information. [32.2.1,a]
- b. Criminal records checks in all cities of residence and employment, as well as a CJIS and NCIC fingerprint-based record check, mandated to be completed within thirty (30) days of initial employment. State and Federal responses from the QCAR (Criminal 10-Print Inquiry Only) are to be retained and attached to the fingerprint card and placed into the personnel file of the employee. [32.2.1,b]
- c. Computer inquiries of motor vehicle records and licensing records in all states of residence or employment
- d. Home visit by investigator
- e. Verification of at least three personal references of the candidate, as well as two developed reference checks. These may include: [32.2.1,c]
  - 1) Inquiries made to past and present neighbors, spouses and landlords.
  - 2) Acquaintances, character references, and members of fraternal and social organizations to which the applicant belongs or has belonged.
  - 3) Any other sources of information, which the above contacts show to be important.
- f. Completion of the Peace Officers Standards and Training Commission Candidate Intake Form
- g. Completion of the Peace Officers Standards and Training Commission Certification Packet

Candidates may be asked to participate in a second in-depth interview. This interview serves to clarify information uncovered in the background investigation, and may be one of several conducted during the investigation process.

Candidates shall be informed of their eligibility status at the conclusion of the intensive background investigation.

## V. Advanced Selection Criteria [32.1.1]

- A. At the discretion of the Chief of Police, candidates that have successfully completed all pre-conditional phases of the selection process may be considered for advanced selection procedures.
1. Any candidate who is considered for advanced selection procedures must sign a conditional offer of employment agreeing to undergo a medical, physical, and psychological evaluation.
  2. Candidates determined to be ineligible for appointment shall be informed in writing within 30 days of the decision. [32.1.5]
- B. **Medical Examination**: The medical examination is designed to reveal any medical problems that might inhibit or completely bar the candidate's ability to perform any of the essential functions of the job of police officer or preclude admittance to the police academy. [32.2.7]
1. The examination shall be consistent with those standards established by the Municipal Police Training Committee (MPTC) and the City of Northampton.
  2. Entry-level drug screening shall be conducted as part of the medical examination. Applicants shall be notified of the drug testing prior to being selected for advanced selection.
- C. **Physical Ability Test**: Those candidates who have signed the conditional offer of probationary employment and have passed the medical examination, shall be required to participate in a Physical Ability Test as determined by the MPTC.
- D. **Physical Fitness Test**: The MPTC requires that all student officers entering the Basic Recruit academy must pass a physical fitness test prior to entering. Pre-tests may be given by NPD personnel using the entry-level academy standards. Candidates who are unable to meet these standards during pre-testing may have the Conditional Offer of Employment withdrawn.
- E. **Psychological Evaluation**: Prior to employment, those candidates who have signed and agreed to comply with the terms of the conditional offer of probationary employment shall have their psychological and emotional fitness evaluated by qualified professionals. [32.2.8]
- Only qualified professionals (psychologists or psychiatrists), approved by the City, shall be used to conduct psychological evaluations and make judgments regarding the emotional and psychological suitability of the candidate.
- F. **Final Interview**: Those candidates who have successfully completed all of the components of the selection process, may be subject to a final, informal interview with the Chief of Police and/or the ADC before being hired as a probationary employee.
- G. If, in the opinion of the Chief of Police, the candidate is unable to successfully meet any of the requirements of the conditional offer of employment, then the offer of probationary employment shall be immediately withdrawn.
- H. If, in the opinion of the Chief of Police, the candidate has successfully completed all of the requirements of the conditional offer of employment, they may make a recommendation to the Mayor that an offer of probationary employment is made.

## **VI. Basic Training for Police Officer (Police Academy) [33.4.1]**

- A. In order to receive an appointment as a probationary, full-time police officer, a candidate must successfully complete the MPTC pre-academy Physical Fitness Test and the Basic Training for Police Officers Program. Until graduating from the police academy the candidate shall be considered a Student Officer (M.G.L. Ch. 41 §96B). [33.4.1]
- B. The requirement of police academy attendance can be waived for candidates who have previously completed the MPTC Academy or an equivalent training program approved for acceptance by the MPTC.

## **VII. Probation as Part of the Selection Process [32.2.10]**

- A. One of the most important components of the selection process is the probationary period of employment, during which the candidate's training and work performance will be evaluated and a decision regarding permanent status reached.
- B. In the absence of controlling legislation, or a collective bargaining agreement, probationary periods shall consist of a period of one year following the applicant's successful completion of the MPTC Basic Recruit Academy, and/or their date of full-time appointment.

## **VIII. Records Maintenance**

The ADC shall be responsible for ensuring that all selection materials are kept secure and confidential. [32.1.7]

- A. Records of individuals hired will be retained permanently in the department's Personnel Files. [32.2.9]
- B. All records of unsuccessful candidates shall be retained and secured for a period of at least three (3) years, or until all rights of appeal have been exhausted. Said records may then be destroyed in a manner to ensure their confidentiality. Said destruction shall be under the supervision of a department member and accomplished by shredding or burning. The Northampton Police Department will comply with the Massachusetts Records Retention Schedule (M.G.L. c. 4, §7 (26), c. 30, §42, c. 66, §§ 1, 8, 9). [32.1.6] & [32.1.7]
- C. Full access to all recruitment and selection records shall be limited to the Mayor, the Chief of Police and the Division Commanders. Other individuals involved in the selection process shall have limited access on an as needed basis. All results of medical and psychological testing are strictly confidential. [32.1.7]

## **IX. Recruitment and Selection of Civilian Employees [32.1.1]**

- A. The recruitment and selection of civilian employees for the police department is governed by the same rules and procedures as those for other City departments. Authorization for the creation of a new position or the filling of a vacancy within the department requires the approval of the Mayor. The appointing authority for all civilian positions is the director of the City's Human Resources Department (HRD). The job descriptions and grades for civilian positions within the department are established according to a citywide classification system, by HRD with input from the department.



- B. The specific requirements for civilian positions are included in the respective job description. The basic requirements for applicants are:
1. Be at least 18 years of age
  2. Possess a valid Massachusetts driver's license before hire
  3. Be a U.S. citizen
  4. Not be a felon
  5. Be a person of good character
  6. Meet the minimum level of experience and skills set forth in the job description
- C. As is the case in filling sworn positions, the City and department encourages applicants from all genders, ethnic, and racial backgrounds. The department is cognizant of the importance for the police department to reflect the make-up of the community in both its compliment of sworn and civilian personnel.
- D. The recruitment for new or vacant civilian positions is under the auspices of the HRD. Upon request of the Chief of Police or their designee for the filling of a new position or a vacancy, HRD will normally advertise the position by internal postings. This is generally required under collective bargaining agreements. If there are an insufficient number of qualified candidates, HRD will then advertise the position in the local newspaper(s).
- E. All applications are received and processed by HRD. After the closing date, HRD in collaboration with the ADC or designee, reviews the applications and establishes a preliminary list of qualified candidates to interview. Candidates may be disqualified based on their criminal record.
- F. Those candidates on the preliminary list are invited to attend and interview. The interview panel normally consists of a representative from HRD, the ADC, the ODC, the Records Supervisor and/or other appropriate department representative. Candidates are interviewed according to a uniform list of questions and criteria, specifically relating to the position for which they applied. At the conclusion of the initial interviews, the interview panel compiles a list of usually three finalists.
- G. If appropriate, a practical exercise to gauge the candidates' proficiency to perform a particular skill set may be required.
- H. The finalists are so advised and a reference and background check of the finalist is conducted with the assistance of the detective bureau or the FTEP. [32.2.1]
- I. An interview of the finalists is conducted by a department panel usually consisting of the ADC, the ODC, records supervisor, and/or appropriate other representative. Based on this interview, the panel may select a candidate to recommend to the Chief of Police. The Chief of Police may also choose to interview the recommended candidate.
- J. Upon receipt of a conditional offer of employment, a candidate may be required to submit to a physical examination.
- K. Subject to the approval of the Chief of Police or designee, a request is made to the HRD director for the appointment of the candidate.

- L. All applicants are notified in writing by HRD as whether or not they will be interviewed. Those interviewed are likewise notified as to whether or not they are selected for the position. The applications of unsuccessful applicants will be retained for a period of three years. [32.1.6]
- M. There is no department specific promotion process for civilian employees within the police department. Generally, these positions are open to all other civilian employees in the City. However, our civilian employees are encouraged to apply and be considered for positions of a higher grade classification that may become available.

## **X. Lateral Transfers**

- A. Individuals who formerly worked or currently work full-time for another police agency, may apply as a lateral transfer. Applicants shall submit a resume and cover letter to the ADC. Individuals seeking a lateral transfer to the Northampton Police Department must have completed a full-time MPTC police academy or an equivalent full-time police academy approved by the MPTC.
- B. The Northampton Police Department shall conduct the screening process under the following criteria, and under the direction of the ADC. Portions of the process may be conducted by a Division Commander or Lieutenant as selected by the Chief of Police.
  - 1. **Initial Background Check**: Specified members of the FTEP shall perform an initial background check of each candidate This check shall consist of:
    - a. A statewide criminal history check [32.2.1,b]
    - b. A national criminal history check
    - c. A driver history license check
    - d. A CJIS and NCIC record check
    - e. Review of POST certification/decertification database
    - f. Review of National Decertification Index.
  - 2. **Oral Board Interview**: Those candidates successfully completing the Initial Background Check may be invited to participate in the next phase of the selection process: The Oral Board Interview. The ADC shall be responsible for selecting an oral board of examiners that consists of personnel knowledgeable in oral board procedure. Care should be taken to create an oral board that is diverse and reflective of the community that is served. The board shall generally consist of, but is not limited to, the following individuals:
    - a. Chief of Police of the Department
    - b. ODC and/or ADC
    - c. Human Resources Director or designee
    - d. A member of the patrol officers union

Each candidate shall be asked the same set of predetermined questions, and the interview shall be scored, evaluated and interpreted in a uniform manner. [32.1.3]

- 3. **Intensive Background Investigation**: Upon successful completion of the oral board interview, each candidate shall be subject to a second, more thorough, background investigation. [32.2.1]

The background investigations shall include at a minimum:

- a. Verification of the candidate's qualifying credentials, to include: educational achievements, transcripts from schools attended within the past 10 years, military service and achievements, prior employment and residency records, as well as documentation of birth records, citizenship, credit history, and other pertinent information. [32.2.1,a]
  - b. Criminal records checks in all cities of residence and employment, as well as a CJIS and NCIC fingerprint-based record check, mandated to be completed within thirty (30) days of initial employment. State and Federal responses from the QCAR (Criminal 10-Print Inquiry Only) are to be retained and attached to the fingerprint card and placed into the personnel file of the employee. [32.2.1, b]
  - c. Computer inquiries of motor vehicle records and licensing records in all states of residence or employment.
  - d. Home visit by investigator
  - e. Verification of at least three personal references of the candidate, as well as two developed reference checks. These may include: [32.2.1, c]
    - 1) Inquiries made to past and present neighbors, spouses, and landlords.
    - 2) Acquaintances, character references, and members of fraternal and social organizations to which the applicant belongs or has belonged.
    - 3) Any other sources of information which the above contacts show to be important.
4. Candidates may be asked to participate in a second, in-depth interview. This interview serves to clarify information uncovered in the background investigation, and may be one of several conducted during the investigation process.
  5. Candidates shall be informed of their eligibility status at the conclusion of the intensive background investigation.

## **XI. Advanced Selection Criteria for Lateral Transfers [32.1.1]**

- A. At the discretion of the Chief of Police, candidates who have successfully completed all pre-conditional phases of the selection process may be considered for advanced selection procedures.
  1. Any candidate who is considered for advanced selection procedures must sign a conditional offer of employment agreeing to undergo a medical and psychological evaluation.
  2. Candidates determined to be ineligible for appointment shall be informed in writing within 30 days of the decision. [32.1.5]
- B. **Medical Examination:** The medical examination is designed to reveal any medical problems that might inhibit or completely bar the candidate's ability to perform any of the essential functions of the job of police officer or preclude admittance to the police academy. [32.2.7]
  1. The examination shall be consistent with those standards established by the Municipal Police Training Committee (MPTC) and the City of Northampton.
  2. Entry-level drug screening shall be conducted as part of the medical examination. Applicants shall be notified of the drug testing prior to being selected for advanced selection.

- C. **Psychological Evaluation:** Prior to employment, those candidates who have signed and agreed to comply with the terms of the conditional offer of probationary employment shall have their psychological and emotional fitness evaluated by qualified professionals. [32.2.8]

Only qualified professionals (psychologists or psychiatrists) approved by the City, shall be used to conduct psychological evaluations and make judgments regarding the emotional and psychological suitability of the candidate.

- D. If, in the opinion of the Chief of Police, the candidate is unable to successfully meet any of the requirements of the conditional offer of employment, then the offer of probationary employment shall be immediately withdrawn.
- E. If, in the opinion of the Chief of Police, the candidate has successfully completed all of the requirements of the conditional offer of employment, they may make a recommendation to the Mayor that an offer of probationary employment is made.
- F. Candidates joining NPD as lateral transfers will be paired with an FTO and will complete a Field Training Program. The program length may be shortened based on the knowledge and abilities of the individual.
- G. The lateral transfer candidate may work in a probationary period for twelve (12) months from the date of hire.
- H. Salary for lateral transfers is calculated based on completed years of service. Only completed years are considered; completed months are not considered:

Total Completed Years of Full-time Service at Former PD	NPD Step Credit
1 or 2	Step 1
3 or 4	Step 2
5 or 6	Step 3
7 or 8	Step 4
9 or 10	Step 5
11 or 12	Step 6
13 or 14	Step 7
15 or 16	Step 8
17 or 18	Step 9
19+	Step 10

- I. Sick time is calculated based on years of service with the City of Northampton.
- J. Lateral transfers receive one vacation day for each full-month remaining in the calendar year that they are hired. The time must be used by the end of that year. On January 1 of a new year, lateral transfer officers receive 14 vacation days. For example, an officer hired on February 15 would receive 10

vacation days on their date of hire, which would need to be used by December 31. On January 1, they would receive 14 vacation days.

- K. New employees who have never worked for NPD will have no seniority within the police department, regardless of seniority with their former agencies. Seniority is determined by years of full-time service to the Northampton Police Department.

## **XII. Selection of Special Police Officers**

- A. Individuals who have completed the MPTC's Reserve Intermittent Police Academy followed by the MPTC's Bridge Academy, or the MPTC's Basic Recruit Academy, may apply for a position as a Special Police Officer. Applicants shall submit a resume and cover letter to the ADC.
- B. The Northampton Police Department shall conduct the screening process under the following criteria, and under the direction of the ADC. Portions of the process may be conducted by a Division Commander or Lieutenant as selected by the Chief of Police.

- 1. **Initial Background Check**: Specified members of the FTEP shall perform an initial background check of each candidate. This check shall consist of:
  - a. A statewide criminal history check [32.2.1, b]
  - b. A national criminal history check
  - c. A driver history license check
  - d. A CJIS and NCIC record check
  - e. Review of POST certification/decertification database
  - f. Review of National Decertification Index.
- 2. **Oral Board Interview**: Those candidates successfully completing the Initial Background Check may be invited to participate in the next phase of the selection process: The Oral Board Interview. The ADC shall be responsible for selecting an oral board of examiners that consists of personnel knowledgeable in oral board procedure. Further care should be taken to create an oral board that is diverse and reflective of the community that is served. The board shall generally consist of, but is not limited to, the following individuals:
  - a. Chief of Police of the Department
  - b. ODC and/or ADC
  - c. Human Resources Director or designee
  - d. A member of the patrol officers union

Each candidate shall be asked the same set of predetermined questions, and the interview shall be scored, evaluated and interpreted in a uniform manner. [32.1.3]

- 3. **Intensive Background Investigation**: Upon successful completion of the oral board interview, each candidate shall be subject to a second, more thorough, background investigation. [32.2.1]

The background investigations shall include at a minimum:

- a. Verification of the candidate's qualifying credentials, to include: educational achievements,

transcripts from schools attended within the past 10 years, military service and achievements, prior employment and residency records, as well as documentation of birth records, citizenship, credit history, and other pertinent information. [32.2.1, a]

- b. Criminal record checks in all cities of residence and employment, as well as a CJIS and NCIC fingerprint-based record check, mandated to be completed within thirty (30) days of initial employment. State and Federal responses from the QCAR (Criminal 10-Print Inquiry Only) are to be retained and attached to the fingerprint card and placed into the personnel file of the employee. [32.2.1, b]
- c. Computer inquiries of motor vehicle records and licensing records in all states of residence or employment.
- d. Home visit by investigator
- e. Verification of at least three personal references of the candidate, as well as two developed reference checks. These may include: [32.2.1, c]
  - 1) Inquiries made to past and present neighbors, spouses and landlords.
  - 2) Acquaintances, character references, and members of fraternal and social organizations to which the applicant belongs or has belonged.
  - 3) Any other sources of information, which the above contacts show to be important.

Candidates may be asked to participate in a second, in-depth interview. This interview serves to clarify information uncovered in the background investigation, and may be one of several conducted during the investigation process.

Candidates shall be informed of their eligibility status at the conclusion of the intensive background investigation.

### **XIII. Advanced Selection Criteria for Special Police Officers [32.1.1]**

- A. At the discretion of the Chief of Police, candidates who have successfully completed all pre-conditional phases of the selection process may be considered for advanced selection procedures.
  - 1. Any candidate who is considered for advanced selection procedures must sign a conditional offer of employment agreeing to undergo a medical and psychological evaluation.
  - 2. Candidates determined to be ineligible for appointment shall be informed in writing within 30 days of the decision. [32.1.5]
- B. **Medical Examination:** The medical examination is designed to reveal any medical problems that might inhibit or completely bar the candidate's ability to perform any of the essential functions of the job of police officer or preclude admittance to the police academy. [32.2.7]
  - 1. The examination shall be consistent of a complete and thorough medical examination.
  - 2. Entry-level drug screening shall be conducted as part of the medical examination. Applicants shall be notified of the drug testing prior to being selected for advanced selection.
- C. **Psychological Evaluation:** Prior to employment, those candidates who have signed and agreed to comply with the terms of the conditional offer of probationary employment shall have their psychological and emotional fitness evaluated by qualified professionals. [32.2.8]
  - 1. Only qualified professionals (psychologists or psychiatrists), approved by the City, shall be used to conduct psychological evaluations and make judgments regarding the emotional and psychological

suitability of the candidate.

- D. If, in the opinion of the Chief of Police, the candidate is unable to successfully meet any of the requirements of the conditional offer of employment, then the offer of probationary employment shall be immediately withdrawn.
- E. If, in the opinion of the Chief of Police, the candidate has successfully completed all of the requirements of the conditional offer of employment, they may make a recommendation to the Mayor that an offer of probationary employment is made.
- F. Candidates joining NPD as Special Police Officers will be paired with an FTO and will complete a Field Training Program. The program length may be shortened based on the knowledge and abilities of the individual.
- G. The Special Police Officer candidate will work in a probationary period for one (1) year from the date of hire.
- H. Salary for Special Police Officers is established by the City of Northampton. Specials are not on a step-increase system and instead receive a flat hourly rate.
- I. Special Police Officers are not eligible for benefits.
- J. Special Police Officers who later become full-time police officers have no seniority until they are hired as full-time employees. Seniority begins on their first day of service as a full-time officer.

## **XIV. Selection of Traffic Control Officers**

- A. Individuals must be an NPD Community Services Officer, or must have completed an Associate's degree or attained an equivalent number of credits (60) toward a Bachelor's degree at an accredited institution of higher learning prior to the date of hire or have receipt of an honorable discharge or released under honorable conditions after two (2) years of uninterrupted military service (presentation of DD-214 military discharge at time of application), and requirement to be actively enrolled at an accredited college or university, attaining at least twelve (12) credits annually until completion of Associate's degree requirements. Candidates who are retired Law Enforcement, Parole, Corrections, Campus, or Probation will be exempt from the education requirement
- B. Additional qualifications include:
  - Be at least 21 years of age
  - Successfully pass pre-employment interview
  - Pass a job-related background, medical exam and drug screen
  - U.S. Citizenship
  - Possession of a valid Massachusetts Class D motor vehicle operator's license
  - Ability to attend and successfully complete a Massachusetts Police Training Committee (MPTC) academy, or have already completed an MPTC part-time or full-time academy
  - Work involves a **constant physical effort**. Incumbent must possess the ability to meet required physical standard. Performance of work involves standing and walking for long periods of time. **Physical agility**

**is required** to access all types of areas. May be required to push, climb, stoop, kneel, crawl and reach with hands and arms. Excellent eyesight with regard to close vision, distance vision, color vision and depth perception is required to perform the job.

- C. The Northampton Police Department shall conduct the screening process under the following criteria, and under the direction of the ADC. Portions of the process may be conducted by a Division Commander or Lieutenant as selected by the Chief of Police.
2. **Initial Background Check**: The ADC shall perform an initial background check of each candidate. This check shall consist of:
    - a. A statewide criminal history check [32.2.1, b]
    - b. A national criminal history check
    - c. A driver history license check
    - d. A CJIS and NCIC record check
    - e. Review of POST certification/decertification database
    - f. Review of National Decertification Index.
  3. **Oral Board Interview**: Those candidates successfully completing the Initial Background Check may be invited to participate in the next phase of the selection process: The Oral Board Interview. The ADC shall be responsible for selecting an oral board of examiners that consists of personnel knowledgeable in oral board procedure. Further care should be taken to create an oral board that is diverse and reflective of the community that is served. The board may generally consist of, but is not limited to, the following individuals:
    - a. ODC and/or ADC
    - b. A lieutenant
    - c. A member of the patrol officers union

Each candidate shall be asked the same set of predetermined questions, and the interview shall be scored, evaluated and interpreted in a uniform manner. [32.1.3]

## **XV. POST Certification Requirement**

In compliance with G.L. c. 6E, § 4(g), which provides that, “No agency shall appoint or employ a person as a law enforcement officer unless the person is certified by the commission,” continued employment is made contingent upon the law enforcement officer obtaining and maintaining their certification with the POST. Full-time officers, part-time officers, and Special Police Officers who are decertified by POST may not be employed as officers by NPD.