

<h1>SALEM POLICE</h1>		DEPARTMENT MANUAL	
		<h2>CHAPTER 43.0</h2>	
SUBJECT: RECRUITMENT AND SELECTION OF PERSONNEL		DATE OF ISSUE 03/01/05	EFFECTIVE DATE 06/01/2021
		ISSUING AUTHORITY: Chief Lucas Miller	
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43.1 GENERAL CONSIDERATIONS AND GUIDELINES

The process of recruitment and selection of personnel for the Department is largely determined by Mass. Law as administered by the H.R.D (Civil Service). However, the Department does accept the responsibility for processing personnel applicants, overseeing recruitment efforts, and managing other aspects of the personnel process. (31.1.1)

The Department, in conformance with the procedures set forth by Civil Service, is responsible for some recruitment activities and for selecting personnel from a list of eligible applicants provided by Civil Service. In this sense, the recruitment and selection of personnel is part of a statewide civil service system for the selection of personnel for participating cities, towns, and agencies of the Commonwealth.

43.2 PROCEDURES

43.2.1 RECRUITMENT OF PERSONNEL: The Department's overall responsibilities are limited concerning recruitment due to Civil Service rules. However, the Department is committed to making area residents aware of the desirability of a law enforcement career in the Salem Police Department. The Department also encourages applications from minority group members in an effort to ensure that the ethnic and racial composition of the force is reflective of the increasing minority composition of Salem residents.

This recruitment activity shall be conducted when openings occur and prior to the holding of a Civil Service Entrance Examination. The Chief of Police will assume the responsibilities of Recruitment Coordinator and all officers are encouraged to actively participate in the process by referring individuals who they feel possess the necessary and desired qualities for the appropriate Civil Service process.

During the recruitment process the Chief's designee will coordinate with Civil Service regarding activities and shall conduct his/her duties to do the following:

- 43.2.1.1 Keep and maintain a file of all relevant recruiting and selection materials provided the Department by the Civil Service Division;
- 43.2.1.2 Make appearances at local functions, upon request or invitation, promoting employment as a member of the Salem Police Department;
- 43.2.1.3 Apprise members of the Department regarding the current need for recruitment, and request their participation by suggesting they actively seek qualified individuals, and to encourage them to take the entrance examination. (31.1.1)
- 43.2.1.4 Keep and maintain a file of the Department's and the City's affirmative action and Equal Opportunity Employment plans;
- 43.2.1.5 Contact community organizations through written or verbal communication to encourage them to actively seek qualified applicants to take the entrance exam.

The objective of this Department's limited participation in the recruitment process is to attempt to ensure that we can continue to hire individuals who will become the type of police officer that is a credit to the community and the profession.

- 43.2.2 **SELECTION OF PERSONNEL:** The selection of sworn personnel is done under the rules and procedures established and approved by the Civil Service Division.

Once a person has been certified as eligible by Civil Service, 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. (31.1.1) (16.3.2)

The screening standards will apply to individuals seeking lateral transfers from other departments as well as those who are certified as eligible by Civil Service. None of the screening standards shall in any way be discriminatory in nature, nor will the process reflect on the gender, race, religion, sexual orientation or ethnic background of the applicant being screened.

The coordination of selection activities shall be the responsibility of the Chief's Designee. All results of the process shall be turned over to the Chief of Police who is the appointing authority and shall make the final decisions(s).

The Chief of Police shall ensure that all selection records (employment questionnaires, background investigations etc.) are kept secure and confidential. Records of individuals hired will be retained permanently in their Personnel Folders and for 20 years after termination of employment. Records of unsuccessful candidates shall be retained for one year or until all rights of appeal have been exhausted, and then destroyed by shredding. (32.1.6) (32.1.7) (32.2.9) Records of civilian and non-sworn personnel shall be retained in the same manner.

Full access to all recruitment and selection records shall be limited to the Chief of Police and his/her designee. Other individuals involved in the selection process, and the Chief's Administrative Aide, shall have limited access on an as needed basis. All results of psychological testing and review boards are **STRICLY CONFIDENTIAL**. (32.1.7)

The Department shall conduct the screening process under the following criteria, and under the direction of the Chief of Police, following receipt of an eligibility list from Civil Service. Division Commanders or Sergeants and other officers or professionals as selected by the Chief of Police may conduct portions of the process. (31.1.1)

- 43.2.2.1 All candidates shall be notified in writing of the total content and procedures involved in the screening process. This notification shall include the dates, times, and locations where each component will take place.
- 43.2.2.2 Initial informational session conducted by the Personnel Background Officers and the Chief of Police. This interview will include any clarifications of the process for the candidate. The candidate will file an Application for Employment form, and sign an Authority for Release of Information form at this time
- 43.2.2.3 A thorough background check which includes: verification of qualifying credentials (32.2.1a); review of any criminal record; interviews with neighbors, spouse or dating relationship; interviews with past and present employers; and checking on three (3) personal references provided by the candidate and if applicable Law Enforcement references. The candidate's file will be retained for twenty (20) full years following termination of employment. (32.2.1b) (32.2.1c) (32.2.3)
- 43.2.2.4 A credit check conducted as part of the screening and background investigation process, certification of employment and credit.
- 43.2.2.5 A physical examination conducted in accordance with Civil Service requirements and by a qualified physician. (32.2.7)
- 43.2.2.6 A substance abuse examination.
- 43.2.2.7 A battery of psychological screening tests conducted by a Civil Service approved psychologist. (32.2.8)
- 42.2.2.8 An interview by an Oral Review Board consisting of Personnel Background Officers, Chief of Police and other department members and/or members of the community as required from the appropriate position.
- 42.2.2.9 **Require a check of the national decertification index prior to hiring any law enforcement officer**

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/she shall be given a reasonable opportunity to correct or rectify the deficiency as long as it is minor, and if successful, allowed to continue the screening process. No applicant will be rejected due to minor omissions or deficiencies on the application that can be corrected prior to testing, an interview or fixed during the initial application interview. Notification of failure must be made to the applicant as soon as possible by the Personnel Background Officers. (31.3.4)

Applicants who fail to qualify, or whose overall ranking amongst applicants is below the number of open positions, shall be notified within 30 days of completion of the process. If the reason is failure then the applicant must be informed of where the deficiency occurred. (32.1.5)

Successful applicants must still pass the required medical exam and an MPTC physical exam before being enrolled in an academy and hired as a full time, probationary officer.

All conditional offers of employment to any sworn personnel shall mandate that continued employment is made contingent upon the law enforcement officer obtaining and maintaining their certification with the POST. According to 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."

Agencies must ensure that they not employ a decertified officer in any capacity, including as a consultant or independent contractor.

43.2.3 SELECTION AND HIRING OF CIVILIAN PERSONEL

The coordination of selection activities shall be the responsibility of the Chief's Civil Service hiring designee or Administrative Aide as determined by the Chief. All results of the process shall be turned over

to the Chief of Police, who is the appointing authority and shall make the final decision(s).

1. A job opening shall be posted through the City of Salem Human Resources Division and via the department's website.
2. Candidates must apply per posting instructions and complete a City of Salem Employment Application.
3. The Chief and his/her designee shall conduct a pre-employment screening process which includes but is not limited to: an interview conducted by the Executive Officer and or his designee(s), receiving satisfactory references, a Criminal Offender Record Inquiry, and satisfactory verification of driver's license or certifications where required. A pre-employment drug screening and pre-employment physical may be required only after an offer of employment is made to the preferred candidate.

The Chief of Police shall ensure that all selection records (employment questionnaires, background investigations etc.) are kept secure and confidential. Records of individuals hired will be retained permanently in their Personnel Folders and for 20 years after termination of employment. Records of unsuccessful candidates shall be retained for one year or until all rights of appeal have been exhausted, and then destroyed by shredding. (32.1.6) (32.1.7) (32.2.9)

Full access to all recruitment and selection records shall be limited to the Chief of Police and his/her designee. Other individuals involved in the selection process, and the Executive Secretary, shall have limited access on an as needed basis. All results of psychological testing and review boards are strictly confidential. (32.1.7)

Upon hiring the civilian employee will be provided the following information; (33.7.1)

- a) The Department's Revised Rules and Regulations
- b) Any applicable policies and procedures
- c) An outline of their duties
- d) City of Salem Policies and Procedures Manual for all full-time management, non-union and

AFSCME local 1818 employees
e) Accreditation Training (33.5.3)

08/19/2013 sec. 43.2.3 ammended
03/07/2018 Minor language changes, see file
03/19/2021 42.2.2.9 addes