


FRAMINGHAM POLICE DEPARTMENT		Next Review Date: November 17, 2022
Subject: Selection of Personnel		Effective Date: 07/07/21, 11/17/21
Category: General Management		Expiration Date: Indefinite
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: 16.3.2; 31.1.1; 31.2.3; 31.3.1(a); 31.3.1(b); 31.3.1(c); 31.3.1(d); 31.3.4; 32.1.1; 32.1.4(a); 32.1.4(b); 32.1.4(c); 32.1.5; 32.1.6; 32.1.7; 32.2.1; 32.2.2; 32.2.3; 32.2.7; 32.2.8; 32.2.9; 32.2.10; 32.1.7		POLICY 50-11
Distribution: Police Department	Issuing Authority <i>Lester Baker</i> Lester Baker, Chief of Police	

GENERAL CONSIDERATIONS AND GUIDELINES

The selection of Framingham Police Department employees, both sworn and non-sworn, from a field of potential candidates is a very important task affecting the entire community. It is imperative that the recruitment and selection process attract high caliber candidates and that the process be fundamentally fair and in compliance with federal, state and local law.

The Department will strive to attract candidates from diverse backgrounds and cultures, and will acknowledge education, cultural competency, character and public service in the selection of new officers.

It is the policy of the Framingham Police Department to:

1. Select the most qualified candidates for appointment as officers and employees;
2. Maintain an efficient, effective, and fair selection process that will result in the appointment of those individuals who possess the best skills,

knowledge, temperament, cultural competency and abilities to police our community; and

3. Engage in hiring practices that are formulated and conducted in a manner which will prevent discrimination and ensure equal access for all people. [\[31.2.3\]](#)

The Framingham Police Department will select new officers according to the procedures set out below. All members of the Department assigned to the recruitment, testing, vetting, investigation and selection of new officers shall commit themselves to hiring only the finest candidates, and to furthering the Department's standards of excellence.

Non-sworn personnel will be selected with the policy and procedures promulgated by the City of Framingham and the Human Resource Department.

PROCEDURES [\[32.1.1\]](#)

A. Definitions

1. **Appointing Authority:** The Police Chief
2. **Background Investigators:** A group of employees and/or other persons designated by the Chief of Police to evaluate and interview candidates for employment, and make recommendations to the Chief regarding selection. All background investigators shall be properly trained in background investigation techniques prior to conducting such investigations. Proof of training shall be kept in each investigator's training file. [\[32.2.2\]](#)
3. **MPTC:** Municipal Police Training Committee.
4. **PAT:** Physical Ability Test. This test is exclusively for the police officer position which is state mandated for entry into police academy.
5. **Agility Test:** Framingham Police Department developed and administered agility test.

B. RECRUITMENT [\[31.1.1\]](#)

1. The Department shall actively participate in recruitment for qualified persons to fill sworn and non-sworn vacancies.
2. Official job announcements and recruitment notices shall include: [\[31.3.1\(a\)\]](#)
 - a. A description of the duties and responsibilities of the position;
 - b. Requisite skills;

- c. Minimum educational requirements;
 - d. Other minimum qualifications or requirements;
 - e. Official application filing deadlines; [\[31.3.1\(d\)\]](#) and
 - f. Equal Opportunity Employer notice. [\[31.3.1\(c\)\]](#)
3. Recruitment activities for this Department may include advertising or posting notices of vacant positions or entrance examinations: [\[31.3.1\(b\)\]](#)
- a. In local newspapers;
 - b. On websites and social media outlets;
 - c. On local radio stations;
 - d. On local cable television venues;
 - e. At colleges;
 - f. At criminal justice training academies; and
 - g. In the Criminal Justice Information Services (CJIS) Jobs file.
4. All members of the Department should be actively involved in identifying qualified individuals interested in joining the Department. Persons who express an interest or are identified as potential candidates, should be referred to the Professional Standards/Hiring Commander (“Commander”), who is responsible for regular recruitment activities. Department sponsored recruitment should be conducted on an on-going basis, but is particularly important when openings occur and prior to the holding of an entrance examination.
5. The Commander, will have the authority and responsibility for conducting and managing the day-to-day recruitment operations and activities of the Department. The Commander will:
- a. Keep and maintain a file on all relevant recruiting and selection materials, and ensure that these materials are updated as necessary and disseminated throughout the community;
 - b. Apprise members of the Department regarding the current need for recruitment, and request their participation by suggesting they actively seek qualified individuals and encourage them to apply for lateral transfer positions or take the entrance exam;
 - c. Contact community organizations through written or verbal communication to encourage them to actively seek qualified applicants to take the entrance exam. Provide these organizations with recruitment brochures or other materials 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;

- e. Encourage students in the high schools and local colleges to consider law enforcement as a career and participate in school or Department sponsored youth academy.
 - f. Advertise lateral transfer positions. Applicants must have satisfactorily completed a prescribed course of study approved by the Municipal Police Training Committee (MPTC) or have a permanent MPTC waiver. All candidates will be required to successfully complete a comprehensive background investigation.
6. The process of recruitment and selection of sworn and non-sworn personnel for the Department is a shared responsibility with the City's Human Resource Department. Advertising, testing, and establishment of candidate lists are functions discussed further in this policy. [\[16.3.2\]](#)

C. SELECTION PROCESS

1. The Commander will coordinate with the Human Resource Director to ensure that the elements of the selection process are administered, scored, evaluated and interpreted in a uniform manner.
 - a. A file will be kept for each police officer candidate who successfully passes both the entrance examination and the department administered agility test.
 - b. All medical records or related material will be kept separate from selection material in compliance with applicable law.
 - c. The Commander will lead a Selection Team that will include members of the Department (i.e. background investigators).
2. A police officer entrance exam will be held every two years or when the Chief of Police determines that a new list is necessary to fill vacancies or foreseeable vacancies.
3. **Entrance Exam.** The City of Framingham will contract with an outside vendor to administer a written examination. The City will advertise that an exam will be held including the date, time, location and any other requirements for taking the exam.
4. In order to take the entrance exam, a police officer candidate must:
 - a. Be a U.S. Citizen (Birth or naturalization);
 - b. Be at least 19 years of age on or before the date of the exam;
 - c. Possess a high school diploma or G.E.D certificate;

- d. Possess or have the ability to obtain and maintain a valid Massachusetts driver's license;
 - e. Possess or have the ability to obtain and maintain an unrestricted Massachusetts Class A License to Carry a Firearm (LTC-A);
 - f. Not be a convicted felon, or have convictions from another jurisdiction that would be treated as a felony in the Commonwealth.
 - g. Not smoke and stay a non-smoker. Smoking of tobacco products is prohibited as outlined by G.L. c. 41 § 101A of the Massachusetts General Laws.
 - h. Be able to obtain CJIS certification
5. The passing grade of 75 is required in the written examination.
6. The Selection Team will identify police officer candidates (using the highest test scores) who will proceed to the Agility Test. The number of candidates moving to this stage will be determined by the Chief of Police depending on potential needs of the department.
7. Candidate must be 21 years of age to enter a police academy.
8. **Agility Test** - The Department will use an agility test (such as the "New Cooper Age and Gender Base Standards for Law Enforcement") consistent with other Massachusetts agencies.
9. Police officer candidates who have passed both the entrance exam and the agility test will move forward in the process. The Selection Team will identify candidates based on the needs of the Department and taking in to consideration the following traits (in alpha order):
- a. Education
 - b. Military service
 - c. Prior law enforcement experience
 - d. Prior public service
 - e. Residency within the City of Framingham
 - f. Special language proficiency

10. Background Investigation

- a. The police officer candidates selected to move forward will meet with Background Investigators for an orientation on the hiring process. Candidates will be given an employment application package and asked to sign an Authorization for Release of Information form. This is required to move forward in the process. The Background Investigators will review the following with each candidate:
 - i. All elements of the selection process; [\[32.1.4\(a\)\]](#)
 - ii. The expected duration of the process; [\[32.1.4\(b\)\]](#); and
 - iii. The Department policy on reapplication in the event the candidate is not selected. [\[32.1.4\(c\)\]](#)

- b. Along with a completed application, candidates are required to produce the following documents along with a resume and cover letter:
 - i. GED, High School Diploma and College degree and transcripts;
 - ii. A copy of the candidate's Massachusetts Driver's License;
 - iii. Police Basic Recruit Training Certificate, if applicable;
 - iv. Selective Service Documentation; www.selectiveservicenumbers.org
 - v. If a veteran, a **DD 214 Long form**;
 - vi. If a veteran, a **SF-180 Request Military Records/Non-deleted/no medical**
 - vii. Birth certificate
 - viii. Proof of citizenship; and
 - ix. Fingerprints (taken at the police station).

- c. Background Investigators will review resumes and completed applications to ensure that each candidate meets the minimum standards for the open position. Background Investigators will respond to each candidate in writing confirming when an application is complete and whether a candidate meets the minimum requirements. [\[32.1.5\]](#) Candidates will be given a reasonable opportunity to correct errors or omissions in their applications.

- d. The content of the application will be reviewed for accuracy. Areas that are reasons for concern or which make the candidate more desirable will be noted. Intentional false, misleading, or exaggerated information will be grounds for rejection. Minor omissions or deficiencies shall not be grounds for automatic rejection. [\[31.3.4\]](#)

- e. The application often provides the first impression of the candidate to background investigators. As part of their review, investigators will consider:
 - i. Whether the application was submitted in a timely fashion;
 - ii. Whether the candidate meets minimum standards for training, education, age, etc.;
 - iii. The neatness and professional appearance of the application;
 - iv. The candidate's spelling, grammar, and written communication skills; and
 - v. Whether the application is accurate and complete, with all required documents.
- f. Candidates failing to complete the application or produce the required documentation within the required time frame will be disqualified from the selection process.
- g. During the initial screening, Background Investigators will run/obtain a Board of Probation (BOP)/criminal history records check, Registry of Motor Vehicles check, and Interstate Identification Index (III) check. If any disqualifying information is found, the candidate will be notified immediately and screened out of the process unless the candidate can provide evidence that a mistake has been made. No person convicted of a felony may be appointed as a police officer.ⁱ No person who is prohibited from possessing firearms under either state or federal law shall be hired as a police officer.
- h. Candidates must be qualified to be CJIS certified.
- i. A candidate who fails to pass at any step in the process will be notified in writing as soon as possible.
- i. The background Investigation includes, but not limited to:
 - i. Local records check;
 - ii. Personal reference checks;
 - iii. Employment history checks;
 - iv. Fingerprint check; and
 - v. Internet search, including search and review of public social media accounts or personal web sites.

- j. Applicants at this stage who are not selected for further consideration shall be notified in writing within thirty (30) days of that determination. Background Investigators will meet with the candidate upon request. [\[32.1.5\]](#)

11. Confidentiality of Records.

- a. All documents provided to investigators and those produced during the selection process shall be considered confidential and not circulated beyond investigators, the Office of the Chief of Police, and the Human Resource Director, or a designee. Records shall be stored in a secure area when not being used. [\[32.1.7\]](#)
- b. When disposing of documents they shall be destroyed in such a manner as to make them unusable. Paper records and flexible media (CDs and DVDs) shall be shredded. Hard drives and other hard media shall be cleansed of data or destroyed. [\[32.1.7\]](#)

12. Selection Material – Sworn and Non-Sworn

- a. All records of the selection process for appointed candidates shall be included as part of the employee's background file in compliance with Massachusetts Public Record Law. [\[32.2.3\]](#)
- b. All records of the selection process for sworn candidates not selected shall be stored by the Department for three years after the vacancy is filled or the position cancelled and, thereafter, may be archived or destroyed in a manner which prevents disclosure of the information, in compliance with Massachusetts Public Records Law.
- c. All records in possession of the police department regarding the selection process for civilian candidates not selected shall be stored in compliance with Massachusetts Public Records Law.

13. Sworn Personnel Selection & Appointment Requirements.

Upon selection and appointment as a police officer, the candidate must satisfy the following requirements:

- a. Be eligible for certification and re-certification as a police officer by the Massachusetts Police Officer Standard and Training Commission (POST), pursuant to G.L. c. 6 §, 116 and G.L. c. 6E § 4.

- b. Satisfy the health and physical fitness standards and requirements imposed by G.L. c. 31 § 61A in addition to any other health and physical fitness standards.

14. Re-application

- a. Candidates who withdraw during the evaluation process may be considered for future positions.
- b. Candidates who are screened out for failing to meet minimum qualifications or are medically disqualified may be considered for future positions provided they meet the minimum qualifications at the time of re-application.
- c. Candidates for police officer positions who fail to pass the agility test may be re-tested given extenuating circumstances approved by the Chief of Police.
- d. Candidates who are rejected for intentional false, misleading, or exaggerated information will not be reconsidered for future positions.

15. Background Investigation Report

- a. Background investigators shall prepare a report for the Chief of Police, to include, but not limited to:
 - i. Verification of the candidate's qualifying credentials (these credentials may include, but are not limited to a driver's license or high school diploma etc.); [\[32.2.1\(a\)\]](#)
 - ii. Review of any criminal record or negative contacts with police: [\[32.2.1\(b\)\]](#)
 - a) Candidates with a history of perpetrating violence (including elder abuse, child abuse, sexual assault, stalking, or domestic violence) will be screened out of the hiring process.
 - iii. Verification of at least three personal references; [\[32.2.1\(c\)\]](#)
 - iv. Investigation of any areas of concern raised by the background investigators including: excessive use of sick time or pattern of sick time use suggesting abuse; excessive tardiness; reported difficulty getting along with supervisors or co-workers or other workplace concerns; use of force complaints; character or integrity issues; and sexual/harassment complaints.

- b. Candidates who will have access to CJIS systems must be fingerprinted for a national fingerprint-based records check. Such employees include:
 - i. Police Officers;
 - ii. Dispatchers;
 - iii. Records Clerks;
 - iv. Any staff member whose duties involve CJIS
 - v. Computer network administrators and maintenance personnel.
- c. Persons convicted of a felony cannot be police officers or access the Criminal Justice Information System (CJIS) system. Candidates with misdemeanor convictions or arrest history without convictions may also be disqualified from CJIS access based on the nature or severity of the offenses.
- d. Candidates who are found to have intentionally submitted false information in the application package will not be considered further.
- e. Candidates who are screened out shall be notified in writing. [\[32.1.5\]](#)

16. Interviews

- a. An Interview will be conducted with each candidate who successfully passes the Screening and Background Investigation phases.
- b. The Chief of Police, Deputy Chiefs and the Professional Standards Commander shall conduct interviews of police officer candidates. A standardized list of questions for all candidates will provide the format for the interview and responses will be rated and recorded on a standardized form. Follow-up questions and inquiries into issues raised during the preliminary screening should also be asked, as appropriate. The process should include, but not limited to:
 - i. A general question about the candidate's background to put the candidate at ease and provide him/her with an opportunity to tell more about him/herself;
 - ii. A question or scenario to test the candidate's integrity;
 - iii. A general question about the candidates knowledge, experience, and/or skills related to diversity, equity and inclusion.
 - iv. An opportunity to provide any information that was not asked, but the candidate deems important; and
 - v. An opportunity to answer the candidate's questions.

17. Final Selection and Recommendation to the Appointing Authority

- a. The Chief of Police will review and consider the applications and background investigation reports of all interviewed candidates, as well as the feedback and ratings from each candidate's interview.
- b. Prior to making a recommendation, the Chief of Police may request a second round of interviews or candidate meetings using the procedures outlined above.
- c. It is unlawful to require a polygraph as a condition of employment or continued employment.ⁱⁱⁱ
- d. Candidates who receive a conditional offer of employment shall undergo a medical evaluation conducted by a physician selected by the Department to certify the general health of the candidate. The physician may have specialization in industrial medicine. The evaluation should include screening for controlled substances and the ability to physically perform tasks, which have been determined to be critical job functions. [\[32.2.7\]](#)
- e. Candidates who receive a conditional offer of employment shall undergo an emotional stability and psychological fitness examination by a qualified psychologist or psychiatrist. [\[32.2.8\]](#)
- f. Reports of physical ability, agility and psychological testing shall be considered confidential medical records. For candidates hired by the Department, these records shall become part of the employee's medical records. For candidates not selected, the records will be retained with the candidates' other selection process records. [\[32.2.9\]](#)
- g. The standard to be used for screenings of police officer candidates is the "Initial-Hire Medical and Physical Fitness Standards for Municipal Public Safety Personnel" as promulgated and from time to time amended by the Human Resources Division (HRD) of the Massachusetts Executive Office of Administration and Finance. The essential functions of the position of police officer are described in the HRD Police Officer Essential Task List.

18. Sworn - Pre-Academy Requirements.

- a. The MPTC may establish from time to time additional requirements before attending a police academy. Candidates must satisfactorily complete these requirements as a condition of their employment.

D. TRAINING

1. Sworn Officer Candidates

- a. Police Academy Training: Candidates selected for employment must meet training requirements as specified in M.G.L. c. 41, § 96B.
- b. Upon successful completion of basic recruit training, new officers must complete a one-year probation period which starts at swearing in date. [\[32.2.10\]](#)

2. Non-Sworn Candidates

- a. Candidates for non-sworn positions shall undergo orientation and training within the agency.
- b. New non-sworn employees must successfully complete a six-month probationary period unless a collective bargaining agreement states otherwise.

E. LATERAL TRANSFERS

- 1. Police Officers from other Massachusetts agencies, who are fully trained through an approved MPTC academy may apply for employment at the Framingham Police Department as a “lateral transfer.” Candidates from an out-of-state police agency are required by law to be certified by the POST and MPTC to perform the duties of a police officer in Massachusetts.
- 2. If accepted as a transfer candidate, the entrance examination, agility test and PAT will be waived, but the transfer candidate must participate in all other phases of the selection process. Lateral candidates will receive benefits as defined in the collective bargaining agreement with the Framingham Police Officers Union.
- 3. Lateral candidates are subject to a full background investigation, including a full disclosure of personnel records (including all internal affairs investigations) from any police agency where the candidate was previously employed.
- 4. If hired by the Chief of Police, the lateral candidate will enter an abbreviated Field Training program.

F. Probationary Periods for Police Officers

- 1. Following his or her appointment to the position of full-time Framingham Police Officer, a person shall actually perform the duties of such position on a full-time basis for a probationary period of twelve months. If the conduct or capacity of a person serving a probationary period or the character or quality of the work performed by him or her is not satisfactory to the Chief of Police, said person’s

employment may be terminated upon written notice and such termination shall not be subject to arbitration or the satisfaction of any “just cause” standard.

G. Evaluation of Selection Process

1. The Professional Standards and Hiring Commander shall ensure that the Department’s selection process for sworn entry-level positions complies with all current and applicable laws, rules, regulations and applicable collective bargaining agreements. To accomplish this, the Commander shall:
 - a. Keep abreast of all changes in Massachusetts General Law, the rules and regulations of the City of Framingham, and the policies and bargaining agreements of the Department;
 - b. Evaluate and review with the Chief of Police, all elements of the selection process administered by the Department;
 - c. Offer recommendations for change or improvement to the Chief of Police; and
 - d. Revise, or oversee the Accreditation Manager’s revision of this policy annually in the Department’s policy and procedure database, as well as corresponding directives on selection, recruitment and promotion to reflect any changes.

ⁱ M.G.L. c. 41, § 96A.

ⁱⁱ 4.51. b CJIS Security Policy version 4.4, April 2007.

ⁱⁱⁱ M.G.L. c. 149, §19B.