

*cc: Chief See*

## **ADMINISTRATIVE POLICY #34**

### **TOWN OF SEEKONK**

### **SEEKONK, MASSACHUSETTS**

#### **HIRING PROCEDURE FOR SPECIAL POLICE OFFICERS – CRUISER QUALIFIED SPECIAL POLICE OFFICERS**

#### **I. TOWN ADMINISTRATOR**

It shall be established that for the purpose of filling vacancies in the Seekonk Police Department Special Police Officer positions, the Town Administrator shall post the job vacancies and advertise for the positions(s). The Town of Seekonk is authorized to establish this reserve police force in accordance with M.G.L. Chapter 147 Section 13A. The Town Administrator shall establish the cut-off date for the receipt of applications. The Town Administrator shall forward all completed applications to the Chief of Police.

#### **II. MANDATORY MINIMUM REQUIREMENTS**

In order to be eligible to apply for and take the written examination, each applicant must:

- a.) Be 21 years of age prior to the cut-off date for receipt of applications.
- b.) Be a United States citizen.
- c.) Possess a high school diploma.
- d.) Possess a valid driver's license.

A processing fee of \$40.00 will be required for all applicants returning employment applications. Money order or certified checks to the Town of Seekonk are acceptable. This Processing fee is non-refundable.

It is preferred that applicants have sixty (60) college credits from an accredited College or University or two (2) years active duty in any of the Armed Services of the United States of America by the cut off date for the receipt of applications.

#### **III. ELIGIBILITY VERIFICATION**

The Town Administrator, or designee, and the Chief of Police shall review all applications to verify the applicant meets the Town's mandatory minimum requirements and is eligible to take the written examination.

All of the original applications will be returned to the Town Administrator at the end of the selection process for permanent retention.

#### **IV. WRITTEN TEST**

The procedure for the written test phase of the selection process will be as follows:

- a) The Town Administrator will set a passing grade of 75%, raw score on the written examination with no scaling of grades.
- b) Selection of the written entry level entrance examination shall be the joint- decision of the Town Administrator and the Chief of Police.
- c) The Town Administrator will notify the applicant(s) of the date, time and place of the written examination.
- d) The Town Administrator will send the necessary examination information, description of test, study guide and reading list if applicable, etc., to the eligible applicant.
- e) The Town Administrator and the Chief of Police will jointly select the proctor for the written examination.
- f) The proctor shall return all examinations to the Town Administrator who will forward the answer sheets to the examination company for scoring.
- g) The Town Administrator shall rank the applicants by score and forward the results to the Chief of Police, after the examination company has corrected the testing sheets and returned the results.
- h) In the event that an insufficient number of applicants pass the written examination, the Town Administrator reserves the right to re-advertise the position and schedule a new examination.

#### **V. ORAL BOARD INTERVIEW**

The top ten (10) applicants who scored 75% or higher on the written exam shall be invited to an Oral Board Interview. In the event that less than ten (10) applicants score 75% or higher on the written exam, those applicants shall be invited to an Oral Board Interview. The Town reserves the right to interview the next highest-ranking applicants if necessary. The members of the Interview Panel will tabulate each applicant's interview scores.

#### **VI. INTERVIEW PANEL**

The number of interviewers on the interview panel shall be five, one of whom shall be female.

The following five (5) individuals shall serve on the interview panel:

- a. Chief of Police
- b. Town Administrator or his / her designee
- c. One member of the Seekonk Board of Selectmen
- d. One Sergeant or above from the Seekonk Police Department
- e. One member of the Seekonk Police Department Special Officers Association

## **VII. RE-INTERVIEW**

The Town reserves the right to conduct a re-interview if the Interview Panel determines the need for further clarification.

## **VIII. SCORE WEIGHTS**

The overall scores received by each applicant shall be based on the following criteria:

1.

a.) Written Examination	50%	50 Points
b.) Oral Board Interview	30%	30 Points
c.) Training and Education	15%	15 Points
d.) Residency Points	5%	<u>5 Points</u>
		100 Points

- Residency Points will be applicable to any applicant who has resided in Seekonk 12 months prior to the application date and provides proof of residency. Primary residency for college students will be their primary home address.

2. The Training and Education breakdown is as follows:

### **A. Training Points**

a.) Massachusetts Sworn Full-Time Police Officer-other Jurisdiction	10 Points
b.) Massachusetts Reserve / Intermittent Police Officer-other Jurisdiction	5 Points

## **B. Education / Armed Services Points**

a.) Master's Degree in Criminal Justice*	5 Points
b.) Bachelor's Degree in Criminal Justice*	4 Points
c.) Associate's Degree in Criminal Justice*	3 Points
*All Degrees must be obtained from an accredited college or university.	
d.) Two Years (2) active Service in the U.S. Armed Forces	3 Points

Each applicant will be rated in the Training / Education portion by one item from Section A and one item from Section B, if in fact both sections are applicable. (Maximum – 15 Points )

## **IX. SPECIAL POLICE OFFICER TRAINING**

Special Police Officers must complete the M.C.J.T.C. 121 hour Reserve Academy and also complete annual First Responder, C.P.R., and weapon s training to maintain certification as a Special Police Officer. Special Police Officers may also be required to complete other required training as directed. Retired Seekonk Police Officers who become Special Police Officers are exempt from attendance at the M.C.J.T.C. 121 hour Reserve Academy by virtue of their retired status. Special Police Officers may request authorization to attend annual 40 hour in-service training offered by the M.C.J.T.C. from the Chief of Police.

## **X. CRUISER QUALIFIED SPECIAL POLICE OFFICERS – RESERVE INTERMITTENT OFFICERS**

Special Police Officers have the opportunity to seek classification as Cruiser Qualified Special Police Officers, provided they complete the necessary required training mandated by the Seekonk Police Department. The prerequisite training will include but not be limited to annual attendance at the M.C.J.T.C. 40 hour in-service training.

## **XI. FINAL RANKING / RECOMMENDATION FOR APPOINTMENT**

### **Special Police Officers**

The Interview Panel shall establish a final ranking based on the overall score of the applicants for the position of Special Police Officer from the aforementioned criteria. The Chief of Police shall submit a list of the final ranking of the applicants for Special Police Officer as determined by the Interview Panel to the Town Administrator with the top three applicants ranked in preferential order of recommendation for appointment. The Town Administrator will notify all remaining

applicants of their final ranking. The Board of Selectmen will appoint Special Police Officers from one of the top three names recommended by the Chief of Police. Once the top three applicants have been appointed by the Board of Selectmen the remaining applicants will then move up in numerical order as ranked to the higher position for future consideration.

### **Cruiser Qualified Special Police Officers**

Special Police Officers who have completed the required training to attain the position of Cruiser Qualified Special Police Officer will initially be interviewed by the Chief of Police and Supervisor recommending the Special Police Officer for elevation to Cruiser Qualified Special status. The Chief of Police will submit a list of names to the Town Administrator of Special Police Officers who have received the required training and received classification as Cruiser Qualified Special Police Officers. The Hiring Policy for Full-Time Officers specifies the procedure and criteria for Cruiser Qualified Special Officers who apply for Full-Time Police Officer positions.

In the event that there is no hiring list in place, any Cruiser Qualified Special Police Officer who has an interest in becoming a Full-Time Police Officer will submit their request in writing to the Chief of Police for consideration. The Chief of Police will conduct an interview with the Cruiser Qualified Special Police Officers(s) and a designated Supervisor and establish a ranking. The Chief of Police will then submit a list to the Town Administrator indicating the ranking for consideration by the Board of Selectmen for appointment as Student Officers. The Board of Selectmen may then appoint Student Officers from one of the top three names recommended by the Chief of Police. Once the top three applicants have been appointed by the Board of Selectmen, the remaining applicants will then move up in numerical order as ranked to the higher position for future consideration.

## **XII. LIST DURATION**

The hiring list for the position of Special Police Officer, once established, shall remain in effect for two (2) years or until the list is exhausted. In the event the list for Special Police Officers is exhausted prior to the two-year period another process shall be initiated by the Town Administrator.

All Special Police Officers, once appointed will be subject to an annual re-appointment, subject to the recommendation of the Chief of Police and approval by the Board of Selectmen.

### **XIII. CONDITIONAL OFFERS OF EMPLOYMENT**

A Conditional offer of Employment shall be extended to the applicant pending the successful completion of:

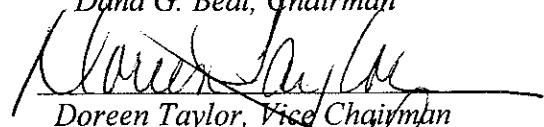
1. Background Investigation
2. Physical Abilities Test – Massachusetts Criminal Justice Training Council
  - a. The Physical Abilities Test shall be the test used by the Massachusetts Human Resources Division to pre-screen recruits for the police academy and is a Pass/ Fail score.
3. Physical Examination
4. Psychological Evaluation
5. Massachusetts Special Officer Recruit Academy

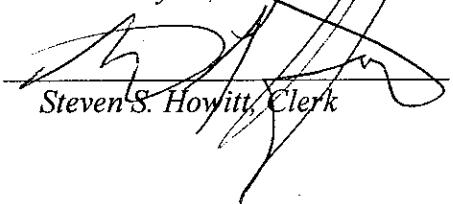
**Note: Any costs associated with the above qualifying criteria shall be incurred by the applicant.**

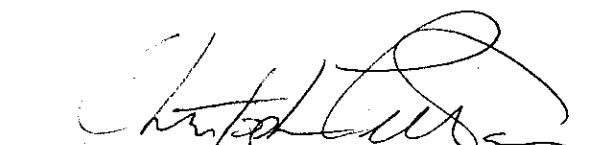
Approved by: **BOARD OF SELECTMEN**

Date: 9-17-03

  
Dana G. Beal  
Dana G. Beal, Chairman

  
Doreen Taylor  
Doreen Taylor, Vice Chairman

  
Steven S. Howitt  
Steven S. Howitt, Clerk

  
Christopher Pelletier  
Christopher Pelletier, Member

  
John Whelan  
John Whelan, Member