

PATROLMAN HIRING PROCESS

POLICY & PROCEDURE NO. 4.18	ISSUE DATE: February 22, 2008
	EFFECTIVE DATE: November 27, 2007
MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: None	REVISION DATE: 9/20/2021

I. GENERAL CONSIDERATIONS AND GUIDELINES

- A. The Town of Auburn has accepted Civil Service as specified in Massachusetts General Law (MGL, Chapter 31) Personnel Administration Rules, administered by the Massachusetts Human Resources Division. The Auburn Police Department selects and hires police officers as determined by the Appointing Authority in conjunction with recommendations by the Chief of Police by the following two methods:
1. Lateral Transfer
 2. From an established Massachusetts Civil Service hiring list

II. POLICY

- A. It is the policy of the Auburn Police Department to obtain the most qualified police officers possible. To that end, the department shall practice a regimented, rigorous selection procedure while simultaneously affording equal opportunity to everyone regardless of race, creed, color, sex, national origin, or age.
- B. The Auburn Police Department is an equal opportunity employer.

III. DEFINITIONS

- A. Conviction –a person shall be deemed to be convicted of a felony or misdemeanor crime if (s)he pleaded guilty or if (s)he was found or

- adjudicated guilty by a court of competent jurisdiction. If (s)he pleads nolo contendere or where sufficient facts were found and the matter was continued without a finding (CWOFF) the Chief of Police may make a determination of the finding given the particular circumstances and nature of the charges.
- B. New Hire Residency – For eligibility the applicant must have physically resided in the Town of Auburn for one (1) complete year prior to the administration of civil service exam. State of Massachusetts, Human Resources Division personnel to make determination. The Chief of Police acting as the Auburn Appointing Authority shall certify residency.

IV. PROCEDURE

A. Minimum requirements (Phase 1): Applicants who do not meet the minimum requirements as outlined in this section shall be automatically disqualified from the application process and any further screening, testing, investigation or examination shall cease. Applicants meeting minimum requirements shall move to the phase 2 of the process.

- a. Applicants have achieved the age of 21.
- b. Applicants submit to the best of their ability a fully completed employment application, following all pertinent instructions, and submitting all application requirements.
- c. Applicants shall possess a valid Massachusetts driver's license.
- d. Applicants shall be a United States Citizen.
- e. Applicants shall be lawfully eligible to possess license to carry a firearm in Massachusetts.
- f. Applicants shall be a high school graduate or have obtained the equivalent, or three or more year's military experience. Military experience, Associates or Bachelor's degree in criminal justice studies is preferred, but not required.
- g. Applicants must complete and achieve a passing score of the Recruit Officer Health and Wellness testing standards. The testing process and requirements as determined by the Municipal Police Training

Committee an agency of the Executive Office of Public Safety and Security (EOPSS).

- h. Males provide proof of selective service registration.

B. Minimum requirements (Phase 2): Applicants who met the minimum criteria in phase 1, successfully complete the criteria set forth in phase 2. If any automatic disqualifiers or actionable discretionary disqualifiers are disclosed or discovered, the Chief of Police or his or her designee shall direct that the application process for that prospective candidate shall immediately cease.

- a. Applicants be physically sound, free from physical defects which would adversely affect job performance as a police officer as determined by a medical examination performed by the Town of Auburn.
- b. Applicants pass an extensive background investigation, including, but not limited to, criminal history check, check of references, credit history, driving history, employment history, military history if applicable, inquiry as to character, reputation, scholastic achievement and health history.
- c. Applicants successfully complete a psychological screening process performed by the Town of Auburn.
- d. Applicants satisfactorily complete oral interview(s).
- e. Applicants meet the minimum physical standards for police officer as set out in statute for Physical Aptitude Testing (P.A.T. Test)

C. Automatic Disqualifiers: The following deficiencies discovered in an applicant's background will result in automatic rejection of the applicant.

- a. The applicant is currently abusing alcohol or drugs to include prescription drugs.
- b. Narcotics - The Auburn Police does not offer employment to any person who is a current user or seller of illegal controlled substances including like imitations of substances who has:
 - i. on any occasion illegally manufactured or delivered a controlled substance, as defined by M.G.L. Chapter 94C;

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- ii. on any occasion used LSD;
 - iii. illegally used any controlled substance by injection;
 - iv. illegally used marijuana;
 - v. illegally used any controlled substances including but not limited to amphetamines, methamphetamine, cocaine, anabolic steroids, hallucinogens, opiates, MDMA (Ecstasy) or other narcotics;
 - vi. engaged in “huffing” of any intoxicating substance.
- c. As an adult or juvenile, convicted of a felony as classified in Massachusetts General Laws and or the laws of any other state or federal jurisdiction including any military court.
- d. As an adult or juvenile, classified or pending classification as sexual offender of any level in any state or federal jurisdiction.
- e. Violated any law regulating the use possession, ownership, transfer, purchase sale, lease rental, receipt or transportation of weapons or ammunition for which a term of imprisonment may be imposed.
- f. Applicants will be rejected immediately upon:
- i. discovery of the falsification of any material fact or information provided by the applicant;
 - ii. knowingly making misrepresentations, omissions or false statements.
 - iii. any omission or modification of material fact or information provided by the applicant.
- g. The applicant has received an undesirable, dishonorable or bad conduct discharge from military service.
- h. The applicant has displayed bias, hatred or racism toward any ethnicity, gender, sexual orientation, religion or other protected class.
- i. The applicant is gambling excessively or chronically.
- j. The applicant has been detained and placed on a 72-hour hold in a psychiatric hospital or emergency mental health facility because they were a danger to themselves or others.
- k. The applicant has been convicted of any crime that is a violation of the domestic abuse provisions of any state or federal statute. In

addition, any history of physical violence towards a statutorily defined family or household member.

1. Recent or current affiliation with and/or support of any organization or group which advocated the violent overthrow of the State or of the United States government or whose professed goals are contrary to the interest of public safety and welfare.
- m. Applicants shall be automatically disqualified if it is determined they are the following:
 - i. Applicant is a habitual traffic offender;
 - ii. Applicant has outstanding warrants for their arrest at the time of application;
 - iii. convicted of the offense of operating under the influence of intoxicating liquor or drugs and or has been assigned to an alcohol treatment program in accordance with M.G.L. Chapter 90 – Section 24 within the five (5) years immediately preceding the date of application;
 - iv. having been convicted two or more times as an adult of the above listed disqualifier.

D. Discretionary Disqualifiers: Unless previously listed as an automatic disqualifier, the Chief of Police may at his or her discretion, eliminate from consideration any applicant who has been convicted of a misdemeanor where the date of the conviction or the completion of any period of incarceration resulting there from, whichever date is later, occurred within five (5) years or less to the date of inquiry.

- a. The Chief of Police at his or her discretion may eliminate any applicant from consideration for the following reasons:
 - i. a history of significant financial mismanagement;
 - ii. tattoos, piercings, intentional brandings, body modifications or intentional scarring, visible, when wearing summer style uniform clothing which would violate departmental policy;
 - iii. unusual or frequent absences from work and or inconsistent sporadic work history;
 - iv. history of unsatisfactory school or work habits or work performance including tardiness or absence from both work or school;
 - v. admissions or evidence of frequent intoxication;
 - ix. knowingly associated with a convicted felon;

- x. lives with a convicted felon;
 - xi. surchargeable accidents or events (drivers history);
 - xiii three (3) or more convictions for moving violations, or reckless driving or racing, within the five (5) year period immediately preceding the date of application;
 - xiv. has had their driving privileges suspended, revoked or canceled within the five-year period preceding the date of application;
 - xv. could be impeached in reference to character for truthfulness;
 - xvi. poor interview skills, evasiveness, lack of direct response, poor judgment, lack of reasoning skills, lacking common sense.
- b. Applicants shall be eliminated from consideration if they are determined to lack “Good moral character.”
- i. For the purpose of this standard, a determination that an applicant lacks “good moral character” is not restricted to acts that reflect on moral turpitude, but may be based upon a consideration of all aspects of a person’s character. Lack of good moral character means acts or conduct that would cause a reasonable person to have substantial doubts about an individual’s honesty, fairness, respect for the rights of others and for the laws of the Commonwealth and the United States of America.

E. Conditional Offer of Employment (Phase 3): Applicants having successfully completed Phase 1 and Phase 2 of the employment screening process may at the Direction of the Appointing Authority, be given a conditional offer of employment and will be directed to the police academy for training.

F. Lateral Transfer A police officer employed in a law enforcement agency that is covered by Massachusetts Civil Service may transfer laterally to the Auburn Police Department upon approval of the appointing authority. That officer must also meet the criteria set forth in phase 1 and 2 with the exception of recruit level physical fitness testing.