

City of Newton Police Reform Task Force

Document # 15

NPD Officer Recruit Orientation



Captain Dennis Geary
Commander

Newton Police Department
Special Operations and Training Bureau



Lieutenant Sean Healy
Sergeant Daniel Valente

Police Officer Hiring Process Overview

1. Continuing outreach to community
2. Notice of Upcoming test.
3. City Human Resources publicize test.
4. Police department website has test information and links.
5. Notice sent to community groups.
6. State advertises test.
7. Open houses by various police departments.
8. Availability of civil service material at police station.
9. Take civil service police test – held every 2 years, usually in April
10. Test scores are posted and civil service list is established, usually in September.
11. Police department has openings and calls for list of candidates.
 - a. Formula for list is $2 + 1$ for open positions – for example 3 positions open would be $3 \times 2 = 6 + 1$ equals 7 names on civil service provided list. More names are provided as the signed list has to contain this formula.
12. Candidates sign list showing that they are willing to accept employment.
13. Candidates are given hiring packet to fill out.
14. Candidates return completed packet.
15. Candidates are sent for pre-employment drug test.
16. Background investigations are conducted for each candidate.
17. Candidates are interviewed by panel.
 - a. Base questions are asked by the panel of all candidates.
 - b. Follow up questions are asked.
 - c. Panel fills out scoring sheet for each candidate.
 - d. Panel discusses each candidate and makes recommendations.
 - e. If further follow up is required, candidates are invited back to give further explanation.
18. Panel recommendations are sent to Chief of Police.
19. List follows civil service guidelines.
20. Top candidates for open positions are sent Conditional Offer of Employment.
21. Candidates are sent for full medical examination – Civil Service guidelines, Mass Human Resources Division.
22. Candidates are sent for psychological test.
23. After successful testing, candidates are sent to PAT – Physical Abilities Test, run by civil service and based on required functions for police officers.
24. After successful PAT, application is filled out and sent in to the next available police academy.

25. After initial acceptance to police academy, candidate is sent for Entry Level Physical Fitness Standard as determined by the Massachusetts Police Training Committee (MPTC)
26. Upon successful completion, candidate becomes a Student Officer and starts the police academy. Approximately 6 months, 800 hours over 20+ weeks.
27. Upon successful completion of academy, student officer is sworn in.
28. New officer starts the Field Training Program (FT) for 10 weeks.
29. New officers are on probation for 1 year from sworn date.