



BROOKLINE POLICE DEPARTMENT

Brookline, Massachusetts

MARK P. MORGAN
ACTING CHIEF OF POLICE

BROOKLINE POLICE OFFICER HIRING PROCESS:

Brookline is a Civil Service Community for the Police and Fire Departments and hires in compliance with Ma. Civil Service Regulations.

Civil Service offers an Entry Level Police Officer Exam every two years. This is usually held in the early spring and the results are usually certified in the early fall.

When taking the exam, the candidate indicates if they are claiming residency preference for a particular community

When the Brookline Police Department seeks to hire for vacancies, the Chief will request permission from the Brookline Select Board.

Once permission has been received, the Brookline Police Department request a certified list

from the Commonwealth's Human Resource Division (HRD). This is drawn from the current Civil Service Entry Level Police Officer Exam list.

The list contains the names of a minimum of twice the listed vacancies, plus one additional name.

When received, the candidates on the list are ranked in the following order:

- Resident and Non-Resident child of police officer or firefighter killed in the line of duty
- Resident Disabled Veteran Applicant
- Resident and Non-Resident child of police officer or firefighter permanently and fully disabled in the line of duty
- Resident Veteran Applicant
- Resident Civilian Applicant
- Non-Resident Disabled Veteran Applicant
- Non-Resident Veteran Applicant
- Non-Resident Civilian Applicant



Candidates are also ranked on the list by their exam scores.

To qualify for residency preference placement on the eligible list in a Brookline, **candidates must have resided in the "municipality for the entire twelve-month period immediately preceding the date of the examination."** The appointing authority will require verification of residency for consideration prior to an appointment. Failure to do so could result in a candidate's removal from the eligible list.

Hiring a candidate ranked below another candidate on the certification list constitutes a "by-pass" under civil service law. In the event that BPD intends to bypass a candidate, it must first notify in writing the Commonwealth's Human Resources Division ("HRD"), including a thorough statement of the reason or reasons for bypassing the higher-ranked candidate, or the reasons in support of selecting the lower-ranked candidate. BPD cannot move forward with the bypass unless and until it receives HRD's approval. Candidates have been bypassed in the past for reasons such as: untruthfulness, failing to meet residency requirements, criminal history, unsatisfactory employment history, etc. Bypassed candidates have the right to appeal their non-selection to the Civil Service Commission. The candidates whose names appear on the certified list are notified via email by the Commonwealth's Human Resource Division (HRD).

Once the department receives a certified list, candidates are notified by the Commonwealth's Human Resource Division (HRD). Candidates have ten days to come to The Public Safety Building to sign the list, indicating that they are interested in pursuing employment as a Brookline Police Officer.

Candidates who sign the list are given an application packet and notification to appear at a candidate orientation class at the Public Safety Building, on an indicated date.

Candidates who sign the list are given a name, phone and email address to contact, should they have any questions regarding the application or the hiring process.

The Brookline Police Department hosts a candidate orientation class at the Public Safety Building. The candidate orientation class involves the following:

- Submission of completed applications and required documents
- Fingerprinting candidates
- Photographing candidates
- Drug screening candidates by a doctor contracted by the Town of Brookline
- Outlining of the Physical Abilities Testing Requirements
- Outlining of residency requirements
- A review of the anticipated hiring process and estimated timeline
- Candidates are given the opportunity to ask questions

The Brookline Police Department conducts background investigations on the candidates.



Candidates who pass background investigations take part in employment interviews with representatives from the department and the Brookline Human Resources Office.

Conditional offers of employment are extended to chosen candidates.

Candidates undergo medical examinations scheduled by the Brookline Human Resources Office

Candidates are administered a written psychological examination scheduled by the Brookline Human Resources Office

Candidates undergo one-on-one psychological examinations scheduled by the Brookline Human Resources Office

Upon passing the medical examinations, Candidates attend the Mass. Human Resources Division (HRD) Physical Abilities Testing (Pre-Test) Hudson, Ma

Upon passing the Physical Abilities Testing (Pre-Test) Candidates take part in MPTC Recruit Academy Physical Fitness Standard Testing

Candidates are appointed as student police officers by the Brookline Select Board

Candidates are enrolled at an MPTC Certified Police Academy

Brookline Police student police officers who complete the academy are appointed as probationary police officers by the Brookline Select Board.

After being sworn in by the Brookline Select Board, the new officers are placed on a twelve

month probationary period involving on-the-job training coupled with close supervision, evaluation and review.

