

MEMORANDUM OF AGREEMENT  
FOR ENTRY LEVEL LOCAL REGISTER APPOINTMENTS

Between the Somerville Police Department  
and the Massachusetts Human Resources Division

The Somerville Police Department has chosen to utilize a delegated Local Register for the selection process of entry level Police Officer positions. This delegated selection process for entry level positions will be used to hire a maximum of 50% of the total vacancies in the police department during a five (5) year period, commencing with the execution of this agreement.

I. It is agreed that:

- 1) The Human Resources Division (HRD) authorizes Regina Caggiano, Director of Civil Service, and/or her designee to act as its representative in all matters relative to this delegation agreement. Primary responsibility for the administration of all delegated civil service functions, as described herein, for the Somerville Police Department will be assigned to Anne Gill, Human Resources Director, who will serve as Delegation Administrator. They, or their designee, will be responsible for all matters related to this delegation agreement.
- 2) Periodic or random audits of all hiring and/or delegated personnel transactions may be conducted at any time by HRD representatives. All records, ledgers and correspondence relating to the delegated functions shall be made readily available and accessible to HRD upon request. HRD retains the right to review, retain copies of, approve, and/or disapprove any hiring related materials and/or records created before or after a Local Register employee's hire date, at its discretion.
- 3) A report on any audit findings regarding delegated personnel transactions will be made available to the Delegation Administrator. Any corrective action as a result of the audit findings, must be taken by the Somerville Police Department within thirty 30 days of receipt of the audit report. A written report of that corrective action shall be submitted to HRD.
- 4) HRD will be responsible for notifying the Delegation Administrator on a timely basis of any changes in the law or regulations which may affect the delegated functions.
- 5) HRD reserves the right to take action, up to and including rescinding this agreement, if the Somerville Police Department violates this agreement. If at any time after the execution of this agreement either the Somerville Police Department or HRD determines that delegation authority should be discontinued, reversion of such authority for all delegated functions to the Somerville Police Department may be affected through 30 days' written notice, by e-mail, by either the Somerville Police Department or the Personnel Administrator (Chief Human Resources Officer or their designee).
- 6) HRD will be available to the Delegation Administrator throughout the delegation process and HRD will provide technical assistance to the Delegation Administrator upon request.

- 7) Changes in approved procedures for the administration of the delegated functions as outlined in this agreement may not be made without the review and approval of both parties. No duties may be assumed by the Delegation Administrator which have not been authorized by this agreement or subsequent attachment.
- 8) Six months before the expiration of the agreement, the Delegation Administrator will present to HRD a status update as to whether the percentage appointments via the Local Register, cadet program, and from a civil service selective certification for languages exceeds more than 50% of the appointing authority's overall entry-level appointments during the life of the agreement. In the event appointments have exceeded the threshold, the parties agree that the appointing authority will not be eligible for additional Local Register or cadet appointments until parity is reached with traditional civil service appointments. Once the appointing authority is in compliance with M.G.L. c. 31, Section 59(d), the parties may extend the Local Register delegation agreement.

II. The Appointing Authority of Somerville Police Department shall:

- 1) No later than fourteen days after the execution of this agreement and before the commencement of any Local Register hiring, the appointing authority shall submit its "local register hiring policy" to HRD. The policy must demonstrate that the municipal police department's hiring process will adhere to basic merit principles and commit to recruiting and consideration of candidates of diverse backgrounds. The policy must include provisions relating to anti-nepotism, anti-patronage, and anti-favoritism hiring practices. Hiring under this agreement may not commence until after the policy is approved by HRD.
- 2) Ensure candidates appointed as permanent police officers meet the minimum statutory requirements of education, age, and meet the health and physical fitness standards pursuant to M.G.L. c. 31, §61A. No Local Register appointment will be valid until the successful completion of the HRD medical and Physical Ability Test (PAT) has occurred.
- 3) Certify, using the process prescribed by HRD, that Local Register candidates selected for appointment meet at least one of the following criteria:
  - (i) Is demonstrably likely to successfully complete a prescribed course of study at a police academy approved by the municipal police training committee, pursuant to Section 96B of M.G.L. c. 41;
  - (ii) Has received a passing mark, within the past 5 years, on either (A) an HRD administered civil service exam in the title of municipal police officer; (B) a qualifying exam for municipal police officer by the appointing authority validated by test development expert(s); or (C) any other municipal police officer exam approved by HRD;
  - (iii) Is a salaried police officer currently employed in the commonwealth certified by the peace officer standards and training commission;
  - (vi) Has graduated within the past 5 years from a police academy approved by the municipal police training committee; or
  - (v) Possesses a waiver from the municipal police training committee from further academy training.
- 4) Ensure no candidate appointed as a police officer from Local Register may perform the duties of a sworn police officer prior to completion of a prescribed course of study approved by the municipal police training committee or receipt of a waiver of such training requirement from the committee.

5) Limit the percentage of appointments via a Local Register, a cadet program, and appointments made from a civil service selective certification for languages to 50% of less of the appointing authority's overall appointments during the term of the agreement.

III. The Delegation Administrator shall be responsible for:

- 1) Maintaining a Local Register of candidates ensuring compliance with M.G.L. c. 31, sec. 59A and any HRD processes.
- 2) Adhering to the Certification of the eligible list and Local Register list in accordance with civil service laws, rules, regulations and procedures.
- 3) Upon the finalization of the appointment from the Local Register, notifying HRD of each appointed employee's employment from the Local Register list created by providing the employee's full name, address, email address, start date and documentation to support the prerequisite selected under Section II (3) at the time of hiring.
- 4) Facilitating the Local Register candidate's completion of an employment record in the civil service online system.
- 5) Maintaining records of the selected candidate's (or candidates') eligible criteria for appointment from the Local Register during the employment of any candidate from the Local Register and for three years following the individual's separation from employment.
- 6) Fully cooperating with HRD regarding all instances of requests for investigation or audits of hires from the Local Register.
- 7) Appearing and defending the appointment of candidates if an appeal is filed with the Civil Service Commission or in any Court.
- 8) Following all requirements of the Personnel Administration Rules and pertinent State and Federal laws.
- 9) Ensuring that any extension of this agreement may be examined and, if necessary, amended by HRD upon receipt of a timely written request from the Delegation Administrator that demonstrates compliance with M.G.L. c. 31, Section 59(d), and paragraph I (8) of this agreement.
- 10) Acknowledging that a failure to request an extension of this agreement within the time frame approved by HRD will result in the inability to appoint from a Local Register.
- 11) Ensuring continued public access to all records determined to be public information.

- 12) Complying with all requirements of M.G.L. c. 31, Section 67, including timely submission of § 67 reports that include proper designations of police officers appointed from a Local Register.

In the event this Local Register delegation agreement is significantly impacted by changes to law or the Personnel Administration Rules, this agreement shall be revisited by the parties and may be amended for consistency.

For the Somerville Police Department:



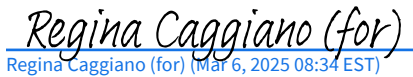
Appointing Authority Name: **Katjana Ballantyne**

Appointing Authority Title: **Mayor**

Mar 5, 2025

Date

For the Human Resources Division:

  
Regina Caggiano (for) (Mar 6, 2025 08:34 EST)

Melissa Pullin  
Chief Human Resources Officer

Mar 6, 2025

Date