Police Process Comparison

Eligible List vs. Alternative Process

Eligible List Process	Alternative Process
CIVIL SERVICE EXAM	OPEN CERTIFICATION TO HIRE USING
	ALTERNATIVE PROCESS
ELIGIBLE LIST ESTABLISHED BY CIVIL SERVICE	ADVERTISE JOB ON CITY WEBSITE & EXTERNAL
HRD	JOB BOARDS
	REVIEW APPLICANTS & SELECT CANDIDATES
OPEN CERTIFICATION TO HIRE FROM THE OPEN	BASED ON QUALIFICATIONS (EXAMPLE:
COMPETATIVE ELIGIBLE LIST	SOMERVILLE RESIDENCY, POLICE OFFICER OR
COIVII ETITITA E ELIGIBLE LIGI	SIMILAR JOB EXPEREINCE, MPTC ACADEMY
	TRAINING, MILITARY EXPERIENCE ETC.)
INTERESTED CANDIDATES COME TO HR TO SIGN	
THAT THEY WILL PARTCIPATE IN OUR PROCESS (1	
WEEK SIGNING PERIOD)	ROUND 1 INTERVIEW - GENERAL QUESTIONS
APPLICATION COLLECTION (DUE 1 WEEK FROM	APPLICATION COLLECTION (DUE 1 WEEK FROM
DATE OF SIGNING)	ROUND 1 INTERVIEW)
ORIENTATION	BACKGROUND CHECKS
DA CWODOLDED CHECKO	ROUND 2 INTERVIEW - BACKGROUND &
BACKGROUND CHECKS	SITUATIONAL QUESTIONS
INTERVIEW (ONLY 1 ROUND)	FINAL REVIEW OF CANDIDATES W/MAYOR FOR
	APPROVAL TO MOVE FORWARD
FINAL REVIEW OF CANDIDATES W/MAYOR FOR	DECISION LETTERS (CONDITIONAL OFFER, NON-
APPROVAL TO MOVE FORWARD	SELECTION) DISTRIBUTED
DECICION LETTERS (CONDITION AL OFFER	CANDIDATÉS COMPLETE HAIR SAMPLE DRUG
DECISION LETTERS (CONDITIONAL OFFER,	SCREENING (2 DAYS FROM DATE OF
BYPASS, DID NOT REACH) DISTRIBUTED	CONDITIONAL OFFER LETTER)
CANDIDATES COMPLETE HAIR SAMPLE DRUG	CANDIDATES COMPLETE PHYSICAL EXAM &
SCREENING (2 DAYS FROM DATE OF	URINE DRUG SCREENING AT CHA
CONDITIONAL OFFER LETTER)	URINE DRUG SCREENING AT CHA
CANDIDATES COMPLETE PHYSICAL EXAM &	CANDIDATES COMPLETE PSYCHOLOGICAL
URINE DRUG SCREENING AT CHA	EVALUATION
CANDIDATES COMPLETE PSYCHOLOGICAL	CANDIDATES COMPLETE PAT PREVIEW &
EVALUATION	ACTUAL
CANDIDATES COMPLETE PAT PREVIEW &	CANDIDATES MEET WITH THE MAYOR IN PERSON
ACTUAL	FOR FINAL MAYORAL APPROVAL
CANDIDATES MEET WITH THE MAYOR IN PERSON	CANDIDATES GO BEFORE CITY COUNCIL FOR
FOR FINAL MAYORAL APPROVAL	FINAL APPROVAL
CANDIDATES GO BEFORE CITY COUNCIL FOR	ONBOARDING
FINAL APPROVAL	
	ACADEMY OR DEPT TRAINING (SOME HIRES
ONBOARDING	THROUGH THIS PROCESS WILL ALREADY BE
O'I DO'I II DI I'I	ACADEMY TRAINED AND ABLE TO START IN
	DEPT TRAINING RIGHT AWAY)
20-WEEK POLICE ACADEMY	
START IN DEPT TRAINING	

^{**}Highlighted are the steps that are the same for both Eligible List and Alternative processes

ELIGIBLE LIST OF CANDIDATES **CERTIFICATION CREATED BACKGROUND INVESTIGATIONS** CONDITIONAL OFFER OF EMPLOYMENT MEDICAL / PHYSICAL REQUIREMENTS MET APPOINTING AUTHORITY NOTIFIES HRD OF INITIAL **EMPLOYMENT AUTHORIZATION POLICE ACADEMY** SWEARING IN FOLLOWED BY 12-MONTH PROBATIONARY **PERIOD** TENURED CIVIL SERVICE EMPLOYEE AFTER 12-MONTH PROBATIONARY EMPLOYEE

HYBRID CIVIL SERVICE APPOINTMENT PROCESS (POLICE OFFICER)

