

# WPI EMS Application Instructions

Instructions for this application:

1. E-mail [ems@wpi.edu](mailto:ems@wpi.edu) telling us that you are interested and are currently filling out an application.
2. Complete the checklist below and hand all the **original** documents (Paper clipped or in a folder) into the WPI EMS Personnel Lieutenant during step 3.
3. Schedule and attend an interview with WPI EMS leadership.
4. Schedule New Member Orientation with WPI EMS leadership after the interview.

Checklist:

- ☐ Information Page (Page 1)
- ☐ Background Check Consent Form (Page 2)
- ☐ Selection Process Information (Page 3)
- ☐ Accreditation Training (Page 4–Page 6)
- ☐ Photocopies of
  - Driver's License (Front/Back)
  - Student ID (Front/Back)
  - (If EMR) EMR (Front), CPR/First Aid (Front/Back)
  - (If EMT) EMT-B (Front), state certification (Front, if owned), BLS/Healthcare (Front/Back)*Each form of ID or certification must be photocopied separately.*
- ☐ 3 Reference Forms
  - 1
  - 2
  - 3

Reference Forms:

- Must include the referrer's **name**.
- Must include the referrer's **phone number**.
- Must include the referrer's **email**.
- Must include the referrer's **original handwritten signature**. (This may not be a copy)
- Must have known a referrer for **at least 1 year**.
- May **NOT** be from a relative or WPI EMS leadership.
- We are looking for a paragraph or two attesting to your character, work ethic, patient care, etc.
- Campus police will confirm your references generally within a week or two after the application is submitted. Please ensure that you trust your reference to answer their phone when called.



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### WPI EMS APPLICANT INFORMATION

#### Personal Information

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Certification (Circle One):      EMR    EMT

School Address: \_\_\_\_\_ Cert. Expiration: \_\_\_\_\_

Home Address: \_\_\_\_\_ CPR Expiration: \_\_\_\_\_

#### School Information

Student ID #: \_\_\_\_\_ Class Year: \_\_\_\_\_

WPI Mail Box #: \_\_\_\_\_ Major: \_\_\_\_\_

#### Emergency Contact Information

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_



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## **Emergency Medical Services**

### **AUTHORIZATION FOR RELEASE OF INFORMATION**

I authorize any investigator of the Worcester Polytechnic Institute Police Department to obtain any information relating to my activities from schools, residential management agents, employers, past employers, personnel/human-resource departments, criminal justice agencies, retail business establishments, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment, past employment, personnel records, and criminal history record information.

I understand that for financial or lending institutions and other sources of information, a separate specific release may be needed and I may be contacted for such release at a later date.

I understand that for medical institutions and health care professionals, a separate specific release may be needed and I may be contacted for such release at a later date.

I authorize custodians of record and sources of information pertaining to me to release such information upon request of the investigator or other duty authorized representative of the Worcester Polytechnic Institute Police Department, regardless of any previous agreement to the contrary.

I release you, as custodian of such records, and any employer, past employer, personnel/human resource department, school, college, university, or other educational institution, credit bureau, lending institution, consumer reporting agency, or retail business establishment, including its officers, agents, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

I understand that the information released by record custodians and sources of information is for official use by the Worcester Polytechnic Institute Police Department and will be redisclosed by the Worcester Polytechnic Police Department only as allowed by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for 120 days from the date signed.

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Signature (in black or blue ink)

Full Name (print)

Date

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Any other names used

Social Security Number

DOB



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### **SELECTION PROCESS INFORMATION**

1. To qualify for probationary membership, a candidate must submit a written application to WPI EMS.
2. All applicants will be interviewed by a WPI EMS leader.
3. All applicants must be approved by a majority vote of the WPI EMS leaders, and pass a required background check.
4. The Background Investigation will be conducted by a WPI Police Officer who has received training in background investigations.
5. Candidates must submit three letters of reference, signed by the authors.
6. The Background Investigation will include a criminal records check, verify the three references and verify the candidates qualifying credentials, which are, at a minimum, as follows.
  - a. All candidates must be active members of WPI's student population.
  - b. All candidates must possess valid certification cards as Massachusetts First Responders (or under an accepted reciprocity agreement) or as an Emergency Medical Technician-B.
  - c. All candidates must possess current Healthcare Provider level CPR Certification Cards.
7. The expected duration of the hiring process varies, however, the WPI Police Department attempts to complete the process within 30 days.
8. For those candidates not selected for positions, they may reapply for open positions at any time.

I have read and understand the information that was provided to me on this form.

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Printed Name

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Date

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Signature



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### ACCREDITATION PROGRAM TRAINING FOR ALL NEWLY HIRED EMPLOYEES

The Worcester Polytechnic Institute Police Department was awarded Certification with the Massachusetts Police Accreditation Commission (**MPAC**) on November 5, 2015.

Certification is a self-initiated evaluation process by which police departments strive to meet and maintain standards that have been established for the profession, by the profession. These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as policy development, emergency response planning, training, communications, property and evidence handling, use of force, vehicular pursuit, prisoner transportation and holding facilities. The program not only sets standards for the law enforcement profession, but also for the delivery of police services to the citizens of the Commonwealth.

Achieving Certification from the Massachusetts Police Accreditation Commission is considered a very significant accomplishment and is a recognition that is highly regarded by the law enforcement community.

**MPAC** is the only state accreditation program for police agencies in Massachusetts.

Presently, there are 200 police agencies participating in the program. Twenty nine of those are college and university police departments, including the WPI Police Department.

**MPAC** offers two program awards; **Certification** and **Accreditation**.

- In order to become Certified, 159 Standards must be met.
- In order to become Accredited, an additional 167-192 must be met (depending on the size of the police agency).
- Accreditation is the higher of the two awards.

Participation in the program is strictly voluntary.

The process begins with a thorough examination of the police agency by the police agency, to determine compliance with the standards. This self-assessment or internal evaluation initiated by the Chief of Police is then followed by an assessment by **MPAC** appointed assessors. Those assessors are typically Chiefs of Police and Accreditation Managers from other police agencies, which are enrolled in the program. These assessors are trained to conduct assessments on behalf of **MPAC**.

Standards generally dictate which topical areas a police agency must have policies and procedures on, leaving the development and enforcement of agency specific policies and procedures up to the agency's CEO (Chief) and its supervisory staff.

The vast majority of the standards require agencies to commit their often unwritten policies and procedures to writing; the remaining standards are equipment and facility related.

**MPAC** uses (**CALEA**) Commission on Accreditation for Law Enforcement Standards, which are national standards based on best practices for police agencies. Generally a standard is going to ask three things.

- Does an agency have a written policy or directive on a particular subject matter?
- Does the agency follow the policy or directive?



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- Is there written documentation, demonstrating that the agency follows that policy or directive?

The Certification and Accreditation processes are not performance evaluations of individuals. They are measures of the Police Department's policies and procedures, typically dealing with whether the department has written guidelines covering specific aspects of its management and operations.

Certification and Accreditation programs do not certify and accredit Chiefs of Police or any other individuals in police agencies. They certify and accredit the police departments as a whole.

The WPI Police Department had an onsite assessment for Certification on August 19, 2015. During that process, MPAC's Executive Director and three assessors spent the entire day reviewing our agency's policies and procedures, required training records, and other documentation. They also examined areas such as the property and evidence room, the communications center, and marked police vehicles to assure that they were in compliance with MPAC's Standards. At the end of the day, we were found to be in compliance with all of the mandatory standards, which led to the award that we received on November 5, 2015.

Over the next twelve months, we will be preparing for an Accreditation assessment. We are required to comply with an additional 167 standards. We will again have an on-site assessment similar to the assessment for Certification. After the assessment team determines that we are in compliance with the Accreditation Standards, we will receive the award of Accreditation.

The process does not end there. After our Department becomes accredited, we are required to be assessed for Re-Accreditation every three years. During the three year periods between assessments, we are required to monitor and evaluate our compliance with the standards. That means, for instance, reviewing all written policies, rules and regulations, and other directives on an annual basis. It also requires us to assure that all employees attend any mandatory training and that the training and mandated policy distribution are sufficiently documented.

All employees of the WPI Police Department are involved in the process, whether they know it or not, from the moment that they become employed. This includes sworn officers, dispatchers, traffic officers, administrative personnel, EMS members, and SNAP employees. In brief, this begins with the requirements on how we conduct and document background investigations on candidates for employment. It subsequently involves documenting employees' required training, how we handle and document citizens' complaints against employees, how we document use of force incidents, and finally how we retain employee records once their employment ends.

**The question** that is often asked is, "Why would a police agency become involved in the Certification or Accreditation Process if they are not required to do so?" **The answer** is that Certification and Accreditation:

- Provide a norm for an agency to judge its performance.
  - Provide a basis to correct deficiencies before they become public problems.
  - Require agencies to commit policies and procedures to writing.
  - Promote accountability among agency personnel and the evenhanded application of policies.
- Provide a means of independent evaluation of agency operations.



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- Minimize an agency's exposure to liability, builds a stronger defense against lawsuits, and has the potential to reduce liability insurance costs.
- Enhance the reputation of the agency and increase the public's confidence in it.

**I acknowledge that I have read and understand this document.**

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**Printed Name**

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**Signature**

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**Date**