COMMONWEALTH OF MASSACHUSETTS HUMAN RESOURCES DIVISION

EDUCATION AND EXPERIENCE RATING SHEET INSTRUCTIONS

POLICE CHIEF DEPUTY POLICE CHIEF

Promotional Examination Date: May 15, 2010

SUMMARY OF EXAMINATION PROCESS:
You will rate yourself: In this examination component you will rate your own education, training, and work experience against a standard schedule. You do so by filling out the rating sheet. A standard schedule is a list of all types and levels of education, training, work experience, licensure, and other credentials which demonstrate your qualifications for the examination title and for which you may receive credit toward your examination score.

Everything that will receive credit is listed in these instructions: The standard schedule is included in these instructions that explain how to fill out the rating sheet. The circles on the rating sheet correspond to the items on the standard schedule. The amount of credit which each circle on the rating sheet will receive has been decided in advance and entered into a computer program. Your rating sheet will be machine scored using this program.

DO NOT ATTEMPT TO FILL OUT THE RATING SHEET WITHOUT READING ALL OF THESE INSTRUCTIONS. OTHERWISE, YOU COULD RECEIVE A LOWER SCORE THAN YOU DESERVE. KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.

PLEASE NOTE: The instructions for Section III, WORK EXPERIENCE may differ from the instructions for other examinations that you may have taken. It is now possible to receive credit for some older experience in the uniformed Police Officer series in the specified department that was not previously creditable. **The instructions for Section IV, EDUCATION AND TRAINING, are different from the past. For the 2008 exam series, HRD will grant education and experience points only for whole and conferred degrees from recognized (accredited) higher education institutions, and not for individual, semester hours or degree credits. Semester hours earned in an unfinished degree program or in a non-degree (Certificate) program are not eligible for E&E credit. If you have multiple conferred degrees and have applied the same course credits from one degree to another, HRD will grant you full education and experience points for one degree, but will prorate the points for your additional degree(s) to account for any course overlap.**

Complete your rating sheet on your own to the best of your ability: Accurate completion of the education and experience rating sheet is considered part of the examination. In order to guarantee that no one receives any type of unfair advantage in the rating process, be advised that we are unable to provide individualized assistance to any applicant in filling out the rating sheet. Positions in the Police Chief and Deputy Police Chief classifications require the ability to read and understand instructions and take necessary steps to remember and implement them. Failure to follow any instructions with this examination component is cause for disqualification. **PLEASE, NO PHONE CALLS.**

GENERAL INSTRUCTIONS: Please carefully read and follow these instructions. They may differ from the instructions for other examinations that you may have taken.
Fill out the worksheet in advance: Fill out the worksheet version of the rating sheet before you go to the examination. You may download and print a copy of the worksheet, the E & E Rating Sheet Instructions, and the Employment Verification Form from HRD's internet website at http://www.mass.gov/hrd/. At the examination, you will copy the information from the worksheet onto the actual rating sheet that is printed in red. At that time, if you applied for more than one examination announcement, you will complete a separate rating sheet for each promotional examination announcement for which you applied. Please make sure you tell the examination proctor that you need more than one rating sheet.

How the worksheet will be used: Remember to bring your completed worksheet to the examination. Once you have transferred the information from the worksheet onto the rating sheet, which will be used for scoring purposes, the examination proctor will collect the rating sheets. **Keep your worksheet for your own records.**

GENERAL INSTRUCTIONS (Continued):

The Human Resources Division (HRD) requires the submission of supporting documentation for all claims presented on your Rating Sheet. Please bring copies of this documentation such as official college transcripts, copies of licenses, etc. with you to the examination site, or mail the copies to HRD within seven calendar days after the date of the examination (copies of documentation must be postmarked no later than May 22, 2010.) Work experience claims must be supported by an **Employment Verification Form or letter with original signature of your appointing authority or his/her designee**. The appointing authority must provide starting and ending dates at each grade level and indicate whether this was full-time or part-time employment (including any "provisional"/working out of grade time), dates for any breaks in service, as well as any other related data. ALL experience applying to EACH category on the **Employment Verification Form or letter from the appointing authority** must be TOTALLED by **number of hours or shifts** in each category or it will not be credited. ANY education claim that is not accompanied by supporting documentation, and/or any experience claim that is not accompanied by supporting documentation and totalled within each category on the **Employment Verification Form or letter from the appointing authority,** will be removed from your original score. **No new type of credit can be claimed once you submit your education and experience Rating Sheet. The education and experience Rating Sheet must be submitted at the examination or by statute within seven days after the date of the examination.** Please be thorough.

For this exam series, HRD will accept electronic documents via email attachments for experience and education verification. The electronic version of a completed Employment Verification Form or an official employment verification letter should be submitted directly by the appointing authority or his/her designee. Similarly, letters that verify an applicant's teaching experience should be submitted directly by the teaching institutions. Applicants may submit electronically copies of their transcripts, licenses, and DD214's. Please submit documents to Stephen.P.White@hrd.state.ma.us. Should the issue of authenticity ever arise with the electronic documents at any point during the review process or during the life of this promotional list, applicants must submit original supporting documentation to HRD.

Once you receive your examination score, you will have seventeen calendar days from the mailing of your score to file an appeal of the scoring of your Education and Experience points.

Be prepared to provide copies of supporting documentation such as college transcripts, copies of licenses, etc. to the appointing authority upon request.

When you fill out the actual rating sheet at the examination site:

- Use only a No. 2 pencil to fill out the rating sheet.
- Fill in the circles corresponding to your responses completely.
- Erase errors and stray pencil marks completely and cleanly.
- Do not staple or fold the rating sheet.

I. IDENTIFICATION:

Name, date of birth, date: Print your name, date of birth, and today's date in the spaces provided. Sign your name in the space marked signature.

Signature: Information you provide on this form is subject to verification by the Human Resources Division and the appointing authority. Your signature indicates that you know false information may result in disqualification and possible penalties of perjury.

Announcement number: Find the number on the examination announcement. Enter that number in the ann. no. block of the rating sheet. Fill in the circles corresponding to that number. If you applied for more than one examination announcement, put the correct announcement number on each rating sheet. **Do not enter announcement numbers other than those for which you applied.**

Social Security Number: Enter your social security number in the social security no. block of the rating sheet. Fill in the circles corresponding to that number.

II. ELIGIBILITY: INSTRUCTIONS FOR PROMOTIONAL EXAMINATIONS

IIA. (1) As a public safety applicant, your eligibility has been determined in advance. Please answer **yes** to this question.

(2) As a public safety applicant, your eligibility has been determined in advance. Please answer **yes** to this question.

IIB., IIC. Do not answer. Not applicable to this examination.

III. WORK EXPERIENCE:

CREDITING WORK EXPERIENCE: In this section you rate your work experience as of the date of the examination based on type, amount, and recency. After you have read the instructions on this and the following page, read the description of work in each category on pages 5 and 6 of these instructions, beginning with the first category and working down the page. Do not rate any category in which you have less than one month of experience and do not indicate the same work experience in more than one category.

SPECIAL INSTRUCTIONS FOR CATEGORY 7: Category 7 allows you to receive credit for experience within the specified department as a permanent full-time Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Deputy Police Chief or Police Chief which occurred **prior** to May 17, 1996. If you have experience in more than one title which applies to this category, add the time spent in each title together and record the total time in the appropriate response area. Experience in the specified department as a Permanent Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Deputy Police Chief or Police Chief or higher occurring on or after May 17, 1996 should be recorded in the applicable previous category (Categories 1-6). Record experience which occurred from May 17, 1991 to May 17, 1996 in column (1) of Category 7. Record experience prior to May 17, 1991 in column (2) of Category 7.

RECENT VS. OLDER EXPERIENCE: There are separate places to put recent and older experience in each category: If you have experience in a category (except Category 7), fill in the circle to the right of that category in column (1) corresponding to the amount of experience you have had within 5 years of the examination date and fill in a circle to the right of that category in column (2) corresponding to the amount of experience you had more than five years before the examination date.

CREDITING "ACTING" OR "PROVISIONAL" SERVICE: You may choose to include any "acting" or "provisional" experience, i.e., experience in titles higher than your permanent title(s), in either the higher, "acting" title(s), or in the lower permanent title(s), whichever gives you the most credit. If you can claim maximum credit in any category or column without the use of some or all of your "acting" or "provisional" time in the higher title, it may benefit you to mark some or all of the "acting" or "provisional" time in the lower permanent title. Let's say, for example, you have served 6 years as a permanent Captain, 6 months as an "acting" Captain and 30 months as a permanent Lieutenant in addition to the time (6 months) you served as an "acting" Captain. Your "acting" Captain time may be applied to either the Captain or Lieutenant category. In this example, because you can already claim the maximum amount of credit in both columns of the Captain category without the use of the "acting" time, you should count the time served as an "acting" Captain in the Lieutenant category. Applying the "acting" time to the Lieutenant category would result in a credit of 36-47 months in column 2. However, if you decided to count the "acting" time in the Captain category, you could only claim 24-35 months in column 2 of the Lieutenant category. The "acting" Captain time would not get you any additional credit in the Captain category because you can already claim the maximum credit in column 1 of the Captain category based on permanent service as a Captain and applying the 6 months of "acting" Captain time will not change the range of 12-23 months in column 2 of the Captain category.

You may include experience in the higher title that is officially recognized by your appointing authority even if your jurisdiction does not pay acting experience at the higher rate.

Do not rate any category in which you have less than **one month** (16 or more full work days or shifts, or 172 hours) of experience and do not indicate the same work experience in more than **one** category. The maximum range for any category, or combined categories in column 1, is 48-59 months for recent experience.

III. WORK EXPERIENCE (Continued):

CREDITING PART-TIME SERVICE: Prorate part-time experience on the basis of a 40-hour work week (172 work hours per month). Example: 20 hours per week for 30 months is prorated as 20/40 times 30 = 15 months. Therefore, you should fill in the range for 12-23 months. Note: This 40-hour work week crediting concept applies only to part-time (or acting) experience. Full-time experience is credited based on your jurisdiction's normal work week.

BREAKS IN SERVICE: If a candidate has an absence due to a suspension that involves either 16 work days/shifts or more, or a calendar month or longer, HRD will not grant E & E points for that period of time. HRD also does not credit any breaks in service due to layoffs. Service performed in other departments prior to transferring to the current, specified department, may be claimed only in Category 8 and be credited only upon having met the criteria stated in Category 8.

MARK ONLY ONE CIRCLE PER COLUMN: Do not fill in more than one circle in the same column. Depending on the length of time spent in particular positions, it is possible to have responses in both column (1) and column (2) of the same category. Use both columns as needed. Count 16 or more full work days or shifts in a month as a full month.

EXAMPLE: As of the examination date, you have been performing the work described in Category 2 since May 15, 1995. Fill in the circle to the right of the time range 48-59 months in Category 2, column (1) to reflect your Category 2 experience on or after May 15, 2005. Also fill in the circle to the right of the time range 71-83 months (printed as over 71 months on the rating sheet) in Category 2, column (2) to reflect your remaining experience which occurred between May 15, 1998 and May 15, 2005. INCLUDE YOUR CATEGORY 2 EXPERIENCE WHICH OCCURRED PRIOR TO May 15, 1998 IN CATEGORY 7. Fill in the circle to the right of the time range 12-23 months in Category 7, column (1) to record your Category 2 experience which occurred from May 15, 1995 to May 15, 1998 (14 months).

Category 2	(1)	(2)
Under 6 months	O	O
6 - 11 months	O	O
12 - 23 months	O	O
24 - 35 months	O	O
36 - 47 months	O	O
48 - 59 months	●	O
60 - 71 months		O
Over 71 months		●

Category 7	(1)	(2)
Under 6 months	O	O
6 - 11 months	O	O
12 - 23 months	●	O
24 - 35 months	O	O
36 - 47 months	O	O
48 - 59 months	O	O
60 - 71 months		O
Over 71 months		O

Caution: Note that the maximum range for any single category (or combined categories in column 1) is 48-59 months for recent experience, plus over 71 months of experience which occurred more than five years prior to the date of the examination. In the above example, if in Category 2 you just marked the circle for "Over 71 months" in column (2) you would lose credit for your most recent five years of experience as well as your older Category 7 experience! The specified department is the one stated on the poster for the announcement number for which you are filling out a Rating Sheet.

III. WORK EXPERIENCE (Continued):

CATEGORIES OF EXPERIENCE: Please remember that all types of experience in each category must be totalled on your **Employment Verification Form or letter from the appointing authority**. Experience that is not totalled cannot be credited.

> **Categories 1- 7 include experience in the specified department only. No extra credit is given for specialized work assignments such as training officer.**

Category 1: Experience in the **specified department** in **Police Chief** positions. Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Record experience which occurred **on or after May 15, 1998 and prior to May 15, 2005** in column (2). Experience **prior to May 15, 1998** may be included in Category 7 below.

Category 2: Experience in the **specified department** in **Deputy Police Chief** or higher positions below the rank of Police Chief. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Record experience which occurred **on or after May 15, 1998 and prior to May 15, 2005** in column (2). Experience **prior to May 17, 1996** may be included in Category 7 below.

Category 3: Experience in the **specified department** in **Police Captain** or higher positions below the rank of Deputy Police Chief. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Record experience which occurred **on or after May 15, 1998 and prior to May 15, 2005** in column (2). Experience **prior to May 17, 1996** may be included in Category 7 below.

Category 4: Experience in the **specified department** in **Police Lieutenant** or higher positions below the rank of Police Captain. **Do not include experience for which you have given yourself credit in a previous category**. Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Record experience which occurred **on or after May 15, 1998 and prior to May 15, 2005** in column (2). Experience **prior to May 17, 1996** may be included in Category 7 below.

Category 5: Experience in the **specified department** in **Police Sergeant** or higher positions below the rank of Police Lieutenant. **Do not include experience for which you have given yourself credit in a previous category**. Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Record experience which occurred **on or after May 15, 1998 and prior to May 15, 2005** in column (2). Experience **prior to May 17, 1996** may be included in Category 7 below.

Category 6: Experience in the **specified department** in **Police Officer** or higher positions below the rank of Police Sergeant. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Record experience which occurred **on or after May 15, 1998 and prior to May 15, 2005** in column (2). Experience **prior to May 17, 1996** may be included in Category 7 below.

Category 7: Experience in the **specified department** in a permanent full-time **Police Officer** or higher positions which occurred **prior to May 15, 1998**. This is the category which allows you to receive credit for experience in the specified department as a permanent full-time Police Officer, Police Sergeant, Police Lieutenant, Police Captain, Deputy Police Chief or Police Chief which occurred **prior to May 15, 1998**. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 1993 to May 15, 1998** should be recorded in column (1). Record experience which occurred prior to **May 17, 1993** in column (2).

III. WORK EXPERIENCE (Continued):

Category 8 includes experience outside the specified department <u>only</u>.

Category 8: Experience **outside** the specified department **in a recognized federal, state, or municipal police department in a capacity, supervisory or otherwise, which involved full police powers** such as Police Officer, Sheriff, Court Officer, Federal Marshall, Campus Police Officer, Military Police Officer, or as a special agent employed by a branch of the United States government such as the Federal Bureau of Investigation, U.S. Customs Service, U.S. Secret Service, Internal Revenue Service, Drug Enforcement Agency, or the Bureau of Alcohol, Tobacco, and Firearms. **Do not include experience for which you have given yourself credit in a previous category.** Experience from **May 15, 2005 to May 15, 2010** should be recorded in column (1). Record experience which occurred **on or after May 15, 1993 to May 15, 1998** in column (2).

IV. EDUCATION AND TRAINING: Indicate your education and training as of the date of the examination.

Important Notice: For the 2010 police promotional examination series, HRD will grant education and experience points only for whole and conferred degrees from recognized (accredited) higher education institutions, and not for individual, semester hours or degree credits. Semester hours earned in an unfinished degree program or in a non-degree (Certificate) program are not eligible for E&E credit.

If you have multiple conferred degrees and have applied the same course credits from one degree to another, HRD will grant you full education and experience points for one degree, but will prorate the points for your additional degree(s) to account for any course overlap.

A recognized college or university shall mean an accredited higher education institution a) in the United States, or b) granting degrees (or degree program credits) that are recognized by an approved United States accrediting agency or that are transferable to an accredited higher education institution in the United States.

IVA. (1, 2, 3) Do not answer. Not applicable to this examination.

IVB. **STEP 1 - READ THE LIST OF DEGREES IN EACH CATEGORY:**

Category 1: Business administration, management, public administration, political science, law, criminal justice, criminology, sociology, human services, psychology, education, or computer science.

Category 2: All other fields.

STEP 2 - INDICATE COLLEGE DEGREES YOU HAVE EARNED AS FOLLOWS:

If you have a degree in a field listed in **Category 1**, indicate the **highest** degree you have received from a recognized college or university in the column for Category 1 and **make no entries** in Category 2. Finish reading this page and then read Step 3 on the next page.

If you have a degree in a field listed in **Category 2** but not in Category 1, indicate the **highest** degree you have received from a recognized college or university in the column for Category 2 and **make no entries** in Category 1.

In either category, each level beyond "None" receives credit for an additional 60 semester hours. You will receive credit for all levels up to and including the one you checked. **Do not indicate the same degree more than once or in more than one category**. If you have not completed any degree, check "None".

EDUCATION AND TRAINING IVB. (Continued):

Example: If you have a **Bachelor's** degree in a field listed in Category 1 fill in the circle next to **Bachelor's** in Category 1.

	Category	
None	(1) ○	(2) ○
Associate's	(1) ○	(2) ○
Bachelor's	(1) ●	(2) ○
Master's	(1) ○	(2) ○
Doctorate	(1) ○	(2) ○

Note: If you have a Bachelor of Laws and Letters degree (LL.B.) you should fill in the circle next to "Doctorate" in Category 1.

If you have two degrees at the same level (for example, two Bachelor's degrees)**, do not "double-count" any transferred courses already counted toward one completed degree.** On the Rating Sheet, **i**nclude only the **semester** hours earned for the second degree in the circles to the right, in the appropriate category. An example is a Master's degree in Category 2 if, in **STEP 2**, you claimed a Bachelor's degree in Category 1. In summary, **do not indicate the same college courses more than once or in more than one academic degree or category.**

Another example is an applicant has 2 conferred bachelor degrees, first one in Psychology and an additional degree in Criminal Justice. The applicant met his/her Criminal Justice degree requirements by earning 15 semester hours in the program and by applying 105 of 120 semester hours from his/her Psychology course work toward the criminal justice degree. For this exam, the applicant may claim a Bachelor's degree in Category 1 in **STEP 2** and then an additional 15 semester hours in Category 1, by filling in circles for **015** semester hours in Category 1. If he/she has also earned a Master's degree in Category 2, he/she may also fill in the circles for **060** in Category 2.

IVC. Do not answer. Not applicable to this examination. No education other than courses taken at recognized degree-granting institutions are credited on public safety examinations.

V. COLLATERAL SKILLS:

VA. For each category, indicate the number of courses you taught in a recognized college, university, police academy, or non-degree granting school above the high school level as of the date of the examination. **DO NOT INDICATE THE SAME COURSE IN MORE THAN ONE CATEGORY. DO NOT COUNT THE SAME COURSE MORE THAN ONCE IF YOU HAVE INSTRUCTED IT ON MORE THAN ONE OCCASION.** Any claim of course teaching must be verified in writing by the teaching institutions. Instructor certificates alone are insufficient as proof of actual teaching.

Category 1: Business administration, management, public administration, political science, law, criminal justice, criminology, sociology, human services, psychology, education, or computer science.

Category 2: All other fields.

VB. **Category 1**: Answer **yes** if you are currently certified as an Emergency Medical Technician by the Massachusetts Department of Public Health.

Category 2: Answer **yes** if you are currently certified as an Instructor in Basic Life Support Cardiopulmonary Resuscitation by the American Heart Association, or certified as an Instructor of the equivalent course and audience level by the American Red Cross.

You must submit a copy of the current EMT or BLS Instructor license for any claim in Section VB.

VC., VD. Do not answer. Not applicable to this examination.