

**HUMAN RESOURCES DIVISION**  
**2009 OPEN COMPETITIVE EXAMINATION FOR POLICE OFFICER**  
**EMPLOYMENT OR EXPERIENCE CREDIT INFORMATION SHEET**  
**EXAMINATION TITLE: Police Officer** **EXAMINATION DATE: April 25, 2009**  
**Announcement Number (circle one): 8265 or 8434**  
**This form is NOT to be used for the Trooper exam**

**ATTENTION APPLICANTS:** In order to receive experience credit for this open competitive examination (pursuant to MGL C31, §22), please follow the steps listed below. **Credit will be given only for experience in the position title. In other words, since you are taking the examination for Police Officer, you can claim any experience you have had performing work ONLY as a Full Time, Part-Time, Reserve or Intermittent Police Officer, for which the examination was conducted.** While HRD may hold military make-up exam session(s) after April 25, 2009, HRD will not grant credit for experience accumulated after April 25, 2009.

**A. Please follow these steps in order to receive credit for experience as a Police Officer.**

**1. Collect the appropriate supporting documentation. Qualifying experience is limited to work as a *Full Time, Part-Time, Reserve or Intermittent Police Officer*.**

- Fill in the information requested on page 2 of this document.
- Make sure that you include all experience for which you can claim credit.
- Include with this document, a dated letter, signed by the appointing authority or your employer (past or present), identifying the position title, type of job responsibilities, dates of experience, whether the experience was full or part-time and other pertinent information concerning your experience. If the experience was less than full-time, the verification must include the actual time worked, e.g., number of hours per week or the specific number of tours or shifts worked within a defined time period. Letters of verification must be on original, official letterhead or stationery, with an original signature.
- Include any other supporting documentation with this document.
- Sign and date this document.

**2. Bring the documentation with you to the examination site and submit the documentation to the examination proctor who will provide you with a large yellow envelope for this purpose. If you do not bring the completed enclosed experience form with you to the examination site (the one with your original signature on it), you have 7 days after the examination to submit this form to: The Massachusetts Human Resources Division, One Ashburton Place, Boston, MA 02108-1552  
Attention: Test Administration.**

**B. Scoring**

Experience Credit: You will receive 0.2 points for each month of creditable experience/service as a Police Officer. One month equals 16 or more full workdays or 172 hours. Part-time work experience will be prorated on the basis of a 40-hour workweek. By multiplying your experience credit by 10% (or 0.10), HRD converts your experience credit to a raw Experience Score. HRD then combines your raw Experience Score with your raw Written Examination Score to determine your final raw score. If you do not qualify for experience credit, an Experience Score, your overall exam result will be based on your raw Written Examination Score alone. Please be advised that the raw exam scores for the *2009 Police Officer, Cities & Towns and MBTA Transit Police* examination, will be converted to a score bands. Individual applicants will receive their overall exam results in score bands.

**EXAMPLE:** A candidate, with a raw Written Examination Score of 80%, has 5 years (60 months) of creditable experience in the examination title. The Experience Credit is calculated by multiplying the number of months times .20 points per month. ( $60 \times .20 = 12.0$ ) In this example, the Experience Credit is 12.0 points. The Experience Credit is then converted to a raw Experience Score of 1.20 points. ( $12.0 \times .10 = 1.20$ )

- |                                                                                      |                                        |
|--------------------------------------------------------------------------------------|----------------------------------------|
| A. Multiply the number of full months by .20 to calculate experience credit          | $60 \times .20 = 12.0$                 |
| B. Multiply the experience credit by .10 to convert credit to a raw Experience Score | $12 \times .10 = 1.2$                  |
| C. Combine raw Experience Score with raw Written Score to get the raw overall score  | $80 + 1.2 = 81.2$                      |
| D. Convert the raw overall score to a Score Band, as the final mark.                 | <i>(Convert 81.2% to a Score Band)</i> |

**C. EXPERIENCE SCORE APPEALS**

Experience Scores will only be calculated for individuals who achieve a passing score on the written examination. Experience credit **cannot** be added to a failing written score in an attempt to achieve an overall passing score. Written scores cannot be appealed.

If you believe that your experience score has been calculated incorrectly, you have the opportunity to appeal the experience score only. When you receive your examination score, carefully read the instructions that will be noted on the page including your score. All appeals must be filed in writing; no appeal telephone calls will be accepted. No new information can be submitted on appeal; only clarifying information relative to the experience you originally claimed can be considered during the appeal process. **Please forward any questions to: The Massachusetts Human Resources Division, One Ashburton Place, Boston, MA 02108-1552. Attention: Test Administration.**

**MASSACHUSETTS HUMAN RESOURCES DIVISION**  
**2009 Open Competitive Examination for Police Officer** Examination Date: April 25, 2009  
**EMPLOYMENT OR EXPERIENCE CREDIT CLAIM FORM**  
**Announcement Number (circle one): 8265 or 8434**  
**This form is NOT to be used for the Trooper exam**

Pursuant to Section 22 of Chapter 31 of the Massachusetts General Laws, please use this form to claim experience credit if you have worked in the position title for which the examination is being conducted. Please print legibly. Failure to do so may result in loss of credit.

**APPLICANT'S NAME:** \_\_\_\_\_  
Last First MI

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**EXAM TITLE: POLICE OFFICER**

**A. EXPERIENCE IN POSITION TITLE FOR WHICH EXAMINATION IS BEING CONDUCTED**

**EMPLOYER:** \_\_\_\_\_  
 NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
 ( )  
 NAME OF CONTACT \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

**APPLICANT'S POSITION TITLE:** \_\_\_\_\_

**DATES OF EMPLOYMENT:**  
**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_  
 MO DAY YEAR MO DAY YEAR

**WAS WORK FULL TIME?:** \_\_\_\_\_ **IF PART-TIME, # HOURS PER WEEK:** \_\_\_\_\_  
 YES/NO

**SUMMARY OF DUTIES**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach additional sheets if necessary.)

Please bring the original form of this document to the examination site and make a copy for your records. Also bring any of the necessary supporting documentation you may have. If you are unable to bring your completed form to the test site, Section 22 of Chapter 31 of the Massachusetts General Laws requires that you submit your claim for credit and supporting documentation no later than seven days from the date of the examination. Send documents to:  
**The Human Resources Division, Test Administration, One Ashburton Place, Boston, MA 02108.**

Please read the following statement and sign on the line provided.  
*I understand that I have completed this form under the penalties of perjury and that I can be removed from the eligible list for intentionally making a false claim.*

\_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**DAYTIME TELEPHONE:** ( ) \_\_\_\_\_