



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2016 Deputy Police Chief (1YP)

SALARY: \$0.00 /BiWeekly

OPENING DATE: 03/01/16

CLOSING DATE: 04/11/16 11:59 PM

DESCRIPTION:

Departmental Promotional Examination for Deputy Police Chief, Municipal Police Departments

EXAMINATION DATE: May 21, 2016

DEADLINE TO APPLY: April 11, 2016

APPLICATION FEE: \$250

ELIGIBILITY: Applicants for this examination must be employees in one of the below Massachusetts municipal Police Departments. To be eligible for this examination you must (1) be an employee in the Police Department for which the examination is given with permanent civil service status in the specified eligible title(s) on the date of the examination; and (2) have served in the force at least one year since your name was first certified in the eligible title(s), regardless of whether that certification resulted in your appointment to the eligible title(s). Time spent pursuant to a temporary appointment in the title of Deputy Police Chief will not interrupt the service period in your permanent position.

NOTE: Pursuant to the provisions of MGL Ch. 31 § 59, if less than four applications are received from eligible applicants, as defined above, this examination will be postponed.

Eligible List Note: Applicants that pass this examination will be placed on an eligible list for up to 2 years.

WEIGHTS: Applicants must get a passing mark on each of the weighted components in order to receive an overall (general average) examination score. For each examination in this job posting, the examination weights are: 80% written examination; 20% Education & Experience.

Municipality - Eligible Title(s)

- Attleboro - Police Captain, Police Lieutenant
- Waltham - Police Captain

Note: Although the online application system allows applicants to elect to receive notification by email or regular mail, please be advised that Human Resource Division utilizes only email for all notices to candidates.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES: Under general direction, carries out all duties assigned by the Chief of Police and assists in every phase of police work, according to and in conformance with the rules and regulations of the Police Department; is responsible for the administration and supervision of the Department in the absence of the Police Chief; is responsible for police operations, such as monitoring actions of officers during arrests to ensure adherence to appropriate arrest procedures and handling of evidence; determining whether arrests should be made; coordinating the activities of assigned units with other departments or organizations; coordinating the functioning of a unit, patrol squad, or shift with other departmental units or with outside agencies; coordinating staffing needs and enforcement activities with other supervisors and making recommendations to superior regarding deployment of personnel; providing guidance and direction on investigative techniques and the reporting requirements associated with serious crimes; alerting officers to the types of activities and incidents to look for while on patrol (e.g., prostitution, traffic offenses, gang activity, trouble spots, etc.); determining the appropriate course of action in response to serious incidents (such as fires and large gatherings); deciding the approach to use in responding to the public in addressing non-enforcement matters; and performing related duties as required.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practicable, the following knowledges, skills, and abilities which have been established as qualifications for the position: Knowledge of arrest; Knowledge of search and seizure; Knowledge of interrogations; Knowledge of pretrial identification; Knowledge of major municipal police functions; Knowledge of community policing; Knowledge of interpersonal communications; Knowledge of employee relations; Knowledge of motivation; Knowledge of organizational theory, design, and development, and administrative theory; Knowledge of ethical issues in policing; Knowledge of internal controls; Knowledge of budgeting and fiscal control; Knowledge of managing human resources; Knowledge of managing operations; Knowledge of leadership; and Knowledge of change management.

READING LIST: Available at www.mass.gov/hrd/readinglists

TYPICAL QUALIFICATIONS:

APPLICATION: All applications must be received by the application deadline, and accompanied by an examination fee of \$250. You will have received two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received.

EDUCATION & EXPERIENCE (E&E): All applicants must complete the 2016 Police Chief Series E&E Claim application online. Instructions regarding this E&E Claim application will be available prior to the examination date. A confirmation email will be sent upon successful submission of an E&E Claim application. All claims and supporting documentation must be submitted within 7 calendar days following the examination (MGL 31 § 22). Supporting documentation must be scanned and attached to your application or sent to civilservice@state.ma.us no later than May 28, 2016.

Please note that E&E is an examination component, and therefore must be completed by the examinee. Please note that failure to complete this examination component as instructed will result in a failing examination mark and credit for E&E is applicable only to individuals who achieve a passing score on the written examination. Please be sure to read the instructions carefully. No phone calls or email inquiries regarding completion of this exam component will be accepted or responded to. Once you receive your examination mark, you will have seventeen calendar days from the emailing of your mark to appeal your E&E score.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site, and such letter must be scanned and attached to this application. Without such a letter, we cannot

guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

STATUTORY PREFERENCE POINTS: Upon submission of written proof, two points will be added to the passing score of qualified Veterans and individuals who have 25 years of service as a member of a regular police or fire force and have passed an examination for promotional appointment in such force. If you are qualified for both the Veteran's Preference and the Promotional Preference for 25 years of service, please be advised that two points are the maximum allowable number of points to be added to your passing examination score. To claim the Promotional Preference for 25 years of service, applicants must verify eligibility on the Employment Verification Form submitted for this examination. Please click on this link for submission requirements to claim the [Veterans' Preference](#).

During the HRD review process or during the life of the applicable eligible list(s), applicants must make original supporting documentation available should the issue of authenticity arise with any submitted document copies

CURRENT MILITARY PERSONNEL: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and examination fee during the application period and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application period (March 1, 2016 through April 11, 2016) must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

NO MAKE-UP EXAMINATION: With the exception of current military personnel as described above, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional processing fee upon approval of your request.

NOTICE TO APPEAR: Notices to Appear including time and location of exam will be emailed to applicants after the close of the application period, and prior to the examination date.

UPDATING INFORMATION: Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update Your Civil Service Account](#).

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

REFUNDS: There will be NO REFUND of the examination processing fee unless the examination is cancelled by HRD.

PRIVATE SCHOOL OR SERVICE: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not

responsible for their advertising claims.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information about this and other civil service examinations, see www.mass.gov/civilservice or email the Civil Service Unit at civilservice@state.ma.us

Inquiries may also be made to HRD during these hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

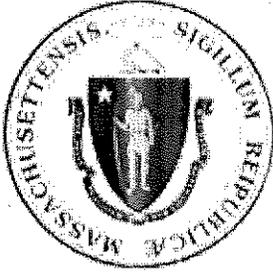
APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.mass.gov/civilservice>

Position #160521DepPC1YP
2016 DEPUTY POLICE CHIEF (1YP)
HC

One Ashburton Place
Room 301
Boston, MA 02108

civilservice@state.ma.us



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2016 Deputy Police Chief (1YP-442)

SALARY: \$0.00 /BiWeekly

OPENING DATE: 03/01/16

CLOSING DATE: 04/11/16 11:59 PM

DESCRIPTION:

Departmental Promotional Examination for Deputy Police Chief, Municipal Police Departments

EXAMINATION DATE: May 21, 2016

DEADLINE TO APPLY: April 11, 2016

APPLICATION FEE: \$250

ELIGIBILITY: Applicants for this examination must be employees in one of the below Massachusetts municipal Police Departments. To be eligible for this examination you must (1) be an employee in the Police Department for which the examination is given with permanent civil service status in the specified eligible title(s) on the date of the examination; and (2) have served in the force at least one year since your name was first certified in the eligible title(s), regardless of whether that certification resulted in your appointment to the eligible title(s). Time spent pursuant to a temporary appointment in the title of Deputy Police Chief will not interrupt the service period in your permanent position.

NOTE: Pursuant to the provisions of MGL Ch. 31 § 59, if less than four applications are received from eligible applicants, as defined above, this examination will be postponed.

Eligible List Note: Applicants that pass this examination will be placed on an eligible list for up to 2 years.

WEIGHTS: Applicants must get a passing mark on each of the weighted components in order to receive an overall (general average) examination score. For each examination in this job posting, the examination weights are: 40% written examination; 40% Assessment Center; 20% Education & Experience.

Municipality - Eligible Title(s)

- Fall River - Police Captain, Police Lieutenant, Police Sergeant

Note: Although the online application system allows applicants to elect to receive notification by email or regular mail, please be advised that Human Resource Division utilizes only email for all notices to candidates.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES: Under general direction, carries out all duties assigned by the Chief of Police and assists in every phase of police work, according to and in conformance with the rules and regulations of the Police Department; is responsible for the administration and supervision of the Department in the absence of the Police Chief; is responsible for police operations, such as monitoring actions of officers during arrests to ensure adherence to appropriate arrest procedures and handling of evidence; determining whether arrests should be made; coordinating the activities of assigned units with other departments or organizations; coordinating the functioning of a unit, patrol squad, or shift with other departmental units or with outside agencies; coordinating staffing needs and enforcement activities with other supervisors and making recommendations to superior regarding deployment of personnel; providing guidance and direction on investigative techniques and the reporting requirements associated with serious crimes; alerting officers to the types of activities and incidents to look for while on patrol (e.g., prostitution, traffic offenses, gang activity, trouble spots, etc.); determining the appropriate course of action in response to serious incidents (such as fires and large gatherings); deciding the approach to use in responding to the public in addressing non-enforcement matters; and performing related duties as required.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practicable, the following knowledges, skills, and abilities which have been established as qualifications for the position: Knowledge of arrest; Knowledge of search and seizure; Knowledge of interrogations; Knowledge of pretrial identification; Knowledge of major municipal police functions; Knowledge of community policing; Knowledge of interpersonal communications; Knowledge of employee relations; Knowledge of motivation; Knowledge of organizational theory, design, and development, and administrative theory; Knowledge of ethical issues in policing; Knowledge of internal controls; Knowledge of budgeting and fiscal control; Knowledge of managing human resources; Knowledge of managing operations; Knowledge of leadership; and Knowledge of change management. The Assessment Center content will measure skills and abilities applicable with a leadership role in the police service.

READING LIST: Available at www.mass.gov/hrd/readinglists

TYPICAL QUALIFICATIONS:

APPLICATION: All applications must be received by the application deadline, and accompanied by an examination fee of \$250. You will have received two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received.

EDUCATION & EXPERIENCE (E&E): All applicants must complete the 2016 Police Chief Series E&E Claim application online. Instructions regarding this E&E Claim application will be available prior to the examination date. A confirmation email will be sent upon successful submission of an E&E Claim application. All claims and supporting documentation must be submitted within 7 calendar days following the examination (MGL 31 § 22). Supporting documentation must be scanned and attached to your application or sent to civilservice@state.ma.us no later than May 28, 2016.

Please note that E&E is an examination component, and therefore must be completed by the examinee. Please note that failure to complete this examination component as instructed will result in a failing examination mark and credit for E&E is applicable only to individuals who achieve a passing score on the written examination. Please be sure to read the instructions carefully. No phone calls or email inquiries regarding completion of this exam component will be accepted or responded to. Once you receive your examination mark, you will have seventeen calendar days from the emailing of your mark to appeal your E&E score.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site, and

such letter must be scanned and attached to this application. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

STATUTORY PREFERENCE POINTS: Upon submission of written proof, two points will be added to the passing score of qualified Veterans and individuals who have 25 years of service as a member of a regular police or fire force and have passed an examination for promotional appointment in such force. If you are qualified for both the Veteran's Preference and the Promotional Preference for 25 years of service, please be advised that two points are the maximum allowable number of points to be added to your passing examination score. To claim the Promotional Preference for 25 years of service, applicants must verify eligibility on the Employment Verification Form submitted for this examination. Please click on this link for submission requirements to claim the [Veterans' Preference](#).

During the HRD review process or during the life of the applicable eligible list(s), applicants must make original supporting documentation available should the issue of authenticity arise with any submitted document copies

CURRENT MILITARY PERSONNEL: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and examination fee during the application period and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application period (March 1, 2016 through April 11, 2016) must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

NO MAKE-UP EXAMINATION: With the exception of current military personnel as described above, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional processing fee upon approval of your request.

NOTICE TO APPEAR: Notices to Appear including time and location of exam will be emailed to applicants after the close of the application period, and prior to the examination date.

UPDATING INFORMATION: Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update Your Civil Service Account](#).

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

REFUNDS: There will be NO REFUND of the examination processing fee unless the examination is cancelled by HRD.

PRIVATE SCHOOL OR SERVICE: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not

responsible for their advertising claims.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information about this and other civil service examinations, see www.mass.gov/civilservice or email the Civil Service Unit at civilservice@state.ma.us

Inquiries may also be made to HRD during these hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

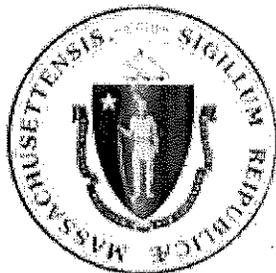
APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.mass.gov/civilservice>

Position #160521DepPC1YP442
2016 DEPUTY POLICE CHIEF (1YP-442)
HC

One Ashburton Place
Room 301
Boston, MA 02108

civilservice@state.ma.us



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2016 Deputy Police Chief (OCX)

SALARY: \$0.00 /Hour

OPENING DATE: 03/01/16

CLOSING DATE: 05/04/16 11:59 PM

DESCRIPTION:

Departmental Promotional Examination for Deputy Police Chief, Municipal Police Departments

EXAMINATION DATE: May 21, 2016

DEADLINE TO APPLY: April 11, 2016

APPLICATION FEE: \$250

ELIGIBILITY: Applicants for this examination must have 4 years of management experience, including educational substitutions. Two years is the maximum allowable substitution of the required 4 years of management experience can substituted by educational substitutions. Degree majors that are permitted as an educational substitution are as follows: criminal justice, police science, law enforcement, public administration, public management, business administration, or juris doctor. One year of education can substitute 6 months of experience (1 year of education is defined as 30 semester hours or equivalent).

WEIGHTS: Applicants must get a passing mark on each of the weighted components in order to receive an overall (general average) examination score. For each examination in this job posting, the examination weights are: 80% written examination; 20% Employment/Experience.

Eligible List Note: Applicants that pass this examination will be placed on an eligible list for up to 2 years.

Department: Attleboro

Note: Although the online application system allows applicants to elect to receive notification by email or regular mail, please be advised that Human Resource Division utilizes only email for all notices to candidates.

EXAMPLES OF ESSENTIAL DUTIES:

DUTIES: Under the general supervision of the mayor, town or city council, town or city manager, police commission or commissioner, board of selectmen or aldermen: directs the operations of the Police Department by determining policies, program priorities, and the utilization of resources in order to ensure the efficient and effective implementation of the goals and objectives mandated by state and federal laws, local bylaws or ordinances and departmental rules and regulations; evaluates the availability of fiscal and equipment resources, personnel, and the needs of the local jurisdiction relative to the protection of life and property and the prevention and suppression of crime; performs complex, diversified and highly responsible work overseeing the delivery of major municipal police services; personally responds to major crime scenes in order to supervise actions of officers; prepares and

disseminates news releases to the media; plans and conducts hearings or meetings on issues of public concern; prepares and submits budget requests and administers department budget; interviews and selects officers for promotion; reviews and negotiates contract proposals from contractors and/or vendors, and performs related duties as required.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practicable, the following knowledges, skills, and abilities which have been established as qualifications for the position: Knowledge of arrest; Knowledge of search and seizure; Knowledge of interrogations; Knowledge of pretrial identification; Knowledge of firearms law; Knowledge of major municipal police functions; Knowledge of community policing; Knowledge of interpersonal communications; Knowledge of employee relations; Knowledge of motivation; Knowledge of organizational theory, design, and development, and administrative theory; Knowledge of ethical issues in policing; Knowledge of internal controls; Knowledge of budgeting and fiscal control; Knowledge of managing human resources; Knowledge of managing operations; Knowledge of leadership; and Knowledge of change management.

READING LIST: Available at www.mass.gov/hrd/readinglists

TYPICAL QUALIFICATIONS:

APPLICATION: All applications must be received by the application deadline, and accompanied by an examination fee of \$250. You will have received two confirmation emails when you have completed the process; one email confirming your application has been received, and one email confirming your payment has been received.

Credit for Employment/Experience: Pursuant to the provisions of MGL Ch. 31, § 22, individuals may apply to receive credit for employment or experience in the position title of Deputy Police Chief. You must indicate whether you will submit a claim within the application process. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the examination title as the result of service as Deputy Police Chief, including dates of service and number of hours worked. The supporting documentation must be on original letterhead with an original signature from the appointing authority where the employment or experience occurred. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination, and cannot be added to a failing written examination score. Claims must be submitted during the application period; supporting documentation must be scanned and attached to your application or sent to civilservice@state.ma.us. Documentation must be submitted within 7 calendar days of the written examination.

Candidates can submit a claim for the following preferences prior to the examination date, during the application period. Preferences are only available to individuals who receive a passing score on the examination, and cannot be applied to a failing examination score. During the HRD review process or during the life of the applicable eligible list(s), applicants must make original supporting documentation available should the issue of authenticity arise with any submitted document copies

VETERANS' PREFERENCE: Click on this link for further information- [Veteran's Preference Eligibility](#).

DISABLED VETERAN STATUS: Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site, and such letter must be scanned and attached to this application. Without such a letter, we cannot

guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

CURRENT MILITARY PERSONNEL: All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and examination fee during the application period and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application period (March 1, 2016 through April 11, 2016) must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

NO MAKE-UP EXAMINATION: With the exception of current military personnel as described above, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional processing fee upon approval of your request.

NOTICE TO APPEAR: Notices to Appear including time and location of exam will be emailed to applicants after the close of the application period, and prior to the examination date.

UPDATING INFORMATION: Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update My Information](#)

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

REFUNDS: There will be NO REFUND of the examination processing fee unless the examination is cancelled by HRD.

PRIVATE SCHOOL OR SERVICE: HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

SUPPLEMENTAL INFORMATION:

Women, minorities, veterans, and people with disabilities are encouraged to apply.

Once your application is successfully submitted, click on the "click to pay" button to pay for your examination. You will receive a payment confirmation email when your payment has been successfully submitted. If you do NOT receive this confirmation, your payment has NOT been received and you will need to log back into your application and click on "Click to Pay."

For more information about this and other civil service examinations, see www.mass.gov/civilservice or email the Civil Service Unit at civilservice@state.ma.us

Inquiries may also be made to HRD during these hours at the following numbers:

Boston area: (617) 878-9895

Within Massachusetts: 1-800-392-6178

TTY Number: (617) 878-9762

APPLICATIONS MUST BE FILED ONLINE AT:
<http://www.mass.gov/civilservice>

Position #160521DepPCOCX
 2016 DEPUTY POLICE CHIEF (OCX)
 HC

One Ashburton Place
 Room 301
 Boston, MA 02108

civilservice@state.ma.us

2016 Deputy Police Chief (OCX) Supplemental Questionnaire

- * 1. To be eligible for this examination you must have 4 years of management experience, including educational substitutions. Two years is the maximum allowable substitution of the required 4 years of management experience. Degree majors that are permitted as an educational substitution are as follows: criminal justice, police science, law enforcement, public administration, public management, business administration, or juris doctor. One year of education can substitute 6 months of experience (1 year of education is defined as 30 semester hours or equivalent). Do you qualify based on the eligibility requirements?

Yes, I do qualify.

No, I do not qualify.

- * 2. Deputy Police Chief Claim for Employment/Experience Credit. Credit will be given only for experience in the position title for which the examination is conducted. In other words, since you are taking the examination for Deputy Police Chief, you can claim any experience you have had performing work ONLY as a Deputy Police Chief. While HRD may hold military make-up exam session(s) after May 21, 2016, HRD will not grant credit for experience accumulated after May 21, 2016. **CALCULATING EMPLOYMENT/EXPERIENCE CREDIT:** You will receive 0.2 points for each month of creditable employment/experience as a Deputy Police Chief. One month equals 172 work hours. Part-time work employment/experience will be prorated on the basis of a 172 hour month worked. Your Employment/Experience Credit is weighted at 10%. If you do not qualify for Employment/Experience Credit, your overall score will be based on your examination score alone. **VERIFYING EMPLOYMENT/EXPERIENCE CLAIMS:** 2016 Deputy Police Chief Employment and Experience documentation must be provided in the form of 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 month. Letters of verification must be on original, official letterhead or stationery, with an original signature. Employment and Experience documentation must be scanned and attached to your application or emailed to civilservice@state.ma.us within 7 calendar days of the written examination. **EMPLOYMENT/EXPERIENCE CLAIM APPEALS:** Employment/Experience Claims will only be calculated for individuals who achieve a passing score on the written examination.

Yes, I am eligible for Employment Experience Credit, and will provide supporting documentation as instructed above.

No, I am not eligible to claim Employment Experience Credit.

- * Required Question