



COMMONWEALTH OF MASSACHUSETTS
invites applications for:
2015 Police Officer

SALARY: \$0.00 /BiWeekly

OPENING DATE: 01/09/15

CLOSING DATE: 03/26/15 11:59 PM

DESCRIPTION:

POLICE OFFICER – MUNICIPAL and MBTA TRANSIT POLICE

Written Examination Date: April 25, 2015

Application Deadline: March 13, 2015*

Examination Fee: \$100

Written Examination Locations: Various sites across the state

***There is an additional \$50 fee for applications received after March 13, 2015. Applications will NOT be accepted after March 26, 2015.**

This examination is being held to establish an eligible list from which to fill Police Officer vacancies in civil service municipalities and MBTA Transit Police. This eligible list may also be used to fill Police Officer vacancies in non-civil service jurisdictions. Applicants will have the option to have their exam results apply to: 1.) both municipal and MBTA eligible lists; or 2.) the municipal eligible list only.

Candidates must take and pass this examination in order to be placed on the eligible list.

Notices To Appear including time and location of examination will be issued to applicants after the close of the application period.

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: A Police Officer works under supervision to perform law enforcement duties, protecting life, property, and the civil rights of individuals. Primary duties include patrol; interacting with citizens to provide service and render assistance; and preparing and completing records, reports, and other paperwork documenting incidents for use in prosecution. A Police Officer is dispatched to crime and emergency scenes in response to reported violations, accidents, domestic disputes and abuses, and other incidents; carries out crime scene duties; makes arrests and performs searches and seizures; conducts investigations; and interviews witnesses, suspects, and complainants. For a more detailed listing of duties, see the essential functions of a Massachusetts Police Officer, available on our website.

Written Examination: The written examination consists of three subtests: the Written Ability Test (WAT), the Life Experience Survey (LES), and the Work Styles Questionnaire (WSQ). The WAT is administered to measure cognitive abilities that have been identified as essential to performing the duties of a Police Officer. The WAT includes areas of verbal expression, verbal comprehension, problem sensitivity, deductive reasoning, inductive reasoning, and information ordering. The LES consists of a series of multiple-choice questions related to candidates' past history and experience of potential relevance to successful performance of entry-level Police Officer. The WSQ is designed to assess certain motivational, value-related and attitudinal characteristics that are of potential relevance to successful performance of entry-level Police Officer. A *Police Officer Written Exam Orientation and Preparation Guide*, which describes the written examination in more detail, is available on our website.

TYPICAL QUALIFICATIONS: ENTRANCE REQUIREMENTS

1. **Education/Experience Requirement:** As of the date of appointment, candidates must have either:
 - a high school diploma or equivalency certificate approved by the Massachusetts Department of Education OR
 - three years of experience in the armed forces of the United States with last release or discharge under honorable conditions.

2. **Age Requirement:** As of the posting of this notice, candidates must be at least 21 years of age on or before April 25, 2015, for all civil service Police Officer jurisdictions as stated in MGL Chapter 31, Section 58. An exception may apply to current military personnel serving on active duty on the date of examination and requesting a military makeup. It is your responsibility to review any additional age requirements for the [Police Departments covered by Civil Service](#). Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the municipalities in question.

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 municipal Police Officer. If you believe you are eligible for this credit, you must claim this credit by completing the applicable section of the application. 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.

SALARY: Inquiries concerning salary should be directed to the appointing authority at the time of the employment interview.

APPLICATION: All applications must be received by the application deadline, and accompanied by an examination fee. You will receive 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. Your application is not complete until you have received both confirmation emails. If you have not submitted payment of the examination fee on or before March 26, 2015, your application will not be accepted.

FEE WAIVER: The examination fee may be waived for candidates receiving certain state or federal public assistance, or unemployment insurance. Fee Waiver Forms are available at the Applicant Forms section of our website ([Fee Waiver Form](#)). This Form should be completed and supporting documentation must be scanned and attached to this application. All Fee Waiver forms must be submitted on or before March 13, 2015.

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.

SPANISH-SPEAKING CANDIDATES: You may take the written examination in the Spanish language. If you do, you must take and pass a separate written examination that tests your ability to read and understand

English. **This English Comprehension written examination will be administered on May 8, 2015.** If you wish to take the written examination in the Spanish language, you must submit a separate letter requesting this along with your application and examination fee or Fee Waiver Form by the deadline above. A separate confirmation will be sent to candidates approved to take the May 8, 2015, English Comprehension written examination. If you pass the English Comprehension examination, you will be scheduled to take the Police Officer written examination in the Spanish language on a date to be determined. If you fail the English Comprehension examination, you will not be eligible to take the Police Officer 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.

Preference For The Children Of Certain Police Officers/Firefighters: The son or daughter of a Firefighter or Police Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.

Residency Preference: If residency preference is requested by an appointing authority, candidates who have resided in that municipality for the entire twelve-month period immediately preceding the date of the original written examination (April 25, 2014 through April 25, 2015) are entitled to be placed on the eligible list for that community ahead of any non-residents. Candidates who have had a break in residence or have moved from one community to another within the twelve-month period preceding the date of the examination will not be entitled to claim residency preference in any community. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application. Please note that residency preference claims are made under the penalties of perjury. Verification of residency will be made by the appointing authority

Racial/Ethnic Preference: Due to a federal consent decree, African-American (Black) and Hispanic candidates are given certification preference in a number of communities, whether or not they are residents of those communities. It is your responsibility to review the [Police Departments covered under a consent decree](#) on our website. Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the communities in question. The definition of Hispanic, for the purposes of the decree, includes any person born in a Spanish-speaking country or any person

who grew up in a household in which the predominant language spoken was Spanish.

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](#).

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 (January 9, 2015 through March 26, 2015) 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.

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).

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](#).

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.

Candidates who pass the written examination and receive a conditional offer of employment from an appointing authority must take and pass the Medical and Physical Abilities Test prior to appointment. Questions about qualifications listed below should be directed to the appointing authority in question.

Medical Exam: Candidates must pass the medical examination before participating in the PAT. The [Medical and Physical Fitness Standards](#) are available for review on our website. Candidates may be required to pass a psychological evaluation before appointment.

Physical Abilities Test (PAT): All candidates who receive a conditional offer of employment must pass the PAT. The PAT is a test of the candidate's aerobic capacity and physical capability to perform various tasks required on the job. A separate fee (currently \$150) is charged for the administration of the PAT. The [PAT Training Guide](#) is available on our website.

Academy Training: All candidates appointed as full-time Police Officers as a result of this examination will be required to successfully complete police academy training per M.G.L. Chapter 41, Section 96B. For more information visit the [Municipal Police Training Committee](#) website.

Smoking Prohibition: In accordance with M.G.L. Chapter 41, Section 101A, candidates hired from the Police Officer eligible list resulting from this examination are prohibited from smoking tobacco products at the time of and after appointment.

Character: A candidate may be disqualified for evidence of character clearly unsuited for police services. Most appointing authorities include a comprehensive background check as part of the selection process.

Firearms Permit: A candidate may need to obtain a valid firearms permit to perform the essential duties of a Police Officer in Massachusetts.

Driver's License: A candidate may need a valid Massachusetts motor vehicle operator's license before appointment.

Job Interview: An appointing authority may conduct an oral interview prior to appointment.

SELECTIVE CERTIFICATION FOR BILINGUAL POLICE

OFFICERS: If an appointing authority requires that a Police Officer be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.), the appointing authority may request that competition for that vacancy be limited to persons who have such skills. You will have the opportunity on your application to indicate the foreign language(s) in which you are fluent. You will need to prove your language fluency prior to the time of appointment.

SUPPLEMENTAL INFORMATION:

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

Once your application is successfully submitted, you will see a “click to pay” button at the bottom left of the screen.

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

Correspondence may be sent to:

**Human Resources Division
1 Ashburton Place, Room 301**

Boston, MA 02108

ATTN: Exam Administration -OR- FAX Number: (617) 727-0399

HRD's office hours are Monday through Friday, 8:45 am- 5:00 pm, except holidays.

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 MAY BE FILED ONLINE AT:

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

One Ashburton Place
Room 301
Boston, MA 02108

Position #150425PO
2015 POLICE OFFICER
HC

