



**COMMONWEALTH OF MASSACHUSETTS**  
invites applications for:  
**2019 Police Officer**

**SALARY:** Biweekly

**OPENING DATE:** 11/06/18

**CLOSING DATE:** 02/05/19 11:59 PM

**DESCRIPTION:**

MUNICIPAL POLICE OFFICER AND MBTA TRANSIT POLICE OFFICER

This examination is being held to provide a list of eligible candidates from which to fill Police Officer vacancies across the Commonwealth of Massachusetts for Civil Service Municipal Departments and MBTA Transit Police. The list of eligible candidates may also be used to fill vacancies in non-civil service police departments.

**Written Examination date: March 23, 2019**  
**Application Period Begins: November 6, 2019**  
**Application Deadline: February 5, 2019\***  
**Examination Fee: \$100**

**\*There is an additional \$50 late fee for applications received after this date. Applications will NOT be accepted after February 19, 2019.**

Written examination locations: Various sites across the Commonwealth.

**EXAMPLES OF ESSENTIAL DUTIES:**

**Duties of Municipal Police and Transit Police:** 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.

**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. For more information regarding the written examination, go to [Police Officer Examination Assessment Preparation Guide](#). Candidates must receive a passing score on the WAT (Ability) section of the exam in order to have the WSQ (Work Styles Questionnaire) and LES (Life Experience Survey) sections scored. The Preparation Guide for the Police Officer exam recommends spending two hours on the Ability section, before continuing to the rest of the examination.

**TYPICAL QUALIFICATIONS:  
ENTRANCE REQUIREMENTS:**

- 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 Elementary and Secondary Education OR three years of experience in the armed forces of the United States with last release or discharge under honorable conditions.
- Age Requirement: Candidates must be at least 19 years of age on or before March 23, 2019, yet candidates need to be age 21 to be appointed, for all civil service Police Officer departments as stated in [MGL Chapter 31, Section 58](#).
- 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 you must claim this credit by completing the applicable section of the application. 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 a municipal police officer, including dates of service and number of hours worked per week. The supporting documentation must be on original letterhead with an original signature from the appointing authority where the employment or experience occurred. Credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination. Claims must be submitted during the application period; supporting documentation must be scanned and attached to your application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov). Supporting documentation must be submitted within 7 calendar days of the written examination.

**APPLICATION:** All applications must be received by the application deadline, and accompanied by an examination processing 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. Once your application is successfully submitted, you will see a "click to pay" button. Click on the "click to pay" button to pay for your examination. If you have not submitted payment of the examination fee on or before February 19, 2019, 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 on 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 February 5, 2019.

**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 purpose.

**SPANISH-SPEAKING CANDIDATES:** 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 processing fee by February 5, 2019. Applicants must take and pass the English comprehension written examination that tests your ability to read and understand English. **The English Comprehension written examination will be administered on April 20, 2018.** A separate confirmation will be sent to applicants approved to take the April 20, 2018, 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 June 15, 2019. 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 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.
- Selective Certification for Bilingual Police Officers: If a Police Department requires that a Police Officer be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.), the department 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.
- Residency Preference: If residency preference is requested by a Police Department, candidates who have resided in that municipality for the entire twelve-month period immediately preceding the date of the original written examination (March 23, 2018 through March 23, 2019) are entitled to be placed on the eligible list for that community ahead of any non-residents. If you believe you are eligible for this preference, you must claim this preference 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 Police Department.
- Racial/Ethnic Preference: Due to a federal consent decree, African-American (Black) and Hispanic candidates are given certification preference in a few Police Departments. Review Police Departments covered by civil service to identify the 6 departments. 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- [Veterans' Preference Eligibility](#).
- Disabled Veteran Status: Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).
- Ability to Select Employment Locations: Applicants will have the opportunity to select employment locations beyond residency preference. Submission of location choices will not affect your residency preference choice and can be updated at any time. All applicants that pass the Police Officer examination will be given the opportunity to select employment locations at the time that score notices are released.

It is your responsibility to review the [Certification Order of Lists](#) on our website.

Upon request candidates must provide original supporting documentation to verify any copies submitted and claims made.

**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, are encouraged to file an application and processing fee and request a makeup examination by email, with a copy of your military orders attached. Please include in your request your 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. Visit our website for more information: [Military Information](#)

**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.

**SALARY:** Inquiries concerning salary should be directed to the Police Department at the time of the employment interview.

**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 a Police Department must take and pass the Medical and Physical Abilities Test prior to appointment.

- **Medical Exam:** All candidates who receive a conditional offer of employment must pass the medical exam. Candidates must pass the medical examination before participating in the PAT. The [Medical examination](#) is available for review on our website. Candidates may be required to pass a psychological evaluation before appointment.
- **Physical Abilities Test (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.

Questions about qualifications listed below should be directed to the Police Department in question.

- **Academy Training:** All candidates appointed as a full-time Police Officer 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. Police Departments include a comprehensive background check as part of the selection process.
- **Firearms Permit:** A candidate must 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:** Police Departments may conduct an oral interview prior to appointment.

**SUPPLEMENTAL INFORMATION:**

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

For more information about this and other civil service examinations, see [mass.gov/civilservice](http://mass.gov/civilservice) or email the Civil Service Unit at [civilservice@mass.gov](mailto:civilservice@mass.gov)

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

**Boston area: (617) 878-9895**

**Within Massachusetts: 1-800-392-6178**  
**TTY Number: (617) 878-9762**

**Application Period Begins: November 6, 2018 and the deadline is February 5, 2019**

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

Position #190323PO  
2019 POLICE OFFICER  
HC

One Ashburton Place  
Room 301  
Boston, MA 02108

[civilservice@mass.gov](mailto:civilservice@mass.gov)

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### 2019 Police Officer Supplemental Questionnaire

- \* 1. Police Officer: 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. Selecting the "Yes" response below will enter your claim for this preference; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this preference.
- Yes, I qualify for this preference.
- No, I do not wish to claim this preference.
- \* 2. Police Officer Claim for In-Title 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 municipal Police Officer, you can claim any experience you have had performing work ONLY as a Full Time, Reserve, or Intermittent Police Officer in a municipal police department before the date of the exam. While HRD may hold military make-up exam session(s) after March 23, 2019, HRD will not grant credit for experience accumulated after March 23, 2019. Calculating In-Title Experience Credit: You will receive 0.02 points for each month of creditable In Title Experience as a Police Officer added to your passing score. One month equals 172 work hours or 16 or more work days. Part-time work In Title Experience will be prorated on the basis of a 40-hour workweek. If you do not qualify for In Title Experience Credit, your overall score will be based on your examination score alone. Verifying In-Title Experience Claims: Supporting 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 week. Letters of verification must be on original, official letterhead or stationery, with an original signature. Supporting documentation must be submitted by mail or email ([civilservice@mass.gov](mailto:civilservice@mass.gov)) which must be postmarked within 7 calendar days of the written examination. (Note: Resumes will not be accepted as employment verification)
- Yes, I am eligible for In Title Experience Credit, and will provide supporting documentation as instructed above.
- No, I am not eligible to claim In Title Experience Credit.
- \* 3. Will you be 19 years of age or older on March 23, 2019?
- Yes    No
- \* 4. Will you be 31 years of age or younger on February 19, 2019?

Yes  No

\* 5. Will you be 31 years of age or younger on March 23, 2019?

Yes  No

\* 6. Will you be 39 years of age or younger on March 23, 2019?

Yes  No

\* 7. Will you be 35 years of age or younger on February 19, 2019?

Yes  No

\* Required Question