



COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2020 Police Sergeant (1YP-451)

SALARY: Biweekly

OPENING DATE: 07/10/20

CLOSING DATE: 07/22/20 11:59 PM

DESCRIPTION:

Statewide Departmental Promotional Examination for Police Sergeant (1YP-451)

EXAMINATION DATE: September 19, 2020

APPLICATION OPEN DATE: July 8, 2020

DEADLINE TO APPLY: July 22, 2020

ELIGIBILITY: 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) by the date of the examination; and (2) have served in the force at least one year since you were appointed in the eligible title. A combination of temporary and permanent service can be applied towards meeting this twelve month requirement. Time spent working in the title of Police Sergeant will not interrupt the service period in your permanent position. Police Officers filing for this examination must have twelve months of permanent experience after completion of their police academy course. Service as a Student Officer, before successful completion of an approved academy, does not count towards meeting the eligibility requirement.

ELIGIBLE LIST: Individuals placed on the resulting eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, unless otherwise outlined in Chapter 31 § 25 or the Human Resources Division's revocation policy.

WEIGHTS: For each examination in this job posting, the examination weights are: 40% written examination; 50% assessment center; 10% Education & Experience.

Candidates for this examination must be employees in one of the following Massachusetts Police Departments. Please read the below Department listing carefully.

DEPARTMENTS: Departments and eligible titles will be listed as they are requested

- Leominster – Police Officer

Note: Although the online application system allows candidates 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 supervision, to perform the duties of a Police Sergeant in conformance with the rules and regulations of the Police Department; to perform all duties assigned by the Chief of Police in every phase of police work; and to perform related work as required.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practicable, the following knowledge, abilities and skills that have been established as qualifications for the position: Knowledge of the U.S. and Massachusetts Constitutional law, the Massachusetts General Laws, Federal, State and Local Rules and Regulations, local ordinances and bylaws and important court decisions that pertain to the operation of a police department and govern police work; knowledge of appropriate police goals, objectives, methods, procedures, and techniques pertaining to major police functions (e.g., traffic control, criminal investigation, hostage situations, juvenile investigation, etc.); knowledge of the principles, practices and techniques of community policing (e.g., patrol, community relations, neighborhood and community policing, etc.); knowledge of the principles, practices and techniques of police supervision (e.g., planning, organizing, staffing, directing, controlling, training, performance evaluation, communication, job stress, psychological aspects, motivation, etc.); ability to choose actions appropriate to the situation; ability to confront problems, take charge, and assume responsibility; ability to demonstrate administrative judgment; ability to coordinate the efforts of others in accomplishing assigned objectives. The Assessment Center content will measure skills and abilities applicable with a leadership role in the police service.

READING LIST: Available at [Reading Lists](#)

TYPICAL QUALIFICATIONS:

APPLICATION: All applications must be received by the application deadline, and accompanied by an examination processing fee of \$250. 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 processing fee on or before July 21, 2020, your application will not be accepted.

EDUCATION & EXPERIENCE (E&E): All candidates must complete the 2020 Police Promotional Series E&E Claim application online. Instructions regarding this E&E Claim application will be emailed to candidates 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 received within 7 calendar days following the examination. Please read the instructions for submitting claims and supporting documentation carefully. Supporting documentation must be scanned and attached to your application or sent to civilservice@mass.gov no later than September 26, 2020.

Please note that:

- E&E is an examination component, and therefore must be completed by the examinee.
- Failure to complete this component as instructed will result in a candidate not receiving any credit for E&E.
- Credit for E&E is applicable only to individuals who achieve a passing score on all other examination components, and will not be calculated for a candidate with a failing written examination score.

Please be sure to read the instructions carefully. No phone calls or email inquiries regarding the content of this examination component will be accepted or responded to. Once you receive your examination mark, you will have seventeen calendar days from the mailing of your mark to appeal in writing your E&E score.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES: If you need special testing 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 examination site, and such letter must be scanned and attached to this application or emailed to civilservice@mass.gov. 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 examinations, 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 Disabled Veterans or 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, overall (general average) examination score. To claim the Promotional Preference for 25 years of service, candidates must claim this preference in the E&E Claim application and verify eligibility on the Employment Verification Form submitted for this examination. Please click on the link below for submission requirements to claim the Veteran's Preference

During the HRD review process or during the life of the applicable eligible list(s), candidates 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 processing fee and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your email 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 deadline (July 21, 2020), 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 examination application by the application deadline, but are unable to appear for the examination 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 examination processing fee upon approval of your request.

NOTICE TO APPEAR: Notices to Appear including time and location of examination will be emailed to candidates 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 current may jeopardize opportunities for employment. For information on how to update your information, click on [Update Your Account](#)

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, candidates 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 <http://www.mass.gov/civilservice> or email the Civil Service Unit at civilservice@mass.gov

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>

100 Cambridge Street
6th Floor
Boston, MA 02114

Position #200919PSgt1YP451
2020 POLICE SERGEANT (1YP-451)
SM

civilservice@mass.gov
