

**COMMONWEALTH OF MASSACHUSETTS**

invites applications for:

2022 Environmental Police Officer A/B

SALARY: Not Displayed**OPENING DATE:** 07/28/22**DESCRIPTION:****2022 ENVIRONMENTAL POLICE OFFICER A/B EXAMINATION**

This examination is being held to create an eligible list from which to fill vacancies in this classification in the Massachusetts Environmental Police. Candidates must take and pass this examination to be placed on the eligible list.

Written Examination Date: October 29, 2022**Application Period Begins: July 28, 2022****Application Deadline: September 13, 2022*****Examination Processing Fee: \$75**

***There is an additional \$50 fee for applications received after this date. Applications will NOT be accepted after September 20, 2022.**

Written Examination Locations: Various sites throughout the Commonwealth

EXAMPLES OF ESSENTIAL DUTIES:

Duties: Under general supervision from Environmental Police Officers or others of higher grade: enforces all general laws of the Commonwealth focusing on the protection of natural resources, wetlands, and waterways, commercial and recreational outdoor activities, and federal laws pertaining to the protection of the Commonwealth's natural resources; follows up on enforcement actions by appearing on the government's behalf in court or legal proceedings; investigates accidents and/or fatalities involving hunting, boating, and recreational vehicles; provides a law enforcement presence and makes law enforcement decisions regarding the environment, public safety, and related educational activities within an assigned geographic area; performs basic maintenance and upkeep and operates motor vehicles, motorboats, snowmobiles, off road vehicles, and related safety equipment; operates electronic equipment; operates enforcement tools, such as handguns, shotguns, chemical immobilizers, chemical weapons, batons, flashlights, and handcuffs; operates personal computers and mobile data terminals; files reports, issues citations, and keeps current with changes in law and polices; conducts patrols, boardings, surveillance, and inspections of commercial and recreational boats, off road vehicles, snowmobiles, and all respective dealers and establishments for compliance with related state and federal statutes and regulations; observes covertly or overtly commercial and/or recreational enterprises or individuals engaged in the activities of boating, fishing, and hunting; launches and retrieves trailered boats, snowmobiles, or off road vehicles; performs search, rescue, and recovery operations; and performs related work as required.

Examination Subjects: The written examination will be designed to test, where practicable, the following knowledges, abilities and skills which have been established as qualifications for the position: ability to demonstrate written comprehension, boating and hunter safety, ability to perform mathematics, knowledge of the conservation and management of wildlife and wildlands resources and safe and ethical hunting practices, knowledge of the husbandry of fish populations, and knowledge of the criminal justice system.

Reading List: Available at www.mass.gov/hrd/readinglists

TYPICAL QUALIFICATIONS:

Entrance Requirements:

As of the date of appointment, candidates must:

1. Have a high school diploma or equivalency certificate approved by the Massachusetts Department of Education.
2. Have at least two years of full-time, or equivalent part-time, professional or para-professional experience in wildlife or fisheries conservation or Officer on Snowmobile management, natural resources conservation or management, biological or environmental science, forestry, ecology, marine science, conservation law enforcement or related field, or any equivalent combination of such experience and the substitutions below.

Substitutions: An Associate's degree in environmental science, biology, oceanography, ecology, natural resource management, wildlife management, fisheries management, forestry, conservation law enforcement or related field, may be substituted for one year of the required experience on the basis of two years of education* for one year of experience.

A Bachelor's or higher degree in environmental science, biology, oceanography, ecology, natural resource management, wildlife management, fisheries management, forestry, conservation law enforcement, or related field may be substituted for the required experience on the basis of two years of education* for one year of experience.

*One year of education equals 30 semester hours or its equivalent. Education toward a degree will be prorated on the basis of the proportion of the requirements actually completed.

3. Be at least 21 years of age (pursuant to the provisions of [Chapter 467 of the Acts of 2004](#)).

Credit for Employment/Experience: Pursuant to the provisions of [Massachusetts General Law \(MGL\) Chapter 31, § 22](#), individuals may apply to receive credit for employment or experience in the position title of Environmental Police Officer A/B. 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 an Environmental Police Officer A/B, including dates of service and, if part time, total 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. 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 the application or sent to civilservice@mass.gov. Supporting documentation must be submitted no later than September 5, 2022.

Preference Claims for Environmental Police Officer A/B:

Candidates can submit a claim for the following preferences.

- **Veteran's Preference:** For information, visit [Veteran's Preference Information](#).
- **Disabled Veteran Status:** For information, visit [Disabled Veteran's Preference Information](#).
- **Selective Certification for Bilingual/Gender Environmental Police Officers:** If an appointing authority requires that an Environmental Police Officer be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.) or of a specific gender, the appointing authority may request that competition for that vacancy be limited to persons who have such skills. You will need to prove your language fluency at the time of appointment.

During the Human Resources Division (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.

Examination Information

Application: All applications and examination processing fees must be received by September 20, 2022. 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 September 20, 2022, your application will not be accepted.

Fee Waiver: The examination processing fee may be waived for candidates receiving certain state or federal public assistance, or unemployment insurance. Fee waiver forms are available [here](#). This form should be completed and supporting documentation must be scanned and attached to the application. All fee waiver forms must be submitted on or before September 13, 2022.

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 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 September 20, 2022, 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. For more information, visit [Military Information](#)

Makeup Examination: With the exception of current military personnel as described above, no candidate has a right to a makeup 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 makeup examination by filing a written request with verifiable documentation to HRD no later than seven 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.

Reasonable Accommodations: If you need 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 the 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 purpose.

Notice to Appear: Notices to Appear including time and location of examination will be emailed to candidates approximately two weeks 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, visit [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 or inquiries about this and other civil service examinations, visit www.mass.gov/civilservice or email the Civil Service Unit at civilservice@mass.gov

The Civil Service Unit's office hours are Monday through Friday, 8:45am – 5:00pm, except holidays. Inquiries may also be made to the Civil Service Unit during these hours at the following numbers:

Boston area: (617) 878-9895 or (617)-878-9700
Toll-Free Within Massachusetts: 1-800-392-6178
TTY Number: (617) 878-9762

Application Period begins July 28, 2022 and the deadline is September 20, 2022.

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

100 Cambridge Street
6th Floor
Boston, MA 02114

civilservice@mass.gov

Position #221029EPOAB
2022 ENVIRONMENTAL POLICE OFFICER A/B
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