



COMMONWEALTH OF MASSACHUSETTS
invites applications for:
2022 Police Officer

SALARY: Biweekly

OPENING DATE: 11/23/21

CLOSING DATE: 02/01/22 11:59 PM

DESCRIPTION:

MUNICIPAL POLICE OFFICER, MBTA TRANSIT POLICE OFFICER

This examination is being held to establish eligible lists from which to fill Police Officer vacancies in Civil Service Municipal Police Departments and the MBTA Transit Police in the Commonwealth of Massachusetts.

Written Examination Beginning Date: March 16, 2022

Application Period Begins: November 23, 2021

Application Deadline: January 18, 2022*

Examination Fee for Municipal Police and MBTA Transit Police: \$100

***There is an additional \$50 late fee for applications received after this date. Applications will not be accepted after February 1, 2022.**

Written examination location: Various sites across the Commonwealth.

EXAMPLES OF ESSENTIAL DUTIES:

Examples of Essential Duties for Municipal and Transit Police Officer: Municipal and Transit Police Officers, work 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. Municipal and Transit Police Officers are dispatched to crime and emergency scenes in response to reported violations, accidents, domestic disputes and abuses, and other incidents; carry out crime scene duties; make arrests and perform searches and seizures; conduct investigations; and interview 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 Municipal and Transit 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 Municipal and Transit 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 Municipal and Transit Police Officer. Candidates must receive a passing score on the WAT (Ability) section of the examination in order to have the WSQ (Work Styles Questionnaire) and LES (Life Experience Survey) sections scored. The Preparation Guide for the Municipal and Transit Police Officers examination recommends spending one hour and

fifteen minutes on the Ability section, before continuing to the rest of the examination. For more information regarding the written examination and access to the Preparation Guide, please visit [Preparation Guides & Reading Lists](#).

TYPICAL QUALIFICATIONS:

Entrance Requirements for Municipal and Transit Police Officer:

- **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:** Pursuant to [Massachusetts General Law \(M.G.L.\) Chapter 31, § 58](#), candidates must be 19 years of age on or before March 16, 2022 to take the examination for Municipal and Transit Police Officer. Candidates are also required to be at least 21 years of age by the date of appointment as a Municipal or Transit Police Officer. Please review the list of Civil Service departments to identify those that may have an upper age limit: [Civil Service Police Departments](#).

Credit for Employment/Experience for Municipal and Transit Police Officer: Pursuant to the provisions of [M.G.L. Ch. 31, § 22](#), individuals may apply to receive credit for employment or experience in the position title of Municipal, and/or Transit Police Officer, and/or State Trooper. 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 and/or Transit 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 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 within seven calendar days from the first day of written examination or March 16, 2022.

Preference Claims for Municipal and Transit Police Officer:

Candidates can submit a claim for the following preferences.

- **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 a Municipal Police Department, candidates who have resided in that municipality for one year immediately preceding the date of the first written examination administration, March 16, 2022, 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 Municipal Police Department**.
- **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](#).
- **Selective Certification for Bilingual/Gender Police Officers:** If an appointing authority requires that a Municipal and/or Transit Police Officer be fluent in a second language (e.g.,

Spanish, Vietnamese, Haitian Creole, etc.) or are 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.

- **Racial/Ethnic Preference:** Due to a federal consent decree, African-American (Black) and Hispanic candidates are given certification preference in specific Police Departments. Review Police Departments covered by Civil Service and in a federal consent decree, to identify these departments: [Civil Service Police 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.
- **Ability to Select Employment Locations:** Candidates 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 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.

Municipal and Transit Police Officer candidates who pass the written examination and receive a conditional offer of employment from a Civil Service Municipal Police Department and Transit Police will be instructed on how to apply for the Physical Ability Test (PAT) and other screening processes. Questions about qualifications listed below should be directed to the appointing authority in question.

- **Medical Examination:** All candidates who receive a conditional offer of employment must pass the medical examination. Candidates must pass the medical examination before participating in the PAT. The [Medical Standards](#) are available for review on our website. Candidates may also be required to pass a psychological evaluation before appointment: [Medical Standards for Municipal Police Officers](#)
- **Physical Ability 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 may be required for the administration of the PAT. The [PAT Preparation Guide](#) is available on our website.
- **Academy Training:** All candidates appointed as a full-time Municipal Police Officer or Transit Police Officer as a result of this examination will be required to successfully complete police academy training per [M.G.L. Chapter 41, § 96B](#). For more information visit the [Academy's](#) website.
- **Smoking Prohibition:** In accordance with [M.G.L. Chapter 41, § 101A](#), candidates hired from the 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

General Information

Application: All applications must be received by the application last filing date 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. If you have not submitted payment of the examination

processing fee on or before February 1, 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 on our website ([Fee Waiver Form](#)). 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 January 18, 2022.

Spanish-Speaking Candidates: If you wish to take the written examination in the Spanish language, you must submit a separate email requesting this along with your application and examination processing fee by February 1, 2022. Candidates must take and pass the English Comprehension written examination that tests your ability to read and understand English to be permitted to take the written examination in Spanish. The English Comprehension written examination will be administered prior to the Municipal and Transit Police Officer written examination. A separate confirmation will be sent to candidates approved to take the English Comprehension written examination. If you pass the English Comprehension written examination, you will be scheduled to take the Municipal and Transit Police Officer written examination in the Spanish language. If you fail the English Comprehension written examination, you will not be eligible to take the examination in Spanish.

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 the last filing date (February 1, 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. Visit our website for more information: [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 Human Resource Division (HRD) no later than seven calendar days from the 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 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.

Salary: Inquiries concerning salary should be directed to Municipal Police Department and Transit Police Department at the time of employment consideration.

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 or email the Civil Service Unit at 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 23, 2021 and the deadline is January 18, 2022

APPLICATIONS MUST BE FILED ONLINE AT:

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

100 Cambridge Street
6th Floor
Boston, MA 02114

civilservice@mass.gov

Position #220316PO
2022 POLICE OFFICER
SM

2022 Police Officer Supplemental Questionnaire

1. The son or daughter of a 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 ☐ No

* 2. **Credit for Employment/Experience for Municipal and Transit Police Officer:**

Pursuant to the provisions of M.G.L. Ch. 31, § 22, individuals may apply to receive credit for employment or experience in the position title of Municipal and/or Transit Police Officer and/or Trooper. 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 and/or Transit Police Officer and/or Trooper, 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 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@mass.gov. Supporting documentation must be submitted within seven calendar days from the first day of written examination or March 16, 2022.

☐ Yes, I am eligible for In Title Experience 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 16, 2022?

☐ Yes ☐ No

- * 4. Will you be 31 years of age or older on February 1, 2022?

☐ Yes ☐ No

- * 5. Will you be 31 years of age or older on March 16, 2022?

☐ Yes ☐ No

- * 6. Will you be 39 years of age or older on March 16, 2022?

☐ Yes ☐ No

- * 7. Will you be 35 years of age or older on February 1, 2022?

☐ Yes ☐ No

- * Required Question