COMMONWEALTH OF MASSACHUSETTS
invites applications for:

2023 Police Officer/Trooper

SALARY: Biweekly

OPENING DATE: 10/31/22

CLOSING DATE: 01/31/23 11:59 PM

DESCRIPTION:

MUNICIPAL POLICE OFFICER, MBTA TRANSIT POLICE OFFICER & STATE TROOPER EXAMINATION

This examination is being held to establish an eligible list from which to fill Police Officer vacancies in Civil Service Municipal Police Departments, the MBTA Transit Police in the Commonwealth of Massachusetts and the State Trooper vacancies in the Massachusetts Department of State Police. Please note that this posting includes information specific to the positions of Police Officer and State Trooper; please read carefully as the requirements for these positions may differ.

Written Examination Period: March 18, 2023 - April 1, 2023*
**Please be advised, depending on the number of candidates, the examination administration period may be extended past April 1, 2023.*

Application Period Begins: October 31, 2022
Application Deadline: January 17, 2023

Examination Fee for Municipal Police, Transit Police (MBTA) AND/OR State Trooper: $75

- **There is an additional $50 late fee for applications received after January 17, 2023.**
- **Applications will not be accepted after January 31, 2023.**

Written examination locations: Various sites across the Commonwealth.

EXAMPLES OF ESSENTIAL DUTIES:

Examples of Essential Duties for Municipal Police, Transit Police, and State Police: Municipal Police Officers, Transit Police Officers, and State Troopers 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 Police Officers, MBTA Police Officers, and State Troopers 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 sections: 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 and State Trooper. 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 and State Trooper. 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 and State Trooper. 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 Police Officer and State Trooper examination recommends spending two hours on the Ability section, before continuing to the rest of the examination. For more information regarding the written examination as well as access to the Preparation Guide, please visit Preparation Guides & Reading Lists.

TYPICAL QUALIFICATIONS:

Entrance Requirements for Municipal Police 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 18, 2023 to take the examination for Municipal Police and Transit Police Officer. Candidates are also required to be at least 21 years of age by the date of appointment as a Municipal Police or Transit Police Officer. For upper age requirements for some municipalities please review information on maximum age limits.

Entrance Requirements for State Trooper Pursuant to M.G.L. Chapter 22C:

- **Education Requirement:** Must have a high school diploma or equivalency certificate approved by the Massachusetts Department of Elementary and Secondary Education.
- **Age Requirement:** Pursuant to M.G.L. Chapter 22C , § 10 , candidates must be at least 21 years old and less than 35 years old as of the last date to file an application for this examination (i.e. January 31, 2023) in order to take the examination for State Trooper.
- **Medical Requirement:**
    - Must pass a physical fitness test.
    - Must pass a medical examination, including a psychological component.
    - Must not smoke any tobacco product.
- **Good Standing Requirement:** Must not have been convicted of a felony or any offense punishable under M.G.L. Chapter 94C (drug law violations); or have been convicted of a misdemeanor and confined to any jail or house of correction as punishment for said crime.
- **Personal Appearance:** Must adhere to the agency's strictly enforced prohibitions relative to tattoos, body art, branding and scarifications for prospective appointees to the State Police Training Academy.

Credit for In Title Employment/Experience for Municipal Police and Transit Police (Only): 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 Police Officer and/or MBTA Transit 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 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 of the written examination.

- **Verifying In Title Employment/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 as totaled hours. For part-time experience, 172 work hours equals 1 month. Submitting part time experience as Shifts will not be credited. Letters of verification must be on original, official letterhead or stationery, with an original signature. Supporting documentation may be attached to this application or emailed to civilservice@mass.gov within seven days of the initial written examination date, March 18, 2023. (Note: Resumes will not be accepted as sufficient supporting documentation)

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 January 31, 2023, 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 17, 2023.

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 January 17, 2023. Candidates 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 prior to the 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 Police Officer written examination in the Spanish language. If you fail the English Comprehension written examination, you will not be eligible to take the Police Officer written examination.

Preference Claims for Municipal Police and Transit Police (Only):
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 Police Department, candidates who have resided in that municipality from March 18, 2022 - March 18, 2023 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
- **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 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 consideration.
- **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 to identify these 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 candidates 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.

Preference Claims for State Trooper (Only):
Candidates can submit a claim for the following preferences.

- **Preference For Sons And Daughters Of Troopers Killed In The Line Of Duty**: The son or daughter of any uniformed member who was killed or sustained injuries resulting in death while in the performance of duty, and who passes the entrance examination, shall have his or her name placed on the eligible list for initial appointment ahead of any candidates without this preference per M.G.L. Chapter 22C, § 11. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.
- **Veterans' Preference**: Candidates who pass the entrance examination and who also meet the definition of a Veteran pursuant to M.G.L. Chapter 4, § 7 (Clause 43) may qualify for Veteran's preference. Qualified veterans will have two points added to their raw score for Trooper in accordance with the statutory provision for State Police. Please note that the preference awarded for veteran status is different for Trooper than it is for Municipal and Transit Police Officer. See the Veterans section above for more information. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.

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 (January 31, 2023), 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 dates. 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 the Human Resources Division (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 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 the application or emailed to Civil Service at 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.

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, 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.

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

Municipal Police and Transit Police candidates who pass the written examination and receive a conditional offer of employment from a Civil Service Municipal 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. The PAT Preparation Guide is available on our website.
- **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, § 96B. For more information visit the Municipal Police Training Committee website.
- **Smoking Prohibition**: In accordance with M.G.L. Chapter 41, § 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.

Candidates interested in the title of State Trooper, please see below and visit https://www.mass.gov/orgs/massachusetts-state-police for more information.

- **Personal Appearance:** All candidates for appointment to the position of Massachusetts State Police Trooper and/or Trainee must comply with the Department's policy regarding tattoos, body art, brands or scarifications prior to appointment to the Massachusetts State Police Training Academy. No candidate with a tattoo, body art, brand or scarification on his or her face, neck or hands (wrist to fingertips) shall be appointed. Note: this prohibition does not include permanent commitment bands on the hand(s) or permanent eyeliner, eyebrows or lipstick as long as the permanent color is conservative and compliments the complexion and uniform. Further, extremist tattoos, scarifications and/or brands, such as those affiliated with, depicting and/or symbolizing extremist philosophies, organizations or activities are strictly prohibited. Extremist philosophies, organizations and activities are those which advocate racial, gender and/or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, gender identity, sexual orientation, ethnicity, religion or national origin; and/or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, federal or state law. Candidates under consideration for appointment to the State Police shall be screened to determine if their tattoos, body art, scarifications and/or brands comply with Department policy. Candidates for appointment who do not meet the policy requirement will be advised of their options for becoming compliant when a determination of non-compliance has been made.

- **Hiring Note**: Notwithstanding the official certification of any initial enlistment eligibility list that is generated from this examination for the Massachusetts State Police, any Massachusetts State Police Recruit Training Troop that is appointed to the Massachusetts State Police Academy by way of official order of the Massachusetts State Police prior to a new list being established from this examination shall be appointed from the 2021 initial enlistment eligibility list. Selection for appointment to the upcoming **88th Recruit Training Troop (RTT)** of the Massachusetts State Police Academy is ongoing currently. Candidates for such appointment have been selected from the eligible list associated with the 2021 Police Officer Examination. The Department does not intend to use the eligible list to be established by the 2023 Police Officer Examination for **88th RTT** appointments.
- **Academy Training**: Recruits must successfully complete a rigorous and physically challenging training program at the State Police Academy. Recruits live at the Academy Monday through Friday in a strict paramilitary environment.

Work Assignments: A new Trooper is not eligible to bid for a station assignment and therefore can be assigned to any duty station within the state.

SUPPLEMENTAL INFORMATION:

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

For more information about this and other civil service examinations, visit 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: October 31, 2022 and the deadline is January 31, 2023

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

100 Cambridge Street
6th Floor
Boston, MA 02114

civilservice@mass.gov

Position #230318POTrooper
2023 POLICE OFFICER/TROOPER
RC

2023 Police Officer/Trooper Supplemental Questionnaire

* 1. Will you be 19 years of age or older on March 18, 2023?

❑ Yes ❑ No

* 2. Will you be 31 years of age or younger on January 31, 2023?

❑ Yes ❑ No

* 3. Will you be 31 years of age or younger on March 18, 2023?

❑ Yes ❑ No

* 4. Will you be 39 years of age or younger on March 18, 2023?

❑ Yes ❑ No

* 5. Will you be 35 years of age or younger on January 21, 2023?

❑ Yes ❑ No

6. **Police Officer Candidates Only**: 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, I qualify for this preference.
   ❑ No, I do not qualify for this preference.

7. **Trooper Candidates Only**: If you are the son or daughter of a uniformed member of the State Police who was killed or sustained injuries in the line of duty which resulted in the member's death, you may qualify for preference under Section 11 of Chapter 412 of the Acts of 1991. For these purposes, a uniformed member shall mean members of the Division of State Police of the Department of Public Safety, Metroploitan Police Department, Capitol Police, or Division of Law Enforcement of the Registry of Motor Vehicles. 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 qualify for this preference.

* 8. **Credit for In Title Employment/Experience (for Municipal Police and Transit Police only):** 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 Police Officer and/or MBTA Transit Police Officer. Credit will be given only for experience you have had performing work ONLY as a Full Time, Reserve, or Intermittent Municipal and/or MBTA Transit Police Officer before the first written examination date (March 18, 2023). While HRD may hold military make-up exam session(s) after the initial written examination period, HRD will not grant credit for experience accumulated after March 18, 2023. In Title Experience Claims will only be calculated for individuals who achieve a passing score on the written exam. In Title Experience Credit cannot be added to a failing written examination score in an attempt to achieve an overall passing score. VERIFYING IN TITLE EMPLOYMENT/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 as totaled hours. For part-time experience, 172 work hours equals 1 month. Submitting part time experience as Shifts will not be credited. Letters of verification must be on original, official letterhead or stationery, with an original signature. Supporting documentation may be attached to this application or emailed to civilservice@mass.gov within seven days of the initial written examination date, March 18, 2023. (Note: Resumes will not be accepted as sufficient supporting documentation) Selecting the "Yes" response below will enter your claim for this In Title Experience Credit; please note that supporting documentation, as described above, is required to verify all claims. Select the "No" response below if you do not qualify for this credit.

❑ 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.

* Required Question