



Commonwealth of Massachusetts 2024 Environmental Police Officer A/B

SALARY	\$0.00 Biweekly	LOCATION	Statewide, MA
JOB TYPE	Not Applicable	JOB NUMBER	240817EPOAB
DEPARTMENT	ENVIRONMENTAL AFFAIRS-LAW ENFORCEMENT	OPENING DATE	05/14/2024
CLOSING DATE	7/16/2024 11:59 PM Eastern		

2024 Environmental Police Officer A/B Examination

Examination Date: August 17, 2024

Application Open Date: May 14, 2024

Application Deadline: July 16, 2024

Examination Processing Fee: \$75

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

Written Examination Location(s): Various sites across the Commonwealth

Application: All applications must be received by the application deadline and accompanied by an examination processing fee of \$75. 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 16, 2024, your application will not be accepted.

Note: Although the online application system allows candidates to elect to receive notification by email or regular mail, please be advised that the Human Resources Division (HRD) utilizes only email for all notices to candidates.

Fee Waiver: The examination processing fee may be waived for candidates receiving or who have received certain state or federal public assistance, or unemployment insurance during any portion of the twelve months leading up to the examination date, August 17, 2024. 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 July 16, 2024.

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 scheduled examination date, must submit an application and examination processing fee and request a makeup examination in writing, with a copy of your military orders attached on or

before July 16, 2024. 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 July 16, 2024, 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 the [Military Information](#) page on our website.

Makeup Examination: With the exception of current military personnel, 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 and examination processing fee by the application deadline but are unable to appear for the examination on the scheduled 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 August 24, 2024. 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, or medical condition, 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. 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 the time and location of the examination will be emailed to candidates after the close of the application period, and prior to the examination date.

Identification at the Examination Site: At the examination site, candidates must present current and valid government issued photo identification with signature (e.g., driver's license, passport, military ID).

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 policies; 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 examination for Environmental Police Officer A/B will measure skills and abilities of

independence and initiative, accountability, adaptability, interpersonal interactions, problem sensitivity, problem-solving, as well as other skills and abilities commensurate with the essential job functions of an Environmental Police Officer A/B.

Eligibility: Candidates must be 19 years of age on or before the date of the exam, and as of the date of appointment candidates must be at least 21 years of age pursuant to the provisions of [Chapter 467 of the Acts of 2004](#). Candidates must have a high school diploma or equivalency certificate approved by the Massachusetts Department of Education. Have at least two years of full-time, or equivalent part-time skilled 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.

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 will substitute 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.*

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 August 24, 2024.

Preference Claims for Environmental Police Officer A/B: Candidates can submit a claim for the following preferences.

- **Veteran's Preference:** Visit the [Veteran's Preference](#) page on our website for more information.
- **Disabled Veteran Status:** Visit the [Disabled Veteran's Preference](#) page on our website for more 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.

Refunds: There will be no refund of the examination processing fee unless the examination is cancelled by HRD.

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](#)

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 hours of operation 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

Agency

Commonwealth of Massachusetts

Address

100 Cambridge Street
6th Floor
Boston, Massachusetts, 02114

Phone

(617)878-9700

Website

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

2024 Environmental Police Officer A/B Supplemental Questionnaire

***QUESTION 1**

Will you be 19 years of age or older on August 17, 2024?

- ☐ Yes
☐ No

***QUESTION 2**

Environmental Police Officer A/B Claim for Employment/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 Environmental Police Officer A/B, you can claim any experience you have had performing work **ONLY** as a Environmental Police Officer A/B. While HRD may hold military make-up exam session(s) after August 17, 2024. HRD will not grant credit for experience accumulated after August 17, 2024. **CALCULATING EMPLOYMENT/EXPERIENCE CREDIT:** You will receive 0.02 points for each month of creditable employment/experience as a Environmental Police Officer A/B. One month equals 172 work hours or 16 or more work days. Part-time work employment/experience will be prorated on the basis of a 40-hour workweek. Your Employment/Experience Credit is added to your final mark. **VERIFYING EMPLOYMENT/EXPERIENCE CLAIMS:** 2024 Environmental Police Officer A/B Employment and Experience 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. Letters of verification must be on original, official letterhead or stationery, with an original signature. Employment and Experience documentation must be scanned and attached to your application or emailed to civilservice@mass.gov within 7 calendar days of the written examination (August 24, 2024).

☐ Yes

☐ No

* Required Question