

Departmental Promotional Examination for Environmental Police Officer D

Examination Date: December 14, 2024

Application Open Date: September 30, 2024

Deadline to Apply: November 5, 2024

Examination Processing Fee: \$150

Eligibility: To be eligible for this examination you must: (1) be an employee in the Massachusetts Environmental Police with permanent civil service status in the specified eligible title 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 one-year requirement. Time spent working in the title of Environmental Police Officer D will not interrupt the service period in your permanent position.

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 Massachusetts General Law (MGL) 31 § 25 or the Human Resources Division (HRD) revocation policy.

Eligible Title: Environmental Police Officer C

Examination Weights: 42% Technical Knowledge, 38% Situational Judgment Test and 20% Experience and Education.

Example of Essential Duties:

Duties: Employees in this series enforce the laws of the Commonwealth and federal laws pertaining to the protection of our natural resources, wetlands, and waterways; commercial and recreational outdoor activities such as hunting, fishing, and boating; commercial and recreational vehicles; marine fisheries; forests and parks; hazardous waste; and water and air pollution. They seek to preserve and improve the quality and condition of the Commonwealth's natural environment by providing information and assistance to the public concerning fish and wildlife regulation, boat and all-terrain vehicle regulation and safety, and environmental laws, rules and regulations; appear on the Commonwealth's behalf in court or legal proceedings; respond to environmental emergencies; operate patrol boats, all-terrain vehicles, and powered watercraft; educate the public on such topics as boating, hunting safety, and the ethical and wise use of natural resources; and assist the public in registering boats. They are involved in patrol and protection, investigation and enforcement, legal procedures, record and report management, research, planning, and reporting, training and professional development, vehicle observation and enforcement, responding to crimes and disturbances, incident command, arrest-related activities, police department facilities, evidence, and property management, internal/external communication and community relations, administration, and supervision of personnel.

This title is used for Environmental Police Officers Specialists who are second-level

supervisors and/or who supervise expert employees.

Examination Subjects: The written examination will be designed to test, where practicable, the following knowledges, skills and abilities which have been established as qualifications for the position: problem solving; planning and prioritizing, discretion/decision making, integrity/ethics, leadership, adaptability and empathy/social welfare.

Written Examination The written examination will measure a candidate's applicable technical knowledge of relevant job duties. The study materials for this exam are available on our website's [Examination Preparation Guides and Reading Lists](#) page

Situational Judgement Test (SJT): The examination will measure your Judgment and Decision-Making, Accountability, Adaptability, Guiding and Developing Others, Leadership (including Managing Activities and Building Teams), and Interpersonal Skills (including Conflict Management).

Reading List: [2024 Environmental Police Officer C&D Reading List](#)

Typical Qualifications:

Application: All applications must be received by the application deadline and accompanied by an examination processing fee of \$150. 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. Candidates who have been approved for an examination fee voucher may record redeeming the voucher on the application. If you have not submitted payment or redemption of an examination voucher of the examination processing fee on or before November 5, 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 Human Resource Division utilizes only email for all notices to candidates.

Experience & Education (E&E): All candidates must complete the 2024 Environmental Police Officer D Promotional Examination E&E Claim application online. Instructions regarding the E&E claim will be emailed to you prior to the examination date. A confirmation email will be sent upon successful submission of an E&E Claim application. Submitting an E&E claim in any way other than through the online claim process will result in an "INCOMPLETE" score on this examination component. In addition, candidates who fail to include any supporting documentation to their E&E application by the deadline of December 21, 2024, will receive an "INCOMPLETE" score.

All claims and supporting documentation must be received within seven calendar days following the examination date. Supporting documentation must be scanned and attached to the application or sent to civilservice@mass.gov no later than December 21, 2024. Documents such

as educational transcripts that have already been submitted and are attached to your Civil Service account do not need to be resubmitted. A new EVF must be provided for each examination.

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 will be calculated for all candidates.

Please be sure to read the instructions carefully and refer to the preparation guide for assistance. In order to ensure that no one receives any type of unfair advantage in the claim process, we are unable to provide individualized assistance to any candidate regarding their specific E&E claim. Email inquiries regarding the general content of this examination component will be accepted or responded to. Once you receive your examination mark, you will have 17 calendar days from the emailing of your mark to appeal in writing your E&E score.

Statutory Preference Points: Upon submission of written proof, two points will be added to the overall passing score of qualified Veterans and Disabled Veterans. To claim veterans' preference, claim veteran status in the application and attach your DD214 to the application or email it to civilservice@mass.gov. For more information on veteran status refer to the [Military Information](#) section on our website.

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.

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 application deadline (November 5, 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 our website for more information: [Military Information](#)

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 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 seven calendar days before 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, or medical condition, you must submit a written request with verifiable documentation detailing what type of accommodation you require at the examination site. This request, with verifiable documentation, must be attached to the application or emailed to civilservice@mass.gov by November 5, 2024. We cannot guarantee that we will be able to grant your accommodation without this information. This information is requested only to provide reasonable accommodation for examinations and will not be used for any other purpose.

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

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 promotion. 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).

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.

The Civil Service Unit's hours of operation are Monday through Friday, 8:45am – 5:00pm, except holidays. 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