



Commonwealth of Massachusetts  
**2024 Wilmington Police Chief Sole AC w/In Title**

<b>LOCATION</b>	Statewide, MA	<b>JOB TYPE</b>	Not Applicable
<b>JOB NUMBER</b>	24WilmingtonPC_IT	<b>DEPARTMENT</b>	Wilmington Police Department
<b>OPENING DATE</b>	08/13/2024	<b>CLOSING DATE</b>	9/16/2024 11:59 PM Eastern

---

**Wilmington Police Chief Sole Assessment Center**

**Application Opens: August 26, 2024**

**Application Deadline: September 16, 2024**

**Examination Date: October 29, 2024**

**Examination Location:** TBD

**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) Chapter 31, § 25 or the Human Resources Division (HRD) revocation policy.

**Eligibility:** To be eligible for this examination you must: (1) be an employee in the police department for which the examination is given with permanent civil service status in the specified eligible title(s) by the date of the examination; and (2) have served in the force at least one year since your name was first certified in the eligible title(s), regardless of whether the certification resulted in your appointment to the eligible title(s). The eligible list establishment date is not the same as certified date. The certified date is when your name was first reachable on a certification for a promotional vacancy. A combination of temporary and permanent service can be applied towards meeting this one year requirement. Time spent as a temporary Police Chief will not interrupt the service period in your permanent position.\*

**Eligible Title(s):** Deputy Police Chief, Police Lieutenant

Note: Pursuant to the provisions of MGL Chapter 31, § 59, if less than four applications are received from eligible candidates, this examination will be postponed. If the examination's eligible title has been lowered to the entry level rank, the examination will go forward if less than four eligible candidates submit applications.

*\*If the eligible title has been lowered to the entry level rank you must have served in the force at least one or three years depending on the participating municipality.*

**Examination Weights:** The Sole Assessment Center will be 100% of the final score.

**Job Description**

The Police Chief leads the Police Department under the policy direction of the Town Manager. The Police Chief is responsible for police patrol, crime prevention, and investigative services, and plans and oversees the management of special events. The Police Chief works with, and delegates responsibilities to, the Deputy Police Chief, command, and supervisory personnel. The Chief is responsible for the management and efficient operation of the Police Department, manages finances, and determines the allocation of resources. The Police Chief oversees the development and implementation of policies and procedures, administers labor contracts, and maintains discipline within the Department. The Police Chief assesses service demand, crime trends, economic trends, and population trends in order to develop the Department's strategic vision. The Police Chief maintains relationships with members of the public, community organizations, law enforcement agencies, school department officials, and other local and regional agencies. The Police Chief is a member of the Town's management team, and coordinates plans and programs with other management and public safety officials. The Police Chief represents the Department and conducts meetings on issues of public concern. The Police Chief prepares reports, letters, and memoranda, works with Town elected and appointed officials and special committees, and performs all related work, as required.

*For more information, please contact the Wilmington Police Department.*

**Application:** All applications must be received by the application deadline or your application will not be accepted. Once your application is successfully submitted, you will receive a confirmation email. If you do not receive this confirmation, your application has not been received and you will need to submit the application again.

**Credit for In-Title Experience:** Pursuant to the provisions of [MGL Ch. 31, Section 22](#), individuals may apply to receive credit for employment or experience in the position title of Police Chief. Credit will only be accepted if time worked is in a permanent, provisional or temporary after certification status. If you believe you are eligible for this credit, you must claim this credit in the application. All claims must be verified by supporting documentation, which must provide specific details of any experience you have in the position title of Police Chief, including dates of service and, if part time, total number of hours worked. The supporting documentation must be on original letterhead with a signature from the appointing authority where the experience occurred or on the [Employment Verification Form for Sole Assessment Center](#). Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the Assessment Center, and cannot be added to a failing examination score. Supporting documentation needs to be submitted within seven days after the Assessment Center date by email to [civilservice@mass.gov](mailto:civilservice@mass.gov) or attached to the application.

**Statutory Preference Points:** Upon submission of written proof, two points will be added to the passing score of qualified Veterans and Disabled Veterans or individuals who have 25 years of service as a member of a regular police or fire force and have passed an examination for promotional appointment in such force. If you are qualified for both the Veteran's Preference and the Promotional Preference for 25 years of service, please be advised that two points are the maximum allowable number of points to be added to your passing, overall (general average) examination score. To claim the Promotional Preference for 25 years of service, candidates must claim this preference in the application and either attach the [Employment Verification Form for Sole Assessment Center](#) form to the application or email it to [civilservice@mass.gov](mailto:civilservice@mass.gov). To claim veterans preference, claim veteran status in the application and attach your DD214 to the application or email it to [civilservice@mass.gov](mailto:civilservice@mass.gov). For more information on veteran status refer to the [Military Information](#) section on our website.

During the 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 request a makeup examination in writing, with a copy of your military orders attached by the application deadline. 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. Attach your request to the application or email it to [civilservice@mass.gov](mailto:civilservice@mass.gov). Requests filed after the application deadline 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, refer to the [Military Information](#) section 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 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 7 days after 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, 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](mailto:civilservice@mass.gov) by the application deadline. 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.

**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 Account](#).

**Identification at the Examination Site:** At the examination site, candidates must present a current and valid government issued photo identification with signature (e.g., driver's license, passport, military ID). Candidates will not be allowed to take the examination without valid identification.

**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](http://www.mass.gov/civilservice) or email the Civil Service Unit at [civilservice@mass.gov](mailto: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

**Phone**

(617)878-9700

**Address**

100 Cambridge Street  
6th Floor  
Boston, Massachusetts, 02114

**Website**

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