

Andover Police Sergeant Sole Assessment Center

Examination Date: January 11, 2025

Application Period Begins: December 5, 2024

Application Deadline: December 26, 2024

Examination Processing Fee: \$150

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 by the date of the examination; and (2) have served in the force at least one year since you were appointed and performed the job duties of the eligible title. A combination of temporary and permanent service from a certification can be applied towards meeting this one year requirement. Time spent working in the title of Police Sergeant will not interrupt the service period in your permanent position. Police Officers filing for this examination must have one year of permanent experience after completion of their police academy course. Service as a Student Officer, before successful completion of an approved academy, does not count towards meeting the eligibility requirement.

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

Eligible Title(s): Police Officer

Job Description

Under general supervision of the Lieutenant, the Sergeant assists in the supervision and coordination of the daily operation of personnel to ensure the performance of general or special duty police work in the maintenance of law and order, the protection of life and property and in the prevention and suppression of crime through the enforcement of pertinent laws and ordinances.

Generation Duties and Responsibilities:*

1. Assist the Lieutenant in the supervision of the daily operations of assigned areas such as the patrol officers, detectives, records department, emergency response unit or other area, may include personnel such as patrol officers, detectives, civilians and/or dispatchers.
2. Communicate effectively and coordinate efforts efficiently with department members.
3. Conduct or participate in on-going training of personnel; schedule specialized training as needed.
4. Provide guidance and assistance to officers related to performance, prioritization, questions and interpretation of the law, training and other related matters.
5. Review departmental reports, reports generated by officers and other incident reports; process information for computer tracking.

6. Maintain current knowledge of the law and applicable changes in department rules; ensure that all personnel adhere to departmental rules, regulations and procedures; notify all personnel of any relevant changes.
7. Investigate crimes; process certain arrests, including booking procedures.
8. Respond to and assume command of serious crime scenes such as suspicious deaths, armed robberies or drugs, to ensure that appropriate collection of evidence and documentation are completed.
9. Accompany officers on patrol for general purposed of training, performance evaluation and assistance.
10. Oversee investigation procedure of all offenses and incidents within area of assignment; ensure evidence collection and documentation to aid in identification, apprehension and prosecution of offenders as well as recovery of property.
11. Perform related duties as required.

**The duties and responsibilities listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. For a complete description, please contact the Andover Police Department.*

Typical Qualifications

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 Sergeant. 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 Sergeant, 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 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. 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 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. 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 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 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