



Commonwealth of Massachusetts

2025 Marshfield Police Lieutenant Sole AC w/In Title

LOCATION	Statewide, MA	JOB TYPE	Not Applicable
JOB NUMBER	25MarshfieldPLt_IT	DEPARTMENT	Marshfield Police Department
OPENING DATE	09/15/2025	CLOSING DATE	10/17/2025 11:59 PM Eastern

Marshfield Police Lieutenant Sole Assessment Center with In Title Experience

If you currently have a Civil Service Online Account DO NOT create a new account to apply for this exam. Utilize the Government Jobs Help & Support to access your account. [Online Employment Application Guide | Massachusetts Civil Service Applications](#)

Test takers with two accounts may cause delays with properly recording your application and notifications from civil service such as notices to appear, or job opportunities. If you have questions, please email civilservice@mass.gov.

Candidates for this examination must be employees in one of the following Massachusetts Police Departments. Please read the below department listing carefully. Departments and eligible titles will be listed as they are requested.

Departments – Eligible Title(s):

- Marshfield – Police Sergeant

This examination is being administered by the Human Resources Division (HRD) to create an eligible list from which to fill Police Lieutenant vacancies in participating Massachusetts Police Departments. Candidates must take and pass this examination in order to be placed on the eligible list.

Examination Date: November 8, 2025

Application Period Begins: September 26, 2025

Application Deadline: October 17, 2025

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

Examination Information

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 you were appointed and performed the job duties of the eligible title(s)*. 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 Lieutenant will not interrupt the service period in your permanent position.

*If the eligible title has been lowered to the entry level rank, you must have served in the force at least one year or three years depending on the participating municipality since you were appointed and performed the job duties. 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.

Note: Pursuant to the provisions of Massachusetts General Law (MGL) 31 § 59, if less than two 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 with less than two eligible candidates submit applications.

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

Departments – Eligible Title(s):

- Marshfield – Police Sergeant

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.

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

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 reasonable accommodations due to a documented impairment, or medical condition, you must fill out the Testing Accommodations Request Form and submit supporting documentation as outlined on the form from a qualified professional detailing what type of accommodation you require at the examination site. The form and supporting documentation must be scanned and attached to the application or emailed to civilservice@mass.gov no later than four (4) weeks prior to the examination date. 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. For information regarding reasonable accommodations and the required form please see: [Testing Accommodations Request Form](#).

Job Description

Lieutenants are responsible for the overall supervision of assigned personnel and ensuring compliance with departmental rules, regulations, policies and procedures.

General Duties and Responsibilities:**

1. Be fully familiar with the current departmental rules, regulations, policies, procedures and developments in the law; accurately communicate and ensure all personnel under their command are fully familiar with all updates; Be accountable for the actions or omissions of officers under their supervision which are contrary to departmental rules, regulations, policies and procedures.
2. Implement orders received from the Police Chief or Captain; thoroughly explain to all personnel under their command the content of new orders that affect their responsibilities.
3. Regularly review the performance of personnel to determine whether they are properly, effectively and consistently carrying out their assigned duties; note changes in attitude, behavior and demeanor of personnel that indicate a problem; identify the cause and initiate the appropriate action.
4. Ensure that when the performance of a member is unsatisfactory, measures are taken through encouragement, explanation, referral to a supervising officer or other means consistent with departmental policy to that the member's future conduct is up to standard; submit written reports as may be required regarding any personnel when that individual commits a breach of rules, regulations, policies or procedures and indicate the corrective or disciplinary action taken or recommended.
5. Comply with the departmental records and reporting system; instruct personnel in the proper method of reporting.
6. Respond to emergencies, incidents or dispatches as required; take command of the situation until properly relieved by an officer of higher rank.
7. Conduct investigations into citizen complaints and/or conduct internal investigations as assigned or required; coordinate the management of investigations assigned to their unit or division.
8. Respond to issues and concerns confronting individuals and neighborhoods of the community; modify these programs to meet current trends or changes in acceptable policing standards and practices.
9. Perform other duties as may be assigned or 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 Marshfield Police Department.*

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 Lieutenant. 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 Lieutenant, 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.

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](#).

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.

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

Employer

Commonwealth of Massachusetts

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100 Cambridge Street
6th Floor
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Phone

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Website

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