

## **2025 MUNICIPAL POLICE OFFICER, MBTA TRANSIT POLICE OFFICER, & STATE TROOPER EXAMINATION**

This examination is being administered by the Human Resources Division (HRD) to establish eligible lists from which to fill Police Officer vacancies in Civil Service Municipal Police Departments, MBTA Transit Police in the Commonwealth of Massachusetts and State Trooper vacancies, in the Massachusetts Department of State Police. Please note that this posting includes information specific to the positions of Police Officer and State Trooper; please read carefully as the requirements for these positions may differ.

**Written Examination Period:** March 15, 2025 through March 22, 2025\*

**Application Period Begins:** November 19, 2024

**Application Deadline:** January 28, 2025

**Examination Processing Fee:** \$75

\*The examination period may be extended depending on the number of candidates.

**Note:** For statutory purposes the first day of testing, March 15, 2025, is the original examination date and is referenced throughout this posting in *italics*.

**Written examination locations:** Various sites across the Commonwealth.

### **Examination Information**

**Application:** An examination processing fee must be received by January 28, 2025. 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 January 28, 2025, your application will not be accepted.

**Note:** Although the online application system allows candidates to elect to receive notifications by email or regular mail, please be advised that 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 one year immediately preceding the examination date, *March 15, 2025*. 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 January 28, 2025.

**Spanish-Speaking Candidates:** If you wish to take the written examination in the Spanish language, please [click here](#) for more information.

**Current Military Personnel:** Any current military personnel requesting a makeup opportunity, please [click here](#) for more 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 from *March 15, 2025*. 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 current 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](mailto: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.

#### **Examination Requirements:**

**Examples of Essential Duties for Municipal Police, Transit Police and State Police:** Municipal Police Officers, Transit Police Officers and State Troopers work under supervision to perform law enforcement duties, protecting life, property, and the civil rights of individuals. Primary duties include patrol; interacting with citizens to provide service and render assistance; and preparing and completing records, reports, and other paperwork documenting incidents for use in prosecution. Municipal Police Officers, Transit Police Officers and State Troopers are dispatched to crime and emergency scenes in response to reported violations, accidents, domestic disputes and abuses, and other incidents; carry out crime scene duties; make arrests and perform searches and seizures; conduct investigations; and interview witnesses, suspects, and complainants.

**Written Examination:** The written examination consists of three subtests: the Written Ability Test (WAT), the Life Experience Survey (LES), and the Work Styles Questionnaire (WSQ). The WAT is administered to measure cognitive abilities that have been identified as essential to performing the duties of a Police Officer and State Trooper. The WAT includes areas of verbal expression, verbal comprehension, problem sensitivity, deductive reasoning, inductive reasoning, and information ordering. The LES consists of a series of multiple-choice questions related to candidates past history and experience of potential relevance to successful performance of entry-level Police Officers and State Troopers. The WSQ is designed to assess certain motivational, value-related and attitudinal characteristics that are of potential relevance to successful performance of entry-level Police Officers and State Troopers. Candidates must receive a passing score on the WAT (Ability) section of the examination in order to have the WSQ (Work Styles Questionnaire) and LES (Life Experience Survey) sections scored. The Preparation Guide for the Police Officer and State Trooper

examination recommends spending one hour and fifteen minutes on the Ability section, before continuing to the rest of the examination. For more information regarding the written examination and access to the Preparation Guide, please visit [Preparation Guides & Reading Lists](#).

**Entrance Requirements for Municipal and Transit Police Officer (Only):**

**Age Requirement:** Pursuant to [Massachusetts General Law \(M.G.L.\) Chapter 31, § 58](#), candidates must be 19 years of age on or before *March 15, 2025*, to take the examination for Municipal and Transit Police Officer. Candidates are also required to be at least 21 years of age by the date of appointment as a Municipal or Transit Police Officer. Please review the list of [Civil Service Police Departments](#) to identify those that may have an upper age limit.

**Education Requirement:** As of the date of appointment, candidates must have either a high school diploma or equivalency certificate approved by the Massachusetts Department of Elementary and Secondary Education, or three years of experience in the armed forces of the United States with last release or discharge under honorable conditions.

**Entrance Requirements for State Trooper (Only):**

**Age Requirement:** Pursuant to [M.G.L. Chapter 22C, § 10](#), candidates must be 19 years of age on or before *March 15, 2025*, to take the examination for State Trooper and are also required to be at least 21 years of age by the date of appointment. Candidates must also be less than 35 years old as of the last date to file an application for this examination (i.e. January 28, 2025) in order to take the examination for State Trooper.

**Education Requirement:** Pursuant to [M.G.L. Chapter 22C](#), must have a high school diploma or equivalency certificate approved by the Massachusetts Department of Elementary and Secondary Education.

**Credit for Employment/Experience Municipal and Transit Police (Only):** Pursuant to the provisions of [M.G.L. Ch. 31, § 22](#), individuals may apply to receive credit for employment or experience in the position title of Municipal Police Officer, Transit Police Officer, and/or State Trooper. 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 a Municipal Police Officer, Transit Police Officer, and/or State Trooper 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 hiring authority where the employment or experience occurred. Credit for employment or experience is applicable only to individuals who achieve a passing score on the examination and cannot be added to a failing 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](mailto:civilservice@mass.gov). Supporting documentation must be submitted no later than March 22, 2025. Note: Resumes will not be accepted as sufficient supporting documentation.

**Preference Claims for Municipal and Transit Police Officer (Only):**

**Candidates can submit a claim for the following preferences.**

- **Residency Preference:** Your mailing address is not necessarily the same as your residency preference claim on the application. To qualify for residency preference in a particular municipality, you must be able to prove at the time of consideration that you resided in said municipality from March 15, 2024, through *March 15, 2025*, and select the specific municipality on the application. For more information regarding residence preference please see [M.G.L. Chapter 31, § 58](#).
- **Veterans' Preference:** Click on this link for further information- [Veterans' Preference Eligibility](#).
- **Disabled Veteran Status:** Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).
- **Preference For the Children of Police Officers/Firefighters:** The son or daughter of a Firefighter or Police Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.
- **Selective Certification for Bilingual/Gender Police Officers:** If an appointing authority requires that a Municipal and/or Transit Police Officer be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.) or are 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.

**Ability to Select Employment Locations:** Candidates will have the opportunity to select employment locations beyond residency preference. Submission of location choices will not affect your residency preference choice and can be updated at any time. All candidates that pass the examination will be given the opportunity to select employment locations at the time that score notices are released.

**Preference Claims for State Trooper (Only):**

Candidates can submit a claim for the following preferences:

- **Preference For Sons and Daughters of State Troopers Killed in the Line of Duty:** The son or daughter of any uniformed member who was killed or sustained injuries resulting in death while in the performance of duty, and who passes the entrance examination, shall have their name placed on said eligible list for such initial enlistment per [M.G.L. Chapter 22C, § 11](#). If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.

- **Veterans' Preference:** Candidates who pass the entrance examination and who also meet the definition of a Veteran pursuant to [M.G.L. Chapter 4, § 7 \(Clause 43\)](#) may qualify for this preference. Qualified veterans will have two points added to their raw score on the State Trooper examination in accordance with the statutory provision for State Police. Please note that the preference awarded for veteran status is different for State Trooper than it is for Municipal and Transit Police Officer. See the Veterans section above for more information. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.

**Additional Requirements for Municipal, Transit Police Officer, and State Trooper:** Visit [Examination Preparation Guides and Reading Lists | Mass.gov](#) for more information.

**Updating Information:** Candidates are responsible for maintaining accurate contact information. For information on how to update your information, click on [Update Your Account](#).

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

**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.

**Salary:** Inquiries concerning salary should be directed the hiring authority at the time of employment consideration.

**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 office hours 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) 878-976

**Application Period Begins November 19, 2024, and Ends January 28, 2025**