



Commonwealth of Massachusetts 2025 Pittsfield Police Chief Sole AC w/In Title

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

Pittsfield Police Chief Open Competitive Sole Assessment Center

Application Opens: September 24, 2025

Application Deadline: October 15, 2025

Examination Date: October 30, 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 Massachusetts General Law (MGL) Chapter 31, § 25 or the Human Resources Division's (HRD) revocation policy.

Eligibility: To be eligible for the Open Competitive Sole Assessment Center for the position of Chief for the Pittsfield Police Department, applicants must have at least five years of full-time, or equivalent part-time, experience in a management title within a police force on the date of the examination. Candidates may substitute up to two years of experience with a degree in the following fields: criminal justice, police science, law enforcement, public administration, public management, or business administration.

- For a Bachelor's degree or are currently enrolled in a Bachelor's degree program, one year of education is equal to six months of experience. One year of education equals 30 semester hours.
- For a Master's degree or higher or are currently enrolled in a Master's degree or higher program, one year of education is equal to eight months of experience. One year of education equals 30 semester hours.

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

Job Description

The Chief of Police serves as the chief administrative officer of the Pittsfield Police Department and is responsible for the overall leadership, direction, and efficient operation of the Department.

General Duties and Responsibilities:*

1. Oversee the daily operations of the Police Department and ensure the safety and wellbeing of Pittsfield's residents.
2. Lead and manage all Department personnel; develop and implement effective personnel strategies, including recruitment, retention, succession planning, and regular performance evaluations.
3. Develop, present and administer the Department's annual operating and capital budgets once approved, ensuring strategic alignment with City priorities; monitor all expenditures closely and manage Department resources efficiently.
4. Advise the Mayor and other City officials on matters related to public safety and departmental operations.
5. Maintain effective communication with City officials, the public, and the media regarding police activities, crime prevention, and community initiatives.
6. Serve as the City's Deputy Emergency Management Director and support emergency preparedness and response efforts.
7. Ensure compliance with all local, state, and federal laws as well as Department policies, procedures, and best practices; ensure Department compliance with all requirements of the Massachusetts Peace Officer Standards and Training (POST) Commission, including officer certification, training, reporting, and disciplinary standards.
8. Oversee all aspects of Departmental training and professional training.
9. Oversee the use, maintenance and procurement of Department equipment, vehicles, weapons, and uniforms.
10. Perform other related duties as assigned by the Mayor.

**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 Pittsfield 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 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

Employer

Commonwealth of Massachusetts

Address

100 Cambridge Street
6th Floor
Boston, Massachusetts, 02114

Phone

(617)878-9700

Website

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