Statewide Departmental Promotional Examination for Police Captain (1YP)

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):**

- Arlington – Police Lieutenant
- Peabody – Police Lieutenant
- Revere – Police Lieutenant

Examination Date: September 20, 2025
Application Open Date: July 1, 2025
Application Deadline: August 12, 2025
Examination Processing Fee: $150

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 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 Captain 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 examination weights are: 24% Technical Knowledge, 16% Situational Judgment. 40% Assessment Center and 20% Experience & Education.

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Examples of Essential Duties:

Duties: Under supervision, to perform the duties of a Police Captain in conformance with the rules and regulations of the Police Department; to perform all duties assigned by a higher rank up to the Chief of Police in every phase of police work; and to perform related work as required.

Examination Subjects: The written examination will be designed to test, where practicable, the following knowledge, skills, and abilities that have been established as qualifications for the position: Knowledge of the U.S. and Massachusetts Constitutional law, the Massachusetts General Laws, Federal, State and Local Rules and Regulations, local ordinances and bylaws and important court decisions that pertain to the operation of a police department and govern police work; knowledge of appropriate police goals, objectives, methods, procedures, and techniques pertaining to major police functions (e.g., traffic control, criminal investigation, hostage situations, juvenile investigation, etc.); knowledge of the principles, practices and techniques of community policing (e.g., patrol, community relations, neighborhood and community policing, etc.); knowledge of the principles, practices and techniques of police supervision (e.g., planning, organizing, staffing, directing, controlling, training, performance evaluation, communication, job stress, psychological aspects, motivation, etc.); ability to choose actions appropriate to

the situation; ability to confront problems, take charge, and assume responsibility; ability to demonstrate administrative judgment; ability to coordinate the efforts of others in accomplishing assigned objectives. The examination will measure your Judgment and Decision-Making, Accountability, Adaptability, Guiding and Developing Others, Leadership (including Managing Activities and Building Teams), and Interpersonal Skills (including Conflict Management).

Candidate Preparation Guide: Available-April

Reading List: Available at Reading Lists

Typical Qualifications:

Application: All applications must be received by the application deadline and accompanied by an examination processing fee of $150. 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. Candidates who have been approved for an examination fee voucher may opt to redeem their voucher on the application. If you have not submitted payment or redemption of an examination voucher of the examination processing fee on or before the application deadline, your application will not be accepted.

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.

Experience & Education (E&E): All candidates must complete the 2025 Police Captain E&E Claim application online. The E&E Claim application is an examination component and is separate from the Written Exam application you submitted to take the exam.

Instructions regarding the E&E claim will be emailed to you prior to the examination date. A confirmation email will be sent upon successful submission of an E&E Claim application. Submitting an E&E claim in any way other than through the online claim process will result in an "INCOMPLETE" score on this exam component. In addition, candidates who fail to include any supporting documentation to their E&E application within seven calendars days following the examination date, will receive an "INCOMPLETE" score.

All claims and supporting documentation must be received within seven calendar days following the examination date. Supporting documentation must be scanned and attached

to the application or sent to civilservice@mass.gov no later than seven calendar days after the examination date.

E&E Preparation Guide: Available-August

Please note that:

- E&E is an examination component and therefore must be completed by the examinee.
- Failure to complete this component as instructed will result in a candidate not receiving any credit for E&E.
- Credit for E&E will be calculated for all candidates.

Please be sure to read the instructions carefully and refer to the preparation guide for assistance. In order to ensure that no one receives any type of unfair advantage in the claim process, we are unable to provide individualized assistance to any candidate regarding their specific E&E claim. Email inquiries regarding the general content of this examination component will be accepted or responded to.

Once you receive your examination score, you will have 17 calendar days from the emailing of your score to appeal in writing your E&E score.

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 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 E&E Claim application and verify eligibility on the Employment Verification Form submitted for this examination. 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.

Note: 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 examination processing fee and request a makeup examination in writing, with a copy of your military orders attached. 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. 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. Visit our website for more information: Military 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 the original 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.

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

Notice to Appear: Notices to Appear including time and location of examination will be emailed to candidates after the close of the application period, and prior to the examination date.

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 Your Account.

Identification at the Examination Site: At the examination site, candidates must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

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 about this and other civil service examinations, see http://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 HRD during these hours at the following numbers:

Boston area: (617) 878-9895
Within Massachusetts: 1-800-392-6178
TTY Number: (617) 878-9762