

Ipswich Police Chief Sole Assessment Center with E&E

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](#)

Candidates with multiple 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.

This examination is being administered, through a delegation agreement, by the appointing authority for the purpose of establishing an eligible list through the Human Resources Division (HRD) from which a Police Chief vacancy will be filled. Candidates must successfully complete and pass this examination to be eligible for placement on the resulting eligible list.

Examination Date: October 24, 2026

Application Period Begins: September 11, 2026

Application Deadline: October 2, 2026

Examination Location: TBD

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 Chief 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.

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.

Examination Weights: The Sole Assessment Center will be 70% and the Experience & Education (E&E) will be 30% of the final score.

Eligible Title(s): Police Lieutenant, Police Sergeant

Job Description

Under general direction of the Town Manager, the Police Chief plans, organizes, directs and controls the operations and activities of the Police Department including public safety, emergency dispatch, emergency management, waterways and harbors, shellfish, regional animal control, traffic control constables, and school crossing guards.

General Duties and Responsibilities:**

- Develop and implement departmental goals and priorities in response to needs of the town and department; evaluate departmental needs and formulate long and short range plans to meet needs; evaluate effectiveness of programs and adjust as necessary.
- Monitor and report on changes affecting functional areas of responsibility; adapts administrative policies and procedures to regulatory changes.
- Supervise the operation of the police department in the observance and enforcement of all laws and regulations, the requisition or purchase of equipment and supplies, the issuance of licenses and collections and disposition of fees, the preparation of budgets, the keeping of records and making reports.
- Prepare and submit departmental budget for personnel, equipment, capital needs and special services; furnish relevant documentation to support budgetary requests; maintain control of departmental expenditures and submit regular and special reports on department activities.
- Plan and supervise the training of subordinates; assign members of the force to shifts and establish daily routines; supervise special police assignments; determine disciplinary action as required; conduct confidential and internal investigations.
- Coordinate departmental actions with that of other law enforcement agencies in cooperative measures for crime prevention and law enforcement.
- Coordinate community safety programs with community groups and other departments.

- Attend meetings and conferences for purposes of public relations, regional discussions and information gathering and exchange.

***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 Ipswich Police Department.*

Application: All applications and examination processing fees must be received by the application deadline. 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 record redeeming the 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.

Assessment Center: The assessment center will be conducted by a third-party vendor chosen by your municipality.

Experience & Education (E&E): All candidates must complete the 2026 Ipswich Police Chief E&E Claim application online. This is a separate application. Submitting an E&E claim in any way other than through the online claim process will result in a failed examination component. Instructions and a link to the E&E claim will be emailed to you prior to the Assessment Center administration date. A confirmation email will be sent upon successful submission of an E&E Claim 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 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 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.

Makeup Examination: 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 to the delegation administrator or their designee. With the

exception of current military personnel, as described above, 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 examination date due to an emergency or unanticipated hardship, you may request a makeup examination by filing a written request with verifiable documentation to the delegation administrator or their designee. The delegation administrator reserves the right to approve or deny your request. Please reach out to them for further information.

Reasonable Accommodations: If you need reasonable accommodations due to a documented impairment, or medical condition, you must make a request with the delegation administrator or their designee. All requests will be reviewed and approved by the delegation administrator or their designee.

Delegation Administrator or Designee: Mary Gallivan (maryg@ipswichma.gov)

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