

## **Pittsfield Police Captain Sole Assessment Center with Experience & Education**

**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](mailto:civilservice@mass.gov).**

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

**Examination Date:** June 24, 2026

**Application Period Begins:** May 13, 2026

**Application Deadline:** June 3, 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 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.

**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 80% and the Experience & Education (E&E) will be 20% of the final score.

**Eligible Title(s):** Police Lieutenant

### **Job Description**

The Captain is responsible for the overall coordination and supervision of personnel under the direction of the Police Chief and Deputy Police Chief.

### **General Duties and Responsibilities\*\***

1. Direct, supervise and coordinate operations, activities, and services under their designated command; plan, assign, supervise and review work of assigned personnel.
2. Ensure all personnel are knowledgeable of all new developments in federal and state laws and departmental regulations; advise and instruct personnel in performance of duties; coordinate training of all department members.
3. Handle serious infractions of departmental standards; when a member of the department has consistently refused to improve their conduct, despite efforts by themselves or their OIC, submit a written report to the Chief detailing the incident and recommendations for actions to be taken.
4. Review reports to ensure they conform with approved procedures as outlined by departmental instructions.
5. Perform such other duties as may be assigned by the Chief or their designee.

\*\*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.

**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 Pittsfield Police Captain 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](mailto: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](mailto: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:** Michael Taylor ([mtaylor@cityofpittsfield.org](mailto:mtaylor@cityofpittsfield.org))

**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](http://www.mass.gov/civilservice) or email the Civil Service Unit at [civilservice@mass.gov](mailto: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