

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

**Application Deadline: December 20, 2023**

**Examination Date: February 6, 2024**

**Examination Fee: \$300**

**Examination Location:** Haverhill City Hall, 4 Summer Street

**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 your name was first certified in the eligible title(s), regardless of whether the certification resulted in your appointment to the eligible title(s). The eligible list establishment date is not the same as certified date. The certified date is when your name was first reachable on a certification for a promotional vacancy. A combination of temporary and permanent service can be applied towards meeting this one year requirement. Time spent as a temporary Police Captain will not interrupt the service period in your permanent position.\*

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

Note: Pursuant to the provisions of MGL Chapter 31, § 59, if less than four 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 if less than four eligible candidates submit applications.

*\*If the eligible title has been lowered to the entry level rank you must have served in the force at least one or three years depending on the participating municipality.*

**Examination Weights:** The Sole Assessment Center will be 80% and the Education & Experience (E&E) will be 20% of the final score.

### **Example of Essential Duties**

Under the general direction of the Chief and Deputy Police Chief, the Captain is responsible for the supervision and coordination of personnel under their command to ensure their effectiveness and efficiency in performing their duties.

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

1. Respond to and prepare reports for all fire incidents, EMS incidents and other requests for service; take command of the situation as required.
2. Regularly review personnel performance and assign personnel and equipment to ensure adequate coverage of duties.
3. Conduct internal administrative and criminal investigations; handle serious infractions in accordance with departmental standards.
4. Present programs to the community on safety, medical and fire prevention topics.
5. Meet with elected or appointed officials, other fire/EMS officials, community and business representatives and the public on all aspects of department activities as instructed.
6. Perform other duties as related or as directed by the Chief and Deputy Chief.

*\*\*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 Haverhill Police Department.*

## Typical Qualifications

**Application:** All applications must be received by the application deadline and accompanied by an examination processing fee of \$300 (\$150 to be paid to Civil Service and \$150 paid to the Town of Haverhill). To submit the Town of Haverhill's application fee, contact Chief Administrative Clerk Wendy Duff ([wduff@haverhillpolice.com](mailto:wduff@haverhillpolice.com)). You will receive two confirmation emails: one email confirming your application has been received, and one email confirming your payment has been received by Civil Service. Your application is not complete until you have received both confirmation emails as well as a receipt of payment confirmation from the Town of Haverhill. If you have not submitted both payments by December 20, 2023, your application will not be accepted.

**Education & Experience (E&E):** All candidates must complete the Haverhill Police Captain E&E Claim application online. 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.

All claims and supporting documentation must be received within seven calendar days following the Assessment Center examination date. Supporting documentation must be scanned and attached to the application or sent to [civilservice@mass.gov](mailto:civilservice@mass.gov) no later than February 13, 2024.

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. 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 and so, no phone calls or email inquiries regarding the content of this examination component will be accepted or responded to. Once you receive your examination mark, you will have 17 calendar days from the emailing of your mark 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 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](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.

**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. 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](mailto: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. Visit our website for more information: [Military Information](#)

**Makeup Examination:** 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 HRD no later than seven calendar days from the original examination date. HRD reserves the right to approve or deny your request.

**Reasonable Accommodations:** If you need special testing accommodations due to a documented impairment, you must submit a 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. The information requested is 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.

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

## **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