



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

LOCATION	Statewide, MA	JOB TYPE	Not Applicable
JOB NUMBER	25LynnDPC_IT	DEPARTMENT	Lynn Police Department
OPENING DATE	09/07/2025	CLOSING DATE	10/3/2025 11:59 PM Eastern

Lynn Deputy Police Chief Sole Assessment Center with In Title Experience

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](#)

Test takers with two 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.

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):

- Lynn– Police Captain

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

Examination Date: November 1, 2025

Application Period Begins: September 12, 2025

Application Deadline: October 3, 2025

Examination Locations: 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 (HRD) revocation policy.

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 Deputy 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 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 MGL Chapter 31 § 25 or the Human Resources Division's (HRD) revocation policy.

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

Departments – Eligible Title(s):

- Lynn – Police Captain

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.

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.

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 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 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 written 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. For information regarding reasonable accommodations and the required form please see: [Testing Accommodations Request Form](#).

Examples Of Essential Duties:

Duties:**

Under the direction of the Police Chief, the Deputy Police Chief is primarily responsible for exercising general supervision and providing training and support to personnel, resolving and coordinating issues, concerns and grievances from the collective bargaining representatives, and assisting the Police Chief as directed.

1. Supervise the daily activity of personnel; issue verbal and written directives to ensure that the department is providing efficient and effective policing services; monitor the daily attendance and deployment of patrol personnel to ensure a proper level of police coverage in the community, reassigning personnel and/or positions to meet the needs of the community.
2. Oversee and coordinate the various elements and requirements of the recruitment selection and promotion processes.
3. Oversee the training needs of personnel to ensure that all officers are receiving assigned training; provide training opportunities to enhance the management and supervisory skills of command and supervisory officers.
4. Monitor and/or conduct internal affairs investigations; maintain all records of internal affairs and/or criminal complaints against officers in a secure manner.
5. Participate in grievance hearings, collective bargaining meetings, and other union and management meetings or forums.
6. Acts as a liaison with various news, business, and civic organizations, and other entities as assigned by the Police 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 job description and list of duties and responsibilities, please contact the Lynn Police Department.*

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 Deputy 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 Deputy 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 municipal police force in Massachusetts 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 examination score. To claim the Promotional Preference for 25 years of service, candidates must claim this preference in the ECT&E Claim application and verify eligibility on the Employment Verification form submitted with your ECT&E application. 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.

Updating Information: Candidates are responsible for maintaining accurate contact information. Failure to keep your records current may jeopardize opportunities for employment. For information on how to update your information, visit the [Update Your Account](#).

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.

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 about this and other civil service examinations, visit <http://www.mass.gov/civilservice> or email the Civil Service Unit at civilservice@mass.gov

Inquiries may also be made to HRD, Monday through Friday, 8:45am – 5:00pm, at the following numbers:

Boston area: (617) 878-9895

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

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