



COMMONWEALTH OF MASSACHUSETTS  
invites applications for:

# 2017 Police Officer and Trooper

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**SALARY:** \$0.00 /BiWeekly

**OPENING DATE:** 11/09/16

**CLOSING DATE:** 03/01/17 11:59 PM

**DESCRIPTION:**

MUNICIPAL POLICE OFFICER, MBTA TRANSIT POLICE OFFICER, and STATE TROOPER

This examination is being held to establish an eligible list from which to fill Trooper vacancies in the Massachusetts Department of State Police, Civil Service Municipal Police Officer, and MBTA Transit Police Officer vacancies in the Commonwealth of Massachusetts. The eligible list may also be utilized to fill vacancies in non-civil service jurisdictions. Please note that this posting includes information specific to the positions of Police Officer and State Trooper; please read carefully as the requirements for these positions may differ.

**Written Examination date: March 25, 2017**

**Application Deadline: February 21, 2017**

**Examination Fee for State Trooper Application ONLY: \$100**

**Examination Fee for Municipal and Transit Police (MBTA) ONLY: \$100**

**Examination Fee for all: Municipal Police, Transit Police (MBTA) AND State Trooper: \$150**

\*There is an additional \$50 late fee for applications received after this date. Applications will NOT be accepted after March 1, 2017.

Written examination locations: Various sites across the Commonwealth. Candidates must take and pass this examination in order to be placed on the eligible list.

**EXAMPLES OF ESSENTIAL DUTIES:**

**Duties of Municipal Police and Transit Police:** A Police Officer works under supervision to perform law enforcement duties, protecting life, property, and the civil rights of individuals. Primary duties include patrol; interacting with citizens to provide service and render assistance; and preparing and completing records, reports, and other paperwork documenting incidents for use in prosecution. A Police Officer is dispatched to crime and emergency scenes in response to reported violations, accidents, domestic disputes and abuses, and other incidents; carries out crime scene duties; makes arrests and performs searches and seizures; conducts investigations; and interviews witnesses, suspects, and complainants. For a more detailed listing of duties, visit [Essential Functions for Public Safety](#) and click on "Essential Functions of a Police Officer".

**Duties of State Trooper:** A State Trooper works under supervision to perform law enforcement duties, protecting life, property, and the civil rights of individuals. Primary duties include patrol; interacting with citizens to provide service and render assistance; and preparing

and completing records, reports, and other paperwork documenting incidents for use in prosecution. A State Trooper is dispatched to crime and emergency scenes in response to reported violations, accidents, domestic disputes and abuses, and other incidents; carries out crime scene duties; makes arrests and performs search and seizure; conducts investigations; and interviews witnesses, suspects, and complainants.

**Written Examination:** The written examination consists of three subtests: the Written Ability Test (WAT), the Life Experience Survey (LES), and the Work Styles Questionnaire (WSQ). The WAT is administered to measure cognitive abilities that have been identified as essential to performing the duties of a Police Officer. The WAT includes areas of verbal expression, verbal comprehension, problem sensitivity, deductive reasoning, inductive reasoning, and information ordering. The LES consists of a series of multiple-choice questions related to candidates' past history and experience of potential relevance to successful performance of entry-level Police Officer. The WSQ is designed to assess certain motivational, value-related and attitudinal characteristics that are of potential relevance to successful performance of entry-level Police Officer. For more information regarding the written examination, go to [\*Police Officer Examination Assessment Preparation Guide\*](#). Please note candidates must receive a passing score on the Ability section of the exam in order to have the Work Styles Questionnaire and Life Experience Survey sections scored. The Preparation Guide for the Police Officer exam recommends spending two hours on the Ability section, before continuing to the rest of the examination.

#### **TYPICAL QUALIFICATIONS:**

## **ENTRANCE REQUIREMENTS FOR MUNICIPAL POLICE AND TRANSIT POLICE:**

- **Education/Experience Requirement:** As of the date of appointment, candidates must have either a high school diploma or equivalency certificate approved by the Massachusetts Department of Elementary and Secondary Education OR three years of experience in the armed forces of the United States with last release or discharge under honorable conditions.
- **Age Requirement:** As of the posting of this notice, candidates must be at least 21 years of age on or before March 25, 2017, for all civil service Police Officer jurisdictions as stated in MGL Chapter 31, Section 58. An exception may apply to current military personnel serving on active duty on the date of examination and requesting a military makeup. It is your responsibility to review any additional age requirements for the [Police Departments covered by Civil Service](#). Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the municipalities in question.

## **ENTRANCE REQUIREMENTS FOR STATE TROOPER** (requirements pursuant to M.G.L. Chapter 22C):

- Age Requirement: must be at least 21 years old and less than 35 years old on March 1, 2017.
- Must pass a physical fitness test.
- Must pass a medical examination, including a psychological component.
- Must not smoke any tobacco product.
- Must not have been convicted of a felony or any offense punishable under M.G.L. Chapter 94C (drug law violations); or have been convicted of a misdemeanor and confined to any jail or house of correction as punishment for said crime.
- Education requirement: must also have a high school diploma or equivalency certificate approved by the Mass. Department of Elementary and Secondary Education.
- Must adhere to the agency's strictly enforced prohibitions relative to tattoos, body art, branding and scarifications for prospective appointees to the State Police Training Academy.

**MUNICIPAL AND TRANSIT POLICE; CREDIT FOR EMPLOYMENT/EXPERIENCE:** Pursuant to the provisions of MGL Ch. 31, § 22, individuals may apply to receive credit for employment or experience in the position title of municipal Police Officer. If you believe you are eligible for this credit, you must claim this credit by completing the applicable section of the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the examination title as the result of service as a municipal police officer, including dates of service and number of hours worked per week. The supporting documentation must be on original letterhead with an original signature from the appointing authority where the employment or experience occurred. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination, and cannot be added to a failing written examination score. Claims must be submitted during the application period; supporting documentation must be scanned and attached to your application or sent to [civilservice@state.ma.us](mailto:civilservice@state.ma.us). Documentation must be submitted within 7 calendar days of the written examination.

**SALARY:** Inquiries concerning salary should be directed to the appointing authority at the time of the employment interview.

**APPLICATION:** All applications must be received by the application deadline, and accompanied by an examination fee. 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. If you have not submitted payment of the examination fee on or before March 1, 2017, your application will not be accepted.

**FEE WAIVER:** The examination fee may be waived for candidates receiving certain state or federal public assistance, or unemployment insurance. Fee Waiver Forms are available at the Applicant Forms section of our website ([Fee Waiver Form](#)). This Form should be completed and supporting documentation must be scanned and attached to this application. All Fee Waiver forms must be submitted on or before February 21, 2017.

**TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES:** If you need special 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 exam site, and such letter must be scanned and attached to this application. 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 exams, and will not be used for any other purposes.

**SPANISH-SPEAKING CANDIDATES:** You may take the written examination in the Spanish language. If you do, you must take and pass a separate written examination that tests your ability to read and understand English. **This English Comprehension written examination will be administered on May 17, 2017.** If you wish to take the written examination in the Spanish language, you must submit a separate letter requesting this along with your application and examination fee or Fee Waiver Form by the deadline above. A separate confirmation will be sent to candidates approved to take the May 17, 2017, English Comprehension written examination. If you pass the English Comprehension examination, you will be scheduled to take the Police Officer written examination in the Spanish language on a date to be determined. If you fail the English Comprehension examination, you will not be eligible to take the Police Officer written examination.

**Candidates can submit a claim for the following preferences for Municipal Police and/or Transit Police during the application period. Preferences are only available to individuals who receive a passing score on the examination, and cannot be applied to a failing examination score.**

- **Preference For The Children Of Certain Police Officers/Firefighters:** The son or daughter of a Firefighter or Police Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.
- **Residency Preference:** If residency preference is requested by an appointing authority, candidates who have resided in that municipality for the entire twelve-month period immediately preceding the date of the original written examination (March 25, 2016 through March 25, 2017) are entitled to be placed on the eligible list for that community ahead of any non-residents. Candidates who have had a break in residence or have moved from one community to another within the twelve-month period preceding the date of the examination will not be entitled to claim residency preference in any community. If you believe you are eligible for this preference, you must claim this preference by completing the applicable section of the application. Please note that residency preference claims are made under the penalties of perjury. Verification of residency will be made by the appointing authority.
- **Racial/Ethnic Preference:** Due to a federal consent decree, African-American (Black) and Hispanic candidates are given certification preference in a number of communities, whether or not they are residents of those communities. It is your responsibility to review the [Police Departments covered under a consent decree](#) on our website. Please be advised that the list of communities is subject to change and inquiries about status changes should be directed to the communities in question. The definition of Hispanic, for the

purposes of the decree, includes any person born in a Spanish-speaking country or any person who grew up in a household in which the predominant language spoken was Spanish.

- **Veterans' Preference:** Click on this link for further information- [Veterans' Preference Eligibility](#).
- **Disabled Veteran Status:** Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).

**Candidates can submit a claim for the following preferences for State Trooper, during the application period. Preferences are only available to individuals who receive a passing score on the examination, and cannot be applied to a failing examination score.**

- **Preference For Sons And Daughters Of Troopers Killed In The Line Of Duty:** The son or daughter of any uniformed member who was killed or sustained injuries resulting in death while in the performance of duty, and who passes the entrance examination, shall have his or her name placed on the eligible list for initial appointment ahead of any candidates without this preference per M.G.L. Chapter 22C, Section 11. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.
- **Veteran Preference:** Applicant **MUST** first pass the entrance examination. Veterans who qualify for preference pursuant to M.G.L. Chapter 4, Section 7, Clause 43 will have two points added to their raw score for Trooper. Please note that this is different from the preference given to candidates for Police Officer positions. See the Veterans section above for more information. If you believe you are eligible for this preference, you must claim this credit by completing the applicable section of the application.

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, are encouraged to file an application and 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 period (now through March 1, 2017) must also be accompanied by military orders and/or a DD214 and should be submitted no later than 6 months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

**NO MAKE-UP EXAMINATION:** With the exception of current military personnel as described above, no candidate has a right to a make-up 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 exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional processing fee upon approval of your request.

**NOTICE TO APPEAR:** Notices to Appear including time and location of exam will be emailed to applicants after the close of the application period, and prior to the examination date.

**IDENTIFICATION AT THE EXAMINATION SITE:** At the examination site, applicants must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

**UPDATING INFORMATION:** Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update my Information](#).

**ABILITY TO SELECT EMPLOYMENT LOCATIONS:** Candidates will have the opportunity to select employment locations beyond your residency preference. Submission of location choices will not affect your residency preference choice and can be updated at any time. All candidates that pass the Police Officer examination will be given the opportunity to select employment locations at the time that score notices are released.

**REFUNDS:** There will be NO REFUND of the examination processing fee unless the examination is cancelled by HRD.

**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.

**Candidates who pass the written examination and receive a conditional offer of employment from a Civil Service appointing authority must take and pass the Medical and Physical Abilities Test prior to appointment. Questions about qualifications listed below should be directed to the appointing authority in question.**

- **Medical Exam:** Candidates must pass the medical examination before participating in the PAT. The [Medical and Physical Fitness Standards](#) are available for review on our website. Candidates may be required to pass a psychological evaluation before appointment.
- **Physical Abilities Test (PAT):** All candidates who receive a conditional offer of employment must pass the PAT. The PAT is a test of the candidate's aerobic capacity and physical capability to perform various tasks required on the job. A separate fee (currently \$150) is charged for the administration of the PAT. The [PAT Training Guide](#) is available on our website.
- **Academy Training:** All candidates appointed as full-time Police Officers as a result of this examination will be required to successfully complete police academy training per M.G.L. Chapter 41, Section 96B. For more information visit the [Municipal Police Training Committee](#) website.
- **Smoking Prohibition:** In accordance with M.G.L. Chapter 41, Section 101A, candidates hired from the Police Officer eligible list resulting from this examination are prohibited from smoking tobacco products at the time of and after appointment.
- **Character:** A candidate may be disqualified for evidence of character clearly unsuited for police services. Most appointing authorities include a comprehensive background check as part of the selection process.
- **Firearms Permit:** A candidate may need to obtain a valid firearms permit to perform the essential duties of a Police Officer in Massachusetts.
- **Selective Certification for Bilingual Police Officers:** If an appointing authority requires that a Police Officer be fluent in a second language (e.g., Spanish, Vietnamese, Haitian Creole, etc.), the appointing authority may request that competition for that vacancy be limited to persons who have such skills. You will have the opportunity on your application to indicate the foreign language(s) in which you are fluent. You will need to prove your language fluency prior to the time of appointment.
- **Driver's License:** A candidate may need a valid Massachusetts motor vehicle operator's license before appointment.
- **Job Interview:** An appointing authority may conduct an oral interview prior to



appointment.

**Information for newly appointed State Police Troopers is below. For more information regarding State Police visit [Massachusetts State Police](#)**

- **Tattoos/Body Art:** All candidates for appointment to the position of Massachusetts State Police Trooper and/or Trainee shall have tattoos, body art, brands or scarifications of any type removed prior to appointment to the Massachusetts State Police Training Academy. Only those tattoos, body art, brands or scarifications that are visible when the candidate is dressed in the Department's summer Class B duty uniform must be removed. Attempts to disguise, cover up or otherwise keep any such tattoos, body art, brands or scarifications from view shall not satisfy the requirements of this departmental rule.
- **Hiring Note:** Notwithstanding the official certification of any initial enlistment eligibility list that is generated from this examination for the Massachusetts State Police, any Massachusetts State Police Recruit Training Troop that is appointed to the Massachusetts State Police Academy by way of official order of the Massachusetts State Police prior to November 1, 2017, shall be appointed from the 2013 initial enlistment eligibility list. Selection for appointment to the upcoming 83rd Recruit Training Troop (RTT) of the Massachusetts State Police Academy is ongoing currently. Candidates for such appointment have been selected from the eligible list associated with the 2013 Police Officer Exam. The department does not intend to use the eligible list to be established by the 2017 Police Officer Exam for the 83rd RTT appointments.
- **Academy Training:** Recruits must successfully complete a rigorous and physically challenging training program at the State Police Academy. Recruits live at the Academy Monday through Friday in a strict paramilitary environment.
- **Work Assignments:** A new Trooper is not eligible to bid for a station assignment and therefore can be assigned to any duty station within the state.

**SUPPLEMENTAL INFORMATION:**

**Women, minorities, veterans, and people with disabilities are encouraged to apply.**

Once your application is successfully submitted, you will see a "click to pay" button. Click on "click to pay" to pay for your examination. Be sure to pay for the exam in which you are applying for (i.e., Municipal and Transit Police (MBTA) Only, State Trooper Only OR Municipal Police, Transit Police and State Trooper.)

For more information about this and other civil service examinations, see [www.MASS.GOV/CivilService](http://www.MASS.GOV/CivilService) or email the Civil Service Unit at [civilservice@state.ma.us](mailto:civilservice@state.ma.us)

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**

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.mass.gov/civilservice>

One Ashburton Place  
Room 301  
Boston, MA 02108

[civilservice@state.ma.us](mailto:civilservice@state.ma.us)

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Position #170325POT  
2017 POLICE OFFICER AND TROOPER  
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## 2017 Police Officer and Trooper Supplemental Questionnaire

- \* 1. Police Officer Applicants Only: The son or daughter of a Firefighter or Police Officer employed in Massachusetts who was killed or died of injuries received in the performance of duty, or who was permanently disabled as a result of injuries received in the performance of duty, is entitled to certification preference under the provisions of Chapter 402 of the Acts of 1985. Selecting the "Yes" response below will enter your claim for this preference; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this preference.
- ☐ Yes, I qualify for this preference.
- ☐ No, I do not wish to claim this preference.
- \* 2. Trooper Applicants Only: If you are the son or daughter of a uniformed member of the State Police who was killed or sustained injuries in the line of duty which resulted in the member's death, you may qualify for preference under Section 11 of Chapter 412 of the Acts of 1991. For these purposes, a uniformed member shall mean members of the Division of State Police of the Department of Public Safety, Metropolitan Police Department, Capitol Police, or Division of Law Enforcement of the Registry of Motor Vehicles. Selecting the "Yes" response below will enter your claim for this preference; please note that supporting documentation is required to verify all claims. Select the "No" response below if you do not qualify for this preference.
- ☐ Yes, I qualify for this preference.
- ☐ No, I do not wish to claim this preference.
- \* 3. Police Officer Claim for In-Title Experience Credit: Credit will be given only for experience in the position title for which the examination is conducted. In other words, since you are taking the examination for municipal Police Officer, you can claim any experience you have had performing work ONLY as a Full Time, Reserve, or Intermittent Police Officer in a municipal police department before the date of the exam. While HRD may hold military make-up exam session(s) after March 25, 2017, HRD will not grant credit for experience accumulated after March 25, 2017. Calculating In-Title Experience Credit: You will receive 0.2 points for each month of creditable In Title Experience as a Police Officer. One month equals 172 work hours or 16 or more work days. Part-time work In Title Experience will be prorated on the basis of a 40-hour workweek. Your In Title Experience Credit is weighted at 10%. If you do not qualify for In Title Experience Credit, your overall score will be based on your examination score alone. Verifying In-Title Experience Claims: Supporting documentation must be provided in the form of a dated letter, signed by the appointing authority or your employer (past or present), identifying the position title, type of job responsibilities, dates of experience, whether the experience was full or part-time and other pertinent information concerning your experience. If the experience was less than full-time, the verification must include the actual time worked, e.g., number of hours per week. Letters of verification must be on original, official letterhead or stationery, with an original signature. Supporting documentation must be submitted by mail or email (civilservice@state.ma.us) which must be postmarked within 7 calendar days of the written examination. (Note: Resumes will not be accepted as employment verification)
- ☐ Yes, I am eligible for In Title Experience Credit, and will provide supporting documentation as instructed above.
- ☐ No, I am not eligible to claim In Title Experience Credit.
- \* 4. Will you be 21 years of age or older on March 25, 2017?
- ☐ Yes   ☐ No
- \* 5. Will you be 31 years of age or younger on March 1, 2017?
- ☐ Yes   ☐ No



\* 6. Will you be 31 years of age or younger on March 25, 2017?

☐ Yes ☐ No

\* 7. Will you be 39 years of age or younger on March 25, 2017?

☐ Yes ☐ No

\* 8. Will you be at least 21, yet not older than 35 years of age on March 1, 2017?

☐ Yes ☐ No

\* Required Question