



The Commonwealth of Massachusetts
Human Resources Division

Police Officer Examination

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

Application Deadline: February 21, 2017*

* Please note: There will be an additional \$50 processing fee for applications received after February 21, 2017. Applications will not be accepted after March 1, 2017.

Questions? Email civilservice@state.ma.us



**Police Officer,
Cities and Towns**



**Transit Police Officer,
Massachusetts Bay Transportation Authority**



**Trooper,
Massachusetts Department of State Police**



Apply online at
www.MASS.GOV/CivilService

Application Fees:

Municipal/Transit Police OR State Trooper \$100

Municipal/Transit Police AND State Trooper \$150

Application fees are payable by Visa or MasterCard. No personal checks or cash will be accepted

Additional information about the examination, eligibility requirements, and the application process are available on the Human Resources Division website; www.MASS.GOV/CivilService

The Commonwealth of Massachusetts is an affirmative action / equal opportunity employer. Women, minorities, veterans and people with disabilities are encouraged to apply. We do not recommend or endorse any private school, service or publisher offering preparation and/or publications for this examination and we are not responsible for their advertising claims.

For information call: 617-878-9895
Outside the Boston area call: 1-800-392-6178

www.MASS.GOV/CivilService



This examination will determine the pool of applicants eligible for appointment to the position of Police Officer, cities and towns, MBTA Transit Police Officer, and Trooper, Massachusetts Department of State Police.

Examination applicants may be considered for all three titles if they meet the minimum entrance requirements for each title. Please visit our web site at www.MASS.GOV/CivilService for a detailed description of the eligibility requirements for each title.



Police Officer, Cities and Towns and MBTA Transit Police Officer

Duties: 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 search and seizure; conducts investigations; and interviews witnesses, suspects, and complainants.

Minimum Entrance Requirements:

- Must be at least 21 as of March 25, 2017
- Must be a non-smoker at the time of and after appointment.
- If you'll be 32 or older as of March 25, 2017, please obtain and read the detailed examination announcement before applying.
- Must pass a medical and physical ability examination prior to appointment.
- Must also have a high school diploma or equivalency certificate approved by the Mass. Department of Elementary and Secondary Education OR: Three years experience in the armed forces of the United States with last release or discharge under honorable conditions.

Massachusetts State Police Trooper

Duties: Perform the vital public services of preserving the public peace and providing protection and assistance to citizens by enforcing criminal and motor vehicle laws, rules and regulations; investigating suspected motor vehicle violations, public disturbances and other misdemeanors and felonies by stopping motor vehicles or persons; observing suspicious persons' activities or establishments; conducting aerial pursuits and searches for wanted or missing persons and performing underwater search and rescue missions; defusing crises involving hostages and suicidal individuals; utilizing canines in conducting searches to detect narcotics and or explosive devices; conducting criminal investigations; responding to emergency situations; testifying in court; and other related duties as required.

Minimum Entrance Requirements: Candidates for appointment must meet the following requirements pursuant to M.G.L. Chapter 22C:

- 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.
- 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.

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.

Additional information about the State Police process is available on the Department of State Police website; <http://www.mass.gov/msp>

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. You must follow the instructions on the Fee Waiver Form regarding proper submission of the Form and supporting documentation. All Fee Waiver forms must be submitted on or before February 21, 2017.

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 processing 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.

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES:

If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, 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 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 examinations, and will not be used for any other purposes.

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 processing fee and request a makeup examination in writing, with a copy of your military orders attached. This request must be emailed to our office and should not be attached electronically to your application. 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.

Note: Only candidates who have filed an application and an examination processing fee or Fee Waiver Form for this examination will qualify for placement on the Police Officer eligible list upon passing a military make up examination.