



The Commonwealth of Massachusetts
Human Resources Division



Police Officer,
Cities and Towns

Police Officer Examination



Trooper,
Massachusetts Department of State Police



Transit Police Officer,
Massachusetts Bay Transportation Authority

**Written Examination:
Saturday, April 25, 2009**

Application Deadline: March 18, 2009

Please note: There will be an additional \$50 processing fee for applications received after this date. Applications will not be accepted after April 1, 2009

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



Apply online at
www.mass.gov/civilservice

or submit your application with a **\$100 fee** payable by money order to the Commonwealth of Massachusetts, or request a fee waiver. Visa and MasterCard are accepted at the Human Resources Division. No personal checks or cash will be accepted.

Additional information about the examination, eligibility requirements, and the application process is available at the Human Resources Division, One Ashburton Place, Boston, MA 02108. Hours are Monday through Friday, 8:45 AM – 5:00 PM. You may also call 617-878-9895. Recorded information is available 24 hours a day. Applications may also be obtained at most city and town halls, and at local police stations.

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.

The Commonwealth of Massachusetts is an affirmative action / equal opportunity employer.



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

The results of this examination will be merged with the police officer eligibility list established on November 1, 2008. The merged list will be used to fill police officer vacancies in civil service municipalities and at the Massachusetts Bay Transportation Authority (MBTA). The eligibility list may also be used to fill police officer vacancies in non-civil service jurisdictions.

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 April 25, 2009.
- Must be a non-smoker at the time of and after appointment.
- If you'll be 32 or older as of April 25, 2009, please obtain and read the detailed examination announcement before applying.
- Must pass a medical and physical ability examination prior to appointment.
- Must have a high school diploma or equivalency certificate approved by the Mass. Dept. of 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:

Specific duties of a Trooper include: Patrolling assigned areas, accident investigations, following up on complaints, investigating felonies and other crimes, issuing traffic citations, obtaining evidence and testifying in court, rendering and summoning medical aid, directing traffic, conducting arrests, community policing and engaging in crime prevention and reduction measures.

Minimum Entrance Requirements:

- High School Diploma or G.E.D.
- Ability to obtain a valid Massachusetts firearms license
- At least 21 years old and less than 35 years old on the last application filing date
- Must pass entrance examination
- Must pass a thorough background investigation prior to employment.
*No person, who has been convicted of a felony or any offense punishable under M.G.L. Chapter 94C (drug law violations); or has been convicted of a misdemeanor and has been confined to any jail or house of correction as punishment for said crime, M.G.L. Chapter 22 C section 14, will be considered for employment.
- Must pass physical fitness test
- Must pass medical examination
- Must pass psychological examination
- Must successfully complete swimming requirements
- Must be a United States citizen upon appointment to the State Police Academy
- Must have a Massachusetts driver's license prior to Academy graduation
- Must be a Massachusetts resident prior to Academy graduation
- Must be a non-smoker at the time of and after appointment.

FEE WAIVER: The examination fee may be waived for applicants receiving certain state or federal public assistance, unemployment insurance, or workers' compensation. Fee waiver forms are available from and must be filed with the Massachusetts Human Resources Division, Test Administration, One Ashburton Place, Boston, MA 02108. Fee waiver forms may be downloaded from the Applicant Forms section of the HRD website. Waiver forms must be accompanied by proof of eligibility, for the subject time period, in the form of signed and dated receipts, check stubs and/or other documentation from the agency providing assistance. If you are claiming a fee waiver, please make sure to fill in item #16 on your application.

SPANISH-SPEAKING APPLICANTS: You may take the examination in the Spanish language. If you do, you must, on the same day, take another written examination that tests your ability to read and understand English. If you wish to take the 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.

CURRENT MILITARY PERSONNEL: ALL military personnel who, in connection with current service, CANNOT be in Massachusetts on April 25, 2009 should contact the Human Resources Division to request a make up examination. To request a make up, you must file an application and processing fee by the last filing date and request such accommodation in writing, with a copy of your military orders attached. Please include in your letter either your daytime base phone number and/or name and phone number of a Massachusetts resident with whom you are in regular contact.

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, fill in the circle in item 15 of your application, and include a letter detailing what type of accommodation you require at the exam site. **You must also include a letter of support from a qualified professional.** 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.