



The Commonwealth of Massachusetts  
Human Resources Division



Police Officer,  
Cities and Towns



Transit Police Officer,  
Massachusetts Bay Transportation Authority

# Police Officer Examination

Announcement Number: 6960

**Written Examination:  
Saturday, April 30, 2011**

Application Deadline: March 15, 2011

Please note: There will be an additional \$50 processing fee for applications received after this date. Applications will not be accepted after April 1, 2011

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



Apply online at  
**[www.mass.gov/civilservice](http://www.mass.gov/civilservice)**

using Visa or MasterCard or submit an application with a **\$100 fee** payable by money order to the Commonwealth of Massachusetts or request a fee waiver. 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.

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.

**[www.mass.gov/civilservice](http://www.mass.gov/civilservice)**



This examination will determine the pool of applicants eligible for appointment to the position of Police Officer in those cities and towns covered by the Civil Service statute and the MBTA Transit Police. Please visit our web site at [www.mass.gov/civilservice](http://www.mass.gov/civilservice) for a list of those communities and a detailed description of the eligibility requirements.



**FEE WAIVER:** The examination fee may be waived for candidates receiving certain state or federal public assistance, unemployment insurance, or workers' compensation. Fee waiver forms are available from and must be filed at the Human Resource Division, and may also be downloaded from the Applicant Forms section of our website ([www.mass.gov/civilservice](http://www.mass.gov/civilservice)). 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. To file a waiver, you must file a paper application form, and be sure to fill in item #16 on the application.

**SPANISH-SPEAKING CANDIDATES:** You may take the 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 April 7, 2011. 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. A separate confirmation will be sent to candidates approved to take the April 7, 2011, English Comprehension 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, fill in item #15 on the paper application form, or click the corresponding circle in the online application. **You must also submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site.** 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.

**CURRENT MILITARY PERSONNEL:** ALL military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on April 30, 2011, should contact the Human Resources Division to request a make-up examination. To request a make-up, file an application and processing fee and request such accommodation in writing, with a copy of your military orders attached. Please include in your letter your e-mail 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.

## Police Officer, Cities and Towns and MBTA Transit Police

### 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 30, 2011.
- Must be a non-smoker at the time of and after appointment.
- If you'll be 32 or older as of April 30, 2011, 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.