



The Commonwealth of Massachusetts  
Human Resources Division



Police Officer,  
Cities and Towns



Trooper,  
Massachusetts Department of State Police



Transit Police Officer,  
Massachusetts Bay Transportation Authority

# Police Officer Examination

**Written Examination:  
Saturday, April 20, 2013**

Application Deadline: March 18, 2013\*

\*Please note: There will be an additional \$50 processing fee for applications received after this date. Applications will not be accepted after April 1, 2013

For information 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)**

The **\$100 application fee** is payable by Visa or MasterCard. 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, Room 301, 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.

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.

**[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, 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](http://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 April 20, 2013
- Must be a non-smoker at the time of and after appointment.
- If you'll be 32 or older as of April 20, 2013, 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. 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:** 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 April 1, 2013.
- 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. Dept. of Education.

**Selection and Hiring Process:** In addition to fulfilling the Entrance Requirements for appointment, candidates for hire into the position of Trooper must meet all additional eligibility criteria for enlistment in the Department of State Police as set forth by the Colonel of the State Police via the rules and regulations of said Department. It is your responsibility to review the current eligibility criteria for enlistment in the Department of State Police prior to pursuing appointment. The present eligibility criteria shall be available for review on the Department of State Police website on and after March 1, 2013.

**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.

**Responsibilities:** Specific duties of a Trooper include the following: patrolling assigned areas; investigating motor vehicle accidents; following up on complaints; investigating felonies and other crimes; directing traffic and issuing traffic citations; obtaining and safeguarding evidence; testifying in court; rendering and summoning medical aid; conducting arrests; community policing; and engaging in crime prevention and reduction measures.

**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.

**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 at the Applicant Forms section of our website ([www.mass.gov/civilservice](http://www.mass.gov/civilservice)). You must follow the instructions on the Fee Waiver Form regarding proper submission of the Form and supporting documentation.

**SPANISH-SPEAKING APPLICANTS:** 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 Tuesday, April 30, 2013.** 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.

**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. Please include in your request 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.

### 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 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.