



**THE COMMONWEALTH OF MASSACHUSETTS
Human Resources Division**

Overview for Entry Level Police Officer Exam

January 18, 2024



Civil Service Mission

The Massachusetts Civil Service strives to recruit a qualified **diverse labor force** and evaluate current and potential employees desiring a career in **public safety**, to fill jobs in agencies and municipalities across the Commonwealth.

Examination Application

- Examination application period 11/23/2023-1/30/2024
- Examination fee \$75.00
 - Late fee of \$50.00 applied January 16 through January 30, 2024
- Fee Waiver available for exam if candidate is eligible
 - The examination processing fee may be waived for candidates who have received certain state or federal public assistance, or unemployment insurance during any portion of the twelve months leading up to the original examination date, *March 16, 2024*. Fee Waiver Forms are available on our website: civilservice@mass.gov . This form should be completed and supporting documentation must be scanned and attached to the application. All fee waiver forms must be submitted on or before January 16, 2024 for consideration for the 2024 Police exam.
- Apply: www.mass.gov/civilservice

Requirements and Preferences

- **Age and Education**
 - 19 years old to take the exam
 - 21 by date of appointment
 - High school diploma/GED
 - For exceptions for military personnel please refer to exam posting
- **Disabled/Veteran Status**
 - VA Percentage letter for Disabled Veteran status
 - DD214, Member 4, Service 2, Service 8, CO Letter
- **Residency Preference:**
- **March 16, 2023 through March 16, 2024**
- **Employment/Experience for Municipal/MBTA Only**
 - Experience as a Municipal Police Officer, Transit Police Officer, and/or State Trooper.
- **1/16/2024 Gender, ethnicity, other languages**



Civil Service Process

Written Exam

- Written exam begins March 16 – March 30, 2024 (sites across The Commonwealth)
- Written exam comprised of three sections:
 - Ability test – measures cognitive abilities as essential to performing job duties
 - Life Experience Survey – evaluates candidate's history and relevant experience
 - Work Style Questionnaire – assesses certain motivational, value-related, and attitudinal characteristics
- Study Guide: [2024 Municipal Police Officer, MBTA Transit Police Officer and State Trooper Examination | Mass.gov](#)

Civil Service Process

- Notice to Appear for exam – two weeks prior to test date
 - Monitor email account – all correspondences from Civil Service are by email
 - Computerized written exam – bring ONLY current picture ID
- Score Notice
 - Review notice!
 - Residency, Veteran Preference
- Keeping your information current:
 - ["Update Civil Service Account"](https://www.mass.gov/civilservice) at Mass.gov/civilservice
 - Add other municipalities you wish to be considered for employment
 - Update veteran status
 - Update general contact information
 - Eligible list *estimated* to be established July 1, 2024

Civil Service Process

Once the eligible list is established you will see your ranking on our website (mass.gov/civilservice).

- Make sure to review all online information
 - Veteran Status, Residency (12 months prior 3/16/2024)
- When a community is hiring –
 - Civil Service issues a list to the hiring department and notifies candidates of vacancies via email: Candidates who have opted into text alerts will also receive a text to check their email.
 - Notices can also be found in your Civil Service online account inbox – check frequently
 - Check ['Who is Hiring'](#)
 - Police Departments begin hiring process with a 5-day signing period
 - After the signing period has concluded, it is at the discretion of the hiring department if they allow a candidate to sign late for consideration

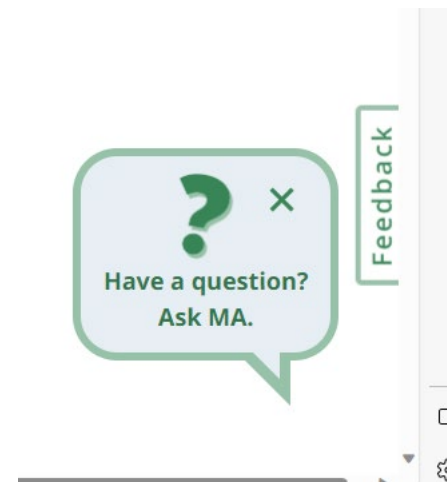
Civil Service Process

After receiving a conditional offer of employment, selected candidates must take and pass the following prior to appointment:

- Medical exam
- Psychological exam
- Physical Ability Test (PAT)
 - Police Officer Physical Ability Preparation Guide:
 - [2024 Municipal Police Officer, MBTA Transit Police Officer and State Trooper Examination | Mass.gov](#)
 - What you should expect in Physical Ability Test:
 - [2024 Municipal Police Officer, MBTA Transit Police Officer and State Trooper Examination | Mass.gov](#)
 - Police PAT video
 - https://youtu.be/88L_zIDG-M4

Information and Inquiries

- Mass.gov/civilservice
- Most Civil Service webpages have MA Chatbot
 - Candidates can ask the Chatbot questions in real time which will be answered and/or direct you to the page that provides more information
- Email: civilservice@mass.gov
- Phone: 617-878-9700
- **1-800-392-6178**
- **TTY Number: (617) 878-9762**



Questions?

Thank you!

Contact:

For Civil Service: civilservice@mass.gov

Phone: 617-878-9700