



Harwich Police Department
Police Officer Entrance Examination
Notice

Exam date:

Saturday, October 17, 2015
9:00 AM

Location:

Cape Cod Regional Technical School
351 Pleasant Lake Ave
Harwich, MA 02645

Check-in Time:

08:00 AM

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Harwich Police Department

Police Officer Entrance Examination

EXAMINATION DETAILS

Examination Date: Saturday, October 17, 2015 at 9:00 AM. Check in starts at 8:00 AM.

Examination Location: Cape Cod Regional Technical School, 351 Pleasant Lake Ave
Harwich, MA 02645

Registration Deadline: Monday, October 12, 2015 at 9:00 AM.

Public Safety Consultants, LLC
P.O. Box 4074 Turnpike Station
Shrewsbury, MA 01545
Contact: information@publicsafetyllc.com

EQUAL OPPORTUNITY EMPLOYER – AFFIRMATIVE ACTION

MGL 149 Sec 19 B “It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.”

REGISTRATION GUIDELINES

1. To register, log onto <http://publicsafetyllc.com> Click on the “Register” button at the top and then choose the town you are registering for.
2. The cost of the examination is eighty dollars. (\$80.00 dollars).
Two options:
 - a. Examination Only
 - b. Examination and a Study Guide
3. Payment must be received in full at the time of registration. (Credit card payment only)
No refund for cancellation after 4:00 PM on Friday, October 9, 2015. Cancellation before 4:00 PM on Friday, October 9, 2015 will receive 50% refund.

4. **By registering for this examination, you acknowledge that you are eligible for and agree to all terms and conditions of the registration and examination.**
5. There are NO refunds if an applicant fails to show for the examination.
6. **Special Accommodations:** If you require special accommodations for this examination, you must contact the Examination Administrator in advance.

ADMISSION TO EXAMINATION

Two days prior to the examination, you will be emailed an "Admission Notice" for this examination. You are required to print and bring this letter with you to the examination registration. You must bring the following documents to the examination:

- 1. Admission Notice**
- 2. Government Identification**

EXAMINATION CHECK-IN PROCEDURE

Material that you MUST bring with you on the day of the examination:

- “Admission Notice”
 - Legal photo ID
 - A pen and/or #2 pencil. (no mechanical pencils or gel pens)
1. Candidates should arrive by 8:30 AM
 2. Examination monitors will verify the following:
 - a. Applicants name, address, and email address for test score notification
 - b. Valid government picture identification must be shown at check in
 - c. You will then be assigned to a testing room
 - d. The examination will begin exactly at 9:00 AM and last approximately two hours.
 3. No food or drinks are allowed in the examination room.
 4. Absolutely NO electronic device is allowed in the examination room. You must leave all electronics - including cell phones - at home or in your automobile.

TEST FORMAT

This examination is made up of four separately timed test sections. The first three sections, Mathematics, Reading Comprehension and Grammar utilize the Multiple-Choice and True/False formats. The fourth section, Incident Report Writing, requires you to write your answers in complete sentences in the spaces provided in the test booklet.

Though most of the questions in this test battery relate to police duty, no prior knowledge of law or law enforcement will be needed to answer the questions.

The Examination Monitor will read specific instructions prior to the beginning of each examination section.

TEST SCORES

Test results will be sent to each candidate and the Town of Harwich within 14 days of the examination via email. Applicants must obtain an overall minimum passing score of 70 %.

Candidates receiving a total score above 70% will receive an email containing information from the Town of Harwich on how to proceed with the application process.

QUALIFICATIONS

- Ability to obtain a valid Massachusetts firearms license
- At least 21 years old on day of appointment
- Possess an associate's degree or equivalent credits when enrolled in a bachelor's program or be an active member of the military or honorably discharged.
- Must pass entrance examination
- Must pass oral interviews
- Must pass a thorough background investigation prior to employment.
 - MGL Chapter 41 Section 96A No person, who has been convicted of any felony shall be appointed as a police officer of a city, town or district.
- Must pass physical fitness test
- Must pass medical examination
- Must pass psychological examination
- Must be a United States citizen upon appointment to the Police Academy
- Must have a valid driver's license
- Must reside within 15 miles of Harwich, Massachusetts within one year of appointment.
- In accordance with M.G.L. Chapter 41 section 101A, no officer or student officer appointed or hired after January 1, 1988 shall use or smoke any tobacco product. Local by-law also includes “chew or dip”.
- The primary goal of the Harwich Police Department is to select only the finest candidates so as to further the Department’s standards of excellence. The Department will strive to attract candidates from diverse backgrounds and cultures, and will give priority to residency in the Town of Harwich, military service, education, character, and public service in the selection of new officers.
- No candidate will be denied employment based upon any discriminatory criteria, including, but not limited to, their sex or sexual orientation, race, religion, or nationality.

EXAMINATION HINTS

- Arrive early, as you must check in and provide positive identification prior to being admitted to the examination. You may be assigned to a specific seat and test number.
- The test administrator will provide you with complete and detailed instructions for taking each section. Do not read ahead because you may miss something very important.
- Just before the signal to begin each section is given, make a mental note of what time it will be when the time limit for the section is up. This will allow you to pace yourself while working through the test.
- Attempt to answer every question in the test. There is no penalty for guessing since your score is based on the total number of correct answers. This means you should respond to every question, even when you are not certain of the correct answer.
- Avoid junk food and concentrate on a well-balanced diet for several days before the test.
- Avoid stimulants such as coffee, especially on the day of the test.
- Get a good night's sleep before the test.
- Do not drink a lot of liquids or eat a big meal before the test.
- Only the answer sheet will be scored, all answers **MUST be on the answer sheet**. Marks in the test booklet will not be counted.
- If you change an answer, put an **X** through the wrong answer. You are marking multiple copies and an erased mark will be scored as **“incorrect”**.

Good Luck!

HARWICH POLICE OFFICER

Position Purpose:

The purpose of this position is to perform law enforcement duties, protecting life, property and civil rights of individuals and to prevent and suppress crime. Interacts with citizens to provide service and render assistance, prepares and completes records, reports and other paperwork documenting incidents for use in prosecution. Responds to calls in response to reported violations, accidents, domestic disputes and abuses and other incidents; performs all other related work as required. The Police Officer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs functions primarily based on clearly prescribed standard practice but frequently required to make decisions, which involve choice of action within limits defined, by standard practice and instructions.

Supervision Received: Works under the general direction of the Supervisor in charge and in accordance with applicable Massachusetts State Laws, town policies and bylaws, and relevant state, federal, and local regulations and standards, referring all unusual cases to supervisor.

Supervision Given: May assist and train new Police Officers during the training period.

Job Environment:

Majority of work is performed outdoors, with frequent expose to varying weather conditions and situations endangering personal safety. Wears appropriate uniform and equipment. May work various shifts including evenings and weekends.

Operates police cruiser, computer, telephones and other standard office equipment, and all police equipment including firearms. May operate a motorcycle. May ride a mountain bike.

Makes frequent contacts with the general public, other law enforcement and rescue organizations, dispatchers, fire department, other town departments and town officials, members of the court system, hospital staff, business owners, department of social services and civic groups. Contacts usually involve an information exchange dialogue, but frequently require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information, such as highly sensitive personal information about citizens; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could cause confusion and delay, could be costly to correct or could jeopardize personal safety, the safety of fellow officers and the general public.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Exercises authority consistent with the obligations imposed by the oath of office and according to the established rules and procedures. Enforces all state and local laws and bylaws within the police area of responsibility.

Assists all persons needing police assistance.

Detects and prevents crime through patrol either in a cruiser or on foot. Patrols assigned area for general purposes of crime prevention, law enforcement, protecting life and property and preserving the peace. Identifies criminal offenders and criminal activity and, where appropriate, apprehend offenders and participate in subsequent court proceedings.

Answers calls and complaints involving drunkenness, domestic disputes, robberies and other misdemeanors and felonies.

Performs public assembly checks. Performs building security checks. Observes and interrogates suspicious persons. Reports fires. Checks schools, parks, and playgrounds.

Conducts traffic management and control activities.