

AMENDED

Boston Police Captain Technical Knowledge Examination and Assessment Center with Education & Experience

APPLICATION OPEN DATE: 3/3/2020

APPLICATION DEADLINE: 4/3/2020

TECHNICAL KNOWLEDGE EXAMINATION DATE: **8/29/2020**

EXPERIENCE & EDUCATION: **8/7/2020 – 9/5/2020**

ASSESSMENT CENTER DATE: TBD

EXAMINATION LOCATION: **Hynes Convention Center, 900 Boylston St, Boston, MA 02115**

ELIGIBLE LIST: Individuals placed on the resulting eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, unless otherwise outlined in Chapter 31, § 25 or the Human Resources Division's revocation policy.

ELIGIBILITY: To be eligible for this examination you must:

- Be an employee in the City of Boston Police Department with permanent civil service status as a Police Lieutenant on the date of the examination **on June 27, 2020**
- Have served in the force, **as of June 27, 2020**, at least one year since your name was first certified in the eligible title(s), regardless of whether that certification resulted in your appointment to the eligible title(s). Time spent pursuant to a temporary appointment in the title of Police Captain will not interrupt the service period in your permanent position.

Eligible Title: Police Lieutenant

Essential Duties

POLICE CAPTAIN JOB DUTIES:

An Area Commander (Captain) is an officer assigned by the Police Commissioner to command an Area. Area Commanders have control of all members of the Department attached to his/her Area, subject to the orders of his/her superiors and the rules of the Department. With the approval of the Chief of the Bureau of Field Services s/he may make minor rules for the conduct of his/her subordinates and for the use of the station house provided such rules are not in conflict with Department rules. Commanders make daily assignments consistent with Department operating procedures and are responsible for assuring the promulgation of all Department rules, directives, orders, memoranda and circulars to his subordinates, attending all roll calls while on duty, when practicable. Commanders are responsible for monitoring the use of sick time by those employees attached to his/her Area, and in the case of excessive use of sick leave by any member, he/she shall cause an investigation to be made to determine the cause and take the appropriate action as warranted. Commanders have responsibility to see that all overtime assignments on his/her Area are performed by Area personnel in accordance with Department policy, that all overtime slips

are completed, properly coded, signed by him/her and forwarded to the Bureau of Field Services within the prescribed time. Refer to: [BPD Rule 107](#)

EXAMINATIONCOMPONENTS: The Technical Knowledge will be 24%, Assessment Center will be 56%, and Education and Experience will be 20% of the final score. All candidates that take the Technical Knowledge Examination will be scheduled for the Assessment Center.

EXAMINATION SUBJECTS: The written examination will be designed to test, where practical, the following knowledge that has been established as important for the position: knowledge of the Massachusetts General Laws and associated court decisions governing police work as they pertain to the areas of criminal law, criminal procedure, motor vehicle laws, and juvenile law; knowledge of the Boston Police Department Rules, Regulations and Special Orders governing administrative and operational policies and procedures; knowledge of community policing principles, and techniques; knowledge of principles and practices of police supervision and management (e.g. communication, leadership, ethics, and employee relations).

Application Process

APPLICATION: All applications must be received by the application deadline or your application will not be accepted.

EDUCATION AND EXPERIENCE: Instructions and a link to your Education and Experience (E&E) claim will be emailed to you prior to the Technical Knowledge Examination administration date. There is a **\$250** fee associated with the Education and Experience Examination component which must be paid to Civil Service Human Resources Division (HRD).

ONLY ONLINE EDUCATION AND EXPERIENCE CLAIMS WILL BE ACCEPTED. SUBMITTING AN E&E CLAIM IN ANY WAY OTHER THAN THROUGH THE ONLINE CLAIM PROCESS WILL RESULT IN A FAILED EXAMINATION COMPONENT.

APPEAL RIGHTS: [MGL Chapter 31 § 22](#) specifies the Requests for Review, otherwise known as Appeals, that candidates may submit.

- Multiple Choice Item Reviews and Fair Test Request for Review are due to Human Resource Division (HRD) 7 days after the administration of the examination. To request a Multiple Choice Item Reviews and Fair Test Request for Review submit a “2020 Promotional Exam Review” application that can be found on this link: [2020 Promotional Exam Review](#)
- Requests to Review Essay Questions are due to Human Resource Division (HRD) 17 days after the scores are released for the examination. To submit a Request for Review submit a “2020 Promotional Exam Review” application that can be found on this link: [2020 Promotional Exam Review](#)

- Education and Experience Review are due 17 days after scores are released. To submit an Education and Experience Request for Review, email civilservice@mass.gov and include “BPD E&E Review” in the subject line.
- Answer Sheet Reviews are due 17 days after scores are released. To submit an Answer Sheet Review, email civilservice@mass.gov and include “Answer Sheet Review” in the subject line.

STATUTORY PREFERENCE POINTS: Upon submission of written proof, two points will be added to the passing score of qualified Veterans and Disabled Veterans or individuals who have 25 years of service as a member of a regular police or fire force and have passed an examination for promotional appointment in such force. If you are qualified for both the Veteran's Preference and the Promotional Preference for 25 years of service, please be advised that two points are the maximum allowable number of points to be added to your passing, overall (general average) examination score.

To claim the Promotional Preference for 25 years of service, applicants must claim this preference on the Education and Experience (E&E) application and either attach the Employment Verification Form to your E&E application or email to civilservice@mass.gov.

To claim Veteran's Preference, submit your DD214 to civilservice@mass.gov with the subject line “Boston Police Promo Exam”. For more information regarding veteran’s preference please visit Civil Service Human Resources (HRD): [Military Information](#).

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, claim this request on the promotional exam application and you must submit a letter of support from a qualified medical or health professional detailing what type of accommodation you require at the exam site and such letter must be scanned and attached to your application. Without such a letter, we cannot guarantee that we will be able to consider 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 the examination date, must submit a promotional exam application 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. Attach your request to the promotional exam application or email to bostonpoliceHR@pd.boston.gov. Requests filed after the application deadline must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. For more information please visit Civil Service Human Resources (HRD): [Military Information](#).

IDENTIFICATION AT THE EXAMINATION SITE: At the examination site, applicants must present current and valid government issued photo identification with signature (e.g., driver's license, passport, military ID). Applicants will not be allowed to take the examination without a valid identification.

UPDATING INFORMATION: Applicants are responsible for maintaining accurate contact information.

Women, minorities, veterans, and people with disabilities are encouraged to apply.

Information about this examination can be obtained by contacting Mary Flaherty, Director of Human Resources by e-mail at bostonpoliceHR@pd.boston.gov. Boston Police Human Resources will respond to your inquiries as quickly as possible.

AMENDED DATE: 5/29/20