

The Burlington
Police Department



The Wenham
Police Department

PAT's:
Sat, Oct. 1st
Candidate's must pass the PAT to
sit for the written exam

Written Exam:
Sat, Oct. 15th

Currently, the Burlington PD and the Wenham PD have multiple immediate positions available, and anticipates additional openings in the future. The list of eligible candidates will remain on file for approximately two years or until the list is exhausted, whichever comes first. Candidates looking to become a patrol officer with either the Burlington PD or the Wenham PD are encouraged to register and participate in the written exam. The list will be shared by the participating departments, which means you are eligible for hire by either agency!

Applicants must pass the PAT's to be eligible to sit for the written exam.

Physical Abilities Test (PAT): Sat., October 1, 2022

Written Exam: Sat., October 15, 2022

Thank you for your interest in the Burlington and Wenham PD's upcoming law enforcement entry exam being held on Sat., October 15, 2022. The in-person exam will be facilitated by Police Exam Solutions (PES). In order to participate in the written exam, you must participate in, and pass, the PAT on Sat., October 1, 2022. The steps to success are below.

STEP 1: Register

1. Register for the exam,
2. Pass the PAT on Saturday, October 1st. You will be notified of your designated time slot at least (1) one week prior to the PAT's,
3. If you pass the PAT, you must pass the written test.
4. If you pass the PAT and written exam, you will be required to pass the additional testing measures set forth by the departments. For more information on this topic, please refer to the detailed information provided on the registration website.

STEP 2: The PAT's

PAT Date: Sat., October 1, 2022

Time & Location: You must report to the Marshall Simonds Middle School, 114 Winn St., Burlington, MA, a half hour before your designated time slot. Designated PAT time slots will be assigned to one week prior to the PAT date. You must have your completed waiver to participate.

What to Bring: You must have your completed PAT Waiver to participate, water, and appropriate athletic attire are required.

Exam Date: Sat., October 15, 2022

Check-in: Begins at 8:15am. Test begins promptly at 9:00am.
No admittance after 9am.

Location: Burlington High School, 123 Cambridge St., Burlington, MA

Registration Deadline: 9am on Weds., Sept. 28, 2022

STEP 3: Written Exam



Scan for more details!

The Burlington & Wenham Police Department's for which you are applying has contracted with PES to provide the best recruitment and pre-screening tools available for recruiting qualified candidates. Therefore, the Burlington & Wenham PD have requested you contact PES with questions, concerns, or additional information, and **not contact their agency.**



Burlington & Wenham PD's PAT

Important information on the PAT process:

1. The PAT will be administered over a 1-day period beginning Saturday, October 1, 2022 at 0900. You will be assigned a specific PAT timeslot at least one week prior to the PAT date. We do not take requests for assigned time slots.
2. The PAT administration will be conducted on the grounds of the Marshall Simonds Middle School. The address is 114 Winn St., Burlington, MA.
3. **All candidates MUST show up thirty minutes prior to their scheduled PAT.** You must bring a photo ID and have a signed and witnessed waiver with you. The waiver can be downloaded on the PES website. Failure to have the necessary documents may result in immediate disqualification from the entire recruitment process.
4. Wear appropriate athletic attire. Dress for the weather. This PAT will occur in any type of weather and will not be postponed unless it becomes absolutely necessary. Wear running sneakers. Bring water and a snack, if you prefer. Dressing in layers should work to your advantage in the event of extreme temperatures. We have administered the PAT during times when it has been under 10 degrees, and others when it has hit 70.
5. All personal belongings must be left in your vehicle. Neither the Burlington PD nor the Wenham PD will be responsible for lost or stolen items.
6. All candidates must pass EVERY phase of the PAT. Failure on one event will result in immediate disqualification from further processing.
7. There will be uniformed BPD & WPD personnel on site to assist. Upon arrival, you will be pre-processed with the rest of your group, based on your assigned PAT time, by officers handling the registration component.
8. No candidate will be allowed to wear earphones/ear pods during the PAT. Candidates must be able to follow instructions from BPD/WPD staff during the administration of the PAT and the academy does not allow any recruit officer to wear them during training - so we are going to get you used to this now.

The PAT has traditionally resulted in an approximate 50% failure rate over the last three recruitment drives. The PAT is not something that you can fail to prepare for and hope to pass. It is challenging and we are going to test you at the level necessary to graduate the police academy. Therefore, you must be prepared! Information on the PAT can be found www.bpd.org, www.policeexamsolutions.com, and on the Municipal Police Training Committee website, https://mptctraining.com/roclessons/P_H&WPrepGuide.pdf. Please - prepare now for the PAT.



Burlington Police Department & Wenham Police Department

2022 Physical Agility Testing for Written Exam Qualification

WAIVER & RELEASE OF LIABILITY PHYSICAL AGILITY TESTING: SAT., OCTOBER 1, 2022

I, the undersigned, acknowledge that I have willingly chosen to participate in the physical fitness test for police officer candidates. This testing shall include the following:

- Sit-ups
- Push-ups
- 1.5 mile run
- 300 meter run

I hereby release the Town of Burlington and the Town of Wenham, the Burlington and Wenham Police Departments and its officials, employees, agents and assigns from any liability for injuries or death which may occur as a result of my participation in the police officer physical agility testing. It is my responsibility to understand the testing requirements and I assume all liability for my participation. I understand that I have had the opportunity for an independent medical examination by a doctor of my own choosing and own expense, prior to agreeing to this testing, and have chosen to forego such opportunity - or have attached a medical record to this waiver indicating I have had such examination and I am free to participate.

I sign this waiver and release willingly, and of my own volition, without coercion of any kind. I understand that by signing this form I give up all rights whatsoever to recover damages from the Town of Burlington and/or the Town of Wenham for injury or death arising out of the physical agility testing.

Name (print)

Last 4 of SS#

Signature

Date

Witness

Date

(This form is NOT required to be notarized but must be witnessed by a person 18 years of age or older)



Important Information on the Written Exam Process:

The written exam date is scheduled for Saturday, October 15, 2022, and will be facilitated by Police Exam Solutions, LLC. **Please understand that the written exam will only be offered to those candidates that successfully pass the PAT.**

BPD & WPD: Minimum Requirements **If Minimum Requirements vary by agency, they will be outlined below.**

1. Be a U.S. citizen (by birth or naturalization);
2. Be at least 21 and no older than 35 as of the date of the written examination;
3. Possess a valid Massachusetts driver's license (or obtain one within 6 months of appointment);
4. Possess a High School Diploma or G.E.D. certificate (preference may be given to those candidates that have a college degree, military experience or combination);
5. Be a non-smoker;
6. No felony convictions or equivalent convictions that would be a felony in Massachusetts;
7. Have a strong character background and not be included on any decertification list or index;
8. Must have the ability to pass the Massachusetts police academy, or an equivalent basic training academy, approved by the Municipal Police Training Committee in order to achieve basic certification as a police officer;
9. Must be able to obtain a Massachusetts Class A License to Carry a Firearm;
10. **Burlington Tattoo Policy:** All candidates for appointment to the position of Burlington Police Officer shall have tattoos, body art, brands or scarifications of any type removed prior to appointment. For the purpose of this rule only those tattoos, body art, brands or scarifications that are visible when the candidate is dressed in the Department's summer duty uniform must be removed. Attempts to disguise, cover-up or, otherwise keep any such tattoos, body art, brands or scarifications from view shall not satisfy the requirements of this rule.
11. **Wenham Tattoo Policy:** All candidates for appointment to the position of Wenham Police Officer, both sworn and non-sworn, may at the discretion of the Chief of Police, have tattoos that are not covered by the wearing of the uniform, be required to cover the tattoo, with clothing, make up or any other garment that is issued or authorized by the Chief of Police. The Chief of Police would observe the uncovered tattoo and if determined to be inappropriate, offensive or sexual in nature, such tattoo would be required to be covered. Tattoos on the face, neck, head, or any area of exposed arms or legs would be subject to this rule. An example of this would be a "sleeve tattoo." The Chief of Police may require an officer to wear long sleeve shirts regardless of the assigned uniform of the day;
12. Ability to pass all requirements as set forth by the Police Officer Standards and Training Commission (POST); and
13. Be willing and able to meet the duties and obligations of a Burlington Police Officer and/or a Wenham Police Officer, as described in the job descriptions provided.

All candidates must understand that these basic minimum qualifications do not guarantee candidates employment and are not an offer of employment. All candidates will be assessed for their fitness for the position throughout the entire selection process.

Burlington & Wenham PD's Exam Logistics & Information

Your registration fee entitles you to participate in the BPD/WPD Physical Abilities Test (PAT), and the written exam, however you must pass the PAT in order to participate in the written exam. If you do not pass the PAT, you are no longer considered eligible to proceed in the hiring process.

- **PAT Date:** Saturday, October 1, 2022
- **PAT Time Slot Assignment:** You will be notified of your scheduled PAT time at least **one week prior to the scheduled PAT**. We do not take requests for assigned timeslots. You must report a ½ hour before your scheduled time, and have your completed Waiver. You can download your waiver on the PES website. If you fail to bring this to your PAT appointment, you will be disqualified.
- **PAT Location:** Marshall Simonds Middle School, 114 Winn Street, Burlington, MA.

If you PASS the PAT, you are invited to participate in the written exam being held on Saturday, October 15, 2022.

- **Written Exam Date:** Saturday, October 15, 2022
- **Written Exam Location:** Burlington High School, 123 Cambridge Street, Burlington, MA
- **Check-in:** Begins at 8:15am. Doors close at 9am sharp. Anyone arriving after 9am will not be permitted to sit for the exam.
- **What to Bring:** Your valid photo ID, (2) No. 2 pencils, and a water, if you choose.
- **What NOT to Bring:** NO smart devices! This includes: cell phones, iPads, computers, smart watches, cameras, or any other device with internet and/or camera access. If you are found with one of these devices, you will immediately be disqualified and asked to leave the premises.

THE WRITTEN EXAM:

- In order to participate in the written exam, you are REQUIRED to have passed the Physical Abilities Test. Your written exam is specifically tailored for law enforcement and was developed to measure the key skills, abilities and other characteristics required for job success. Once the test has begun, you will be allotted 2.5 hours to complete your exam.

IF YOU PASS THE PAT & THE WRITTEN EXAM - Next Steps in the Hiring Process:

- If you pass the PAT and the written exam, please understand that these are only the first steps in the BPD and WPD hiring process. Eligible candidates who pass the PAT and written exam, will be required to participate in the subsequent screening measures. This can include, but is not limited to, scenario testing, interview, background, medical, and psych exams.

TRANSFERRING PRIOR PES SCORES:

- Prior PES exam results are NOT eligible for score transferring to the BPD/WPD exam. Anyone who is interested in being considered in the BPD/WPD hiring process must sit for this exam.

WRITTEN EXAM SCORES/REPORTING:

- Typically, scores are released within (5) business days from the date of the written exam. Once available, PES will provide candidates, via email, instructions on how to access your individual score.

HAVE QUESTIONS?

- **PES is here to help!** Police Exam Solutions is facilitating and hosting the BPD and WPD exam. As such, all questions regarding the exam process, will be handled by Police Exam Solutions. To provide you with a timely, informative response, we highly encourage you to submit inquiries to info@policeexamsolutions.com, or by calling the office at 781.645.6005. **Do NOT contact the BPD or WPD, or you may be disqualified from the process.**

All fees paid are NON-REFUNDABLE. PES does not offer make-up exam sessions or returns for exam registration purchases. Your registration purchase is for that particular exam only and cannot be transferred to another exam.

Enroll today at www.policeexamsolutions.com

**Burlington Police Department
Job Description for the role of Patrol Officer**



July 2022

Burlington Police Department Job Description

Patrolman

A. Summary

A patrolman assigned to the Patrol Division shall be responsible for the efficient performance of all duties in conformance with the rules, regulations, policies and procedures, and orders contained in all manuals issued by the Department.

His/her mission shall consist of, but not necessarily limited to, a number of general police responsibilities necessary to the stability of the community.

He/she shall be expected to:

1. Identify criminal offenders and criminal activity and, where appropriate, to apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of some crimes through preventive and directed patrols and crime prevention measures.
3. Aid individuals who are in danger of physical harm.
4. Protect constitutional guarantees.
5. Facilitate the movement of people and vehicles.
6. Assist those who cannot care for themselves.
7. Resolve conflict.
8. Identify problems that are potentially serious law enforcement or governmental problems.
9. Create and maintain a feeling of security in the community.
10. Promote and preserve civil order.
11. Provide other services on an emergency basis.
12. Perform other related specific duties and responsibilities as required by the Chief of Police or his designee.

B. General Duties and Responsibilities

1. Exercise authority consistent with the obligations imposed by his/her oath of office and be accountable to his superior officers, promptly obeying legitimate orders.
2. Coordinate his/her efforts with those of other members of the Department so that their teamwork may insure continuity of purpose and maximum achievement of police objectives.
3. Communicate to his/her superiors and co-workers all information he may obtain which is pertinent to the achievement of police objectives.
4. Be available for duty at all times in case of special needs or emergencies and respond punctually to all assignments.
5. By study and research, become familiar with advanced techniques and ideas designed to improve police performance.
6. Acquire and record information concerning events that have taken place since his/her last briefing and be continuously attentive to instruction.
7. Record all activity during/his/her tour of duty in the manner prescribed to him/her by his/her supervisors.
8. Devote the maximum possible time to the performance of his/her assigned duties.
9. Maintain weapons and equipment in a functional, presentable condition, promptly correcting defects and reporting any serious defects to his/her superior.
10. Make reports of crimes, accidents, and other incidents in conformity with the procedures outlined in current directives for their accurate and complete preparation.
11. Exert every effort to satisfy the needs of citizens requesting service, assistance, or information, and courteously explain any instance where jurisdiction does not lie with the police department and suggest other procedures to be followed.
12. Be accountable for the securing, receipting, and proper transportation of all evidence and property coming into his/her custody.

13. Be alert to the development of conditions tending to cause crime, take preventive actions to correct such conditions and inform his superiors as soon as the situation permits.
14. Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity.
15. He/she shall collect evidence and record data which will aid in identification, apprehension, and prosecution of offenders and the recovery of property.

C. Specific Duties and Responsibilities

1. Patrol
 - a. Patrol assigned area in a one or two man radio patrol car for the general purposes of crime prevention and enforcement. Pay special attention to those public offenses and criminal activities which are more likely to occur during one's tour of duty. Patrol includes: Apprehending persons violating the law or wanted by police, public assembly checks; building security checks; legal interrogation of suspicious adults and juveniles; issuing traffic citations; locating fires, reporting street light and traffic signals out of order, street hazards, and other safety problems; and, checks of schools, parks, and playgrounds.
 - b. Examine in the nighttime doors and windows of business places in his/her assigned area of patrol to see that they are properly secured. If any door or window is found to be unsecured, he/she shall notify the station and take immediate measure to secure the property if it is apparent that the door or window was inadvertently left open by the owner. However, if it appears that the door or window was forced open to gain unlawful entry into the building, he shall immediately notify his/her superior officer of the situation and request assistance to search the premises.
 - c. Become thoroughly familiar with his/her assigned route of patrol. This includes: residents, merchants, and institutions; roads, alleyways, and paths; conditions that contribute to crime and resources for emergency or other assistance, such as the location of fire boxes and telephones.
 - d. Remain in his/her assigned sector throughout a tour of duty except when a police emergency necessitates a temporary absence, or when a superior officer or the dispatcher has issued such authorization.

- e. Patrol every part of his/her beat giving particular attention to and frequently rechecking locations where the crime hazard is great. In so far as possible, he/she shall not patrol his area according to any fixed route or schedule, but shall alternate frequently and back track in order to be at the location least expected.
- f. Be alert for all nuisances, impediments, obstructions, defects, or other conditions that might endanger or hinder the safety, health, or convenience of the public within his/her patrol area.
- g. Take measures to direct the flow of traffic in his/her area during periods of congestion.
- h. Observe the following when assigned to traffic duty:
 - i. Direct and expedite the flow of traffic at assigned intersections keeping in mind his/her duty as traffic patrolman in preventing accidents, protecting pedestrians, and ensuring the free flow of traffic.
 - ii. Enforce the parking ordinances and motor vehicle laws in the area.
 - iii. When called from a traffic post for emergency police service, respond immediately and notify the station at the earliest possible opportunity.
 - iv. Wear the prescribed traffic safety clothing and equipment.
- i. Keep portable radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning the use of the radio. Give location when contacted by radio.
- j. Be prepared to participate in special operations such as directed patrol, roadblocks, selective enforcement or others.

2. Service to Public

- a. Respond to situations brought to his/her attention while in the course of routine patrol or assigned by radio. Render first aid to persons who are seriously ill or injured; assists invalids, senile and lost persons, or other persons needing police assistance.

- b. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- c. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.

3. Report Writing

- a. Complete detailed crime reports on all reported public offenses, crimes and vehicle accidents. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report and secures the property according to established departmental procedures.
- b. Take statements from witnesses, suspects, and complainants at the scene of most serious offenses and traffic accidents.
- c. Complete brief incident report on assignments where no offense has occurred or further police action is not required.
- d. When an officer is involved in a situation where there is unfavorable public reactions, or charges are made against the officer, submit a report through command channels explaining the circumstances in detail.

4. Miscellaneous Activities

- a. When directed by a superior officer, serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately.
- b. Guard prisoners who are receiving treatment at the hospital.
- c. When dispatched, leave assigned area to assist fellow officers on calls of a serious or dangerous nature.
- d. Confer with court prosecutor and, when assigned, testify in court.
- e. Accomplish other general duties and functions as they are assigned or become necessary.

- f. If assigned to operate a motor vehicle.
 - i. See that it is well maintained mechanically and that it is kept clean both inside and outside.
 - ii. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the Shift Commander and complete all reports and forms required for such by current procedures.
 - iii. Have a valid Massachusetts's operator's license.

Use the complete call number assigned to the car to contact headquarters.
 - iv. Operate the radio in line with FCC regulations and current departmental procedures.
 - v. Remove the keys whenever the patrol car is left unattended for any reason.
- g. Always drive the assigned vehicle with due regard for the safety of yourself and others. When on regular patrol, drive at a speed and in such a manner as will enable one to see any conditions in the assigned patrol area which may require police attention.
- h. Be prepared for inspection of uniforms, equipment and general appearance.

5. When Responding to the Report of a Crime or Serious Incident

- a. Use the siren and flashing light when it is necessary to do so to ease passage through traffic, provided their use does not defeat more important police purposes such as maintaining the element of surprise.
- b. When approaching the area of a crime scene, observe all weapons in the vicinity and the registration numbers of vehicles leaving the area.
- c. Preserve any crime scene until a superior officer or detective arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer.

- d. Keep the dispatcher and Shift Commander informed of all pertinent information relating to the crime scene or serious incident area until a superior officer arrives to take command.
- e. Consistent with responsibilities at the scene, and with orders received from superiors, resume regular patrol as soon as possible.

D. Duties by Assignment

Patrol officers may be given one or more of a variety of assignments and special assignments offered within the Department. These include assignments such as: detective, juvenile officer, field training officer, D.A.R.E. officer, crime prevention officer, selective enforcement/traffic officer, and others to include assignment to special units.

E. Knowledge, Skills, and Abilities

Working knowledge of modern police science techniques, methods and procedures, and the ability to carry out the same. Knowledge of Federal, State, and City laws and ordinances, and court decisions relative to police officer enforcement abilities and restraints. Ability to deal effectively and courteously with others. Ability to observe situations analytically and objectively, to record them clearly and completely, and to determine the proper course of action to be taken. Ability to enforce laws, ordinances, and regulations with firmness, tact, and impartiality. Ability to utilize self-defense techniques and firearms. Ability to express oneself clearly and concisely, both orally and in writing. Ability to operate motor vehicles under emergency situations.

F. Qualifications

High school diploma or equivalent. Possession of a valid Massachusetts motor vehicle operator's license. Sufficient physical ability to meet position requirements. Completion of college courses, military duty or relevant work experience are desirable, but not required. Completion of a Massachusetts Police Training Committee sanctioned academy.

**Wenham Police Department
Job Description for the role of Patrol Officer**



July 2022

Wenham Police Department

Job Description

Police Officer

DUTIES:

A Police Officer performs 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;
- 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.

SELECTION PROCESS:

1. Pass Physical Abilities Test.
2. All candidates who pass the PAT's are invited to participate in the written entry exam facilitated by Police Exam Solutions, LLC.
3. Notification of selection.
4. Oral board with a panel consisting of members of the Department.
5. Written exercise will be conducted the date of the oral board panel.
6. Finalists will be chosen and ranked.
7. Detailed background investigation will be conducted.
8. Successful candidate will be chosen and will have a final interview with the Chief of Police.
9. Candidate must pass psychological exam and medical exam.*
10. Character: No person who has been convicted of a felony shall be appointed as a police officer. A candidate may be disqualified for evidence of character clearly unsuited for police services.
11. The Wenham Police Department conducts a comprehensive background check as part of the selection process.
12. Firearms Permit: A candidate must be able to obtain a valid firearms permit to qualify to be a police officer in Massachusetts.
13. Driver License: A candidate must have a valid motor vehicle operator's license before appointment.
14. Contract: Candidate will be required to agree to and sign a three-year employment contract.

*Medical and Psychological Exam: Candidates are required to pass both a medical examination and a psychological evaluation before appointment as a Full-Time Officer for the Town of Wenham.