



Wellesley Police Department
Police Officer Entrance Examination
Registration Information

Exam date:

Saturday, July 10, 2010

Exam Location:

Wellesley Middle School
50 Kingsbury Street
Wellesley, MA 02482

Check-in Time:

08:30 AM

Join the Wellesley Police



The Wellesley Police Department is a progressive law enforcement agency looking to hire qualified men and women for the position of police officer. The department enjoys an outstanding relationship with its community and the men and women of the department take pride to keep Wellesley one of the most sought after communities to live in. Wellesley is located just 13 miles from Boston, is comprised of 27,000 residents, 3 colleges and more on just 10.2 square miles. Community safety has been the mission of the Wellesley Police Department since 1893. To accomplish that mission, we must continue to attract the brightest, most qualified and most capable candidates to our ranks. The Wellesley Police Department has competitive pay, educational incentives for college degrees and opportunities for advancement within the department.

Police Officer Entrance Exam

Saturday, July 10, 2010 9:00 a.m.

Wellesley Middle School

50 Kingsbury Street

Wellesley, MA 02482

To register, log onto <http://publicsafetyllc.com>

Examination Fee \$65.00

Registration Deadline Monday July 5, 2010

EQUAL OPPORTUNITY EMPLOYER – AFFIRMATIVE ACTION

Wellesley Police Examination Process

The Wellesley Police Department expects up to five appointments from this examination.

1. **Download the Wellesley Police Examination Information Package** *Click on PDF Link on Web Site Registration Page.*
2. **Use this website to register for the examination using a Credit Card. You have three options:**
 - a. **Examination Only**
 - b. **Examination and a Study Guide**
 - c. **Examination and the Preparation Course (Includes Study Guide).**
3. **Download the Wellesley “Application Form”** **You must fill out this application completely and bring it with you on the day of the examination.** *Click on PDF Link on Web Site Registration Page.*
5. **The examination date is Saturday, July 10, 2010**
6. **Oral interviews will be conducted during July 2010.**
7. **The Physical agility test will be conducted in September 2010.**
8. **The Police Academy will begin in October 2010.**

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

1. **A properly filled out “Wellesley Police Department Applicant Questionnaire”.**
2. **A ONE PAGE resume. (No references)**
3. **A ONE PAGE letter explaining your interest in the Wellesley Police Department.**
4. **These documents must be stapled together in the upper left corner with the Applicant Questionnaire as the top document.**

The examination will be conducted by:

Public Safety Consultants, LLC

P.O. Box 4074 Turnpike Station

Shrewsbury, MA 01545

Contact: information@publicsafetyllc.com

Examination Administrator: Chief A. Wayne Sampson (Ret.)

wsampson@publicsafetyllc.com

You will be administered the:

“The National Police Officer Selection Test”

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Registration Guidelines for This Examination

1. To register, log onto <http://publicsafetyllc.com>
2. Click on the link “**Police Entrance Examination Click Here to Register**”
3. The examination date is **Saturday, July 10, 2010** at 9:00 AM.
4. The cost of the examination is sixty-five dollars. (\$65.00 dollars)
5. The registration deadline for this examination is **Monday, July 5, 2010** at 4:00 PM
(There are no exceptions to this deadline)
6. Payment must be received in full at the time of registration. (Credit card payment only)
7. Cancellation by 4:00 PM on Monday July 5, 2010 will receive 50% refund.
8. No refund for Cancellation after 4:00 PM on Monday July 5, 2010.
9. If you require special accommodations for this examination, you must contact the Examination Administrator in advance.
10. The examination will be held at:

Wellesley Middle School

50 Kingsbury Street

Wellesley, MA 027482

Examination Preparation Course

Public Safety Consultants, LLC will offer a two-hour examination **Preparation Course** on **Saturday June 26, 2010** at the **Wellesley Police Department 485 Washington Street, Wellesley, MA.** Applicants will receive a study guide developed specifically for this examination by Stanard and Associates, Inc. Instructors will review the study guide examples and review the sample examination questions. Students will also be given valuable information on how to prepare for this type of examination.

1. The examination **Preparation Course** date is **Saturday, June 26, 2010 at 9:00 AM.**
2. The cost of the examination **Preparation Course** is forty-five dollars (\$45.00 dollars).
3. All applicants attending the examination **Preparation Course** will receive a study guide for the **“The National Police Officer Selection Test”** © 2008 by Stanard and Associates, Inc. The study guide will be provided at the preparation course.
4. The registration deadline for this examination **Preparation Course** is **Thursday, June 24, 2010.**
5. Payment must be received in full at the time of registration. (Credit card only)
6. Cancellation by 4:00 PM on Thursday, June 24, 2010 will receive 50% refund.
7. No refund for Cancellation after 4:00 PM on Thursday, June 24, 2010.
8. If you require special accommodations for this examination preparation course, you must contact the Examination Administrator in advance.

Examination Check-in Procedure:

1. Candidates should arrive by 8:30 AM
2. Examination monitors will verify the following:
 - a. Applicants name, address, and payment
 - b. You will be asked to verify your email address for test score notification
 - c. Valid government picture identification must be shown at check in
 - d. You will then be assigned to a testing room
 - e. The examination will begin exactly at 9:00 AM and last approximately two hours and thirty minutes
3. No food or drinks are allowed in the examination room.
4. Absolutely NO electronic device (except medically necessary) is allowed in the examination room. You must leave all electronics at home or in your automobile.
5. You should bring a pen and a #2 pencil for the examination.

Test Format

The National Police Officer Selection Test 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 Wellesley within 30 days of the examination via email. Applicants must obtain an overall **minimum total combined average score of 75 %**.

Examination Appeal

Any appeal of the examination to Public Safety Consultants, LLC is limited to a review of your score sheet. You may file an appeal directly with the Examination Administrator by email within three days of your score being sent via email. Upon request, you may examine your score sheet. All records of this examination will be destroyed thirty days (30 days) after the examination.

Responsibilities of a Wellesley Police Officer

Specific duties of an Officer include: Patrolling assigned areas, conducting accident investigations, following up on complaints, investigating felonies and other crimes, issuing traffic citations, obtaining evidence and testifying in court, rendering and summoning medical aid, directing traffic, conducting arrests, community policing and engaging in crime prevention and reduction measures.

Qualifications

- High School Diploma or G.E.D.
- Successful applicants must obtain at least an Associates degree within five years of appointment.
- Ability to obtain a valid Massachusetts firearms license
- At least 21 years old on date of examination
- Must pass entrance examination
- Must pass oral interviews
- Must pass a thorough background investigation prior to employment.

*No person, who has been convicted of a felony or any offense punishable under M.G.L. Chapter 94C (drug law violations); or has been convicted of a misdemeanor and has been confined to any jail or house of correction as punishment for said crime, M.G.L. Chapter 22 C section 14, will be considered for employment.

- 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 Wellesley, Massachusetts within one year of appointment.
- In accordance with M.G.L. Chapter 22 C section 10, no officer or student officer appointed or hired after January 1, 1988 shall smoke any tobacco product.

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!

Directions to:

Examination Location

Wellesley Middle School
50 Kingsbury Street
Wellesley, MA 02769

From Route 9 East Bound (Wellesley)

Turn right at Kingsbury St. traffic light

.2 mi

End at 50 Kingsbury St. Wellesley, MA 02482.

Parking instructions will be emailed to applicants the week of the examination.

Preparation Class Location

Wellesley Police Department
485 Washington State Road
Wellesley, MA 02482

From Route 9 East Bound (Wellesley)

Turn right at Kingsbury St. traffic light

go .4mi

Turn right at Washington Street

go .1 mi

Arrive at 485 Washington Street (Police Department)