



Grafton Police Department
Police Officer Entrance Examination Notice

Exam date:

Saturday, June 24, 2017
9:00 AM

Location:

Grafton High School
24 Providence Road
Grafton, MA 01519

Check-in Time:

08:00 AM

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Grafton Police Department

Police Officer Entrance Examination



EXAMINATION DETAILS

Examination Date: Saturday, June 24, 2017 at 9:00 AM. Check in starts at 8:00 AM.

Examination Location: Grafton High School, 24 Providence Road, Grafton, MA 01519

Registration Deadline: Monday, June 19, 2017 at 9:00 AM.

Public Safety Consultants, LLC
P.O. Box 1153
Pocasset, MA 02559
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 this examination is eighty dollars. (\$80.00 dollars).
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, June 16, 2017. Cancellation before 4:00 PM on Friday June 16, 2017 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. Download this Grafton Police Examination Information Package *Click on PDF Link on Web Site Registration Page* <http://publicsafetyllc.com>
6. **Special Accommodations:** If you require special accommodations for this examination, you must contact the Examination Administrator in advance.

ADMISSION TO EXAMINATION

By 5:00 PM on the day prior to the examination, you will be emailed the following documents:

1. **An examination "Admission Notice"**

YOU ARE REQUIRED TO BRING THE ADMISSION NOTICE TO THE EXAMINATION.



EXAMINATION CHECK-IN PROCEDURE

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

- “Admission Notice”
- Legal photo ID
- A #2 pencil. (no mechanical pencils or gel pens). This examination will be computer scored.

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 SCORES

Test results will be sent to each candidate and the Town of Grafton within 21 days of the examination via email. Applicants must obtain an overall minimum passing score of 70 %.

All candidates receiving a total score above 70% will receive an email containing information from the Town of Grafton 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
- 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 Grafton, 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.
- MPTC Academy graduates are encouraged to apply.



GRAFTON 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.