



Brewster Police Department

Police Officer Entrance Examination Registration Information

Examination date:

Saturday October 7, 2017

Location:

**Stonybrook Elementary School
384 Underpass Road
Brewster, MA 02631**

Check-in Time:

08:30 AM



The Brewster Police Department is comprised of 27 men and women, both sworn and non-sworn, who work together in a team atmosphere to provide police services to the Town of Brewster. The department has a typical police structure consisting of a Chief, Captain, Lieutenant, Sergeants, and Patrol Officers. Additionally, the department has an Animal Control section and a Detective Unit. Many of the officers within the department have specialty assignments that supplements their daily policing responsibilities.

The members of the department work in partnership with the community to provide the best level of service possible, with an emphasis on integrity, fairness, and professionalism. The Town of Brewster is populated by just under 10,000 residents, which swells to approximately 30,000 during the summer months. Brewster is most well known for its outdoor recreation, to include its beaches along Cape Cod Bay, Nickerson State Park, and its miles of bike paths.

EXAMINATION DETAILS

Examination Date: Saturday, October 7, 2017 at 9:00 AM. Check in starts at 8:30 AM.

Examination Location: **Stonybrook Elementary School**
384 Underpass Road
Brewster, MA 02631

Registration Deadline: Monday, October 2, 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, 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 September 29, 2017. Cancellation before 4:00 PM on Friday September 29, 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 Brewster 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

One day prior to the examination, you will be emailed the following documents:

- 1. An examination "Admission Notice"**
- 2. An Applicant Questionnaire**

You are required to print and bring these completed documents with you 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
 - #2 pencils (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 three 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 Brewster 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 Brewster on how to proceed with the application process.

QUALIFICATIONS AND RESPONSIBILITIES OF A BREWSTER POLICE OFFICER

Qualifications

- High School Diploma or G.E.D.
- Ability to obtain a valid Massachusetts firearms license
- At least 21 years old
- 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 Brewster, 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.

***BREWSTER POLICE DEPARTMENT
JOB DESCRIPTION FOR POLICE OFFICER***

GENERAL DESCRIPTION OF REQUIRED WORK:

The job of a police officer is general and varied duty police work in the protection of life and property through the enforcement of laws and ordinances. Work involves the responsibility for performing routine police assignments that are received from police officers of superior rank. Work normally consists of routine patrol, preliminary investigation and traffic regulation, and investigation duties in a designated area on an assigned shift which may involve an element of personal danger. Police officers must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Employees may receive special assignments which call upon specialized abilities and knowledge usually acquired through experience as a uniformed officer. Police officers may also be required to assist other personnel of the police department in conducting interrogations, searches, and related duties as assigned, involving female prisoners or suspects, as well as in escorting females and juveniles to and from designated points. Assignments and general and special instructions are received from a superior officer who reviews work methods and results through reports, personal inspection, and discussion.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions.
- Ability to write and speak effectively.
- Ability to develop skill in the use and care of firearms.
- Good general intelligence and emotional stability.
- Willingness to cooperate with officials and other police officers.
- Willingness to learn and increase skill in police work.

TOOLS AND EQUIPMENT USED:

- police vehicle
- police radio
- radar units
- handgun and other weapons as required
- baton
- handcuffs
- breathalyzer
- first-aid equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration. The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

Formal application; review of education and experience; examinations including but not limited to written, assessment exercises, medical, physical, and psychological; oral interviews; background check; final selection.

The duties listed above 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.

ILLUSTRATIVE EXAMPLES OF WORK:

- Patrols a designated area of the community in a marked patrol car to preserve law and order, to prevent and discover the commission of a crime, and to enforce traffic and parking regulations.
- Answers a variety of calls such as medical calls, fire calls, automobile accidents, robberies and other misdemeanors and felonies.
- At scene of crime administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court.

- Interviews persons with complaints and inquiries and attempts to make the proper disposition or direct them to proper authorities.
- Checks for parking violations and issues traffic tickets; directs traffic at intersections; participates in escorting funerals and house-movers.
- Conducts accident investigations providing first-aid for injured, taking safeguards to prevent further accidents; interviews principals and witnesses, taking written statements from drivers, witnesses; examines vehicles and roadways, observing traffic control devices and obstruction to view; takes necessary street measurements; clears the scene of obstructions and wreckage.
- Escorts prisoners to and from court; insures that prisoners are properly guarded.
- Acts as custodian of personal property and evidence being held for court presentation; maintains records of property, evidence, and automobiles held or impounded.
- When assigned, participates in training activities.
- When assigned, investigates crimes; searches for and preserves evidence; questions suspects and witnesses, maintains surveillance over persons and places suspected of criminal behavior
- Assisting in interrogation and investigations involving adult prisoners and juveniles
- Maintaining cleanliness of equipment including motor vehicle.

(The above examples may not include all duties performed by police officers.)

SPECIAL REQUIREMENTS:

- Must possess or be able to obtain by time of hire a valid Massachusetts Driver's License without record of suspension or revocation in any state
- Ability to meet physical standards as established by the Massachusetts Police Training Committee
- Ability to successfully complete all phases of the selection process including written entrance exam, psychological exam, physical exam and extensive background check
- Must reside within 15 miles of the limits of the Town of Brewster.