



**Great Barrington Police Department
Police Officer Entrance Examination
Registration Information**

Exam date:

Saturday June 24, 2023 8:30 AM

Exam Location:

Great Barrington Fire Department
37 State Road
Great Barrington, MA 01230

Registration Deadline:

Monday, June 19, 2023 – 9:00 AM

Join the Great Barrington Police Department



The Great Barrington Police Department is a state accredited 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 Great Barrington one of the most sought-after communities to live in. Great Barrington is located in the south end of Berkshire County, is comprised of +/-8,000 residents, 2 colleges and more on just 45.8 square miles.

Great Barrington is the hub of 10 smaller Town's. Community outreach is one of the priorities of the Great Barrington Police Department. To accomplish that mission, we must continue to attract the brightest, most qualified, and most capable candidates to our ranks. The Great Barrington Police Department has competitive pay, educational incentives for college degrees and opportunities for advancement within the department.

Police Officer Entrance Exam

Saturday June 24, 2023 - 8:30 AM

Great Barrington Fire Department
37 State Road
Great Barrington, MA 01230
To register, log onto <http://publicsafetyllc.com>

Registration Deadline: Monday, June 19, 2023 – 9:00 AM

EQUAL OPPORTUNITY EMPLOYER – AFFIRMATIVE ACTION

Great Barrington Department Police Officer Entrance Examination

The list that results from this examination will be used for approximately two years.

Examination Details

Examination Date: Saturday [June 24, 2023](#) 9:00 AM; Check In: 8:15 AM

Examination Location: Great Barrington Fire Department 37 State Road
Great Barrington, MA 01230

Registration Website: <http://publicsafetyllc.com>

Registration Deadline: Monday, June 19, 2023 – 9:00 AM

Cancellation Deadline: Cancellation by 09:00 AM, Friday, June 16, 2023, will receive 50% refund. There is no refund if you do not appear for the examination.

Public Safety Consultants

Pocasset, MA 02559

Contact: information@publicsafetyllc.com

Registration Guidelines

1. To register, log onto <http://publicsafetyllc.com>. Click on the link “**Police Entrance Examination Click Here to Register**”
2. The cost of the examination is \$100.00.
3. Payment must be received in full at the time of registration
4. No refund for Cancellation after **9:00 AM on Friday, June 16, 2023**
5. By registering for this examination, you agree to all terms and conditions of the registration and examination.
6. You will be sent an Admission Notice and information on any additional documentation one day prior to the examination.

Special Accommodations: If you require special accommodations for this examination, you must contact the Examination Administrator in advance.

Examination Process

Please bring the following documents to check in:

1. A properly filled out “Great Barrington Police Department Application”.
<https://greatbarringtonpolice.com/wp-content/uploads/sites/157/2019/08/Employment-Application.pdf>
2. A resume.
3. A letter explaining your interest in the Great Barrington Police Department.

Examination Check-in Procedure:

1. Candidates should arrive by 8:15 AM
2. Examination monitors will verify the following:
 - a. Applicant’s name, address, and email
 - 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. The examination will begin exactly at 8:30 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 #2 pencil for the examination.

Test Scores

Test results will be sent to each candidate and the Town of Great Barrington within 14 days of the examination via email. Applicants must obtain an overall **minimum total combined average score of 70 %**.

Physical Agility Test

All candidates that pass the written examination will be required to take and pass a Massachusetts Police Training Committee physical agility test provided by the Great Barrington Police Department in early July. You must pass this physical fitness test to continue in the selection process.

It is anticipated that successful candidates will enter the Police Academy in the early fall of 2023.

Responsibilities of a Great Barrington 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.
- Ability to obtain a valid Massachusetts firearms license
- At least 21 years old on date 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 Massachusetts driver's license
- Must reside within 20 miles of Great Barrington, 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.
- Candidates must comply with the Massachusetts Peace Officer Standards and Training Commission requirements.

RESPONSIBILITIES

A Police Officer shall be responsible for the efficient performance of all duties in conformance with the rules, regulations, policies, procedures and orders contained in all policies issued by the Department.

His/her mission shall consist of but is not necessarily limited to, the following general police responsibilities:

1. Identify criminal offenders and criminal activity and where appropriate, apprehend offenders and participate in subsequent court proceedings.
2. Reduce the opportunities for the commission of crime 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 activities.
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. He/she shall be assigned to perform specific duties and responsibilities as required by the Chief of Police or his/her designee.
13. Exercise authority consistent with the obligations imposed by his/her oath of office and is accountable to his/her superior officers, promptly obeying legitimate orders.
14. Coordinate his/her efforts with those of other members of the Department so that their teamwork may insure continuity of purpose and minimum achievement of police objectives.
15. Communicate to his/her superiors and to co-workers all information he may obtain which is pertinent to the achievement of police objectives.

16. Be available for duty at all times in case of special needs or emergencies and respond punctually to all assignments.
17. By study and research, become familiar with advanced techniques and ideas designed to improve police performance.
18. Acquire and record information concerning events that have taken place since his/her last briefing and be continuously attentive to instructions.
19. Record all activity during his/her tour of duty in the manner prescribed to him by his superiors.
20. Devote the maximum possible time to the performance of his/her assigned duties.
21. Maintain arms and equipment in a functional, presentable condition, promptly correcting defects and reporting any serious defects to his/her superior.
22. Make reports of crimes, collisions and other incidents in conformity with the procedures outlined in current directives for their accurate and complete preparation.
23. 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.
24. Be accountable for the securing, receipt and proper transporting of all evidence and property coming into his/her custody.
25. Be alert to the development of conditions tending to cause crime, take preventive actions to correct such conditions and inform his/her superiors as soon as the situation permits.
26. Conduct a thorough investigation of all offenses and incidents within his/her area of assignment and scope of activity. He/she shall collect evidence and record data that will aid in identification, apprehension and prosecution of offenders and the recovery of property.
27. Perform Public Safety Dispatching and PSAP communication in the Great Barrington Police Dispatch center

PROCEDURE:

The Great Barrington Police Department will select new police officers according to the procedures set out below. All members of the Department assigned to the recruitment, testing, investigation, and selection of new police officers shall commit themselves to hiring only the finest candidates, and to furthering the Department's standards of excellence.

The Chief of Police is responsible for the selection of police officer candidates for recommendation to the Town Manager and be responsible for overseeing the entire selection process.

The elements of the selection process are listed below and it will be the responsibility of the Selection Coordinator to ensure that they are administered, scored, evaluated, and interpreted in a uniform manner.

1. The Great Barrington Police Department will conduct a recruiting campaign prior to administering a written entrance examination. Information about the exam, including its date, time, and location, along with information about how one would go about applying to take it, will be disseminated to the community via the media, social media and the News File maintained by the Massachusetts Department of Criminal Justice Information Services. The position description maintained by the Town of Great Barrington Police Department is the official description of the duties and responsibilities of the position.
2. The Chief of Police will select a vendor to administer the written entrance examination to qualified candidates. An exam will be held every two years or as needed. The results of the exam will be valid for at least two years from the date of exam. In order to take the examination, the candidates must meet the following minimum criteria:
 - a. Not be a convicted felon;
 - b. Be at least 21 years of age at the time of appointment;
 - c. Have a Massachusetts driver's license;
 - d. Have the ability to obtain a Massachusetts License to Carry a Firearm;
3. The passing grade of the examination will be 70.
4. Upon obtaining a passing score of 70, the following points will be added to the written score.
 - Military Veteran Status: 2 points
 - Established residency within the town of Great Barrington for the year preceding the exam date: 2 points
 - Certified as a full time police officer from the MCJTC. 2 points
 - College degree: Masters 3 points/ Bachelor's 2 points/ Associate's 1 point
 - The maximum points cannot exceed 100.

5. The results will be broken down into three tiers to move to the next step of the process. If no viable candidates are considered for employment from the top tier, then candidates from the next tier will proceed to the next step of the selection process. The tiers are as follows:
 - Tier 1: scores of 90-100
 - Tier 2: scores of 80-89
 - Tier 3: scores of 70-79
6. Candidates who pass the examination, or who fall in one of the excepted categories below, will be considered for further processing based on the criteria below (not necessarily in any order of importance):
 1. A former Great Barrington police officer, who separated from the department in good standing, may apply to rejoin the department as a reinstatement.
7. The top tier of desirable candidates shall be checked for Massachusetts, interstate criminal history, and a driver's history. If the checks do not reveal any issues candidates will move to the second step in the process and participate in a preliminary interview.
8. Preliminary interviews will be conducted to determine which candidates will move forward in the interview process. A preliminary interview panel consisting of the Chief, Command Staff member, a patrol officer mutually agreed upon between the Chief and the Patrolman's Union, and any other persons as the Chief sees fit will conduct preliminary interviews.
9. When a candidate indicates they are willing to accept the position, they will be informed of the remaining elements of the selection process and the expected duration.
10. Candidates selected for further consideration must submit a completed background investigation packet, sign an Authorization for Release of Information Form, and produce any required documentation (e.g. Massachusetts driver's license, high school diploma, military record, etc.).
11. Omissions or deficiencies in the submission of information may be used to disqualify a candidate. However, minor omissions or deficiencies on the form may be corrected prior to the interview process as long as there is not a finding that there was an intent to withhold information.
12. Candidates failing to complete the application or produce the required documentation within the required time frame will be disqualified from the selection process.
13. No applicant will continue to the next step in the process until they have successfully completed the previous step.

14. An applicant who fails to pass at any step will be notified in writing as soon as possible. Candidates who fail a step are welcome to reapply when the next exam is given.
15. All candidates will be required to submit to a drug and alcohol screen during the application process.
16. A thorough investigation of each candidate will be conducted. The investigation will include, at a minimum, the verification of a candidate's qualifying credentials, a criminal history records check, Registry of Motor Vehicles checks, an employment history check, verification of at least five (5) personal references of the candidate, and interviews with previous employers, coworkers, and current and past neighbors.
17. The Chief of Police will select police officers to participate in the screening process as background investigators. These officers will be responsible for conducting background investigations and submitting written reports on all applicants. Once selected, the officers will receive training on the duties and responsibilities of a background investigator.
18. Oral interviews will be conducted with the selected candidates who successfully pass the background investigation. The interview panel will consist of the Town Manager, the Chief of Police, and one command level police officers selected by the Chief of Police.
19. The same general questions will be asked of each candidate and their responses will be rated and recorded on a standardized form.
20. Candidates may be asked specific questions based on the information that was obtained during the background investigation or the oral interview.
21. The Town Manager may offer a conditional offer of employment if the candidate successfully passes the employment screening and interview process.
22. All candidates who accept a conditional offer of employment will undergo a physical and psychological evaluation. The evaluation may be conducted in three (3) phases: a written test/evaluation; a small group and/or role-play situation; and a clinical evaluation.
23. A licensed psychologist or psychiatrist will conduct the psychological screening and the psychologist/psychiatrist will maintain all records or materials utilized or generated during the process for the Great Barrington Police Department. A summary recommendation will be prepared for the Department. This report will be kept separate from the candidate's personnel file.
24. A licensed physician will conduct a physical examination. Medical records will be maintained and secured in a file separate from the personnel file.

25. Prior to acceptance to a basic recruit academy or a candidate who is already certified as a full-time officer, candidates must successfully complete the Physical Abilities Test (PAT) administered by the Massachusetts Human Resources Division. The PAT consists of events that require candidates to perform simulations of activities that are part of a police officer's job.
26. The probationary period for student police officers is one (1) year following successful completion of a Municipal Police Training Committee Certified Academy.
27. The Chief of Police will be responsible for the maintenance and security of the records and selection materials of all applicants. Access to all selection records will be limited to the Chief of Police, Executive Assistant, and the officers assigned as background investigators. Records pertaining to applicants hired will be retained indefinitely. Records of unsuccessful candidates will be retained (in a secured area) as long as required by state law and regulations, and until all rights of appeal have been exhausted, but not less than 10 years. Records will be shredded when destroyed.
27. The Chief of Police will ensure that the Department's selection process for sworn entry-level positions complies with all current and applicable laws, rules, and regulations. To accomplish this Chief of Police will:
 - a. Keep abreast of all changes in Massachusetts General Law, and the policies, rules, and procedures of the Department.
 - b. Evaluate and review all elements of the selection process administered by the Department for adverse impact.
 - c. Revise and update this policy as needed.