

Municipal Police Officer & Fire Fighter Examination

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How often are these civil service exams offered?

- Entry-level examinations are offered every year in early spring. Specifically however, police & fire exams are rotated every other year. In 2016, firefighter exams were held, and police officer exams will take place in 2017, and so forth.

Is there a cost to take the exams?

- Yes – the Commonwealth charges between \$200.00 - \$250.00 to take the examination. However, you may qualify to have your exam fee waived if you receive assistance from public assistance program. See supplemental *examination fee waiver form*, or visit Mass.Gov/CivilService.

Are there study guides and/or practice exams?

- Yes – the state’s civil service website provides these to applicants for download.

Are there age requirements for entry-level positions?

- Yes – an individual must be **18 years of age** on or before the date of the examination for a **fire fighter**, and **21 years of age** on or before the date of examination for a **police officer**.

I've taken the test and received my score, what's next?

- 1) When one or more vacancies occur in a given department, the City will request a certification list from the State. You will then be notified, via e-mail, to report to the Personnel Office at City Hall to sign this list.
- 2) Once the signing period has closed, the hiring department will reach out to candidates with the next steps in the hiring process. This typically includes filling out an employment application, interviews, and background investigations.
- 3) If you've been selected for a position, you will be given a conditional offer of employment. This offer is contingent upon successful completion of a medical examination (under the Commonwealth's public safety medical standards), psychological screening, and Physical Abilities Test (PATs).

More information and FAQs can be found on the Massachusetts' state website at:

WWW.Mass.Gov/CivilService