



**Amherst Police Department**  
**Police Officer Entrance Examination**  
**Registration Information**

**Exam date:**

Saturday, March 3, 2012

**Exam Location:**

Amherst Middle School  
170 Chestnut Street  
Amherst, MA 02482

**Check-in Time:**

08:00 AM



# Town of Amherst Massachusetts

## EMPLOYMENT OPPORTUNITY

### TOWN OF AMHERST

A progressive, professional organization dedicated to inclusive government and quality services.

**POPULATION:** 36,000

#### **POLICE DEPARTMENT:**

- Employees
- Chief of Police
- Captains
- Lieutenants
- Sergeants
- Patrol Officers
- Constables/Cell Monitors
- Emergency Dispatchers
- Administrative Assistant
- Management Assistant

#### **BENEFITS:**

- Educational Incentive Pay
- Holiday Pay
- Longevity Compensation
- Medical, life & voluntary dental plans
- Vacation, sick, and personal leaves
- Uniforms & protective clothing
- Deferred compensation plans

#### **WORK SCHEDULE:**

(after probationary training)  
40 hours – 4 on/2 off

**THE TOWN OF AMHERST IS PROUD TO BE AN  
EQUAL OPPORTUNITY EMPLOYER.**

### POLICE OFFICER

**HIRING SALARY:** \$39,101  
**Full Salary Range:** \$39,101-\$53,151

**DUTIES:** Performs full range of complex duties related to law enforcement activities

**QUALIFICATIONS:** The successful candidate will possess the ability to successfully complete all phases of the selection process; must possess a valid State Driver's License; must be able to obtain, maintain and possess Mass. license to carry firearms. Applicants must be 21 years of age or older by date of appointment to position and must be a U.S. citizen.

**PHYSICAL DEMANDS:** Individuals must be able to meet physical standards as established by Massachusetts Police Training Committee. Frequently required to sit, stand and 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; taste or smell. Must be physically able to lift and/or move up to 100 pounds. Specific vision abilities include close, distance and peripheral vision; depth perception and the ability to adjust focus.

**SELECTION CRITERIA:** Applicants must be able to pass all phases of the recruitment process, which include a written examination, physical abilities test, interview process, background investigation, medical and psychological testing. Your completed application should include listings of related training, licenses, and certifications.

**HOW TO APPLY:** To be eligible to take written examination on Saturday March 3, 2012, applicants must register and pay for the examination by going to the Amherst Police Department website at [www.amherstpd.org](http://www.amherstpd.org). The online registration process must be completed by Friday February 24, 2012. Questions regarding the recruitment process can be forwarded to the Amherst Police Department Records Office at 413-259-3016 or via email at [police@amherstma.gov](mailto:police@amherstma.gov).

## Amherst Police Examination Process

**The Amherst Police Department expects several appointments from this examination.**

1. Down load the Amherst Police Examination Information and Application Package *Click on the Link on Web Site Registration Page.*

2. Use this website to register for the examination using a Credit Card. Select the Examination Only button.

A free electronic Study Guide is available at:

[http://www.mccantesting.com/docs/resource\\_candidate/mccan.studyguide.police.advancement.20080310.pdf](http://www.mccantesting.com/docs/resource_candidate/mccan.studyguide.police.advancement.20080310.pdf)

3. Down Load the Amherst “Police Examination Information and Application Package” You must fill out this application completely and bring it with you on the day of the examination. *Click Link on Web Site Registration Page.*

5. The examination date is Saturday, March 3, 2012.

6. Oral interviews will be conducted on a date to be determined.

7. The Physical agility test will be conducted on a date to be determined.

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

1. A properly filled out “Amherst Police Department Applicant Application”.
2. A Pen and Pencil
3. A Government issued Photo Identification

The examination will be conducted by:

## Public Safety Consultants, LLC

P.O. Box 4074 Turnpike Station

Shrewsbury, MA 01545

Contact: [information@publicsafetyllc.com](mailto:information@publicsafetyllc.com)

**Examination Administrator:** Chief A. Wayne Sampson (Ret.)  
[wsampson@publicsafetyllc.com](mailto:wsampson@publicsafetyllc.com)

You will be administered the: **Police Officer Entrance Test** - By **McCann Associates**

A free electronic Study Guide is available at:

[http://www.mccanntesting.com/docs/resource\\_candidate/mccan.studyguide.police.advancement.20080310.pdf](http://www.mccanntesting.com/docs/resource_candidate/mccan.studyguide.police.advancement.20080310.pdf)

## Registration Guidelines for This Examination

1. To register, log onto <http://publicsafetyllc.com>
2. Click on the link “**Amherst Police Entrance Examination**”
3. The examination date is **Saturday, March 3, 2012** 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 February 27, 2012** at 9:00 AM  
(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 **Friday February 24, 2012** will receive 50% refund.
8. No refund for Cancellation after 4:00 PM on **Friday February 24, 2012**
9. If you require special accommodations for this examination, you must contact the Examination Administrator in advance.
10. The examination will be held at:

Amherst Middle School

170 Chestnut Street

Amherst, MA 027482

9:00 AM Examination - Registration at 8:00 AM

## Request for Waiver of Examination Fee Police Officer

I request a waiver of the Examination Fee for Police Officer. The attached verification, in the form of receipts, check stubs, or other documentation verifies that I have received assistance within the past twelve months through the program(s) listed below.

**Place a check mark next to the applicable program(s).**

		Worker's Compensation
	Aid to Families with Dependent Children (AFDC)	Family Housing
	Civil Service Employment Training ( G.L. c.31)	Federal Veterans Rehabilitation
	Federal Veterans Job Training	Food Stamps ( FS )
	Free and reduced price lunch or milk at school or day care center	Fuel Assistance
	Women Infants Children Program (WIC )	General Relief ( GR )
	Medical Assistance ( Medicaid ) ( MA )	Refugee Assistance
	Supplemental Security Income (SSI)	Rental Assistance
	Vocational Rehabilitation Training (VRT )	Massachusetts Veterans Services
	Social Security ( RSDI )	

Please indicate below the name and address of the agency which provides the assistance. If a claim of waiver cannot be verified, your application may be canceled. Failure to provide this information will result in a delay in processing your application. If you are not eligible for a fee waiver as described above, return your application with the required fee made payable to **Town of Amherst**.

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

I hereby declare under the penalties of perjury that the statement(s) made above is true. I authorize the agency administering the benefits I have indicated above to release information sufficient to verify my claim to the Human Resources Department of the Town of Amherst, MA 01002

\_\_\_\_\_  
Applicant's Name (Please print)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Application

**This form must be mailed or emailed by February 22, 2012. Email to: Captain Gundersen at [gunderseni@amherstma.gov](mailto:gunderseni@amherstma.gov) or U.S. Postal to: Amherst Police Department, Attn. Captain Gundersen, 111 Main Street, Amherst, MA 01002.**

## **Examination Check-in Procedure:**

1. Candidates should arrive by 8:15 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 three hours.
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 THREE #2 pencils for the examination.

## **Test Format**

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 Amherst within 30 days of the examination via email.

## **Job Description Amherst Police Officer**

### **SUMMARY**

A patrolman assigned to the Operations Division shall be responsible for the efficient performance of all duties in conformance with the rules, regulations, policies, procedures and orders contained in all manuals 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.

### **DUTIES AND RESPONSIBILITIES (GENERAL)**

1. 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.

2. 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.
3. Communicate to his/her superiors and to co-workers all information he may obtain which is pertinent to the achievement of police objectives.
4. Be available for duty at all times in case of special needs or emergencies and respond punctually to all assignments.
5. By study and research, become familiar with advanced techniques and ideas designed to improve police performance.
6. Acquire and record information concerning events that have taken place since his/her last briefing and be continuously attentive to instructions.
7. Record all activity during his/her tour of duty in the manner prescribed to him by his superiors.
8. Devote the maximum possible time to the performance of his/her assigned duties.
9. Maintain arms and equipment in a functional, presentable condition, promptly correcting defects and reporting any serious defects to his/her superior.
10. Make reports of crimes, collisions and other incidents in conformity with the procedures outlined in current directives for their accurate and complete preparation.
11. 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.
12. Be accountable for the securing, receipt and proper transporting of all evidence and property coming into his/her custody.
13. 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.
14. 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.

**DUTIES AND RESPONSIBILITIES (SPECIFIC)**

**PATROL**

1. Patrol assigned area in a one or two officer radio car for general purposes of crime prevention and enforcement. Pay special attention to those public offenses and criminal activities that are more likely to occur during one's tour of duty. Patrol includes: apprehending persons violating the law or wanted by the police; public assembly checks; building security checks; legal interrogation of suspicious adults and juveniles; issuing traffic citations; locating fires; reporting street light and traffic signals out of order street hazards and other safety problems; checks of schools, parks and playgrounds.
2. Examine in the nighttime, doors and windows of the business places in his/her assigned area of patrol to see that they are properly secured. If any door or window is found to be unsecured, he/she shall notify the station and take immediate measures to secure the property if it is apparent that the owner inadvertently left the door or window open. However, if it appears the door or window was forced open to gain unlawful entry into the building, he/she shall immediately notify his/her superior officer of the situation and request assistance to search the premises.
3. Become thoroughly familiar with his/her assigned route of patrol. This includes residents, merchants and institutions; roads, alleyways and paths; conditions that contribute to crime and resources for emergency or other assistance, such as the location of fire boxes and telephones.
4. Remain on his/her assigned sector throughout a tour of duty except when a police emergency necessitates a temporary absence or when a superior officer or the dispatcher has issued such authorization.
5. Patrol every part of his/her beat giving particular attention to and frequently re-checking locations where the crime hazard is great. In so far as possible, he/she shall not patrol his/her area according to any fixed route or schedule but shall alternate frequently and back track in order to be at the location least expected.
6. Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within his/her patrol area.
7. Take measures to direct the flow of traffic in his/her area during periods of congestion.
8. Keep portable radios equipment in operation at all times and be thoroughly familiar with Department policy concerning use of the radios. Give location when contacted by radio.
9. Be prepared to participate in special operations such as directed patrols, community policing initiatives, selective enforcement and others.

**SERVICE TO THE PUBLIC**

1. Respond to situations brought to his/her attention while in the course of routine patrol or assigned by radio. Render first aid to persons who are seriously ill or injured; assist people with special needs, lost persons or other persons needing police assistance.
2. Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
3. Preserve the peace at public gatherings, neighborhood disputes and family fights.

**REPORT WRITING**

1. Complete detailed crime reports on all reported public offenses, crimes and vehicle collisions. In cases where an arrest is made, an arrest report is submitted along with the required crime reports. When property is recovered or additional information is discovered pertaining to a previously reported offense, the officer completes an investigation report and secures the property according to established Department procedures.
2. Take statements from witnesses, suspect and complainants at the scene of most serious offenses and traffic collisions.
3. Complete brief complaint reports on assignments where no offense has occurred or further police action is required.
4. When an officer is involved in a situation where there is an unfavorable public reaction or charges are made against a police officer, submit a report through command channels explaining the circumstances in detail.

**MISCELLANEOUS ACTIVITIES**

1. When directed by a superior officer, serve or deliver warrants, summonses subpoenas and other official papers promptly and accurately in accordance with Department policy.
2. Guard prisoners who are receiving treatment at a hospital.
3. When dispatched, leave assigned area to assist fellow officers on calls of a serious or dangerous nature.
4. Be fit and able to testify in court and confer with court liaison officer when assigned, testify in court.

5. Accomplish other general duties and functions as they are assigned or become necessary.
6. If assigned to operate a motor vehicle, see that it is well maintained mechanically and that it is kept clean both inside and out. Immediately report all defects and damage sustained to the Shift Commander and complete all reports and forms required for such by current procedures. Have a valid Massachusetts driver's license. Use the call numbers assigned to the car to contact Amherst Emergency Dispatch Center. Operate the radio in line with FCC and Department regulations. Whenever the car is left unattended or the radio is taken off the air, notify Control, giving the location. When back in service, advise control of same.
7. Always drive the assigned vehicle with due regards for personal safety. When on regular patrol, drive at a speed and in such a manner as will enable one to see any conditions in the assigned patrol area that may require police attention.
8. Be prepared for inspection of uniforms, equipment and general appearance.

**WHEN RESPONDING TO A REPORT OF A CRIME OR SERIOUS INCIDENT**

1. Use the siren and flashing lights when it is necessary to do so and in accordance with Department procedure and MGL to ease passage through traffic provided their use does not defeat more important police purposes such as maintaining the element of surprise.
2. When approaching the area of a crime scene, observe all weapons in the vicinity and the registration numbers of vehicles leaving the area.
3. Keep the dispatchers and officer in charge informed of all pertinent information relating to the crime scene or serious incident area until a superior officer arrives to take command.
4. Consistent with responsibilities at the scene and with orders received from superiors, resume regular patrol as soon as possible.

**SPECIAL REQUIREMENTS**

Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state; ability to meet physical standards as established by the Massachusetts Criminal Justice Training Council; and must be able to successfully complete all phases of the selection process; and must be able to reside within 15 miles of the limits of the Town.

## **TOOLS AND EQUIPMENT USED**

Police car, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, breathalyzer, pager, 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 occasionally 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.

## 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”**.
- If you change an answer and fail to put an **X** through the wrong answer. Your answer will be scored as **“incorrect”**.

**Good Luck!**

**Directions to:**

Examination Location

Amherst Middle School  
170 Chestnut Street  
Amherst, MA 02769

## Severe Weather Cancellation Policy

It is anticipated that this examination will be given on Saturday March 3, 2012 even if poor weather is predicted.

However, in the event of severe weather predictions, a decision to postpone the examination will be made Friday March 2<sup>nd</sup> at 7:00 PM and posted on our web site at <http://publicsafetyllc.com>

***If the examination is postponed, it will be given the following day, Sunday, March 4, 2012, at the same location. If the examination is given on March 4, 2012, the start time will be 10:00 AM.***

It is the applicant's responsibility to log onto the web site Friday March 2<sup>nd</sup> at 7:00 PM, at <http://publicsafetyllc.com> to determine if there has been a cancellation.

There are NO refunds if an applicant fails to show for the examination.