



**Town of Lincoln Police Department
Town of Wellesley Police Department
Town of Weston Police Department**

**Police Officer Entrance Examination
Registration Information**

Exam date:

Saturday, March 31, 2012

Exam Location:

Weston High School
444 Wellesley Street
Weston, MA 02493

Check-in Time:

08:00 AM

**Town of Lincoln Police Department
Town of Wellesley Police Department
Town of Weston Police Department**

Police Entrance Examination Process

This examination will last approximately two years for all three Towns

1. Down load the Police “Examination Information” Package *Click on PDF Link on Web Site Registration Page.*

2. Use this website to register for the examination using a Credit Card. You have three options:

a. Examination Only

b. Examination and a Study Guide

c. Examination and the Preparation Course (Includes Study Guide).

3. Down Load the “Application for Employment”. You must fill out this application completely and follow the email instructions in the document. *Click the "Application Word Document" Link on Web Site Registration Page.*

This examination will be conducted by:

Public Safety Consultants, LLC

P.O. Box 4074 Turnpike Station
Shrewsbury, MA 01545

Contact: information@publicsafetyllc.com

Examination Administrator: Chief A. Wayne Sampson (Ret.)
wsampson@publicsafetyllc.com

You will be administered the:

“The National Police Officer Selection Test”

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Registration Guidelines for This Examination

1. To register, log onto <http://publicsafetyllc.com>
2. Click on the link “**Register**”
3. The examination date is **Saturday, March 31, 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, March 26, 2012 at 9:00 AM**
6. Payment must be received in full at the time of registration. (Credit card payment only)
7. Cancellation by 12:00 noon on Friday, **March 23, 2012** will receive 50% refund.
8. No refund for Cancellation after 12:00 noon on Friday, **March 23, 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:

Weston High School
444 Wellesley Street
Weston, MA 02493

Examination Preparation Course

Public Safety Consultants, LLC will offer a two-hour examination **Preparation Course** on Saturday March 17, 2012 at the Wellesley Police Department, 485 Washington Street, Wellesley, MA.

Applicants will receive a study guide developed specifically for this examination by Stanard and Associates, Inc. Instructors will review the study guide examples and review the sample examination questions. Students will also be given valuable information on how to prepare for this type of examination.

1. The examination **Preparation Course** date is Saturday, March 17, 2012 at 9:00 AM.
2. The cost of the examination **Preparation Course** is forty-five dollars (\$45.00 dollars).
3. All applicants attending the examination **Preparation Course** will receive a study guide for the “**The National Police Officer Selection Test**” © 2008 by Stanard and Associates, Inc. The study guide will be provided at the preparation course.
4. The registration deadline for this examination **Preparation Course** is Thursday, March 15, 2012.
5. Payment must be received in full at the time of registration. (Credit card only)
6. Cancellation by 4:00 PM on Thursday, March 15, 2012 will receive 50% refund.
7. No refund for Cancellation after 4:00 PM on Thursday, March 15, 2012.
8. If you require special accommodations for this examination preparation course, you must contact the Examination Administrator in advance.

Saturday - March 17, 2012

Wellesley Police Department

485 Washington Street,

Wellesley, MA.

Examination Check-in Procedure:

1. Candidates may start registration at 8:00 AM
2. Examination monitors will verify the following:
 - a. Applicants name, address, and identification.
 - b. You will be asked to verify your email address for test score notification.
 - c. Valid government picture identification must be shown at testing.
 - d. You will then be assigned to a testing room.
 - e. The examination will begin exactly at 9:00 AM and last approximately two hours. Applicants must be in their seat by 9:00 AM and late arrivals will NOT be admitted.
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 are required to bring a pen and a #2 pencil for the examination.

Test Format

The National Police Officer Selection Test is made up of four separately timed test sections. The first three sections, Mathematics, Reading Comprehension and Grammar utilize the Multiple-Choice and True/False formats. The fourth section, Incident Report Writing, requires you to write your answers in complete sentences in the spaces provided in the test booklet.

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, the Town of Lincoln, Town of Wellesley, and the Town of Weston within 14 days of the examination via email. Applicants must obtain an overall minimum passing score of 70 %.

Examination Appeal

Any appeal of the examination to Public Safety Consultants, LLC is limited to a review of your score sheet. You may file an appeal directly with the Examination Administrator by email within three days of your score being sent via email. Upon request, you may examine your score sheet. All records of this examination will be destroyed thirty days (30 days) after the examination.

Police Officer Responsibilities

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.
- Must possess sixty college credits or two years active military duty, or four years National Guard or Reserve service on date of appointment
 - 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 on date of appointment.
- Must reside within 15 miles of employing Town as determined by appointing authority.
- 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.

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”**.

Good Luck!

Severe Weather Cancellation Policy

It is anticipated that this examination will be given on Saturday March 31, 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 30th 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, April 1, 2012, at the same location. If the examination is given on April 1, 2012, the start time will be 10:00 AM.

It is the applicant's responsibility to log onto the web site Friday March 30th 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.

Directions to:

Examination Location

Weston High School
444 Wellesley Street
Weston, MA 02493

From Rte 128/I95 Northbound: take Exit 24, RT 30/MASS PIKE RAMP.

Follow ramp to Rt. 30 and take left at traffic lights at top of ramp Rt. 30 West.

Follow Rt. 30 for approximately 2.5 miles.

At 5th set of traffic lights take left onto Wellesley Street and Weston High School will be on your left.

From Rte 128/I95 Southbound: take Exit 24, for RT 30 West.

Take left at lights and Follow RT 30 West 2.5 miles to Wellesley St.

Take left at 4th set of traffic lights onto Wellesley St and the Weston Middle School is on your left.

Direction to:

Preparation Class Location

Wellesley Police Department,
485 Washington Street
Wellesley, MA

9:00 AM Start Time

The Wellesley Police Department is located at 485 Washington Street, Wellesley, Massachusetts 02482. Washington Street is also known as Route 16. The Wellesley Police Station is a 2 story brick building located opposite Morton Street. The closest major cross street is Kingsbury/State Street to the east and Wellesley Avenue to the west.

The Town of Wellesley can be easily accessed by several major roads, including Route 95/Route 128, Route 9 (Worcester Street) Route 16 (Washington Street) Route 135 (Great Plain Ave, Wellesley Ave, Central Street) and borders Natick to the west, Weston to the north, Newton to the east, and Needham to the south.

Please consult an internet map service for specific directions.