



Town of Orleans Police Department

Police Officer Entrance Examination Registration Information

Exam date:

Saturday, April 28, 2012

Exam Location:

Orleans Senior Center
150 Rock Harbor Road
Orleans, MA

Check-in Time:

08:00 AM

Town of Orleans Police Department

Police Entrance Examination Process

The Town of Orleans expects to immediately hire one full time police officer. The results of this examination will last approximately two years.

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 two options:

a. Examination Only

b. Examination and a Study Guide

3. Application for Employment: You will be emailed an Application for Employment one week before the examination. You must fill out this application completely and bring it with you to the examination.

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, April 28, 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, April 23, 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, **April 20 , 2012** will receive 50% refund.
8. No refund for Cancellation after 12:00 noon on Friday, **April 20, 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:

Orleans Senior Center
150 Rock Harbor Road
Orleans, 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 and the Town of Orleans 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 April 28, 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 April 27th 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 29, 2012, at the same location. If the examination is given on April 29, 2012, the start time will be 10:00 AM.

It is the applicant's responsibility to log onto the web site Friday April 27th 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

Orleans Senior Center
150 Rock Harbor Road
Orleans, MA

The Town of Orleans can be easily accessed by several major roads, including Route Rt. 6 the Mid Cape Highway.

Merge onto US-6 E/Mid-Cape Hwy toward Orleans/Provincetown. 16.4 mi

Take the RT-6A exit, EXIT 12, toward Orleans/E. Brewster. 0.3 mi

Please consult an internet map service for specific directions.

ORLEANS POLICE DEPARTMENT
CHIEF JEFFREY J. ROY
90 SOUTH ORLEANS RD
ORLEANS MASSACHUSETTS 02653-3307
TEL. 508-255-0117
FAX. 508-240-1374

PATROL 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):

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 rechecking 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 Orleans 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.