



Town of Reading Police Department

**Police Officer Entrance Examination
Registration Information**

Exam date:

Saturday, July 14, 2012

Exam Location:

**Reading Memorial High School
62 Oakland Road
Reading MA 01867**

Check-in Time:

08:00 AM

Town of Reading Police Department Police Entrance Examination Process

The Town of Reading expects to hire new police officers during the next two years. The results of this examination will be valid for approximately two years.

- 1. Download the Police “Examination Information” Package - *Click on PDF Link on Web Site Registration Page.***
- 2. Use this website <http://publicsafetyllc.com/site/> 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. Application for Employment: Three days before the examination, all applicants will be emailed a preliminary Application for Employment. You must fill out this application completely and bring it with you to the examination.**

All positions that become available will be filled giving full weight to Equal Employment Opportunity and/or Affirmative Action goals established by the Town, and to the Americans with Disabilities Act (ADA).

All updates to the hiring process can be found on the Reading Police Department website:

http://www.ci.reading.ma.us/Pages/ReadingMA_Police/index

It is recommended that all applicants work on getting copies of any transcripts, diploma and or DD form 214 prior to the interview process.

This examination will be conducted by:

Public Safety Consultants, LLC

P.O. Box 4074 Turnpike Station

Shrewsbury, MA 01545

Contact: information@publicsafetyllc.com

508-842-2611

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/site/>
2. Click on the link “**Register**”
3. The examination date is **Saturday, July 14, 2012** at 9:00 AM.
4. The cost of the examination is sixty-five dollars (\$65.00)
5. The registration deadline for this examination is **Monday, July 9, 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, July 6, 2012** will receive 50% refund.
8. No refund for Cancellation after 12:00 noon on **Friday, July 6, 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:

Reading Memorial High School

62 Oakland Road

Reading MA 01867

Examination Check-in Procedure:

1. Registration begins 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 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. Bottled water is permitted.
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 Reading within 14 days of the examination via email. Applicants must obtain an overall minimum passing score of 70 %.

Examination Preparation Course

Public Safety Consultants, LLC will offer a two-hour examination **Preparation Course** on **Saturday June 23, 2012** at the Grafton Police Department, 28 Providence Road, Grafton, 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, June 23, 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, June 21, 2012.
5. Payment must be received in full at the time of registration. (Credit card only)
6. Cancellation by 4:00 PM on Thursday, June 21, 2012 will receive 50% refund.
7. No refund for Cancellation after 4:00 PM on Thursday, June 21, 2012.
8. If you require special accommodations for this examination preparation course, you must contact the Examination Administrator in advance.

Preparation Course Location

Saturday - June 23, 2012
Grafton Police Department
28 Providence Road
Grafton, MA

Reading Police Department Mission Statement

The Reading Police Department is committed to providing the highest level of public safety and service to the citizens and business people within the community. The members of the Department are empowered to enforce the laws of the Commonwealth of Massachusetts and By-laws of the TOWN OF READING to ensure that the peace and tranquility of our neighborhoods are maintained and that crime and the fear of crime are reduced. We emphasize and value integrity, honesty, impartiality and professionalism from our members in order to create an environment that values differences and fosters fairness and flexibility in our mission. We encourage citizen input and interaction that will assist us in developing sound partnerships between the community and police. Working together we can protect our future and enhance the quality of life for everyone within the town.

Police Officer Responsibilities

The police are the most visible and most readily accessible representatives of the local government. They respond to calls for assistance of a diversified nature and are expected to resolve a wide variety of community problems as they occur.

To accomplish these purposes, the professional responsibilities of the police within their area of jurisdiction include the following functions; the protection of life and the safeguarding of property; the prevention and control of crime; the investigation of crime, the apprehension of criminal offenders and the recovery of stolen property; the preservation of the public peace and good order; the enforcement of statutes, ordinances and bylaws within the police area of responsibility; the immediate response to public emergencies; the performance of such other police-related services required by the community; the advancement of a cooperative relationship with the general public; the creation of a sense of safety and security for the entire community through vigilant preventive patrol; the accomplishment of all police objectives within the law and the constitutional guarantees of all citizens.

Qualifications

- High School Diploma or G.E.D.
- Ability to obtain a valid Massachusetts Class A License to Carry Firearms
- 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.
- 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.

EMPLOYEE BENEFITS

The following benefits are available to full-time Police Officers:

Health Insurance - Two health insurance plans are available through Blue Cross Blue Shield of Massachusetts: Network Blue Options v.3 and PPO Blue Options v.3. The Town pays 71% of the premium and the employee pays 29%. Payroll deductions for the health insurance may be taken pre-tax. Effective July 1, 2012 through June 30, 2013 the monthly cost to an employee is \$174.86 for the individual Network Blue Options and \$468.42 for a family plan. For the PPO Blue Options the monthly cost to an employee for an individual plan is \$176.46 and \$472.66 for a family plan. *(Note: New employees are eligible for health insurance 30 days from date of hire.)*

Dental Insurance - A dental plan is available through Altus Dental. The employee pays 100% of the premium. Payroll deductions for the dental insurance may be taken pre-tax. Effective July 1, 2012 through June 30, 2013 the monthly cost to an employee is \$50.55 for an individual plan and \$131.89 for a family plan. *(Note: For new employees dental insurance is effective the first day of the month after 30 days of employment.)*

Life Insurance - Term life insurance is available through Boston Mutual Life Insurance Company. The Town will pay 50% of the monthly premium of \$8.35 for the basic \$5000 life insurance policy. Additional term life insurance and dependent life coverage is available with the employee paying the whole premium. *(Note: For new employees life insurance is effective the first day of the month after 30 days of employment.)*

Flexible Spending Accounts – This program, administered by Cafeteria Plan Advisors Inc, allows employees to set aside a certain amount of income on a pre-tax basis to pay for dependent care (day care and elder care) and out-of-pocket medical expenses. The Federal Government limits employee contributions to a Dependent Care Account to \$5000 per year. The Town limits employee contributions to a Medical Reimbursement Account to \$5000 per year.

Deferred Compensation Plan - A pre-tax 457 retirement savings plan is available through ICMA Retirement Corporation.

Credit Union - Savings accounts and loans are available through the Credit Union. Payroll deductions may be deposited to a savings account or to pay off a loan.

Direct Deposit - Payroll checks are issued bi-weekly and the Town encourages payroll checks to be electronically deposited into an account at any bank.

In addition to the benefits listed above, the Reading Police Department offers a competitive pay schedule that on July 1, 2012 begins at \$42,199 for an entry level day Patrol Officer, there are annual pay steps. After graduating from a police academy and being sworn in as a Police Officer the Reading Police Department offers educational incentives for Patrol Officers of ten percent increase for an Associate's degree and twenty percent increase for a Bachelor's degree in an accepted degree program.

Job Description Reading Police Officer

A. SUMMARY

A Patrol Officer shall be responsible for the efficient performance of required duties in conformance with the rules, regulations, policies and procedures contained in this Manual.

Duties shall consist of, but are not necessarily limited to, a number of general police responsibilities necessary to the stability and safety of the community. A Patrolman shall be expected to:

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 patrol and other measures.
3. Aid individuals who are in danger of physical harm.
4. Facilitate the movement of vehicular and pedestrian traffic.
5. Identify problems that are potentially serious law enforcement or governmental problems.
6. Create and maintain a feeling of security in the community.
7. Promote and preserve the peace.
8. Provide other services on an emergency basis.
9. Protect constitutional guarantees.
10. Assist those who cannot care for themselves.

B. GENERAL DUTIES AND RESPONSIBILITIES

1. Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
2. Coordinate efforts with those of other members of the department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
3. Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
4. Respond punctually to all assignments.
5. Acquire and record information concerning events that have taken place since the last tour of duty.

6. Record activity during tour of duty in the manner prescribed by proper authority.
7. Maintain weapons and equipment in a functional, presentable condition.
8. Assist citizens requesting assistance or information. Courteously explain any instance where jurisdiction does not lie with the Police Department and suggest other procedures to be followed.
9. Be accountable for the securing, receipting and proper transporting of all evidence and property coming into custody.
10. 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.
11. Preserve the peace at public gatherings, neighborhood disputes and family quarrels.
12. Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
13. Confer with court prosecutors and testify in court.
14. Accomplish other general duties as they are assigned or become necessary.
15. By study and research, become familiar with advance techniques and ideas designed to improve police performance.
16. Devote the maximum possible time to the performance of assigned duties.
17. Perform such other duties as may be assigned by the Chief.

C. SPECIFIC DUTIES AND RESPONSIBILITIES – PREVENTIVE PATROL

1. Patrol an assigned area for general purposes of crime prevention and law enforcement. Patrol includes:
 - a. Being thoroughly familiar with the assigned route of patrol. Such familiarity includes knowledge of residents, merchants, business, roads, alleyways, paths, etc. Conditions that contribute to crime should be reported. The location of fire boxes, telephones and other emergency equipment should be noted.
 - b. Apprehending persons violating the law or wanted by police.
 - c. Preserving any crime scene until an Officer-in-Charge or Detective arrives when such crime scene is encountered or when dispatched to the scene as the first responding officer.
 - d. Public assembly checks.
 - e. Building security checks.
 - f. Observing and interrogating of suspicious persons.

- g. Issuing traffic citations.
 - h. Being alert for and reporting fires.
 - i. Reporting street light and traffic signals out-of-order, street hazards and any conditions that endanger public safety.
 - j. Checking of schools, parks and playgrounds.
 - k. Responding to any public emergency.
2. Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity. Collect evidence and record data which will aid in identification, apprehension and prosecution of offenders, as well as the recovery of property.
 3. Be alert to the development of conditions tending to cause crime or indicative to criminal activity. Take preventive action to correct such conditions and inform superiors as soon as the situation permits.
 4. Respond to situations brought to the officer's attention while in the course of routine patrol or when assigned by radio. Render first aid, when qualified, to persons who are seriously ill or injured. Assist persons needing police service.
 5. Remain on assigned route throughout the tour of duty except when a police emergency necessitates a temporary absence or when an Officer-in-Charge or the Dispatcher has issued authorization for a temporary absence.
 6. Patrol area, giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a Patrol Officer shall not patrol an area to any fixed route but shall alternate frequently and backtrack in order to be at the location least expected.
 7. 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 the patrol area.
 8. If assigned to operate a motor vehicle,
 - a. See that it is well maintained and that it is kept clean both inside and out.
 - b. Inspect the vehicle at the beginning of the tour of duty for any defects or missing equipment. Immediately report all defects and damages sustained to the vehicle to the proper authority and complete all reports and forms required by current procedures.
 - c. Remove the keys and, except in an emergency situation, close the windows and lock the vehicle when left unattended for any reason.
 - d. Use only vehicles assigned by the Officer-in-Charge.
 - e. Use the call number assigned to the car to contact headquarters.
 - f. Operate the radio in line with FCC regulations and current departmental procedures.

- g. Ensure that the assigned vehicle's gas tank is filled prior to completion of each tour of duty.
- 9. Keep radio equipment in operation at all times and be thoroughly familiar with departmental policy concerning use of the radios.
- 10. Take measures to direct the flow of traffic in the area during periods of congestion.
- 11. Notify the Officer-in-Charge if more than a temporary absence from regular duties is required.
- 12. Make periodic reports to the Station House.
- 13. Be prepared to participate in special operations such as directed patrol, selective enforcement, etc.
- 14. Examine the doors and windows of the business places in assigned area of patrol to see that they are properly secured. If any door or window is found to be unsecured, notify the station and take immediate measures to secure the property if it is apparent that the door or window was inadvertently left open by the owner. However, if it appears that the door or window was forced open to gain unlawful entry into the building, immediately notify the superior officer of the situation and request assistance to search the premises.

D. SPECIFIC DUTIES AND RESPONSIBILITIES – TRAFFIC PATROL

- 1. Direct and expedite the flow of traffic at assigned intersections, keeping in mind the duty as a traffic officer in preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
- 2. Enforce the parking ordinances and motor vehicle laws in the patrol areas.
- 3. Be alert for traffic safety conditions which might endanger or inconvenience the public and report such conditions to the Officer-in-Charge.
- 4. Respond immediately when called from a traffic post to render emergency police services. Notify the station at the earliest possible opportunity.
- 5. Wear the prescribed traffic safety clothing and equipment.

E. MISCELLANEOUS ACTIVITIES

- 1. Guard prisoners who are receiving treatment at a hospital.
- 2. When dispatched, leave assigned area to assist fellow officers on calls of a serious or dangerous nature.
- 3. Always drive the assigned vehicle with due regard for the safety of yourself and others. 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 which may require police attention.
- 4. Be prepared for inspection of uniforms, equipment and general appearance.

F. REPORT WRITING

1. Complete detailed crime reports on all public offenses, crimes and vehicle accidents. In cases where 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 departmental procedures.
2. Take statements from witnesses, suspects and complainants at the scene of most serious offenses and traffic accidents.
3. Complete brief complaint report on assignments where no offense has occurred or further police action is not required.
4. When an officer is involved in a situation where there is unfavorable public reaction, or charges are made against a police officer, submit a report through command channels explaining the circumstances in detail.

G. WHEN RESPONDING TO THE REPORT OF A CRIME OR SERIOUS INCIDENT

1. Use the siren and flashing lights when it is necessary to do so 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 Dispatcher and Officer-in-Charge of the shift 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.

Directions to:

Examination Location

**Reading Memorial High School
62 Oakland Road
Reading MA 01867**

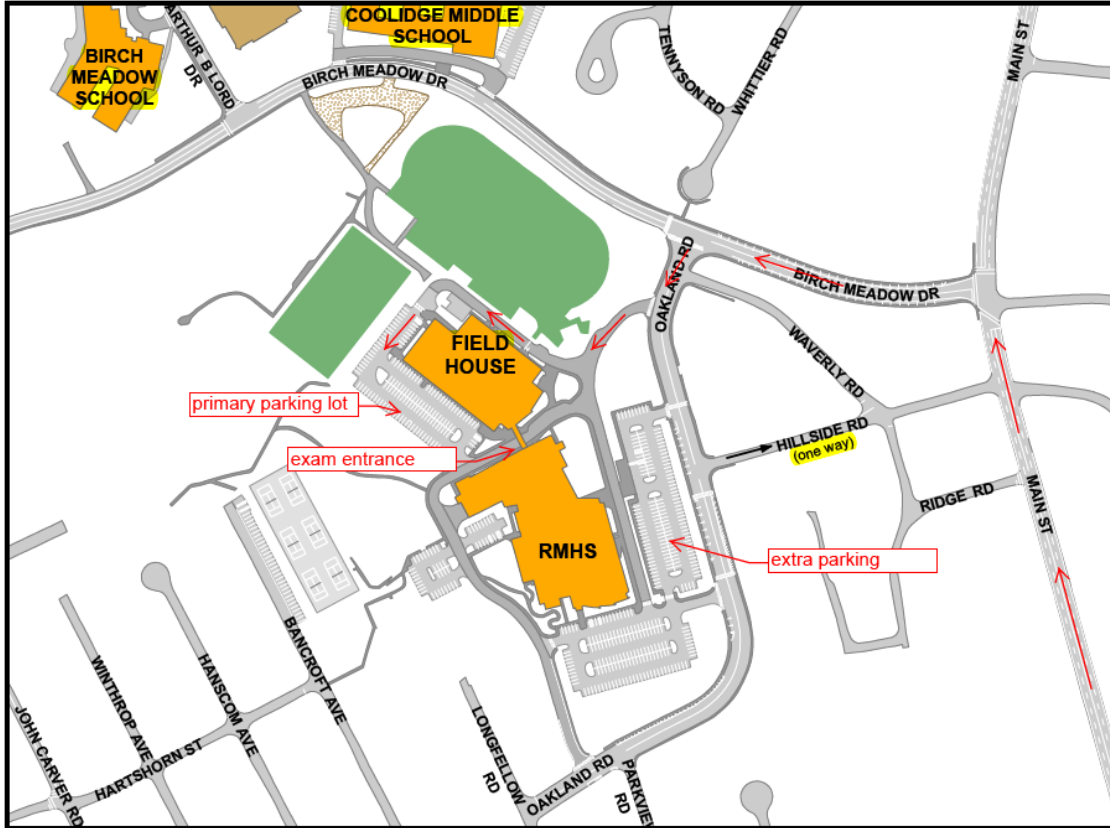
From Route 93:

Take exit 38 (Rte. 129) Towards Reading/Wilmington
Take Rte. 129 East Towards Reading/Wakefield
Follow Rte. 129 (Lowell Street) to Main Street (Rte. 28)
Take a left onto Main Street
Take a left onto Birch Meadow Drive.
Take left onto Oakland Road.
Take first right into parking lot.
Follow road to the right and go around field house.
Park in first lot.
Entrance will be marked.

From Route 95/128:

Take exit 40 (Rte. 129) Wakefield Center/Wilmington
Take Rte. 129 West Towards Reading Center
Take a right onto Main Street (Rte. 28 North)
Take a left onto Birch Meadow Drive.
Take a Left onto Oakland Road
Take first right into parking lot.
Follow road to the right and go around field house.
Park in first lot.
Entrance will be marked.

See map below for specific parking instructions.



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!