



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

**Exam date:**

Saturday June 25, 2022 Time: 9:00 AM

**Exam Location:**

Wellesley High School  
50 Rice Street  
Wellesley, MA 02482

**Check-in Time: 08:30 AM**

## *Join the Wellesley Police Department*



The Wellesley Police Department is a progressive law enforcement agency looking to hire qualified men and women for the position of police officer. The department enjoys an outstanding relationship with its community and the men and women of the department take pride to keep Wellesley one of the most sought-after communities to live in. Wellesley is located just 13 miles from Boston, is comprised of 28,000 residents, 3 colleges and more on just 10.2 square miles. Community safety has been the mission of the Wellesley Police Department since 1893. To accomplish that mission, we must continue to attract the brightest, most qualified and most capable candidates to our ranks. The Wellesley Police Department has competitive pay, educational incentives for college degrees and opportunities for advancement within the department.

### **Police Officer Entrance Exam** **Saturday June 25, 2022 Time: 9:00 AM**

Wellesley High School  
50 Rice Street  
Wellesley, MA 02482  
To register, log onto <http://publicsafetyllc.com>

Registration Deadline: Friday, June 17, 2022 – 9:00 AM

**EQUAL OPPORTUNITY EMPLOYER – AFFIRMATIVE ACTION**

## Wellesley Police Department Police Officer Entrance Examination

The list that results from this examination will be used for approximately two years.

### **Examination Details**

**Examination Date:** Saturday June 25, 2022 9:00 AM; Check In: 8:30 AM

**Examination Location:** Wellesley High School, 50 Rice Street, Wellesley, MA 02482

**Registration Website:** <http://publicsafetyllc.com>

**Registration Deadline:** Friday, June 17, 2022 – 9:00 AM

**Cancellation Deadline:** Cancellation by 09:00 AM, Friday, June 17, 2022 will receive 50% refund. There is no refund if you do not appear for the examination.

### **Public Safety Consultants**

P.O. Box 1153  
Pocasset, MA 02559

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

Please follow us on Twitter at: ***Police Exams @publicsafetyllc*** We will provide you with updates on this exam or notify you regarding future exams.

## **Registration Guidelines**

1. To register, log onto <http://publicsafetyllc.com>. Click on the link “**Police Entrance Examination Click Here to Register**”
2. The cost of the examination is \$100.00.
3. Payment must be received in full at the time of registration
4. No refund for Cancellation after **9:00 AM on Friday, June 17, 2022**
5. By registering for this examination, you agree to all terms and conditions of the registration and examination.
6. You will be sent an Admission Notice and information on any additional documentation one day prior to the examination.

**Special Accommodations:** If you require special accommodations for this examination, you must contact the Examination Administrator in advance.

## **Examination Process**

Please bring the following documents to check in:

1. A properly filled out “Wellesley Police Department Applicant Questionnaire”.
2. A ONE PAGE resume. (No references)
3. A ONE PAGE letter explaining your interest in the Wellesley Police Department.
4. These documents must be stapled together in the upper left corner with the Applicant Questionnaire.

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

1. Candidates should arrive by 8:30 AM
2. Examination monitors will verify the following:
  - a. Applicant's name, address, and email
  - 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 two hours and thirty minutes
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 #2 pencil for the examination.

### **Test Scores**

Test results will be sent to each candidate and the Town of Wellesley within 14 days of the examination via email. Applicants must obtain an overall **minimum total combined average score of 75 %.**

## Responsibilities of a Wellesley Police Officer

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 a minimum of an Associate's Degree upon appointment.**
- Ability to obtain a valid Massachusetts firearms license
- At least 21 years old on date of examination
- 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 driver's license
- Must reside within 15 miles of Wellesley, Massachusetts within one year 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.
- Candidates must comply with the Massachusetts Peace Officer Standards and Training Commission requirements.

## **Responsibilities of a Wellesley Police Officer**

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.

### **RESPONSIBILITIES**

A Police Officer 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.
15. Assist with and/or perform Public Safety Dispatching when required to do so.



**DUTIES AND RESPONSIBILITIES (SPECIFIC)**

**PATROL**

1. Patrol assigned area in a one 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 North Attleboro 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, 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, hear and see. 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.