



## **Chief of Police Town of Holbrook, Massachusetts**

### **Holbrook Police Chief Civil Service Open Competitive Sole Assessment Center**

**Application Opens: August 15, 2024**  
**Application Deadline: September 5, 2024**  
**Examination Date: September 28, 2024**

**Website** <http://www.mass.gov/civilservice>

**Examination Location: TBD**

The Town of Holbrook is seeking a community-oriented, experienced professional to serve as its new Chief of Police.

Holbrook is located in Norfolk County, Massachusetts, approximately 18 miles south of Boston. Holbrook is approximately 19.2 square miles. The town is easily accessed by a system of state routes and public transportation via the Massachusetts Bay Transportation Authority (MBTA) train providing direct access to Boston and other locations to the North.

The Holbrook Police Department is a full-service agency consisting of 26 Full-Time Officers and 1 Administrative Assistant with an approximate FY25 budget of \$3.8 Million. The Police Department is part of the Holbrook Regional Communications Center.

**Eligible List:** Individuals placed on the resulting eligible list shall be eligible for certification from such list for such period as the administrator shall determine, but in any event not to exceed two years, unless otherwise outlined in Massachusetts General Law (MGL) Chapter 31, § 25 or the Human Resources Division's (HRD) revocation policy.

**Eligibility:** To be eligible for the Open Competitive Sole Assessment Center for the position of Chief for the Holbrook Police Department, applicants must have at least five years of full-time, or equivalent part-time, experience in a management title within a police force on the date of the examination. Candidates may substitute up to two years of experience with a degree in the following fields: criminal justice, police science, law enforcement, public administration, public management, or business administration. For a bachelor's degree or are currently enrolled in a bachelor's degree program, one year of education is equal to six months of experience. One year of education equals 30 semester hours. For a master's degree or higher or are currently enrolled in a master's degree or higher program, one year of education is equal to eight months of experience. One year of education equals 30 semester hours.

**Examination Weights:** The Sole Assessment Center will be 100% of the final score.

**Job Description:** The Police Chief is the chief administrative officer of the department and the final authority in all matters of fiscal management, policy, operations and discipline. The Chief exercises all lawful powers of their office and issues such lawful orders as are necessary to assure the effective performance of the department.

**General Duties and Responsibilities:\***

1. Remain informed of department activity and ensure that personnel are carrying out their duties effectively and efficiently; develop and adopt new techniques to improve effectiveness
2. Plan and execute police programs designed to prevent and repress crime, apprehend and prosecute offenders, recover property and to regulate non-criminal conduct; modify programs to meet current trends using analysis of records and reports.
3. Establish a routine of daily duties to be performed by personnel and designate an officer to assume command of the department in the absence of the Chief.
4. Initiate investigation of cases of alleged or apparent misconduct by personnel.
5. Prepare and be responsible for the department's fiscal policies and annual budget.

*\*The duties and responsibilities listed above are intended only as an illustration 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 of the position. For a complete list, please contact the Holbrook Police Department.*

**Application:** All applications must be received by the application deadline, or your application will not be accepted. Once your application is successfully submitted, you will receive a confirmation email. If you do not receive this confirmation, your application has not been received and you will need to submit the application again.

**Credit for In-Title Experience:** Pursuant to the provisions of MGL Ch. 31, Section 22, individuals may apply to receive credit for employment or experience in the position title of Police Chief. Credit will only be accepted if time worked is in a permanent, provisional or temporary after certification status. If you believe you are eligible for this credit, you must claim this credit in the application. All claims must be verified by supporting documentation, which must provide specific details of any experience you have in the position title of Police Chief, including dates of service and, if part time, total number of hours worked. The supporting documentation must be on original letterhead with a signature from the appointing authority where the experience occurred or on the Employment Verification Form for Sole Assessment Center. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the Assessment Center and cannot be added to a failing examination score. Supporting documentation needs to be submitted within seven days after the Assessment Center date by email to [civilservice@mass.gov](mailto:civilservice@mass.gov) or attached to your application.

**Statutory Preference Points:** Upon submission of written proof, two points will be added to the passing score of qualified Veterans and Disabled Veterans or individuals who have 25 years of service as a member of a regular Massachusetts police or fire force and have passed an examination for promotional appointment in such force. If you are qualified for both the Veteran's Preference and the Promotional Preference for 25 years of service, please be advised that two points are the maximum allowable number of points to be added to your passing, overall (general average) examination score. To claim the Promotional Preference for 25 years of service, candidates must claim this preference in the application and either attach the Employment Verification Form for Sole Assessment Center form to the application or email it to [civilservice@mass.gov](mailto:civilservice@mass.gov). To claim veterans preference, claim veteran status in

the application and attach your DD214 to your application or email it to [civilservice@mass.gov](mailto:civilservice@mass.gov). For more information on veteran status refer to the Military Information section on our website.

**Current Military Personnel:** All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and request a makeup examination in writing, with a copy of your military orders attached by the application deadline. Please include in your request your email address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Attach your request to the application or email it to [civilservice@mass.gov](mailto:civilservice@mass.gov). Requests filed after the application deadline must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. For more information, refer to the Military Information section on our website.

**Makeup Examination:** With the exception of current military personnel, no candidate has a right to a makeup examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this before applying for the examination. If you file an examination application by the application deadline but are unable to appear for the examination on the scheduled examination date due to an emergency or unanticipated hardship, you may request a Agency Commonwealth of Massachusetts Address 100 Cambridge Street 6th Floor Boston, Massachusetts, 02114 Phone (617)878-9700 Website <http://www.mass.gov/civilservice> makeup examination by filing a written request with verifiable documentation to HRD no later than 7 days after the examination date. HRD reserves the right to approve or deny your request. HRD may require an additional examination processing fee upon approval of your request.

**Reasonable Accommodations:** If you need testing accommodations due to a documented impairment, or medical condition, you must submit a written request with verifiable documentation detailing what type of accommodation you require at the examination site. This request with verifiable documentation, must be attached to the application or emailed to [civilservice@mass.gov](mailto:civilservice@mass.gov) by the application deadline. We cannot guarantee that we will be able to grant your accommodation without this information. This information is requested only to provide reasonable accommodation for examinations and will not be used for any other purpose.

**Updating Information:** Candidates are responsible for maintaining accurate contact information. Failure to keep your records current may jeopardize opportunities for promotion. For information on how to update your information, click on Update Account.

**Identification at the Examination Site:** At the examination site, candidates must present a current and valid government issued photo identification with signature (e.g., driver's license, passport, military ID). Candidates will not be allowed to take the examination without valid identification.

**Private School or Service:** HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

### **Supplemental Information**

Women, minorities, veterans, and people with disabilities are encouraged to apply.

For more information or inquiries about this and other civil service examinations, visit <http://www.mass.gov/civilservice> or email the Civil Service Unit at [civilservice@mass.gov](mailto:civilservice@mass.gov)

The Civil Service Unit's hours of operation are Monday through Friday, 8:45am – 5:00pm, except holidays. Inquiries may also be made to the Civil Service Unit during these hours at the following numbers:

Boston area: (617) 878-9895 or (617) 878-9700  
Toll-Free Within Massachusetts: 1-800-392-6178  
TTY Number: (617) 878-9762

**Agency**

Commonwealth of Massachusetts

**Address**

100 Cambridge Street  
6th Floor  
Boston, Massachusetts, 02114

**Website** <http://www.mass.gov/civilservice>