



Chief of Police Town of Bellingham, Massachusetts

Civil Service Police Chief Open Competitive Sole Assessment Center

Application Deadline: January 26, 2023

Examination Date: February 4, 2023

Examination Location: TBD

SALARY: Salary range \$170,000 - \$180,000 commensurate with qualifications.

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

Bellingham is located in Norfolk County Massachusetts 30 miles southwest of Boston and 20 miles north of Providence Rhode Island with an approximate population of 17,000. The Town has a mix of industry, major distribution centers, as well as nearly 1,000,000 sq. ft. of retail which is located off of Interstate 495.

The Bellingham Police Department is a full-service agency consisting of; 26 Full-Time Officers, 2 Administrative Assistant and 7 Public Safety Dispatchers with a FY23 budget of \$3,786,799.

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 Bellingham 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.

- If you have a Bachelor's degree or are currently enrolled in a Bachelor's degree program in a field listed above, one year of education is equal to six months of experience. One year of education equals 30 semester hours.

- If you have a Master's degree or higher or are currently enrolled in a Master's or higher degree program in a field listed above, 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.

Examples of Duties / Knowledge & Skills

The Police Chief serves as the authority on department policy, operations and employee discipline as well as recommending short and long-term planning, administration, staffing, rules and regulations within the Department and for the enforcement of all laws and by-laws within the Town of Bellingham as well as coordination with outside agencies/departments on law enforcement related matters.

General Duties and Responsibilities:*

1. Supervise the operation of the police department in the observance and enforcement of all laws and regulations, the requisition or purchase of equipment and supplies, the issuance of license and collection and disposition of fees, the preparation of budgets
2. Provide and oversee the organizational structure and employee performance of all department personnel including professional development, training, discipline, maintenance of equipment, crime prevention, suppression of crime and community policing as well as maintain the efficiency and effectiveness of all personnel.
3. Assist the Emergency Management Director in providing emergency planning, staffing and services in the event of a declared emergency or major event affecting public health and safety.
4. Prepare and coordinate the presentation of the department's annual operating budget; direct the implementation of the department's budget; plan for and reviews specifications for new or replaced equipment, control the expenditures of the department within annual budgeted appropriations; perform clerical work including the issuance of licenses and permits, mailings, data entry etc., as necessary.
5. Prepare grants for federal and state funding; administer grants.
6. Oversee the maintenance of the police department building, grounds, equipment and fleet; maintain and control access to police department records, statistical data, evidence and property control.
7. Responsible for communication with the public, media, local, state and federal officials relating to all department activities; coordinate with other local, state and federal agencies as situations dictate.
8. Represent the Town and department at local and/or state ceremonial events; communicate with and attend public events as requested by local organizations, service clubs and civic groups.

**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 Bellingham Police Department.*

Minimum qualifications & Requirements

Application: All applications must be received by January 26, 2023 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 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. To claim veterans preference, claim veteran status in the application and attach your DD214 to your application or email it to 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. 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 this application or email it to 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. Visit our website for more information: Military Information

Makeup Examination: With the exception of current military personnel as described above, 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 examination date due to an emergency or unanticipated hardship, you may

request a makeup examination by filing a written request with verifiable documentation to HRD no later than seven calendar days from the original written examination date. HRD reserves the right to approve or deny your request.

Reasonable Accommodations: If you need special testing accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the examination site, and such letter must be scanned and attached to the application or emailed to civilservice@mass.gov. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. The information requested is 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 www.mass.gov/civilservice or email the Civil Service Unit at 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>