

The Burlington
Police Department



PAT's:

Sat., Oct. 1st
9:00am - 12:00pm
1:00pm - 4:00pm

Wenham Union

Sat., Oct. 15th



The Wenham
Police Department


Currently, the Burlington PD and the Wenham PD have multiple immediate positions available, and anticipates additional openings in the future. The list of eligible candidates will remain on file for approximately two years or until the list is exhausted, whichever comes first. Candidates looking to become a patrol officer with either the Burlington PD or the Wenham PD are encouraged to register and participate in the written exam. The list will be shared by the participating departments, which means you are eligible for hire by either agency!


Applicants must pass the PAT's to be eligible to sit for the written exam.

Physical Abilities Test (PAT): Sat., October 1, 2022

Written Exam: Sat., October 15, 2022

Thank you for your interest in the Burlington and Wenham PD's upcoming law enforcement entry exam being held on Sat., October 15, 2022. The in-person exam will be facilitated by Police Exam Solutions (PES). In order to participate in the written exam, you must participate in, and pass, the PAT on Sat., October 1, 2022. The steps to success are below.

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1. Register for the exam,
 2. Pass the PAT,
 3. If you pass the PAT, you must pass the written test,
 4. If you pass the written test, you may get invited to the interview by either agency,
 5. If you pass the interview, you may get invited to participate in a short, scenario based, series of simulator exercises.



PAT Date: Sat., October 1, 2022

Time & Location: Start time for candidate's PAT is 9:00am on the grounds of the Marshall Simonds Middle School, 114 Winn St., Burlington, MA

Exam Date: Sat., October 15, 2022

Check-in: Begins at 8:15am. Test begins promptly at 9:00am.
No admittance after 9am.

Location: Burlington High School, 123 Cambridge St., Burlington, MA

Registration Deadline: 9am on Weds., Sept. 28, 2022

PPI Component Due: 5pm on Weds., Sept. 28, 2022 – If your PPI submission is not completed by this time, you are disqualified from the BPD/WRD process and should not report to your scheduled PAT. No exceptions will be made.

The Police Department: The Burlington & Wenham Police Department's for which you are applying has contracted with PES to provide the best recruitment and pre-screening tools available for recruiting qualified candidates. Therefore, the Burlington & Wenham PD have requested you contact PES with questions, concerns, or additional information, and **not contact their agency.**



Burlington & Wenham PD's PAT

Important information on the PAT process:

1. The PAT will be administered ~~over a 2-day period~~ ^{ON} beginning Saturday, October 1, 2022 at 0900. You may select which date and time period works best. You need only to attend one of the sessions.

2. The PAT administration will be conducted on the grounds of the Marshall Simonds Middle School. The address is 114 Winn St., Burlington, MA.

3. All candidates MUST show up thirty minutes prior to their scheduled PAT. You must bring a photo ID and have a signed and witnessed waiver with you. The waiver can be downloaded here. Failure to have the necessary documents may result in immediate disqualification from the entire recruitment process.

4. Wear appropriate athletic attire. Dress for the weather. This PAT will occur in any type of weather and will not be postponed unless it becomes absolutely necessary. Wear running sneakers. Bring water and a snack, if you prefer. Dressing in layers should work to your advantage in the event of extreme temperatures. We have administered the PAT during times when it has been under 10 degrees, and others when it has hit 70.

5. All personal belongings must be left in your vehicle. Neither the Burlington PD or the Wenham PD will be responsible for lost or stolen items.

6. All candidates must pass EVERY phase of the PAT. Failure on one event will result in immediate disqualification from further processing.

7. There will be uniformed BPD & WPD personnel on site to assist. Upon arrival, you will be pre-processed with the rest of your group, based on your assigned PAT time, by officers handling the registration component.

8. No candidate will be allowed to wear earphones/ear pods during the PAT. Candidates must be able to follow instructions from BPD/WPD staff during the administration of the PAT and the academy does not allow any recruit officer to wear them during training - so we are going to get you used to this now.

The PAT has traditionally resulted in an approximate 50% failure rate over the last three recruitment drives. The PAT is not something that you can fail to prepare for and hope to pass. It is challenging and we are going to test you at the level necessary to graduate the police academy. Therefore, you must be prepared! Information on the PAT can be found www.bpd.org, www.policeexamsolutions.com, and on the Municipal Police Training Committee website, https://mptctraining.com/rolessons/P_H&WPrepGuide.pdf. Please - prepare now for the PAT.



Important Information on the Written Exam Process:

The written exam date is scheduled for Saturday, October 15, 2022, and will be facilitated by Police Exam Solutions, LLC. Please understand that the written exam will only be offered to those candidates that successfully pass the PAT.

BPD & WPD: Minimum Requirements

1. Be a U.S. citizen (by birth or naturalization);
2. Be at least 21 and no older than 35 as of the date of the written examination;
3. Possess a valid Massachusetts driver's license (or obtain one within 6 months of appointment);
4. Possess a High School Diploma or G.E.D. certificate (preference may be given to those candidates that have a college degree, military experience or combination);
5. Be a non-smoker;
6. No felony convictions or equivalent convictions that would be a felony in Massachusetts;
7. Have a strong character background and not be included on any decertification list or index;
8. Must have the ability to pass the Massachusetts police academy, or an equivalent basic training academy, approved by the Municipal Police Training Committee in order to achieve basic certification as a police officer;
9. Must be able to obtain a Massachusetts Class A License to Carry a Firearm;
10. All candidates for appointment to the position of Burlington Police Officer shall have tattoos, body art, brands or scarifications of any type removed prior to appointment. For the purpose of this rule only those tattoos, body art, brands or scarifications that are visible when the candidate is dressed in the Department's summer duty uniform must be removed. Attempts to disguise, cover-up or, otherwise keep any such tattoos, body art, brands or scarifications from view shall not satisfy the requirements of this rule;
11. Ability to pass all requirements as set forth by the Police Officer Standards and Training Commission (POST); and
12. Be willing and able to meet the duties and obligations of a Burlington Police Officer and/or a Wenham Police Officer, as described in the attached job description.

All candidates must understand that these basic minimum qualifications do not guarantee candidates employment and are not an offer of employment. All candidates will be assessed for their fitness for the position throughout the entire selection process.

Exam Logistics & Information

YOUR PPI PORTAL (CIR & PPI):

- ***BE ON THE LOOKOUT!*** Upon your successful registration acceptance, the PPI portal will automatically email you a set of access instructions. **DEADLINE TO COMPLETE THE PPI: 5pm on Weds., September 28, 2022.** Failure to complete this portion of the exam before the deadline will result in your disqualification from the process. Since this email will sometimes get intercepted by ISP firewalls, we advise you search all folders within your email box. The 'from' address is **admin.ppi-portal.com**. Your first-time access must be made through the link contained in the email. Should you have any issues, you must contact PES for assistance. To provide you with the best service, it's suggested you do not wait until the last minute.

1. **CIR & PPI ONLINE PORTAL:** The first part of the written examination is the Candidate Insight Report (CIR), and the Projected Personality Interpreter (PPI). The CIR will require you to complete a series of questions regarding your demographics, and your skills and qualifications for the job. The PPI consists of 10 essay questions. Utilizing IBM Watson AI technology, the PPI is used to identify the top key personality traits possessed by candidates. The PPI report is **not scored and/or ranked**. It is designed to provide the department with personality insight for each candidate. A candidate will not be hired or eliminated from consideration for hire, based on this feedback.
2. **THE WRITTEN EXAM:** The second part of the exam process is the written exam. In order to participate in the written exam, you are **REQUIRED** to have passed the Physical Abilities Test. You will be participating in a written exam specifically tailored for law enforcement. Your exam was developed to measure the key skills, abilities and other characteristics required for job success. Once the process begins and the test administration is complete, you will have 2.5 hours to complete your exam.

TRANSFERRING PRIOR PES SCORES:

- **Transferring of prior PES exam scores:** Prior PES exam results are **NOT** eligible for score transferring to the BPD exam. Anyone who is interested in being considered in the BPD hiring process must sit for this exam.

WRITTEN EXAM SCORES/REPORTING:

- PES will notify candidates via email when results are in. Once results are in, you can login and access your score in your PPI portal. Typically, scores are released within (5) business days from the date of the written exam.

WHAT TO BRING TO WRITTEN EXAM:

- Your Valid photo ID,
- (2) No. 2 lead pencils, and
- A bottled water, if you choose.

WHAT NOT TO BRING TO THE WRITTEN EXAM:

- **DO NOT BRING YOUR CELL PHONE AND/OR SMART DEVICE TO THE EXAM!** If you are found to have a smart device, you will be asked to leave the exam, and automatically disqualified from the process.

HAVE QUESTIONS?

- **PES is here to help!** Police Exam Solutions is facilitating and hosting the BPD exam. As such, all questions regarding the exam process, as well as general inquiries will be handled by Police Exam Solutions, LLC. To provide you with a timely, informative response, we highly encourage you to submit your inquiries to info@policeexamsolutions.com. You can also call the office at 781.645.6005. **Do NOT contact the BPD, or you may be disqualified from the process.**

All fees paid are NON-REFUNDABLE. PES does not offer make-up exam sessions or returns for exam registration purchases. Your registration purchase is for that particular exam only and cannot be transferred to another exam.

Enroll Today! Scan the QR code below to register.

