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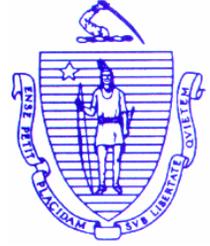
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Marine Fisheries Advisory

May 25, 2005

ENVIRONMENTAL POLICE OFFICER EXAM ANNOUNCED

The Division of Human Resources (HRD) has announced an open competitive examination for entry-level environmental police officers. To apply please see details in the HRD announcement below:

OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT NUMBER: 5205

ENTRY-LEVEL ENVIRONMENTAL POLICE OFFICER A/B

Last Date to Apply: June 6, 2005

Examination Date: June 25, 2005

Apply on-line with Visa or Mastercard at <https://www.csexam.hrd.state.ma.us/hrd/>

\$60.00 Examination processing fee required. MasterCard, and VISA accepted.
No cash or personal checks.

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

This examination is being held to establish an eligible list from which to fill vacancies in this classification in the Environmental Police force.

DUTIES:

Under general supervision from Environmental Police Officers or others of higher grade: patrols an assigned area; patrols and protects as directed the land, waters and other natural resources under the jurisdiction of the Executive Office of Environmental Affairs and persons using them; enforces all laws, rules and regulations pertaining to commercial and recreational outdoor activities such as hunting, fishing, and boating, and the conservation and protection of fish, game and marine natural resources, hazardous waste, water, and air pollution, lead, pesticides, asbestos, wetlands and park lands, occupational safety and health, and the operation of marine and recreational vehicles; interacts with constituent groups, state and local police, and other federal, state and local entities to deal with all environmental issues within the assigned district; inspects licenses, permits and registrations, catches and equipment; identifies incidents of air and water and wetlands pollution, solid waste or hazardous waste violations; apprehends violators; responds to emergencies; educates the public; and performs related work as required.

SALARY:

Inquiries concerning salary should be directed to the appointing authority at the time of the employment interview.

ENTRANCE REQUIREMENTS:

I. High school graduation or possession of an equivalency certificate issued by the Massachusetts Department of Education.

II. At least two years of full-time, or equivalent part-time, professional or para-professional experience in wildlife or fisheries conservation or management, natural resources conservation or management, biological or environmental science, forestry, ecology, marine science, conservation law enforcement or related field.

Substitutions:

- An Associate's degree in environmental science, biology, oceanography, ecology, natural resource management, wildlife management, fisheries management, forestry, conservation law enforcement or related field, may be substituted for one year of the required experience on the basis of two years of education* for one year of experience.
- A Bachelor's or higher degree in environmental science, biology, oceanography, ecology, natural resource management, wildlife management, fisheries management, forestry, conservation law enforcement, or related field may be substituted for the required experience on the basis of two years of education* for one year of experience.
One year of education equals 30 semester hours. Education toward a degree will be prorated on the basis of the proportion of the requirements actually completed.

OTHER REQUIREMENTS:

- Candidates for Environmental Police Officer A/B must be 21 at time of hire. (Chapter 467 of the Acts of 2004)
- An Environmental Police Officer A/B appointee must qualify for a Class A License to Carry Firearms.
- An Environmental Police Officer A/B appointee, prior to exercising any police powers, must attend and successfully complete a regional or municipal police training school (academy) approved by the Massachusetts Criminal Justice Training Council.
- Each appointee must satisfactorily complete a Certified Lifesaving or Advanced Lifesaving program given by the American Red Cross or YMCA, as approved by the Environmental Police, during the probation period.
- No person who has been convicted of a felony shall be appointed as an Environmental Police Officer A/B.
- Environmental Police Officers appointed from an eligible list established from an examination must meet initial and in-service medical and physical fitness standards established by the Human Resources Division and must pass a psychological examination.
- A current and valid Massachusetts Class D Motor vehicle Operators license (or the equivalent from another state) is required for initial hiring. A current and valid Massachusetts Class D Operators license is required before being appointed an Environmental Police Officer A/B.

EXAMINATION SUBJECTS:

The written examination will be designed to test, where practicable, the following knowledges, skills and abilities which have been established as qualifications for the position: knowledge of the types and locations of various terrestrial, marine and estuarine habitats; knowledge of the general characteristics and habitat requirements of fish, birds, other animals and plants common to Massachusetts, including rare and endangered species; knowledge of conservation concepts and natural resource issues; knowledge of hunting, fishing and trapping practices and terminology, techniques and equipment; knowledge of marine and nautical terminology; ability to identify fish, birds, and mammals common to Massachusetts, including endangered species; ability to gather and assemble items of information including the ability to read and interpret maps and charts; ability to analyze and determine the applicability of conservation and environmental data, to draw conclusions and make appropriate recommendations; ability to understand, explain and apply the laws, rules, and regulations, policies, procedures, standards and guidelines governing assigned unit activities; ability to gather and assemble items of information including the ability to question individuals; ability to analyze and determine the applicability of law enforcement data to draw conclusions and make appropriate recommendations; ability

to prepare reports and maintain records; knowledge of first aid and spinal injury management; knowledge of CPR; knowledge of boating safety including rescue and post-rescue care.

EXAMINATION PREPARATION:

Individuals who wish to prepare for the examination should review the examination subjects listed above and visit a library and/or various websites to determine which reference materials might be appropriate to enhance their knowledge of the subject matter. The Executive Office of Environmental Affairs has provided the following list of reference materials to help you better prepare for the examination. Examination questions, however, will be based on all the examination subjects listed above and not only on this reference material.

MassachusettsBoater's Guide (2004); available at all Massachusetts Boat Registration Facilities

National Audubon Society Field Guide to New England (1998); Alfred A. Knopf, Random House, Order Department, 400 Hahn Road, Westminster, MD 21157; (800) 733-3000; www.randomhouse.com.

Please note that the Human Resources Division does not recommend specific bookstores for the purchase of reading list texts. For local vendors, contact the publisher at the telephone number listed or check with the Massachusetts Environmental Police for assistance. Many local bookstores will be able to special-order any text not carried in stock.

CREDIT FOR EMPLOYMENT/EXPERIENCE AS A ENVIRONMENTAL POLICE OFFICER A/B (EPO A/B):

Pursuant to the provisions of Section 22 of Chapter 31, individuals may apply for credit for employment or experience in the position title of Environmental Police Officer A/B. Information on how to apply for this credit will be available on-line at civil_service_forms/exam_forms.htm by June 10, 2005. On the day of the examination, you will be asked to provide the details of any such employment or experience you have as an Environmental Police Officer, including location, dates of service, and number of hours worked per week, and to submit documentation supporting these claims.

PRIVATE SCHOOL OR SERVICE:

The Human Resources Division does not recommend or endorse any private school or service offering preparation for examinations and is not responsible for their advertising claims.

IDENTIFICATION AT THE EXAMINATION SITE:

At the examination site, applicants must present current and valid photo identification with signature (e.g., motor vehicle operator's license, passport, ID from an institution of higher education).

HOW TO APPLY

You may apply for this examination, using a credit card, on-line at the Human Resources Division website: <https://www.csexam.hrd.state.ma.us/hrd/> no later than June 6, 2005. A confirmation number for each transaction will be issued. You may also obtain a paper application form, and file it along with the examination-processing fee (or a fee waiver form) in person or by mail with HRD. Applications and fee waiver forms may also be available at city and town clerks' offices across the state. If you mail your application, send all correspondence by certified mail with "return receipt requested," if possible. Your application **MUST** be received at HRD by June 6, 2005.

NOTICE TO APPEAR:

Notices to appear to your assigned examination site will be mailed to applicants for this examination. You will be able to get a copy of your notice after June 10, 2005, by logging on to the Human Resources Division [Standings and On-line Applicant Record Information System](#).

TESTING ACCOMMODATIONS FOR PEOPLE WITH DISABILITIES:

If you need special testing accommodations due to a documented impairment such as a hearing, learning, physical, mental or visual disability, fill in the circle in item #15 of your application, and include a letter detailing what type of accommodation you require at the exam site. *You must also include a letter of*

support from a qualified professional. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is sought only to provide reasonable accommodation on the day of the examination and will not be used for any other purposes.

EXAMINATION FEE:

All paper applications must be accompanied by a money order, bank check, or by a completed fee waiver form. The examination-processing fee is **\$60**. Payment by money order or bank check should be made payable to the Commonwealth of Massachusetts. Please print your name, address, social security number, and the examination announcement number 5205 on the front of the money order or bank check. Payments by Master Card and VISA are also accepted when applying via the web site or in person. **NO CASH OR PERSONAL CHECKS.** There will be **NO REFUNDS** of the examination-processing fee unless the examination is cancelled by HRD.

FEE WAIVER:

The examination-processing fee may be waived for applicants receiving certain forms of state or federal public assistance, unemployment insurance, or workers' compensation. If you are claiming a fee waiver, fill in item #16 on your application. Fee waiver forms are available from and must be filed with the Massachusetts Human Resources Division (see address below). Waiver forms must be accompanied by proof of eligibility, for the subject time period, in the form of signed and dated receipts, check stubs and/or other documentation from the agency providing the assistance.

CURRENT MILITARY PERSONNEL:

ALL military personnel who, in connection with current service, **CANNOT** be in Massachusetts on June 4, 2005 should contact the Human Resources Division to request a make up examination. To request a make up, you must:

- file an application and processing fee by the last filing date (June 6, 2005);
- request such accommodation in writing, with a copy of your military orders attached;
- include in your letter either your daytime base phone number or name and phone number of a Massachusetts resident with whom you are in regular contact;

VETERANS' PREFERENCE

DEFINITION OF MASSACHUSETTS VETERAN M.G.L. c. 4, sec. 7, cl. 43rd as amended by the Acts of 2004 Effective August 30, 2004:

To be a "veteran" under Massachusetts law, a person is required to have either 180 days of regular active duty service and a last discharge or release under honorable conditions **OR** 90 days of active duty service, one (1) day of which is during "wartime" and a last discharge or release under honorable conditions. A chart defining "wartime" service is available on-line at www.mass.gov/Eveterans/docs/wartime_chart.pdf.

VETERANS' PREFERENCE:

If you are claiming veterans' preference and if your eligibility for veterans' preference has not been approved before by HRD, you must submit a copy of your DD Form 214 (Release From Active Duty) in order to receive proper credit. Your notice to appear for the examination will indicate whether or not you are already classified as a veteran. Qualifying service must have been in the Army, Navy, Marine Corps, Coast Guard, or Air Force of the United States. Please note that active duty exclusively for training in the National Guard or Reserves does **NOT** qualify you for veterans' preference. National Guard Members or Reservists must have 180 days and have been activated under Title 10 of the U.S. Code - OR- if activated under Title 10 or Title 32 of the U.S. Code or Massachusetts General Laws, chapter 33, sections 38, 40, and 41, must have 90 days, at least one of which was during wartime, per the chart below. The Members' last discharge or release must be under honorable conditions.

Those who otherwise qualify for veterans' preference, but are still in military service may, as of July 1, 1998, claim such credit by supplying proof, on official letterhead with appropriate signature, of their military service to date, including the dates of active duty, current assignment, and estimated time of

separation. The individual must provide official documentation of honorable discharge at the time of appointment. [See 1998 Amendment to MGL, Chapter 31, Section, Clause (f)].

Minimum Service Exception (for Death or Disability):

It is not necessary for an applicant to complete the minimum service for wartime or peacetime campaign if he/she served some time in the campaign and was awarded the Purple Heart, or suffered a service-connected disability.

Training Duty Exemption:

Active service in the armed forces as used in this clause shall not include active duty for training in the Army or Air National Guard or active duty for training as a Reservist in the Armed Forces of the United States.

Disabled Veteran Status:

Claims for status as a disabled veteran require written confirmation from the US Veterans Administration of a continuing service-connected disability rated 10% or higher. Applicants wishing to claim status as disabled veterans will get the opportunity to claim such at the test site with instructions to follow.

FOR MORE INFORMATION

Information about this examination can be obtained on the Internet at www.mass.gov/hrd/csintro.htm or by contacting the Human Resources Division Monday through Friday, 1 Ashburton Place, Room 301, Boston, MA, 02108, 8:45 a.m. - 5:00 p.m., except holidays, during these hours at the following numbers:

In the Boston area: (617) 878-9895

Outside the Boston area (within Mass.): (toll free) 1-800-392-6178

TTY Number: (617) 878-9762

FAX Number: (617) 727-0399