

CITY OF CAMBRIDGE
795 MASSACHUSETTS AVENUE
CAMBRIDGE, MASSACHUSETTS 02139-2319
TEL. 617-349-4332
FAX. 617-349-4312

PERSONNEL DEPARTMENT
MICHAEL P. GARDNER
Director

April 23, 1997

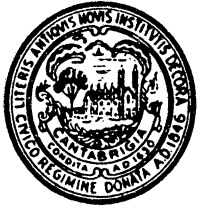
To: Robert W. Healy
City Manager

From: Michael P. Gardner
Personnel Director

Re: Council Order Number 9 from April 7, 1997 Regarding Make-up
Examination for Police Services Examination

The Human Resources Division of the Executive Office of Administration and Finance of the Commonwealth (successor to the Department of Personnel Administration) has advised us that they have arranged with more than 200 military commanders around the world to have the upcoming police services examination administered to applicants on active military duty who, because of this, can not be present in the Commonwealth to take the examination at a regular examination site. Human Resources does not typically make a decision about a make up examination until after the regular test is administered. On an examination of this magnitude, because of some problems in administration, a make-up examination is often required.

Attached is a copy of the correspondence you sent to the agency based upon the Council Order. Also attached is a copy of the relevant section from the examination announcement indicating how the examination is to be administered for military personnel on active duty.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

TEL 349-4300

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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

April 23, 1997

James Hartnett
First Deputy Personnel Administrator
Human Resources Division
Executive Office Of Administration and Finance
One Ashburton Place
Boston, MA 02108

Dear Mr. Hartnett:

Enclosed please find a copy of an Order issued by the Cambridge City Council urging that your office take appropriate steps to ensure that all members of the Armed Forces who are unable to attend the upcoming Police Services examination locally be given the opportunity to take it on a "make up" basis. I understand that your office does make arrangements to have the examination shipped to over 200 military centers around the world for administration to applicants who can not be present locally to take the examination.

I certainly applaud those efforts and join the City Council in encouraging you to take all appropriate measures to ensure that members of the military on active duty have a full opportunity to compete for this examination, including a make up examination if necessary.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert W. Healy", is written over a horizontal line.

Robert W. Healy
City Manager

POLICE OFFICER**Last Date to Apply: JANUARY 31, 1997****ANNOUNCEMENT NUMBER: 6198****Examination Date: APRIL 26, 1997****HOW TO APPLY**

You may get your application and file it and the examination processing fee (or fee waiver form) in person or by mail from HRD Examination Administration, One Ashburton Place, Boston, MA 02108-1515. Applications and fee waiver forms may also be available at city and town clerks' offices and civil service police stations across the state. If you mail your application, please send all correspondence by certified mail with "return receipt requested", if possible. You must make sure that your application is **received in HRD's offices by 5:00 PM on January 31, 1997 or postmarked by midnight on January 31, 1997.**

NOTE: No applicant has a right to a makeup examination due to personal or professional conflicts on the testing date and applicants are advised to consider this **BEFORE** applying for the examination.

ADMINISTRATION OF EXAMINATION TO CURRENT MILITARY PERSONNEL: ALL military personnel who, in connection with current service, **CANNOT** be in Massachusetts on April 26, 1997, have the option of taking the written test wherever they are stationed. To request this accommodation, you must:

- file an application and processing fee by the last filing date (January 31, 1997);
- request such accommodation in writing, with a copy of your military orders attached;
- include in your letter either your day-time base phone number or name and phone number of a Massachusetts resident with whom you are in regular contact;
- request that your commanding/training officer directly send to the above address or fax (see number below) a letter on military letterhead stating willingness to assume responsibility for examination security and administration.

SPANISH-SPEAKING APPLICANTS: You may take the examination in Spanish. If you do, you will also have to pass another written examination given on the same day that tests your ability to read and understand English. If you wish to take the examination in Spanish, you must send a separate letter requesting this when you submit your application and examination processing fee or fee waiver form.

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 kind of accommodation you require at the exam site. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is asked only to provide reasonable accommodation for exams, and will not be used for any other purposes.

FEE AND FEE WAIVER

EXAMINATION PROCESSING FEE: The fee must be paid when you apply. The fee may be waived (see "Fee Waiver" below).

Written Test Fee: The examination processing fee is \$35. Please use a money order made payable to the Commonwealth of Massachusetts and **print your name, address, Social Security number and the examination announcement number 6198 on the front of the money order.**

Refunds: There will be **NO REFUND** of the examination processing fee unless the examination is cancelled by the Human Resources Division (formerly the Department of Personnel Administration).

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. Fee waiver forms are available from and must be filed with the Massachusetts Human Resources Division (formerly the Department of Personnel Administration), Examination Administration, One Ashburton Place, Boston, MA 02108-1515. 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. If you are claiming a fee waiver, please make sure to fill in response area # 16 on your application.

All applications must be accompanied by a money order or by a completed fee waiver form.

CASH AND PERSONAL CHECKS WILL NOT BE ACCEPTED.

FOR MORE INFORMATION

VISITING/TELEPHONING THE HUMAN RESOURCES DIVISION (FORMERLY THE DEPARTMENT OF PERSONNEL ADMINISTRATION): You may visit the Human Resources Division Monday through Friday, 8:45 a.m. - 5:00 p.m. EXCEPT HOLIDAYS, or may telephone the Division during these hours at the following numbers:

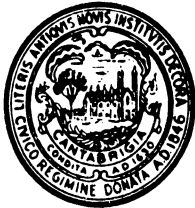
In the Boston area: (617) 727-3777, extension 246

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

TDD Number: (617) 727-7583

FAX Number: (617) 727-4917

Recorded information regarding this examination and other upcoming open competitive examinations is available at any time by calling (617) 727-3777, extension 246.



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EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

April 28, 1997

To The Honorable, The City Council:

In response to Awaiting Report Item Number 27, relative to protection available for service in active duty relative to the upcoming police examination, please find attached a report submitted by Michael Gardner, Personnel Director.

Very truly yours,

Robert W. Healy
City Manager

RWH/dls

Consent Agenda #16

5-224

Relative to Awaiting Report Number
Twenty-seven, relative to protection
available for service in active duty
relative to the upcoming police
examination.

In City Council April 28, 1997

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