



MASSACHUSETTS

*Approved
James Sullivan
City Manager
7-2-76*

DIVISION OF PERSONNEL ADMINISTRATION PROMOTIONAL EXAMINATION

APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF THE DIVISION OF PERSONNEL ADMINISTRATION NOT LATER THAN

PROMOTION TO POLICE CHIEF CAMBRIDGE POLICE DEPARTMENT

SALARY: The minimum salary is \$ a week; the maximum salary is \$ a week.

ELIGIBILITY: This examination is open to all permanent Police Captains in the Cambridge Police Department, who have been employed in this grade, after certification, for at least one year* prior to the date of examination.

*Including periods, if any, during which the applicant was provisionally promoted therefrom, or temporarily appointed, after certification, to a position in a higher grade (G.L. C.31, S.15F).

EXAMINATION WEIGHTS: Training and experience, 1.5; written examination 5; oral examination, 2; practical exercise 1.5; total, 10.

EXAMINATION SUBJECTS: THE WRITTEN EXAMINATION WILL BE DESIGNED TO TEST, WHERE PRACTICABLE, THE FOLLOWING KNOWLEDGES, ABILITIES AND SKILLS THAT HAVE BEEN ESTABLISHED AS QUALIFICATIONS FOR THE POSITION:

THOROUGH KNOWLEDGE OF THE PRINCIPLES AND PRACTICES OF POLICE ORGANIZATION AND ADMINISTRATION, AND MANAGEMENT PRINCIPLES AND CONCEPTS RELATING TO POLICE ADMINISTRATION; CONSIDERABLE KNOWLEDGE OF DEMOGRAPHIC AND SOCIAL FACTORS AFFECTING POLICE WORK; CONSIDERABLE KNOWLEDGE OF INNOVATIVE POLICE PROCEDURES AND PROGRAMS FOR IMPROVING POLICE OPERATIONS; CONSIDERABLE KNOWLEDGE OF THE POLICE ROLE IN A DEMOCRATIC SOCIETY AND THE ROLES AND RESPONSIBILITIES OF OTHER GOVERNMENTAL AGENCIES, ESPECIALLY THOSE INVOLVED WITH THE CRIMINAL JUSTICE SYSTEM AND OTHER ASPECTS OF POLICE WORK; CONSIDERABLE KNOWLEDGE OF THE IMPACT OF POLICE OPERATIONS ON ALL SEGMENTS OF THE COMMUNITY AND OF THE POLICE ROLE IN COMMUNITY LIFE; WORKING KNOWLEDGE OF THE ADMINISTRATIVE AND OPERATIONAL POLICIES AND PROCEDURES OF THE POLICE DEPARTMENT AND RELEVANT CITY, STATE AND FEDERAL LAWS AND REGULATIONS AFFECTING POLICE WORK; ABILITY TO MANAGE, PLAN, ORGANIZE, SUPERVISE AND CONTROL THE ACTIVITIES OF A LARGE MUNICIPAL POLICE DEPARTMENT; ABILITY TO MAKE DECISIONS, ABILITY TO ANTICIPATE AND FORMULATE CREATIVE SOLUTIONS FOR PROBLEMS ARISING IN LAW ENFORCEMENT WORK AND FROM THE ADMINISTRATION OF A COMPLEX PUBLIC SERVICE ORGANIZATION.

DUTIES: Under the general direction of the City Manager, to perform responsible administrative and supervisory law enforcement work in directing all activities of a municipal police department, involving command responsibility as chief officer for administering, directing and coordinating all activities and operations of a municipal police department, to perform duties in accordance with departmental rules and regulations, said duties requiring the exercise of initiative and judgment in administering the department, directing operations and making command decisions affecting life, property and constitutional guarantees; to exercise supervision directly and through subordinates, over all department personnel; and to perform related work as required.

GENERAL INFORMATION

IMPORTANT: The Training and Experience Sheet must be presented on the day of examination. Experience is marked on the basis of a predetermined schedule for the type of work set forth above and every candidate is marked by the same schedule. The Civil Service Law provides that in the grading of the subject of training and experience in any competitive examination, no credit shall be allowed, either in the original marking of the examination, upon review of the original marking by the Personnel Administrator, or by the Civil Service Commission, whether upon an appeal from the decision of the Personnel Administrator or otherwise for any training and employment or experience not fully stated in the training and experience sheet filed at the time of examination.

APPLICATIONS: Application cards (Form 1) may be obtained from the Division of Personnel Administration, One Ashburton Place, Boston, Massachusetts 02108, Or from the aboved named department. When completed the application card should be sent to the Massachusetts Division of Personnel Administration, P. O. Box 2600, Boston, Massachusetts 02208. (In the space on ~~the~~ application card a check should be made in the box after the words ~~Promotional Exam~~ "Promotional Exam". Notice of the time and place of examination together with a Training and Experience Sheet and any necessary instructions, will be sent to those having applications on file within the required time.

MILITARY ABSENTEES: Under the provisions of Chapter 708 of the Acts of 1941, as amended, persons unable to compete in a competitive promotional examination because of absence in military or naval service may be given a qualifying promotional examination if request in writing is made within six months after the termination of such service.

*Military or naval service refers to such service occurring between January 1, 1940 and the termination of the Selective Service Act of 1948; provided, however, that such service shall not be construed to include service for more than four years unless such further period of service in excess of four years was involuntary service required by the government of the United States.

WALLACE H. KOUNTZE, Personnel Administrator

IMPORTANT: To receive credit for training a person must submit proof of education by filing, at the time of examination, an official transcript of training at a recognized college or university indicating the title of the courses in which enrolled, the periods during which such courses were attended, and the number of semester hours credit (or its equivalent) received for courses successfully completed.

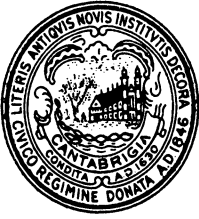
PREPARATION: The written examination will be based primarily upon the following materials:

Principles of Management, An Analysis of Managerial Functions:
5th Edition by Koontze & O'Donnell, Part I, McGraw-Hill, New York, N.Y.

Municipal Police Administration, George D. Eastman, Editor,
International City Management Association, Washington, D.C.

The Effective Executive, Drucker, Peter F., Harper and Row,
New York, 1966.

Police Administration, Wilson, Orlando and McLaren, Roy C.,
3rd Edition, 1972, McGraw-Hill, New York, N.Y.



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139
Tel. 876-6800

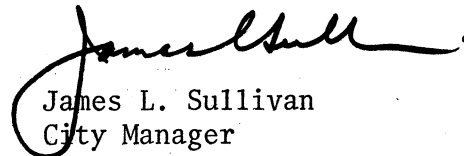
EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

July 7, 1976

To the Honorable, the City Council:

Enclosed herewith is a copy of the announcement
of the promotional examination for Police Chief
of the City of Cambridge, which has been approved
by me.

Very truly yours,


James L. Sullivan
City Manager

JLS/b

Agenda #5

S-359

Approval of the Civil Service examination
for Police Chief of the City of Cambridge.

In City Council,
July 7, 1976

Placed on File -