



Burlington Police Department

45 Center Street
Burlington, MA 01803
Tel 781-272-1212
Chief 781-505-4920
Fax 781-270-1920
www.bpd.org

MICHAEL R. KENT
CHIEF OF POLICE

RECRUITMENT PROCESS

The Burlington Police Department welcomes you to apply for the position of police officer with the Town of Burlington. The recruitment process requires a potential candidate to successfully complete the entire battery of testing, which includes, but it not necessarily limited to, the following steps:

1. The written examination: This examination will be administered by Police Exam Solutions (“PES”) sometime during the Spring of 2021. The exact date(s) are yet to be determined due to COVID-19 regulations currently in place. Further information on the written exam will be supplied to all applicants at a time to be determined but well in advance of the examination. Additional information may be found on our website: www.bpd.org
2. Physical abilities testing (“PAT”): The PAT usually takes place within a few weeks after a candidate successfully passes the written exam. However, to get this process moving forward, we reserve the right to run the PAT prior to the written exam. (If the PAT is administered prior to the written exam, you must pass the PAT in its entirety to be eligible to take the written exam.) Further information relative the PAT will be posted with other recruitment material on the Burlington Police website. Please take this PAT seriously. Any candidate that fails any of the testing components will be immediately disqualified from further testing through the recruitment drive.
3. Interview Panel: The interview panel will be held at a time to be determined based on the current staffing needs of the department. Candidates that are invited to participate will be given advanced notice and further instructions at the necessary time. No prior police experience is necessary to participate. The panel will ask candidates general questions and pertinent scenario-based questions. There may also be a writing assignment given to candidates at the time of the interview. The panel will consist of sworn members of the department of various ranks and assignments.
4. Interview with the Town Administrator and Chief of Police: The Town Administrator is the appointing authority for the Town of Burlington. The Town Administrator, Chief of Police and Deputy Chief of Police will interview selected candidates when an opening is ready to be filled.
5. Conditional Offer of Employment: This is a contract entered into between the candidate for hire and the Town of Burlington. Once signed, the department will agree to hire the candidate provided all “conditions” are met by the candidate. All financial obligations are covered by the Town. The conditions are successful completion of the:
 - a. Background Investigation: which will be conducted by a Burlington Police Department Detective.
 - b. Medical Examination: a full medical examination, in accordance with the guidelines issued by the Commonwealth of MA; and the exam will include a drug screening.
 - c. Psychological Fitness Examination: the psychological may consist of a battery of written tests and interview(s) conducted by a trained psychotherapist.



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6. Those candidates that require initial training will undergo all necessary steps for admission to the police academy. The specific academy that the candidate will attend depends on multiple factors, but the selection is determined by the Chief of Police.
7. Academy training: Any candidate requiring initial training must successfully pass the academy. Currently, academy training in MA is 24-25 weeks; and is subject to change by Municipal Police Training Committee ("MPTC") mandate.
8. Field Training: Officers that successfully pass the academy will then begin their career with the department as a full-time patrol officer and must successfully pass a 10-12 week field training program ("FTO"). The FTO program will serve to bridge the academy experience to actual police work. Candidates will be assigned to various veteran training officers throughout this period and will also be expected to successfully complete training on the 911 system operations, as well as the department's rules, regulations, policies and procedures.
9. All newly appointed officers will be considered "probationary" for their first year of service.
10. Based on the police reform law, signed into law by Governor Baker on December 31, 2020, there may be other requirements that must be met prior to employment. For instance, there is a new Police Officer Standards and Training Commission ("POST") that needs to be formed. The POST has requirements that any police officer may only be "certified" if they pass an interview with the POST. This part of the process is yet to be determined and may likely not be involved during this recruitment drive.

The Burlington Police Department and the Town of Burlington is an equal opportunity employer.