



**Lexington Police Department**  
**Written Entry Exam: Saturday, August 20, 2022**  
Deadline to Apply: 9am August 17, 2022

The Town of Lexington has contracted with Police Exam Solutions, LLC, to administer their 2022 entry level written examination to recruit qualified candidates for the role of police officer. Candidates are required to meet the minimum qualifications in order to take the entrance exam.

The Department highly encourages you to learn about the Department and the community with which it serves by visiting <https://www.lexingtonma.gov/>

The Lexington Police Department is an Equal Opportunity Employer, and encourages minorities, women, and veterans to apply.

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**The Exam Process: Following Instructions is the Key to Success!**

**\*ALL EXAM QUESTIONS MUST BE DIRECTED TO POLICE EXAM SOLUTIONS\***

We have included the information and requirements necessary for your successful registration and exam participation.

**Failure to meet these requirements will disqualify you from the process.**

1. Determine your eligibility to participate,
2. Complete your registration through the [www.policeapp.com](http://www.policeapp.com) portal,
3. **Complete on or before the deadline (5pm on August 17th), your PES Projected Personality Interpreter (PPI), through the [pa.ppi-portal.com](http://pa.ppi-portal.com),** (see detailed notes in the PES PPI section below),
4. Stay up-to-date on exam announcements on the PES website at [www.policeexamsolutions.com](http://www.policeexamsolutions.com).

Thank you for your interest in the Lexington Police Department's upcoming law enforcement entry exam on Saturday, August 20, 2022. The in-person written exam will be held at the Lexington High School, and facilitated by Police Exam Solutions (PES). To avoid a potential disqualification please note all deadlines and/or requirements necessary for your eligibility and participation in the LPD exam process.

Agency	Role	Deadline
<b>PoliceApp.com Exam Registration</b>	<ul style="list-style-type: none"><li>• Policeapp.com developed the registration website for the upcoming LPD exam. All Police Exam Solutions exam communications will be processed through the policeapp.com portal.</li></ul>	<ul style="list-style-type: none"><li>• Registration Ends: <b>9am Aug. 17, 2022</b></li></ul>
<b>Police Exam Solutions, LLC</b>	<ul style="list-style-type: none"><li>• PES handles all candidate questions.</li><li>• Facilitates the exam.</li><li>• Candidates are required to complete and submit their PES PPI component through the PES PPI portal. <i>(See additional details below.)</i></li></ul>	<ul style="list-style-type: none"><li>• PPI completion deadline: <b>5pm Aug. 17, 2022</b></li></ul>
<b>Lexington Police Department</b>	<ul style="list-style-type: none"><li>• The Lexington Police Department for which you are applying has contracted with PES to provide an entry exam on Saturday, August 20, 2022. The LPD requests you contact Police Exam Solutions directly with your questions, concerns, or for additional exam information. Do not contact the agency.</li></ul>	

## Exam Details:

Topic	Specifics	Deadline
<p><b>LPD: Minimum Qualifications</b></p> <p>In order to take the entrance exam, a police officer candidate must:</p>	<ul style="list-style-type: none"> <li>• Be a U.S. Citizen (by birth or naturalization);</li> <li>• Be at least 21 years of age at the time of examination;</li> <li>• Be a high school graduate or possess a General Equivalency Diploma (GED). Preference will be given to those candidates that have a college degree(s), military experience or combination;</li> <li>• Be a non-smoker;</li> <li>• Not be a convicted felon, or have any equivalent convictions that would be a felony in Massachusetts;</li> <li>• Possess a valid Massachusetts Driver’s license at the time of examination;</li> <li>• Have the ability to obtain a Massachusetts Class A License to Carry a Firearm;</li> <li>• Have the ability to pass a physical and psychological fitness for duty examination after receiving a conditional offer of employment (<i>see PAT requirements below</i>);</li> <li>• Have the ability to pass the curriculum of Massachusetts Police Training Council Academy in order to achieve basic certification as a Police Officer;</li> <li>• Have a strong character background; and</li> <li>• Be willing and able to meet the duties and obligations of a Lexington Police Officer, and</li> <li>• Must live within 20 miles of Lexington (border to border), prior to the end of your “Probationary Period” (one year upon successful completion of the Field Training Program).</li> </ul>	
<p><b>LPD Recruitment Process:</b></p> <p>Steps in the LPD hiring process</p>	<p><b>Written Exam</b> – In order to be eligible for consideration for hire by the Lexington Police Department, candidates must pass the August 20<sup>th</sup> written exam facilitated by Police Exam Solutions.</p> <p><b>Physical Abilities Test (PAT)</b> – The PAT will take place after the written examination, at a time to be determined. Candidates who’ve passed the exam with the highest scores will be invited to attend the PAT testing. A passing grade on the written exam does not necessarily guarantee an invitation to the PAT. When available, further information relative to the PAT will be posted with other recruitment materials on <a href="http://policeapp.com">policeapp.com</a> and the Lexington Police website.</p> <p><b>Interview Panel</b> - May include a writing assignment given to candidates at the time of the interview.</p> <p><b>Interview with the Chief of Police</b> – the Town Manager is the appointing authority for the Town of Lexington. The Chief of Police will conduct interviews with selected candidates when an opening is ready to be filled and make recommendations to The Town Manager.</p> <p><b>Conditional Offer of Employment</b> – This contract is entered into between the candidate for hire and the Town of Lexington. This contract only extends to a candidate that is offered a position as a police officer. Once signed, the department will agree to hire the candidate provided all “conditions” are met. All financial obligations relative to the conditional offer are borne by the Town of Lexington.</p>	

<p><b>LPD Recruitment Process, Cont'd:</b></p>	<p>The conditions are successful completion of the:</p> <ul style="list-style-type: none"> <li>• <b>Background Investigation:</b> Will be conducted by the Lexington Police Department,</li> <li>• <b>Medical Examination:</b> A full medical examination, in accordance with the guidelines issued by the Commonwealth of MA; including a drug screening,</li> <li>• <b>Psychological Examination:</b> The psychological may consist of a battery of tests, and</li> <li>• <b>Interviews:</b> Conducted by a trained psychotherapist.</li> </ul>	
<p><b>PES: Written Exam: Part I</b></p>	<p>The first part of the written examination is the Candidate Insight Report (CIR), and the Projected Personality Interpreter (PPI). There are two sections in this process. The CIR and the PPI. You must complete both sections in order to successfully submit your PPI component.</p> <ul style="list-style-type: none"> <li>- The <b>CIR</b> will require you to complete a series of questions regarding your demographics, and your skills and qualifications for the job.</li> <li>- The <b>PPI</b> consists of 10 essay questions. Utilizing IBM Watson AI technology, the PPI is used to identify the top key personality traits possessed</li> </ul> <p>by candidates. The PPI report is <b>not scored and/or ranked</b>. 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. personality.</p> <p><b>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, August 17, 2022.</b></p> <p><i>Since this email will sometimes be intercepted by ISP firewalls, we advise you search all folders within your email box. The 'from' address is <u><a href="mailto:admin.ppi-portal.com">admin.ppi-portal.com</a></u>. Your first-time access must be made through the link contained in the email. Have questions – call PES.</i></p>	<ul style="list-style-type: none"> <li>• Deadline for PPI Completion: <b>5pm Aug. 17, 2022</b></li> <li>• Failure to complete your PPI by the deadline will auto-matically be Disqualified</li> </ul>
<p><b>PES: Written Exam: Part II</b></p>	<p>The second part of the exam process is the written exam. You will be participating in a written exam specifically tailored for predicting candidate's best qualified for a career in law enforcement. Your exam was developed to measure the key skills, abilities and other characteristics required for job success. You will be allotted a set amount of time to complete the exam. Once the process begins and test administration is complete, you will have 2.5 hours to complete your exam. You should expect the entire process to take approximately 3.25 hours.</p>	<ul style="list-style-type: none"> <li>• Registration Ends: <b>9am Aug. 17, 2022</b></li> </ul>

<b>MPD: Military Make-Up Exam</b>	<p><b>Military/Out-of-State Make-Up Exam:</b> In acknowledgment of the sacrifice of our military men and women currently serving out their orders, as well as candidates living outside the greater New England area, a make-up exam accommodation has been scheduled for 2:00pm on August 22, 2022, via the PES @Home testing process. To qualify for the military/out-of-state make-up exam, you would need to be on active duty (or military orders), on the original examination date, or reside outside the greater New England area.</p> <p><b>How it works:</b></p> <ul style="list-style-type: none"> <li>• <b>Prior to registering for the exam, you must email <a href="mailto:info@policeexamsolutions.com">info@policeexamsolutions.com</a>, with the subject line being "Request for Military/Out-of-State Makeup."</b> Supporting documentation for Military should include such documents as a DD214, Commanding Officer Letter, Orders, etc. Candidates applying from out-of-state must provide proof of qualifying residency.</li> <li>• After a review of your request and supporting documentation is performed, a determination will be emailed to you with instructions on the next steps.</li> </ul> <p><b>A limited number of spots are available and are on a first come, first served basis.</b> Additional details will be provided upon your approval to participate in the remote, @Home Testing process.</p> <p>The requirements for the @Home testing process include:</p> <ul style="list-style-type: none"> <li>• A reliable internet connection,</li> <li>• A cell phone with camera, and</li> <li>• A PC with Windows 10 or later. The testing platform is not compatible with Mac's or Google Chromebooks.</li> </ul>	<ul style="list-style-type: none"> <li>• Request for a Military/Out-of-State Make-Up Exam must be received by <b>5pm Aug. 15, 2022</b></li> <li>• Make-Up exam candidates must complete their PPI by the deadline of <b>5pm Aug. 17, 2022</b></li> </ul>
<b>PES: Score Transfers</b>	<p>The Lexington PD will accept PES exam scores received from a <b>previous PES 2022</b> exam. For details, instructions, and important notes on the Score Transfer policy, please visit <a href="https://www.policeexamsolutions.com/faq">https://www.policeexamsolutions.com/faq</a>.</p>	<ul style="list-style-type: none"> <li>• Score transfers must be completed by <b>9am Aug. 17, 2022</b></li> </ul>
<b>PES: Study Guide</b>	<p>At this time, we do not offer a study guide for our exam. The exam consists of non-cognitive and cognitive questions. To ensure the best testing performance, we recommend our candidate's follow these simple steps to exam success:</p> <ul style="list-style-type: none"> <li>• Get a good night's sleep the night before the exam,</li> <li>• Eat a nutritious breakfast before the exam,</li> <li>• Be Prepared! Have any/all your required documents/materials ready for exam day,</li> <li>• Know what to bring and what not to bring,</li> <li>• Be on Time! Check-in starts at 8:15am. Doors close at 9:00am. NO admittance after 9:00am, and</li> <li>• Answer the test questions honestly.</li> </ul>	
<b>PES: Score Reporting</b>	<p>PES will notify candidates via email when results are in. Typically, scores are released within (5-7) business days from the date of the exam. Score access instructions will be included in your Results-Are-In email.</p>	
<b>Exam Specifics:</b>	<p><b>Date:</b> Saturday, August 20, 2022  <b>Location:</b> Lexington High School  <b>Address:</b> 251 Waltham St., Lexington, MA  <b>Check-In:</b> Begins at <b>8:15am</b>. Doors close promptly at 9:00am. No admittance after 9am, under any circumstances.</p>	
<b>What to Bring to the Exam</b>	<ul style="list-style-type: none"> <li>• Valid Photo ID</li> <li>• (2) No. 2 pencils – We recommend NOT using mechanical pencils</li> </ul>	

<b>What NOT to Bring to the Exam</b>	<b>DO NOT BRING YOUR CELL PHONE AND/OR ANY SMART DEVICE.</b> Anyone found possessing these items at the testing site, will immediately be disqualified and asked to leave the location.	<b>NO CELL PHONES OR SMART DEVICES!</b>
<b>Refunds and/or Exchanges</b>	All fees paid are NON-REFUNDABLE under any circumstances. Policeapp.com and PES do 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.	
<b>Fee Waiver</b>	PES offers a fee waiver application for candidates who are unable to pay the registration fee due to a financial hardship. To determine your eligibility for a fee waiver, and to apply, please contact <a href="mailto:info@policeexamsolutions.com">info@policeexamsolutions.com</a> .	<ul style="list-style-type: none"> <li>• Applications must be rec'd by email no later than <b>5pm Aug. 15, 2022</b></li> </ul>
<b>PES: Questions?</b>	<b>PES is here to help! Police Exam Solutions is facilitating and hosting the LPD exam.</b> To receive a timely response to your inquiries, we highly encourage you to submit your questions to <a href="mailto:info@policeexamsolutions.com">info@policeexamsolutions.com</a> , or by calling our office at 781.645.6005. <b>Do NOT contact the LPD, or you may be disqualified from the process.</b>	