

**Town of Hamden
Announces an Open Competitive Examination
for the Position of:
Certified Police Officer**

A non-refundable \$40 application fee is required at the time your employment application is submitted. Applications received without the application fee will not be accepted for consideration.

Minimum Qualifications:

- **Certification:** Only Connecticut Certified Police Officer (C.G.S. 7-294d) applicants who have current CT-POSTC or Connecticut State Police certification may apply. All CT-POSTC requirements for lateral and comparative hires apply. Certified applicants must attach copies of their CT-POSTC certification or State Police ID and a valid driver's license to the application.
- **Age:** Must be Twenty-one (21) years of age at the time of application. *Please state your date of birth at the top of the application.*
- **Education/Experience:** Current Connecticut Certified Police Officer.
- **License:** Applicants must possess and maintain a valid Connecticut driver's license.
- **Residency Requirement:** Candidates must be U.S. citizens and shall reside within the State of Connecticut.
- **Physical Examination:** Candidates must meet departmental physical fitness standards. The Town will accept a current CHIPS card, or the candidate must take and pass the department physical agility test.
- **Drug Testing:** Candidates shall be required to submit to a drug test as part of the pre-employment medical examination.
- **Character Requirement:** Candidates must meet the highest legal and ethical standards. No applicant will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence. Candidates will undergo a rigorous background investigation, including a polygraph, before any offer of employment is made. An applicant may be disqualified for poor employment history, recent use of illegal drugs, or previously undetected criminal activity. Any omission, falsification, fabrication, lie or misleading statement will automatically result in disqualification from further consideration.
- **Non-Smokers Preferred**

Job Purpose:

This is general duty police work involving responsibility for the protection of life and property; the prevention, detection and investigation of crime; and for maintaining law and order. Assignments are received from superior officers and are carried out in accordance with established police rules and procedures. Police Officers must use their own judgment and act without supervision in meeting emergencies. Work is reviewed through reports, on-the-job inspection and observations of results obtained.

Job Environment:

Employees in this class are required to perform their duties under all conditions of weather. Hazards to personal safety arise from both personal, mechanical, and natural sources, and include possible loss of life.

Essential Job Functions:

- Patrols an assigned area in a cruise car. Continuously checks windows and doors of business establishments and of assigned private homes; investigates any suspicious conditions.
- Maintains continuous enforcement of motor vehicle laws, criminal statutes, and local ordinances.
- Assists stranded motorists, injured persons, and ill persons. Escorts and guards payroll deliveries.
- Gives information concerning street and building locations, routes, bus schedules, etc.
- Investigates reports of wanted or missing persons or property.
- Brings persons to police station for booking of violations. May fingerprint and process suspects.
- Prepares written reports for the Prosecuting Attorney, presenting all of the facts pertaining to a particular crime.
- Testifies in court and presents evidence.
- Directs traffic at an assigned area or as indicated.
- Prepares reports of all activities and complaints.
- Reports unsafe and hazardous conditions while on patrol. May be assigned to perform predominantly traffic accident investigations and the conduct of safety programs while detailed to the Traffic Division.
- May be assigned to principally perform compliant desk, dispatch and clerical duties at Police Headquarters.

Additional Work Responsibilities:

- May conduct or assist in conducting investigations and surveillance.
- Appears before special interest groups to speak on various aspects of police work.
- Performs related duties as required.

Required Knowledge, Skills, and Abilities:

Ability to be trained in modern methods of first aid; ability to be trained in all aspects of entry-level Police work; ability to observe situations analytically and objectively and to record the situation and information gathered in a complete and clear manner; ability to react quickly and calmly in emergencies; ability to establish and maintain effective working relationships with associates and the public; ability to deal firmly but courteously with the public; ability to learn modern methods of crime detection and prevention; ability to understand and execute written and oral instructions; ability to prepare clear and comprehensive reports; ability to learn the effective

use and care of firearms and other self-protective devices; and sufficient physical strength and ability to defend oneself or to subdue violent persons.

<u>Method of Selection:</u>	<u>Weight</u>	<u>Minimum Passing Score</u>
State of Connecticut Certified Police Officer	--	Pass
Certification of Physical Ability	--	Pass
Background Investigation	--	Pass
Oral Board Interview	100%	70

Current Connecticut Certified Police Officers: A copy of current certification through the Connecticut Police Academy **must** accompany your application for employment. Currently certified Police Officers must obtain certification of physical ability and undergo a background investigation. State of Connecticut certified Police Officers shall have the Written Examination portion of the selection process waived.

Background Investigation: A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Hamden Police Department to consider in determining suitability for employment as a Police Officer. Eligible candidates will be requested to authorize a release of personal information including, but not limited to, educational, financial/credit agencies and institutions, medical history, employment history, legal complaints, arrests, or convictions and motor vehicle history.

The Police Chief reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with the provisions of the Hamden Civil Service Commission's Rules and Regulations.

If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration. An individual appointed to the position must satisfactorily complete the probationary period.

Applications:

Applications are available in the Personnel Department, Hamden Government Center, 2750 Dixwell Avenue, Hamden, CT 06518. **Please state your date of birth on the top of the employment application.** Failure to complete all portions of the employment application will automatically disqualify you from further consideration.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Certified by the Civil Service Commission on November 2, 2015.

THE TOWN OF HAMDEN IS AN AA/EEO EMPLOYER