



**EXAMINATION OPEN TO THE PUBLIC**

**BUILDINGS AND GROUNDS SUPERVISING PATROL OFFICER**

**ANNUAL \$ 45,785**  
**SALARY: \$ 60,701**

**SALARY**  
**GROUP: PS 09**

**APPLICATION CLOSING**  
**DATE: October 7, 2013**

**EXAM**  
**NO: 131140OCDM**

**SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW**

**PURPOSE OF CLASS:** In a state institution, university or school, facility, or at the State Regional Market this class is accountable for supervising patrol officers providing basic security services designed to insure the control and safety of clients, students, employees and the visiting public.

**MINIMUM QUALIFICATIONS REQUIRED**

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **OCTOBER 7, 2013**.

**GENERAL EXPERIENCE:** Three years of experience in the protection of persons or property or in enforcement of security regulations.

**SPECIAL EXPERIENCE:** One year of the General Experience must have been as a Building and Grounds Lead Patrol Officer or its equivalent.

**SPECIAL REQUIREMENTS:** (1) Appointments to positions within the Connecticut Marketing Authority must meet the above Experience and Training requirements. (2) Appointment to positions within the Connecticut Marketing Authority will be in accordance with Section 22-63a(d) of the Connecticut General Statutes. (3) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license. (4) Incumbents in this class may be required to obtain and maintain a Standard First Aid Certificate and/or CPR certification.

**PHYSICAL REQUIREMENTS:** (1) Incumbents in this class must have general good health, be free from any disease or injury, which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity to perform the duties of the class. (2) Applicants may be required to pass a physical examination.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to the attendant discomforts of working outdoors, the effort of prolonged periods of walking and standing while on foot patrol and/or guard duty and to some danger of injury.

**CHARACTER REQUIREMENT:** In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of physical plant security methods and techniques; knowledge of traffic and parking regulations and control techniques; interpersonal skills; oral and written communication skills; ability to follow written and oral instructions; supervisory ability.

**THE EXAMINATION WILL BE COMPOSED OF:**

<b>PART</b>	<b>WEIGHT</b>
<b>EXPERIENCE AND TRAINING</b>	<b>100%</b>

**APPLICATION/EXAMINATION PROCEDURE**

- APPLICANTS MUST SUBMIT:**
- (1) **Completed Application Form (CT-HR-12)**
  - (2) **Supplemental Examination Materials (see instructions below)**

**In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below.** Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Buildings and Grounds Supervising Patrol Officer. Include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Buildings and Grounds Supervising Patrol Officer cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. **(1) Experience in physical plant security methods and techniques:** Detail your experience providing protection of building and parking areas at a facility. Indicate your experience with traffic and parking regulations and control techniques. Include your experience investigating complaints, maintaining records and taking corrective action or referring the situation to a higher authority. Also include your experience working with state or local authorities on criminal acts and detaining suspected violators for police. **(2) Lead/Supervisory experience:** Describe your experience leading, supervising or acting as a team leader, including planning, setting priorities, conducting performance evaluations, allocating patrol and duty assignments, providing staff training, coordinating the workflow of staff and supervising the enforcement of traffic and parking regulations at an assigned facility. Include the number and job titles of staff you led, supervised or assisted in supervising. **(3) Communication/Interpersonal experience:** Describe the types of reports you have written and oral presentations you have made. Indicate your experience acting as a liaison with other operating units, agencies and outside officials regarding policy and procedures. Detail your experience writing investigative reports, documents and other correspondence relative to traffic and parking regulations. Be specific as to the nature and purpose of these reports or written materials and for whom they were prepared. Detail your experience with others, which you feel demonstrates your oral communication and interpersonal skills. Be specific in explaining the nature of those dealings and whom they were with. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** **(1)** Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. **(2)** Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). **(3)** Do not include materials other than those requested above. **(4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by October 7, 2013.** **(5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875).** If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application/examination package is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **(6)** Due to the large number of applications received, we cannot confirm receipt of applications. **(7) Examination scores will be mailed by November 20, 2013.** **(8) A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.