

The Town of West Hartford
Announces an Open Competitive Examination
for the Position of

Police Officer

Application Deadline:
Open until positions filled

Salary Range:
\$49,712- \$63,050

REQUIRED APPLICATION MATERIALS

1. **Town of West Hartford Application**
2. **CHIP Physical Ability Certification Card** (applicants with expired CHIP cards must be reassessed by CHIP, Inc.)
3. **Copy of College/University Transcript, or DD214 Military Service Form, or Current Police Officer Certification Card.**
4. **Drug Testing Supplement Form**
5. **Non-Smoking Statement**

A COMPLETE APPLICATION PACKAGE MUST BE ON FILE IN THE EMPLOYEE SERVICES DEPARTMENT IN ORDER TO BE CONSIDERED FOR THIS POSITION.

Minimum Qualifications

- **Age:** Twenty-one (21) years of age. Applicants who are twenty (20) years old and who will be 21 years of age may take the examination; however, they will not be considered for appointment until their 21st birthday. *Please state your date of birth in the space provided on the application.*
- **Education:** Associates Degree or equivalency (60 credit hours) at an accredited college/university; or four years active military experience; or **Connecticut** certified police officer at the time of application. *Candidates must provide a college/university transcript documenting the completion of an Associates Degree or credit hour equivalency, or a copy of the DD214 form documenting four years of active military experience, or a copy of their current police certification with their application materials.*
- **License:** Applicants must possess and maintain a valid driver's license and a driving history in accordance with the Town of West Hartford's Safe Driving Record policy. **An individual may not be considered for appointment if he or she has had a major violation conviction within a three year period; four or more motor vehicle violations other than major within a three year period; or suspension or revocation of a license for any reason in the past five years.** A valid Connecticut Driver's License is required at the time of appointment.
- **Residency Requirement:** Candidates must be U.S. citizens and shall be required to reside within thirty (30) minutes travel time of headquarters prior to completion of the probationary period.
- **Physical Examination:** Must meet departmental physical fitness standards at the 50th percentile level certified through CHIP, Inc. prior to application. *A copy of valid CHIP certification card (both front and back) must accompany application materials.* A post-offer, pre-employment physical examination is required prior to appointment in accordance with departmental standards.

- **Drug Testing:** Candidates shall be required to submit to a drug test as part of the pre-employment medical examination. Applicants must complete the *Drug Testing Supplement to the Employment Application*. Failure to do so will automatically disqualify your application for the position.
- **Non-Smoking Requirement:** Due to the physical demands of this position, the Town of West Hartford requires that all qualified candidates certify that they are non-smokers. Applicants must complete the *Non-Smoking Statement* as part of the application process and candidates must have refrained from smoking for at least the past six (6) months.
- **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. 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 with Town of West Hartford.**

NOTE: According to Connecticut General Statutes Sections 46b-146, 54-760 or 54-142a effective October 1, 2002, applicants are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to a finding of delinquency or a finding that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon.

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, natural sources and include possible loss of life.

Essential Job Functions

- Patrols an assigned area on foot or 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 perform predominantly complaint desk, dispatch and clerical duties at Police Headquarters.

Additional Work Responsibilities

- May be assigned to perform predominantly parking meter maintenance and collection duties.
- May conduct or assist in conducting investigations and surveillances.
- Appears before special interest groups to speak on various aspects of police work.
- Performs related duties as required.

Required Knowledge, Abilities, and Skills

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 handle conflicting priorities; ability to react quickly and calmly in emergencies; ability to mediate disputes; ability to establish and maintain effective working relationships with associates and the public; ability to deal firmly but courteously with the public and communicate effectively with diverse community members and groups; 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; ability to drive a police vehicle in hazardous conditions; and sufficient physical strength and agility to defend oneself or to subdue violent persons.

Method of Selection

Non-Certified Applicants: Candidates who successfully pass all phases of the examination for this position will have their names placed on an Eligible List.

The examination process includes:

Method of Selection

Certification of Physical Ability
Written Examination
Oral Board Interview

Weight

Pass/Fail
Pass/Fail
Pass/Fail

Written Examination: The written examination will be scheduled on an individual basis. Information confirming the exam date and including the exam time and location will be mailed to you prior to the date of the examination. The minimum passing score on the written examination will be based on an acceptable passing rate as determined by the Director of Employee Services. You must pass the written examination to be eligible to be invited to the oral board interview. Candidates who fail to achieve the minimum passing score on the written examination will be disqualified from any further consideration for the position. (The Town of West Hartford reserves the right to administer a second written examination at its discretion.)

Oral Board Interview: The last phase of the examination for Police Officer will be an interview before a panel of police and/or personnel representatives. This phase of the examination is designed to aid in the determination of a candidate's maturity, communication skills and motivation for the position. The Town reserves the right to limit the number of candidates who are invited to the oral interview. Candidates who have passed the written examination but who have failed this portion of the examination will be disqualified at this time from any further consideration for the position of Police Officer.

Current Connecticut Certified Police Officers: In accordance with Police Officer Standards and Training Council Regulations of State Agencies, Section 7-294e-2, as revised, Connecticut-certified Police Officers who seek comparable positions in another municipality, *with less than two years of post-certification experience*, must return and complete the Council approved police basic training program at the Academy and a 400-hour Field Training Program.

Certification of Physical Ability: All candidates are required to produce evidence of physical ability as certified through Complete Health and Injury Prevention, Inc. (CHIP, Inc.) Ability is defined according to Town of West Hartford Police Department standards (50th percentile standard). **Evidence of certification is the candidate's responsibility and is obtained separately from the Town of West Hartford recruitment process.** To participate in the physical ability testing, candidates must register with CHIP, Inc. by completing a registration form and mailing it directly to CHIP, Inc. The Physical Ability Test is designed to determine if an applicant has sufficient physical strength and agility to defend him or herself and/or to subdue a violent person. (See CHIP, Inc. materials for details)

Background Investigation: A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the West Hartford 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, however personal or confidential it may appear to be, 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 provisions of the Town of West Hartford Personnel Rules.

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 an 18-month probationary period.

Application Process

Applications are available in the lobby of the West Hartford Police Department, 103 Raymond Road, West Hartford; the Customer Service Desk in the lobby of the West Hartford Town Hall, 50 South Main Street, West Hartford; the Employee Services Department, Room 221 of the West Hartford Town Hall; or may be accessed on the Town's website at www.westhartford.org.

FAILURE TO FULLY COMPLETE AND SUBMIT ALL APPLICATION MATERIALS BY THE CLOSING DATE WILL AUTOMATICALLY DISQUALIFY YOUR APPLICATION AND APPLICATION MATERIALS WILL BE RETURNED BACK TO YOU.

The Town of West Hartford shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Department of Employee Services provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in regard to the application or testing process, please contact the Employee Services Department at (860) 561-7480.