

# East Hampton Police Department Application for Employment for Position of Police Officer

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We consider applicants for all positions without regard to race, color, religion or religious creed, age, sex, national origin, ancestry, sexual orientation, gender identity or expression, pregnancy, genetic information (including family medical history), marital status, veteran status, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, HIV/AIDS and blindness, and any other characteristic protected by applicable federal, state, or local law, except in the case of bona fide occupational qualifications or unless reasonable accommodations cannot be provided under the legal standards.”

## The Following Items are Required Application Materials

- 1) East Hampton Police Department Application for Employment for Position of Police Officer
- 2) Valid Connecticut Driver’s License
- 3) Copy of College / University Transcript, DD214 Military Service Form, or Current Police Officer Certification Card
- 4) Drug Testing Supplement
- 5) Non-Smoking Statement
- 6) Body Art Acknowledgement
- 7) Writing Sample

**A completed application package must be done on-line via PoliceApp to be considered for this position.**

## Minimum Qualifications

- **Age:** Twenty-one (21) years of age.
- **Education:** High School or General Educational Development (“G.E.D.”) Diploma. Applicants with an Associate Degree or equivalency (60 credit hours) at an accredited college/university, with four years active military experience; or that are **Connecticut** certified police officers at the time of application are preferred. ***Candidates must provide a High School Diploma and, if applicable, a college/university transcript documenting the completion of an Associate Degree or credit hour equivalency, a copy of the DD214 form documenting four years of active military experience, or a copy of his/her current police certification with his/her application materials.***
- **Driver’s License:** Applicants must possess and maintain a valid driver’s license and submit to a review of his/her driving history. An individual may not be considered for appointment if he or she has had a major violation conviction 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 per the current Police Union Contract with the Town of East Hampton there is no residency requirement.
- **Physical Examination:** CHIP card is not required for individuals who are currently certified police officers.
- **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 East Hampton 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 the past six (6) months.
- **Body Art:** As a condition of obtaining and continued employment with the Town of East Hampton Police Department, all Police Officers hired on or after April 1, 2017 shall adhere to standards regarding Body Art. Applicants must complete the ***Body Art Acknowledgement***. Failure to do so will automatically disqualify your application for the position.
- **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. 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 made in this application or made in connection with the consideration of your candidacy will automatically result in disqualification from further consideration with the Town of East Hampton.***
  - **Note** –Applicants are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes sections 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to sections 46b-146, 54-76o or 54-142a are records pertaining to a finding of delinquency or 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. Any person whose criminal records have been erased pursuant to sections 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

## Job Description and Environment

This is a patrol police work position involving the responsibility for the protection of life and property; the prevention, detection and investigation of crime; and 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. Patrol police are required to carry out 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 include but are not limited to the following:

- Patrol an assigned area on foot or in a patrol car. Continuously check windows and doors of business establishments and of assigned private homes; investigate any suspicious activity or condition
- Maintain continuous enforcement of motor vehicle laws, criminal statutes, and local ordinances
- Assist stranded motorists, injured persons, and ill persons. Escort and guard payroll deliveries and tax deposits
- Give information concerning street and building locations, routes, bus schedules, etc.
- Investigate reports of wanted or missing persons or property
- Conduct arrests, fingerprint and process suspects
- Prepare written reports for the Prosecuting Attorney, presenting all of the facts pertaining to a particular crime
- Testify in court and present evidence
- Direct traffic at assigned area or as indicated and conduct parking enforcement
- Prepare reports of all activities and complaints
- Report unsafe and hazardous conditions while on patrol
- Conduct accident investigations
- Conduct public talks and before special interest groups to speak on various aspects of police work
- Perform clerical duties
- Respond to medical emergencies

## Method of Selection

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

The Examination process includes:

<u>Method of Selection</u>	<u>Weight</u>
• Certification of Physical Ability	Pass / Fail
• Written Examination	Pass / Fail
• Oral Board Interview	Pass / Fail

**Written Examination:** The written examination will be administered through the Connecticut Police Chiefs Association (CPCA). Information on the upcoming testing dates and how to register for a particulate date can be found by going to CPCAnet.org and then click on Jobs & Training and then Entry Level Testing to register. The minimum passing score on the written examination will be based on an acceptable passing rate as determined by CPCA. 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 East Hampton reserves the right to administer additional written examinations 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 of East Hampton reserves the right to limit the number of candidates who are invited to the oral interview. Candidates who have passed the written exam but who have failed this portion of the exam will be disqualified at this time from any further consideration for the position of Police Officer.

**Background Investigation:** A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the East Hampton 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 provisions of the Town of East Hampton 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 a 12-month probationary period, which starts after the completion of the Police Academy or date of hire for Certified Officers.

### **Application Process**

Applications are available at [www.policeapp.com](http://www.policeapp.com). Failure to fully complete and submit all application materials will automatically disqualify your application. The Town East Hampton provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation regarding the application or testing process, please contact the East Hampton Police Department at (860)267-9544.