

NEW HAVEN POLICE OFFICER APPLICANT HANDBOOK



2015 Recruitment Process



**NEW HAVEN
DEPARTMENT OF POLICE SERVICE**



*Dean Esserman
Chief of Police*

*Toni N. Harp
Mayor*

January 20, 2015

Dear Applicant:

On behalf of the Board of Police Commissioners and the New Haven Department of Police Service, we encourage you to complete the on-line application and begin the process that is required to join the ranks of the department.

Our mission is to provide pro-active, community police services to the public by furthering the partnership with our community to protect life and property, prevent crime and resolve problems.

We are looking for committed individuals to assist us in fulfilling our responsibilities to the people of New Haven. We hope you'll join us!

Very truly yours,

A handwritten signature in dark ink, appearing to read "Alfonso Vazquez". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Alfonso Vazquez

Assistant Chief, Professional Standards & Training

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.cityofnewhaven.com

POSTED: January 20, 2015
REMOVAL DATE: February 9, 2015

POSITION: POLICE OFFICER (M-0808) (TESTED)
DEPARTMENT: POLICE SERVICE
SALARY: \$43,111 ANNUALLY
HOURS: 40 HOURS PER WEEK
FUNDING: GENERAL FUNDS

**** Position is subject to a *NON-REFUNDABLE* \$50.00 Application Fee.¹ ** Written Test will require an additional *NON-REFUNDABLE* Testing Fee of \$30.**

TO APPLY:

- 1) Go to www.policeapp.com/newhaven
- 2) Download and read the New Haven Police Officer Applicant Handbook and follow all instructions for completing and submitting your application. **Applicants are responsible for reading all instructions on how to apply** as well as other important information on the application and testing process contained in the handbook. The handbook is also available at the reception window at the Dept of Human Resources, 200 Orange Street Room 102 New Haven, CT 06510.
- 3) Click Apply Now button at www.policeapp.com/newhaven and complete your application. Submit your **ON-LINE** application and \$50.00 application fee (or fee waiver) **no later than Monday, February 9, 2015 by 11:59 pm.**

APPLICATIONS ONLY ACCEPTED ON-LINE at www.policeapp.com/newhaven Internet access is available to applicants without computers or internet service at the following locations:

- **Dept of Human Resources 200 Orange St. Room #103 New Haven, CT 06510 Mon- Fri 9:00 am–4:30 pm**
- **New Haven Police Academy 710 Sherman Parkway New Haven, CT 06511 Mon-Fri 8:00 am-3:00 pm**
- **Any of the New Haven Free Public Library locations. Please visit www.nhfpl.org for the location and hours convenient for you. You must sign up for a temporary library card if you don't already have one. Ask library staff for assistance.**

NATURE OF WORK:

This is general duty police work. Work involves responsibility for the protection of life and property, prevention of crime, general enforcement of laws and ordinances as well as providing traditional and non-traditional service to the community. Work involves an element of danger and employees must be able to act without direct supervision and to exercise independent discretion. Work is performed in accordance with Department rules and regulations, the Constitution of the United States of America and the State of Connecticut.

MINIMUM REQUIREMENTS TO APPLY:

Must be 21 years of age as of August 1, 2015; graduation from high school or possess a GED; must possess a valid driver's license; be a US Citizen; and possess all abilities and skills as stated in the job description, including but not limited to: Ability to use dangerous equipment or material or work in dangerous surroundings; Ability to respect the rights of others and to cope with situations firmly, courteously and tactfully; Ability to instruct others, to help others learn how to do or understand something; Ability to read and understand written material; Ability to write clearly, in detail, using technical terms.

SPECIAL REQUIREMENTS:

Must be able to meet and maintain throughout the course of employment established physical, medical and psychological requirements. Must be able to satisfactorily complete the Basic Police Officer's Training program as established by the Police Officer Standards & Training Council, and maintain certification during course of employment. Candidate must be willing to enter into a partnership with the Department to undertake a course of study in an approved field at an institute of higher learning, leading to an Associate's Degree within five years after completing probationary period. Must reside in New Haven, or within 20 miles of a town that borders New Haven, within six months after graduating from the Academy.

Position is subject to background/credit check, polygraph, psychological, medical and drug test upon conditional offer of employment.

¹ *Non-refundable Application Fee of \$50 and non-refundable Testing Fee of \$30 may be waived in cases of hardship. Hardship must meet eligibility criteria and will be considered on a case-by-case basis. Instructions for waiving fees are included in the New Haven Police Officer Applicant Handbook available at www.policeapp.com/newhaven*

This position is included in a collective bargaining agreement with Elm City Local of the CT Alliance of City Police, formerly Local 530, Council 15, American Federation of State, County and Municipal Employees, AFL-CIO. As a condition of continued employment, a person appointed to an Elm City Local bargaining unit position will be required to obtain union membership at the completion of 90 working days.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

POLICE OFFICER**NATURE OF WORK**

This is general duty police work. Work involves responsibility for the protection of life and property, prevention of crime, general enforcement of laws and ordinances as well as providing traditional and non-traditional service to the community. Work involves an element of danger and employees must be able to act without direct supervision and to exercise independent discretion. Work is performed in accordance with Department rules and regulations, the Constitution of the United States of America and the State of Connecticut. Work is reviewed through reports, personal inspection and discussion.

ILLUSTRATIVE EXAMPLES OF WORK

Patrols assigned beat via radio equipped patrol vehicle or on foot.
 Observes and handles physical hazards taking appropriate action.
 Uses communications equipment to include two-way radio and telephone.
 Makes written and/or verbal reports in accordance with department directives and law on forms provided for such purpose.
 Enforces traffic laws and maintains traffic flow.
 Handles calls for emergency service.
 Handles calls for service criminal or non-criminal in nature.
 Observes and handles as required problems of an emergency, criminal or non-criminal nature coming to his/her attention.
 Investigates traffic accidents.
 Makes arrests in accordance with law and department procedure.
 Collects evidence, makes service in criminal and civil proceedings, testifies as a witness in court or other official proceedings.
 Conducts follow-up investigations using support services as required.
 Handles problems concerning juveniles.
 Identifies and solves community problems. Officer must be able to gain a thorough knowledge of the community he/she serves and be able to effectively deal with that community at large.
 Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school or possess a GED; and possess the following abilities and skills:
 Ability to solve problems.
 Ability to instruct others, to help others learn how to do or understand something.
 Ability to use dangerous equipment or material or work in dangerous surroundings.
 Ability to spend a major portion of time out of doors without regard to weather conditions, possess physical stamina, be able to lift, walk long distances, and stand or sit for long periods of time.
 Ability to work with detail using technical terms.
 Ability to read and understand written material.
 Ability to write clearly, in detail, using technical terms.
 Ability to respect the rights of others and to cope with situations firmly, courteously and tactfully.
 Ability to carry out oral and written instructions.
 Ability to establish and maintain good working relationships with fellow employees and the general public.

SPECIAL REQUIREMENTS

Graduation for this classification must be able to meet and maintain throughout the course of employment established physical, medical and psychological requirements.

Possess and maintain a valid Connecticut driver's license.

Satisfactory completion of the Basic Police Officer's Training program as established by the Police Officer Standards & Training Council and maintain certification during course of employment.

Candidate must be willing to enter into a partnership with the Department to undertake a course of study in an approved field at an institute of higher learning, leading to an Associate's Degree within five (5) years after completing his or her probationary period.

Minimum age requirement is 21 years of age.

(Retyped in HR 01/02)

(Revised 03/01/96)

**STATE OF CONNECTICUT
POLICE OFFICER STANDARDS & TRAINING COUNCIL (POST)
Requirements for Police Officer**

(New Haven Police Department Candidates Must Meet These Requirements)

The following are current standards mandated by the Police Officer Standards and Training (POST) Council for entry to the police academy:

- Candidate must be a United States citizen, be at least 21 years of age by August 1, 2015 and possess at least a high school diploma or GED.
- Candidate must successfully complete a validated written test designed to evaluate predictors of job-related skills and behaviors.
- Candidate must appear for oral interview before a panel which includes one or more POST-certified law enforcement officers who will evaluate predictors of job-related skills and behaviors, including interpersonal and communication skills.
- Candidate must be fingerprinted and investigated for the existence of a criminal history record in Connecticut and in any other state in which the candidate has resided.
- Candidate must not have been convicted under federal or state law for any felony, or Class A or Class B misdemeanor, or domestic violence, or have committed an act which would constitute perjury or false statement.
- Candidate must be the subject of a background investigation by the appointing authority to include a personal history, motor vehicle record, and polygraph examination (administered after a conditional offer of employment).
- Candidate must undergo psychological examination by licensed psychologist or psychiatrist who will provide a written opinion of the candidate's overall profile to his/her psychological stability to be a law enforcement officer.
- Candidate must be screened for controlled substances and the result must indicate no presence of any controlled substance not prescribed for the candidate.
- Candidate must sign a statement acknowledging that the candidate understands that the falsification of any part of the information required during the application process constitutes grounds for termination whether discovered prior to or subsequent to appointment.
- Candidate must pass each component of a physical ability test, consisting of sit-ups, flexibility, push-ups, and 1.5 mile run.

For additional information on selection standards (including those relating to the physical ability test), you are encouraged to visit POST's website at www.post.state.ct.us

INFORMATION on the APPLICATION & TESTING PROCESS

For the 2015 Police Officer recruitment process the City of New Haven Department of Human Resources Civil Service Division will require all applicants to apply on-line at www.policeapp.com/newhaven This on-line application system provides a more streamlined method for application submission and communication between the candidates and our department.

The following information is a general description of the application and testing process. Please note that any and/or all of the components of this process may be changed by the City of New Haven with or without notice. Additionally, the City of New Haven reserves the right to modify the order sequence of testing as may be appropriate.

IMPORTANT NOTE: All correspondence and information concerning the application and testing process will occur through email and postings at www.policeapp.com/newhaven Please be sure to check your email and the PoliceApp.com website on a regular basis to ensure receipt of critical information.

Application Process:

- 1) Go to www.policeapp.com/newhaven and click on the “Apply Now” button.
- 2) If you are already a member of PoliceApp.com, simply log-in. Otherwise you will need to create a new account. Creating a new account is free.
- 3) Complete all application questions.
- 4) Submit your fifty-dollar (\$50) application fee on-line by using a credit or debit card. Please note that the on-line payment page will ask you for credit card information. However, a debit card can also be used. **If you don’t have a credit card or debit card, you must select the option to pay your application fee in person at the City of New Haven Dept of Human Resources.** See section titled INFORMATION on PAYMENT of the APPLICATION FEE in this handbook for instructions on how to submit your payment in person.
- 5) The application fee may be waived in cases of hardship. See section titled INFORMATION on PAYMENT of the APPLICATION FEE in this handbook for instructions on how to request a waiver of the application fee.

Please note that the application fee is non-refundable regardless of whether you complete all phases of the application, testing and hiring process.

It is highly recommended that applicants do not wait until the last day of the application period to complete an on-line application. You should allow yourself enough time to complete all of the application questions. **The system will automatically close the application period at 12:00 midnight on February 9, 2015.** If you wait until late on the last day of the period to apply, the system may shut you out before you have a chance to complete your application. Therefore, applications should be completed and submitted as soon as possible after the application period opens. Only applications and application fee (or waiver) submitted on time by applicants meeting all minimum requirements will be accepted.

Again, all correspondence and information concerning the application and testing process will occur through email and postings at www.policeapp.com/newhaven Please be sure to check your email and the PoliceApp.com website on a regular basis to ensure receipt of critical information. **ADJUST YOUR EMAIL SETTINGS SO THAT OUR EMAIL NOTIFICATIONS DO NOT END UP IN YOUR SPAM OR JUNK FOLDER.**

Please contact NHPDJobs@newhavenct.net if you need assistance, have any general questions, or if you don’t have an email address so that an alternate method can be used to send you critical testing information.

Information on Payment of the Application Fee:

The New Haven Department of Police Service charges a fifty dollar (\$50) application fee to defray the cost of recruiting, testing and hiring police officer applicants. The application fee is **NON-REFUNDABLE** regardless of whether applicants complete all phases of the application, testing and hiring process.

The fifty dollar (\$50) non-refundable application fee must be paid at the time the application is submitted on-line through PoliceApp.com. The on-line application system will only accept credit/debit card payments. Although the payment page of the on-line application system prompts for credit card information, it will accept payment by use of a debit card.

If you are not able to make an on-line credit/debit card payment because you do not currently possess a credit or debit card, you must select the option to pay the application fee in person when submitting your on-line application.

When selecting the pay application fee in-person option, your application will be held in pending status until you submit your application fee payment in person. The location to drop-off your payment is:

City of New Haven Department of Human Resources

200 Orange Street, First Floor, Room #102

New Haven, CT 06510

Business hours are Monday – Friday from 9:00 am to 5:00 pm.

CASH OR MONEY ORDER ONLY ACCEPTED FOR IN-PERSON PAYMENT

Once your payment is submitted, you will need to log-in to your PoliceApp.com account, agree to PoliceApp.com Terms and click the Confirm & Submit button to complete the submission of your on-line application.

PLEASE NOTE:

Dropping off your payment in person does not constitute submission of your on-line application! When you drop off your payment at Human Resources, your application will be released from pending status. All pay-in-person applicants are fully responsible for logging back in to their PoliceApp.com account to complete submission of their on-line application. Remember, the application fee is NON-REFUNDABLE. If you do not log back into your PoliceApp.com account to complete submission of your application your application fee WILL NOT be refunded.

YOU MAY ONLY SUBMIT ONE APPLICATION! So pay attention when choosing your payment method.

Eligibility for Requesting a Fee Waiver

The Department will waive the fifty dollar (\$50) application fee in cases of financial hardship based on HHS Poverty Guidelines. One of the phases of the hiring process will include a thorough background investigation in where certain documents will be required including income tax forms. If the Department learns at that time that an applicant did not meet the eligibility guidelines, had the ability of paying the application fee and that a request to waive the fee was fraudulent, the candidate will be dropped from further consideration in the selection process.

Further, applicants who pass the Physical Ability Testing requirement and proceed to the Written Test will be required to pay an additional \$30 Testing Fee at that time for entry to that exam.

Below are the Eligibility Guidelines for requesting a Waiver of Fees. If you are eligible, you may select the Waiver of Application Fee option when submitting your on-line application.

2015 Waiver Eligibility Guidelines

The following figures are the 2014 HHS poverty guidelines published in the *Federal Register* on January 22, 2014. The 2015 Poverty Guidelines will be updated the week of January 19 to 23, 2015 and are not available at the time of printing this handbook. The 2014 Guidelines will be followed.

2014 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family/household	Poverty guideline
1	\$11,670
2	15,730
3	19,790
4	23,850
5	27,910
6	31,970
7	36,030
8	40,090
For families/households with more than 8 persons, add \$4,060 for each additional person.	

For all states (except Alaska and Hawaii) and for the District of Columbia.

SOURCE: <http://aspe.hhs.gov/poverty/14poverty.cfm>

Civil Service Exam Process:

The testing process for the position of Police Officer will include physical ability, written and oral tests. Applicants must meet all minimum requirements and submit all applicable fees (or waiver) in order to participate in the Civil Service testing process. **It is the applicant's responsibility to adhere to the City's testing schedule. Unless otherwise stated, there will be no make-up tests or alternate test dates.** Any and/or all of the components of this process may be changed by the City of New Haven and the City of New Haven reserves the right to modify the order sequence of testing as may be appropriate.

1. FIRST PHASE OF TESTING: Physical Ability Exam

Saturday, March 21–Sunday March 22, 2015

Only applicants who submit a completed application, submit the application fee or request fee waiver, and meet all minimum requirements will be scheduled to take the Physical Ability exam.

We strongly advise that all applicants make themselves available to test anytime on the two exam dates noted above. No one will be given a choice as to which date or time their exam will take place. Applicants will be assigned an exam time on one of the dates listed above and will be required to present for testing on the date and time assigned.

IMPORTANT INFORMATION ON THE PHYSICAL ABILITY EXAM:

You must be medically cleared by your physician as being capable to safely perform the exam. You are required to take the “**Medical Approval Form**,” located in the Forms Section of this handbook to your physician and have him/her sign it. **Then, you must bring the signed Medical Approval Form to the Physical Ability Exam. If you arrive at the Physical Ability Exam without a Medical Approval Form signed by your physician, you will not be allowed to test.**

New Haven will accept CHIP cards from candidates who obtained their card on or after **July 20, 2014**. CHIP cards obtained earlier than this date will not be accepted. If you have a CHIP card that meets the date requirement as stated and you would like to opt out of the New Haven physical ability test, you must bring a copy of your CHIP card to the test session to which we schedule you. For more information about CHIP, go to www.chip-inc.com.

2. SECOND PHASE OF TESTING: Written Test

TENTATIVELY Saturday, March 28, 2015

At the Physical Ability Exam, candidates will know on the spot whether they have passed. All candidates who pass will be invited to the second phase of testing. The invitation will contain the time and location of the exam. The invitation will also include a Testing /Waiver Fee form. The additional \$30 **Non-Refundable** Testing Fee is due when you check-in for this exam. Only cash or money-order payments will be accepted. *The Testing Fee may be waived in cases of hardship. Hardship will be considered on a case-by-case basis and must meet eligibility criteria. Refer to the Eligibility Guidelines contained in this handbook.*

While test date is tentative, we strongly advise that you make yourself available to test on the exam date noted above. When date is confirmed eligible candidates will be notified. Applicants will be assigned an exam time and will be required to present for testing on the date and time assigned.

3. FINAL PHASE OF TESTING: Oral Test

TENTATIVELY - Week of April 13 – April 17, 2015

Remaining candidates will be notified by email to attend the final exam. The notice will contain the location, date and time of the exam. You will be required to follow all instructions in the notice. **While test dates are tentative, we strongly advise that you make yourself available to test anytime during the time-frame noted for this exam. No one will be given a choice as to which date or time their exam will take place. When date is confirmed, eligible candidates will be notified. Applicants will be assigned an exam date and time and will be required to present for testing on the date and time assigned.**

Information on Veteran and Residency Points:

Veteran's Preference

If you are an honorably discharged war-time veteran, you can have five (5) points added to your FINAL PASSING SCORE. If you are an honorably discharged disabled war time veteran, you can have ten (10) points added to your FINAL PASSING SCORE.

To apply for these points, you must bring a copy of your DD-214, (and your VA issued rating letter if disabled), with you to the Physical Ability Test. No claims for veteran preference points will be honored without documented proof of eligibility. Please bring copies we can keep. There will be no access to a photocopier machine at the test site.

Residency Preference Points

If you are domiciled in New Haven at the time of application, you can have ten points (10) added to your FINAL PASSING SCORE.

“DOMICILED” is defined as “that place where an individual has his or her true, fixed, and permanent home and principal establishment, and to which whenever he or she is absent, he or she has the intention of returning. The permanent residence of a person or the place to which he or she intends to return even though he or she may actually reside elsewhere.”

To apply for these points, you must complete the Preference Points Form located in the Forms Section at the end of this handbook. Bring the completed form to the Physical Ability Test along with copies of 3 items required to prove your domicile. Please bring copies we can keep. There will be no access to a photocopier machine at the test site. You must follow all instructions on the form. No claims for residency preference points will be honored without documented proof of eligibility.

Information on Requesting an ADA Accommodation in the Testing Process:

The Americans with Disabilities Act (ADA) enables qualified applicants with substantial impairments that effects one or more major life activities the opportunity to request a reasonable modification to the City's policies, practices and procedures to enable them to apply and/or test for a position with the City. We will need from the applicant information related to his or her disability to determine what accommodation may be best for the applicant.

To apply for an ADA accommodation you must complete and submit an ADA Accommodation Request Form per the instructions contained in said form. This form is located in the Forms Section of this handbook. Accommodation requests must be filed with the Department of Services for Persons with Disabilities within 15 business days of the job posting removal date.

POLICE OFFICER APPLICATION HANDBOOK FORMS SECTION

- Medical Approval Form for Physical Ability Exam & Entry-Level Physical Ability Standards
- New Haven Residency Preference Points Application Form
- ADA Testing Accommodation Request Form

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Medical Approval Form for Physical Ability Exam

TO: City of New Haven Department of Police Service

FROM: _____
Physician Name (M.D. or D.O) *Please Print*

To be filled in by physician:

This is to certify that I have reviewed the four elements of the *Connecticut Police Officer Standards and Training Council's* Physical Ability Assessment printed on the back side of this form. After reviewing said document, it is my professional opinion that the candidate named below:

Candidate's Name: _____

Applying to: New Haven Department of Police Service for position of Police Officer

CAN SAFELY PERFORM THE PHYSICAL ABILITY ASSESSMENT.

Physician's Signature: _____ Date: _____

Physician's Name and
Address (Type or Imprint
With Office Stamp)



(Medical approval forms back dated more than 6 months cannot be accepted)

City of New Haven Department of Human Resources
200 Orange Street – Room #102
New Haven, CT 06510

Candidate Emergency Contact:

Name: _____ Tel#: _____ Relationship: _____

YOU MUST PRESENT THIS FORM AT CHECK-IN FOR THE PHYSICAL ABILITY EXAM.

ENTRY LEVEL PHYSICAL ABILITY STANDARDS

PRE-EMPLOYMENT PHYSICAL ABILITY TEST BATTERY

- SIT-UP** *MUSCULAR ENDURANCE*—The score is the number of bent-leg sit-ups performed in one minute.
- FLEX** *FLEXIBILITY*—The “sit and reach” test measures the flexibility of the lower back and hamstrings and the candidate’s reach of motion. The test involves stretching out to touch the toes and beyond with extended arms from the sitting position. The score is in inches reached on a yardstick with the 15” mark being at the toes and the 36” mark being at the far end away from the toes.
- Push Up** *Muscular Endurance* — The score is the number of correct full body Push-ups performed in one minute. Starting in the up position, hands placed slightly wider than shoulder width apart, fingers pointing forward with a straight back. Bend your elbows lowering your body towards the floor and touch your chest to the measuring block (approximately four inches from floor) and return to the up position.
- 1.5 MILE** *CARDIOVASCULAR CAPACITY*—1.5 mile run. The score is in RUN minutes:seconds.

PASSING SCORES BY AGE AND GENDER

AGE/GENDER		SIT-UP		FLEX		PUSH-UP		1-1/2 MILE RUN	
Male		40%	35%	40%	35%	40%	35%	40%	35%
	20-29	38	37	16.5	16	29	27	12:38	12:53
	30-39	35	33	15.5	15	24	21	12:58	13:25
	40-49	29	28	14.25	14	18	16	13:50	14:10
	50-59	24	22	13.25	12.5	13	11	15:06	15:53

AGE/GENDER		SIT-UP		FLEX		PUSH-UP		1-1/2 MILE RUN	
Female		40%	35%	40%	35%	40%	35%	40%	35%
	20-29	32	31	19.25	19	15	14	14:50	15:32
	30-39	25	24	18.25	17.8	11	10	15:43	16:43
	40-49	20	19	17.25	17	9	8	16:31	17:38
	50-59	14	12	16.75	16	7	5	18:18	19:43

The above table shows the passing scores at the 40th and 35th Percentiles of Fitness respectively. Candidates who participate in the Physical Ability testing must pass all components of testing at the 35% level. The State mandated Physical Ability test, which occurs within 30 days of the start of the Academy, requires candidates to pass all components at the 40% level.

For more information on Physical Ability testing and standards, you are encouraged to visit POST’s website at www.post.state.ct.us

CITY OF NEW HAVEN CIVIL SERVICE
APPLICATION FOR PREFERENCE POINTS – CITY OF NEW HAVEN DOMICILED

A person domiciled in the City of New Haven may have 10 points added to his or her passing score on an open competitive examination. In order to qualify for preference points in accordance with Civil Service Rules and Regulations, the Civil Service Division of the City of New Haven Department of Human Resources requires that you provide irrefutable evidence to substantiate that you were domiciled in the City of New Haven at the time of the announcement of the open competitive exam to which you request to have the residency points applied.

As the intention of the applicable Civil Service Rule is to give those domiciled in the City of New Haven preference points on open competitive examinations, the Personnel Director is authorized to require proof that an applicant meet all the conditions of domiciliary status set forth above.

For the purpose of this Application for Preference Points, “**DOMICILED**” is defined as “*that place where an individual has his or her true, fixed, and permanent home and principal establishment, and to which whenever he or she is absent, he or she has the intention of returning. The permanent residence of a person or the place to which he or she intends to return even though he or she may actually reside elsewhere.*”

You are required to complete and submit this form in order to apply for preference points. You must follow all instructions and answer all questions listed on this form. You must provide copies of the items proving you are domiciled in the City of New Haven as instructed in this form, and you must be prepared to submit any additional documentation as the Personnel Director may require. Application for preference points will not be honored without proof. In the case of insufficient proof, your application for preference points will be rejected.

NOTE: *The applicant bears the burden to show legal domicile. The information and responses you provide on this form are subject to verification by the Civil Service Division. Any false or misleading statements will result in immediate disqualification or dismissal if hired.*

Please note that these points will only be added to final passing scores and applied up to the maximum score on a scale of one-hundred (100) points. The passing score for any civil service examination is 70%.

YOU MUST COMPLETE THE FOLLOWING SECTION:

Title of Open Competitive Exam You Applied For: _____
(PLEASE PRINT)

Name of Applicant: _____
(PLEASE PRINT)

I, _____, hereby attest that I am a bona fide resident of the City of New
(Name of Applicant)

Haven, who as of the date of the announcement of the open competitive examination indicated above, was domiciled within the City of New Haven at the address shown below.

(APPLICANT ADDRESS)

I have been domiciled at the above address since: : _____ / _____ / _____
Mo. Day Year

I have been domiciled in New Haven since: _____ / _____ / _____
Mo. Day Year

LIVING ARRANGEMENT

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

☐ I own and I am domiciled at the address shown above.

☐ I rent and I am domiciled at the address shown above. My Landlord's address and telephone number is:

(Name and Address of Landlord)

(Landlord Phone Number)

☐ I do not own or rent at the address shown above. The following explains my current living arrangement:

(Explain) _____

Eligibility: You must provide a minimum of 3 items to show you are domiciled within the City of New Haven.

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU IN EACH SECTION BELOW.

PICTURE IDENTIFICATION - Evidence to substantiate my claim for preference points is provided as follows:

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- ☐ I have an Elm City Resident Card and **I am still domiciled at the address shown on my Elm City Resident Card.** I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- ☐ I have an unexpired driver's license and **I am still domiciled at the address shown on my unexpired driver's license.** I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- ☐ I have a valid picture ID and **I am still domiciled at the address shown on my valid picture ID.** I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- ☐ I have a valid picture **ID that does not show my current address.** I have attached a copy to this form. I understand I need to supply three (3) more items proving my domicile.

ADDITIONAL ITEMS PROVING DOMICILE - Evidence to substantiate my claim for preference points is provided as follows:

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- ☐ **I checked-off above that I am providing Picture Identification showing the address where I am currently domiciled. Attached are copies of two (2) items such as** current utility bills (gas, electric, etc) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that I have received within the last 60 days.
- ☐ **I checked-off above that the Picture Identification that I am providing does not show the address where I am currently domiciled. Attached are copies of three (3) items such as** current utility bills (gas, electric, etc) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that I have received within the last 60 days.

Note: (Bills or other material you have received in the mail and want to submit as proof of domicile cannot be more than two (2) months old. Submitted copies must clearly show name, address and date on item you are submitting. You may blacken out information such as account numbers, etc. Personal hand-written mail IS NOT ACCEPTED.)

Applicants, who are unable to provide proof of domicile, are not eligible to apply for Preference Points.

Attach this form to the copies of the items you indicated above to prove residency. **WE CANNOT MAKE COPIES OF ITEMS FOR YOU AT THE TEST SITE.** Photocopies of a total of three (3) items are required and all three (3) items must show your name and all items must show the same current address.

Special Note

This form and the items for verification of domicile must be presented at time of the test.

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I hereby certify that ALL statements made by me on this Application for Preference Points are true, complete and correct; that the address listed above is my domicile as of the date of the job announcement for the position to which I am applying; and that I currently live at this address on a continuous basis. I understand and agree that if I provide false or inaccurate information regarding my domicile, I will be subject to immediate disqualification, removal of my name from the Eligibility list, or dismissal if employed, and to such other penalties prescribed by law. I hereby request ten (10) points be added to my final passing score. I understand that preference points will be added to my final score if I pass the examination process with a score of 70% or higher, and that the ten (10) points will be added only up to the maximum score of 100%.

Signature

Date

Office Use Only: Accepted _____

Rejected _____



**DEPARTMENT OF SERVICES FOR
PERSONS WITH DISABILITIES**

**CITY OF NEW HAVEN
165 CHURCH STREET
NEW HAVEN, CONNECTICUT 06510
(203) 946-8122 - VOICE (203) 946-8582 -
TTY/TT
(203) 946-6934 - FAX**



Applicant ADA Accommodation Request Form (2013)

**Accommodation Requests Must Be Filed with the Department of Services for Persons with Disabilities Within
15 Business Days of the Job Posting Removal Date**

APPLICANT'S NAME: _____ DATE: _____

ADDRESS: _____

PHONE: _____

TEST DATE: _____

POSITION: _____

The Americans with Disabilities Act (ADA) enables qualified applicants with substantial impairments that effects one or more major life activities the opportunity to request a reasonable modification to the City's policies, practices and procedures to enable them to apply and/or test for a position with the City. We will need from the applicant information related to his or her disability to determine what accommodation may be best for the applicant.

What you need to know about the accommodation process:

1. All information provided to the Department of Services for Persons with Disabilities is confidential and will only be used to provide an appropriate accommodation to applicants with disabilities whom have requested an accommodation.
2. Most applicants who request an accommodation will be asked to submit medical documentation to verify that they are a person with a disability as defined in the ADA.
3. Individuals requesting an accommodation for a learning disability will need to provide documentation from a health care provider describing the type of learning disability.
4. All information and documentation submitted from a health care provider must be written within the previous twelve (12) months to the date of application to insure that the accommodation meets the current needs of the applicant.
5. Any health care provider used to support this application must be willing and able to speak knowledgeably about the disability and willing to work with our staff in determining the best accommodation for the applicant.
6. All supporting documentation must be presented no later than 15 days after the job posting "REMOVAL DATE."

To process your request for an accommodation we need the following information:

DESCRIBE YOUR HEALTH ISSUE, DIAGNOSIS OR IMPAIRMENT: _____

DESCRIBE HOW YOUR HEALTH ISSUE OR IMPAIRMENT AFFECTS YOUR LIFE: _____

DESCRIBE WHAT ACTIVITIES IN YOUR DAILY LIFE ARE RESTRICTED BY YOUR HEALTH ISSUE OR IMPAIRMENT: _____

WHAT ACCOMMODATIONS DO YOU FEEL WILL ENABLE YOU TO APPLY FOR AND/OR TEST FOR THIS POSITION WITH THE CITY. PLEASE DESCRIBE IN DETAIL. _____

PLEASE PROVIDE THE NAME AND PHONE NUMBER OF YOUR CURRENT TREATING HEALTH CARE PROVIDER THAT CAN SPEAK TO YOUR CURRENT LIMITATIONS. BE SURE TO CONTACT YOUR HEALTH CARE PROVIDER TO SIGN THE NECESSARY RELEASES OF INFORMATION SO THAT THIS DEPARTMENT MAY DISCUSS WITH THEM YOUR CONDITION AND WHAT ACCOMMODATIONS WILL WORK BEST. ALL MEDICAL INFORMATION PROVIDED TO THE DEPARTMENT OF SERVICES FOR PERSONS WITH DISABILITIES IS STRICTLY CONFIDENTIAL AND WILL ONLY BE USED IN EVALUATING THIS ACCOMMODATION REQUEST.

HEALTH CARE PROVIDER'S NAME: _____

PHONE: _____

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS REQUEST IS A TRUE AND ACCURATE.

APPLICANT'S SIGNATURE

DATE: _____

Please Direct ALL Questions and Return this Form to:

**Michelle Duprey, Director
(203) 946-7651
TTY 946-8582
FAX 946-6934**

**Department of Services for Persons with Disabilities
165 Church Street, New Haven, CT 06510**

