



Danbury Police Department

“Dependable, Professional, Dedicated”

Connecticut Certified
Police Officer

Application Information, Instructions, and
Requirements



CITY OF DANBURY
DANBURY, CONNECTICUT 06810

Department of Police
375 Main Street
Danbury, CT 06810

Patrick A. Ridenhour, Chief
Shaun J. McColgan, Deputy Chief
(203) 797-4614

August 2016

Dear Applicant:

Thank you for your interest in becoming a member of the Danbury Police Department where we have a great team of highly skilled, dedicated professionals focused on delivering the highest quality service and protection to all who visit, work, and live in this great city.

With more than 83,000 residents, the City of Danbury is the largest municipality in Western Connecticut and the most diverse community in the entire state. The Danbury Police Department is an organization that focuses on community engagement and crime prevention initiatives as well as enforcement.

We are in need of exceptional individuals who possess the character and commitment to working with the community to improve public safety and quality of life for everyone within our jurisdiction. For those of you that are selected, we offer an excellent salary and benefit package, including educational incentives and career development. There are also many opportunities for promotions and special assignments within the department.

Please review our recruiting information to see if you meet our requirements and can stand out amongst the competition. If so, I wish you the best as you move forward in the process and look forward to welcoming you as the newest member of our team in the near future.

Sincerely,

Chief of Police



Danbury Police Department
Connecticut Certified Police Officer
\$55, 927/Annual salary

The City of Danbury is currently seeking Connecticut Certified Police Officers. City of Danbury Police Officers are responsible for the preservation of public peace, the protection of life and property, the prevention of crime, and the proper enforcement of all laws and ordinances. If you share our same work ethic, values, dedication and enthusiasm, we would like to hear from you...

Please carefully read this entire important announcement

The City of Danbury will not discriminate against any applicant on the basis of sex, race, color, sexual orientation, genetic information, marital status, pregnancy, childbirth or related conditions, national origin, ancestry, age, veteran status, or disability, except where it is a bona fide occupational qualification. We encourage African Americans, women, Hispanics, and other minorities who meet the minimum qualifications to apply.

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

URGENT NOTE: All correspondence and information regarding the application and testing process will occur through email and postings on Policeapp.com. Please be sure to check your email and the Policeapp.com website on a regular basis to insure receipt of crucial information.

1. Important Dates:

Saturday October 22, 2016 no later than 11:59 pm: Application Deadline.

Week of November 1, 2016: The Written Examination: To be held in Community Room, Danbury Police Department.

2. Requirements for a Police Officer Position:

- Must be a CT P.O.S.T Certified Police Officer
- Current Connecticut Police Officer Certification. (Must Complete and Maintain all certificates as required by law)
- Valid driver's license
- At least 21 years of age by the application closing date
- U.S. Citizen
- 20/50 vision in each eye, correctable to 20/20 in each eye and normal hearing without use of any hearing aid or other device
- No Felony, Class A or Class B misdemeanor convictions

If you do not meet the above minimum requirements, your application will not be accepted by the Civil Service Commission nor will you receive a refund of your application fees.

3. Application Process:

- A. Qualified applicants must apply online by visiting www.Policeapp.com or through the City of Danbury website www.danbury-ct.gov Internet access is available at the Human Resources/Civil Service Department, Danbury City Hall 155 Deer Hill Ave Danbury, CT 06810. A \$25 application fee** is required and payable online. Applications must be completed by 11:59 PM on Monday September 19, 2016. Applications will not be accepted after this date.

***Application Fee waiver: A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if a applicant's income falls below the federal poverty levels. A written request for a waiver must be made to the Civil Service Commission prior to the application closing date, 155 Deer Hill Avenue, Danbury, CT, 06810. To have the fee waived, you must submit either a copy of your current benefit card (State of Connecticut Department of Social Services identification card) or your W-2 Statement of Earnings for the year. You must indicate your Social Security Number and/or Examination Number (if applicable) on the front of the benefit card copy or on the copy of your W-2 Statement of Earnings.*

- B. The online application must be completed in its entirety. Omissions, false, misleading or inaccurate information will result in rejection of the application.

It is recommended that applicants do not wait until the last day to complete the online application. Applications should be completed as soon as possible after publication of the announcement for examination.

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- C. **All correspondence and information regarding the application and testing process will occur through email and postings on Policeapp.com. Please be sure to check both on a regular basis to insure receipt of crucial information.**

Please contact the Human Resources/Civil Service Department at (203) 797-4598 or humanresources@danbury-ct.gov if you need assistance or if you have any general questions.

4. Application Credit Information

- Disabled and non-disabled veterans who are eligible for additional credits may have ten (10) or five (5) points respectively added to their earned scores if successful in the examination process. Veteran's credits must be claimed by affirmatively answering the appropriate question on the application itself and by providing a copy of the DD-214 separation papers at the time of the Oral Exam, should the applicant continue in the process to the Oral Exam phase. If the DD-214 is not provided at the time of oral examination, then any claims for Veteran's points will be disallowed. This procedure is waived for any applicant who is already an employee of the City of Danbury and has already put his/her separation papers on file.

Please note: The above listed Credits are awarded only to a passing score on the oral exams.

5. Application Review

The Civil Service Commission is responsible for reviewing the applications to determine if they are complete and meet the minimum requirements for the position. The Commission will review all the applications for the Police Officer position during their monthly meeting following the application closing date.

If an application is accepted by the Civil Service Commission, then the applicant will be notified in writing via email and will be informed of the next step in the process. If the Commission does not accept an application, the applicant will also be notified in writing via email.

All notifications will occur via email.

6. Testing

Once an application is accepted by the Civil Service Commission, the applicant will be notified via email of the next steps in the testing process. Each test phase named below is listed in the order in which they occur. Each test phase must be passed in order to continue to the next level of the selection process.

It is the applicant's responsibility to adhere to the City's testing schedule. Unless otherwise stated, there will be no make-up examinations or alternative examination dates.

If an applicant fails any one of the test phases listed below, the applicant will be immediately eliminated from consideration for this hiring process.

All notifications will occur via email.

Reasonable Accommodations in the testing process:

All requests for reasonable accommodations in the testing process along with medical documentation establishing the need for the accommodation must be submitted to the City of Danbury Human Resources Department no later than the closing date of applications.

The Written Examination (100% of the final score; Passing grade = 70%) Week of November 1, 2016

Candidates will be tested via situational questions dealing with, but not limited, to search and seizure; response to critical incidents; domestic violence cases; and the use of force.

(Unless otherwise notified, applicants are not permitted to bring and/or use calculators, electronic devices, books or other reference materials during the examinations).

7. The Eligibility List

A passing score on the written exam will place an applicant on the CT Certified Police Officer Eligibility List in rank order. The rank on this list is established according to the percentages as indicated above plus any additional applicable points awarded as defined in Section 4. The resulting list is then certified by the Civil Service Commission and will be used to fill vacancies as they occur in the City's Police Department, as per Civil Service Rules. If the list is not exhausted, it remains in effect for one year. However, the Commission can decide to extend an eligibility list for one additional year.

Participation in the testing and recruitment process and/or placement on an eligibility list does not guarantee a continuance in the remainder of the hiring process nor does it imply or constitute an offer of employment.

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8. Additional Testing Requirements

Once the eligibility list is certified, depending on the number of vacancies, candidates with the highest ranking on the list will be interviewed by a panel of City Officials including the Police Chief. As future positions become available, applicants are interviewed from this list based on their ranking for as long as the list is active.

Those candidates selected through the panel interview will continue in the selection process by participating in the following examinations. If any one of the test phases below is not passed, the candidate will be immediately eliminated from consideration for this hiring process and subsequently removed from the eligibility list.

Polygraph Examination

The Polygraph will be conducted by a licensed professional in order to verify information provided by candidates in all papers, documents and statements.

Psychological Examination

The candidate will complete a number of written psychological tests administered by a licensed Psychologist. This Psychologist will then conduct an interview which will assist in the scoring and interpretation of the entire evaluation.

Background Investigation

A thorough and complete background investigation will be conducted through the Police Department and Human Resources. At times, the background investigation may occur simultaneously with other exams listed in this section. Initially, the applicant will complete a Personal History statement which is a multiple page document that requests information regarding employment history, personal references, military service, etc. The Police Detective conducting the background investigation will review this questionnaire with the applicant for completeness.

The investigation will include, but is not limited to, the following inquiries: criminal history, employment history, driving record, educational history, credit history, military history, character references, etc.

Medical Testing/Drug Screening

Candidates who successfully complete the above testing will then be sent for a Health Physical and Drug Screen. The full physical exam will include but is not limited to:

hearing exam, vision exam, EKG, work simulation, blood work, drug screen urinalysis, etc.

Applicants must meet the physical and medical requirements of the above tests and must possess:

- Vision: Each applicant's vision shall be at least 20/50 in each eye, correctable to 20/20 in each eye.
- Hearing: Each applicant shall have normal hearing without the use of any hearing aid or other device.

9. Appointment to the position of a Connecticut Certified Police Officer

Once a candidate is appointed, he or she will be scheduled for a City of Danbury New Hire orientation after which they will begin work at the Danbury Police Department. The candidate will be required to successfully complete a modified Field Training Program of up to eight (8) weeks prior to being approved by the Department for solo patrol duties.

- a. All appointments to the Danbury Police Department shall be for a probationary period of one (1) year following the successful completion of a modified field training program. During this time, the probationary Police Officer shall successfully complete all training and assignments and pass quarterly supervisory evaluations. Failure to complete this probationary period may subject the Police Officer to discipline, up to and including termination.

POLICE OFFICER JOB DESCRIPTION
CITY OF DANBURY

GENERAL STATEMENT OF DUTIES:

Preservation of the public peace, the protection of life and property, the prevention of crime, and the proper enforcement of all laws and ordinances.

DUTIES AND RESPONSIBILITIES:

- Patrols assigned area on foot or in police cruiser;
- Responds to calls for police assistance while on patrol;
- Performs arrests;
- Investigates complaints, violations and accidents;
- Locates, collects, and preserves evidence;
- Reports information both orally and in writing;
- Directs and controls the flow of traffic in various locations;
- Maintains effective interpersonal relationships with the community;
- Gives testimony in court;
- Performs all related duties as required by the State of Connecticut Police Officer Standards and Training Council Job Description;
- Performs related duties as required in the Rules and Regulations of the Police Department.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge/Skills/ Abilities:

- Must complete and maintain all certificates required by law;
- Ability to understand and follow written and oral orders and instructions;
- Excellent communication skills and ability to interact with the public;
- Ability to think quickly and react effectively in emergencies;
- Ability to express ideas accurately both orally and in writing;
- Must be agile with sufficient physical strength and freedom from disabling conditions to perform police duties under potentially adverse and hazardous conditions.
- Must meet all requirements as indicated in the State of Connecticut Police Officer Standards and Training Council Job Description
- Must pass the basic Police Officer certification Course as prescribed by the State of CT Police Officer Standards and Training Council.
- No Felony or Class A or Class B Misdemeanor convictions.

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MINIMUM QUALIFICATIONS FOR APPLICANTS:

- Must complete and pass a basic training program as required by Connecticut State Statutes; must complete and maintain all certificates required by law;
- Must meet all requirements as indicated in the State of Connecticut Police Officer Standards and Training Council Job Description
- Must have solid computer skills;
- Must possess a High School Diploma or equivalent;
- Must possess a Valid Driver's License;
- Must be at least 21 years of age by the application closing date;
- Must be a US Citizen;
- 20/50 Vision to each eye, correctable to 20/20 in each eye;
- Normal hearing without the use of any hearing aid or other device;
- No Felony, Class A or Class B Misdemeanor convictions
- For CT State Certified Police Officers Only, must have current Police Officer certifications in the State of Connecticut and must maintain all certificates by law.

Supervision Received:

Work is performed under the immediate supervision of a sergeant, lieutenant or other superior officer who reviews work frequently for completeness and conformance to orders and regulations.