



TOWN OF GREENWICH
invites applications for the position of:

Police Officer - Entry Level

An Equal Opportunity Employer

SALARY: \$69,701.00 - \$86,427.00 Annually

OPENING DATE: 10/01/21

CLOSING DATE: 11/01/21 04:00 PM

GENERAL STATEMENT OF DUTIES:

Performs police patrol and investigation work in protecting life and property and enforce laws and ordinances on foot, bicycle, motorcycle, or in a patrol car, van, patrol vessel or light truck. Patrol tasks performed according to departmental rules and regulations following general and special instructions from officers of higher rank, who review work methods through personal inspection and discussion. Must be able to act without direct supervision and to exercise independent discretion in meeting emergencies involving an element of personal danger and demands firm, courteous treatment of the public at all times. A Police Officer may be assigned to any of several specific assignments requiring skill and ability learned on the job.

QUALIFICATIONS:

Associates degree from an accredited college or 60 college credits or 2 years of military experience or the equivalent and work experience in meeting and dealing with a variety of people under varying circumstances or equivalent.

Must possess a valid driver's license.

No person shall be appointed to the Greenwich Police Department unless he/she shall be a citizen of the United States.

IMPORTANT - PLEASE READ - All communication/notifications regarding the recruiting and testing process will be sent to candidates via email only.

ONLY ONLINE APPLICATIONS ARE BEING ACCEPTED. If you do not attend or successfully complete any portion of the testing process, you will be disqualified from the recruitment and will not be eligible for further consideration.

ALL APPLICANTS MUST PAY A NON-REFUNDABLE FEE OF \$20 which must be received by the Town of Greenwich Human Resources Department no later than the close date of November 1, 2021. Failure to pay this fee by the deadline will disqualify candidates from continuing in the process.

Please ensure that you submit your application prior to making the payment and that the application and payment are made by the close date.

You may pay online. To do so click [HERE](#) or you may also visit officialpayments.com and click on local payments category. Choose State of Connecticut, Town of Greenwich Human Resources and Application Fee and fill out the remaining pertinent information. Do this no later than the close date. You will not receive a prompt to make this payment.

If you choose not to pay on line, the Town is only accepting certified checks or money orders payable to the Town of Greenwich. Personal checks or cash will not be accepted.

If you wish to drop the payment off in person, the HR Department is open Monday through Friday 8:00 a.m. to 4:00 p.m.

The fee is charged to defray the cost of processing applications and testing. The fee is non-refundable.

Along with the application, candidates must submit a copy of their valid CHIP card, issued April 1, 2021 or after. Candidates who do not have a CHIP card will be able to register with www.certifyfit.com by October 3, 2021 for the October 10, 2021 CHIP assessment, or by October 11, 2021 for the October 17, 2021 CHIP assessment, or by October 18, 2021 for the October 24, 2021 CHIP assessment, or by November 2, 2021 for the November 7, 2021 CHIP assessment. A candidate must scan and email or fax a copy of their valid CHIP card by November 8, 2021. Failure to do so will result in disqualification from continuing in the process.

The following are probationary candidate requirements that incorporate the minimum requirements set forth by the Town of Greenwich:

1. Candidates must be a U.S. Citizen at the time of application.
2. Candidate must have passed a valid written examination.
3. Candidate must have passed a valid oral examination.
4. Candidate must possess a motor vehicle operator's license which is valid in the State of Connecticut.
5. Candidate must have been fingerprinted and have had a criminal record search.
6. Candidate must have no felony, Class A or Class B misdemeanor convictions.
7. Candidate must have no domestic violence convictions.
8. Candidate must have passed State approved background investigation.
9. Candidate must have passed State approved psychological evaluation.
10. Candidate must have passed a screening for controlled substances.
11. Candidate must have signed a falsification of information acknowledgement statement.
12. Candidates must have passed at the 40th percentile, an approved physical ability examination. The Town of Greenwich is a participating agency with Complete Health & Injury Prevention Inc. (CHIP Inc.) who administers the Physical Ability Assessment for multiple towns. A copy of your valid CHIP card, dated April 1, 2021 or after, may be submitted at time of application (scanned and attached). Candidates who do not have a valid CHIP card at the time of application will have until October 3, 2021 to sign up for the October 10, 2021 CHIP assessment, or by October 11, 2021 for the October 17, 2021 CHIP assessment, or by October 18, 2021 for the October 24, 2021 CHIP assessment, or by November 2, 2021 for the November 7, 2021 CHIP assessment. A candidate must scan and email or fax a copy of their valid CHIP card by November 8, 2021.
13. Candidate must possess at minimum an Associates Degree from an accredited college, or 45 credits at the time of application and 60 credits before receipt of a conditional offer of employment, or 2 years of active military experience or an equivalent (example - 2 years of law enforcement experience).
14. Candidate must possess work experience in meeting and dealing with a variety of people under varying circumstances or equivalent.
15. Candidate must be at least 21 years of age at the time of appointment and at least 20 years of age at the time of application.

EXAMINATION:

The full examination process will consist of the following:

1. *Written Examination - 60% of final ranked score - This examination is scheduled to be administered on Friday, November 12, 2021. Candidates who meet the minimum qualifications, submitted a fee of \$20 by the close date and possess a valid CHIP card dated April 1, 2021 or after, will be sent via email an invitation to the written examination. Candidates must present their Driver's License and invitation notice at the written examination site.

*Pass point for this exam 70.0%

2. *Oral Examination - 40% of final ranked score - Only the top 65 scoring candidates from the

written examination who have passed the written exam and presented a valid CHIP card will be invited to participate in the oral examination. The Oral Examination is tentatively scheduled for December 8-10, 2021.

*Pass point for this exam 70.0%

If you are claiming Veteran's Credits, a DD214 must be submitted to the Town by the Written exam date. This information will be reviewed and a determination will be made regarding eligibility. If eligible and the candidate passes the written and oral examination, the Veteran's Credits will be added to the combined score.

Candidates who successfully complete the above parts one and two of this exam shall be ranked and certified as eligible to complete the pre-employment screening process outlined below. This "Eligibility Listing" shall be in effect until the eligibility is one third drawn or for a minimum period of 24 months from the date of Certification. The Town of Greenwich reserves the right to remove candidates from the selection process at any time, consistent with State and Federal law.

Such ranked candidates shall be batched in rank order and as need dictates shall proceed with testing as follows:

1. Background Investigation/Fingerprinting

The Town of Greenwich will conduct an extensive personal and work history background investigation which will include, but not be limited to, motor vehicle license record review, fingerprinting, criminal record search, education verification, and a credit check as required by State standards. A determination regarding a candidate's suitability for employment as a police officer may also include information relating to prior disqualification from a law enforcement hiring process or law enforcement employment, failure to meet any CT POSTC hiring requirements, inappropriate use of alcohol and/or controlled substances including performance enhancing drugs, and/or conduct that raises concerns regarding integrity.

2. Departmental Interview- Departmental interview to evaluate each candidate's compatibility with the Greenwich Police Department.

3. Post Offer Polygraph Examination

4. Post Offer Psychological Evaluation - Pass/Fail

5. Post Offer Comprehensive Medical Examination - Pass/Fail. This examination includes a screening for vision and controlled substances.

6. Post Offer Physical Ability examination at the 40th percentile - Pass/Fail

Continued employment is conditional upon satisfactory completion of the Police Academy and probationary period.

Candidates who have successfully completed all phases of the examination may be required to re-qualify with regard to the physical agility standards, polygraph and medical examination prior to admittance into the Police Training Academy in accordance with Academy regulations, should they be selected for appointment.

Certain categories of Town employees (Police, Fire, Nurses, etc.) are at special risk of Hepatitis B and will be required to have a protective vaccination at Town expense or will be required to demonstrate their vaccination status against Hepatitis B.

Applicants who meet the qualifications for this position will be notified in writing of the time and place of each portion of the examination.

JOB DESCRIPTION:

Department: Police
Division: Various
Bargaining Status: Silver Shield
Salary Range: PO1
Job Code: 2500
Date Created: March 1992
Last Amended: October 2012
Job Code Change: June 2007

ESSENTIAL FEATURES:

Patrols a specified beat or district on foot, bicycle or in a patrol car, van or vessel; physically checks windows and doors in the business district and investigates suspicious conditions.

Navigates and maintains police patrol boats, as assigned, to enforce laws and harbor regulations, and to assist navigation; responds to waterborne emergencies, fires and other life-threatening incidents.

Checks for parking violations in congested areas, writes tickets and directs traffic at traffic control points, accidents and other emergency scenes.

Makes arrests for violations of laws and ordinances; serves warrants and other legal papers.

Performs, when assigned as accident investigator, investigations, secures evidence and statements, takes photographs, analyzes causes of accidents, prepares cases for court, and testifies in court as required.

Performs, as assigned, specialized clerical, computer entry, searching and statistical analysis, duties of dignitary protection, transportation and guarding of dangerous criminal offenders, and other security details.

Renders aid and coordinates transportation of injured persons at industrial accidents, air crashes, accident and crime scenes; works effectively with other emergency services.

Patrols areas frequently targeted for crimes of larceny, robbery, burglary and crimes of violence, recognizing suspicious activity and persons and takes appropriate action.

Learns the geography of the community, beat, knows the location of government buildings, facilities, landmarks, medical facilities, points of interest, so that directions can be given and emergency response achieved in an efficient manner.

Takes appropriate rescue measures at various emergencies, places barricades, traffic cones at hazardous scenes and initiates emergency detours.

Investigates all types of crimes, preparing reports of the incidents, taking photographs, video and audio tape documentation, prepares sketches, interviews witnesses and takes suspects into custody.

Makes motor vehicle stops for violations or criminal offenses.

Intervenes in fights, disorderly behavior, family disputes; provides assistance to victims, brings calm to situations, and takes offenders into custody.

Ability to perform functions of law enforcement under adverse weather conditions and under stressful conditions.

Talks with adults and juveniles during the course of patrol duties, develops information, provides assistance and directions to referral services.

Prepares arrest and search warrants, executes warrants, serves summonses and subpoenas, testifies in court.

Handles high-risk incidents; i.e., suicide threats, barricaded suspects, hostage situations, armed encounters.

Performs other related duties as required.

MARGINAL FEATURES:

Mechanical repairs to vehicles beyond changing tires and lights, putting on snow chains, maintaining fluid levels.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of laws, ordinances, departmental policies, rules and instructions.

Ability to understand and execute oral and written instructions.

Ability to be courteous but firm with the public.

Ability to develop skill in the use of firearms and to react quickly and calmly under emergency conditions.

Ability to read, compose, write and prepare reports.

Ability to operate an automobile safely and according to traffic laws and rules; walk, run, physically operate required equipment.

Ability to meet certification requirements in firearms, emergency care, defensive tactics, basic academy and advanced curricula.

Ability to recognize conditions of danger on roads, building sites, in dwellings and other areas, initiating action to correct problem and notifying other agencies for assistance.

REQUIRED EQUIPMENT OPERATION:

Operates motor vehicles, bicycles, firearms, cameras, oxygen unit, snare, life jacket, radios, telephones, elevators, computers, wheel chairs, ambulance stretchers; operates equipment as required including, but not limited, to general office equipment fire extinguishers, handcuffs, baton, hand truck, light trucks, Halligan tool, flares, ropes, ladders, radar, Drager 9510, drug identification kits and crime scene equipment.

REQUIRED PHYSICAL OPERATION:

Sitting at a desk or stand at an assigned location and work continuously for extended periods of time; carrying supplies and equipment which may exceed 25 pounds; running, kneeling, lying in the prone position, as well as lifting ambulance stretchers with medically-distressed people on same, carry, drag, move victims away from danger with or without assistance.

SUPPLEMENTAL INFORMATION:

Your application is a critical component of the examination process and should contain all of the areas in which you have developed expertise, matching your professional experience with the specific requirements listed as minimum qualifications for the position.

The Town of Greenwich is Dedicated to Diversity and Equal Opportunity Employment

Police Officer - Entry Level Supplemental Questionnaire

- * 1. Are you a U.S. Citizen?
 Yes No

- * 2. Are you at least 20 years of age? (Note: Candidates must be 21 years of age at the time of appointment).
 Yes No

- * 3. Candidates must possess an Associates Degree or 45 credits from an accredited college at the time of application and 60 credits before receipt of a conditional offer of employment, or 2 years of active military experience or an equivalent (example - 2 years of law enforcement experience) at time of application. Please check the appropriate box below. I possess:
 - An Associates Degree (or Bachelor's or Master's Degree)
 - 45 Credits from an accredited college
 - 2 years of active military service
 - An equivalent (example - 2 years of law enforcement experience)
 - None of the above
- 4. If an equivalent was checked above, please explain:

- * 5. I understand that candidates with the following criminal history will be disqualified from the testing process: 1. convicted of a felony or Class A or Class B misdemeanor under state or federal law 2. convicted of any misdemeanor crime involving domestic violence 3. committed an act which would constitute perjury or false statement.
 Yes No

- * 6. I understand that candidates with a history of or affiliation with a gang or organization that promotes violence will not be considered for employment by the Town of Greenwich as a Police Officer.
 Yes No

- * 7. I understand that Out-of-State DUI or DWI Class A or Class B misdemeanor convictions may, under certain circumstances, be considered. Consideration would include review of comparable Connecticut Statutes and approval by the POSTC Connecticut.
 Yes No

- * 8. I understand that in order to be considered for Veteran's Credits, a copy of my DD214 must be scanned and attached to this application.
 Yes
 Not Applicable

- * 9. I understand that if I plan to request an accommodation to take the employment test due to a disability, I will make that request in writing to the Human Resources Department prior to the close date of November 1, 2021.
 - Yes
 - Not applicable
- * 10. I understand that I must submit a copy of my valid CHIP card, as detailed in the instruction packet.
 - A copy of my valid CHIP card dated April 1, 2021 or after has been attached to my application.
 - I plan to register for an upcoming CHIP assessment
- * 11. I understand that a fee of \$20 is due upon submission of an application. This fee, which is nonrefundable, must be paid by the close date for accepting applications. I understand that failure to pay this fee will result in disqualification from the examination process. You will not be prompted to pay the fee. It is the responsibility of the applicant to pay the application fee within the posting period. Please see posting for details on payment process.
 - Yes I understand
 - I am a represented Town of Greenwich employee for which no fee is required.
- * 12. If I am experiencing financial hardship, I may request a waiver of the \$20 fee. Documentation to support the receipt of Public Assistance must be provided to the Human Resources Department. All claims are subject to verification.
 - I am receiving public assistance and request that the fee be waived. Documentation to support the fee waiver has been attached to this application or provided directly to the Human Resources Department.
 - I am not requesting a fee waiver.
- * Required Question