



## CITY OF STAMFORD, CONNECTICUT

[www.stamfordct.gov](http://www.stamfordct.gov)

### Police Officer Recruitment and Employment

The City of Stamford is now accepting applications for the position of Police Officer. This position 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.

#### **Minimum Qualifications**

In order to be considered for employment as a police officer with the *Stamford Police Department*, applicants must:

- Be a U.S. Citizen
- Be at least 21 years old at time of appointment (can be 20 years old at time of application).
- Have a high school diploma or equivalency
- Have a valid Motor Vehicle Operator's license
- Have no Class A misdemeanor or B misdemeanor criminal convictions or any act of perjury or false statement.
- Have no felony convictions
- Must be of good moral character and reputation.
- Meet or exceed the Cooper Institute 40% Physical Performance Standard in the four basic tests of the pre-employment Physical Ability Assessment to obtain a Complete Health and Injury Prevention (CHIP) Card.
- Must meet department medical standards for Police Officer Candidates.

## **Benefits & Selection Process**

### **Officer Benefits**

- Competitive salary ranging between \$62,295 - \$82,028
- Comprehensive medical benefits and life insurance
- Retirement Benefits
- Pension Plan
- 457 Deferred Compensation Plan
- Paid vacation, personal days and holidays
- Sick time offered
- Uniform allowance
- Opportunity for advancement and specialized assignments
- Tuition reimbursement plan

### **Selection Process**

The Board of Police Commissioners is the sole authority in regard to the appointment of candidates to the Stamford Police Department. Selection by the commissioners will be based on information obtained from testing procedures and pursuant to the operational needs of the department, in conjunction with the hiring policies of the department.

### **Municipal Resident Hiring Policy**

The city wishes to promote the recruitment and hiring of city residents. To this end, positive consideration shall be given in the selection process to Stamford residents.

### **The Stamford Department of Police Service is an equal opportunity employee.**

Minority and female participation is encouraged.

### **Registration Deadline & Fees**

- Entry level Written Examination Fee: \$35 (May be waived due to financial hardship)
- \$20.00 PoliceApp.com service charge
- Registration deadline is December 21, 2018. The written exam is scheduled for January 12, 2019 and the oral exam is scheduled for January 26 and 27, 2019.
- Exam Location: AITE High School, Stamford, Connecticut
- Register online at [www.policeapp.com](http://www.policeapp.com)

### **Contact Us**

More information about the Stamford Police Department's benefits and selection process can be obtained by contacting the HR Department at (203) 977-4068 or [hrrecruiting@stamfordct.gov](mailto:hrrecruiting@stamfordct.gov).

## INFORMATION ON THE APPLICATION AND TESTING PROCESS

For the 2018 Police Officer recruitment process the City of Stamford Department of Human Resources will require all applicants to apply on-line at [www.policeapp.com/stamfordct](http://www.policeapp.com/stamfordct). We anticipate that using this on-line application system will provide 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 Stamford with or without notice. Additionally, the City of Stamford 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/stamfordct](http://www.policeapp.com/stamfordct). 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/stamfordct](http://www.policeapp.com/stamfordct) and click on the "Apply Now" button.
- 2) If you are already a member of [PoliceApp.com](http://PoliceApp.com), simply log-in. Otherwise you will need to create a new account.
- 3) Complete all application questions.
- 4) Submit your fifty five dollars (\$55) 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. The application fee may also be waived in cases of hardship. See section titled INFORMATION on PAYMENT of the APPLICATION FEE 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 December 21, 2018. 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 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/stamfordct](http://www.policeapp.com/stamfordct). Please be sure to check your email and the PoliceApp.com website on a regular basis to ensure receipt of critical information.

Please contact [hrrecruiting@stamfordct.gov](mailto:hrrecruiting@stamfordct.gov) 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 Stamford HR Department charges a thirty five dollar (\$35) application fee to defray the cost of recruiting, testing and hiring police officer applicants. [PoliceApp.com](http://PoliceApp.com) charges a processing fee of \$20. The total fee is \$55 and is NON- REFUNDABLE regardless of whether applicants complete all phases of the application, testing and hiring process.

The fifty five dollar (\$55) non-refundable application fee must be paid at the time of application and 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.

### **Complete Health and Physical (C.H.I.P.) Card**

Applicants must have a valid CHIP card by the time of the written examination. The form for the C.H.I.P. test can be downloaded by visiting [www.ichiptest.com](http://www.ichiptest.com).

### **Eligibility for Requesting a Fee Waiver**

The City of Stamford charges an application fee to defray the cost of recruiting, testing and hiring police officer applicants. The Department will waive the application fee in cases of financial hardship based on the 2018 HHP 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 the 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.

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.

## 2018 WAIVER ELIGIBILITY GUIDELINES

The following figures are the 2018 HHS poverty guidelines which are scheduled to be published the *Federal Register* on January 13, 2018.

<b>2018 poverty guidelines for the 48 Contiguous States and the District of Columbia</b>	
<b><u>Persons in family / household</u></b>	<b><u>Poverty Guideline</u></b>
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
<b>For families/households with more than 8 persons, add \$4,320 for each additional person.</b>	

**CITY OF STAMFORD**

**APPLICATION/AFFIDAVIT FOR WAIVER OF EXAMINATION FEE**

I, \_\_\_\_\_ certify by my signature below that I  
Print Name

qualify for a waiver of the required fee for taking the examination for the position of Police Officer for the following reason(s):

(Check all applicable sections.)

- 1. I am currently receiving public assistance from \_\_\_\_\_.  
List municipal or state agency
- 2. I am currently receiving federal social security disability insurance benefits.
- 3. I am currently receiving unemployment compensation benefits from the State of \_\_\_\_\_.
- 4. My total family income is below the current federal poverty guideline as defined on the attached Federal Poverty Guideline.

**CERTIFICATION:** I understand that as penalty for filing a false affidavit, I will be disqualified at any point in the application/examination process, including removal from the eligibility list, and will be ineligible to apply for any City of Stamford civil service examination for a period of three (3) years.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Approved: \_\_\_\_\_

## **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 applicable fee (or waiver) in order to participate in Civil Service testing process. **It is the applicant's responsibility to adhere to the City's testing schedule. Unless stated, there will be no make-up tests or alternate test dates.**

## **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 apply for these points, you must upload a copy of your DD-214, (and your VA issued rating letter if disabled), at the time of application. No claims for veteran preference points will be honored without documented proof of eligibility.

### **Residency Preference Points**

In order to qualify for five (5) points residency credit in accordance with **Ordinance 1178**, the Human Resources Division requires that applicants attest and provide irrefutable evidence to substantiate that they have been domiciled in the City of Stamford, Connecticut for a period of at least 12 months prior to the date of the receipt of application for the entry level police officer exam.

For purposes of this application, "domiciled" is defined to be "that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects." Applicants' who have a permanent home in Stamford, but resided elsewhere during some or all of the required time period for the sole purpose of attending school or ordered U.S. Military Service will qualify for Credit.

To apply for these points, you must complete the Residency application or affidavit forms.

## **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 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 packet. Accommodation requests must be filed with the Human Resources Department prior to the closing date of December 21, 2018



## Applicant ADA Accommodation Request Form 2018

Accommodation Request Must Be filed with the Human Resources Department prior to the closing date of December 21, 2018.

APPLICANT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

TEST: \_\_\_\_\_

POSITION: \_\_\_\_\_

What you need to know about the accommodation process:

1. All information provided to the Human Resources Department 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 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.

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

DESCRIBE YOUR HEALTH ISSUE, DIAGNOSIS OR IMPAIRMENT: \_\_\_\_\_

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DESCRIBE HOW YOUR HEALTH ISSUES OR IMPAIRMENT AFFECTS YOUR LIFE:

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

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

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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 FOR PERSONS WITH DISABILITIES IS STRICTLY CONFIDENTIAL AND WILL ONLY BE USED IN EVALUATING THIS ACCOMMODATION REQUEST.

HEALTH CARE PROVIDER'S NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

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

\_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S SIGNATURE

**Please direct ALL Questions and Return this form to:**  
**Rosemarie Frager**  
**Human Resources Department**  
**888 Washington Blvd.**  
**Stamford, CT 06904**

## INFORMATION CONCERNING STAMFORD RESIDENCY POINTS

Police Officer applicants who intend to apply for five (5) residency preference points must read this information entirely before completing the Residency Credit Application and Affidavit.

In order to qualify for five (5) points residency credit in accordance with **Ordinance 1178**, the Human Resources Division requires that you attest and provide irrefutable evidence to substantiate that you have been domiciled in the City of Stamford, Connecticut for a period of at least 12 months prior to the date of the receipt of application for the entry level police officer exam.

For purposes of this application, "domiciled" is defined to be "that place where an individual has his/her true, fixed and permanent home, where he or she normally eats and sleeps and maintains his or her normal personal and household effects." Applicants' who have a permanent home in Stamford, but resided elsewhere during some or all of the required time period for the sole purpose of attending school or ordered U.S. Military Service will qualify for Credit.

Residency points will be awarded only to candidates who submit a timely, signed, Residency Credit Application and Affidavit and achieve a passing score on the examination.

### **DOCUMENTED PROOF OF RESIDENCY MUST BE PROVIDED AT THE TIME OF APPLICATION.**

Documents that may be submitted in support of a residency claim include, but are not limited to, a copy of a lease or mortgage in the candidates' name plus one of the following (also in the candidates' name): cable TV, electric, gas, oil, telephone or water utility bill; checking or savings account statements; or credit card statements.

The City of Stamford reserves the right to accept other documents, in lieu of the above, under special circumstances, which substantiates living arrangements, such as residing with parents, etc., as determined by the Human Resources Division. **REMEMBER THAT YOU MUST PROVE RESIDENCY OVER A PERIOD OF TIME.** Therefore you will be expected to produce documentation as described above.

Insufficient, incomplete, improper or untimely documentation will result in the denial or forfeiture of residency credit. Evidence is subject to additional verification during the post job offer background check. As in the case of any intentional misrepresentation of a material fact on an employment application, candidates who are determined to have intentionally misrepresented or falsified facts concerning Stamford residency shall be disqualified or dismissed. The decision of the Director of Human Resources in all related matters is final and not subject to appeal.

## RESIDENCY CREDIT APPLICATION AND AFFIDAVIT

You are required to complete and submit this form no later than the time of application. 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 Stamford as instructed in this form, and you must be prepared to submit any additional documentation as the Director of Human Resources or his/her designee 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 Human Resources Department. Any false or misleading statements will result in immediate disqualification or dismissal if hired.***

**Please note that these points will only be added to passing scores and applied up to the maximum score on a scale of one-hundred (100) points.**

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  
(Name of Applicant)  
of Stamford, who for the twelve (12) months preceding the open competitive examination indicated above, was domiciled within the City of Stamford. Evidence to substantiate my claim for preference points is provided as follows.

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

Answer all applicable statements that follow.

1. \_\_\_\_\_  
(Applicant Address)

I have been domiciled in the City of Stamford since: \_\_\_\_/\_\_\_\_/\_\_\_\_/  
Mo. Day Year

I Own, and **have uploaded a copy of my most recent mortgage payment receipt.**

I Rent, and **have uploaded a copy of my lease.**

Other. (please provide an explanation)

If renting, please provide the following:

\_\_\_\_\_  
(Name and Address of Landlord) (Landlord Phone Number)

2.  I am a registered voter of the City of Stamford, **and I have uploaded a copy of my voter registration card to this form.**

3.  I have an unexpired driver's license showing my Stamford address, **and I have upload a copy with this form.**

4.  I own motor vehicle(s) registered in the City of Stamford. How many? \_\_\_\_\_

\_\_\_\_\_  
(License Plate #)

\_\_\_\_\_  
(Make & Model of Vehicle)

\_\_\_\_\_  
(City/Town Vehicle Registered)

\_\_\_\_\_  
(License Plate #)

\_\_\_\_\_  
(Make & Model of Vehicle)

\_\_\_\_\_  
(City/Town Vehicle Registered)

5. [ ] I have a valid picture ID that shows my Stamford address, **and I have upload a copy.**

6. [ ] **I have provided copies of at least two** (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 need to cover the twelve (12) months prior to the examination. Submitted copies must clearly show name, address and date on item you are submitting. You may blacken out information such as account numbers, etc.)*

**If you lack any items specified above, call our office IMMEDIATELY to discuss acceptable items that you may be able to submit to show whether or not you are domiciled within the City of Stamford. Do not wait until the day of the examination to discuss substitute items. Call 203-977-4070 during regular business hours. Applicants, who are unable to provide proof of domicile, are not eligible to apply for Preference Points.**

Please submit this form, **together with copies of the items you indicated**, at the time of application. Photocopies of three (3) items are required and all three (3) items must show your name and address.

SPECIAL NOTE

*THIS FORM AND THE ITEMS FOR VERIFICATION OF DOMICILE MUST BE PRESENTED AT THE TIME OF APPLICATION. YOU CANNOT APPLY FOR PREFERENCE POINTS FOR THE OPEN COMPETITIVE EXAM INDICATED ON THIS FORM AFTER TAKING THE EXAMINATION.*

**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 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 five (5) points be added to my passing score. I understand that preference points will be added to my score if I pass the examination, and up to the maximum score only.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Office Use Only: Accepted \_\_\_\_\_ Rejected \_\_\_\_\_