

TOWN OF GREENWICH
invites applications for the position of:

Police Officer-Lateral Transfer-Connecticut POST Certified Officers & Conn. Certified State Troopers



An Equal Opportunity Employer

SALARY: \$62,978.00 - \$79,168.00 Annually

OPENING DATE: 01/22/16

CLOSING DATE: 04/25/16 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:

IMPORTANT - PLEASE READ

The Town of Greenwich is accepting applications from Connecticut POST Certified Police Officers or State of Connecticut Certified State Troopers with at least 24 months of Police Officer/Trooper experience. Candidates will be required to attest to have passed their probationary period with their current agency and that they are in good standing with their current agency.

ONLY ONLINE APPLICATIONS ARE BEING ACCEPTED. Click [HERE](#) for "Police Officer-Lateral Transfer-Connecticut POST Certified Officers & Connecticut Certified State Troopers - January 2016 Instructions to Candidates" which outlines additional detailed information regarding the recruitment process. It is important that you **READ** and follow instructions in this packet. 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 April 25, 2016, at 4:00 pm. 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, Human Resources Department. 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. The fee is non-refundable and will not be returned if you decide you did not want to apply for that test, your application is disapproved, you do not take the test(s) or you are not successful on the examination. Also, the fee payment cannot be transferred to another recruitment.

The following are minimum requirements set forth by the Town of Greenwich:

- 1. Candidate must be a U.S. Citizen at the time of application.**
- 2. Candidate must possess a valid motor vehicle operator's license.**
- 3. Candidate must have no felony, Class A or Class B misdemeanor convictions.**
- 4. Candidates must have passed at the 40%, an approved Physical Ability Assessment or POSTC Physical Performance Examination. The Town of Greenwich is a participating agency with Complete Health & Injury Prevention Inc. (CHIP), who administers the Physical Ability Assessment for multiple Connecticut agencies. A copy of your valid CHIP card (dated October 25, 2015 or after) must be submitted at the time of application (scanned and attached).**
- 5. Candidate must possess at minimum 24 months of experience as a Connecticut POST Certified Police Officer or Connecticut State Trooper.**
- 6. Candidate must possess work experience in meeting and dealing with a variety of people under varying circumstances or equivalent.**
- 7. Candidate must be at least 21 years of age at the time of appointment.**

EXAMINATION:

The examination process will consist of the following:

Written Examination - 100% of final ranked score - Written Exam date to be determined. Pass point for this exam is 70.000%

Candidates who successfully pass the Written Examination shall be ranked and certified as eligible to complete the pre-employment screening process outlined below. This "Eligibility Listing" shall be in effect for a minimum period of 6 months from the date of Certification.

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

1. Background Investigation/Fingerprinting – Pass/Fail

The Town of Greenwich will conduct an extensive personal and work history background investigation which will include contact with the candidate's current agency, motor vehicle license record review, fingerprinting, criminal record search and credit check as required by State standards.

2. Departmental Interview

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

3. A Post Offer Polygraph Examination**4. A Post Offer Psychological Evaluation - Pass/Fail****5. A Post Offer Comprehensive Medical Examination - Pass/Fail**

This examination includes a screening for vision and controlled substances.

Candidates who have successfully completed the written examination may be required to re-qualify with regard to the physical ability standards, polygraph and medical examination prior to appointment, should they be selected for appointment.

Connecticut Certified State Troopers with 24 months of experience are not eligible for laterals transfers. However, Connecticut State Troopers are encouraged to apply. Connecticut State Trooper Candidates made a conditional offer of employment will be required to successfully apply and complete the process for comparative compliance with POSTC.

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.

All notification to candidates will be by email.

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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.greenwichct.org>

Job #15-16-00002

POLICE OFFICER-LATERAL TRANSFER-CONNECTICUT POST
CERTIFIED OFFICERS & CONN. CERTIFIED STATE TROOPERS
EM

OUR OFFICE IS LOCATED AT:

101 Field Point Road
Greenwich, CT 06830
203-861-3188

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-Lateral Transfer-Connecticut POST Certified Officers & Conn. Certified State Troopers Supplemental Questionnaire

- * 1. Are you a Connecticut POST Certified Police officer with at least 24 months of experience as a Connecticut Police officer?
 Yes No
- * 2. Are you a Connecticut State Trooper with at least 24 months of experience as a Connecticut Trooper?
 Yes No
- * 3. Have you successfully completed your probationary period with your Connecticut agency?
 Yes No

- * 4. Do you attest to the fact that you are in good standing with your current Connecticut agency?
 Yes No
- * 5. Are you a U.S. Citizen?
 Yes No
- * 6. 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
- * 7. 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
- * 8. 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
- * 9. 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
 No
 Not applicable
- * 10. 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 February 22, 2016.
 Yes, I understand
 I am not requesting an accomodation
- * 11. I understand that I must submit a copy of my valid CHIP card, as detailed in the instruction packet. A CHIP card dated August 22, 2015 or later must be submitted either with my application (scanned and attached to the online application) or I understand that I must register with Training Section Sergeant Eric Scorca by 1400 hours on February 25, 2016 for the Physical Performance Examination assessment tentatively scheduled for February 27, 2016.
 A copy of my valid CHIP card dated August 22, 2015 or later has been attached to my application.
 I plan to register by February 25, 2016 for the tentatively scheduled February 27, 2016 Physical Performace Examination.
- * 12. 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.

* 13. If I am receiving Public Assistance (other than unemployment benefits), I may request a waiver of the \$20 fee. Documentation to support the receipt of Public Assistance has been scanned and attached to this application. 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 scanned and attached to this application.

I am not requesting a fee waiver.

* Required Question