



**CITY OF HARTFORD - HUMAN RESOURCES DEPARTMENT
invites applications for the position of:**

Police Officer (Hartford Residents)

SALARY: \$55,002.48 - \$74,367.80 Annually

DEPARTMENT: Police Department

OPENING DATE: 03/29/21

CLOSING DATE: 04/29/21 12:00 AM

DESCRIPTION:

Anticipated vacancies are in the Police Department. Under supervision, performs law enforcement duties involving the protection of life and property; the prevention of crime and the apprehension of crime suspects; and performs public service duties involving non-criminal calls for service, the preservation of peace and working with the community. Works 40 hours per week on a shift rotation schedule involving weekends and holidays. Performs related work as required.

NOTE: As of the date of this posting, the pay rate for Police Officer Recruits is \$50,848.72 until June 30, 2021 and \$51,865.84/year thereafter until graduation from the Police Academy. **Police Officers with proof of higher education that meet established criteria shall receive Educational Incentive pay upon completion of their probationary period. Salary and benefits are subject to collective bargaining.**

KNOWLEDGE, SKILLS & ABILITIES:

The examination will consist of the rating of a written test, a physical ability test, and an oral test. All parts of the examination, including tests and ratings, will be related to the requirements of the position. To be appointed, candidates must also pass a background investigation consisting of a criminal history check, polygraph examination, a psychological examination, a medical and drug examination, physical ability examination, an interview with the Chief of Police and a working test/probationary period of one year after graduation from the Police Academy. All parts of the examination are designed to determine the ability of applicants to learn and perform the duties of a Police Officer in a multi-culturally diverse environment. This examination and employment process is subject to all federal, state, municipal laws, rules and regulations.

QUALIFICATIONS:

Open to all Hartford residents who meet the following qualifications at time of application:

QUALIFICATIONS

AGE: Must be 21 years of age at the time of application.

CITIZENSHIP: Must be a Citizen of the United States. Proof of Citizenship must be submitted with your application. (*Acceptable proof includes: US Government or State Government issued Certificate of Birth, Certificate of Citizenship, Naturalization Certificate, or valid US Passport*).

EDUCATION: Must possess a High School Diploma from an accredited high school or GED from a state approved program. A copy of your High School Diploma, GED Certificate, or transcript must be submitted with your application.

DRIVER'S LICENSE: Must possess a valid driver's license. A copy of your valid Driver's License must be submitted with your application.

HARTFORD RESIDENCY REQUIRED: Must be a bona-fide resident of the City of Hartford at the time of application. A completed [CITY OF HARTFORD RESIDENCY AFFIDAVIT](#) including proof of residency as indicated on the Residency Affidavit document must be submitted. (Additional information regarding Residency Requirement found in "Other Information" below.)

APPLICATION FEE:

- **Online:** In order for your application to be accepted, a \$25.00 application fee using a valid Credit/Debit must be submitted with the application and received no later than the closing date and time of this posting. This fee is non-refundable.
- **In-Person or Mail:** In order for your application to be accepted, a \$25.00 Money Order or Certified Bank Check payable to the "City of Hartford" must be submitted with the application and received no later than the closing date and time of this posting. Be sure to write your name, address, and Position of "Police Officer" on the Money Order or Bank Check. Cash and/or Personal Checks will not be accepted. This fee is non-refundable.

TESTING

WRITTEN EXAM: To Be Determined

PHYSICAL ABILITY TESTING: The City will administer the Physical Ability Test. Candidates must pass the Physical Ability Test using the 30% Cooper Standards set by the Hartford Police Department to stay in the testing process. If selected, candidates must pass using the 40% Cooper Standards to enter the Academy. A **Medical Approval Form**, completed by your physician, must be submitted on the date of the Physical Ability Test in order to participate in the Physical Ability Test.

The City will accept CHIP Cards as part of your application. Should you not possess and submit to the Human Resources Office a CHIP Card by the date of the Written Examination, you will be required to participate in the Physical Ability Test administered by the City of Hartford. For more information on CHIP cards, visit www.certifyfit.com or call (203)-235-5865.

ORAL EXAMINATION: To Be Determined

MEDICAL EXAMINATION: Must pass a thorough medical examination.

- **VISION:** Without correction, not less than 20/100 in each eye; with correction not less than 20/30 in each eye. The candidate must have color vision and depth perception, binocular vision, distance and near vision (with lenses) must be 20/30 or better in each eye.

VERIFICATION

All experience and qualifications will be verified. A Background investigation will be administered. Falsification of any information will automatically disqualify you from further participation in the recruitment and testing process, additionally resulting in termination, if hired.

OTHER INFORMATION:

HOW TO APPLY:

Online: Complete applications, including all required documents and fee submissions can be submitted online via PoliceApp.com/HartfordCT.

In-Person or Mail: Complete applications, including all required documents and fee submissions can be submitted in person or by mail to the City of Hartford's Human Resources Department, 550 Main Street, Room 3, Hartford, CT 06103.

DISCLOSURE

Applications must be completed and submitted in its entirety, including required documentation and application fee. A complete application must be received by the Human Resources Department no later than 5:00 p.m. of the closing date. Applications received in person or by mail after the closing date and time will be disqualified. Failure to submit a complete application packet shall result in your disqualification.

INFORMATIONAL

Emails: All correspondence and information concerning the application and testing process will occur through email, unless otherwise requested at the time of application. Please be sure to also check your spam folder for correspondence.

Physical Ability Preparation: Every Monday, Tuesday, and Wednesday beginning at 6:00 PM (Rain or Shine). Contact HPD Recruitment Division at (860)-757-4242, email JoinHPD@hartford.gov, or visit us on Instagram at [hartfordctpolice_recruitment](https://www.instagram.com/hartfordctpolice_recruitment) for updates and additional information.

Informational Session: For more information regarding the informational sessions, please contact the Hartford Police Department's Recruitment Division at JoinHPD@hartford.gov or check online at Instagram at [hartfordctpolice_recruitment](https://www.instagram.com/hartfordctpolice_recruitment).

OTHER INFORMATION

City of Hartford Residency Affidavit:

In order to qualify for residency with the City of Hartford Human Resources Rules and Regulations, the City of Hartford requires that you provide irrefutable evidence to substantiate that at the date of your application for employment you are domiciled in the City of Hartford.

For the purpose of this Request, "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."

You are required to complete and submit the [Residency Affidavit](#) at the time of your application for employment. You must also be prepared to submit any additional documentation, as the Director of Human Resources may require. This information will be subject to verification during the background investigation.

NOTICE: The Applicant bears the burden to show Legal Domicile. Any false or misleading statements/submissions will result in immediate disqualification or dismissal.

Veteran's Preference:

Preferential Points may be given to Eligible Veterans. Must submit a [Veteran's Preference Form](#), along with a DD-214 and Disability letter (if applicable) from the Office of Veteran's Affairs.

NOTICE: The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an

accommodation in the application or testing process, please contact the Human Resources Department.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hartford.gov>

Position #00666
POLICE OFFICER (HARTFORD RESIDENTS)
MG

Human Resources Department
550 Main Street
Hartford, CT 06103
860-757-9800

humanresources@hartford.gov
