



TOWN OF GLASTONBURY
2155 Main Street, Glastonbury, CT 06033



TOWN OF GLASTONBURY

ENTRY LEVEL POLICE OFFICER RECRUITMENT

\$69,451

OPEN UNTIL FILLED

Date Posted: 7-25-2019



About the Department

Glastonbury's nationally- accredited Police Department currently serves a population of over 34,000 and a land area of approximately 52-square miles. Full-time staffing includes, 60 police officers, 12 dispatchers, 1 animal control officer, and 6 support staff. The Department's primary responsibility is to provide protection of life and property, preserve the peace, prevent and repress crime, recover lost property, regulate non-criminal conduct, apprehend offenders and perform miscellaneous services.

The Glastonbury Police Department takes pride in employing officers who demonstrate the ability to establish positive relationships within the community and deliver quality services with professionalism and sensitivity to Glastonbury citizens. Once gaining experience, officers have the opportunity to work in specialized units. For example, investigations, emergency services, training, and community outreach.

About the Job

[Click here](#) for job description

About the Job Requirements

To become a Glastonbury Police Officer, candidates must meet the General requirements described below.

GENERAL REQUIREMENTS:

- U.S. Citizen
- Non smoker
- Valid driver's license
- High school diploma or GED
- Vision, correctable to 20/20
- 21 years or older at time of appointment
- Successful completion of the following:
 - Chief's interview
 - Background investigation
 - Medical examination
 - Drug screening
 - Psychological evaluation
 - Polygraph examination

What to expect:

To be hired by the Town of Glastonbury, a candidate cannot have been convicted of a Felony or Class A or certain Class B Misdemeanors, nor have a history of perpetrating domestic violence. A thorough background investigation is conducted and includes but is not limited to, driving history, interviews with past employers, neighbors, and friends, and a review of background checks by other police departments.

A medical exam includes screening for use of illegal drugs or controlled substances; and the psychological evaluation and polygraph examination are conducted to assess suitability for law enforcement work, including criminal activity and personal character.

SPECIAL REQUIREMENTS (ENTRY-LEVEL APPLICANTS ONLY):

- Successful completion of Town of Glastonbury Cognitive Examination
- Successful completion of Town of Glastonbury Oral Panel Examination
- Valid CHIP Card required at time of Oral Board Examination. This may be obtained by successfully completing a physical fitness assessment administered by Complete Health & Injury Prevention, Inc. (CHIP). For forms and additional information, [Click here](#) or call (203) 235-5865
- Successful completion of pre-certification of the Cooper test within 30 days prior to entering Police Academy (administered by Glastonbury Police Department)
- Successful completion of the Police Academy (arranged by Glastonbury Police Department)

What to Expect:

Taking the Cognitive Examination

When a cognitive examination date is scheduled, the Glastonbury Human Resources Department will invite applicants who are at least age 20, to take the exam. The invitation will be sent **by email** and will include the date, time and location of the exam session. It is important to check email frequently, as this is the only way exam invitations will be sent.

To enter the exam session, applicants must show the following:

- Proof of identity (for example, a driver's license or passport)

Scoring/Passing the Cognitive Examination

Typically, the Glastonbury Human Resources Department will email participants' exam scores within two (2) weeks of the exam date. A minimum score of 70% is necessary to "pass" and move on in the process. Anyone whose score is below 70% will be eliminated from the recruitment process, but may reapply in the future.

Of those who pass the Cognitive Exam, a group will be selected from the highest scorers to participate in the Oral Panel Examination.

Taking the Oral Panel Examination

Those who score the highest on the Cognitive Exam will be invited to take the Oral Panel Examination. For the exam, an applicant appears before a "panel" of law enforcement officers to answer questions related to his or her law enforcement interest, knowledge and judgment.

To enter the exam session, applicants must show the following:

- Valid CHIP Card (See "SPECIAL REQUIREMENTS {ENTRY-LEVEL APPLICANTS ONLY}," above)
- Proof of identity (for example, a driver's license or passport)

Scoring/Passing the Oral Panel Examination

The quality of the applicant's answers will be scored by each panelist, resulting in an overall score. A minimum score of 70% is necessary to "pass" and move on in the process. Anyone whose score is below 70% will be eliminated from the recruitment process, but may reapply in the future.

Current and former U.S. military members, in good standing, receive five (5) points added to their **passing** Oral Panel Score, provided a copy of a current military identification or a DD-214 was submitted with the employment application.

The Chief's Interview

An applicant's final examination score is the average of his/her Cognitive and Oral Panel exam scores. The highest scoring candidates will be invited to interview with the Chief of Police, who will determine suitability to continue through the recruitment process. This process includes a background investigation, medical examination, drug screen, psychological evaluation, and polygraph examination. See "What to Expect" in GENERAL REQUIREMENTS, above.

How to Apply

Complete Application Packet, which includes: (1) Town of Glastonbury Employment Application, (2) Affirmative Action Questionnaire, (3) Police Officer Questionnaire and (4) Body Art Acknowledgement Form. NOTE: Incomplete applications or those without an Email address will not be accepted.

Applications may be obtained from the Town Hall Customer Service Center, the Police Department, or by clicking here <http://www.glastonbury-ct.gov/employment>

To submit packet: **Bring or mail to** - Town Hall Customer Service Center, 2155 Main Street, Glastonbury, CT 06033, or **Email** – customerservicecenter@glastonbury-ct.gov

The Town of Glastonbury is an equal employment opportunity (EEO) employer. It doesn't discriminate on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, intellectual disability, learning disability, or physical disability.

TOWN OF GLASTONBURY

JOB DESCRIPTION

TITLE: Police Officer
DEPARTMENT: Police Department
REPORTS TO: Police Sergeant/Police Lieutenant

GENERAL DESCRIPTION:

Under general supervision of higher ranking officer, incumbent enforces local ordinances, state statutes and federal laws; preserves the peace and provides services to the citizens of Glastonbury. Performs patrol duties, traffic control and motor vehicle law enforcement, investigation of accidents and crimes, responds to emergency and non-emergency calls for service and performs routine administration and support services.

ESSENTIAL DUTIES:

1. Patrols areas on foot, bicycle, motorcycle or vehicle, ensuring citizens adhere to local, state and federal ordinances, statutes and laws; responds to complaints, calls for police assistance, and reports of crime.
2. Intervenes during human relations conflicts to provide for security of life and property; assists parties in resolving conflicts; and makes referrals to other agencies, as appropriate.
3. Maintains traffic safety; directs traffic, assists motorists with disabled vehicles, stops motor vehicle law violators and issues warnings and tickets; apprehends impaired motorists and those otherwise driving unsafely; responds to motor vehicle accidents and provides for safety of victims and oncoming motorists.
4. Minimizes injury and harm to victims of illness, accidents, or crimes by operating as first responder until relieved by emergency medical responders.
5. Investigates crimes, suspicious events and traffic accidents; secures scenes, interviews witnesses, collects evidence, takes measurements and photographs, and draws diagrams.
6. Pursues suspects and conducts search and seizure; provides for safety of prisoners and others, including the use of appropriate physical force to control unruly prisoners or resisting suspects.
7. Processes prisoners; writes reports and memos on cases, complaints and investigations.
8. Inspects and maintains working order of equipment, such as, firearms and vehicles; prepares equipment for service and recommends repair or replacement, as necessary.

OTHER DUTIES:

1. Performs other duties as established by the Police Officer Standards & Training Council
2. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Observes state traffic laws
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Must be a U.S. citizen
- Must be at least 21 years old at time of appointment (this is a statewide requirement for Police Officer Standards and Training (POST) Council
- Knowledge of English usage, grammar and spelling
- Ability to comprehend, carry out and give verbal and written instructions
- Ability to interact effectively and courteously with persons of widely varied ethnic, religious, social and economic backgrounds
- Knowledge of human behavior and ability to use interpersonal communication skills
- Ability to communicate effectively, verbally and in writing
- Ability to learn specialized policing skills and the use of police equipment in recruit training
- Ability to function effectively in stressful situations
- Knowledge of state traffic laws, state statutes and ordinances

PHYSICAL/MENTAL REQUIREMENTS:

- Non-Smoker and remain such for duration of employment (for those hired after 1989)
- Must perform, with or without reasonable accommodation, strenuous or peak physical efforts during periods of emergency; push/pull/lift objects up to 75 pounds, occasionally; and seldom, pull up to 100 pounds
- Ability to sit, stand or walk for prolonged periods. Ability to remain in uncomfortable positions for long periods, such as restraining a suspect, bending or stooping when marking an accident scene. Ability to perform simple motor skills such as directing traffic
- Ability to perform moderately difficult manipulative skills such as handcuffing a resisting party. Ability to perform tasks which require hand-eye coordination such as firing a weapon and data entry
- Ability to see objects far away as in driving or reading a license plate; ability to see objects closely as in reading a shift report; able to discriminate colors as in a vehicle, house color, or traffic signal. Ability to hear normal sounds with some noise; distinguish voice patterns and communicate through human speech, as in communicating via police radio or telephone
- Ability to concentrate on moderate detail with frequent interruption; ability to attend to talk/function for more than 60 minutes at a time and remember multiple tasks/assignments for extended periods of time; ability to understand and relate to specific ideas, often and several at a time
- Maybe exposed to blood, body tissues, or fluids; sudden fluctuations in temperature, hazardous waste materials other than blood, seasonal conditions outside; exposure to dust; loud or unpleasant noises.
- Ability to maintain the required department physical fitness standards
- Ability to learn and use self-defense skills and standard police weapons. Ability to complete the physical aspects of recruit training and to maintain required department physical fitness standards.
- Vision corrected to 20/20 in both eyes

MINIMUM TRAINING AND EXPERIENCE:

- Work experience interacting with people
- High school diploma or equivalent
- Successful completion of Police Officers Standards and Training (POST) Academy Program, recruit training and a probationary period of employment

LICENSE OR CERTIFICATION:

- Valid Driver's License
- Valid Police Officer Standards and Training (POST) certification or eligible for comparative certification.
- Maintain Police Officer Standards and Training (POST) certification for the duration of employment

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.