

# THE CITY OF HARTFORD



AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.

## **POLICE OFFICER**

**Salary Range: \$839.00/week - \$1,203.00/week**

**NOTE:** The pay rate for Police Officer Recruits shall be \$731.50 for their first six (6) months of employment.

### **POSITION**

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.

### **MINIMUM REQUIREMENTS**

**AGE:** Must be 21 years of age by January 1, 2010.  
**CITIZENSHIP:** **MUST BE A CITIZEN OF THE U.S. BY NOVEMBER 12, 2009.**  
**EDUCATION:** High School Diploma or GED. **A COPY OF YOUR HIGH SCHOOL DIPLOMA OR TRANSCRIPT OR GED CERTIFICATE MUST BE SUBMITTED WITH THE APPLICATION.** \*Please contact the Human Resources Department about other acceptable documentation.

**DRIVER'S LICENSE:** A valid driver's license is required. **A COPY OF THE LICENSE MUST BE SUBMITTED WITH THE APPLICATION.**

**AGILITY TESTING:** **MUST SUBMIT A VALID C.H.I.P CARD BY 5:00 P.M., THURSDAY, NOVEMBER 12, 2009.**  
**See the attached on how to obtain a C.H.I.P. Card. \*CITY DOES NOT ADMINISTER AN AGILITY TEST.**

***FOR MORE INFORMATION AND REGISTRATION FOR C.H.I.P. CARDS, CANDIDATES MAY GO TO THE FOLLOWING WEBSITE:  
[WWW.POLICECERTIFICATION.COM](http://WWW.POLICECERTIFICATION.COM) OR CALL (203) 235-5865.***

**PHYSICAL CONDITION:** 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.

**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. APPLICATIONS WITHOUT THE REQUIRED DOCUMENTATION ATTACHED WILL BE DISQUALIFIED.**

**APPLICATION FEE:** In order for your application to be considered, a \$25.00 **MONEY ORDER OR CERTIFIED BANK CHECK, PAYABLE TO THE CITY OF HARTFORD** must be submitted with the application. **NO CASH** or **PERSONAL CHECKS** will be accepted. **This is non-refundable.**

### **EXAMINATION**

Open to all applicants who meet the above qualifications. The examination process consists of an agility test, a written test, an oral test, a drug test, a background investigation, a polygraph examination, an interview with the Chief of Police, a psychological examination, a physical examination and a working test/probationary period of one year (beginning on the date sworn in). All parts of 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 is subject to all Federal, State, and Municipal laws, rules and regulations.

**HARTFORD RESIDENTS SHALL HAVE TEN PERCENT ADDED TO THEIR PASSING GRADES. A CITY OF HARTFORD RESIDENCY AFFIDAVIT FORM MUST BE SUBMITTED WITH THE APPLICATION OF RESIDENTS WHO CLAIM THE TEN PERCENT. (SEE BACK FOR IMPORTANT INFORMATION REGARDING RESIDENCY.)**

**APPLICATIONS WILL BE ACCEPTED UNTIL 5:30 P.M., THURSDAY, NOVEMBER 12, 2009.**

Exam No: 2588  
Issued: 9/22/2009

### **EMPLOYMENT BENEFITS:**

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to  
**DEPARTMENT OF HUMAN RESOURCES**  
MUNICIPAL BUILDING  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103  
TELEPHONE (860) 543-8590

### **VETERAN'S PREFERENCE:**

Preferential Points may be given to Eligible Veterans. Check with the Personnel Department.

**CHANGE OF ADDRESS:** It is *your responsibility* to notify the Human Resources Department of any Change of Address on your application.

**Dear Police Officer Candidate:**

**The City of Hartford welcomes your interest and application for the position of Police Officer. To serve you better and avoid problems or misunderstandings, please note the following:**

You must be 21 years of age as of January 1, 2010, and a citizen of the United States of America by November 12, 2009.

**Please note the closing date of November 12, 2009 for this position. The following documents must be in the City of Hartford's Human Resources Department by Thursday, November 12, 2009, 5:30 p.m.:**

1. Your original **signed** completed application, a copy of your valid driver's license and a copy of your high school diploma, GED or official transcript.
2. If you are declaring Hartford residency, a City of Hartford Residency Affidavit, with copies of sufficient proof of residency, must be completed and signed.
3. If you are requesting veteran's points, submit a Veteran's Preference Form and a copy of your DD-214 (Member 4) showing an Honorable Discharge. Proof of disability points is given on the Veteran's Preference Form.
4. Non-refundable application fee of \$25.00 to be paid by money order or a certified bank check, payable to the City of Hartford. NO CASH or PERSONAL CHECKS. If you have a "hardship" and cannot pay the application fee, submit a statement with documentation explaining why the application fee should be waived.

You are encouraged to submit your application and additional documentation as early as possible to ensure that they are in our possession. Allow sufficient time for postal delivery. While the Human Resources staff will assist you in any way possible, it is your responsibility to submit all required documentation. Any documentation that is not in the Human Resources Department by the closing date and time will **NOT** be accepted. Failure to submit all the required documents will automatically disqualify you from the process.

**No faxed applications will be accepted.** Supporting documentation may be faxed to (860) 722-8042 and must be received by 5:00 p.m. EST on November 12, 2009. Applications/supporting documentation may not be submitted over the internet.

Normal business hours are Monday through Friday, 8:00 a.m. until 5:00 p.m. However, we will be open on Thursday, November 12, 2009, from 8:00 a.m. until 5:30 p.m.

(OVER)

It is your responsibility to notify the Human Resources Department of any change in your name, address or telephone number.

Invitations to examinations and examination results are mailed to all candidates. Applicants are asked not to call the Human Resources Department inquiring about the status of the process or your individual results.

Please review the job announcement, as there are multiple steps for this position. Failure to pass one of these examinations will prevent you from continuing in the recruitment process.

**AGILITY TESTING:**

A valid Complete Health and Injury Prevention (C.H.I.P.) card is required. Submit a valid C.H.I.P. card by November 12, 2009 at 5:00 pm. The C.H.I.P. card may be obtained from:

C.H.I.P., P.O. Box 774, Meriden, CT 06450, Telephone # (203) 235-5865, [www.policecertification.com](http://www.policecertification.com).

**The City of Hartford Does Not Administer An Agility Test.**

You must contact the C.H.I.P. card company as soon as possible so you can take the company's agility test and obtain the card by November 12, 2009.

**Please, note that a thorough background investigation will be conducted as mandated by the State of Connecticut for all Police Officers. The Police Department background check will disqualify candidates with the following convictions:**

1. Conviction of any Felony.
2. Conviction of any Class A Misdemeanor.
3. Conviction of any Class B Misdemeanor.
4. Conviction of any Domestic Violence.

**We wish you success in this recruitment process.**

## **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, sleeps and maintains his or her normal personal and household effects.”

You are required to complete and submit this form 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 WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL.**