



APPLICATION PACKAGE FOR: POLICE OFFICER

CITY OF SHELTON

**ALL FORMS AND APPLICATIONS
TO BE RETURNED BY 5:00 P.M. FRIDAY, FEBRUARY 24, 2012**

City of Shelton
Human Resources Office
Room 206 2nd Floor
54 Hill Street
Shelton, CT 06484
203/924-1555 Ext 373

(We will not accept electronically submitted applications)

Pocover12

AN EQUAL OPPORTUNITY EMPLOYER

POLICE OFFICER CITY OF SHELTON

The City of Shelton is hiring police officers pursuant to City Ordinance #756. Must be able to work shifts assigned on a 24-hour day, 7-day per week basis. Applicants will serve the public, enforce local and state laws, perform special duties, maintain records, prepare reports and perform investigative work as required.

Applicants must be 21 years of age, US citizen, and hold a valid CT driver's license. Applicants holding bachelor's degree in criminal justice or related field preferred.

Each applicant shall be required to meet departmental physical fitness standards at the 40th percentile level for entry level and 50% percentile for certified police officers certified through CHIP, Inc., at time of application submittal and before proceeding to a written examination that has a passing grade of 70. An oral examination will complete the testing process that has a passing grade of 70.

Any appointment will be conditional upon successfully completing a background check including polygraph, fingerprints, psychological, physical fitness/agility and controlled substance examinations as required by POST. A City application with release forms, etc., should be picked up at Shelton City Hall, Room 206, 54 Hill Street, Shelton, CT 06484 and returned there no later than February 24, 2012. Electronic applications cannot be accepted.

Salary: \$52,540 + Benefits

Application Fee: \$50.00

EOE

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CITY OF SHELTON
EMPLOYMENT OPPORTUNITY
FOR
POLICE OFFICER



MINIMUM QUALIFICATIONS:

- High school graduation or equivalency
- U.S. Citizen
- 21 years of age or older
- Hold valid Connecticut Motor vehicle operators license

SELECTION PROCESS

- VALID CHIPS CARD (COPY) MUST ACCOMPANY THE APPLICATION PACKAGE
- WRITTEN EXAMINATION FOR APPLICANTS WHO MEET MINIMUM QUALIFICATIONS
(TEST DATE TO BE ANNOUNCED)

CHIP PHYSICAL ABILITY CERTIFICATION CARD

Applicant must meet departmental physical fitness standards;

- 40th percentile level for entry level
- 50th percentile level for a Certified Police Officer

certified through CHIP, Inc. prior to application.

A copy of a valid CHIP certification card (both front and back) must accompany the application package and still be valid at the time of the written exam.

Applicants with expired CHIP cards must be reassessed by CHIP, Inc.
For more information on the CHIP card and assessment dates:

CHIP

P.O. Box 774

Meriden, CT 06450

203/235-5865

<http://www.chip-inc.com/>

APPLICATION DATE/ FEE

Applications are due by 5:00 PM on Friday, February 24, 2012 to HR office City of Shelton

There will be an application fee of \$50 payable at the time the application is submitted. Certified Bank Check or Money Order only – payable to *The City of Shelton*.

Chip2

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF SHELTON APPLICATION FOR EMPLOYMENT



Position(s) Applied for _____

Type of Employment desired Full Time Part Time Temporary

Name _____
Last First Middle

Address _____
Street City State ZIP

Telephone Number () _____ Social Security Number _____ - _____ - _____

Thank you for your interest in the City of Shelton. We are an equal employment opportunity employer and maintain a strict policy of complying with all applicable state and federal non-discrimination laws. Offers of employment may be contingent on the proof of a valid Connecticut driver's license and an adequate driving record, and the successful completion of a medical examination, drug screening and criminal background check.

Are you 18 years of age or older? Yes No If hired, can you provide written evidence that you are authorized to work in the US? Yes No

Is there any information we would need about your name or use of another name for us to be able to check your work record? Yes No Please specify _____

NOTICE CONCERNING ERASED CRIMINAL RECORDS: In answering the following questions concerning criminal history, please disregard criminal charges or convictions that have been erased pursuant to C.G.S. §§46B-146, 54-760, or 54-142A. Criminal records pertaining to the following are subject to erasure: (a) a finding of delinquency or that a child was a member of a family with service needs, (b) an adjudication as a youthful defender, (c) a criminal charge that has been dismissed or nolle, (d) a criminal charge for which you have been found not guilty and (e) a conviction for which you received an absolute pardon. **YOU ARE NOT REQUIRED TO DISCLOSE SUCH RECORDS IF THEY HAVE BEEN ERASED.** Any person whose criminal records are erased shall be considered to have never been arrested and may so swear under oath.

1. Have you ever been convicted of a felony or any other criminal offense, either within or outside the State of Connecticut, other than a conviction of which the records have been erased? Yes No
 - If so, identify the approximate date, location and nature of each such conviction on a separate sheet of paper and attach it to this application. For purposes of this application, a plea of "no contest" or "nolo contendere" is a conviction.
2. Has there ever been a disposition of criminal charges against you other than a dismissal or acquittal, or an arrest, criminal charge or conviction for which the records have been erased? Yes No
 - If so, identify the approximate date, location and nature of each such disposition and the nature of the charges against you on a separate sheet of paper and attach it to this application.
3. Are there any criminal charges currently pending against you either within or outside the State of Connecticut? Yes No
 - If so, identify the jurisdiction in which such charges are pending, the nature of the charges against you and provide an explanation on a separate sheet of paper and attach it to this application.
4. Are you currently enrolled in a program of deferred adjudication (e.g., accelerated rehabilitation, pre-trial drug or alcohol education, pursuant to Connecticut General Statutes §54-56g)? Yes No
 - If so, identify the jurisdiction in which such program is pending and provide an explanation of the nature of such program and the criminal charges against you on a separate piece of paper and attach it to this application.

Have you ever worked for the City of Shelton? Yes No If yes, please describe, including dates. _____

CITY OF SHELTON APPLICATION FOR EMPLOYMENT

Employment History

<i>Employer</i>	<i>City, State</i>	<i>Telephone Number</i>
<i>Dates Employed</i>	<i>Job Position</i>	<i>Starting Salary Final Salary Reason for Leaving</i>
<i>Employer</i>	<i>City, State</i>	<i>Telephone Number</i>
<i>Dates Employed</i>	<i>Job Position</i>	<i>Starting Salary Final Salary Reason for Leaving</i>
<i>Employer</i>	<i>City, State</i>	<i>Telephone Number</i>
<i>Dates Employed</i>	<i>Job Position</i>	<i>Starting Salary Final Salary Reason for Leaving</i>

List any special qualifications, skills, occupational licenses or certificates you have which may further qualify you for this job _____

Educational Background

<i>School</i>	<i>No. Years Completed</i>	<i>Degree/Diploma</i>	<i>Major</i>
<i>School</i>	<i>No. Years Completed</i>	<i>Degree/Diploma</i>	<i>Major</i>
<i>School</i>	<i>No. Years Completed</i>	<i>Degree/Diploma</i>	<i>Major</i>

References DO NOT INCLUDE RELATIVES

<i>Name/Relationship</i>	<i>Telephone Number</i>	<i>Years Known</i>
<i>Name/Relationship</i>	<i>Telephone Number</i>	<i>Years Known</i>
<i>Name/Relationship</i>	<i>Telephone Number</i>	<i>Years Known</i>

May we contact your current employer? Yes or No

I understand that this employment application is not a contract for employment. I understand that the City of Shelton will investigate my work record and background and verify information provided on this application, or related papers and in interviews. I further understand that I may be required to submit to a criminal history records check as a condition of my employment and agree that if I have been convicted of a crime that has not been disclosed as part of my application for employment, my employment will be subject to termination.

I hereby authorize any and all law enforcement agencies, current and former employers, credit agencies, academic institutions and any other persons or entities to supply any information regarding my background to the City of Shelton and its agents and employees, and I hereby release all such employers, law enforcement agencies, credit agencies, academic institutions, other persons or entities and their agents and employees from any liability arising from the supplying and use of such information.

I declare under the penalties of false statement that I have read and understand the terms of this employment application and attest to the truth and accuracy of the information I have provided herein. I understand that false or misleading statements of this application, shall be a basis for disqualification from further consideration for employment and, if I am employed, for dismissal from employment.

Check one: I am an entry level Police Officer applicant I am a Certified Police Officer

Applicant's Signature: _____ Date: _____

POLICE OFFICER JOB DESCRIPTION

SHELTON POLICE DEPARTMENT

I. GENERAL STATEMENT OF RESPONSIBILITIES

Police Officers in the City of Shelton, Connecticut, under regular supervision, perform basic law enforcement duties in accordance with the mission, goals, and objectives of the Shelton Police Department and in compliance with governing federal, state, and local laws. They are responsible for protecting persons and properties within the City limits; enforcing criminal and traffic laws and City ordinances; maintaining peace and order; preventing and solving crime through visible uniformed patrol or criminal investigations; working with residents, City agencies, business officials, school officials, churches and youth to solve problems that threaten safety or lead to crime and fear of crime.

II. EXAMPLES OF DUTIES AND RESPONSIBILITIES

Examples of specific duties and responsibilities include, but are not limited to, the following:

1. Enforce all laws and ordinances for which the Department is responsible; protect the lives and property of all persons; and maintain peace and order within the City of Shelton.
2. Develop and maintain a working knowledge of the appropriate federal, state and local laws, statutes, and ordinances in order to ensure action in accordance with the legal requirements.
3. Respond to all calls, both emergency and non-emergency, as directed by a dispatcher or supervisor in a manner that is consistent with Department rules, regulations and General Orders.
4. Conduct mobile or foot patrols within assigned geographic areas at the direction of supervisor or own discretion according to existing policies and strategies in order to deter and detect criminal activity.
5. Remain alert to the emergency needs of citizens and take the appropriate action to protect life and property.

6. Direct vehicular traffic as required in order to ensure a safe, orderly flow of traffic.
7. Prepare and execute warrants or serve summonses in conformance with legal requirements and Department policies and procedures in order to comply with court orders or to complete Departmental investigations.
8. Interrogate suspects in accordance with legal requirements and Department policies and procedures using standard interrogation techniques and strategies.
9. Conduct investigation of various crimes and events.
10. Assist prosecuting attorneys in the preparation of court cases and, when required, testify at judicial trials and hearings.
11. Promptly, properly, and accurately prepare and submit the required reports obtained as a result of any official assignment or investigation.
12. Attend training courses assigned to increase and enhance professional knowledge and skill levels.
13. Make presentations to community organizations and groups, as assigned.
14. Secure crime scenes and gather and process evidence.
15. Investigate accidents which may include motor vehicle, pedestrian and bicycle accidents.
16. Investigate reports of suspicious activity and persons.
17. Serve as desk officers or dispatchers as assigned by supervisors.
18. Understand and comply with all City and Department rules, regulations, and General Orders.
19. Develop and maintain a working knowledge of judicial and criminal law in the areas of self-incrimination; right to counsel; arrest; search and seizure; interrogation and confessions; and the collection and preservation of evidence.
20. Work with youth in Shelton to help them understand and comply with laws and set examples for youth.
21. Receives and handle citizen complaints in accordance with department procedure.

22. Maintain self in good health and physical condition.

23. Maintain a professional decorum and display a positive attitude in all dealings with citizens, supervisors, and other Department personnel.

24. Maintain an open relationship with area law enforcement officers/agencies in order to exchange information and to facilitate cooperative efforts.

25. Provide any service that is necessary for the furtherance of the Department's mission and objectives.

26. Perform other duties as assigned.

III. MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY

Ability to observe situations analytically and objectively and to record them clearly and completely. Ability to understand, interpret, and enforce laws, ordinances, rules and regulations. Ability to develop skill in the use and care of firearms. Ability to deal effectively with associates and public. Ability to develop partnerships among residents, resident groups, businesses, schools, and youths to prevent or solve conditions/problems that lead to crime, fear of crime, or that threaten public safety.

IV. EDUCATION, EXPERIENCE AND TRAINING

A Bachelor's Degree in criminal justice or related field preferred, or in lieu thereof, an Associate's Degree in criminal justice or related field with two years of responsible employment, or in lieu thereof, a high school graduate or equivalent with four years of responsible employment

V. SPECIAL REQUIREMENTS

Must be 21 years old, a citizen of USA, hold a valid Connecticut motor vehicle operators license and meet the qualifications as determined by the Police Officer Standards and Training Council as approved in regulations Sec. 7-294e-1 through 7-294e-24 as may be amended from time to time.

Testing will be conducted per the requirements of Ordinance relative to Hiring Police Officers, Adopted April 9, 1998 as it may be amended from time to time.

VI. PROBATIONARY PERIOD

As per the collective bargaining agreement between the City and the Shelton Police Union.

VII. SALARY

As per the collective bargaining agreement between the City and the Shelton Police Union.

Revised 10/01/01

ORDINANCE #756

CITY OF SHELTON

ORDINANCE RELATIVE TO THE HIRING OF POLICE OFFICERS

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF
SHELTON:**

Prior inconsistent ordinances are repealed, specifically, but without limitation, Ordinances 2-168 and Ordinance #721 and replaced by the following:

1. When the City of Shelton determines to hire police officers for the Shelton Police Department, the Administrative Assistant shall utilize the services of a testing and measurement or selection agency, which agency and which test is in compliance with the standards of the State of Connecticut Police Officers Standards and training council (POST), and with all applicable federal and state laws, and consistent with a job description and the Merit System and Personnel Rules of the City of Shelton, in order to identify and select qualified candidates.
2. The Administrative Assistant shall cause the position to be advertised in accordance with the provisions of the Merit System.
3. All applicants who have the minimum qualifications to set forth in the job description shall be allowed to participate in the testing process for the position of police officer.
4. The applicant must successfully pass each phase of the testing process to be allowed to continue. The testing process shall be as follows:
 - a. The "Cooper Standards" or other physical agility testing recognized by POST shall be administered by a qualified source. The candidate must pass this phase to be allowed to continue in the testing process.
 - b. A written test shall be administered by an agency in compliance with entry level testing standards as established by the State of Connecticut Police Officers Standards and Training Council (POST). The passing grade shall be announced no later than the commencement of the written test. The passing grade must be achieved in order to proceed with the next phase of the testing.
 - c. An oral examination shall be conducted by a panel that shall comply with State regulations relating to oral interviews of prospective police candidates and the requirements of the Merit System.
5. To the scores obtained though the written and oral testing, the following additional points shall be added:

ORDINANCE #756 CITY OF SHELTON

a. For a minimum of two (2) yeas of military service with honorable discharge – 1 point

b. For those persons who have a bachelors degree – 5 points

Said college degree shall be from an accredited college or university and shall be in a subject area relevant to the knowledge, skills, and abilities required of police officers.

c. For those persons who have six months or more experience in active law enforcement activity within the previous 3 to 5 years – 2 points

d. For those persons who have fluency in speaking and writing a second language identified as a language used within the population served by the Shelton Police Department – 1 point

e. For those persons who demonstrate local knowledge of the community – 1 point

Local knowledge shall mean a familiarity with the City of Shelton, its' streets, its' population centers, its' institutions, and its' emergency service response team organization.

6. Upon completion of the examination process, the Administrative Assistant shall create a certified list pursuant to the provisions of the Merit System and submit this list to the appointing authority.

7. Any appointment made shall be conditional upon the applicant having completed a subsequent background investigation including a polygraph examination, psychological examination, fingerprint check, pre-employment medical and controlled substance examination in accordance with State of Connecticut and City of Shelton requirements that may be amended from time to time and to the satisfaction of the City of Shelton.

Adopted by the Board of Aldermen: August 09, 2001
Date

Approved by the Mayor: Aug 16, 2001
Date

Mark A. Janus
Mayor's Signature

Attest [Signature]
City/ Town Clerk

Authorization for Release of Personal Information

I, _____, do hereby authorize a review of and full disclosure of all records or any part thereof, concerning myself, by and to _____, a duly authorized agent of the City of Shelton whether said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of deposits, withdrawals, and balances or checking and savings accounts and loans, and also the records of commercial or retail credit agencies, (including credit reports and/or ratings); medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners and the U.S. Veteran's Administration; public utilities; employment and pre-employment records, including background reports; sufficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records wherever filed, records of complaints, arrest, trial and/or conviction for alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located, and to include the records of recollection of attorneys-at-law or of other counsel, whether representing me or another person in any case I which I presently have or have had an interest.

It is the intent of this authorization to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the city of Shelton, to consider in determining my suitability for employment by that city. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above are not intended to deny access to any records not specifically mentioned herein.

I understand that any information obtained by the personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the city of Shelton, I have had explained to me and I fully understand that the refusal to grant this authorization will not, of itself, constitute a basis for rejection of my application.

A photocopy of this release will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

State of Connecticut

County of _____

Signature

Date

Subscribed and sworn to before me
this _____ *day of* _____, _____

Print Name

Notary

Address

My Commission expires _____

Date of Birth _____

Soc. Sec.# _____

Personal Information

Last Name	First	Middle
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No. Street	City	State	ZIP
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Telephone Number	Social Security Number	Driver's License Number
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Employment History: (List most recent first)

1.

Employer	Address	Telephone
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Job Title	Immediate Supervisor
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Dates Employed	Reason for Leaving
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2.

Employer	Address	Telephone
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Job Title	Immediate Supervisor
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Dates Employed	Reason for Leaving
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3.

Employer	Address	Telephone
----------	---------	-----------

Job Title	Immediate Supervisor
-----------	----------------------

Dates Employed	Reason for Leaving
----------------	--------------------

4.

Employer	Address	Telephone
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Job Title	Immediate Supervisor
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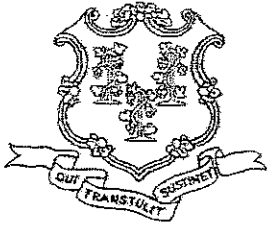
Dates Employed	Reason for Leaving
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Medical References:

Physician	Address	Telephone
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Physician	Address	Telephone
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Other: List special accomplishments, publications, awards. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)



**State of Connecticut
Police Officer Standards and Training Council
Connecticut Police Academy**



MEDICAL APPROVAL FORM

Physician's certification of ability to participate in the Police Officer Standards and Training "Basic Recruit Training Program"

This is to certify that I have reviewed the following submitted material describing various aspects of the Police Officer Standards and Training Council's "Basic Recruit Training Program."

- Entry Level Physical Fitness Standards
- Defensive Tactics Training Program
- Chemical Agents Training
- Firearms Training Program
- Physical Wellness Program
- Driver Training Program
- Water Safety Program

After reviewing said material, it is my professional opinion that the candidate named below:

Candidate's Name: _____
Candidate's Employing Agency: _____
Date of Physical Exam: _____

IS MEDICALLY CAPABLE OF PARTICIPATING IN THIS BASIC RECRUIT TRAINING PROGRAM

Physician's Signature: _____

Physician's name (typed or imprinted with office stamp)