

Department of Police

SOUTHINGTON, CONNECTICUT 06489

Chief John F. Daly
69 Lazy Lane
Southington, Connecticut 06489
HEADQUARTERS: TEL. (860) 378-1600
FAX (860) 378-1605



Written Exam: Saturday, July 25, 2009

SOUTHINGTON POLICE DEPARTMENT APPLICANTS

The process of becoming a Southington Police Officer is an exacting one. The logic to this statement is obvious. A police officer is empowered with an awesome amount of authority as it relates to citizens' liberty and his life. Not everyone who applies is suited for this type of employment therefore; our process of candidate selection is designed to insure, to the extent that is humanly possible, that only those that are best suited to fill the role of police officer in the Town of Southington are selected.

The process consists of several stages:

1. Applicant must become "CHIP" certified.
2. A written examination administered by an independent firm.
3. An oral interview by a panel of Southington police commanders and supervisors.
4. A thorough background investigation.
5. A polygraph examination.
6. A psychological examination.
7. An interview by the Chief of Police or his designee and the Board of Police Commissioners.
8. A thorough physical examination with drug screening.

On behalf of the Southington Police Department I welcome you to the selection process and wish you the best of luck.

Chief John F. Daly

POLICE OFFICER

GENERAL JOB DESCRIPTION:

A police officer is responsible for the protection of life and property, the prevention of crime, and the apprehension of offenders. Under general supervision; officers enforces state laws and town ordinances, maintain order, prevents crime, makes arrests; and performs related work as required.

EXAMPLES OF DUTIES:

An officer is responsible for preserving the peace, responds to calls for service, renders assistance to the public, and conducts follow-up investigations. An officer patrols a specific beat or district on foot or in patrol vehicles, checks business establishment, patrols neighborhoods, investigates any suspicious condition, activities, or person; handles/ transports prisoners; conducts criminal investigations, collects and compiles evidence; writes reports; investigates accidents; administers First Aid; directs traffic; interviews suspects and witnesses; testifies in court; may perform dispatch duties.

MUST HAVE DESIRABLE MINIMUM QUALIFICATIONS

TRAINING AND EXPERIENCE: Graduate from high school and satisfactory completion of the Connecticut Police Academy followed by successful completion of a one year probationary period.

KNOWLEDGE, ABILITIES, AND SKILLS: Must achieve good working knowledge of modern principles, practices and procedures in police work; working knowledge of criminal investigation, identification methods and procedures; good working knowledge of state laws, local ordinances, departmental rules and regulations; mechanics of making arrests; ability to observe situations analytically and objectively and to record them clearly and completely; ability to react quickly and calmly in emergencies; ability to express oneself clearly and concisely, both orally and in writing; ability to handle situations firmly, courteously, tactfully and impartially; ability to develop skill in the use of firearms and in the operation of motor vehicles; ability to use good judgment in evaluating situations and making decisions; ability to perform work involving the necessity for good physical condition, dexterity and strength; skill in the application of modern practices and techniques involving the investigation, arrest, detention and treatment of prisoners, and in the care and use of appropriate tools, equipment and facilities.

LICENSES and CERTIFICATES:

Must have a valid state of Connecticut driver's license.

SOUTHINGTON POLICE DEPARTMENT

WAGES AND BENEFITS

- Salary: Starting pay, \$42,027.00 rising to \$53,366.00 in four annual increments.
- Insurance: Life insurance equivalent to one year's annual salary rate medical package including prescription and dental plan.
- Holidays: Thirteen paid holidays at present salary rate.
- Vacations: One week after six months service.
Two weeks after one year of service.
Three weeks after five years of service.
Four weeks after ten years of service.
- Longevity: An annual bonus paid as follows:
\$200 per year after five years of service.
\$300 per year after ten years of service.
\$400 per year after fifteen years of service.
- Uniforms: An annual allowance of \$1000.00
- Overtime: All Departmental overtime and extra duty work distributed on a fair and equal basis.
- Retirement: Connecticut Municipal Employees Retirement System (CMERS). Normal retirement upon completion of 25 years of service with no age requirement. See below website for further info.
<http://www.osc.state.ct.us/rbsd/cmers/plandoc/MERFSPD7107.pdf>

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS

Be at least twenty-one (21) years of age.

Graduated from an accredited high school, or obtained a formal certificate of equivalency to State of Connecticut high school graduation.

Possess a valid Connecticut driver's license and a good driving history.

Must be a nonsmoker and weight must be proportional to height.

Applications will be accepted from residents of Connecticut

Applicants must pass a battery of tests including, written, oral, polygraph, psychological and physical examinations as well as an extensive background investigation.

HOW TO APPLY

Applications can be picked up at Police Headquarters at 69 Lazy Lane Southington, Ct. or on our website at www.southingtonpolice.org. Complete the application and return same to the Southington Police Department **with a \$25.00 certified bank check or money order payable to the Town of Southington.**

The written exam is scheduled for Saturday, July 25, 2009. Applicants will be notified by mail confirming the date and time of the written examination. Further testing and examinations shall be on a "selected basis" based, in part, upon your written score and selection of a manageable pool of applicants to proceed to the next phase of testing.

ABOUT THE SOUTHINGTON POLICE DEPARTMENT

The Southington Police Department was organized in 1936. It is governed by a Board of Police Commissioners, consisting of five civilian members. It is commanded by the Chief of Police, two Captains, three Lieutenants and 11 sergeants. It is currently comprised of 66 sworn regular and 10 sworn supernumerary officers plus 19 civilian personnel, including two Animal Control Officers. Southington is geographically located almost in the center of the State of Connecticut. The Department is primarily responsible for the public safety of the approximately 40,000 residents of the community and patrolling the roads within our thirty-six and a half square miles.

Police officers must successfully complete a probationary period.

CLOSING DATE FOR APPLICATION RETURNS: Midnight, Thursday, July 9, 2009

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EMPLOYMENT APPLICATION

Name

_____ (last) _____ (first) _____ (middle initial)

Present
Address

_____ (street) _____ (city/town) _____ (state) _____ (zip)

Soc. Sec. # _____ - _____ - _____

Telephone #

(home): _____ (cell) _____ (email) _____

INSTRUCTIONS TO CANDIDATES

Read every question carefully. Answer every question. Leave no blank spaces. If a question does not apply to you, indicate same. The candidate shall personally prepare this form. All entries, except the signature, must be printed legibly in block letters. Typing is not acceptable. If there is insufficient space to answer any particular question, do so on a separate sheet and attach same indicating which question. As conditions of employment, smoking is prohibited, and weight must be maintained proportional to your height. A candidate who has made a false statement of a material fact or practice, or attempted to practice any deception or fraud in this application shall be rejected. Any application not submitted in a clear, acceptable manner, will be rejected.

Submit the following with the application:

- (1) One photo static copy of military discharge certificate and/or report of separation from the Armed Services DD214, if applicable.
- (2) Letters of recommendation from three personal references. (See page # 3)
- (3) One photocopy of your high school diploma or equivalency certificate.
- (4) Copy of driver's license

Note: Do not submit originals of any documents other than letters of reference, as they will not be returned to you. Completed applications will be considered active for a period of one (1) year from the date of application, during which time you will be notified of any tests being conducted for openings for position applied for.

Today's Date _____
How long have you lived at the present address? _____
With whom do you live? _____
Previous address _____
How long did you live there? _____
Are you a citizen? _____ If naturalized, give date _____
Are you at least 21 years of age? _____
List any friends or relatives working for this Police Department _____

(Name) _____ (Relationship) _____

(Name) _____ (Relationship) _____

Do you have a valid Ct. Operator=s License? Car ___ M/C ___ Other _____

Can you speak, read, or write any foreign languages?

_____ (Specify and to what degree)

Can you type? _____. To what degree? _____

Are you familiar with firearms? _____. To what degree? _____

(Include gun ownership) _____

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the Police Department? If so, explain;

Have you ever previously submitted an application for appointment to any Police Department? _____ If yes, Where and year. _____

Have you ever been convicted of a crime? _____ If yes, describe in full: _____

What prompted you to submit this application for appointment to this Police Department?

RECORD OF EDUCATION

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS ATTENDED FROM/TO	LAST YEAR COMPLETED	DID YOU GRADUATE? Y/N	LIST DIPLOMA DEGREE
HIGH SCHOOL						
COLLEGE						
OTHER (SPECIFY)						

MILITARY SERVICE RECORD

What is your present Selective Service classification? _____

Where you in U.S. Armed Forces? _____ If yes, what Branch? _____

Dates of Duty: From: _____ To: _____ Rank at Discharge: _____
 (Month) (Day) (Year) (Month) (Day) (Year)

List duties in the service including special training:

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? :

PERSONAL REFERENCES - (Not Former Employers or Relatives)

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER (home & cell)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT.

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS

FROM DATE/TO DATE _____

DESCRIBE IN DETAIL THE WORK YOU DID

WEEKLY STARTING SALARY _____ **WEEKLY LAST SALARY** _____

REASON FOR LEAVING _____

NAME OF SUPERVISOR _____

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS

FROM DATE/TO DATE _____

DESCRIBE IN DETAIL THE WORK YOU DID

WEEKLY STARTING SALARY _____ **WEEKLY LAST SALARY** _____

REASON FOR LEAVING _____

NAME OF SUPERVISOR _____

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS

DESCRIBE IN DETAIL THE WORK YOU DID

WEEKLY STARTING SALARY _____ **WEEKLY LAST SALARY** _____

REASON FOR LEAVING _____

NAME OF SUPERVISOR _____

**STATE OF CONNECTICUT
TOWN OF SOUTHTON
COUNTY OF HARTFORD**

I, _____, being duly sworn, depose and say that I am the person named in this application. I personally read and printed by hand answers to each and every question therein and I do solemnly swear that the preceding information is accurate and truthful to the best of my knowledge and belief. If investigation should disclose any willful misrepresentation or falsification, I am aware that my application will be rejected and/or such misrepresentations will be cause for my dismissal in the event such misrepresentations are not discovered prior to my being hired.

Furthermore, I hereby give my permission and authorize the Chief of Police or his designee of the Southington Police Department to do the following:

1. Order me to have a polygraph test.
2. Order me to have a physical exam with drug screening.
3. Order me to have a psychiatric test.
4. To obtain my medical/physical records.
5. To contact my friends, relatives or neighbors.
6. To investigate my credit through rating bureaus.
7. To order a fingerprint check using FBI files.
8. To interview my spouse or civil partner.

(Signature)

Sworn to before me this _____ Day of _____, 20_____ .

(Notary Public or Commissioner of Deeds)

(FOR APPLICATION INTERVIEWER'S USE ONLY)

Was application filled out properly? yes/no _____

Were personal reference enclosed? yes/no _____

Was copy of military discharge enclosed? yes/no _____

Was copy of High School Diploma enclosed? yes/no _____

Was application fee enclosed? yes/no _____

Was application signed and notarized? yes/no _____

Was copy of driver's license enclosed? yes/no _____

Interviewer's initials & ID # _____