



Danbury Police Department

“Dependable, Professional, Dedicated”

Police Officer

Application Information, Instructions, and Requirements



Danbury Police Department

The City of Danbury is currently seeking Police Officers. City of Danbury Police Officers are responsible for the preservation of public peace, the protection of life and property, the prevention of crime, and the proper enforcement of all laws and ordinances. If you share our same work ethic, values, dedication and enthusiasm, we would like to hear from you...

Please carefully read this entire important announcement

The City of Danbury will not discriminate against any applicant on the basis of sex, race, color, sexual orientation, genetic information, marital status, pregnancy, childbirth or related conditions, national origin, ancestry, age, veteran status, or disability, except where it is a bona fide occupational qualification. We encourage African Americans, Women, Hispanics, Veterans and other minorities who meet the minimum qualifications to apply.

The following information is a general description of the recruitment and hiring process. Please note that any and/or all of the components of this process may be changed by the City of Danbury with or without notice. Additionally, the City of Danbury reserves the right to modify the order sequence of testing as may be appropriate.

URGENT NOTE: All correspondence and information regarding the application and testing process will occur through email and postings on Policeapp.com. Please be sure to check your email and the Policeapp.com website on a regular basis to ensure receipt of crucial information.

1. Important Dates:

June 12, 2017: Applications become available online at www.policeapp.com or www.danbury-ct.gov and are eligible for submission.

July 31, 2017 no later than 11:59pm: Application Deadline.

September 16, 2017: The Written Examination: Only those candidates whose application is accepted by the Civil Service Commission will be invited to this test. All applicants will be notified via email of the Civil Service Commission's decision prior to the administration of Written Examination.

2. Requirements for a Police Officer Position:

- High School Diploma or Equivalent
- Valid driver's license
- Valid C.H.I.P. Card with an expiration date after the application closing date of July 31, 2017. Applicants must make their own separate arrangements to take the C.H.I.P. physical agility test by accessing www.policeapp.com. The C.H.I.P. must be passed at the 40th percentile
- At least 21 years of age by the date of the Written Examination of September 16, 2017.
- U.S. Citizen
- 20/50 vision in each eye, correctable to 20/20 in each eye
- Normal hearing without use of any hearing aid or other device
- No Felony, Class A or Class B misdemeanor convictions

If you do not meet the above minimum requirements by the time of the application closing date, your application will not be accepted by the Civil Service Commission nor will you receive a refund of your application fees.

3. Application Process:

- A. Qualified applicants must apply online **BEGINNING June 12, 2017** by visiting www.Policeapp.com or through the City of Danbury website www.danbury-ct.gov. Internet access is available at the Human Resources/Civil Service Department, Danbury City Hall 155 Deer Hill Ave Danbury, CT 06810. A \$35 application fee** is required and payable online. **Applications must be completed and submitted by 11:59 PM JULY 31, 2017.** Applications will not be available or accepted after this date.

***Application Fee waiver: A filing fee is not charged if you are receiving public assistance from the State of Connecticut, or if an applicant's income falls below the federal poverty levels. A written request for a waiver must be made to the Civil Service Commission prior to the application closing date, 155 Deer Hill Avenue, Danbury, CT, 06810. To have the fee waived, you must submit either a copy of your current benefit card (State of Connecticut Department of Social Services identification card) or your W-2 Statement of Earnings for the year. You must indicate your Social Security Number and/or Examination Number (if applicable) on the front of the benefit card copy or on the copy of your W-2 Statement of Earnings.*

- B. The online application must be completed in its entirety. Omissions, false, misleading or inaccurate information will result in rejection of the application.

It is recommended that applicants do not wait until the last day to complete the online application. Applications should be completed as soon as possible after publication of the announcement for examination.

- C. Applicants must have a valid C.H.I.P. Card to submit an application. Applicants must make their own separate arrangements to take the C.H.I.P. physical agility test by accessing www.chip-inc.com or www.policeapp.com. The C.H.I.P. must be passed at the 40th percentile.
- D. **All correspondence and information regarding the application and testing process will occur through email and postings on Policeapp.com. Please be sure to check both on a regular basis to ensure receipt of crucial information.**

Please contact the Human Resources/Civil Service Department at (203) 797-4598 or humanresources@danbury-ct.gov if you need assistance or if you have any general questions.

4. Application Credit Information

- **Veteran's Credits:** Disabled and non-disabled veterans who are eligible for credits may have ten (10) or five (5) points respectively added to their earned scores if successful in the examination process. Veteran's credits must be claimed by affirmatively answering the appropriate question on the application itself and by providing a copy of the DD-214 separation papers at the time of the Written Exam. If the DD-214 is not provided at the time of written examination, then any claims for Veteran's points will be disallowed. This procedure is waived for any applicant who is already an employee of the City of Danbury and has already put his/her separation papers on file.
- **Residency Credits:** The City of Danbury does not require that Police Officer applicants be a resident of the City of Danbury. However, residents of Danbury will have three (3) points added to their earned scores if successful in the examination process. Residency points must be claimed by affirmatively answering the appropriate question on the application itself and by providing a copy of a valid driver's license indicating a Danbury residence at the Written Examination date. If such proof of residency is not provided at the time of the written examination, then any claims for residency credits will be disallowed.

Please note: Any and all of the above listed Credits are awarded only to a passing score on the written exam.

5. Application Review

The Civil Service Commission is responsible for reviewing the applications to determine if they are complete and meet the minimum requirements for the position. The Commission will review all of the applications for the Police Officer position during their monthly meeting following the closing date of the position.

If an application is accepted by the Civil Service Commission, then the applicant will be notified in writing via email and will be informed of the next step in the process. If the

Commission does not accept an application, the applicant will also be notified in writing via email. **All notifications will occur via email.**

6. Testing

Once an application is accepted by the Civil Service Commission, the applicant will be notified via email of the next steps in the testing process.

It is the applicant's responsibility to adhere to the City's testing schedule. Unless otherwise stated, there will be no make-up examinations or alternative examination dates.

If an applicant fails the test listed below, the applicant will be immediately eliminated from consideration for this hiring process.

Reasonable Accommodations in the testing process:

All requests for reasonable accommodations in the testing process along with medical documentation establishing the need for the accommodation must be submitted in writing to the City of Danbury Human Resources Department by the closing date of application.

The Written Examination (100% of the final score)

SATURDAY SEPTEMBER 16, 2017

This written test includes multiple choice questions that may include subject matters such as: observation and recall, cognitive abilities, written communication, reading comprehension and reasoning.

(Unless otherwise notified, applicants are not permitted to bring and/or use calculators, electronic devices, books or other reference materials during the examination).

A passing average score on this test will place an applicant on the Police Officer Eligibility List in rank order. The rank on this list is established according to the score on the written exam according to the percentages as indicated above plus any additional applicable points awarded as defined in Section 4. The resulting list is then certified by the Civil Service Commission and will be used to fill vacancies as they occur in the City's Police Department, as per Civil Service Rules. If the list is not exhausted, it remains in effect for one year. Furthermore, the Commission can decide to extend an eligibility list for one additional year.

Participation in the testing and recruitment process and/or placement on an eligibility list does not guarantee a continuance in the remainder of the hiring process nor does it imply or constitute an offer of employment.

7. Additional Testing Requirements

Once the eligibility list is certified, depending on the number of vacancies, candidates with the highest rank on the list will be interviewed by a panel of City Officials including the Police Chief. As future positions become available, applicants are interviewed from this list based on their rank for as long as the list is active.

Those candidates selected through the panel interview will continue in the selection process by participating in the following examinations. Each test phase must be passed in order to remain in the testing process. If any one of the test phases below is not passed, the candidate will be immediately eliminated from consideration for this hiring process and subsequently removed from the eligibility list.

Polygraph Examination

The Polygraph will be conducted by a licensed professional in order to verify information provided by candidates in all papers, documents and statements.

Psychological Examination

The candidate will complete a number of written psychological tests administered by a licensed Psychologist. This Psychologist will then conduct an interview which will assist in the scoring and interpretation of the entire evaluation.

Background Investigation

A thorough and complete background investigation will be conducted through the Police Department and Human Resources. At times, the background investigation may occur simultaneously with other exams listed in this section. Initially, the applicant will complete a Personal History statement which is a multiple page document that requests information regarding employment history, personal references, military service, etc. The Police Detective conducting the background investigation will review this questionnaire with the applicant for completeness.

The investigation will include, but is not limited to, the following inquiries: criminal history, employment history, driving record, educational history, credit history, military history, character references, etc.

Medical Testing/Drug Screening

Candidates who successfully complete the above testing will then be sent for a Health Physical and Drug Screen. The full physical exam will include but is not limited to: hearing exam, vision exam, EKG, work simulation, blood work, drug screen urinalysis, etc.

Cooper Exam

Within 60 days prior to entrance to the POSTC Academy, the Academy requires that a candidate pass its physical agility test also known as the Cooper Exam. The Cooper Agility test requirements are substantially similar to C.H.I.P. requirements and must be passed at the 40th percentile.

Applicants must meet the physical and medical requirements of the above tests and must possess:

- Vision: Each applicant's vision shall be at least 20/50 in each eye, correctable to 20/20 in each eye.
- Hearing: Each applicant shall have normal hearing without the use of any hearing aid or other device.

8. Appointment to the position of Police Officer

Once a candidate is appointed, he or she will be scheduled for a City of Danbury New Hire orientation. Subsequently, if the candidate is an entry level Police Officer, then attendance at the Connecticut Police Academy will begin. If the candidate is currently a certified Police Officer who already meets all Academy requirements with the appropriate documented records, then FTO training and Police Department orientation will be assigned accordingly.

- a. The basic training program at the Connecticut Police Academy is approximately 20 - 26 weeks long. Recruit Officers reside at the Academy from 6 a.m. on Monday to 6 p.m. Friday each week. Recruits must successfully pass, with a grade of 70% or better, each of 17 different academic areas as well as successfully pass each of a series of different practical skill areas (currently seven). Additionally, recruits must complete a field and departmental training program. The field training is 400 hours.
- b. All appointments to the Danbury Police Department shall be for a probationary period of one (1) year. During this time, the probationary Police Officer shall successfully complete all training and assignments and pass quarterly supervisory evaluations. Failure to complete the Academy and/or this probationary period may subject the Police Officer to discipline, up to and including termination.

POLICE OFFICER JOB DESCRIPTION
CITY OF DANBURY

GENERAL STATEMENT OF DUTIES:

Preservation of the public peace, the protection of life and property, the prevention of crime, and the proper enforcement of all laws and ordinances.

DUTIES AND RESPONSIBILITIES:

- Patrols assigned area on foot or in police cruiser;
- Responds to calls for police assistance while on patrol;
- Performs arrests;
- Investigates complaints, violations and accidents;
- Locates, collects, and preserves evidence;
- Reports information both orally and in writing;
- Directs and controls the flow of traffic in various locations;
- Maintains effective interpersonal relationships with the community;
- Gives testimony in court;
- Performs all related duties as required by the State of Connecticut Police Officer Standards and Training Council Job Description;
- Performs related duties as required in the Rules and Regulations of the Police Department.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge/Skills/ Abilities:

- Must complete and maintain all certificates required by law;
- Ability to understand and follow written and oral orders and instructions;
- Excellent communication skills and ability to interact with the public;
- Ability to think quickly and react effectively in emergencies;
- Ability to express ideas accurately both orally and in writing;
- Must be agile with sufficient physical strength and freedom from disabling conditions to perform police duties under potentially adverse and hazardous conditions.
- Must meet all requirements as indicated in the State of Connecticut Police Officer Standards and Training Council Job Description
- Must pass the basic Police Officer certification Course as prescribed by the State of CT Police Officer Standards and Training Council.
- No Felony or Class A or Class B misdemeanor convictions.

MINIMUM QUALIFICATIONS FOR APPLICANTS:

- Must complete and pass a basic training program as required by Connecticut State Statutes; must complete and maintain all certificates required by law;
- Must meet all requirements as indicated in the State of Connecticut Police Officer Standards and Training Council Job Description
- Must have solid computer skills;
- Must possess a High School Diploma or equivalent;
- Must possess a Valid Driver's License;
- Must be at least 21 years of age;
- Must be a US Citizen;
- 20/50 Vision to each eye, correctable to 20/20 in each eye;
- Normal hearing without the use of any hearing aid or other device;
- Valid CHIP Card with an expiration date that is later than the application closing date; (not applicable for Certified Police Officer Applicants)
- No Felony, Class A or Class B Misdemeanor convictions
- For lateral police officer applicants only, must have current certification in the State of Connecticut and must complete and maintain all certificates required by law.

Supervision Received:

Work is performed under the immediate supervision of a sergeant, lieutenant or other superior officer who reviews work frequently for completeness and conformance to orders and regulations.