

**ROUTING SLIP**

**TO:** Mayor  
Department Head: Peter Reichard  
Union President: Todd Lynch  
Building Division  
City Clerk  
Development & Planning Office  
Finance Department (Finance, Assessor's Office, and Tax Office)  
Fire Department (Headquarters, North Station, South Station)  
Highway Maintenance Shop  
Information Technology  
Mechanical Maintenance Shop  
Parks Maintenance Shop  
Police Department  
Public Utilities (1<sup>st</sup> Floor)  
Public Works Admin  
Public Works Building Maintenance  
Recreation Department  
Senior Center  
Solid Waste Collection  
Voters

**From:** Raquel Perkins  
Chief Examiner/Labor Assistant

**Date:** April 10, 2017

---

**Position(s):** CT Post Certified Police Officer

CITY OF NEW LONDON  
COMPETITIVE EXAMINATION  
For the Position of  
**CT POST Certified Police Officer**

Did you sign up for a career and end up with a job? Are you looking for an opportunity to use *all* of your skills? Then consider New London. A City Department with a substantial police force, the New London Police Department is seeking CT POST Certified Police Officers who are looking for more than an everyday routine.

---

**LAST DATE FOR FILING APPLICATION:**

Applications must be received in the Personnel Department on or before **May 22, 2017**. Current Salary range is \$61739 – \$70723 DOE.

---

**THE APPLICATION AND EXAMINATION PROCESS WILL INCLUDE THE FOLLOWING:**

1. Application: City of New London Employment Application. You are encouraged to also provide a resume.
2. Written Exam: A written examination will be administered to all applicants who are deemed qualified to advance in the recruitment process.
3. Technical/Oral Exam: A panel consisting of three professionals and a moderator will conduct the exam and scores will be mailed to the candidates. Applicants who do not meet the minimum standard will not be considered a qualified candidate and cannot proceed with any further testing.
4. Eligibility List: After formal testing has been completed; a ranked Eligibility List will be created. As positions become available, the Personnel Department will contact individuals on the Eligibility List. The Eligibility List will remain in effect for a period of one year after the testing has been completed.
5. Background Investigation: Will be administered after the Eligibility List is forwarded to the Police Department. Packets will be available to those who advance to the written exam and must be returned at the time of the technical/oral exam.
6. Polygraph: To be administered to top candidates selected by the Police Department, after receipt of all candidates' scores.
7. Psychological Examination: Pass/Fail – Will be administered to those selected by the Police Department.
8. Physical Examination: Pass/Fail – To be administered by the City physician to the selected candidates.

**Please note that failure of any portion of the examination means failure of the entire examination.**

**How to Obtain Information:** For an application (required), apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or visit the City of New London website at: [www.ci.new-london.ct.us](http://www.ci.new-london.ct.us). Applications may be dropped off or emailed to [jobs@ci.new-london.ct.us](mailto:jobs@ci.new-london.ct.us) Closing date is May 22, 2017, 3:00 p.m., EOE, MFH.

The application must be submitted before **May 22, 2017 at 3:00 P.M**

FLSA:  
 Grade:  
 Location:  
 Approved by Personnel Board: 2/22/88  
 Concurred Union  
 Hours:

**Title:** POLICE OFFICER

**GENERAL STATEMENT OF DUTIES:** Performs general duty police and crime prevention work in the protection of life and property through the enforcement of laws and ordinances; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is general duty police work consisting of routine patrol work in an assigned area, preliminary investigation and miscellaneous duties incidental thereto performed in accordance with departmental rules and regulations. The work necessitates the use of independent and mature judgement in making investigations and inspections and in deciding what course of action to take in emergency situations. A superior officer regularly checks the work and gives specific instructions and assistance when special problems arise, although a Police Officer is required to exercise initiative and discretion when faced with emergency conditions. Work is performed in accordance with established policies and procedures and is reviewed periodically for effectiveness by the superior officer, who also makes specific work assignments and renders assistance when special problems arise. The work involves an element of personal danger.

**EXAMPLES OF WORK:** (Illustrative only)

Enforces the laws and ordinances of the City and all other pertinent laws;  
 Patrols an assigned area during a specific period on foot or in motorized police equipment;  
 Checks doors and windows and examines premises of unoccupied buildings or residences to detect any suspicious conditions;  
 Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances;  
 Completes and submits applications for arrest, search and bench warrants;  
 Serves certified warrants as required;  
 Accompanies prisoners to headquarters, jail or court and appears in court as arresting officer;  
 Delivers sentenced prisoners to institutions;  
 Directs traffic, exercises discretionary power in taking police action in either arrests or issuing infraction tickets or summons to those who violate traffic regulations or City ordinances;  
 Checks automobile parking in restricted areas and gives violation tickets when necessary;  
 Works at desk and answers telephone, dispatches patrol cars, operates radio transmitter, maintains records, prepares reports, sends and receives messages or teletype and performs other clerical and administrative duties as required or directed;  
 Fingerprints and books prisoners, and sees that medical care is provided if needed;  
 Looks up police records of prisoners;  
 Periodically checks cell blocks;  
 Attends fires or accidents in assigned area as directed giving all possible assistance and preparing necessary reports;  
 Maintains order in crowds and attends parades, funerals or other public gatherings;  
 Watches for stolen cars and wanted or missing persons;  
 Makes investigations and enforces City and State laws pertaining to juvenile offenders;

Title: POLICE OFFICER

**EXAMPLES OF WORK:** (Continued)

Answers criminal complaints and takes necessary corrective action;  
Gives general information to the public in regards to laws and ordinances;  
Operations patrol vehicles and mobile equipment, as required;  
Takes and develops photographs of major accidents and scenes of crime, as required;  
Assists fellow officers, shares experiences, etc.;  
Assumes the duties and responsibilities of Police Desk Sargent in his absence as directed;  
Enforces parking meter ordinance while on foot patrol or assigned as Parking Meter Inspector.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of approved principles, techniques and practices of police work; good knowledge of laws and ordinances governing local police work; good knowledge of first-aid methods; good social and general intelligence; ability to deal effectively with mal-adjusted persons; ability to understand and carry out complex oral and written instructions; good judgement; ability to drive an automobile and scooter; skill in the use of firearms; good powers of observation and memory; ability to be courteous and firm with the public; good judgement; dependability; excellent moral character; physical strength and ability; excellent physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of a State approved high school program supplemented by 30 semester hours or 48 quarter hours of education at an accredited college or university, or any combination of training and experience which provides the required knowledge, skills, and abilities required of police officers; ability to complete state prescribed training as directed by the Municipal Police Training Council.

Approved by the Personnel Board 2/22/88