

RECEIVED FOR FILING
JAN 27 2012
TOWN CLERK'S OFFICE
EAST HAVEN, CONN.

Stacy G. Liccillo
TOWN CLERK
CIVIL SERVICE COMMISSION

EAST HAVEN

Notice of Testing

The Civil Service Commission announces an open-competitive examination for the position of Police Officer C in The East Haven Police Department. This examination will be conducted by South Central Criminal Justice Administration.

TIME:	To Be Announced
DATE:	To Be Announced
PLACE:	To Be Announced
SALARY:	\$ 50,382 per year, 40 Hours per week, rotating

Duties: See attached job description.

Qualifications: Candidates must possess a valid Driver's License from the State of Connecticut, a High School Diploma or GED, must be 21 years of age and pass a physical examination, polygraph test, psychological test and background investigation in addition to Civil Service testing. P.O.S.T. certified officers are encouraged to apply.

Examination: The examination will consist of a physical agility test which has a pass/fail grade; a written test which had a pass point of 60% and is worth 2/3rd of the final grade; and an oral exam with a pass point of 60% and is worth 1/3rd of the final grade. Each section of the exam must be passes before moving to the next phase.

The application for testing is available from the Civil Service Office and the Office of the Mayor, 250 Main Street, East Haven, Monday-Friday, 8:30 am to 4:30 pm or online at www.sccjact.com. There is a \$40 application fee to participate in this examination.

Applications must be returned by February 29, 2012 to:

**South Central Criminal Justice Administration
675 State Street
New Haven CT 06511**

Andrea M. Liquori

**Andrea M. Liquori
Chief Examiner**

The Town of East Haven is an Equal Opportunity Employer. Minorities, Veterans, Females and the Handicapped are encouraged to apply.

POLICE OFFICER GRADE C

GENERAL DESCRIPTION OF DUTIES:

Patrols an assigned area to prevent and detect violations of laws and ordinances; carries out special and extra duty details when assigned; maintains order and protects life and property; directs and controls traffic movement when required; makes arrests for violations of laws; prepares reports on arrests and investigations; maintains various records on activities; attends court and testifies when required; undertakes duties of dispatcher when assigned to headquarters work; and is subject to frequent reviews for completeness and conformance to orders and regulations of the department.

DESIRABLE KNOWLEDGE, SKILL AND ABILITY:

Working knowledge of criminal laws, State Motor Vehicle laws and Town Ordinances; knowledge of modern principles, practices and procedures of police work; working knowledge of first aid methods; some knowledge of court procedures and the presentation of evidence; ability to follow oral and written reports of investigations of offenses, violations and accidents; working knowledge of legal powers of Police Officers; ability to deal cooperatively, fairly and firmly with the general public; extensive knowledge of street layouts and building locations.

PHYSICAL REQUIREMENTS:

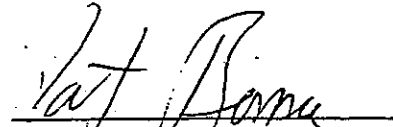
Sound physical condition, determined by a medical examination; at least twenty one (21) years of age; no disease or abnormality which tends to impair health or usefulness; weight proportionate to height; considerable physical agility, stamina and endurance.


CHARACTER REQUIREMENTS:

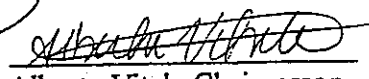
Good steady habits; no criminal record; no dishonorable discharge from any public force or the Armed Forces.

EXAMPLES OF DUTIES PERFORMED:

1. Drives cruiser on assigned shifts; directs traffic and protects pedestrians.
2. Investigates complaints, violations and accidents and completes reports.
3. Checks regularly on business establishments and vacant homes.
4. Tags automobiles for illegal parking.
5. Makes arrests and detains and questions offenders.
6. Prepares reports and assembles evidence for court cases.
7. Receives and sends radio messages and takes telephone calls when assigned to headquarter's work.
8. Keeps sharp lookout for stolen cars, suspicious persons and violations.
9. Reports unsafe and hazardous conditions observed when on patrol.
10. Assists stranded motorists, injured persons and ill persons.
11. Lends assistance at fires and other serious occurrences.
12. Gives directions and answers questions for public as requested.
13. Escorts and guards payroll deliveries.
14. Maintains order at dances, theaters and public meetings.
15. Does related duties as required.


Pat Romano, Chairperson
Board of Police Commissioners


Troy Raccuia, President
Local #1662


Alberta Vitale, Chairperson
Civil Service Commission