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TOWN CLERK'S OFFICE
EAST HAVEN, CONN.
Stacy Gravino, CCTC
TOWN CLERK

TOWN OF EAST HAVEN

CIVIL SERVICE COMMISSION

NOTICE OF TESTING

The Civil Service Commission is recruiting Lateral Transfers for the position of Police Officer "C" with the East Haven Police Department. This position is open to P.O.S.T. Certified Police Officers only.

Salary:	**$50,382 per year**
Schedule:	**79.5 Hours every two weeks**

This is a rolling recruitment process that will be open indefinitely.

Qualifications: Candidates must be P.O.S.T. certified Police Officers in the State of Connecticut, a U. S. citizen, possess a valid motor vehicle license from the State of Connecticut, a High School Diploma or GED, be at least 21 years of age and pass a Medical Examination with drug screening, polygraph test, psychological test, background examination, examination of fingerprints, physical fitness test, personal interview and any other P.O.S.T. requirements for lateral transfer. Please attach a copy of your P.O.S.T. Certification, Driver's License, High School Diploma or GED, Birth Certificate or Social Security Card and DD214, if applicable, to your application.

Application Fee: There is a $60.00 fee payable online to PoliceApp.com.

- **Examination:** A written test with a pass point of 60% and is worth 100 % of the final grade and successful completion of the Integrity portion of the exam and a Physical Agility Exam which is pass/fail at the 40th percentile. Applicants must meet all P.O.S.T. requirements for lateral transfer.

The application is available online at www.PoliceApp.com/Easthavenct.

Andrea M. Liquori

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Chief Examiner

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

250 MAIN STREET • EAST HAVEN, CONNECTICUT 06512
www.townofeasthavenct.org • (203) 468-3375 • Email: andrea.towneh@sbcglobal.net

POLICE OFFICER (Grade A/B/C)

DEFINITION:

Under the general supervision of a Police Sergeant or Police Lieutenant performs a wide variety of patrol and related duties involving the prevention and detection of crime, preserving the public peace, the protection of life and property and the enforcement of laws and ordinances; securing inspection of commercial establishments and vacant buildings, motor vehicle violations, parking violations, accidents and suspicious activities, conduct investigations, assists in the preparation of cases and testifies in court; serve in specialized departmental roles as assigned; provides information and assistance to the public; performs related work as assigned. All activities shall be performed under basic law enforcement services in accordance with the mission, goals and objectives of the East Haven Police Department in compliance with governing federal, state, and local laws.

KEY DUTIES:

This sworn, working-level law enforcement class performs all non-supervisory assignments found in a municipal police department. While incumbents are normally assigned to a specific geographic area for patrol or traffic enforcement, all functional areas of the law enforcement field, including investigation, youth services, administration, and training are included. Officers may be armed and may be assigned to work in uniform or plain clothes. Under regular supervision, performs basic law enforcement services in accordance with the mission, goals and objectives of the East Haven Police Department in compliance with governing federal, state, and local laws. The Police Officer shall compile and complete necessary crime and incident reports provide assistance to other divisions or units as may be required, and render miscellaneous police, field and support services as directed by the Chief of Police. Shift schedules and job assignments may be changed periodically to assure the maximum delivery of effective police service. This class may be assigned in the supervisory role of records room supervisor over civilian personnel only. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

Examples of Key Duties: (Duties are illustrative and not inclusive and may vary by individual assignment)

- Patrols the Town within an assigned to secure life and property, observe situations, report suspicious or criminal activity, hazardous conditions and deter crime by providing high visibility.
- Responds to emergency calls for service (medical, fires, catastrophes), disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities and other Incidents to protect public safety and property, resolve problems, diffuse situations and enforce laws and ordinances In order to maintain order and control.
- Provides information, directions and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Develops and maintains effective working relationships with the community, including specific targeted groups, such as the elderly or school-age youth.

- Assists in developing community crime prevention programs; speaks and educates local business, school, civic, and social groups.
- Observes, monitors and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; provides direction and traffic control in accident or incident situations, special events or other congested situations.
- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required.
- Secures crime scenes and evidence; interviews suspects, victims and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Provides oversight on juveniles and delinquents and works on cases involving unfit homes and crimes committed against or by juveniles.
- Assists the Town Attorney or the State's Attorney staff in preparing, documenting and developing cases and gathering information; testifies in court as required.
- Directs the activities of police support personnel and/or volunteers in office and field situations.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Prepares reports; prepares and maintains logs, records and accurate files.
- Serves writs, warrants, subpoenas and other legal documents.
- May be assigned to assist in conducting special studies of crime prevention, traffic control, or other Police Services issues.
- Performs other duties of a similar nature or level.

Essential Job Functions

- Patrol the Town of East Haven and observe conditions which may foster a criminal environment or hazards which may threaten the peace and welfare of the community.
- Maintain frequent and conspicuous patrol to deter crime and ensure the security of persons and property in the patrol unit's area of responsibility. In addition, members shall render miscellaneous police patrol services such as aiding sick, lost or injured persons; discovering and reporting fires and fire hazards, leaking water and gas mains, sidewalk and highway defects, defective street lights, obstructions in the highway; traffic signs that are obstructed or missing; and checking licenses and permits.
- Obtain and record all necessary and required data relative to each crime or incident coming to their attention.
- Familiarize themselves with the identity of criminally prone persons in their assigned area.
- Make note of all licensed establishments of any nature, including garages, which are located in their area, and become familiar with all business conducted therein.
- Report all unlicensed places or persons required by law to have a license and all cases where provisions or limitations of a license are violated.
- Report for duty and be present at the time specified by competent authority; be properly equipped with regulation equipment in proper condition; acquaint themselves, before going on duty, with the current information published or posted on Department bulletin boards, including descriptions of wanted persons and lists of stolen or wanted vehicles.

- Notify or cause to be notified the shift supervisor when they require relief from duty because of sickness or injury, if they are able to do so, and shall properly be relieved of their duty.
- They shall, if assigned to be the operator of a patrol car, be constantly alert to all calls from the dispatcher and shall complete assignments as quickly as possible, giving the dispatcher all the necessary information concerning their actions on the assignment. They shall, upon failing to hear a call within thirty minutes, make contact with headquarters for verification of the radio system.
- Be assigned the responsibility of carrying out the traffic functions and shall investigate accidents, control parking, regulate traffic flow, and provide school traffic safety when assigned. In addition, they shall institute legal proceedings to prosecute all offenders of traffic laws and ordinances and make recommendations to the court for disposition of such violations when requested.
- Be responsible for receiving, filing, serving, and returning the warrant to court. Tasks associated with these functions shall consist of proper recording of all warrants received from the court, recording and assuring attempts to serve each warrant.
- Ascertain that all radios assigned to her/him are tested and in working order at the beginning of their tour of duty.
- Be guided in all cases by the appropriate provisions of this manual and the standard operating procedures established by the Department.
- Perform other duties as prescribed by the Chief of Police or his designee.

Essential Functions and Tasks of an East Haven Police Officer:

- Arrest and Detain Persons
- Advise persons of Constitutional (Miranda) rights.
- Apprehend and place juvenile offenders in custody.
- Arrest persons with a warrant.
- Arrest persons without a warrant.
- Code violations/property maintenance issues
- Execute arrest warrants.
- Plan and organize service of arrest warrant.
- Complete necessary forms and affidavits to obtain arrest warrants.
- Request verification of warrants before execution.
- Obtain arrest warrant and/or make proper return.
- Exercise discretion (choice) in selecting appropriate police action.
- Fingerprint suspects or prisoners taken into custody.
- Observe persons in custody to determine whether they are intoxicated or in medical distress, mentally ill, retarded, etc.
- Take mentally deranged persons into custody for their own protection and that of others.
- Contact mental health resource (program, facility, etc.) to obtain help for disturbed person.
- Book persons in custody by completing arrest and related forms.
- Check individual making bail for outstanding warrants.
- Examine physical condition/appearance of prisoners and/or persons in custody to assess need for medical attention.

- Confer with prosecutor regarding or to obtain warrant authorization from judge.
- Assist Fire and EMS Agencies
- Protect Crime Scene and Collect Evidence and Information
- Secure crime scene, i.e. establish security perimeter.
- Analyze crime scene to determine need for specialist processing.
- Collect evidence and property from crime scene.
- Fill out forms to document chain of custody of evidence.
- Examine evidence from crime scene to determine relevance.
- Use drug test kit to test evidence.
- Package (bag and tag) evidence.
- Initial/mark/label evidence.
- Initial/mark/label recovered property.
- Enforce DUI/Traffic Laws/Traffic Accidents
- Administer Standardized Field Sobriety Tests Arrest DUI or DWI suspects.
- Complete DUI or DWI arrest reports.
- Seize operator's license from motorist if blood-alcohol test is refused.
- Inspect vehicles involved in accident to assess damage, cause, etc.
- Search for and collect physical evidence at accident scene.
- Control spectator access at scene of police incident
- Investigate accident to determine causes or factors contributing to an accident.
- Collect facts of accident to determine charges.
- Issue citation for violation in a traffic accident.
- Determine point or area(s) of impact or point or area(s) of occurrence
- Hand sketch diagram of traffic accident.
- Direct traffic at scene of accident investigation.
- Follow agency procedures or state statutes to impound and inventory vehicles.
- Identify and interview owners and others involved in traffic accident.
- Locate and interview witnesses to traffic accidents.
- Use measuring device to measure traffic accident scene, e.g. skid marks, etc.
- Assess need for and organize emergency assistance for traffic accident e.g., wrecker, ambulance, sand truck).
- Take measurements at traffic accident scene (e.g., triangulation, baseline, etc.).
- Review/consider facts of case and State Motor Vehicle Code to select most appropriate charge and/or enforcement action.
- Make custodial traffic arrest.
- Operate Patrol Vehicle.
- Engage in high speed response driving in congested area.
- Engage in high speed response driving off road.
- Engage in high speed pursuit driving on open road.
- Operate patrol vehicle in driving rain.
- Operate patrol vehicle on dirt/gravel covered road.
- Operate patrol vehicle on ice/snow covered road.
- Operate patrol vehicle at night.
- Execute Motor Vehicle Stop

- Execute stop of motor vehicle and approach and talk to operator and passengers.
- Observe operators eyes, body movements, actions, etc. to evaluate his capability to operate vehicle
- Activate emergency equipment and direct violator vehicle out of moving traffic to execute traffic stop.
- Direct offending vehicle out of moving traffic to execute felony stop.
- Watch occupants of stopped vehicles to identify unusual or suspicious actions.
- Execute felony motor vehicle stop.
- Stop vehicles to investigate, warn or arrest occupants.
- Conduct Search and Seizure
- Conduct full search of arrested persons.
- Conduct frisk or pat down.
- Handcuff suspects or prisoners.
- Search automobile.
- Search automobile incident to arrest.
- Conduct warrant less search of premises or property in hot pursuit, with or without consent, incident to arrest, etc.
- Seize contraband, weapons and stolen property from suspects.
- Use Physical Force to Control Persons
- Restrain unruly or violent individuals; remove from public areas and effect arrest if necessary.
- Break up fights.
- Use holds or devices to control or take suspect down.
- Subdue physically attacking persons.
- Use weaponless defense tactics.
- Subdue person resisting arrest.
- Grip person tightly to prevent escape/control movement.
- Disarm violent armed suspect.
- Use Deadly Force
- Participate in firearms training.
- Carry authorized firearm when off duty.
- Clean and. inspect weapon.
- Discharge firearm in low light conditions, e.g. at night, in darkened room, etc.
- Discharge firearm at person.
- Discharge firearm from protective cover position.
- Draw weapon to protect self or third party.
- Detain person at gun point.
- Clear malfunction of various firearms.
- Reload firearms under combat conditions.
- Fire weapon in dark environment while using flashlight.
- Discharge shoulder weapons, e.g. rifle, shotgun, etc.
- Conduct Initial Investigation of Various Crimes and Events
- Administer cardio-pulmonary resuscitation (CPR).
- Administer mouth-to-mouth resuscitation.

- Apply basic first aid to control bleeding.
- Apply basic first aid to treat for amputations.
- Apply basic first aid to treat for diabetic reaction.
- Apply basic first aid to treat for electric shock.
- Apply basic first aid to treat for gunshot wounds.
- Apply basic first aid to treat for heart attack.
- Apply basic first aid to treat for stabbing or puncture wounds.
- Apply basic first aid to treat for choking, e.g. Heimlich maneuver.
- Help evacuate areas endangered by explosive or toxic gases, liquids, or other spilled materials.
- Place barricades on roadway to protect or secure area, vehicle, etc.
- Recognize signs of suicide risk in prisoner/arrested person.
- Talk with persons attempting to commit suicide to get them to delay or stop their attempt.
- Use protective gear to prevent contact with infectious diseases, blood borne pathogens, etc.
- Put on and take off emergency protective gear; e.g. breathing apparatus, gown, gloves, etc.
- Observe individual to recognize signs of mental illness.
- Take control of publicly intoxicated/mentally disturbed person.
- Conduct Initial Investigations of Various Crimes and Events.
- Interview complainants, witnesses, etc.
- Listen closely to interviewee, suspect, etc. to ensure full understanding of person's words.
- Conduct neighborhood canvas to collect crime-related information.
- Conduct intelligence activities, e.g. computer checks, backgrounds, on known or suspected offenders.
- Conduct field or scene one-on-one "show up" with victim or witness to identify a suspect.
- Talk with law enforcement personnel to obtain or provide assistance in investigations and to exchange information.
- Interrogate/interview suspects.
- Recognize and define elements of individual criminal charges.
- Conduct initial investigations of various criminal and non-criminal events.
- Write and Read Reports and Other Documents
- Write in depth narrative reports containing complete sentences and paragraphs (e.g., investigative reports, supplemental/follow up reports).
- Prepare arrest related paperwork, e.g. Prosecutor's Report, Custody Form, Officer's Statement, etc.
- Write down sworn confessions or other sworn statements from suspects, victims, and witnesses.
- Describe in written form the statements of witnesses and complainants.
- Summarize in writing the statements of witnesses and complainants.
- Read reports, legal papers, etc. to maintain knowledge of law enforcement work.
- Read court and legal papers to determine meaning and proper law enforcement response, e.g. domestic violence orders, restraining orders, etc.
- Read/review warrants and affidavits to ensure completeness and accuracy.

- Record in writing the circumstances related to issuance of traffic citation.
- Conduct legal research in state and local laws, etc., to determine proper charges or practice.
- Read and comprehend department policy and procedure and apply same to law enforcement practices.
- Fill out affidavits and reports to document citizen's complaint.
- Write field notes to record actions, interviews, etc.
- Present Evidence and Testimony
- Confer with prosecutor prior to testimony regarding case.
- Read/review case reports and notes to prepare for court testimony.
- Present evidence and testimony in legal and administrative proceedings, e.g. preliminary hearing, trial, grand jury, etc.
- Intervene in and Resolve Human Relations Problems/Conflicts
- Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.
- Enforce restraining/protective order under Connecticut Domestic Violence Law.
- Use voice and words to calm a situation, send message, etc.
- Talk with families of juvenile suspects or defendants to advise, notify, counsel, etc.
- Control hostile groups (e.g. demonstrators, rioters, bar patrons, or social gatherings).
- Speak confidently to project control, self-assurance, etc.
- Maintain control of oneself.
- Maintain personal calm to prevent making situation worse.
- Offer alternatives to resolve conflict between disputants.
- Use body language to project control and influence situation.
- Observe person's body language to assess attitude, intentions, etc.
- Use voice commands to project control and direct action.
- Perform General Patrol Duties
- Use flashlight, illuminated baton or hand signals to direct traffic.
- Look for and identify suspect vehicle by color and description.
- Observe moving vehicles to identify possible criminal activity,
- Look at insignias, tattoos, clothing and their colors to identify possible gang affiliation, criminal suspects, etc.
- Inspect patrol vehicle for weapons and contraband (e.g., before and after prisoner transport).
- Smell and investigate unusual odors.
- Monitor department radio communications to stay aware of police activity.
- Observe crowds at large gatherings (e.g., concerts, fairs, athletic events, strikes) to detect problems or illegal activity.
- Perform law enforcement duties in all weather and temperatures.
- Speak to hostile groups to quiet them.
- Transport prisoners.
- Describe persons to other officers (e.g., suspects, missing person).
- Prepare request for emergency evaluation of individual.
- Direct actions of law enforcement or public service personnel arriving to assist.
- Guard arrested persons outside of detention facility.

- Respond to and control scene involving barricaded subject.
- Conduct field interview of suspicious person.
- Investigate suspicious vehicle.
- Maintain courteous relationship with citizens to foster positive relationship
- Behave in a positive and fair manner to develop and maintain trust relationship with citizenry.
- Use police radio equipment to communicate.
- Search for person in darkened building or environment.
- Hold flashlight while performing various law enforcement duties.

EQUIPMENT USED TO PERFORM OR IN PERFORMANCE OF ESSENTIAL TASKS

1. Automobile
2. Body armor (hidden vest, exterior vest)
3. Breathalyzer/Intoximeter/Intoxilyzer
4. Business directory
5. Pepper spray
6. Car door lock opening device
7. Drug and narcotic I.D. field kit
8. Baton, Either Side Handled or Straight (i.e. PR-24, ASP Collapsible, etc.)
9. Fire extinguisher agents
10. Gas pump
11. Blood-borne pathogen protection equipment
12. First aid kit
13. Road flares
14. Flashlight
15. Flexi cuffs
16. Handcuffs
17. Hand-held police radio (Walkie-Talkie)
18. Manual traffic control device
19. Public address system
20. Traffic cones
21. Alley light
22. Speed LASER or RADAR unit
23. Semi-automatic pistol
24. Shotgun
25. Patrol Rifle
26. Spotlight
27. Stationary computer terminal/laptop computer
28. Police vehicle radio equipment
29. Typewriter
30. Suspect ID camera
31. Print roller
32. Lights and sirens
33. Marking chalk
34. Rubber gloves

35. Tape measure
36. Barrier tape
37. Ballistics body armor
38. Ammunition/magazine/clip
39. Weapon cleaning equipment
40. Fluorescent vest
41. Mug shot camera
42. Telephone equipment
43. Riot Helmet
44. Or equipment ordered/provided by the East Haven Police Department

If assigned as Department's Training Officer:

- The Department's Training Officer's responsibilities are separated into two important roles: Training and Recruitment.
- Coordinate training of all police officers in the various skills essential to the effective execution of police responsibilities
- Liaison with the Police Officer Standard and Training Council for the provision of recruit and all regional training programs and department training on curriculum areas as prescribed by the Chief of Police.
- Plans, develops, presents, coordinates, and maintains records of training programs and on training received by each officer; trains staff in work procedures; Maintains and directs the maintenance of training files.
- Make every attempt to insure a training curriculum which will enhance the role, responsibilities, and performance of individual officers.
- Constantly evaluate current and future training needs of all units of the Department.
- Formulate and assist in establishing curricula covering the needs of the Department, coordinate in-service training, and administer such examinations consistent with in-service training as may be deemed necessary by the Chief of Police.
- Coordinate the training of selected personnel as instructors with the Connecticut Police
- Academy, coordinate and cooperate in the handling of special training projects undertaken by the various units of the department, including the preparation and distribution of training material.
- Prepare and provide the Chief of Police with continual progress reports of training within the department, and maintain adequate records for annual reports of all activities of the training function.
- Provide certified instruction as prescribed by the Chief of Police.
- Coordinate the necessary programs as mandated by the policy of the POST council.
- Prepare annual budget requests for review and submission.
- Perform all other duties as may be prescribed by the Chief of Police Recruitment.
- Coordinates sworn personnel selection procedures, including conducting interviews and acting as liaison with background investigators, and medical/psychological screening professionals.
- Develops the recruitment plan and oversees the hiring process from beginning to end.

- Conducts interviews, background checks, physical agility tests, oral and written examinations, scheduling for polygraph and psychological examinations.

If assigned as Records Supervisor:

- Supervises and participates in the work of assigned employees in the operation of the Police Records Division; directs, coordinates and evaluates work performance.
- Plans, oversees, and coordinates the collection, maintenance, retrieval, and distribution of official law enforcement documents and information in accordance with federal and state laws and department policies; maintaining an adequate follow-up system to ensure completion of each.
- Coordinates the dissemination of information to department staff, attorneys, courts and the public in compliance with laws, regulations, guidelines and procedures.
- Develops, revises, and implements policies, procedure and guidelines to ensure compliance with statutes affecting police department records functions, including confidentiality and release of records and criminal history information.
- Serves as the custodian of records for the Police Department, including accepting and responding to subpoenas for the release of records, establishing schedules and methods for records maintenance, directing the destruction of police records in accordance with departmental policy and state and federal mandates and maintaining procedures for security of and access to police records; testifies in court as custodian of records or as otherwise required.
- Directs maintenance of departmental record-keeping system in accordance with legal requirements, Town, and departmental policies and accepted standards.
- Identifies and seals juvenile records in accordance with Court orders.
- Maintains effective work procedures in the records section; analyze, design and implement changes and decisions as necessary, coordinating with other sections within and outside the
- Police Department; insures departmental compliance with relevant laws, regulations and policies.
- Interprets, applies and enforces all current laws, regulations and procedures governing the security and processing of police records; train sworn and non-sworn personnel on changes in laws and new systems and resources available in records management; creates new or updates existing procedures and forms to comply with laws and regulations.
- Conducts research, compiles data and information and prepares reports on records and service related issues as assigned by the Police Chief; assists with coordination of services on departmental projects.
- Prepares Section's annual budget and monitors expenditures throughout the year; secures service for maintenance of record's equipment; approves purchases of all section supplies and equipment.
- Coordinates the receipt, recording, and dismissal of warrants; liaison to the Sheriff's warrant systems.
- Coordinates computerized records and dispatch computer systems with other criminal justice agencies at the local, state and federal level.
- Represents the department on issues relating to computerized records systems with the Department of Justice, County court system and other criminal justices agencies.

- Attends organizational and governmental agency meetings regarding operational performance and procedural issues in the field of police records management.
- Performs other related duties as assigned.