

**CITY OF WATERBURY
HUMAN RESOURCES DEPARTMENT**

Open Competitive Exam # 2150

OPEN COMPETITIVE EXAMINATION FOR: POLICE OFFICER

SALARY: \$1,095.00 per week

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation; paid Sick Days; paid Personal Days.

IMPORTANT:

1. Veterans – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. Residents – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the locations listed below.

Applications must be submitted only to the City of Waterbury Human Resources Office located in the Chase Municipal Building, 236 Grand Street- Room 202, Waterbury, CT 06702 . Applications must be received and placed on file no later than **4:50pm** on:

OCTOBER 4, 2017

EXAMINATION FEE: A non-refundable examination fee of \$50.00 for Waterbury residents and \$100.00 for non-Waterbury residents must be submitted at the examination. **Please DO NOT submit your check with application. THE FEE MUST BE PAID BY A BANK CHECK OR MONEY ORDER ONLY, MADE OUT TO THE “CITY OF WATERBURY.” No Personal Checks will be accepted.** (Please Note: Financial waivers are available. See attached Affidavit for Waiver for details)

APPLICATIONS will be available at the following locations indicated below, **but they must be submitted to the Human Resources Department.** No applications will be given outside of these time periods:

| | | |
|---|--|---|
| City of Waterbury HR Department Room 202 236 Grand Street Monday – Friday 8:50 AM – 4:50 PM | Waterbury Police Department Front Desk 255 East Main Street Monday – Sunday 24 hours | Waterbury Police Department Community Relations Division 70 Pine Street Monday – Friday 9:00 AM – 3:00 PM |
|---|--|---|

| | | |
|---|--|---|
| <p><u>In order to qualify for this exam, you must meet the following criteria as of the final closing date.</u></p> <ul style="list-style-type: none"> • Possession of a High School Diploma or G.E.D. (Must submit a copy with Application) • Be a Citizen of the United States. • CHARACTER: Good moral character and habits. <u>(Criminal Background Process will be done)</u> • Must have a valid Motor Vehicle License with a good driving history • AGE: Twenty-one (21) years to be eligible for certification to position of Police Officer. • Applicants age eighteen (18) and above may apply. | <p>The Parts & Weight for this exam are:</p> <p><u>COMPONENT</u></p> <ol style="list-style-type: none"> 1. Written Exam 2. Physical Agility * 3. Oral Interview 4. Background & Polygraph 5. Psychological ** 6. Medical ** 7. Physical Agility *** (2nd time) | <p><u>WEIGHT</u></p> <p>100%</p> <p>Pass/Fail</p> <p>Pass/Fail</p> <p>Pass/Fail</p> <p>Pass/Fail</p> <p>Pass/Fail</p> <p>Pass/Fail</p> |
|---|--|---|

* No retests will be allowed for candidates who fail the physical agility examination(s) prior to going to the Connecticut Police Academy. Individuals going on to the Academy will be tested a minimum of four more times before exiting the Academy. *Physical agility Standards are available with this Police Officer announcement and at www.ct.gov.*

** After a conditional offer of employment is made.

*** Second Physical Agility to be taken within 30 days of entering Academy.

Individuals appointed shall be required to serve a working probationary period which, in effect, is the final phase of the examination. A copy of the job description for this position is on file in the Human Resources Department.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER.

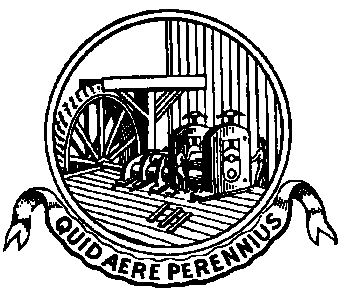
M/F/D/V

(Save this page and the General Conditions page for your records- submit remainder of application)

GENERAL CONDITIONS

1. Applicants must complete an “Application for Examination.” Job postings and applications are available at www.waterburyct.org or at the Human Resources office. Applications may be obtained and/or accepted in person. Incomplete or illegible applications will be rejected. No copies will be made by the Human Resources Department.
2. The Human Resources Department does not formally acknowledge receipt of applications. If an applicant does not meet the minimum qualification requirements for this position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the Civil Service examination, if applicable. Postmarks will not be accepted. Applications must be received by the closing date and time.
3. Requirements for claiming veterans’ credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran’s credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.
4. **FOR ALL EXAMINATIONS, five (5) points shall be added to your final passing score if you complete the portion of the application regarding RESIDENCY and you are a domiciled resident of the City of Waterbury at the time of examination and continuously until certification into the position. The residency portion of your application must be completed by the closing date of the applications. Failure to do so may result in not receiving points.**
5. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A pre-employment/post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.
6. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing.
7. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.
8. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources except for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.
9. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to provide reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the matter.
10. No certification to a position is deemed final until a probationary period is successfully completed.
11. Appeals for failure to meet minimum qualifications may be filed in the Department of Human Resources. They must be received within seven (7) days of the date on the letter notifying you of non-qualification of application. (Include the date of the letter.)
12. The Human Resources Department does not accept phone inquiries regarding the status of job postings, or tests, or applicant standing on lists.

EEOP Utilization Report is available upon request.



CITY OF WATERBURY

HUMAN RESOURCES

236 Grand Street

Waterbury, CT 06702

Phone 203-574-6761 Fax 203-574-8087

An Equal Opportunity Employer

APPLICATION FOR POLICE OFFICER EXAM OPEN COMPETITIVE # 2150

| | |
|--|---|
| GENERAL INFORMATION | If currently deployed on Military Active Duty check this box <input type="checkbox"/> |
| Name: _____ | |
| (Last) | (First) (Middle) |
| Address: _____ | |
| (Street/Apt #) | (City) (State) (ZIP) |
| Telephone Home: (____) _____ Work: (____) _____ Cell: (____) _____ | |
| May We Call You At Work? YES / NO Best daytime contact: Home / Work / Cell | |
| Email Address: _____ | |
| Are you now, or have you ever been employed by the City of Waterbury? YES / NO If yes, please give dates of employment and job title. _____ | |
| Are you currently a U.S. Citizen?... YES / NO | |
| Are you age 18 or older?..... YES / NO Date of Birth (<i>if under 21yrs</i>) (MM/DD/YYYY) ___/___/___ | |
| Are you 21 or older?..... YES / NO Email Address _____ | |

EDUCATION

| | | |
|-------------------------------|--|---|
| Indicate Last Grade Completed | Name and Address of High School Last Attended MUST SUBMIT A COPY OF HS DIPLOMA OR GED WITH APPLICATION | <u>Circle One</u> HS Diploma or GED |
|-------------------------------|--|---|

Do you have a valid Driver's License with a good driving history?.....**YES / NO**

CERTIFICATION: I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment. I voluntarily give the Civil Service Commission of the City of Waterbury, Connecticut, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

I attest that the above information is true; I understand that if I am offered a position: **(a)** I will be responsible for the requirements and terms of the job description, **(b)** I will be required to attend training and orientation as needed for the position **(c)** an offer of a position may be contingent upon my completing and verifying required certifications at least two weeks before the position starts, and upon successfully completing other requirements.

SIGNATURE: _____ **DATE:** _____

SOCIAL SECURITY NUMBER _____ - _____ - _____

(Must be provided)

CIVIL SERVICE OFFICE USE ONLY

| | | | |
|--|---------------|-------------|----------|
| Q _____ | Res Pts | Yes _____ | No _____ |
| NQ _____ Educ. _____ Exp. _____ Other. _____ | Vets Pts (5) | Yes _____ | No _____ |
| Rejected _____ | Vets Pts (10) | Yes _____ | No _____ |
| Comments _____ | Sen. Pts | _____ | |
| Reviewed by: _____ | Date: _____ | Rank: _____ | |

**CITY OF WATERBURY
CIVIL SERVICE COMMISSION
REQUEST FOR RESIDENCY CONSIDERATION**

**NOTE: THIS SECTION MUST BE COMPLETED BY CITY OF WATERBURY
RESIDENTS IN ORDER TO BE ELIGIBLE FOR RESIDENCY POINTS.**

In order to qualify for residency consideration in accordance with City of Waterbury Charter and the Civil Service Rules and Regulations, the Civil Service Office requires that candidates provide irrefutable evidence to substantiate that, at the date of application (no later than the closing date for applications) and at the date of certification for hire you are domiciled in the City of Waterbury.

As the intention of the Charter amendment is to give those domiciled in the City of Waterbury consideration in hiring, the Director of Human Resources is directed to notify all applicants that the application of residency consideration is a privilege subject to being withdrawn if the applicant loses domiciliary status at any time after the filing of this application, as well as any time during the existence of any eligibility list up to and including the date of certification into the civil service position.

For purposes of this request, "DOMICILED" is defined to be, "that place where an individual has his true, fixed and permanent home and to which whenever he is absent he has the intention of returning." You are required to complete this section at the time of application in any event not later than the closing date for applications. You must also be prepared to submit any additional documentation that documents proof of domicile as the Director of Human Resources may require. This information will be subject to verification by the Civil Service Office or any other agency or department designated by the Civil Service Commission.

IMPORTANT NOTICE: THE APPLICANT MUST PROVIDE DOCUMENTATION TO ESTABLISH PROOF OF LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL. A DECISION TO DISQUALIFY SHALL BE FINAL.

Examples of Documents that can be utilized to show proof of legal domicile in Waterbury are (but not limited to):

- *Copy of Utility Bills (i.e., phone, electric, cable)*
- *Copy of Tax Bills*
- *Copy of Insurance Bills*

Examination Number: 2150 Position Applied For: POLICE OFFICER Name of Applicant: _____

PLEASE PRINT

I, _____ hereby attest that I am a bona fide resident of the City of Waterbury who, as of the closing date for applications for the examination/position above is domiciled within the City. Evidence to substantiate my claim for residency consideration is provided as follows:

CITY OF WATERBURY

HUMAN RESOURCES

236 Grand Street

Waterbury, CT 06702

APPLICATION/AFFIDAVIT FOR WAIVER OF EXAMINATION FEE O.C # 2150

I, _____ certify to my signature below that
Print Name

I qualify for a waiver of the required fee for taking examination number 2092 for the position of Police Officer in the City of Waterbury for the following reason(s):

(Check all applicable sections & provide applicable documentation to verify claim)

___ 1. I am currently receiving public assistance from _____.
List municipal or state agency. (Provide proof)

___ 2. I am currently receiving federal social security disability Insurance benefits.
(Provide proof)

___ 3. I am currently receiving unemployment compensation Benefits from the State of _____.
(Provide proof)

___ 4. My total family income is below the current federal poverty Guidelines as defined on the bottom of this affidavit. **(Provide Tax Info)**

CERTIFICATION: I understand that as penalty for filing a false affidavit, I will be disqualified at any point in the application/examination process, including removal from the eligibility list, and will be ineligible to apply for any City of Waterbury Civil Service Examination for a period of three (3) years.

Signature of Applicant

Date

2017 Federal Poverty Guidelines for the 48 Contiguous States and the District of Columbia Persons in family/household

| | |
|---|----------|
| 1 | \$12,060 |
| 2 | 16,240 |
| 3 | 20,420 |
| 4 | 24,600 |
| 5 | 28,780 |
| 6 | 32,960 |
| 7 | 37,140 |
| 8 | 41,320 |

For families/households with more than 8 persons, add \$4,180 for each additional person.

SOURCE: *Federal Register*, Annual Update of the HHS Poverty Guidelines

"the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of [42 U.S.C. 9902\(2\)](#)."

Approved: Yes / No

HR. Signature

Date

APPLICANT DATA

TITLE OF EXAM Police Officer

EXAM# 2150

VOLUNTARY:

In order to meet State and Federal reporting requirements, we are requesting that you voluntarily supply the following information. This data will not be considered in the evaluation of your application.

A. **SEX:** Female Male

B. **RACE/ETHNIC DATA:**

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

C. **PRIMARY SOURCE OF JOB INFORMATION:** (How did you learn about this examination or opportunity?)

Check the appropriate box (es) below:

- Internet site _____
- Newspaper, professional journal, College or TV advertisement (where?) _____
- PoliceApps.com _____
- Posting (where?) _____
- Direct e-mail or paper mailing. _____
- Present City employee. _____
- Job Fair (where?): _____
- Police Department Employee: (Name - optional) _____
- Other: Please specify _____