



# Danbury Police Department

“Dependable, Professional, Dedicated”

Connecticut Certified  
Police Officer

Application Information, Instructions, and  
Requirements



**CITY OF DANBURY**  
**DANBURY, CONNECTICUT 06810**

Department of Police  
375 Main Street  
Danbury, CT 06810

Alan D. Baker, Chief  
Terence M. Shanahan, Deputy Chief  
203-797-4614

March 30, 2014

Dear Applicant:

Thank you for considering the Danbury Police Department as your choice for a career in law enforcement. We are building an organization of outstanding individuals focused on excellence in everything we do. We are proud to serve a diverse community within a city rich with historical significance, dating back to 1684.

For the career-minded law enforcement officer, The Danbury Police Department offers the following:

- Competitive wage and benefits
- Continuing education incentives including tuition reimbursement
- A multitude of opportunities for career enhancement in a full-service Police Department
- Use of the latest in Police equipment and technology, including a new headquarters building
- Outstanding community support
- Satisfaction from “making a difference,” one person at a time

Review our recruiting media and examine our standards. I look forward to hearing from you soon.

Sincerely,

Alan D. Baker  
Chief of Police

The City of Danbury is an Equal Opportunity Employer



## Danbury Police Department

The City of Danbury is currently seeking Connecticut Certified 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, 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 insure receipt of crucial information.**

#### 1. Important Dates:

**Wednesday April 30, 2014 no later than 11:59 pm:** Application Deadline.

**Monday May 19, 2014 at 10:00 am: Physical Fitness Examination:** Candidates will initially report to the Police Community Room at the Danbury Police Department.

**Week of June 2, 2014 by appointment: The Oral Examination:** To be held in Danbury City Hall. Only those applicants who pass the Physical Fitness Examination will be invited via email to the oral exam.

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## 2. Requirements for a Police Officer Position:

- Current Connecticut Police Officer Certification. (Must Complete and Maintain all certificates as required by law)
- High School Diploma or Equivalent
- Valid driver's license
- At least 21 years of age by the application closing date
- U.S. Citizen
- 20/50 vision in each eye, correctable to 20/20 in each eye and 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, 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 by visiting [www.Policeapp.com](http://www.Policeapp.com)/danbury or through the City of Danbury website [www.danbury-ct.gov](http://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 \$25 application fee\*\* is required and payable online. Applications must be completed by 11:59 PM on Wednesday April 30, 2014. Applications will not be 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 a 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. **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 insure receipt of crucial information.**

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

#### 4. Application Credit Information

- Disabled and non-disabled veterans who are eligible for additional 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 Oral Exam, should the applicant continue in the process to the Oral Exam phase. If the DD-214 is not provided at the time of oral 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.

**Please note: The above listed Credits are awarded only to a passing score on the physical fitness and oral exams.**

#### 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 the applications for the Police Officer position during their monthly meeting following the application closing date.

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. Each test phase named below is listed in the order in which they occur. Each test phase must be passed in order to continue to the next level of the selection 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 any one of the test phases listed below, the applicant will be immediately eliminated from consideration for this hiring process.

**All notifications will occur via email.**

### 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 to the City of Danbury Human Resources Department no later than the closing date of applications.

### **Physical Fitness Exam**

**Monday May 19, 2014 (Pass/Fail)**

The Physical Fitness examination will use the same standards as the Connecticut Police Academy at the 40<sup>th</sup> percentile performance. See the attached Standard at the end of this document (page 13).

The Physical Fitness examination will be conducted by State Certified Physical Fitness administrators.

The State of Connecticut Medical Approval Form (page 12 of this document) must be completed by the applicant's current physician indicating that the **applicant has had a physical fitness exam within one year of the application closing date** and that the applicant is medically cleared to participate in the Physical Fitness exam. This medical certification must be submitted at the time of oral examination, should the applicant continue in the process to the Oral Exam phase. If the Medical Form is not provided at the time of oral examination; or if the medical exam has not been conducted within a year from the closing date of application; or if the applicant is not medically cleared to participate in the physical fitness examination, then the applicant will be eliminated from the current testing and selection process.

The Physical Fitness Exam must be passed in order to continue in the testing and selection process. There will be no opportunities to test again should the applicant not pass at the 40<sup>th</sup> percentile.

**The Oral Examination** (100% of the final score; Passing grade = 70%)

**Week of June 2, 2014**

Candidates will be tested via situational questions dealing with, but not limited, to search and seizure; response to critical incidents; domestic violence cases; and the use of force.

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

7. The Eligibility List

If the Physical Fitness examination is passed, a passing score on the oral exam will place an applicant on the CT Certified Police Officer Eligibility List in rank order. The rank on this list is established 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. However, 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.

8. Additional Testing Requirements

Once the eligibility list is certified, depending on the number of vacancies, candidates with the highest ranking 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 ranking 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. 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.

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.

**9. Appointment to the position of a Connecticut Certified Police Officer**

Once a candidate is appointed, he or she will be scheduled for a City of Danbury New Hire orientation after which they will begin work at the Danbury Police Department. The candidate will be required to successfully complete a modified Field Training Program of up to eight (8) weeks prior to being approved by the Department for solo patrol duties.

- a. All appointments to the Danbury Police Department shall be for a probationary period of one (1) year following the successful completion of a modified field training program. During this time, the probationary Police Officer shall successfully complete all training and assignments and pass quarterly supervisory evaluations. Failure to complete 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.

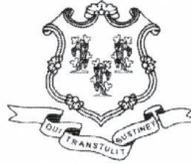
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MINIMUM QUALIFICATIONS FOR APPLICANTS:

- 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 by the application closing date;
- 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 CT Certified Police Officer Candidates);
- No Felony, Class A or Class B Misdemeanor convictions
- For CT State Certified Police Officers Only, must have current Police Officer certifications in the State of Connecticut and must maintain all certificates 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.



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**Police Officer Standards and Training Council**  
**Connecticut Police Academy**

**MEDICAL APPROVAL FORM FOR BASIC TRAINING, LATERAL TRANSFERS AND/OR COMPARATIVE CERTIFICATION**

*PHYSICIAN'S CERTIFICATION OF ABILITY TO PARTICIPATE IN THE POLICE OFFICER STANDARDS & TRAINING COUNCIL'S PHYSICAL FITNESS TEST*

This is to certify that I have reviewed the below listed activities conducted by the POST Council during physical fitness testing.

The "Fitness Test" will include the following physical fitness activities:

- One minute of sit-ups
- Flexibility / sit and reach
- One minute of push-ups
- Run of one and one-half miles (1.5)

It is my professional opinion that the candidate named below:

Candidate's Name: \_\_\_\_\_

Candidate's Employing Agency: \_\_\_\_\_

Date of this Physician's Exam: \_\_\_\_\_

IS MEDICALLY CAPABLE OF PARTICIPATING IN THE POST FITNESS TEST.

Physician's Signature: \_\_\_\_\_

**Physician's Name (Typed or Imprinted with Office Stamp)**

(Rev. 3/12)

**CALEA Internationally Accredited Public Safety Training Academy**  
 285 Preston Avenue – Meriden, Connecticut 06450-4891  
*An Affirmative Action/Equal Opportunity Employer*

The City of Danbury is an Equal Opportunity Employer



**State of Connecticut**  
 Police Officer Standards and Training Council  
 Connecticut Police Academy



**PHYSICAL PERFORMANCE EXAMINATION - 40%**

NAME: \_\_\_\_\_ DEPARTMENT/AGENCY: \_\_\_\_\_

DATE: \_\_\_\_\_ GENDER: Male  Female  Age: \_\_\_\_\_ Photo ID#: \_\_\_\_\_

EVENT	40% TARGET	TRIAL SCORE	INITIALS	P/F
1. Sit-ups				
2. Sit & Reach				
3. Push-ups				
4. 1-1/2 Mile Run				

ACCEPTANCE OF SCORES: I certify that to the best of my knowledge the above scores are correct.

FITNESS SPECIALIST NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_  
 (please print)

\_\_\_\_\_  
 FITNESS SPECIALIST SIGNATURE

\_\_\_\_\_  
 CANDIDATE SIGNATURE

**Male Candidate**

AGE	1 MINUTE OF SIT-UPS	SIT/REACH (Straight-leg)	1 MINUTE OF PUSH-UPS	1.5 MILE RUN 40%
20 - 29	38	16-1/2 in.	29	12:38
30 - 39	35	15-1/2 in.	24	12:58
40 - 49	29	14-1/4 in.	18	13:50
50 - 59	24	13-1/4 in.	13	15:06
60 - 69	19	12-1/2 in.	10	16:46

**Female Candidate**

AGE	1 MINUTE OF SIT-UPS	SIT/REACH (Straight-leg)	1 MINUTE OF PUSH-UPS	1.5 MILE RUN 40%
20 - 29	32	19-1/4 in.	15	14:50
30 - 39	25	18-1/4 in.	11	15:43
40 - 49	20	17-1/4 in.	9	16:31
50 - 59	14	16-3/4 in.	7	18:18