# TOWN OF BLOOMFIELD

## EMPLOYMENT OPPORTUNITIES
## FOR
## TOWN OF BLOOMFIELD CERTIFIED POLICE OFFICER
## (Open to Certified Police Officers ONLY)

SALARY RANGE: $ 68,490 - $85,613

Under regular supervision, performs basic law enforcement duties in accordance with the mission, goals and objectives of the Bloomfield Police Department and in compliance with governing federal, state and local laws. The Town of Bloomfield offers a rewarding career in a progressive and professional environment. The Town provides liberal benefits, including paid vacation, paid holidays, group life insurance, major medical and dental insurance and sick leave.

## MINIMUM QUALIFICATIONS

Applicants must be either active Connecticut P.O.S.T.C certified police officers in good standing with their current department, or have retired in good standing, still having Connecticut P.O.S.T.C Police Officer certification status. Candidates must be U.S. Citizens.

## SPECIAL REQUIREMENTS

**License**: Must possess or be able to obtain a valid motor vehicle operator's license by the time of the appointment to the position.

**Residency/Military Veterans Requirement:** None. Residents of Bloomfield and Military veterans will receive additional points on final scores. Residents will be required to submit proof of residency and military veterans will be required to submit a DD-214 by the day of the written examination.

**Criminal Convictions:** Candidates must have no criminal record revealing any conviction, under federal or state law, of any felony, or any conviction of any Class A or B misdemeanor, or of any crime in any other jurisdiction that would if committed in this state, constitute a Class A or B misdemeanor, or any act which would constitute perjury or false statements. All other criminal records will be evaluated during the background investigation.

**Aptitude Examination**: Candidates meeting the minimum qualifications will be notified of the date, location and time of the aptitude examination via e-mail.

**Oral Panel Examination**: Candidates who successfully pass the aptitude examination will progress to the oral panel examination. Candidates taking the oral panel exam will be notified of the date, location and time via email.

**Background Investigation**: Upon successful completion of the oral panel exam, candidate's background and character will be investigated, including criminal record, driving record, employment record, military record and educational record and other areas. A psychological examination, drug examination, medical examination and polygraph examination will be administered prior to final employment offer. The polygraph examination will include investigation and background areas mentioned above and including; medical history, financial history, gambling history, criminal activities including illegal use of drugs, illegal sexual activities and subversive, revolutionary or gang involvement activities. Personal data, prior to conduct in police/security/corrections fields and basic honesty, integrity and thefts.

Candidates may re-apply.

## APPLICATIONS

Applications accepted online only at http://www.policeapp.com. Access to a computer is available in the Human Resources Department located in the Town Hall Annex, 800 Bloomfield Ave, Bloomfield, CT 06002, 860-769-3544. Applications must be submitted to www.policeapp.com. Open recruitment – no deadline.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability and who may need this information in an alternative format must contact Cindy Coville, ADA Coordinator at 860-769-3538 or at ccoville@bloomfieldct.org.

Reposted 8/24/15 (rev 1/3/17)

**TOWN OF BLOOMFIELD**
**POLICE OFFICER**

Department: Police Non-exempt Grade: Police Officer

***SUMMARY***

Patrols assigned area in patrol car, on bicycle, or on foot 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. Subject to frequent review for completeness and conformance to orders and regulations of the department. Police Department operates twenty four hours a day, seven days a week. Shifts are awarded based on time in service (seniority).

***ESSENTIAL DUTIES AND RESPONSIBLITIES*** include the following. Other duties may be assigned.

- Drives cruiser on assigned shift
- Directs traffic and protects the public
- Performs a variety of administrative duties, including computer input, typing, and file maintenance
- Practices and maintains proficiency in use of firearms and other police equipment
- Investigates complaints, violations, and accidents and makes out reports thereon
- Regularly checks business establishments and vacant homes
- Makes arrest and detains and questions offenders
- Prepares reports and assembles evidence for court cases
- Receives and sends radio messages and takes telephone calls on headquarters duty
- Notes suspicious persons, situations, stolen vehicles, and violations of offenses
- Reports unsafe and hazardous conditions observed while on patrol
- Acts as first responder to medical calls and accidents
- Offers assistance at fires and other serious occurrences; directs and reroutes traffic around fire or other disruption
- Gives directions and answers questions for public as requested
- Issues tickets to traffic violators
- Escorts and guards payroll deliveries
- Maintains order at dances, theaters and public meetings
- Performs related duties as required

## *QUALIFICATIONS*

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

## *KNOWLEDGE, ABILITY AND SKILL*

- 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 on investigations, offenses, violations and accidents
- 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

## *EDUCATION AND/OR EXPERIENCE*

High school diploma or general education degree (GED); one to three years related experience and/or training;

## *LANGUAGE SKILLS*

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manual. Ability to write routine reports and correspondence.

## *MATHEMATICAL SKILLS*

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## *REASONING ABILITY*

Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

## *CERTIFICATES, LICENSES, REGISTRATION*

Valid Motor Vehicle Operator's License

### *PHYSICAL REQUIREMENTS*

Sound physical conditions, to be determined by medical examination.

### *CHARACTER REQUIREMENTS*

Good steady habits; no criminal record; no dishonorable discharge from any law enforcement agency or Armed Forces.

### *COMPETENCIES*

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical – synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data
- Design – generates creative solutions; translates concepts and information into images; uses feedback to modify designs; demonstrates attention to detail
- Problem Solving – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason even when dealing with emotional topics.
- Technical Skills – assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others
- Customer service – manages difficult or emotional customer situations; responds promptly to customer's needs; solicits customer's feedback to improve service; responds to requests for service and assistance; meets commitments
- Interpersonal Skills – focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things
- Oral Communication – speaks clearly and persuasively in positive or negative situation; listens and gets clarification; responds well to questions; demonstrates group presentation skills
- Written Communication – writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information
- Teamwork – exhibits objectivity and openness to other's views; gives and welcomes feedback; puts success of team above own interest; supports everyone' efforts to succeed
- Visionary Leadership – inspires respect and trust; provides vision and inspiration to peers
- Leadership – exhibits confidence in self and others; effectively influences actions and opinions of others; accepts feedback from others
- Quality Management – looks for ways to improve and promote quality; demonstrates accuracy and thoroughness

- Cost Consciousness – conserves orgainization's resources
- Diversity – shows respect and sensitivity for cultural differences; promotes a harassment-free environment
- Ethic – treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- Organizational Support – follows policies and procedures; completes administrative task correctly and on time; supports organization's goals and values; supports and respects diversity
- Strategic Thinking – understands organization's strengths and weaknesses; adapts strategy to changing conditions
- Judgment – displays willingness to make decision; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions
- Motivation- demonstrates persistence and overcomes obstacles; measures self against standard of excellence
- Planning/Organizing – prioritizes and plans work activities; uses time efficiently; sets goals and objectives; develops realistic plans
- Professionalism – approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- Quality – demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality
- Quantity – meets productivity standards; completes work in timely manner
- Safety & Security – observes safety and security procedures; reports potentially unsafe conditions; uses equipment and material properly
- Adaptability – adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events
- Attendance/Punctuality – is consistently at work and on time; arrives at meetings and appointments on time
- Dependability – follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with alternate plan
- Initiative – undertakes self-development activities; asks for and offers help when needed
- Innovation – displays original thinking and creativity; meets challenges with resourcefulness