



TOWN OF BLOOMFIELD

Council-Manager Government Since 1941

(Open to Bloomfield Residents ONLY)

Police Cadet

Full-Time Benefited – Non-Union

SALARY RANGE: \$ 14.50 hourly

Police cadets participate in training programs that introduce them to the fundamentals of law enforcement and help prepare them to become police officers. Under direct supervision, assists police officers and civilian personnel in the performance of a wide variety of functions related to their public safety. May operate a police vehicle on a non-emergency basis. Police cadets perform valuable support services to law enforcement officers. They may support field operations, traffic control, support criminal investigations and perform administrative work at police headquarters. Work 40 hours per week on a rotating schedule involving weekends and holidays for the purpose of learning the functions of the Police Department. Performs related work as required. **Applicants must desire and strive to become a sworn Police Officer at the age of 21; position of Police Cadet will be terminated when applicant turns 22 years old.**

MINIMUM QUALIFICATIONS

Age: Candidate may be 17 years old at the time of application but must be 18 -20 years old by the time of appointment.

Education: High School Diploma or GED - a copy of your High School Diploma or GED must be submitted no later than at the time of appointment. Failure to obtain and submit a high school or a GED by the time of appointment will result in automatic disqualification and removal from the process.

SPECIAL REQUIREMENTS

License: Must possess or be able to obtain a valid State of Connecticut driver's license within 45 days of the appointment. Failure to obtain a State of Connecticut Driver's license will result in termination.

Physical Ability/ C.H.I.P Card: *Must pass a Cooper Fitness Test at the 40th percentile for the 20-29 age range prior to the oral board examination.* For requirement for passing the Cooper Fitness Test, refer to the attachment. Candidates will be contacted for the Cooper Fitness Tests and oral board examinations.

Physical Condition: Must pass a thorough medical examination. All applicants must have a medical approval form signed by their doctor prior to taking the Cooper Fitness Test– refer to the attachment.

Vision: Without correction, not less than 20/100, in each eye; with correction not less than 20/30 in each eye.

Essay: All candidates must submit a short essay expressing why the candidate is interested in becoming a Police Cadet.

Examination: Open to all applicants who meet the above qualifications. The candidate's background and character will be investigated, including criminal, driving, employment, and education records. The examination process will consist of an oral panel examination, a medical examination, drug test, and an interview with the Chief of Police. All parts of the examination are designed to determine the ability of applicants to learn and perform the duties of Police Cadet in a multi-culturally diverse environment.

Upon successful completion of the Cadet program, candidates must meet all requirements of becoming a Police Officer in the State of Connecticut. Requirements: must be 21 years old at the time of appointment, must pass the written examination, possess a current valid CHIP card at the 40th percentile on the day of the written examination, pass the academy; otherwise the candidate will not be qualified to become a police officer and employment with the Town will be terminated.

APPLICATIONS

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org under Departments/Human Resources and **must be submitted along with a short essay** expressing why the candidate is interested in becoming a Police Cadet, **a resume, and a legible copy of a valid Driver's license.** **Open recruitment – no deadline.** Applications are accepted ONLY by mail or in person.

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 or who may need accommodations during the testing procedure should contact Cindy Coville, ADA Coordinator at 860-769-3538 or at ccoville@bloomfieldct.org.

**TOWN OF BLOOMFIELD
POLICE CADET**

Department: Police

Non-Union

Position Purpose:

Police Cadets participate in training programs that introduce them to the fundamentals of law enforcement and help prepare them for a career as a police officer. Under direct supervision, Police Cadets assist Police Officers and civilian personnel in the performance of a wide variety of valuable support services related to public safety. They may support field operations, traffic control and criminal investigations as well as perform administrative work at the police headquarters.

Supervision:

Supervision Scope: None

Supervision Received: Works under the general direction of a Sergeant.

Supervision Given: None

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the staff in person, by telephone, email or radio; outdoor work includes participation in incidents and other emergencies; noise levels in the outdoor work environment are potentially loud during emergencies and at incident locations; under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of an automobile, radio, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Has access to extensive confidential information such as personnel records, criminal investigations and records, litigation, personal information about citizens and collective bargaining issues.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs clerical duties including recordkeeping, answering telephones, data processing and filing.

- Fingerprints individuals and performs photography duties.
- Provides information and directions to the public and assists with parking enforcement and traffic control.
- Uses a computer to process information and prepare reports.
- Submits completed reports on all cases assigned.
- Participates in formalized training courses and programs as assigned.
- Lifts and carries equipment and other items and performs strenuous activities.
- Drives a vehicle on Town business and assists with vehicle transportation.
- Assists in the dispatch center as needed.
- Assists in processing and storing evidence, storage inventory and control of department supplies.
- Assists with prisoner custody.

Other Functions:

- Learn, understand and apply applicable laws, ordinances, policies and procedures.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Work under strict law enforcement structure.
- Communicate effectively orally and in writing.
- Read and write at the level required for successful job performance.
- Meet the public with courtesy and tact.
- Analyze situations accurately and select quick, effective and responsible courses of action.
- Learn standard broadcasting procedures of a police radio system.
- Learn to use a computer and applicable software.

Minimum Required Qualifications:

AGE: Must be at least 17 years old at the time of application, but must be 18 to 20 years old by the time of appointment.

EDUCATION: High School Diploma or GED. A COPY OF YOUR HIGH SCHOOL DIPLOMA OR GED MUST BE SUBMITTED NO LATER THAN AT THE TIME OF APPOINTMENT. Failure to obtain and submit a high school diploma or a GED by the time of appointment will result in automatic disqualification and removal from the process.

Driver's License: Must possess or be able to obtain a valid State of Connecticut driver's license within 45 days of appointment. Failure to obtain a State of Connecticut Driver's license will result in termination.

PHYSICAL CONDITION: Must pass a thorough medical examination.

PHYSICAL ABILITY/CHIP CARD: Must possess a current valid Complete Health & Injury Prevention (C.H.I.P.) card at the 40th percentile for the 20-29 age range prior to the oral board examination.

VISION: Without correction, not less than 20/100, in each eye; with correction not less than 20/30 in each eye.

RESIDENCY: Must be a resident of the Town of Bloomfield.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Connecticut Police Officer Standards and Training Councils Physical Ability Assessment Standards

The physical ability assessment includes the four stations described below. These standards are required by the Connecticut Police Officers Standards and Training Council

Sit-ups	Muscular Endurance	The score is the number of correct full bent leg sit-ups performed in one minute. Your feet are held and your fingers tips are tucked behind your ears.
Sit & Reach	Flexibility	The sit and reach test measures the flexibility of the lower back and Hamstrings. The test involves sitting on the floor with the legs straight out in front of the body. From this position the candidate reaches forward towards the toes. The toes are located at the 15-inch mark on the sit and reach box. 17.5 inches is two and half inches past the toes.
Push Up	Muscular Endurance	The score is the number of correct full body Push-ups performed in one minute. Starting in the up position, hands placed slightly wider than shoulder width apart, fingers pointing forward with a straight back. Bend your elbows lowering your body towards the floor and touch your chest to the measuring block (approximately four inches from floor) and return to the up position.
1.5 Mile Run	Cardiovascular Capacity	1.5 mile run. You are required to run, walk or jog One and a half miles within your allotted time limit. The score is in minutes and seconds.

Standards

AGE/GENDER		SIT-UP		FLEX		PUSH UP		1-1/2 MILE RUN	
	Male	40%	50%	40%	50%	40%	50%	40%	50%
→	20-29	38	40	16.5	17.5	29	33	12:38	11:58
	30-39	35	36	15.5	16.5	24	27	12:58	12:24
	40-49	29	31	14.25	15.25	18	21	13:50	13:12
	50-59	24	26	13.25	14.5	13	15	15:06	14:23
	60-69	19	20	12.5	13.5	10	15	16:46	15:56
	Female	40%	50%	40%	50%	40%	50%	40%	50%
→	20-29	32	35	19.25	20.0	15	18	14:50	14:04
	30-39	25	27	18.25	19.0	11	14	15:43	14:34
	40-49	20	22	17.25	18.0	9	11	16:31	15:34
	50-59	14	17	16.75	17.75	7	8	18:18	17:19



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Town of Bloomfield Police Department Cooper Fitness Test Medical Approval Form

To be filled in by physician:

This is to certify that I have reviewed the attached four elements of the Cooper Fitness Test. After reviewing said document, it is my professional opinion that the candidate named below:

Candidate's Name: _____

Applying to the Town of Bloomfield Police Department Cadet Program

CAN SAFELY PERFORM THE PHYSICAL ABILITY TEST.

Physician's Signature: _____
(M.D. or D.O.)

Date _____

Physician's Name and Address (Type or Imprint with Office Stamp)



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ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ACTIVITIES ASSOCIATED WITH THE COOPER FITNESS TEST, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this test, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this test.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the Town of Bloomfield and that it will govern my actions and responsibilities at said test.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

- (A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: The Town of Bloomfield and/or their directors, officers, and employees;
- (B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this test, whether caused by the negligence of release or otherwise.

I acknowledge that this test involves a test of a person's physical fitness and carries with it the potential for death or serious injury.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this test.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Participant's Signature
(Please print legibly.)

Date

Participant's Name

Age

Parent/Guardian's Signature

Date

(If under 18 years old, Parent or Guardian must also sign.)