

PLEASE POST

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HUMAN RESOURCES DIVISION
CITY OF STAMFORD

ANNOUNCES A
*COMPETITIVE PROMOTIONAL EXAMINATION
FOR

POLICE SERGEANT

EXAMINATION NO.: 10-02P

DATE ISSUED: January 22, 2010

*EXAMINATION DATE: March 30, 2010; 5:00 p.m.

SALARY: \$78,130

**This position is open only to permanent full-time employees of the Stamford Police Department, who meet the qualifications stated below.

CLOSING DATE FOR FILING APPLICATIONS: The last date for filing applications is February 16, 2010. Applications will not be considered unless they are on file with the Human Resources Division on that date or bear a postmark not later than midnight February 16, 2010.

DUTIES: Under the general supervision of a superior police officer, supervises officers and civilian personnel and participates in activities of assigned area of responsibility; does related work as required.

MINIMUM QUALIFICATION REQUIREMENT: As of March 30, 2010, four (4) years of experience as a Police Officer.

SCOPE OF EXAMINATION: See attached Reference List. [Study Guide](#) is available in the Human Resources Division at Government Center, the Records Division at Headquarters and online under the Police Sgt. exam posting under "Employment Opportunities" on the City website www.cityofstamford.org

**The Human Resources Division reserves the right to reject the application of those applicants who do not meet the requirements for this position.

APPLICATION & FURTHER INFORMATION***

Visit our website at - www.cityofstamford.org
or contact

City of Stamford Human Resources Division
888 Washington Blvd. - P.O. Box 10152
Stamford, Connecticut 06904-2152

Phone: (203) 977-4070

Fax: (203) 977-4075

Email: mmurray@ci.stamford.ct.us

PERSONNEL COMMISSION

Frank Green

Kathleen Lombardo

Lois PontBriant

Peter Nanos

Paul Kolin

Michael D. Larobina, Acting Director of Human Resources

Attachment

*Exam will be on Tuesday, March 30, 2010 at 5:00 P.M. In the event of a cancellation due to severe weather conditions causing the closing of highways or other emergency as determined by the City, exam will be held on Wednesday, March 31, 2010 at 5:00 P.M.

***Applications and Study Guide are also available at the Records Division at Headquarters.
(AN EQUAL OPPORTUNITY EMPLOYER)



**Stamford Police Department
Written Job-Knowledge Reference List & Exam Source Allocation:
Rank of Sergeant
2010 Examination**

Source Allocation & Reference List

Source Material	% of Exam*
Outside textbooks	
Core Concepts for Law Enforcement Management <i>Available only through Public Safety Recruitment (www.publicsafetyrecruitment.com/studyguides or 1-800-343-HIRE) for 155 + shipping</i>	35%
Criminal Investigation, 9 th Ed. Hess Wadsworth/Thomson Learning Company ISBN-10: 1435469933. <i>Available through Wadsworth-Cengage Learning (www.cengage.com/wadswort) or 1-800-354-9706 for approximately \$140 + shipping/fees</i>	15%
Law-related materials	
Connecticut Law Enforcement Officers' Field Manual (Red Book), current edition <i>available internally on the server</i> (Responsible for Chapters I, II, III, IV, V, VI, and VII).	10%
Connecticut Criminal Law Titles 53, 53a and 54 (Black Book), current edition. <i>Available through Looseleaf Law Publications at www.looseleaflaw.com or 1-800-647-5547 for approximately \$15.95 + shipping/taxes</i>	10%
Connecticut Motor Vehicle Law Title 14 (Black Book), current edition. <i>Available through Looseleaf Law Publications at www.looseleaflaw.com or 1-800-647-5547 for approximately \$15.95 + shipping/taxes</i>	7%
Internal Documents (Stamford P.D.)	
Stamford Police Department Manual of Procedures (date through 11/1/09) (Responsible for all policies EXCEPT : 90-001, 90-002, 113, 121, 131, 863, 1512, 1780, Canine Corps Policy & Procedure dated 12/21/83, Fleet Accident Review dated 4/1/87, Reflectorized Traffic Vests dated 9/12/85)	15%
Stamford Police Department Assorted Departmental Memos and Training Bulletins <i>Available through Assistant Chief Bretthauer's office</i>	6%
Stamford Police Department Manual of Rules and Regulations	2%
TOTAL	100%

Note: Examination questions will be drawn directly from the above sources. Correct answers to test items are also identified directly from the above source material.

12/17/09



APPLICATION FOR EXAMINATION OR EMPLOYMENT

The City of Stamford
Human Resources Division
888 Washington Boulevard
P.O. Box 10152
Stamford, CT 06904-2152
Tel. (203) 977-4070

AN EQUAL OPPORTUNITY EMPLOYER

Position applying for
Use Title on Job Announcement

Exam Number

DO NOT WRITE IN THIS SPACE	
<input type="checkbox"/> Q	Rev. by: _____
<input type="checkbox"/> NQ	_____
<input type="checkbox"/> Educ	_____
<input type="checkbox"/> Exp	_____
<input type="checkbox"/> Not City EE	_____
<input type="checkbox"/> Other	_____
_____	_____
_____	_____
_____	_____

PLEASE TYPE OR PRINT CLEARLY IN BLACK INK.
All blanks must be completed in order for application to be considered.

GENERAL INFORMATION

Name _____				
(Last)	(First)	(Middle)		
Address _____				
Home Telephone _____	(City)	Work Telephone _____	(State)	(Zip Code)
(Street/Apt. #)		(Area Code)		
Cellular Telephone _____	E-mail Address _____			
(Area Code)				
Social Security Number _____	000	Best daytime contact: <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell		
(Last six digits ONLY)				
Do you claim 5 points preference based on active duty in the U. S. Armed Forces? (Attach copy of DD214)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently authorized to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you claim 10 points veteran's disability preference? (Attach DD214 and supporting documentation)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire.		
Have you ever worked for the City of Stamford before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list by dates employed and job title(s):	_____	_____

1. Have you ever been convicted of any offense other than juvenile, youthful offender, or a minor traffic violation? If yes, you must complete Section B of the applicant disclosure form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been disqualified for a position with the City of Stamford due to a criminal conviction or failure to fully disclose a criminal conviction? If yes, list job title and date of disqualification.	<input type="checkbox"/> Yes <input type="checkbox"/> No

(Provide information regarding ACTUAL convictions only. Any arrest, charge, conviction and/or record which has been erased, dismissed, nulled or pardoned pursuant to the CGS § 31-51i, should NOT be disclosed. Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merits with respect to time, circumstances and seriousness, in relation to the job for which you are applying.)	

RECORD OF EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL AND CITY/STATE	DATES ATTENDED	COURSE OF STUDY (Major/Minor)	GRADUATED (Yes/No)	DEGREE, DIPLOMA, G.E.D., AND CERTIFICATE OR CREDITS COMPLETED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					
COLLEGE OR UNIVERSITY					

Other Training/Certifications (special courses, work training programs, armed forces training) related to the job for which you are applying. Give name and location where training was given, dates attended, subject of training, number of hours weekly, and other details.

Summarize any other Special Skills or Abilities relating to the job you want, such as: licenses, machines you operate, languages which you speak, read and write well, computer skills, and any other special abilities or knowledges.

EMPLOYMENT HISTORY

List below **ALL** present and past employment. **BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND WORK BACKWARDS CONSECUTIVELY.** Applicants may be required to furnish satisfactory proof of employment history claimed. Use additional pages if necessary. Resumes may be included with a **completed application.**

1. Name and Address of Employer _____	Employed From _____ # of hours _____ per week _____	To _____ _____ _____	Ending Salary _____
Supervisor Name, Title, Telephone _____			
Your Title _____			
Describe your duties: _____			

Reason for leaving _____			

EMPLOYMENT HISTORY (Continued)

2. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Last Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

3. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

4. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

5. Name and Address of Employer _____ Employed From _____ To _____
of hours _____
per week _____ Ending Salary _____
Supervisor Name, Title, Telephone _____
Your Title _____
Describe your duties: _____

Reason for leaving _____

Do you have any objections to the Human Resources Division verifying your work experience and/or educational qualifications?

I hereby authorize the City of Stamford to verify my work experience and/or educational qualifications.

(A) Your former employer? Yes No

(B) Your present employer? Yes No

If answer is "Yes" to either (A) or (B) explain under comments section

Applicant's Signature

COMMENTS

MILITARY INFORMATION

Veteran of U.S. Armed Forces	Service Branch	Date Discharged	Type of Discharge	Final Rank
<input type="checkbox"/> Yes				
<input type="checkbox"/> No				

PRE-EMPLOYMENT STATEMENT (Read Carefully)

I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief. I understand that incomplete, false, inaccurate, or misleading information given in my application, interview(s) or during the course of my employment may result in the rejection of this application; withdrawal of a job offer; or discipline, up to and including termination of employment. Further, false information provided, whether willingly or accidental, may result in my immediate dismissal if employed, whenever the omission or falsehood is discovered.

I understand that this application is not a contract of employment nor is it a guarantee or indication of employment. I also understand that should I be granted an interview, the representations that may be made at the interview are not to be construed as creating any obligation, promise or contract on behalf of the City. Should I be employed by the City, in consideration of my employment, I agree to conform to the rules and policies of the City of Stamford, as they may from time to time be implemented or revised. Identification and verification of eligibility to work in the United States must be satisfied for employment.

I further understand that in consideration for employment, an investigative background report may be prepared at the request of the City of Stamford by an independent party, whereby information may be obtained from my employers (present or former), educational institutions, all branches of the U.S. Military service, and public records maintained by government agencies or others, including but not limited to criminal conviction reports, credit reports, etc. I authorize the City of Stamford and its designated representative(s) to perform this investigation, and further authorize present and former employers, references and other persons to provide information for the investigation. I also authorize the City of Stamford to receive criminal conviction records pertaining to me which may be in the files of any criminal justice agency.

I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In the event I receive a job offer, I also understand that I will be subject to a drug test and medical examination that I must pass before I commence work.

I have read, understood, and agree to the foregoing.

Applicant's Signature _____

Date _____



City of Stamford

Applicant Disclosure Form

Section A

1. CANDIDATE INFORMATION

It is the policy of the City of Stamford to recruit, hire, and promote qualified people in all job classifications regardless of age, race, sex, color, religion, national origin, marital status, veteran status or disability unless they are bona-fide occupational qualifications.

The following information is needed for compliance with governmental reporting requirements. While completion of this section is voluntary, we strongly urge that all applicants complete this as part of the pre-employment process. Applicants so choosing, may identify on the form that they have chosen not to provide the City of Stamford with the requested information by checking the appropriate box in section four. This information will not affect in any way your employment opportunities. This form will be removed from the application.

2. GENERAL INFORMATION

Your Name _____ Date _____

Social Security Number _____ 000 _____ (Last six digits ONLY)

3. STATISTICAL INFORMATION

Race/Ethnic Identification (Please check one)

American Indian or Alaska Native All persons having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian All persons 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.

Black or African American (Not of Hispanic or Latino origin) All persons having origins in any of the black racial groups of Africa.

Hispanic or Latino All persons of Cuban, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

Native Hawaiian or Other Pacific Islander All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or Pacific Islands.

White (Not of Hispanic or Latino origin) All persons having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other Please specify _____

Job Classification

Please write the title of the position for which you are applying in the box above, using the title on Job Announcement.

Gender

Female

Male

4. NON-PARTICIPATION

I have read the above statement and have chosen not to complete this form. Please check box if applicable

5. RECRUITING INFORMATION

How did you hear about this job? (Please check one)

Stamford Advocate Human Resources Division Bulletin Board

Other newspaper. Please give name: _____ Community Agency Please give name: _____

City Website Professional journal Please give name: _____

Internet Please give site: _____ Other. Please specify: _____

City Employee



City of Stamford

Applicant Disclosure Form

Section B

NOTE:
THIS INFORMATION WILL BE REVIEWED ONLY BY
MEMBERS OF THE HUMAN RESOURCES DIVISION AND
HIRING MANAGERS.

CRIMINAL CONVICTION INFORMATION

Applicants are required to disclose the existence of *any* criminal conviction, regardless of the nature, date or location thereof, with the exception of minor traffic violations or an arrest, criminal charge, or conviction that has been erased. The types of records subject to erasure under Connecticut law are as follows: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon.

The information provided below is subject to the terms of the "Pre-Employment Statement" on Page 4 of this application. A criminal conviction will not necessarily result in the rejection of this application, but will be considered as it relates to the nature of the position sought, and in light of any applicable state and federal law.

Name (Print)

Title of Position Sought

Applicant's Signature

Date

DATE OF CONVICTION	OFFENSE	DATE OF ARREST	PLACE OF ARREST (City/State)	SENTENCE