



# TOWN OF MANCHESTER, CT



## POSITION VACANCY

### FULL TIME CONNECTICUT POST CERTIFIED POLICE OFFICERS

2016-2017 - \$58,585.13 - \$68,005.85 (Step 1 to 4)\*

#### MINIMUM QUALIFICATIONS

Education: Must possess an Associate's Degree in Law Enforcement or related field, 60 college credits or two years of full-time active military service with honorable discharge or continued service in the reserve force. Copy of college transcript or diploma, or DD214 must accompany application.

Character: Candidates must be of good moral character, with no record of dishonorable discharge from any police or fire department or from the armed forces of the United States. A thorough background investigation will be conducted and a polygraph and psychological evaluation shall be used.

Physical: Must have considerable agility and endurance. Candidates must pass the physical agility examination at the Coopers 40<sup>th</sup> percentile administered by the agency as part of the conditional offer of employment. A minimum of 20/30 corrected vision in both eyes is required, along with normal hearing. The physical examination will include a screening for use of illegal drugs and controlled substances.

Other: Must be a United States citizen. Must possess a valid motor vehicle operator's license. Must meet requirements of the Connecticut Police Officer Standards and Training Council (POSTC). \*Applicants, who at the time of initial appointment have obtained certification by POSTC, at the discretion of the Chief and comparability of the applicants work experience may be placed at an appropriate step not to exceed Step 4 of the wage scale for Police Officers.

Examination: Testing requirements will include a written examination with a required passing score of 70% and a Chief's interview for candidates certified to the Police Department for consideration. Background investigation, polygraph and psychological evaluation, along with a pre-employment physical and drug screen shall be required for those candidates the Police Department recommends to continue in the hiring process.

Procedures: Details of the Town's hiring practices are contained in the Town's Personnel Rules. Copies of the Rules and Affirmative Action Plan are available in the Human Resources Department. All applicants must meet the minimum qualifications in order to be included in the examination process. Applications must be detailed in all respects, particularly in such areas as school(s) attended, dates of attendance, major courses of study, previous job titles and dates and major job duties performed.

Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at <http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/>. For information and our online application, visit [www.policeapp.com](http://www.policeapp.com). Applications will be accepted in the Human Resources Department on a continual basis. **Please include a copy of DD214, college transcript or college diploma and valid P.O.S.T. C card with your application.** Applicants will not be qualified to move forward in the recruitment process until proof of college credits or military service and P.O.S.T.C card have been received by the Human Resources Department.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department. Females, Minorities and Veterans encouraged to apply.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.