



CITY OF STAMFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Stamford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities

PROMOTIONAL EXAMINATION NO. 16-32

(Only Current City of Stamford Employees May Apply)*

POLICE SERGEANT

Salary Range: \$88,866

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

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 December 21, 2016, four (4) years of experience as a Police Officer.

SCOPE OF EXAMINATION: [See attached Source List.](#)

EXAMINATION DATES: Written - Wednesday, December 21, 2016. Assessment Center – Saturday, January 7, 2017.

APPLICATION PROCESS: Interested candidates should submit a completed Employment Application by **Friday, October 28, 2016**. Applications can be obtained at the City of Stamford, Human Resources Division, 9th Floor, and 888 Washington Boulevard, Stamford, Connecticut or at www.stamfordct.gov. Please note: Only properly completed and submitted applications will be considered. Applications of candidates who do not meet the stated position requirements will not considered.

The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

ISSUED: 10/03/2016

EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to
DEPARTMENT OF HUMAN RESOURCES
 CITY OF STAMFORD
 888 WASHINGTON BOULEVARD
 STAMFORD, CONNECTICUT 06904
 TELEPHONE (203) 977-4070
www.stamfordct.gov

General Conditions for Job Announcements and Civil Service Information can be viewed at www.stamfordct.gov

CHANGE OF ADDRESS:

It is your responsibility to notify the Department of Human Resources of any Change of Address on your application

PERSONNEL COMMISSION

- Frank Greene
- Julie Granser
- Peter Nanos
- Marc Teichman
- Carl Weinberg

The source list for the 2016 Sergeant's Written Exam is as follows:

- Police Field Operations: Examining Contemporary Patrol Procedures by Alan G. Caddell
ISBN: 978-1-933778-25-9
Candidates are responsible for all chapters EXCEPT chapters 3, 7, 11, & 14.
- Supervision of Police Personnel, 8th Edition by Nathan F. Iannone, Marvin D. Iannone, and Jeff Bernstein
ISBN-10: 0132973820
ISBN-13: 978-0-13-297382-3
Candidates are responsible for all chapters EXCEPT chapter 13.
- 2016 Edition of the Connecticut Law Enforcement Handbook Manual by Lexis Nexis
ISBN: 978-1-5221-0535-0
Candidates are responsible for the following:

Title 53a—Penal Code
Title 53—Crimes
Title 14—Motor Vehicles, Use of the Highway by Vehicles
Title 30—Intoxicating Liquors
Tile 54—Criminal Procedure

Connecticut Criminal Procedure for Law Enforcement Officers:

Chapter 1—Consensual Encounters and Investigative Detention: Stop and Frisk
Chapter 2—Arrest
Chapter 3—Search & Seizure
Chapter 4—*Miranda* – Interviews, Interrogations, Confession
Chapter 5—Sixth Amendment Right to Counsel
Chapter 6—Identification: Photo I.D., Show-ups, Line-ups
Chapter 7—Juveniles
Chapter 8—Family Violence
Chapter 9—Victim's Rights

Connecticut Motor Vehicles and Traffic Stop Guidelines

- SPD Policies and Procedures
Candidates are responsible for the following:

Application for Arrest Warrants (Policy #101)
Collective & Processing of SIRCHIE Sex Crimes Kit (Policy #1057)
Complaint Policy Overview & General Guidelines (Policy #2010)
Complaint Policy Responsibilities of Field Supervisors (Policy #2011)

Critical Incident Response Cards (Policy #880)
Death Notifications (Policy #1011)
Desk Supervisor (Policy #120)
Emergency Communications Center Security (Policy #1691)
Emergency Mobilization (Policy #1411)
Eyewitness Identification (Policy #1000)
Family Violence (Policy #860)
Handling Juvenile Arrests (Policy #1180)
Initiating an AMBER Alert (Policy #861)
Less Lethal Use of Force (Policy #619)
Managing Calls for Service (Policy #1633)
Media Relations (Policy #1721)
Medical leave (Policy #344)
Missing Persons (Policy #854)
Mission, Vision, Values & Code of Ethics (Policy #001)
Officer involved Motor Vehicle Accidents (Policy #840)
Orders of Restraint Policy
Patrol Sergeant (Policy #116)
Prisoner Safety (Policy #1301)
Prisoner Security in a Medical Facility (Policy #1302)
Response & Pursuit (Policy #726)
Restraining Devices (Policy #617)
Robbery Investigations (Policy #851)
Searches on School Grounds (Policy #1053)
Sexual Harassment Policy
Strip Searches (Policy #1309)
Suspicious Packages & Unattended Bags (Policy #1431)
Towing Motor Vehicles (Policy #960)
Uniforms & Appearance (Policy #373)
Use of Force (Policy #618)
WMD (Policy #1432)
Work Related Injuries & Illnesses (Policy #351)
Zero Tolerance Workplace Violence Policy



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

Police Sergeant

Position applying for
Use Title on Job Announcement

16-32

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 _____
(Street/Apt. #) (City) (State) (Zip Code)

Home Telephone _____ Work Telephone _____
(Area Code) (Area Code)

Cellular Telephone _____ E-mail Address _____
(Area Code)

Social Security Number _____ 000 _____ Best daytime contact: Home Work Cell
(Last six digits ONLY)

Do you claim 5 points preference based on active duty in the U. S. Armed Forces? Yes No
(Attach copy of DD214)

Do you claim 10 points veteran's disability preference? Yes No
(Attach DD214 and supporting documentation)

Have you ever worked for the City of Stamford before? Yes No
If yes, list by dates employed and job title(s): _____

Are you currently authorized to work in the United States? Yes No
Note: 1986 Immigration Reform & Control Act requires verification of identity and employment eligibility at the time of hire.

1. Have you ever been convicted of any offense other than juvenile, youthful offender, or a minor traffic violation? Yes No
If yes, you must complete Section B of the applicant disclosure form.

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? Yes No
If yes, list job title and date of disqualification. _____

(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)

<input type="checkbox"/> Stamford Advocate	<input type="checkbox"/> Human Resources Division Bulletin Board
<input type="checkbox"/> Other newspaper. Please give name: _____	<input type="checkbox"/> Community Agency Please give name: _____
<input type="checkbox"/> City Website	<input type="checkbox"/> Professional journal Please give name: _____
<input type="checkbox"/> Internet Please give site: _____	<input type="checkbox"/> Other. Please specify: _____
<input type="checkbox"/> 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