Town of Glastonbury
Police Officer Recruitment Procedures

How to Apply (please read all sections carefully):

Completed Employment Applications may be submitted at the Town Hall Customer Service Center, 2155 Main St., Glastonbury, or may be mailed to Town of Glastonbury, Attn: Customer Service Center, PO Box 6523, Glastonbury Ct 06033. Applications will be accepted until all vacancies are filled.

There will be two rounds of testing. ***First round of testing will be on April 20, 2013 and the second round on May 4, 2013.***

If all vacancies are filled with first round of testing, applicants participating in the second round of testing and meet the requirements for this position will be retained on our Eligible Register for future vacancies.

In order to participate on first test date, Employment Application must be received at the Customer Service Center by 4:00 P.M. on Friday, April 5, 2013.

Employment Applications must be received by 4:00 P.M. on April 26, 2013 for the second testing date.

E-mail address required. Correspondence during this process will be via e-mail.

General Qualification and Requirements

Preference will be given to Certified Police Officers. The CHIP CARD will not be required for Certified Police Officers.) All other applicants must have the CHIP CARD at time of check-in for the written exam).

You must be at least 20 years old to take the test and at least 21 years old at the time of appointment. This is a statewide requirement for the Police Officer Standards & Training (POST) academy program.

You must possess a high school diploma or GED, valid Driver's License, and be a U.S. Citizen.

You must pass the Physical Ability Assessment as administered by Complete Health & Injury Prevention, Inc. (C.H.I.P). You must submit a Physician's Approval Form completed by your doctor in order to participate in the physical fitness assessment.

You must pass a written and oral panel examination process.

You must have vision which is correctable to 20/20.

Finalist must successfully pass a written exam, oral panel, polygraph, psychological, physical examination, medical examination, drug screening and an extensive background investigation. You must have a C.H.I.P. card to participate in the written examination process.

Successful candidate must be a non-smoker for duration of employment.

C.H.I.P. Card/ Physical Ability Assessment

The Physical Ability Assessment will be held on **March 30 and April 27, 2013**. The Assessment will be conducted by C.H.I.P. Inc. Click here for additional information and the necessary forms or call (203) 235-5865.

You must pass the following four assessments:

- Event 1 - Sit-ups: To test muscular endurance
- Event 2 - Sit and Reach: To test flexibility
- Event 3 - Push-Ups: To test absolute strength
- Event 4 - 1.5 Mile Run: To test cardiovascular capacity

Physician's Approval Form

You must have your doctor complete the Physician's Approval Form in order to participate in the assessment. You must provide this form to Chip, Inc. prior to the assessment. Click here for this form.

Brief Description of Written Examination

If you properly complete the Employment Application and meet the general qualifications you will be invited to participate in the written examination. The written test is a multiple-choice test designed to assess important qualities needed to be a successful police officer, such as:

Judgment - You will be asked to apply judgment, logic and common sense to situations which a police officer might encounter.
Ability to Learn Police Material - You will review a booklet containing police related materials, followed by questions based on these materials.
Memory of Details - You will be tested on your ability to recall the details of police-related information such as wanted posters and police bulletins.
Police Interest - An assessment of your work interests and preferences

The written examination for first round of testing will be held on April 20, 2013 at the Glastonbury High School cafeteria, 330 Hubbard Street. The morning check- in will be at 8:45 a.m. The afternoon check- in will be at 12:00 noon. Doors will close promptly at the end of each check-in period. Late comers will not be permitted in once doors are closed. This examination takes approximately 2 ½ hours to complete.

Please note: All applicants are expected to be at the first check-in unless you are notified by the Human Resources Department to come for the second check-in.

Second test round of testing will be May 4, 2013 at the High School. Check-in will be at 8:45 a.m.

You will need to bring the following:
Photo ID card
Two (2) #2 pencils

CHIP CARD

Brief Description of the Polygraph, Psychological Examination and Background Check

In order to be hired by the Town of Glastonbury a candidate cannot have been convicted of a felony or Class A or certain class B misdemeanors nor have a history of domestic violence.

A candidate must also pass a polygraph (lie detector test) covering areas such as past criminal activity, drug use, theft, domestic violence, and other issues of criminal history and character. Driving record will also be investigated. Candidates must also undergo drug testing, a psychological evaluation, a thorough physical examination, and an extremely thorough background investigation. This will include interviews with past employers, neighbors, friends and others. If you have undergone previous background checks by other police departments, these will be reviewed and considered during the background investigation.

IMPORTANT DATES TO REMEMBER:

March 30 & - April 27, 2013	**Physical Ability Assessment** Applicants must pass the physical fitness assessment to be considered further. CHIP cards must be presented at the written examination.
April 5, 2013	**Applicant Process Closes for first test date** Completed applications must be received by 4:00 p.m., Friday, April 5, 2013. Late applications WILL NOT be accepted.
April 20, 2013	**Written Exam (you will be notified via e-mail)** This is the **first date for the written test**. You are required to bring the following: Photo ID card, two #2 pencils, and your CHIP Card.
May, 4, 2013	**Written Exam – second test date (if necessary)**
April 30, 2013	**Oral Panel Process** If you are invited to the oral panel examination process, **you will be notified of the exact time of your interview via e-mail.**
May, 14, 2013	**Oral Panel for second test date (if necessary)**

Main source of corresponding during this process will be via e-mail

Note: If you are not successful in passing the examination process, *the Town of Glastonbury allows for re-application for any future examinations.*

Glastonbury is an AA/EEO Employer