



CONTINUOUS RECRUITMENT STATEWIDE PROMOTIONAL EXAMINATION

DETECTIVE

ANNUAL \$54,026
SALARY: \$70,560

SALARY
GROUP: PS 13

APPLICATION CLOSING
DATE: SEE BELOW

EXAM
NO: 072670SCPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

(REISSUED WITH TEST DATE FOR 2013)

PURPOSE OF CLASS: At the University of Connecticut and its campuses, the Department of Mental Health and Addiction Services or a State University, this class is accountable for performing investigations related to criminal and civil matters.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Two years of experience as a sworn law enforcement officer in an organized police department or within state service.

SPECIAL REQUIREMENTS: (1) Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council. (2) Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to "arrest and present before a competent authority any person for any offense committed within his precinct." (Connecticut General Statutes 29-18 and/or 10a-142). (3) Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class. (4) Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements. (5) Incumbents in this class must possess and maintain a valid Motor Vehicle Operator's license. (6) Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification. (7) Incumbents in this class must be eligible and qualified to bear arms. (8) Incumbents in this class may be required to travel.

PHYSICAL REQUIREMENTS: (1) Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required, to perform the duties of the class. (2) Applicants may be required to pass a physical examination.

WORKING CONDITIONS: Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of police and security practices and procedures; knowledge of relevant state and federal laws, statutes and regulations; knowledge of various criminal and civil matter investigation techniques including but not limited to homicides, narcotics, crimes against persons, crimes against property, and identify theft; knowledge of criminal law; knowledge of court procedures; considerable interpersonal skills; considerable oral and written communication skills; interviewing skills; considerable investigative ability, ability to lead other employees; ability to utilize computer software.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)**

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. Provide a brief history (1-3 pages in length) of your law enforcement career including the various assignments you have had, the ranks you have held, the length of time in each position, the setting and population with whom you worked, and your major supervisory and non-supervisory responsibilities as well as your responsibilities for performing investigations. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job.

Important Notes: (1) Make certain both your application form and your supplemental examination materials are complete and separate documents not referencing the other, as your application form and examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application/examination and the fax transmittal receipt for your records. Make certain that your application form and examination materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **A separate application/examination package must be submitted for each examination you are applying for.** (8) **Application/examination package must be date stamped by APRIL 17, 2013 for the MAY 30, 2013 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at State agencies.

**Employees in the unclassified service may be eligible to participate in promotional exams if they have previous continuous permanent status in the classified service and have current status as a state employee.*

(revised March 28, 2013)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.