



AGENCY PROMOTIONAL EXAMINATION

DEPARTMENT OF PUBLIC SAFETY

STATE POLICE MASTER SERGEANT

**ANNUAL \$75,032
SALARY: \$93,873**

**SALARY
GROUP: SP 4**

**APPLICATION CLOSING
DATE: MAY 9, 2011**

**EXAM
NO: 110211APDJ**

PURPOSE OF CLASS: In the Department of Public Safety, Division of State Police, this class is accountable for serving as Commander of a State Police Troop, directing activities of a specialized section of a major division or serving as Commander of a district within the Statewide Narcotics Task Force Section.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT EMPLOYEE OF THE DEPARTMENT OF PUBLIC SAFETY WHO BY MAY 9, 2011 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE* AND SIX MONTHS CURRENT SERVICE IN THE DEPARTMENT OF PUBLIC SAFETY, AND ON THAT DATE OR WITHIN SIX MONTHS THE FOLLOWING EXPERIENCE AND TRAINING:***

GENERAL EXPERIENCE: Two years' experience as a Connecticut State Police Sergeant.

SPECIAL REQUIREMENT: Incumbents in this class must possess and retain a current Connecticut Motor Vehicle Operator's License.

PHYSICAL REQUIREMENT: Incumbents in this class must possess sufficient strength, stamina, agility and endurance to perform all the duties of the class.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	WRITTEN	50%
	PROFESSIONAL PROFILE	15%
	ORAL	35%

NOTES: (1) Applicants must participate in all 3 parts of the examination to receive a final score on the examination. (2) A Study Guide will be available on the DAS web site (das.ct.gov/employment) on April 29, 2011.

THE WRITTEN TEST: The written test will be administered on THURSDAY, JUNE 9, 2011. Candidates will be notified by mail of the specific time and location of the test. The written test will be composed of written essay questions and exercises. **Note: The same questions will be used in the written test for both the State Police Master Sergeant and the State Police Lieutenant examinations. The questions will be weighted differently in these two examinations.** There will be no make-up written tests except in **very rare** situations, where an applicant has a legitimate reason for not attending the regularly scheduled written test such as active military duty, serious illness or injury, death in the immediate family, accident the day of the test, or an out-of-state vacation scheduled prior to the posting date of the examination. Documentation will be required (e.g., military orders, medical certification, police report, airline tickets) prior to the date of the written test, except in critical situations occurring the day of the test. For those critical situations occurring the day of the written test, documentation will be required by close of business the first business day following the test. DAS has final authority to approve or deny all make-up requests.

THE PROFESSIONAL PROFILE: This will consist of a structured summary of the applicant's formal education, law enforcement & related training and experience, as well as supervisory & leadership experience that will be used to assess candidates' preparation to be a State Police Master Sergeant. The Professional Profile must be submitted using only the special Professional Profile form, which will be available in a printable format on the DAS web site (das.ct.gov/employment) on April 29, 2011. **The completed Professional Profile with all supporting documentation must be submitted at the time the candidate appears to take the Written Test.** (Candidates taking examinations for both Master Sergeant and Lieutenant should submit just one Professional Profile package.) The Professional Profile must be accompanied by **photocopies** of transcripts or diplomas from accredited institutions to document college degrees. If you do not have these documents available, you may want to request them from the respective institutions as soon as possible.

ORAL TEST: The oral test will be administered on selected dates from **JUNE 21, 2011 – JUNE 24, 2011.** Candidates will be notified by mail of the specific time and location of the oral test. Reserve all dates to ensure you will be available the day of your test. More information about the oral test will be mailed to applicants admitted to the examination. There will be no make-up oral tests except in **very rare** situations, where an applicant has a legitimate reason for not attending the regularly scheduled oral test such as active military duty, serious illness or injury, death in the immediate family, accident the day of the test, or an out-of-state vacation scheduled prior to the posting date of the examination. Documentation will be required (e.g., military orders, medical certification, police report, airline tickets) prior to the date of the oral test, except in critical situations occurring the day of the test. For those critical situations occurring the day of the oral test, documentation will be required by close of business the first business day following the test. DAS has final authority to approve or deny all make-up requests.

THE EXAMINATION WILL ASSESS THE FOLLOWING KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of State Police Department units and functions; Knowledge of State Police policies and procedures; Leadership/administrative skills and ability to coordinate/schedule work activities; Planning ability; Supervisory skills and knowledge of supervisory principles; Knowledge of departmental labor relations; Knowledge of law enforcement/legal process; Knowledge of investigative procedures/techniques and rules of evidence; Judgment and problem-solving ability; Analytical and quantitative ability; Written communication skills; Oral communication skills; Interpersonal skills and characteristics; Positive work attitude and motivation; Confidence, poise, ability to handle stress; Training and experience.

APPLICATION PROCEDURE: 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. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. **Applications must be date stamped by DAS/Human Resources or postmarked by MAY 9, 2011. A separate application form must be submitted for each exam you are applying for.**

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

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

Note: Applicants on active military duty should contact 860-713-5207 to discuss the possibility of special testing accommodations. Special testing accommodations for active military personnel should be requested during the application filing period if possible. If not possible, special testing accommodations must be requested within 4 weeks of return from active military service. Copies of military orders will be required for all requests.

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, and persons with disabilities.