



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF PUBLIC SAFETY
STATE POLICE SERGEANT

ANNUAL SALARY: \$74,731
SALARY: \$91,588

SALARY GROUP: SP 03

APPLICATION CLOSING DATE: FEBRUARY 28, 2014

EXAM NO: 140200APDJ

PURPOSE OF CLASS: In the Department of Public Safety, Division of State Police, this class is accountable for supervising the work of assigned police and civilian personnel in a troop or specialized unit/section.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY CURRENT EMPLOYEE OF THE DEPARTMENT OF PUBLIC SAFETY WHO BY FEBRUARY 28, 2014 HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE, SIX MONTHS SERVICE IN THE DEPARTMENT OF PUBLIC SAFETY, AND ON THAT DATE OR WITHIN SIX MONTHS THE FOLLOWING EXPERIENCE AND TRAINING:*

GENERAL EXPERIENCE: Four years' experience as a Connecticut State Police Trooper above the level of State Police Trooper Trainee.

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.

WORKING CONDITIONS: Incumbents in this class may be exposed to danger of assault or injury from assaultive/abusive criminals; may be exposed to risk of injury from automobile or other accidents; may also be exposed to discomforts including working in tiring positions, disagreeable environmental conditions, etc.

THE EXAMINATION WILL BE COMPOSED OF:

Table with 2 columns: PART and WEIGHT. Rows include WRITTEN (multiple choice & essay) at 70%, PROFESSIONAL PROFILE at 15%, and ORAL at 15%.

NOTES: (1) Applicants must participate in all 3 parts of the examination to receive a final score on the examination. (2) A Test Taking Guide will be available on the DAS web site (http://das.state.ct.gov/employment) on February 28, 2014.

THE WRITTEN TEST: The written test will be administered on SATURDAY, APRIL 5, 2014. Candidates will be notified by mail of the specific time and location of the test. The written test will be comprised of multiple-choice and essay questions. 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 Sergeant. The Professional Profile must be submitted using only the special Professional Profile form, which will be made available in a printable format on the DAS internet web site (http://das.state.ct.gov/employment) on March 17, 2014. Instructions for completing the form along with instructions for submitting the completed form with all supporting documentation will also be posted on the DAS website. 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 from APPROXIMATELY APRIL 10 to April 16, 2014. Candidates will be notified by mail of the specific time and location of the oral 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 COVER THE FOLLOWING AREAS: Knowledge of patrol procedures and motor vehicle enforcement; knowledge of emergency scene management; knowledge of accident investigations; knowledge of criminal investigations; knowledge of search and seizure; knowledge of use of force; knowledge of criminal laws and procedures; knowledge of professional standards; knowledge of discipline procedures; knowledge of investigating complaints against subordinates; knowledge of preparation, review and correction of reports; knowledge of administrative and supervisory procedures; written communication skills; interpersonal skills; oral communication skills; judgment and problem solving ability; leadership ability; reading ability; mathematical and computational skills; motivation and commitment to police work; knowledge of the NP-1 contract; training and experience.

THE BASIC STUDY MATERIALS RECOMMENDED for this exam are: (1) the Administrative & Operations Manual (5th edition with updates to General Order 13-16); (2) Training Bulletins for 2012 and 2013; (3) Connecticut General Statutes relating to Criminal Law, Criminal Procedure, Motor Vehicles and Public Safety; and (4) the State Police Union Contract.

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 February 28, 2014. 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 (http://das.state.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 continuous 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, persons with disabilities, and military veterans.