INSTRUCTIONS FOR COMPLETING THE PROFESSIONAL PROFILE
(CANDIDATE'S PROFESSIONAL PROFILE FORM INCLUDED)

STATE OF CONNECTICUT
PROMOTIONAL EXAMINATION
FOR

STATE POLICE MASTER SERGEANT (Exam No. 141161)
AND
STATE POLICE LIEUTENANT (Exam No. 141162)

Prepared by:
The Department of Administrative Services
Statewide Human Resources Management

July 2014

INSTRUCTIONS FOR COMPLETING THE PROFESSIONAL PROFILE

The Professional Profile will consist of a summary of candidates' (a) college or univeristy credits/degrees, (b) descriptions of CSP assignments (at the rank of State Police Sergeant or above) and outside jobs which included Supervisory, Leadership and Administrative experience, and (c) Years of Service as a State Police Sergeant and/or Master Sergeant.

Candidates must complete and submit a Professional Profile in order to receive a final score on the State Police Master Sergeant and/or State Police Lieutenant examinations. (The Professional Profile will contribute a maximum of 15 points, or 15%, towards your final score on these examinations.) **Your completed and signed Professional Profile with all supporting documentation must be submitted when you appear to take the written test on Saturday, October 4, 2014.** (Candidates taking examinations for both Master Sergeant and Lieutenant should submit just one Professional Profile package.) Be sure to leave enough time to attest (swear) to the accuracy of your Profile before your Commanding Officer **no later than Friday, October 3, 2014, so that you will be able to submit the signed Profile package when you report for the written test on Saturday, October 4, 2014.**

General Instructions for Completing and Submitting your Professional Profile:

1. Complete the 1 page form for Part 1 and Part 2 of your Profile. This form is provided at the end of this document. (A "fillable" file containing this form that you can copy to your computer, fill out and print is provided on the website.) Follow the detailed instructions on the next page for completing Parts 1 & 2 of the Profile.

2. For Part 3 of your Profile, prepare brief (1 page) descriptions for each of your separate CSP assignments (at or above the rank of State Police Sergant) and for the three most relevant outside jobs or service you have held, organized around (focusing on) the areas of supervisory, leadership and administrative experience. Follow the detailed instructions provided for completing Part 3 of the Profile.

3. Attach photocopies of transcripts or diplomas from accredited colleges or universities to document college degrees/credits (required in order to receive credit for education).

4. Print your Last Name on all pages of your Professional Profile.

5. Complete the page containing the "Candidate's Statement of Accuracy", which is provided at the end of this document, and fill in your full name and last 4 digits of your Social Security Number on the lines provided. (A "fillable" file that you can copy to your computer, fill out and print is provided on the website.) Attach this to your Profile as the first (cover) page, and present your completed Profile to your Commanding Officer.

6. Attest (swear) to the accuracy of your completed Professional Profile and sign your signature on the appropriate line on the cover page before (in the presence of) your Commanding Officer; and have your Commanding Officer witness this and fill out and sign the cover page as indicated.

7. If you wish to make a copy of your completed Professional Profile for your records, make a copy of your completed Profile before you present this to your Commanding Officer. (You may then have your Commanding Officer review and sign the copy as well as the original.)

8. Place your completed and signed Professional Profile in a 10 in. x 13 in. (or similar size) envelope and print your name clealrly on the outside. **You must submit the original, signed copy. Faxed or photocopied Profiles will not be accepted.**

9. Bring your completed and signed Professional Profile package with you when you report for the written test on Saturday, October 4, 2014.

Part 1. Education. Candidates will be awarded **up to a maximum of 5 points** based on the total number of credit hours or the highest formal academic degree that they have earned from accredited colleges or universities.

Instructions:

(a) Check the appropriate box to Indicate the highest formal academic degree (Associate's, Bachelor's, Master's, Doctorate, Law, etc.) that you have earned from a accredited college or university, by the date of the Written Test, October 4, 2014. Then, in the spaces provided, supply the following information on the degree: (a) the name and address of the institution that awarded the degree, the dates (MM/YY to MM/YY) you attended, the credit hours completed, the type of degree that you received, your major course of study, and the date the degree was awarded. If you were given credit for coursework at other institution(s) in meeting the requirements for the degree, please provide the following information on the other institution(s): (a) the name and address of the other institution, the dates (MM/YY to MM/YY) you attended and the credit hours that you completed.

(b) If you have no degree but have completed 12 or more credits (credit hours) from a accredited college or university towards an Associate's or Bachelor's degree, or if you have completed the Certificate Program in Criminal Justice at the University of Connecticut by the date of the Written Test, October 4, 2014, you should check the alternate box to indicate this fact. Then, in the spaces provided, supply the following information on the degree program: (a) the name and address of the institution, the dates (MM/YY to MM/YY) you attended, the credit hours you have completed, the degree that you are(were) working towards, and your major course of study.

(c) Check the appropriate boxes to indicate that you have attached photocopies of the diplomas or transcripts from each of the institutions that you have cited. Copies of diplomas or transcripts from accredited colleges or universities must be submitted as documentation of credit hours or degrees earned in order to receive credit.

Notes:

1. You need only list and submit documentation for the highest degree that you have earned in order to earn the maximum credit that you are entitled to for Education. (For example, if a candidate has both an Associate's and a Bachelor's Degree, only the Bachelor's Degree needs to be listed and documented.) Candidates with college degrees will receive credit for only one (the highest) degree. Candidates with no college degree will receive credit based on the total number of credit hours they have earned.
2. Credit hours and degrees must be conferred by the date of the Written Test, October 4, 2014.

Part 2. Service. Candidates will be awarded **up to a maximum of 4 points** based on their number of years of service as a State Police Sergeant and/or State Police Master Sergeant.

Instructions:

In the spaces provided, provide the following information: (a) your date of appointment (MM/DD/YYYY) as a State Police Sergeant and, if applicable, (b) your date of appointment (MM/DD/YYYY) as a State Police Master Sergeant.

Note: The information submitted for this part of the profile will be verified by DAS against agency records.

Part 3. Supervisory, Leadership and Administrative Experience.

Candidates will be awarded **up to a maximum of 2 points** for each of the following three areas based on ratings by a review panel: (a) supervisory experience, (b) leadership experience, and (c) administrative experience. **(Candidates will be awarded up to a maximum of 6 total points for this Part of the Profile.)**

Instructions:

For each separate assignment within the CSP at the rank of State Police Sergeant or above where you had supervisory, leadership and/or administrative responsibilities and for each of a maximum of 3 outside jobs or service where you also had such responsibilities, prepare a brief (1 page) typed or printed description of your duties and responsibilities. Outside jobs or service may be in any of the following categories: (a) in the military, (b) in other (non-CSP) police/law enforcement agencies, or (c) in other non-police, non-military organizations. Each description of a separate CSP assignment or outside job should be written on a separate page and begin with your rank or job title, company/organization name and location, dates of the assignment/employment/service, and number of hours worked per week. This should be followed by a description of your duties and responsibilities in the assignment or outside job organized around (focused on) the three areas defined below.

(1) Supervisory Experience. Supervisory experience is defined as responsibility for the direct supervision of subordinate personnel (staff) within a unit, including making work assignments, setting priorities, providing guidance and technical assistance to subordinates, training subordinates, evaluating the job performance of subordinates, and/or making recommendations for disiplinary action.

Note: You should indicate the number and job titles of staff that you directly supervised, and describe your experience/role in making work assignments, setting priorities and overseeing work, providing technical assistance to and/or training subordinates, evaluating the job performance of subordinates, making recommendations for disiplinary action.

(2) Leadership Experience. Leadership experience is defined as experience directing a team/group of other persons in a lead (team leader) capacity for a project or operation above and beyond the normal supervisory responsibilities of a State Police Sergeant or other supervisor. Such leadership experience would include one or more of the following: (a) acting as the lead (responsible) person for a long term project/operation; (b) representing the project/operation team in numerous outside contacts with other agencies/jurisdictions; (c) coordinating the handling of complex cases/projects with numerous components/issues; (d) representing the Department in a community service activity or project; (e) acting as the commanding officer of a unit engaged in a complex/difficult police/military operation; etc.

Note: You should describe both the length and complexity of projects/operations in which you served as the lead (responsible) person. A complex project, case or operation is defined as one involving a number of components/issues and/or a number of outside agencies or jurisdictions.

(3) Administrative Experience. Administrative experience is defined as experience in one or more of the following four activities: (a) strategic planning, (b) program/operation review, (c) scheduling and resource allocation, and (d) budgeting. Strategic planning experience would include responsibility for the preparation of comprehensive operational plans for a specific event or incident (event planning), responsibility for the preparation of long range plans with a specific purpose or goal for a unit (purpose planning), or responsibility for the preparation of long range plans with a specific purpose or goal for a program (program planning and design and/or grant writing and application preparation). Program/operation analysis and review experience would

include responsibility for monitoring and analyzing the process/results of a program or operation, and the preparation of a formal/documented critique/review of the process/results of the program or operation. Scheduling and/or resource allocation experience would include responsibility for ensuring that the proper number of personnel (staff) are scheduled to work shifts in accordance with contract provisions, or responsibility for implementation of an operation plan and the allocation of staff or materials to an operation or event in accordance with operational needs. Budgeting experience would include responsibility for projecting future personnel (staffing) needs, overtime and materials costs (budget development), responsibility for determining the appropriate allocation (spending) of grant money in accordance with grant provisions (grant management), or responsibility for the management (spending) of other disposable funds of a unit within the organization.

Note: You should describe how detailed the operational or strategic plans you prepared were, how formal (how documented and reported) the program or operation critiques/reviews you prepared were, how large/extensive the staff/resources you schedled or allocated were, and/or how directly responsible you were for budgeting or spending of grant or unit funds.

CANDIDATE'S PROFESSIONAL PROFILE

STATE OF CONNECTICUT
PROMOTIONAL EXAMINATION
FOR

STATE POLICE MASTER SERGEANT (Exam No. 141161)
AND
STATE POLICE LIEUTENANT (Exam No. 141162)

Candidate's Statement of Accuracy

Instructions to Sergeant or Master Sergeant: Fill in your name and the last four digits of your SSN on the lines provided below, and present your completed Professional Profile with all required documentation to your Commanding Officer (or to the Executive Officer in the Commanding Officer's absence) with this cover sheet.

Instructions to Commanding Officer:

(1) Have the Sergeant or Master Sergeant attest (swear) to the accuracy of the attached Professional Profile and sign his(her) signature on the appropriate line below. Then fill in the information and sign on the lines provided for you below.

(2) Return the signed Profile package to the Sergeant or Master Sergeant, who will submit it to DAS.

Candidate's Name: _____ _____
(Please Print) (last 4 digits of SSN)

My signature below attests to the accuracy of the information and documents contained within the attached Professional Profile. I certify that the statements made by me on this form are true to the best of my knowledge. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and to such other penalties as may be prescribed by law or personnel regulations.

Signature: _____

The above was signed and sworn to before me this _____ day of _____, 20 ____.

_____
Signature of Commanding Officer

Commanding Officer's Name and Rank: _____

Troop or Unit:_____

_____
(Your Last Name)

Part 1. Education (Documentation must be attached in order to receive credit for education.)

Check the highest Degree earned from an accredited College or University: __ Associate's __ Bachelor's __ Master's __ Ph.D. or J.D.

Name & Address of Institution Awarding Degree	Dates Attended	Credit Hours Completed	Major	Degree Received	Date Degree Awarded	Documentation Is Attached?
						__ Yes __ No
						__ Yes __ No

Check the following if it applies to you:
__ I have no degree but **have completed 30 or more credits** (credit hours) from an accredited college or university towards an Associate's or Bachelor's degree.
__ I have no degree but **have completed 12 credits** towards an Associate's or Bachelor's degree.
__ I have no degree but **have completed the Certificate Program in Criminal Justice** at the University of Connecticut

Name & Address of Institution	Dates Attended	Credit Hours Completed	Major	Degree Program	Date Degree Anticipated	Documentation Is Attached?
						__ Yes __ No
						__ Yes __ No
						__ Yes __ No
						__ Yes __ No

Part 2. Service (Appointment dates will be verified by DAS against agency records.)

Date of Your Appointment as a State Police Sergeant	Date of Your Appointment as a State Police Master Sergeant

Part 3. Supervisory, Leadership and Administrative Experience.

Your descriptions of your separate CSP assignments (at the rank of State Police Sergeant or above) and your outside jobs or service should be attached after this page. Follow the instructions provided for preparing your descriptions.