

**INSTRUCTIONS FOR COMPLETING THE PROFESSIONAL PROFILE**

**STATE OF CONNECTICUT  
PROMOTIONAL EXAMINATION  
FOR  
STATE POLICE SERGEANT  
140200**

**Prepared by:  
The Department of Administrative Services  
Statewide Human Resources Management  
Personnel Assessment and Staffing Unit**

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## INSTRUCTIONS FOR COMPLETING THE PROFESSIONAL PROFILE

The Professional Profile is a special application form that candidates must fill out and submit in order to apply for credit for: (a) Education, (b) Supervisory/Leadership Experience, (c) Law Enforcement Experience & Training, and (d) Years of Service. Candidates' Professional Profile may be submitted using only the special Professional Profile form, which is available in a printable format on the DAS internet web site ([www.das.state.ct.us](http://www.das.state.ct.us)). Written documentation is required (must be attached) for all of the types of training and experience in order to receive credit. (Note: To receive credit for training and experience, candidates must have been awarded a degree, have the required length of time in an assignment, have been awarded a certification, or have completed a training course by April 17, 2014, the last date for the summittal of the Professional Profile.) Candidates will also be required to appear before their Commanding Officer to attest to the accuracy of their descriptions of the instances of training and experience that they list on the Professional Profile form and to have their current Commanding Officer review the package for completeness.

1. Put your Full Name and the last 4 digits of your Social Security Number on the cover page of your Professional Profile.
2. Print your last name on all remaining pages of your Professional Profile.
3. Complete your Profile as soon as possible so that your current Commanding Officer (or Executive Officer in the Commanding Officer's absence) will have time to review your Profile package and verify that you have attached written documentation for all those examples of training and experience listed in the Profile for which you have checked "Yes" under "Documentation Is Attached?" Be sure to leave enough time to have your Profile reviewed by your Commanding Officer. **Your completed Professional Profile may be submitted when you report to take your scheduled oral test, or you can hand deliver your completed Professional Profile to DAS (Room 404 of the State Office Building at 165 Capitol Avenue, Hartford) Thursday, April 17, between 8:30 a.m. and 4:30 p.m.**
4. Documentation for the examples of education or experience listed on the Professional Profile form should be put in the order that the corresponding examples of education or experience appear (are listed) on the form and attached at the end of the Professional Profile form.
5. If you wish to retain a copy of your completed Professional Profile for your records, make a copy of your completed Profile package after your Commanding Officer reviews and signs the completed Professional Profile package.
6. Place your completed and signed Professional Profile package in a sealed envelope and print your name clearly on the outside.
7. Submit your completed and signed Professional Profile package:
  - a. when you report for your oral test, or
  - b. you may hand deliver it to DAS on Thursday, April 17, between 8:30 a.m. & 4:30 p.m.
8. Professional Profiles received after 4:30 p.m. on April 17 will not be accepted.

## Part 1. Education

Candidates will be awarded credit for the highest formal academic degree that they have earned from an **accredited college or university**.

### 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 an accredited college or university. 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) 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) you attended and the credit hours that you completed.
- (b) If you have not completed the degree but will have earned 60 or more credit hours towards a Bachelor's Degree, 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) 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. Photocopies of diplomas or transcripts from accredited institutions must be submitted as proof of completion of academic degrees or 60 credit hours towards the Bachelor's Degree in order to receive credit for education.

### Notes:

1. Photocopies of diplomas or transcripts from accredited institutions must be submitted as proof of completion of academic degrees in order to receive credit for education.
2. 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 will receive credit for only one degree.
3. No partial credit for incomplete degrees will be considered beyond the 60 credit hours towards a Bachelor's Degree.

## Part 2. Supervisory/Leadership Experience

Candidates will be awarded credit for up to 4 examples of documented supervisory and leadership experience of at least 6 months in duration that they have had.

Supervisory/leadership experience may include, but is not limited to, the following types of CSP experience (experience in assignments within the Connecticut State Police):

- experience as a Field Training Officer (FTO) who trained and evaluated one or more trooper trainees.
- experience as a Resident Trooper who directed and evaluated the work of two or more constables.
- experience as an ESU Team Leader or Assistant Team Leader.
- experience as an Academy staff instructor.

Other supervisory/leadership experience which may also be credited pending evaluation by the grading committee may include, but is not limited to, the following types of non-CSP experience:

- supervisory/leadership experience where you directed and evaluated the work of others (a) during military service or (b) for other police departments.
- non-police/non-military supervisory/leadership experience where you directed and evaluated the work of others in (a) public or private organizations, or (b) community service activities/organizations.

### Instructions:

- (a) In the spaces provided, list up to a maximum of 7 examples of supervisory/leadership experience that you have had which were at least 6 months in duration. (Examples of such experience that are less than 6 months in duration should not be listed.) Provide the following information on each example of supervisory/leadership experience that you list: the agency or organization, the starting and ending dates (MM/DD/YYYY) for the experience, the title and location of the position held, the name and title/rank of the person you reported to, the number of subordinates directed or supervised, the average number of hours per week that you worked in the position, and a brief description of the duties and responsibilities of the position, and any other information that supports the claim that this is an example of supervisory/leadership experience.
- (b) Check the appropriate boxes to indicate that you have attached documentation for each of the assignments that you have listed. Some form of written documentation will be required to support your description of each assignment. Acceptable documentation would include PERs, DD214s, signed letters from individuals that attest to the claimed assignments or positions.

### Notes:

1. Examples of experience of less than 6 months in duration will not be considered.
2. Non-police/non-military experience in public or private organizations, or in community service organizations will only be credited under supervisory/leadership experience if this involved providing direction, guidance and oversight to 3 or more employees or adult volunteers in the performance of some group function.
3. Multiple examples of the same or very similar experience will only be credited once since this represents a continuation of experience not additional experience.
4. The examples of experience submitted will be evaluated to determine if they represent supervisory/leadership experience. Although space is provided for you to submit up to 7 examples of supervisory/leadership experience for evaluation, candidates will be awarded credit for a maximum of 4 examples of supervisory/leadership experience.

### Part 3. Training & Law Enforcement Experience

This part of the profile includes four categories of Training & Law Enforcement experience. Candidates will be awarded credit separately for each of these categories, as described below.

**Category 1: Specialty Unit Experience.** Candidates will be awarded credit for satisfactorily completing one full time assignment of at least 1 year in duration in any one of the specialty units per the NP-1 contract. (Candidates will not receive credit in this category for assignments that were already credited in Part 2.) Specialty Units identified in the NP-1 contract include:

- All District CI Units (including Major Crime Squads)
- Traffic Services Units (or all District Traffic Squads)
- All Units in Bureau of Special (Criminal) Investigation
- All Units in Bureau of State Fire Marshall
- Community Affairs
- Emergency Services
- Research and Planning
- Information Systems
- Crimes & Traffic Analysis
- Forensic Laboratory
- Polygraph
- Resident Trooper
- Emergency Management and Homeland Security

#### Instructions:

- (a) In the space provided for this category, list any one full time assignment that you have had of at least 1 year in duration in any of the specialty units identified in the NP-1 contract.
- (b) Provide the name of the unit, the starting and ending dates (MM/DD/YYYY) of the assignment, and the name and rank of the person you reported to.
- (c) Check the appropriate boxes to indicate that you have attached documentation for each of the assignments that you have listed. Some form of written documentation of the assignment will be required in order to receive credit. Acceptable documentation would include PERs, signed letters from individuals that attest to the claimed assignments or positions.

#### Notes

1. Experience in an assignment in a unit not identified as a specialty unit in the NP-1 contract will not be considered under this category.
2. Experience in an assignment in a specialty unit of less than 1 year in duration will not be considered under this category.
3. The assignment submitted will be evaluated to determine if it is eligible for credit in this category.

**Category 2: Certified Special Skills.** Candidates will be awarded credit for up to 2 formal certifications that they have obtained in state police job related special skills. To be counted, official documentation of the completion of special skill certification from an accrediting authority empowered to make such certifications must be provided. (When a special skill certification is required for an assignment, candidates may be awarded credit for either the certification or the assignment but not for both.) Examples of special skills certifications eligible for credit in this category include but are not limited to:

- Accident Reconstructionist
- Drug Recognition Expert
- Certified Instructor (for Speed Enforcement Instruments, Defensive Tactics, etc.)
- EMT to Paramedic levels
- Diver
- Bomb Tech
- Pilot
- MC operator
- K-9 Handler
- Tactical Team (Tactical Unit)
- FTO
- DARE coordinator
- Certified Desk Officer (Emergency Medical Dispatch and Telecommunicator certifications)
- NASTI (North American Standard Truck Inspection) Certification

**Instructions:**

- (a) In the spaces provided, list up to a maximum of 4 certifications that you have obtained in state police job related special skills.
- (b) Provide the name of the special skill, the accrediting authority empowered to award the special skill certification, and the date certification was awarded/achieved.
- (c) Check the appropriate boxes to indicate that you have attached documentation for each of the special skills certifications listed.

**Notes:**

1. To be counted, official documentation of the completion of the requirements for a special skill certification from an accrediting authority must be provided. (A certificate of the completion of a training course is not a special skill certification.)
2. A photocopy of the official documentation of the completion of special skill certification from an accrediting authority empowered to make such certifications must be submitted for each certification claimed.
3. The special skill certifications submitted will be evaluated to determine if they are eligible for credit in this category. Although space is provided for you to submit up to 4 special skills certifications for evaluation, candidates will be given credit for a maximum of 2 certifications.

**Category 3: Law Enforcement Training.** Candidates will be awarded credit for up to 4 law enforcement training courses (schools) that they have completed, beyond what every Trooper is expected to obtain. To be counted, a training course must have been at least 3 days (or 24 hours) in length. To be counted, a training course must have been at least 3 days (or 24 hours) in length. Examples of law enforcement training eligible for credit in this category include but are not limited to:

- Interview and Interrogation
- State's Attorney School
- At Scene Traffic Accident
- Basic Crime Scene Processing
- DWI School
- Basic Instructor Development
- Leadership Development
- DEA Basic Narcotics School
- Financial Investigations
- Commercial MV Criminal Interdiction

**Instructions:**

- (a) In the spaces provided, list up to a maximum of 6 law enforcement training courses (schools) that that you have completed, beyond what every Trooper is expected to complete.
- (b) Provide the name of the training course (school), the start and end date(s) of the training, and the source/location of the training.
- (c) Check the appropriate boxes to indicate that you have attached documentation for each of the law enforcement training courses (schools) listed.

**Notes:**

1. To be counted, the law enforcement training must be beyond to what every Trooper is expected to complete. Examples of training courses (schools) **not** eligible for credit in this category would include: Intoxilyzer (Drager Alcotest) Operator, Laser Operator, Radar Operator, Baton, Handcuffing or Capstun; etc.
2. A photocopy of the certificate (or other documentation of successful completion of training) **must** be submitted for **each** training course (school) claimed in order to receive credit.
3. The training courses submitted will be evaluated to determine if they are eligible for credit in this category. Although space is provided for you to submit up to 6 law enforcement training courses (schools) for evaluation, candidates will be given credit for a maximum of 4 courses.

**Category 4: Other State Police Assignments/Positions with Additional Responsibility.**

Candidates will be awarded credit for up to 6 documented assignments of at least 1 year in duration which have additional responsibility that would enhance the candidates' capacity to be an effective state police supervisor. (Candidates will not receive credit in this category for assignments that were already credited in Part 2 or in Part 3, Category 1.) Assignments eligible for credit in this category include but are not limited to:

- School Resource Officer (SRO)
- Community Police Officer
- Evidence or Court officer
- Desk Officer / Desk Trooper
- Assignments in the Special Licensing & Firearms Unit
- Assignments in OAS in non-special services (non-light duty) positions
- K-9 Handler
- DARE coordinator
- Resident Trooper

**Instructions:**

- (a) In the spaces provided, list up to 10 State Police Assignments with additional responsibility that you have held of at least 1 year in duration. Provide the following information on each assignment that you list: the title/name of the assignment, the starting and ending dates (MM/DD/YYYY) for the assignment, the title and location of the position held, the name and title/rank of the person you reported to, the number of subordinates directed or supervised, and a brief description of the responsibilities of the assignment and any other information that supports the claim that the assignment included additional responsibility.
- (b) Check the appropriate boxes to indicate that you have attached documentation for each of the assignments you have listed. Some form of written documentation will be required to support your description of each assignment. Acceptable documentation would include PERs, signed letters from individuals who attest to the claimed assignments or positions.

**Notes:**

1. Assignments of less than 1 year duration will not be considered.
2. To be counted, assignments must have included additional responsibility that would enhance the candidates' capacity to be an effective state police supervisor.
3. Some form of written documentation is required to support your description of each assignment in order to receive credit.
4. The assignments that you list will be evaluated to determine if they are eligible for credit in this category. Although space is provided for you to submit up to 10 examples of your assignments with additional responsibility for evaluation, candidates will be given credit for a maximum of 6 assignments with additional responsibility.

#### **Part 4. Service**

Candidates will be awarded credit for each complete year of service after the 4th year as a State Police Trooper with the Department of Public Safety, up to a maximum of 12 years after the 4th year. Experience as a Trooper Trainee (recruit), prior to being promoted to a Trooper, is not counted towards the first 4 years as a State Police Trooper.

#### **Instructions:**

In the spaces provided, provide the following information: (a) your date of appointment (MM/DD/YYYY) as a Trooper Trainee, (b) your training class, and (c) your date of appointment (MM/DD/YYYY) as a Trooper.

#### **Notes**

1. Candidates will be awarded credit for each complete year of service after the 4th year as a State Police Trooper, as of the closing date of the exam announcement. Candidates' time as a Trooper Trainee (recruit) will not be counted towards the first 4 years as a Trooper.
2. The information submitted for this part of the profile will be verified by DAS against agency records.

#### **Candidate's Statement of Accuracy**

#### **Instructions:**

- (a) Fill in your full name and the last 4 digits of your social security number (SSN) on the lines provided on the Professional Profile cover page, and present your completed Profile to your Commanding Officer with the cover page.
- (b) Attest (swear) to the accuracy of the attached Professional Profile package and sign your signature on the appropriate line on the cover page in the presence of your Commanding Officer; and have your Commanding Officer witness this, and fill out and sign the cover page as indicated.