

INSTRUCTIONS

Dear Police Officer Applicant:

Carefully read and follow these instructions. Failure to follow these instructions will result in your application NOT being processed. **Failure to return a completed packet to S/Sgt. L.M. Keating, New London Police Department Training Office, 5 Gov. Winthrop Blvd. New London, CT 06320 by 12:00 pm on October 19, 2020 (DEADLINE) will be an automatic disqualification from the hiring process. Attach a copy of your driver's license and your social security card or birth certificate to this packet.**

1. If you require any ADA accommodations, you must notify the Personnel Department in writing at the time of application.

<ol style="list-style-type: none">2. A VALID DRIVER'S LICENSE IS MANDATORY. You will not be admitted to into any test without a valid driver's license.

3. The Police Candidate's Release from Liability for Providing Background Information Form (Page #3) must be notarized and returned with this packet by the deadline.
4. The Registration Form (Page #4) must be returned with this packet by the deadline.
5. The Affirmative Action survey (Page #5) is optional. Should you choose to complete this form, it must be returned with this packet by the deadline.
6. The Physical Agility Standards form (Page #10) explains the requirements of the Physical Agility Examinations.
7. The Medical Approval Form (Pages #6-9) **must be signed and stamped by a *physician* (MD/DO)**. Failure to have a *physician's* signature and stamp will disqualify you from the entire testing process. **Signatures by a P.A., A.P.R.N., R.N., L.P.N., or other member of a physician's staff will NOT be accepted.**
8. The Physical Agility Test Description (Page #11) must be brought to your physician with Pages #7-#11, so that your physician understands the magnitude of each physical agility test and the physician must initial them at the bottom. Please review this form yourself, to help you prepare for the agility examination.
9. The Physical Agility Check-In (Page #13) **must be completed and returned with this packet by the deadline.** Please complete **only the top portion** of this form.
10. The Physical Agility Testing Informed Consent Form (Page #12) must be completed and returned with this packet by the deadline. Your signature indicates that you understand that the City of New London is free from responsibility during the testing procedures.
11. A written and physical agility test will be held on October 24, 2020. The written exam is scheduled for 8:00 AM – 11:00 AM at the New London Middle School, 36 Waller St., New London, CT. The physical agility is scheduled for 12:00 PM – 4:00 PM at the New London High School, 490 Jefferson Ave., New London, CT. If you are an LEC or CPCA applicant, you only need to take the physical agility test on this date.

CITY OF NEW LONDON COMPETITIVE EXAMINATION
For the Position of Police Officer
\$63,581. - \$76,551. / annum

LAST DATE FOR FILING APPLICATION:

Applications must be received before **October 19, 2020 at 12:00 PM.**

ELIGIBILITY: The Police Officer Standard and Training Council regulation stipulates a candidate must be 21 years old to attend the Academy. Candidates must also possess a valid driver's license and a high school diploma or equivalent.

APPLICATION:

How to Apply:

Complete an application online at <https://www.policeapp.com/>(preferred) or apply in person by dropping off or mailing an application to the New London Police Department (S/Sgt. L.M. Keating c/o New London Police Department, 5 Gov. Winthrop Blvd., New London, CT 06320) or email your completed application to lmkeating@newlondonct.org.

The application must be **received** before **October 19, 2020 at 12:00 PM.**

EXAMINATION:

Saturday, October 24, 2020 (If you are an LEC or CPCA applicant, you only need to take the Physical Agility test on October 24, 2020.

THE APPLICATION AND EXAMINATION PROCESS WILL INCLUDE THE FOLLOWING:

1. Application: City of New London Employment Application. You are also encouraged to provide a resume, as well.
2. Written Exam: Applicants who fail to meet the minimum standard set as passing for the Written Exam will not be considered a qualified candidate and cannot proceed with any further testing. **DATE:** The written exam is scheduled for October 24, 2020 (8:00 AM – 11:00 AM at New London Middle School, 36 Waller St., New London, CT).
3. Agility Test: Applicants who fail to meet the minimum standard set as passing for the Agility Test will not be considered a qualified candidate and cannot proceed with any further testing. **DATE:** The physical agility is scheduled for October 24, 2020 (12:00 PM – 4:00 PM at New London High School, 490 Jefferson Ave., New London, CT).

C.H.I.P. (Complete Health & Injury Prevention) certification cards will not be accepted.

The Police Academy will administer their own additional Agility Test prior to acceptance. You must pass the Academy's Agility Test in order to be accepted.
4. Technical/Oral Exam: A panel consisting of three professionals and a moderator will conduct the exam. Candidates will be notified of the place and time of the exam after completing the physical agility. (Expect the exam dates to be close to the agility date.) Scores will be mailed to the candidates. Applicants who do not meet the minimum standard will not be considered a qualified candidate and cannot proceed with any further testing.
5. Background: Packets will be distributed to all who pass the agility examination and must be returned at the time of your oral exam.
6. Polygraph: To be administered to top candidates selected by the Police Department, after receipt of all candidates' scores.
7. Psychological Exam: Pass/Fail – Will be administered to those selected by the Police Department.
8. Eligibility List: After formal testing has been completed; a ranked Eligibility List will be created.

As positions become available, candidates on the Eligibility List will be contacted. The Eligibility List shall remain in effect for the duration of the life of the list, which shall be established for a minimum of six-months and may be extended for another six-month period.
9. Physical Exam: Pass/Fail – To be administered by the City physician to the selected candidates.

Please note that failure of any portion of the examination means failure of the entire examination.

**** If you have previously participated in a Police Officer Recruitment process with us and did not pass the oral exam or written exam (within the last 12 months), background, psychological or polygraph, you are not eligible to participate in another recruitment process.**

**POLICE CANDIDATE’S RELEASE FROM LIABILITY
FOR PROVIDING BACKGROUND INFORMATION**

Candidate’s Name: _____

Candidate’s Address: _____
Street Address

City, State Zip Code

I, the undersigned, have applied for employment with the New London Police Department. I have been advised and I am fully aware that a thorough and complete investigation of my background will be conducted to determine my suitability for the position in question. I hereby authorize all persons to whom this document is provided, in either original or duplicate form, to release any and all information about me in either documentary or verbal form, including any opinions or impressions concerning me, to representatives of the New London Police Department.

I am aware that this information may be of a highly personal nature and may otherwise be protected from disclosure by my constitutional, statutory, or common law rights and privileges or by contractual agreements. I hereby expressly waive any and all privileges which may be attached to such communication or disclosure, and release all persons, firms, governmental units or corporations from all claims of any natures as a result of such communications or disclosure.

Information to be disclosed may include, but is not limited to, medical records, mental health records, financial records, criminal history records, information obtained by other agencies during any investigatory procedures including polygraphs, educational records, organizational memberships, past and present employment and attendance records including performance evaluations and disciplinary histories, or history, suitability or moral character.

I understand that these records will remain on file with agents of the City of New London during such time as I am eligible for appointment with the Police Department.

Candidate’s Signature Date

SWORN TO AND SUBSCRIBED BEFORE ME, A NOTARY PUBLIC FOR THE STATE OF

_____ ON THE _____ DAY OF

_____, 20_____.

SIGNATURE OF NOTARY: _____

REGISTRATION FORM

I plan to attend the New London Police hiring process on Saturday, October 24, 2019.

Check the applicable box:

- Written and Physical Agility Test
- Physical Agility Test Only (LEC and CPCA Applicants only)

NAME (Please Print)

SOCIAL SECURITY #

Last

First

MI

Street Address

City

State

Zip Code

()

Date of Birth (required)

Home Telephone

()

Signature

Work Telephone

Are you presently a certified Police Officer?

Yes No

If yes, in what state?

Please enclose copies of certifying documentation
with your application.

AFFIRMATIVE ACTION SURVEY (Optional)

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, material or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please complete the form below. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a confidential file separate from the Application for Employment.

(Please Print)

Date: _____

Name _____
Last First Middle

Address _____
Number & Street City State Zip Code

Telephone () _____

Date of Birth _____
Month Day Year



Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

Check one: _____ Male _____ Female

Race/Ethnic Group – check one of the following:

_____ White _____ Black _____ Hispanic

_____ Alaskan Native _____ American Indian or Alaskan Native

_____ Asian or Pacific Islander

Check if any of the following are applicable:

_____ Vietnam Era Veteran _____ Disabled Veteran _____ Person w/Disability

MEDICAL APPROVAL FORM

**PHYSICIAN'S CERTIFICATION OF ABILITY
TO PERFORM PHYSICAL AGILITY TEST**

This is to certify that I have reviewed the attached four elements of the Eastern Connecticut Police Officer Physical Agility Test and the descriptions attached.

After reviewing said documents, it is my professional opinion that the candidate named below:

Candidate's Name: _____

CAN SAFELY PERFORM THE PHYSICAL AGILITY TEST AND PARTICIPATE IN THIS PROGRAM.

Physician's signature

Date

Physician's Name (Imprinted with Office Stamp)

Note to Physician: Do not write notations of any type on Medical Approval Form # 9 or State Medical Approval Form # 9A. Doing so will disqualify candidate. If notations need to be made, please attach a separate piece of paper.

“Physician’s Signature” must be that of a *physician*, signatures of nurses or other members of the physician’s staff will *not* be accepted. Failure to have a physician’s signature will disqualify candidate.

I. DEFENSIVE TACTICS TRAINING PROGRAM

The Academy's Defensive Tactics program includes high impact "take down" techniques such as the "leg sweep," etc. All high impact techniques are trained at one-half speed, three quarter speed and "full speed." In addition, various handcuffing procedures are practiced. These techniques involve the manipulation of the wrists, shoulders, elbows, ankles, knees and hip joints.

Other activities in the Defensive Tactics Program include:

- ___ Punching, blocking and kicking on a stuffed dummy (bag-man) while a second recruit holds the bag-man. (This is done at full speed/strength.)
- ___ Participate in wrestling/grappling exercise where the heart rate is elevated to 180- 200 beats per minute.
- ___ Apply twelve pressure points to other recruits.
- ___ Execute a leg-trap control hold, which involves manipulation of and twisting/torqueing of the ankle joint. Recruits will also have this applied to them. Participate in ground-defense counter measures, which involve neck compression and arm-lock control holds in which recruits take each other from standing to a prone position.
- ___ Perform, blocking and striking techniques with a police baton against a bag-man and against each other while dressed in protective padded gear.
- ___ Extricate a resistive operator out of a motor vehicle using their baton as a torqueing lever control tool. (Recruits must play both parts.)
- ___ Same as above only removing the operator by use of a bar-arm and inside body takedown.
- ___ After removing or being removed as above, handcuffs will be applied to the "controlled" subject by the rear handcuff method.
- ___ Use empty-hand, baton and firearm countermeasures on a simulated knife attacker and complete the technique with a handcuffing procedure.
- ___ Execute a handgun retention technique, which requires them to quickly pivot 360 degrees.
- ___ Recruits will be compelled to apply and to extricate themselves from a strangle/choke hold.
- ___ Engage in foot pursuit with weapon in hand for approximately 25 yards at full speed, place the suspect in a prone position and apply a handcuffing technique. (Recruits also play the part of the suspect.)

Within the Physical Wellness Program, necessary warm-up and cool-down exercises are conducted.

II. CHEMICAL AGENTS TRAINING

The physical aspect of the chemical agents training consists of two exercises. In the first exercise recruits are full face sprayed with their agency's Oleoresin Capsicum (Pepper spray) - (O.C.) that may be composed of Oleoresin Capsicum pepper, Isopropyl alcohol, and Isobutane/propane as a propellant. During this spray event, the recruits are directed to have their eyes and mouth shut.

PHYSICIAN'S INITIALS: _____

Subjects sprayed with this mixture can experience uncontrollable coughing, involuntary closing of the eyelids, loss of body motor control, intense burning sensation of the skin and respiratory distress.

In the second exercise, recruits are required to walk through a cloud of either Chloroacetophenone "CN" or Ortho-chloro-benzylidene-malononitrile "CS" tear gas. These gases can produce irritation, burning, and pain in the eyes, nose, throat, and respiratory tract. Effects in the air passages and lungs cause coughing, sneezing, a feeling of suffocation and respiratory distress.

During this training, emergency medical personnel are present. Decontamination procedures consist of washing the recruit's face and skin with water and milk, as well as the application of a baking soda paste.

III. FIREARMS TRAINING PROGRAM

The firearms program consists of five (5) eight (8) hour days during which time recruits are required to be outside and on their feet for up to 6-7 hours per day regardless of the weather conditions. Recruits must also wear a fully equipped gun (duty) belt that weighs between 12 and 20 pounds. They will carry steel target frames that weight between 27 to 39 pounds for a distance of approximately sixty yards. They must fire between 700 to 1,000 rounds of ammunition from both standing and kneeling positions.

During the "Stress Firing Course," recruits are required to run at % speed to full speed approximately 1,000 feet down a hill and immediately engage multiple targets from positions of cover and/or concealment. This is done in a crouched or kneeling position. The recruit then immediately re-holsters and runs to a second position and again engages multiple targets.

Recruits are also required to fire 20 rounds from a shotgun both standing and kneeling from the shoulder and the hip.

IV. PHYSICAL WELLNESS PROGRAM

Physical Education Specialists administer the Physical Wellness Program. The quantity and quality of activity adheres to the guidelines established by the American College of Sports Medicine and the Cooper Institute for Aerobics Research. All recruits engage in three to five hours of physical activity per week. Activities include aerobics, weight training, running, stretching and flexibility. Each activity session encompasses the necessary warm-up and cool-down phases.

PHYSICIAN'S INITIALS: _____

V. DRIVER TRAINING PROGRAM

The physical portion of the Driver Training Program requires recruits to be in a vehicle for 12 hours engaged in various driving activities. As either a passenger or driver, the recruit will experience:

- ___ Sudden jerking from side to side while traveling at 40 mph. (Evasive/Collision Avoidance)
- ___ Skidding/"Fishtailing" on a wet surface at approximately 35 mph. If any driver error occurs in this type of skid, a severe secondary skid will occur with equal to or greater intensity, throwing the vehicle violently in the opposite direction. (Skid Control Activity)
- ___ Sudden forward movement when the brakes are slammed on at speeds anywhere between 1- 60 mph. (All activities)
- ___ Higher speeds (50-60 mph) where the vehicle may be forced to steer suddenly, brake suddenly. (Simulated Pursuit activity)
- ___ Driver must perform a timed driving stress course that will elevate the heart rate. (Emergency Response Stress Course)
- ___ Recruits may incur a foot chase or have to wrestle with a suspect. (Simulated Pursuits)
- ___ Recruits will drive in reverse gear through a winding course, which requires extensive back and forth twisting of the upper torso and neck.

VI. WATER SAFETY TRAINING

Recruits are expected to remain in a swimming pool for up to three hours during which time they will perform the following activities:

- ___ Tread water for one-minute using legs only.
- ___ Dive to a 12 foot depth and recover an 11-pound dummy and a 25-pound dummy.
- ___ Throw a two to three pound life-ring approximately 25 feet and tow a fellow recruit 25 feet through the water.
- ___ Assist and pull a fellow recruit out of the water.
- ___ While swimming with one arm, tow a fellow recruit 30 feet through the water at least three times.
- ___ Escape from an aggressive victim by wrestling the victim underwater and swim to safety.
- ___ Swim 50 yards twice at sprint speed.
- ___ Perform four (4) separate spinal-injury management techniques requiring holding/lifting a fellow recruit to the water's surface using arms only.

PHYSICIAN'S INITIALS: _____

PHYSICAL AGILITY TEST DESCRIPTION

I. SPECIFICATIONS AND STANDARDS FOR FITNESS TESTING (COOPER TEST)

The POSTC Fitness Test is a scientifically valid test, consisting of four separate test components, conducted during a one to two hour window of time.

Test 1. The One-Minute Sit-Up Test. This is a measure of the muscular endurance of the abdominal muscles and core area. Sit ups are done with bent legs and hands alongside the ears. The score is the number of correctly performed sit-ups in one minute.

Test 2. The 300-Meter Run. This is a measure of the anaerobic power and sprinting ability. The test is conducted on a suitable running surface/track. The score is measured in the number of seconds necessary to complete the 300-meter distance.

Test 3. The One-Minute Push-up Test. This is a measure of absolute strength of the muscles of the upper body. Pushups start in the up position (flat back and arms fully extended). The candidate lowers their body to approximately four inches from the ground without touching/bending their knees.

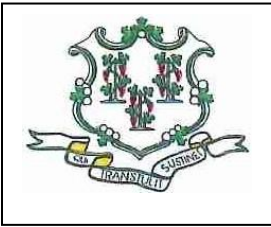
Without touching knees, the candidate then fully extends arms into the up position. The score is the number of correctly performed pushups in one minute.

Test 4. The 1.5-Mile Run. This is a measure of the cardiovascular capability of the runner. The test is conducted on a suitable oval running track. The score is the minutes and seconds necessary to complete the 1.5-mile distance.

Minimum Scores for Employment as a Police Officer using the 40th percentile of the Cooper Standards.

	ONE MINUTE	SECONDS	ONE MINUTE	
MALE	SIT-UPS	300-MTR SPRINT	PUSH-UPS	RUN
20-29	38	59	29	12:38
30-39	35	59	24	13:04
40-49	29	72	18	13:49
50-59	24	83	13	15:03
60-69	19	N/A	10	16:46
FEMALE				
20-29	32	71	15	14:50
30-39	25	79	11	15:38
40-49	20	94	9	16:21
50-59	14	N/A	7	18:07
60-69	6	N/A	N/A	20:06

02/2018



STATE OF CONNECTICUT

Police Officer Standards and Training Council
Connecticut Police Academy

PHYSICAL PERFORMANCE EXAMINATION – 40%

NAME: _____ **DEPARTMENT/AGENCY:** _____

DATE: _____ **GENDER:** Male _____ Female _____ **Age** _____ **Photo ID #:** _____

Start Time		EVENT	40% TARGET	TRIAL SCORE	INITIALS	P/F	End Time
	1	Sit-ups					
	2	300 Meter Sprint					
	3	Push-ups					
	4	1 ½ Mile Run					

ACCEPTANCE OF SCORES: *I certify that to the best of my knowledge the above scores are correct.*

FITNESS SPECIALIST NAME: _____ **DEPARTMENT:** _____
(please print)

FITNESS SPECIALIST SIGNATURE

FITNESS SPECIALIST CERTIFICATION DATE

Male Candidate

AGE	1 MINUTE OF SIT-UPS	300 METER SPRINT	1 MINUTE OF PUSH-UPS	1.5 MILE RUN 40%
20-29	38	59 SECONDS	29	12:38
30-39	35	59 SECONDS	24	13:04
40-49	29	72 SECONDS (1:12)	18	13:49
50-59	24	83 SECONDS (1:23)	13	15:03
60-69	19	N/A	10	16:46

Female Candidate

AGE	1 MINUTE OF SIT-UPS	300 METER SPRINT	1 MINUTE OF PUSH-UPS	1.5 MILE RUN 40%
20-29	32	71 SECONDS (1:11)	15	14:50
30-39	25	79 SECONDS (1:19)	11	15:38
40-49	20	94 SECONDS (1:34)	9	16:21
50-59	14	N/A	7	18:07

*285Preston Avenue, Meriden, Connecticut 06450-4891
An Equal Opportunity Employer*

PHYSICAL AGILITY TESTING INFORMED CONSENT FORM

The undersigned hereby gives informed consent to engage in a series of procedures relative to completing a written medical/health history and taking a variety of physical exercise tests. The purpose of the testing is to determine physical fitness, cardiovascular function and health status. All exercise testing will be supervised and monitored by trained personnel.

I further realize that there exists the possibility that certain detrimental physiological changes may occur during this exercise testing. These changes could include heat-related illness, abnormal heartbeats, abnormal blood pressure and in rare instances, heart attack. If abnormal changes were to occur, the staff has been trained to recognize symptoms and take appropriate action.

I have read this form and understand that there are inherent risks associated with any physical activity and recognize it is my responsibility to provide accurate and complete health/medical history information. Furthermore, I understand it is my responsibility to monitor my individual physical performance during any activity.

In the event of a medical problem, I further recognize that any medical care that may be required is my personal financial responsibility.

Candidate's signature

Date

PHYSICAL AGILITY CHECK IN SHEET

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

(_____)
HOME TELEPHONE NUMBER

SOCIAL SECURITY NUMBER

SIGNATURE OF APPLICANT



FOR INTERNAL USE ONLY

TYPE OF PHOTO ID: _____

VERIFIED BY: _____

FLSA:
Grade:
Location:
Approved by Personnel Board: 07/2018
Concurred Union
Hours:

IV 1005

Title: POLICE OFFICER

GENERAL STATEMENT OF DUTIES: Performs general duty police and crime prevention work in the protection of life and property through the enforcement of laws and ordinances; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is general duty police work consisting of routine patrol work in an assigned area, preliminary investigation and miscellaneous duties incidental thereto performed in accordance with departmental rules and regulations. The work necessitates the use of independent and mature judgment in making investigations and inspections and in deciding what course of action to take in emergency situations. A superior officer regularly checks the work and gives specific instructions and assistance when special problems arise, although a Police Officer is required to exercise initiative and discretion when faced with emergency conditions. Work is performed in accordance with established policies and procedures and is reviewed periodically for effectiveness by the superior officer, who also makes specific work assignments and renders assistance when special problems arise. The work involves an element of personal danger.

EXAMPLES OF WORK: (Illustrative only)

Enforces the laws and ordinances of the City and all other pertinent laws;
Patrols an assigned area during a specific period on foot or in motorized police equipment;
Checks doors and windows and examines premises of unoccupied buildings or residences to detect any suspicious conditions;
Investigates suspicious conditions and complaints and makes arrests of persons who violate laws and ordinances;
Completes and submits applications for arrest, search and bench warrants;
Serves certified warrants as required;
Accompanies prisoners to headquarters, jail or court and appears in court as arresting officer;
Delivers sentenced prisoners to institutions;
Directs traffic, exercises discretionary power in taking police action in either arrests or issuing infraction tickets or summons to those who violate traffic regulations or City ordinances;
Checks automobile parking in restricted areas and gives violation tickets when necessary;
Works at desk and answers telephone, dispatches patrol cars, operates radio transmitter, maintains records, prepares reports, sends and receives messages or teletype and performs other clerical and administrative duties as required or directed;
Fingerprints and books prisoners and sees that medical care is provided if needed;
Looks up police records of prisoners;
Periodically checks cell blocks;
Attends fires or accidents in assigned area as directed giving all possible assistance and preparing necessary reports;
Maintains order in crowds and attends parades, funerals or other public gatherings;
Watches for stolen cars and wanted or missing persons;
Makes investigations and enforces City and State laws pertaining to juvenile offenders;

EXAMPLES OF WORK: (Continued)

Answers criminal complaints and takes necessary corrective action;
Gives general information to the public in regards to laws and ordinances;
Operations patrol vehicles and mobile equipment, as required;
Takes and develops photographs of major accidents and scenes of crime, as required;
Assists fellow officers, shares experiences, etc.;
Assumes the duties and responsibilities of Police Desk Sergeant in his absence as directed;
Enforces parking meter ordinance while on foot patrol or assigned as Parking Meter Inspector.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of approved principles, techniques and practices of police work; good knowledge of laws and ordinances governing local police work; good knowledge of first-aid methods; good social and general intelligence; ability to deal effectively with mal-adjusted persons; ability to understand and carry out complex oral and written instructions; good judgment; ability to drive an automobile and scooter; skill in the use of firearms; good powers of observation and memory; ability to be courteous and firm with the public; good judgment; dependability; excellent moral character; physical strength and ability; excellent physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of a State approved high school program, or accredited college or university, or any combination of training and experience which provides the required knowledge, skills, and abilities required of police officers; ability to complete state prescribed training as directed by the Municipal Police Training Council.

Approved by the Personnel Board 7/2018