

CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
announces
An Open Competitive Examination
for

DEPUTY CHIEF OF POLICE\$118,768.68 annually.
(TO CREATE AN EMPLOYMENT LIST)

This position is non-union.

JOB SUMMARY: This is a highly responsible administrative and supervisory work assisting and directing the activities of a municipal police department. This position is second in command of the entire police department with all the authority and responsibility of the Chief of Police in the Chief’s absence. Work requires considerable independent judgment. Assignments involve planning, directing, and controlling assigned divisions. This position is assigned projects as deemed necessary by Chief of Police.

SUPERVISION RECEIVED: Works under the direction of the Chief of Police.

ILLUSTRATIVE EXAMPLES OF WORK:

- Formulates and prescribes work methods for all divisions of the department with the approval of the Chief of Police.
- Oversees Commanders of several divisions including, but not limited to, Uniform Patrol, Criminal Investigations, and Professional Standards.
- Assists in supervision responsibility of non-sworn personnel.
- Assists in the development, implementation and evaluation of Department policies and procedures.
- Initiates, through subordinates, training programs for new recruits and continuous in-service training to be followed by members of the department.
- Appraises conditions of work in the department and takes necessary steps to improve police operations. Develops and implements standard operating procedures to improve operations, discipline, emergency preparedness, training, career development, to increase effectiveness and provide better service to the public. Insures that all departmental programs are in compliance with state laws, personnel rules, other policies of the City and guidelines established by the Chief of Police.
- Insures that line personnel understand the objectives and participates in the development and execution of effective community relations to maintain citizen good will.
- Assists the Chief of Police in the planning and coordination of police functions and operations. Assists in the preparation of annual budget and insures compliance with departmental financial directives in the requisitioning and procurement of supplies and equipment. Researches, prepares applications and administers department related grants.
- Assists in state of Connecticut Accreditation for the department.
- Analyzes criminal, accident, and workload data to insure optimum use of personnel and equipment.

- May investigate complaints regarding violations of departmental regulations. Conducts inspections to insure understanding and compliance with departmental regulations, orders, standard operating procedures and other directives.
- Manages professional, protective services, and clerical personnel by clarifying performance expectations, scheduling and assigning, overseeing and reviewing work of personnel in all divisions, facilitating employee development and making recommendations on hiring decisions.
- May act as Chief's designated representative in adjusting employee complaints and grievances and ensures appropriate disciplinary action is administered as necessary. Interprets and administers the provisions of a collective bargaining agreement. Interprets and applies established departmental and personnel policies, rules, regulations and procedures. Participates as member of management team in labor negotiations.
- Evaluates performance evaluation standards for subordinate employees, reviews performance evaluation ratings of subordinate employees, evaluates performance of supervisory personnel, and takes corrective action to improve the department's performance evaluation rating system.
- Maintains effective working relationships with representatives of the police department, other City departments, other law enforcement agencies, and the general public.
- As designated by the Chief of Police and in the Chief's absence, directs all functions of the police department.
- Routinely participates in City events such as parades, city celebrations and other special events as directed by the Chief of Police.
- Assists the Chief with special projects and reports as assigned.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the methods, principles, practices, and techniques of police and detective work. Considerable knowledge of the principles and practices of police administration. Considerable knowledge of controlling laws. Ability to plan, assign, supervise, and review the work of others. Ability to observe situations analytically and objectively and to record them clearly and completely. Ability to react quickly and calmly in emergency situations. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use and care of firearms and in the operation of motor vehicles. Good physical strength and agility. Knowledge of State of Connecticut accreditation standards and processes is preferred. Ability to perform tasks in changing and stressful circumstances; includes ability to maintain control of emotions and actions and to make rapid decisions. Must possess considerable ability to establish and maintain effective and courteous working relationships with City and Public Officials, residents, members of the general public other departments and agencies, co-workers and volunteers.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited four-year college or university in Criminal Justice, Law Enforcement, Public Administration or related field and Ten (10) years progressively responsible police work as a supervisor in a variety of police functions. At least four years of this supervisory experience shall be at the rank of Lieutenant and/or Captain. P.O.S.T.C. Certification required. Integrity required.

PROBATIONARY PERIOD: The probationary period for this position shall be twelve (12) months.

EXAMINATION WILL BE COMPOSED OF OPEN COMPETITIVE EXAMINATION

	<u>Weights</u>	<u>Weights</u>	<u>Weights</u>
Written Essay Questions	30%		
Oral Examination	70%		

Applicants must achieve a score of at least 70% on the written essay response and 80% on the oral exam in order to have their name placed on the eligibility list for the position. Certification from the eligible list will be made according to the Personnel Rules.

ESSAY QUESTIONS: Attached

PASSING GRADE: The minimum passing grade is 70%. In the written examination phase only, the passing grade will be established utilizing the flexible passing point system. In no event will this passing point be set at less than 60% of raw score.

DURATION OF EMPLOYMENT LIST: A certified employment list shall be in effect for one year from the date of its establishment by the Civil Service Commission. The Civil Service Commission, may, upon the showing and finding of exigent or extenuating circumstances, extend the duration of the list when it is in the best interest of the City. However, in no case shall any certified employment list remain in force for more than two years.

RULE OF FIVE PLUS THREE: When a vacancy exists for this position, the Appointing Authority is sent the first five names in rank on the certified Employment list plus the next three highest City residents. All may be considered equally for the one job vacancy.

PHYSICAL EXAMINATION: Prior to beginning work, the successful candidate must complete and qualify on a City medical examination (including a drug screen and may include a psychological screening).

REASONABLE ACCOMMODATIONS: All requests for reasonable accommodations in the testing process must be made in writing, no later than the closing date for applications. Documentation must be from a medically licensed professional, and must be current within one year of the closing deadline for applications. Documentation of the disability must include what the disability is, what accommodation is being requested, and must be received no later than two (2) weeks after the closing deadline for applications. A candidate's failure to submit this documentation will result in no further consideration being given for a reasonable accommodation in the testing process.

SPECIAL REQUIREMENT FOR CITY OF NEW BRITAIN RESIDENTS: Proof of domicile shall be filed at the time of filing the application. (Please see form attached).

Applications and Answers to the attached Essay Questions must be on file with the Civil Service Commission/Personnel, Room 409, City Hall, no later than Friday, April 30, 2019 at 4:00 P.M.
 Application forms may be obtained at the office of the Civil Service Commission/Personnel, Room 409, City Hall, 27 West Main St., New Britain, CT 06051. Tel (860) 826-3404 or www.new-britain.net

Addendum to the Application for Deputy Chief of Police April, 2019

Please respond in writing to the following essay questions. This response should be included with your application material and submitted to the attention of Linda Guard, Human Resources Director, City Hall, Room 409 by 4:00 p.m. on Friday, April 30, 2019.

Essay Questions

- 1.) Given what you know about the New Britain Police Department, identify one strength of the organization. Describe what steps you would take to maintain, promote and/or encourage that strength. Also, identify an issue, weakness or priority that the department currently has or may face in the near future. Describe what steps you would take as a Deputy Chief to address, alleviate and/or prepare for that priority.

- 2.) The trust of the community is essential for the success of the New Britain Police Department. In fact, it can be said that Public trust is essential for all law enforcement and the entire criminal justice system. How would you establish, promote, and maintain the public trust of the New Britain Police Department and its officers if you were selected as the Deputy Chief?

The attached signed affidavit should accompany your response.

Affidavit

I, _____, hereby attest that the work product contained herein, and submitted as part of my Application for the City of New Britain Deputy Chief of Police, is solely mine. Furthermore, I have not engaged in any discussion about these issues nor have I sought or received any input or assistance from any other person(s) or resources as part of the development, writing or editing of this submission.

Signature

Date