



# Police Officer

Recruitment #240520-9035PS-001

<b>Location</b>	New Britain, CT
<b>Date Opened</b>	6/25/2024 3:00:00 PM
<b>Salary</b>	*\$67,519.00 - \$84,153.00 - *Salary effective 6.28.24
<b>Job Type</b>	Open to the Public
<b>Close Date</b>	Continuous Recruitment



## INTRODUCTION



Located in New Britain, CT, Central Connecticut State University (Central) is a constituent unit of the Board of Regents for Higher Education (BOR), Connecticut State Colleges and Universities. As one of the State of Connecticut institutions of higher learning, Central is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. Central offers a vibrant learning-centered community dedicated to teaching and to scholarship.

We are accepting applications from candidates who meet the qualifications for three (3) Police Officer positions. These positions are located in the Police Department at Central. The incumbents will be required to successfully complete the training and probationary requirements for appointment to Police Officer, with responsibility for protection of life and property. **All applicants must include on their application, their CT POST Police Officer Certification number with date of issuance and expiration in order to be considered.** Applicants for these positions are NOT required to possess or retain Emergency Medical Technician (EMT) certification. This posting may be used to fill additional vacancies for Police Officer at Central.

### **WHAT'S IN IT FOR YOU?**

- Industry leading health benefits including medical and dental coverage.
- Extensive pension plan and supplemental retirement offerings.
- Paid time off (including 13 holidays per calendar year).
- Professional growth and development opportunities.
- Tuition reimbursement for classified employees up to seventy-five percent (75%) of the cost for tuition, books and related fees.
- Scholarships available to assist classified employees and/or their dependent children with the financial burden of tuition after completing four or more years of continuous service at Central Connecticut State University.
- Culture that encourages work/life balance as well as an employee assistance program.
- Work for a Forbes top company: 'Forbes' State of Connecticut Ranked One of the Best Employers of 2023 - State of CT Receives National Recognition for Offering Job Growth, Competitive Benefits, and Flexible Schedule.
- We have limitless areas for you to perform relevant and significant work.
- State of Connecticut is an eligible Public Service Loan Forgiveness employer, meaning you may be eligible to have qualifying student loans forgiven after 10 years of service. [Click here for more information.](#)

### **POSITION HIGHLIGHTS:**

- Full-Time
- 40 hours per week
- Shifts determined once hired (1st, 2nd, 3rd)
- May require work on holidays/weekends

### **IN THIS ROLE, YOU WILL:**

- Provide crowd control at various CCSU events and activities
- Monitor designated areas to ensure physical security and authorized access in order to prevent theft, trespass, vandalism or violation of state statutes or regulations
- Give direction and routine information to the public
- Participate in evacuation activities in event of fire, bomb threats or other potential disasters
- Operate firefighting apparatus if needed
- Conduct cruiser or foot patrols
- Conduct bicycle patrols as weather permits

- Provide traffic and/or crowd control
- Assess nature of further assistance needed and makes timely and appropriate arrangements
- Gather background information and provide threat assessments regarding high risk locations safety of persons or property, biological or physical threats
- Respond to emergency situations and provide CPR or first aid to injured parties
- Assist State Police in investigation of major criminal acts
- Be required to maintain building security and perform patrol duties at time of heightened alert level under Homeland Security procedures
- Direct traffic and enforces motor vehicle and parking regulations
- Initiate and conduct criminal and other investigations of violations, suspicious activities or reports of incidents occurring within jurisdiction
- Conduct on site investigations, question witnesses, arrest individuals at scene and issue summons
- Record information
- Apply for and serve arrest warrants
- Process paperwork on arrests and activity reports
- Arrange surety and non-surety bond payments or Written Promise to Appear (WPA)
- Provide court testimony
- Conduct special programs, projects and services as required
- May process arrested individuals including determining charges, fingerprinting, photographing initiating National Crime Information Computer (NCIC) check, searching, removing and inventorying personal belongings and transporting arrested persons to lock up
- May conduct various safety training, certification and/or recertification courses
- May perform minor equipment repairs
- May make public presentations regarding crime prevention and safety
- May serve as dispatcher
- Perform related duties as required

If selected for interview, candidates will be required to read and become familiar with the following recommended reading: Connecticut Law Enforcement Officers' Field Manuals The Original Red and Blue Books (Blue 360 Media)

## **SELECTION PLAN**

For current state employees, salary calculations are not necessarily comparable from one of the three branches of state government (i.e., Executive, Legislative, Judicial) to the other.

All candidates for employment at Central Connecticut State University are subject to a comprehensive pre-employment background investigation, including a psychological, polygraph and medical examination. Selection for employment is contingent upon completion of

background investigation. Candidates must possess at all times a valid motor vehicle license and the ability to operate a motor vehicle.

Additionally, candidates at all times must possess and have the ability to exercise all of the requirements of a Police Officer including obtaining certification as a law enforcement officer in the State of Connecticut, and the ability to bear and use arms. Candidate will be required as assigned to be available for training and work assignments on all shifts, including holidays and weekends.

In order to comply with Public Act 21-69, the State of Connecticut is no longer asking for resumes during the initial application process. Applicants invited to interview will be required to submit additional documentation, which supports their qualification(s) for this position.

PLEASE NOTE: Updates of this recruitment will be provided through your JobAps portal account. Interviews will be limited to candidates whose experience and training most closely meet the requirements of the position. For all other inquiries, please contact Olivia Duncan, [olivia.duncan@ccsu.edu](mailto:olivia.duncan@ccsu.edu).

All application materials must be received by the recruiting agency by the time specified on the job opening for the position for which you are applying. Late applications may not be submitted and will not be considered. Exceptions are rare and limited to documented events that incapacitate a candidate during the entire duration of the job posting time period. It is the candidate's obligation and responsibility to request an exception and provide a legally recognized justification to accommodate such exception. Requests should be made to [olivia.duncan@ccsu.edu](mailto:olivia.duncan@ccsu.edu).

## **PURPOSE OF JOB CLASS (NATURE OF WORK)**

In a state agency, college or university this class is accountable for independently performing a full range of tasks in the protection, safety and security of individuals and property with full police powers and responsibility for law enforcement.

## **EXAMPLES OF DUTIES**

The Police Officer may perform a combination or concentration of the following functions on a fixed or rotating basis as directed by the agency:

### **SECURITY:**

- Provides crowd control at various events and activities;
- Monitors designated areas to ensure physical security and authorized access in order to prevent theft, trespass, vandalism or violation of state statutes or regulations;

- Gives directions and routine information to the public;
- Participates in evacuation activities in event of fire, bomb threats or other potential disasters;
- Operates firefighting apparatus if needed;
- May conduct cruiser or foot patrols;
- May conduct bicycle patrols as weather permits.

#### **PROTECTION:**

- Provides traffic and/or crowd control;
- Assesses nature of further assistance needed and makes timely and appropriate arrangements;
- May gather background information and provide threat assessments regarding high risk locations, safety of persons or property, biological or physical threats;
- May respond to emergency situations and provide CPR or first aid to injured parties;
- May transport or escort couriers with currency and prisoners or Absent Without Leave (AWOL) persons;
- May assist in search for escaped patients or inmates;
- May assist State Police in investigation of major criminal acts;
- May be required to maintain building security and perform patrol duties at time of heightened alert level under Homeland Security procedures.

#### **ENFORCEMENT:**

- Directs traffic and enforces motor vehicle and parking regulations;
- May initiate and conduct criminal and other investigations of violations, suspicious activities or reports of incidents occurring within jurisdiction;
- May conduct on site investigations, question witnesses, arrest individuals at scene and issue summons.

#### **ADMINISTRATION:**

- Records information;
- Applies for and serves arrest warrants;
- Processes paperwork on arrests and activity reports;
- Arranges surety and non-surety bond payments or Written Promise to Appear (WPA);
- Provides court testimony;
- Conducts special programs, projects and services as required;
- May process arrested individuals including determining charges, fingerprinting, photographing, initiating National Crime Information Computer (NCIC) check, searching, removing and inventorying personal belongings and transporting arrested persons to lock up;
- May conduct various safety training, certification and/or recertification courses;
- May perform minor equipment repairs;
- May make public presentations regarding crime prevention and safety;
- May serve as dispatcher;

- Performs related duties as required.

## **KNOWLEDGE, SKILL AND ABILITY**

- Knowledge of
  - police and security practices and procedures;
  - relevant state and federal laws, statutes and regulations;
  - traffic and crowd control practices and procedures;
  - criminal law and court procedures;
- Considerable
  - interpersonal skills;
  - oral and written communication skills;
- Ability to
  - analyze emergency situations and develop effective courses of action;
  - utilize computer software.

## **MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Certification as a law enforcement officer in the State of Connecticut pursuant to regulations promulgated by the Connecticut Police Officer Standards and Training Council.

NOTE: Candidates with a pending certification status may be employed on a temporary basis pending re-certification by the Connecticut Police Officer Standards and Training Council.

## **MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED**

Successful completion of prescribed training and probationary requirements set forth in the class of Protective Services Trainee.

## **PREFERRED QUALIFICATIONS**

- Excellent written and verbal communication skills.
- Experience working in a Higher Education environment.

- Experience utilizing computer software, including Microsoft Suite.
- Attention to detail, accuracy and proofreading skills.
- Certified Field Training Officer.
- Certified Emergency Medical Responder.

**POSTC Certified Police Instructor in any of the following areas:**

- Firearms/Rifle
- Use of Force
- Less Lethal
- Defensive Tactics
- Police Legitimacy
- Human Trafficking
- CIT/Mental Health Awareness
- Impaired Driving/Intoxication

## **SPECIAL REQUIREMENTS**

- Applicants must be authorized to work lawfully in the United States by date of appointment.
- Candidates for this class are subject to selection standards pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations of the Connecticut Police Officer Standards and Training Council.
- Incumbents in this class must possess and maintain authority from the Commissioner of Emergency Services and Public Protection to “arrest and present before a competent authority any person for any offense committed within his precinct.” (Connecticut General Statutes 29-18 and/or 10a-142)
- Incumbents in this class must possess and maintain certification as a law enforcement officer in the State of Connecticut pursuant to Section 7-294-a-e of the Connecticut General Statutes and the regulations promulgated by the Connecticut Police Officer Standards and Training Council. Loss of certification will result in removal from the class.
- Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Connecticut Police Officer Standards and Training Council and/or agency requirements.
- Incumbents in this class must possess and maintain a valid Motor Vehicle operator’s license.
- Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification.
- Incumbents in this class must be eligible and qualified to bear arms.
- Incumbents in this class may be required to travel.
- Department of Energy and Environmental Protection: Incumbents in this class will be required to obtain and retain a Standard First Aid certificate and CPR certificate and participate in any

job-related training sessions.

- Department of Energy and Environmental Protection: Incumbents in this class must be willing to accept assignments or transfers to any region of the state consistent with departmental policies or stipulations and work a flexible schedule.

## **CHARACTER REQUIREMENTS**

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

## **PHYSICAL REQUIREMENTS**

- Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required, to perform the duties of the class. A physical fitness assessment will be required of all applicants.
- A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.
- Department of Energy and Environmental Protection: Incumbents in this class must be able to pass a swim test including swimming 100 yards within four (4) minutes.

## **WORKING CONDITIONS**

Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, to uncomfortable weather conditions and/or to confinement within a vehicle for prolonged periods.

## **CONCLUSION**

### **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, and persons with disabilities.




# ACKNOWLEDGEMENT

As defined by Sec. 5-196 of the Connecticut General Statutes, a job class is a position or group of positions that share general characteristics and are categorized under a single title for administrative purposes. As such, a job class is not meant to be all-inclusive of every task and/or responsibility.

**Click on a link below to apply for this position:**

<p><b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b></p>	<p></p>
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