AGENDA
CIVIL SERVICE COMMISSION
REGULAR MEETING
Tuesday, October 6, 2020 @ 9:00 A.M.
Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.
This will be a 100% Electronic Meeting.
Public Questions can be emailed to CSC@hamden.com
Click on the link below to join the meeting.
https://zoom.us/j/99649579879

1. Welcome and introduction of newly appointed Civil Service Commissioner Wanda Lary.

2. Review and approval of the August 18, 2020, Civil Service Commission meeting minutes.

3. Review and action on the following eligibility list(s):
   a) Custodian #10/BOE – (original certification 09/25/2018) – No action, list expired.
   b) Plumber/BOE – (original certification 10/16/2018) – No action, list expired.

4. Review and certification of the following eligibility list(s):
   a) Assistant Building Official (ABO Structural)
   b) Assistant Building Official (ABO Electrical)
   c) Fire Lieutenant

5. Review and action on the following application(s):
   a) Police Detective (17 applicants)
   b) School Nurse – (6 applicants)

6. Correspondence from Acting Police Chief John Sullivan regarding job certification requirements for the positions of Animal Control Officer and Assistant Animal Control Officer.

7. Correspondence from Human Resources Director/BOE Gary Highsmith requesting a promotional recruitment from within UPSEU Local 424 Unit 2 and if necessary open competitive recruitment for the position of Clerk 11/BOE.

8. Correspondence from Human Resources Director/BOE Gary Highsmith requesting a temporary appointment of Ethel Garcia to the position of School Nurse for a period of up to five (5) months.

9. Correspondence from Acting Police Chief John Sullivan requesting a promotional recruitment from within AFSCME, Local 2863 and if necessary open competitive recruitment for the position of Assistant Animal Control Officer. Acting Police Chief Sullivan also requested a temporary appointment of Paris Gibbs to the part time position of Assistant Animal Control Officer to fulfill mandated reports.
10. Correspondence from Town Attorney Susan Gruen requesting a temporary appointment of Patricia Lujick to the part time position of Paralegal for a five (5) month period or until the position is filled permanently.

11. Correspondence from Library Director Melissa Canham-Clyne requesting a promotional recruitment from within UPSEU, Unit #23 and if necessary open competitive recruitment for the position of Associate Library Director.

12. Correspondence from Sergeant Matthew Barbuto and Sergeant William May regarding the Police Lieutenant Exam.

13. Adjourn:
MINUTES
CIVIL SERVICE COMMISSION
ELECTRONIC MEETING
Tuesday, August 18, 2020 @ 9:00 A.M.
Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.
This was a 100% Electronic Meeting.
Public Questions were emailed to CSC@hamden.com
Click on the link below to join the meeting:
https://zoom.us/j/99649579879

IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,
MOTIONS MADE AND VOTES TAKEN.

Chairperson Andrea Lobo called the meeting to order at 9:06 A.M. with Commissioner Kyle Blake
in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee
Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Building Official Robert Labulis,
Tax Collector Kathleen Flynn, Police Chief John Sullivan, Fire Chief Gary Merwedew and Town
Planner Daniel Kops.

1. Review and approval of the July 21, 2020 Civil Service Commission meeting minutes. On
a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous
decision of the Commission to approve the minutes.

2. Review and action on the following eligibility list(s):

   a) Clerk 6/BOE – (original certification 08/06/19) – On a motion by Commissioner Blake,
      seconded by Chairperson Lobo, it was the unanimous decision of the Commission to
      certify the list for another six (6) month period ending 02/06/2021.

   b) Central Communications Technician – (original certification 08/06/19) – On a motion
      by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous
decision of the Commission to certify the list for another six (6) month period ending
      02/06/2021.

   c) Deputy Finance Director – (original certification 02/04/2020) – On a motion by
      Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous
decision of the Commission to allow the list to expire.

   d) Library Custodian – (original certification 02/04/2020) – On a motion by
      Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision
      of the Commission to certify the list for another six (6) month period ending
      02/04/2021.

   e) Assistant Animal Control Officer – (original certification 08/21/2018) – No action, list
      will expire.
f) Maintainer Public Works & Parks – (original certification 02/19/2019) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 02/06/2021.

3. Review and action on the following application(s):
   a) Assistant Building Official/Electrical/Structural – (12 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission that all applicants be allowed to participate in the structured oral examination.

4. Correspondence from Fire Chief Gary Merwede requesting promotional recruitments from within IAFF Local 2687 for the positions of Battalion Chief and Fire Captain. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitments.

5. Correspondence from Acting Police Chief John Sullivan requesting a promotional recruitment from within UPSEU/COPS Local 062 for the position of Detective. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.

6. Correspondence from Town Planner Daniel Kops requesting a promotional recruitment from with AFSCME Local 2863 and if necessary open competitive recruitment for the position of Zoning Enforcement Officer. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.

7. Correspondence from Finance Director Curtis Eatman requesting a promotional recruitment from with AFSCME Local 2863 and if necessary open competitive recruitment for the position of Assistant Assessor. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.

8. Under Old Business Mr. Kelley informed the Commission after a brief discussion that a third Commissioner has not been appointed.

9. Under New Business was a discussion of two recruitment requests that were submitted late. It was decided that they will be put on the next meeting agenda and will be voted on at the next meeting. The Commissioners also discussed the posting requirements of the Executive Order and determined that New Business items have to be put on the following meeting agenda to be in compliance with the state requirements.
Minutes (Continued)
Civil Service Commission
August 18, 2020

10. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to Adjourn at 9:32 AM.

Respectfully submitted,

Kenneth S. Kelley
Executive Secretary
<table>
<thead>
<tr>
<th>Rank</th>
<th>Last Name</th>
<th>First Name</th>
<th>Notes</th>
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<tbody>
<tr>
<td>1</td>
<td>Wildman</td>
<td>Carl</td>
<td>10/15/19, 9/30/19, 8/30/19, 6/17/19</td>
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<td>Kyle</td>
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<td>Brendan</td>
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<td>David</td>
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<td>Shields</td>
<td>Kevin</td>
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<td>Leckey</td>
<td>David</td>
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<td>Michael</td>
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<td>Brian</td>
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<td>Eric</td>
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<td>Joseph</td>
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<td>6/17/19, 10/17/19, 9/30/19, 6/17/19, 12/14/19, Appointed 9/3/2020</td>
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<td>8</td>
<td>Ward</td>
<td>Mark</td>
<td>6/17/19, 9/30/19, Appointed 6/17/19, 12/14/19</td>
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Certified by the Civil Service Commission on: September 25, 2018

3/2/2019
10/15/19
6/5/2020
Eligibility List
Plumber/BOE
October 16, 2018

1  DeRosa, Luke 10/30/18

1  DeWarga, Chris 10/30/18

1  McCormack, James 10/30/18

Certified by the Civil Service Commission on: October 16, 2018

4/16/19
11/5/19
5/5/2020
September 29, 2020

Civil Service Commission
C/O Kenneth Kelley, Personnel Director
Town of Hamden
2750 Dixwell Avenue
Hamden, CT 06518

Dear Commissioners,

I am requesting that the Civil Service Commission consider taking action on updating the Animal Control Officers job requirements to reflect, that if you are not a certified Animal Control Officer you need to complete an 80 hour training course within one year of hire.

Please feel free to contact my office with any questions.

Sincerely,

John Sullivan
Acting Chief of Police

/js
Sec. 22-328. Enforcement. Animal control officers. Expenses. Training of animal control officers. Reimbursement. Training program curriculum. Issuance of certificate. Continuing education requirement. (a) The commissioner is authorized to enforce the provisions of this chapter and chapters 436 and 436a and the regulations adopted thereunder in accordance with the provisions of such chapters and chapter 54.
(b) The commissioner shall appoint, as provided by chapter 67: (1) A Chief State Animal Control Officer; (2) an Assistant Chief State Animal Control Officer, who shall perform all the duties of the Chief State Animal Control Officer in such officer's absence or inability, or at such officer's direction; and (3) not more than twelve state animal control officers and as many regional animal control officers and assistants as may be deemed necessary to insure, subject to the commissioner's direction, the enforcement of the provisions of this chapter and chapters 436 and 436a and the enforcement of regulations adopted by the commissioner. The expenses incurred in the administration of this chapter and chapters 436 and 436a shall be paid from dog funds in the custody of the State Treasurer which have been received from the several municipalities and from the commissioner for the same fiscal year as the expenses are incurred.
(c) No person may begin serving in the position of state, regional or municipal animal control officer on or after July 1, 2012, unless such person (1) has completed a training program that meets the requirements of subsection (d) of this section and received a certificate of such completion from the commissioner pursuant to subsection (e) of this section, or (2) submits an affidavit to the commissioner agreeing to complete such a training program not later than one year after beginning such position. The commissioner shall reimburse each person completing such a training program for the costs of the program, from the animal population control account established in section 22-380g.
(d) Not later than July 1, 2012, the commissioner shall prescribe the standards and curriculum for a training program for persons interested in serving in the position of animal control officer or appointed on or after July 1, 2012, to such position. Such training program shall consist of eighty or more hours of instruction. The curriculum for such program shall include the following topics:
(1) Animal identification;
(2) State laws governing animal control and protection and animal cruelty;
(3) Animal health and disease recognition, control and prevention;
(4) The humane care and treatment of animals;
(5) Standards for care and control of animals in an animal shelter;
(6) Standards and procedures for the transportation of animals;
(7) Principles and procedures for capturing and handling stray domestic animals and wildlife, including principles and procedures to be followed with respect to an instrument used specifically for deterring the bite of an animal;
(8) First aid for injured animals;
(9) Documentation of animal cruelty evidence and courtroom procedures;
(10) Animal shelter operations and administration;
(11) Spaying and neutering, microchipping and adoption;
(12) Communications and public relations;
(13) Search warrants and affidavits;
(14) Civil liability for the animal control officer;
(15) Crisis intervention and officer safety; and
(16) Any other topics pertinent to animal control and animal shelter personnel.
(e) Upon satisfactorily completing such training program, a person shall submit evidence of such completion to the commissioner, and the commissioner shall issue a certificate to such person. The certificate shall contain the person’s name, the name of the training program and the date of completion. The commissioner may charge a reasonable fee to cover the cost of issuance of such certificate. The commissioner shall maintain records to document compliance with subsection (c) of this section.
(f) Each animal control officer shall complete a minimum of six hours of continuing education related to the duties of an animal control officer in each calendar year. The commissioner shall adopt regulations, in accordance with the provisions of chapter 54, concerning the implementation of such continuing education requirement.
August 17, 2020

Kenneth Kelley  
Personnel Director  
Civil Service Commission  
Town of Hamden  
2372 Whitney Avenue  
Hamden, CT 06518

Dear Mr. Kelley:

We currently have an open position for Clerk 11 at Hamden Public Schools. Therefore, we are requesting a certified list for Clerk 11. If there is no certified list for Clerk 11 we would request that you begin a recruitment for Clerk 11. I have attached a job description.

As always thank you for your continued cooperation.

Sincerely,

Gary Highsmith  
Director of Human Resources

GH/al
Title:
Clerk 11

Qualifications:
1. A high school diploma (or its equivalent) with at least four (4) years of successful employment in secretarial/clerical work
2. Ability to follow complex written and oral instructions
3. Demonstrated ability to organize and maintain files (electronically and otherwise, inclusive of confidential documents), and answer telephones courteously and professionally
4. Knowledge of and expertise with modern office practices and procedures, including but not limited to desktop application software (i.e. Microsoft Office, Microsoft Word, Outlook, PowerPoint, Excel, or equivalent software systems) and MUNIS and Power School
5. Ability to complete tasks independently and in a timely manner
6. Ability to perform clerical and accounting oriented duties
7. Such alternatives to the above qualifications as the Board or the Superintendent may find appropriate and acceptable

Reports to:
Designated Supervisor

Qualification Requirements:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Goal:
To provide administrative and secretarial assistance to Hamden Public Schools administration

Examples of Performance Responsibilities:
1. Performs diverse clerical duties requiring a high degree of responsibility and independent judgment which involves knowledge of modern office practices and procedures, regulations and laws pertaining to children requiring special education services
2. Processes, verifies and records requisitions, orders, bills, invoices, payrolls, claims, tax returns, purchase orders, warrants, and other related forms
3. Maintains accurate files and accounting records of tuition bills, homebound services, tutorial services, transportation services, bank statements, trial balances, and contractual agreements
4. Orders yearly office supplies and helps in preparing office budget
5. Maintains class lists and information related to outside placements
6. Arranges for transportation of students in special education programs and maintains transportation lists
7. Prepares data for local, state and federal reports as requested
8. Types correspondence, reports, lists, schedules, statements and department budgets
9. Interacts effectively with visitors, and arranges appointments for immediate supervisor as necessary
10. Protects the confidentiality of sensitive information
11. Enters data into the Hamden Public School’s student data system
12. Coordinates and maintains student records in conjunction with the Supervisor
13. Prepares and distributes agendas and minutes for Curriculum Committee, Administrative Council meetings, Directors’ meetings, Principals meetings, and other meetings as the immediate supervisor may deem appropriate
14. Coordinates some aspects of school lunch program with business supervisor or his/her designee (i.e. Nutra-Kids)
15. Assists in the preparation of grant proposals and grant budgets
16. Performs all other duties and responsibilities as assigned and directed by the immediate supervisor

Job Responsibility Requirements: All work is to be conducted in compliance with applicable employer, state, local and federal safety and environmental requirements.

Physical Demands:
While performing the duties of this job, the employee is regularly required to stand, sit, and talk or hear. The employee uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee is regularly required to reach with hands and arms. The employee may be required to lift, push and/or move up to 50 pounds, including office supplies and materials. The employee must be able to hear clearly (correctable to within normal limits) to record telephone information. The employee needs to be able to tell where a sound is coming from in a noisy environment. Specific vision abilities required by this job include vision correctable to 20/20, distance vision, depth perception and peripheral vision. Adaptive technology may be used. There is some stress in interacting with children, parents or the public.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:
There is regular intermittent exposure to a computer screen. The employee must work with public and other staff, continuously meeting multiple demands from several people. The noise level in the work environment is usually moderate and is acceptable to this particular environment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Terms of Employment:
Civil Service. UPSEU Local 424 Unit 2. Twelve Month work year.

Evaluation:
Performance of the person holding this position will be evaluated annually in accordance with provisions of the Board’s policy on evaluation of classified personnel.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*This job description is not, nor is it intended to be, a complete statement of all the duties, functions and responsibilities required in this position.

This job description represents a list of responsibilities for all Classification 11 clerks. The specific performance requirements for each Classification 11 position will depend upon the specific position held by the employee.

Hamden Public Schools is an equal opportunity employer
From: Ken Kelley
Sent: Wednesday, September 9, 2020 8:53 AM
To: Renee Morgan
Cc: Brigitte Cogswell
Subject: Fwd: attention Civil Service Commission (Nurse appointment)

Sent from my iPhone

Begin forwarded message:

From: "Highsmith, Gary" <ghighsmith@hamden.org>
Date: September 9, 2020 at 8:25:58 AM EDT
To: Ken Kelley <KKelley@Hamden.com>
Cc: Jody Goeler <jgoeler@hamden.org>, "Lucarelli, Ann" <alucarelli@hamden.org>
Subject: attention Civil Service Commission (Nurse appointment)

CAUTION: This email originated from outside of the organization. Do not click links or open any attachments unless you recognize and contact the sender to verify the content is safe.

Hello Ken,

Please be advised that we had a School Nurse resign late last week. We cannot open schools without a nurse in every school, especially during this COVID-19 pandemic. While I have been able to fill two other School Nurse vacancies in the last week, in order to fill this one, I needed to interview and choose a School Nurse from among the applications that are yet to be approved by Civil Service. However, based upon information and belief, it is my understanding that pursuant to Civil Service Rule 9 Section 2.c., the Commission can authorize a temporary appointment, not to exceed five (5) months, to a vacancy in any position class pending the preparation of an appropriate eligibility list.

As such, please be advised that I would like to appoint Ethel Garcia to the vacant School Nurse position in Hamden Public Schools. Ethel has filed an application with Civil Service.

I do not have email addresses for anyone on the Civil Service Commission, so if you could forward this I would appreciate it.

Gary Highsmith
Director of Human Resources
Hamden Public Schools
August 17, 2020

Ken Kelley
Personnel Director
Town of Hamden
2750 Dixwell Avenue
Hamden, CT 06518

Dear Mr. Kelley:

Please consider this a formal request for the recruitment and establishment of an eligibility list for the position of Assistant Animal Control Officer. By the end of this month there will be one (1) vacancy in this position.

Thank you, and please feel free to contact me with any questions.

Sincerely,

[Signature]

John Sullivan
Acting Chief of Police

/ sa
September 30, 2020

Civil Service Commission  
C/O Kenneth Kelley, Personnel Director  
Town of Hamden  
2750 Dixwell Avenue  
Hamden, CT 06518

Dear Commissioners,

I'm respectfully requesting that Mr. Parris Gibbs, formally the Assistant Animal Control Officer be re-hired on a temporally part time basis, to fulfill mandated reports.

Sincerely,

John Sullivan  
Acting Chief of Police

/sa/
Memo

To: Members of the Civil Service Commission
From: Sue Gruen, Town Attorney
Cc: Ken Kelley, Personnel/Civil Service
Date: October 2, 2020
Re: Temporary Appointment

I hereby request approval to appoint Mrs. Patty Lujick to the part time Paralegal position in the Town Attorney’s office for up to 5 months or until the position is filled permanently.

If there is further information you need, please let me know.
September 23, 2020

Ken Kelly, Human Resources Director
Brigitte Payne Cosgrove, Human Resources Officer

Dear Ken and Brigitte,

I am requesting that the Civil Service Commission approve authorization for recruitment for the position of Associate Library Director.

Thank you,
Melissa Canham-Clyne
Library Director
From: Matthew Barbuto <mbarbuto@hamdenpd.com>
Sent: Sunday, September 27, 2020 10:02 PM
To: Ken Kelley; William May
Cc: John Sullivan; Ron Glifort
Subject: Lieutenant Exam

CAUTION: This email originated from outside of the organization. Do not click links or open any attachments unless you recognize and contact the sender to verify the content is safe.

Ken,

Sgt. May and I respectfully request that at the next Civil Service Commission meeting we can be placed on the Agenda to discuss allowing Sgt. May and I to take the upcoming Police Lieutenant Exam. At this time a test date has not been announced and Sgt. May and I currently have over 7 (seven) months in the rank of Sgt. Your consideration in this matter is appreciated.

Sergeant Matthew Barbuto #183
Hamden Police Department
Patrol Division #(203) 230-4000
To: Police Chief John Cappiello

From: Kenneth S. Kelley, Executive Secretary

Date: May 11, 2020

Re: Police Department Promotional Recruitments

The Civil Service Commission announces the promotional recruitments, from within UPSEU/COPS, Local 062, Bargaining Unit, for the following positions:

Deputy Police Chief
Police Captain
Police Lieutenant
Police Sergeant

Please post this announcement in an area where it will be accessible to all those eligible to apply. Enclosed please find a copy of the Job Descriptions and the promotional application. Additional documents can be requested by emailing Renee Morgan at rmorgan@hamden.com. Completed applications can be emailed to rmorgan@hamden.com or sent interoffice mail.

All examinations will be 100% written. Seniority credits will be added in accordance with Rule 7 of the Civil Service Rules and Regulations. All applicants must meet the minimum requirements for the position applied for by the closing date.

Closing Date: Friday, May 22, 2020 @ 4:00 P.M.

cc: Officer Ronald Glifort, UPSEU/COPS, Local 062 Union President
Civil Service Commission

Enclosures
TOWN OF HAMDEN
POLICE LIEUTENANT

Classified/Competitive
Hamden Police Department

B.U.: UPSEU/COPS, Local 062
FLSA Status: Non-Exempt

GENERAL STATEMENT & EXAMPLES OF DUTIES:
Responsible for the overall performance of officers in his charge during his tour of duty; shall have the
authority to deploy personnel and equipment in whatever manner may be necessary to perform
departmental operations as efficiently and effectively as possible; shall maintain close contact with his
supervisors to determine whether there is any need to modify the operational plans of his shift
personnel; shall notify his superior officer of any deficiencies in operational performance and make
recommendations for corrective action; responsible for the efficiency, discipline, general conduct,
motivation, and appearance of all officers in his charge; shall, upon reporting for duty, review all
pertinent reports and information that may be of value to officers in his command; shall be responsible
for preparing all officers in his command for their daily tour of duty by informing them at roll call of
any information necessary for the proper execution of their duties, and shall furthermore see to it that
these duties are properly performed; shall review, or cause to be reviewed, all reports submitted by
officers in his charge; responsible for the safety and well-being of prisoners being held in custody
during his tour of duty; shall, in an emergency or major crime situation, respond to the scene and
assure himself that an adequate force is on hand to deal with the incident; shall, if necessary, take
command of all assigned police officers and summon additional manpower if needed; shall make
regular inspectional tours of the police facilities to guarantee that departmental rules and regulations
are being upheld; shall report to his superior officer any instance of laxity, incompetence, misconduct,
inefficiency, or neglect of duty that comes to his attention; responsible for ensuring that officers in his
charge make prompt and thorough investigation of crimes that occur in their jurisdictions; responsible
for notifying the Investigative Services Section of cases in which their assistance is required; shall
obey all lawful commands of his superiors; performs related duties as required and directed.

SUPERVISION RECEIVED:
Receives direct supervision from his immediate higher ranking superior officer as determined by the
Chief of Police.

SUPERVISION EXERCISED:
Responsible for supervising Police Officers of lower rank.

KNOWLEDGE, SKILLS & ABILITIES:
Ability to follow written and oral instructions; knowledge of laws, local ordinances, and regulations
applicable to Police Department operation; knowledge of modern supervisor and human relations
techniques; knowledge of the Connecticut Criminal Justice system and the roles of those who are a
part of the system; the ability to exercise initiative in relating to people and adjusting to fluctuating
situations; verbal facility to deal effectively with persons at all levels; organizational ability to plan,
formulate, and execute policies; ability to motivate persons to work cooperatively and conscientiously
in activities which are frequently routine and repetitive; ability to deal firmly, effectively and
impartially with the public and other members of the Department.
MINIMUM EXPERIENCE REQUIRED:
Must have satisfactory completed the probationary period as a Sergeant in the Hamden Police Department.

EXAMINATION PROCESS:
Written Examination – 100%.
Seniority Credits will be added in accordance with Rule 7 of the Civil Service Rules & Regulations.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.
available data, may make further investigation, and will approve or disapprove such appointment and so advise the appointing authority. Should the appointment be disapproved, the appointee's services shall be immediately terminated.

Sec. 4. The appointing authority shall immediately advise the Civil Service Commission whenever an appointment to any position in the classified service has been made, giving the name of the person appointed, the class title of the position, starting salary, entry-on-duty date, type of appointment (i.e. original, promotional, permanent, temporary, etc.) and such other information as the Civil Service Commission may require. Applications and other material related to appointments shall be retained in the files of the Civil Service Commission.

**RULE 11. Probation**

Sec. 1. Each person, appointed to a permanent position in the classified service, shall satisfactorily complete six (6) months of probationary service in the position in which he has been appointed and meet all other requirements of the Connecticut State Statutes if applicable before such appointment becomes final, after which the appointee is entitled to the status of a permanent employee. The probation period will begin when the appointee enters-on-duty in the permanent position to which he is appointed and will expire six (6) calendar months from that date at midnight. The services of an appointee may be terminated by the appointing authority without recourse during the period of probation, if it shall determine such employee unfit or unable to satisfactorily perform the duties or services required or otherwise be unqualified to continue in the position. However, the appointing
authority shall advise the Civil Service Commission in writing of such termination, giving the exact date upon which the separation from service is effective and the reason why the probationer's services are not satisfactory. A probationary period will be deemed satisfactory completed unless the employee's services have been terminated and the Commission so notified before midnight of the date the probation is scheduled to expire. After the probation has been completed, the appointment shall be final and the appointee shall be eligible to benefits and privileges now or hereafter applicable to permanent employees in the classified service.

Sec. 2. When the services of a promoted employee are determined to be unsatisfactory during a probationary period, the employee shall be re-employed without prejudice in the position class in which he had permanent status.

Sec. 3. No employee may be required to serve more than one probationary period in the same position class in the same department, but an appointee from a re-employment list may be required to serve the required probation, if appointed to the same or comparable class in another department.

Sec. 4. Time spent in temporary or emergency positions or in the unclassified service may not be included as part of any probationary period.

RULE 12. Dismissal, Demotion or Reduction in Rank

No permanent employee in the classified service shall be demoted, suspended, fined, dismissed, or shall in any other way be penalized as a result of the interpretation by an appointing authority of Civil Service rules, until the appropriate appointing authority has
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