

**AGENDA  
CIVIL SERVICE COMMISSION  
SPECIAL MEETING  
Thursday, July 22, 2021 @ 9:00 A.M.**

**Hamden Government Center  
Main Conference Room - Third Floor**

**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.  
This will be a 100% Electronic Meeting.**

<https://us06web.zoom.us/j/89220438002>

**Public correspondence can be emailed to [CSC@hamden.com](mailto:CSC@hamden.com)**

1. Review and approval of the Revised Announcement/Job Description for the position of Certified Police Officer.
2. Correspondence from Personnel Director Kenneth S. Kelley requesting an internal promotional recruitment from within AFSCME Local 2863 and if necessary open competitive recruitment for the position of Administrative Secretary in the Personnel Office.
3. Correspondence from Town Clerk Vera Morrison requesting an internal promotional recruitment from within AFSCME Local 2863 and if necessary open competitive recruitment for the position of Land Records Technician.
4. Adjourn:

TOWN CLERK  
HAMDEN, CT

2021 JUL 21 A 8:41

REC'D AND FILED BY

**Town of Hamden  
Announces an Open Competitive Examination  
For the Position of:  
Certified Police Officer**

**A non-refundable \$75 application fee is required at the time your employment application is submitted. Applications received without the application fee will not be accepted for consideration.**

**Job Purpose:**

This is general duty police work involving responsibility for the protection of life and property; the prevention, detection and investigation of crime; and for maintaining law and order. Assignments are received from superior officers and are carried out in accordance with established police rules and procedures. Police Officers must use their own judgment and act without supervision in meeting emergencies. Work is reviewed through reports, on-the-job inspection and observations of results obtained.

**Job Environment:**

Employees in this class are required to perform their duties under all conditions of weather. Hazards to personal safety arise from both personal, mechanical, and natural sources, and include possible loss of life.

**Essential Job Functions:**

- Patrols an assigned area in a cruise car. Continuously checks windows and doors of business establishments and of assigned private homes; investigates any suspicious conditions.
- Maintains continuous enforcement of motor vehicle laws, criminal statutes, and local ordinances.
- Assists stranded motorists, injured persons, and ill persons. Escorts and guards payroll deliveries.
- Gives information concerning street and building locations, routes, bus schedules, etc.
- Investigates reports of wanted or missing persons or property.
- Brings persons to police station for booking of violations. May fingerprint and process suspects.
- Prepares written reports for the Prosecuting Attorney, presenting all of the facts pertaining to a particular crime.
- Testifies in court and presents evidence.
- Directs traffic at an assigned area or as indicated.
- Prepares reports of all activities and complaints.
- Reports unsafe and hazardous conditions while on patrol. May be assigned to perform predominantly traffic accident investigations and the conduct of safety programs while detailed to the Traffic Division.
- May be assigned to principally perform complaint desk, dispatch and clerical duties at Police Headquarters.

### **Additional Work Responsibilities:**

- May conduct or assist in conducting investigations and surveillance.
- Appears before special interest groups to speak on various aspects of police work.
- Performs related duties as required.

### **Minimum Qualifications / Applicant Screening Process:**

- **Certification:** Only Connecticut Certified Police Officer (C.G.S. 7-294d) applicants who have current CT-POSTC or Connecticut State Police certification may apply. All CT-POSTC requirements for lateral and comparative hires apply. Certified applicants must attach copies of their CT-POSTC certification or State Police ID and a valid driver's license to the application.
- **Age:** Must be at least Twenty-one (21) years of age.
- **Education/Experience:** Current Connecticut Certified Police Officer.
- **License:** Applicants must possess and maintain a valid Connecticut driver's license.
- **Residency Requirement:** Candidates must be U.S. citizens and shall reside within the State of Connecticut.
- **Physical Examination:** Candidates must meet departmental physical fitness standards. The Town will accept a current CHIPS card, or the candidate must take and pass the department physical agility test.
- **Drug Testing:** Candidates shall be required to submit to a drug test as part of the pre-employment medical examination.
- **Criminal Background:** No applicant will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence.
- **Background Investigation:** A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Hamden Police Department to consider in determining suitability for employment as a Police Officer. Eligible candidates will be requested to authorize a release of personal information including, but not limited to, educational, financial/credit agencies and institutions, medical history, employment history, legal complaints, arrests, or convictions and motor vehicle history.
- **Non-Smokers Preferred**

### **Required Knowledge, Skills, and Abilities:**

Ability to be trained in modern methods of first aid; ability to be trained in all aspects of entry-level Police work; ability to observe situations analytically and objectively and to record the situation and information gathered in a complete and clear manner; ability to react quickly and calmly in emergencies; ability to establish and maintain effective working relationships with associates and the public; ability to deal firmly but courteously with the public; ability to learn modern methods of crime detection and prevention; ability to understand and execute written and oral instructions; ability to prepare clear and comprehensive reports; ability to learn the effective use and care of firearms and other self-protective devices; and sufficient physical strength and ability to defend oneself or to subdue violent persons.

<b><u>Examination Process:</u></b>	<b><u>Passing Score:</u></b>	<b><u>Weight:</u></b>
State of Connecticut Certified Police Officer	Pass/Fail	N/A
Certification of Physical Ability	Pass/Fail	N/A
Background Investigation	Pass/Fail	N/A
<b>Written Exam</b>	<b>70%</b>	<b>50%</b>
Oral Board Interview	70%	50%

**Current Connecticut Certified Police Officers:** A copy of current certification through the Connecticut Police Academy **must** accompany your application for employment. Currently certified Police Officers must obtain certification of physical ability and undergo a background investigation.

If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration. An individual appointed to the position must satisfactorily complete the probationary period.

**The Police Chief reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with the provisions of the Hamden Civil Service Commission’s Rules and Regulations.**

**Applications:**

Applications are available in the Personnel Department, Hamden Government Center, 2750 Dixwell Avenue, Hamden, CT 06518. **Please state your date of birth on the top of the employment application.** Failure to complete all portions of the employment application will automatically disqualify you from further consideration.

**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 the essential duties.

Certified by the Civil Service Commission on **July 22, 2021**

**THE TOWN OF HAMDEN IS AN AA/EEO EMPLOYER**

## Renee Morgan

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**From:** Ken Kelley  
**Sent:** Wednesday, July 21, 2021 8:48 AM  
**To:** Renee Morgan  
**Cc:** Brigitte Cogswell  
**Subject:** Administrative Secretary Recruitment

Good morning Commissioners;

I am respectfully requesting the promotional recruitment, and if necessary, the open competitive recruitment for the position of Administrative Secretary in the Personnel Department. Thank you in advance for your consideration of this request.

Sincerely,

Kenneth S. Kelley  
Human Resources Director  
Town of Hamden  
P (203) 287-7138  
[kkelley@hamden.com](mailto:kkelley@hamden.com)



*"Lead with Integrity"*

## **Renee Morgan**

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**From:** Vera Morrison  
**Sent:** Tuesday, July 20, 2021 4:47 PM  
**To:** Brigitte Cogswell; Ken Kelley  
**Cc:** Renee Morgan  
**Subject:** Town Clerk's office - Assistant Town Clerk & Land Records Technician

Based on the eligibility list of 7/20/21, I interviewed and hired the sole remaining candidate, Susan Dercole for the vacant Assistant Town Clerk Position. Susan will start her Duties as Assistant Town Clerk effective Monday, July 26, 2021. I will send up a PN reflecting this.

Based on this, I would ask that an internal promotion recruitment commence immediately for the Land Records Technician in the Town Clerk's office. The vacancy is created by Susan Dercole moving into the Assistant Town Clerk position. My understanding is that it would be posted to all town unions.

Thank you for your help in this matter.

Vera Morrison, Town Clerk  
Hamden Government Center  
2750 Dixwell Avenue  
Hamden, CT 06518  
(203) 287-7162 (Office phone)  
(203) 287-7095 (fax)