

CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

Promotional Exam #1050

PROMOTIONAL EXAMINATION FOR: POLICE CAPTAIN SALARY: \$1507.00/ wk.

This examination is open to permanent, sworn classified employees of the City of Waterbury Police Department. Individuals appointed as a result of passing the examination shall be required to serve a working test period which will be, in effect, the final phase of this examination. A passing score must be obtained on each part of the examination.

Applications, which may be obtained at the Civil Service Office, must be on file at the Civil Service Office, Chase Municipal Building, 236 Grand Street, Waterbury, CT 06702 by 4:50 p.m. on

December 28, 2009

EXAMPLES OF DUTIES

This work involves responsibility for directing and supervising the activities of the Police Department and personnel assigned. Duties involve assigning personnel to their positions, evaluating their work performance, instructing them in new and approved police methods, enforcing the manual of rules and regulations and inspecting all police activities. A Police Captain must be thoroughly familiar with controlling laws and ordinances, with departmental practices and procedures and with approved modern policed methods. He must be thoroughly capable of commanding the respect of subordinate officers and directing the work under ordinary and emergency conditions. Work is subject to the plans, policies and procedures formulated by the Police Chief. Directs and supervises the activities and personnel of the department on an assigned shift; Instruct subordinate officers as to work assignments and procedures; Interprets new laws, ordinances, rules and regulations for subordinate officers; Assists in planning beats and assigning officers to positions; Inspects personal appearance and equipment of officers; Instructs recruits in policies and practices of the department; Assigns cases to subordinate officers and investigates and carefully reviews their work; Answers correspondence and prepares reports to immediate supervisor

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of police methods and administration; thorough knowledge of controlling laws and ordinances and of departmental rules and regulations; demonstrated ability to command respect of subordinates; ability to direct and supervise the work of others; ability to deal firmly and courteously with the public; thorough knowledge of the geography of the City; good judgment; dependability; excellent physical condition.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE (OR WILL HAVE IT WITHIN SIX MONTHS :)

Eight (8) years experience as a Police Officer with the City of Waterbury Police Department, two (2) years of which shall have been in the rank of Police Lieutenant.

APPEAL PROCESS: An applicant may appeal a notice of rejection of his/her application to the Civil Service Commission within seven (7) days of receipt of such notice.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Police Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Seniority credit for this position will be in accordance with the amendment to the Civil Service Rules and Regulations. Please notify the Civil Service Office of a change in address. Notification of examination will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

12-4-09 RL

SEE ATTACHED READING LIST

POLICE CAPTAIN READING LIST – Promotional Examination # 1050

1. Police Administration, 6th Edition, by Gary W. Cordner & Kathryn E. Scarborough. Anderson Publishing Company, Cincinnati, Ohio. 1-877-374-2919 www.lexisnexis.com/anderson/criminaljustice
2. Supervision of Police Personnel, sixth edition, by Nathan F. Iannone and Marvin D. Iannone, 2001, Prentice Hall, Upper Saddle River, NJ ISBN#0-13-649229-0
3. Connecticut Law Enforcement Officers' Field Manual, current issue.
4. The State of Connecticut General Statutes
5. The City of Waterbury Police Policies and Procedures