August 31, 2020

Dear Police Sergeant Applicant:

Testing for the position of Police Sergeant will commence with the written exam on November 7, 2020 and the oral assessment on November 8, 2020. For personal planning purposes, it is important for all potential applicants to know when testing is planned so that if you plan to apply, you can arrange your schedule accordingly.

My office will send an examination notice to all eligible applicants as we get closer to the test dates. The notice will confirm the test date and will also contain information such as test time, location and the amount of wait time you can anticipate due to any procedure or necessary sequestering. The notice will also contain instructions on how to confirm participation in the examination process. Please be immediately aware that eligible applicants will be required to contact my office by a prescribed deadline date to confirm participation in the examination process. This is a necessary step in planning the logistics behind this endeavor. That deadline date and further instructions on who to contact will be contained in the examination notice.

We will be using email as our ONLY method of contacting applicants. Please be sure to supply a working email address on your application. Make sure that you provide an email address that you access daily so that you do not miss important messages. Also make sure to set your inbox settings so that notifications from our office do not inadvertently land in you junk/spam mailbox, which we advise that you check regularly. HR IS NOT RESPONSIBLE FOR NOTIFICATIONS THAT LAND IN YOUR JUNK/SPAM MAILBOX.

In the meantime, it is advisable for you to prepare for the examination process. The established Reading List is enclosed. Please take note of all relevant instructions on the Reading List concerning where and how to obtain study material.

The test consultant will be conducting a candidate orientation on a future date before the examination occurs. The goal of this orientation is to inform you of what to expect in the examination process. As soon as the date for the orientation is confirmed, I will be communicating that information to all eligible applicants.

If you will need an ADA accommodation for this exam, please complete the form available at https://www.newhavenct.gov/gov/depts/hr/forms_applications.htm and follow all instructions provided on the form. Deadline to submit the form to request arrangements is by the closing date of the job announcement.

If you have any questions or concerns, please feel free to email me directly at Nmarcano@newhavenct.gov

Sincerely,

Noelia Marcano, SPHR
Personnel Director

Enclosures: Reading List; Job Posting & Job Description
City of New Haven Policy- Workplace Violence
This list is divided into two parts: 1) books relevant to supervision in the NHPD community policing environment; and 2) select General Orders, Rules, select USDOJ National Institute of Justice publications and City Policies. Exam questions will be developed using the sources listed.

I. BOOKS: AVAILABILITY, COSTS AND AREAS OF STUDY


**AVAILABILITY:**
For a fee of $2.50 you can obtain this book from TYCO Printing 262 Elm Street New Haven, CT 06510 (203) 562-9723.

**READ & STUDY:** Entire Book


**AVAILABILITY:**
(800) 947-7700 [www.mypearsonstore.com/bookstore](http://www.mypearsonstore.com/bookstore) In addition, you may Google other websites through which new and used books may be obtained online.

**READ & STUDY:** Chapters: 1, 2, 3, 5, 6, 7, 8, 9, 10 and 11 only


**AVAILABILITY:**
For a fee of $15.00 you can obtain this book from TYCO Printing 262 Elm Street New Haven, CT 06510 (203) 562-9723.

**READ & STUDY:** Chapters: 1 – 7
## II. SELECT GENERAL ORDERS, RULES, SELECT USDOJ-NIJ PUBLICATIONS & CITY POLICIES: AVAILABILITY AND COSTS

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<thead>
<tr>
<th>GO #</th>
<th>GO TITLE</th>
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<tr>
<td>1</td>
<td>GENERAL ORDER 1.03: RULES OF CONDUCT</td>
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<td>GENERAL ORDER 2.03: EMPLOYEE INJURIES</td>
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<td>GENERAL ORDER 208: CIVILIAN COMPLAINTS</td>
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<td>GENERAL ORDER 302: VEHICLE PURSUIT</td>
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<td>GENERAL ORDER 328: SEXUAL HARASSMENT &amp; ANTI-DISCRIMINATION</td>
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<td>GENERAL ORDER 332: COMMAND STAFF NOTIFICATION</td>
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<td>GENERAL ORDER 400: PATROL OPERATIONS</td>
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<td>GENERAL ORDER 4.07: MEDIA POLICY</td>
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<td>GENERAL ORDER 4.10: CITIZENS RIGHT TO VIDEO</td>
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<td>GENERAL ORDER 412: HOSTAGE &amp; BARRICADED SUSPECTS</td>
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<td>GENERAL ORDER 4.16: SOCIAL MEDIA</td>
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<td>GENERAL ORDER 452: POLICE SERVICE DOG PROGRAM</td>
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<td>GENERAL ORDER 5.07: STRIP SEARCH</td>
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<td>14</td>
<td>GENERAL ORDER 5.08: OFFICER-INVOLVED DOMESTIC VIOLENCE</td>
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<td>GENERAL ORDER 6.01: USE OF FORCE</td>
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<td>GENERAL ORDER 6-2: DISCLOSURE OF STATUS</td>
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<td>GENERAL ORDER 6.11: CROWD CONTROL</td>
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<td>GENERAL ORDER 6.12: OFFICER INVLOVED SHOOTINGS</td>
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<td>GENERAL ORDER 7.10: BODY-WORN CAMERAS</td>
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<td>GENERAL ORDER 8.01: JUVENILE OPERATIONS</td>
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<td>GENERAL ORDER 8.03: DOMESTIC VIOLENCE</td>
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<td>22</td>
<td>GENERAL ORDER 8.06: FATAL &amp; SERIOUS INJURY CRASH INVESTIGATION &amp; CRASH RECONSTRUCTION TEAM</td>
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<td>23</td>
<td>GENERAL ORDER 8.07: EVIDENCE, STORAGE AND HANDLING</td>
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<td>GENERAL ORDER 8.13: MISSING PERSONS</td>
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<td>GENERAL ORDER 8.20: EYEWITNESS ID PROCEDURES</td>
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<td>26</td>
<td>GENERAL ORDER 10.01: INCIDENT REPORTS</td>
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**READ & STUDY:** All General Orders Listed

**AVAILABILITY:** The NHPD has already issued all officers all the above-listed General Orders. Also available at TYCO Printing. See note below.
**USDOJ NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS - Perspectives on Policing**

<table>
<thead>
<tr>
<th>PUBLICATION TITLE &amp; YEAR</th>
<th>COPY PRICE</th>
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<tbody>
<tr>
<td>1 POLICE AND COMMUNITIES: THE QUIET REVOLUTION, June 1988 By G. L. Kelling</td>
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<td>2 CRIME AND POLICING, June 1988 By M.H. Moore, R.C. Trojanowicz, &amp; G.L. Kelling</td>
<td>$1.25</td>
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<tr>
<td>3 POLICING AND THE FEAR OF CRIME, June 1988 By M.H. Moore, R.C. Trojanowicz</td>
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<td>4 THE EVOLVING STRATEGY OF POLICING, November 1988 By G.L. Kelling &amp; M.H. Moore</td>
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<tr>
<td>5 DEBATING THE EVOLUTION OF AMERICAN POLICING, November 1988 By F.X. Hartmann</td>
<td>$1.25</td>
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**READ & STUDY:** All Publications Listed

**AVAILABILITY:** Above listed publications available at [www.nij.gov](http://www.nij.gov) and at TYCO Printing. See note below.

**NOTE:** For the copy prices listed above, applicants can obtain individual copies of Broken Windows, General Orders, and USDOJ National Institute of Justice Publications from TYCO Printing 262 Elm Street New Haven, CT 06510. When ordering, officers must specify if ordering the complete set of study documents, or individual documents. Price for complete set of documents is $32.00. Once ordered, turnaround will be one (1) business day. Officers can order two ways – by email at info@tycoprinting.com or by phone (203) 562-9723. Payment by cash, credit card or check will be due at time of pick up.

**CITY OF NEW HAVEN POLICIES**

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<tr>
<th>POLICY TITLE</th>
<th>AVAILABILITY</th>
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<tr>
<td>1 WORKPLACE VIOLENCE</td>
<td>Above listed policy is contained in Application Packet</td>
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</table>

**READ & STUDY:** Entire Policy Listed

**END OF STUDY LIST**
PROMOTIONAL ONLY
(Only open to members of Elm City Local of the CT Alliance of City Police who satisfy minimum requirements)

POSITION: POLICE SERGEANT (M-0806) (TESTED)
DEPARTMENT: POLICE SERVICES
SALARY: $85,463 ANNUALLY
HOURS: 40 HOURS PER WEEK
FUNDING: GENERAL FUNDS

INTERESTED APPLICANTS: Please see instructions below on how to apply. APPLICATIONS FOR THIS POSITION ONLY ACCEPTED ON-LINE. APPLICANT PACKET WITH STUDY LIST AVAILABLE ON-LINE.

NATURE OF WORK:
This is supervisory and specialized work in a variety of assignments within the Police Department. Work involves first line supervision of personnel assigned to any of the department’s operational units such as Patrol, Investigative Services, Family Services and Informational Services. Specific work instructions on new assignments and general supervision are given by superior officers, however, employees in this class usually work independently and may be called upon to take on additional responsibilities depending on circumstances and/or the nature of the assignment. Work is reviewed by superior officers through conferences, reports, and evaluation results.

MINIMUM REQUIREMENTS:
Graduation from high school, preferably supplemented by formal training in police science; and completion of 4 years as a police officer in the New Haven Police Department at the time of application along with the training and experience which provides the necessary knowledge, abilities and skills as stated in the job description.

SPECIAL REQUIREMENTS:
Candidates for this classification must possess and maintain throughout their course of employment established physical, medical and psychological requirements. The physical, medical and psychological requirements for this classification are the same as for any classification of employee holding arrest powers. Possess and maintain a valid Connecticut Driver’s License. Maintain certification as established by the Police Officer Standards and Training Council.

This position is included in a collective bargaining agreement with New Haven Police Union Elm City Local CACP.

TO APPLY
1) Go to https://newhavenct.munisselfservice.com/
2) Click on the “Employment Opportunities” link in the right margin (or found under “Expand Menu” if on a handheld device) and follow all instructions provided on that page. You will need a valid, working email address to apply.
   ➢ Note the Special Applicant Packet is available by finding the job announcement under Positions Available on the Employment Opportunities page. Click on “Details: Click here for SPECIAL PACKET” for this multipage pdf. This special packet contains a cover letter specifying the test dates along with other information, the study list, and a copy of this job posting.

Those persons meeting minimum requirements will be invited to participate in a Civil Service exam process at a later date.

APPLICATIONS FOR THIS POSITION ONLY ACCEPTED ON-LINE at https://newhavenct.munisselfservice.com/. Internet access is available to applicants without computers or internet service at the following location Dept. of Human Resources 200 Orange St. Room #102 New Haven, CT 06510 Mon- Fri 9:00 am - 4:30 pm and at all branches of the New Haven Free Public Libraries. NOTE: Location access may be limited due to COVID-19! Applications must be entered into the system NO LATER THAN THE REMOVAL DATE.

Please note that only method of communication with applicants for this position will be by email. You must provide valid, working email address and you will need to monitor your email for correspondence from the New Haven Human Resources Department.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D/
Immigration Reform and Control Act of 1986 require the hiring of only American Citizens and aliens who are authorized to work in the United States. Please post this announcement in a conspicuous area on the Department Bulletin Board.
POLICE SERGEANT

NATURE OF WORK:
This is supervisory and specialized work in a variety of assignments within the Police Department. Work involves first line supervision of personnel assigned to any of the department’s operational units such as Patrol, Investigative Services, Family Services and Informational Services.
Specific work instructions on new assignments and general supervision are given by superior officers, however, employees in this class usually work independently and may be called upon to take on additional responsibilities depending on circumstances and/or the nature of the assignment. Work is reviewed by superior officers through conferences, reports, and evaluation results.

ILLUSTRATIVE EXAMPLES OF WORK:
- Inspects equipment, appearance, and persons of subordinates at roll call; patrols assigned area to supervise subordinates in the performance of their duties and gives assistance and direction when necessary.
- Responds to all situations which require direction and control or in which an employee is injured.
- Assigns work to subordinates. Inspects work product for form and content.
- May perform the duties of a Patrol Officer and or Detective with respect to the investigation of crimes and the apprehension of persons suspected of criminal behavior.
- Serves as a member of the Department’s Internal Affairs Unit pursuant to assignment by the Chief of Police.
- Meets with the public in a formal or informal setting. Represents the Department at public meetings as required.
- Performs general supervision of employees which may include reports of exceptional performance or disciplinary action.
- Performs related work as required.

REQUIREMENTS OF WORK:
- Graduation from high school, preferably supplemented by formal training in police science; and completion of 4 years as a police officer in the New Haven Police Department at the time of application; and the following knowledge, skills and abilities.
  - Knowledge of the controlling laws and ordinances, particularly the laws of arrest, search and seizure, and evidence.
  - Knowledge of the rules and regulations of the department.
  - Knowledge of the geography of the City.
  - Knowledge of modern police practices and methods.
  - Ability to plan, assign and supervise the work of subordinate officers and other personnel.
  - Ability to deal firmly and courteously with people while respecting their rights and exercising considerable discretion.
  - Ability to analyze situations quickly and objectively, and to determine proper courses of action to be taken.
  - Ability to communicate effectively, orally and in writing.
  - Ability to establish and maintain effective working relationships with fellow employees and the public.

SPECIAL REQUIREMENTS:
Candidates for this classification must possess and maintain throughout their course of employment established physical, medical and psychological requirements. The physical, medical and psychological requirements for this classification are the same as for any classification of employee holding arrest powers.
- Possess and maintain a valid Connecticut Drivers License.
- Maintain certification as established by the Police Officer Standards and Training Council.
City of New Haven
Workplace Violence Policy

Purpose: The purpose of this statement is to notify employees that the City of New Haven has a policy of zero tolerance for acts of violence in the workplace by or among its employees. This policy is inclusive of acts and/or threats of violence, including intimidation, by and to employees, property or premises of the City.

Issuing Authority: The Chief Administrative Officer is the issuing authority of this policy.

Enforcement Authority: Daily administration and enforcement is the responsibility of all Coordinators and Department Heads.

Policy

1. Acts or threats of violence in the workplace by City employees may result in disciplinary actions up to and including suspension(s) or termination(s), and will not be tolerated by the City.

2. The goal of the City is to prevent and intervene when acts of violence or threats occur including intimidation, by and to City employees, property or premises. The Director of Human Resources and or the Director of Labor Relations will investigate and report all threats or acts of violence and take appropriate action to protect employees and City property and premises. All reports will be confidential.

3. Employees are strongly encouraged to report any acts of violence towards themselves or City property without fear of reprisal. Reports should be made to their Department Head, the Director of Human Resources at 946-6767 or to the Employee Assistance Program (EAP). Contact Human Resources at 946-8252 for current EAP provider information. In cases of immediate emergency call 911.

4. Department Heads are required to make an immediate report of any threat or act of violence to the Director of Human Resources.

Definitions

Violence in the Workplace: Any comment or behavior that would be interpreted by a reasonable person as indicating the potential of physical violence toward people or property. Some examples include:

a) Physical assault, threat to assault, or stalking an employee or customer.
b) Possessing or threatening with a lethal weapon, vandalism or arson.
c) Racial epithets or other derogatory remarks associated with hate crimes.
d) Bizarre or offensive comments condoning or inciting violent events or behaviors.
e) Harassing phone calls, voicemails, or email messages.

Issuing Authority: [Signature] Effective Date: 12/11/09

Previously Revised: Date 12/09
A copy of this policy is available for review at the Department of Human Resources, and on the City’s computer network at N:\POLICIES also on City’s website at http://www.cityofnewhaven.com/HumanResources/Policies.asp

Workplace Violence Policy
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