



**CITY OF BRISTOL, CONNECTICUT**  
**www.bristolct.gov**

**Summary of Testing Process for Police Officer**

**Non-certified Applicants:** The City tests for Police Officer approximately every two (2) years. Applications are reviewed after the closing date to ensure that the minimum requirements stated in the job description are met. An applicant who is dismissed anytime during any selection process may reapply for testing and evaluation for an entry level position at any future time the department is engaged in a selection process. Such application shall be subject to the qualifications and criteria established for that selection process.

**Certified Police Officer Applicants:** Current certified State of Connecticut police officers eligible for lateral certification pursuant to the regulations of the State of Connecticut Police Officer Standards and Training Council will be subject to the same application and testing process as non-certified candidates, except that the selection process will take into account past performance as a police officer. Recruitment is ongoing so applications are accepted at any time. A copy of current Connecticut POST certification and completed background investigation forms (forms available online) must be submitted with an online application for employment. A lateral eligibility list shall not expire with the effect that applicants eligible for lateral certification may apply to be added as a candidate on the list at any time. Two years of post-certification experience is desired.

**Police Officer Job Duties:**

Position Goal: Under supervision, provides basic law enforcement, crime prevention, protection of life and property, and other public safety services according to federal and Connecticut State law and consistent with the mission, goals and objectives, and policies and procedures of the City of Bristol Police Department. Work may require the performance of hazardous tasks under emergency conditions and may involve extreme mental and physical exertion for usually short periods of time. Performs related duties as required.

Primary Duties: Develops and maintains positive community and interpersonal relations; patrols assigned area in vehicle or on foot; responds to and provides initial and follow-up investigation of various crimes and events; protects crime scene, collects information, and may collect and preserve evidence; arrests and detains persons, following departmental procedures; attends to the constitutional rights of prisoners during booking process and periods of incarceration; conducts searches and seizures; provides emergency assistance, including providing first aid and assisting or attending to victims as necessary; responds to and conducts investigations of motor vehicle crashes; conducts motor vehicle stops and enforces state and local motor vehicle laws; operates emergency vehicles; enforces State statutes and City Ordinances; writes and reads reports and other law enforcement related documents and materials; presents testimony and evidence in legal and/or administrative proceedings; intervenes in and controls human conflicts; performs various basic law enforcement duties; may be assigned to front desk or other assignments as determined by the Chief; attends departmental and other training programs as required.

Knowledge, Skills, Abilities: Must demonstrate the ability to follow written and oral instructions; observe and accurately report details; write clear and concise reports; recall information; comprehend and retain factual information; clearly and concisely communicate ideas; deal effectively and fairly with all segments of society; perform basic mathematical computations; have basic knowledge of laws and ordinances; strong service oriented work ethic; knowledge of policies, procedures, etc., relating to proper performance of duties; familiar with court procedures; proficient in the use of firearms; good initiative and decision making ability; professional appearance and conduct; ability to meet physical and medical standards required for this position.

**Qualifications:** High School graduate or equivalent certificate, valid State of CT motor vehicle license upon hire, US Citizen, at least 21 years of age.

**Agility Examination:** The agility examination (conducted by Complete Health & Injury Prevention/C.H.I.P.) consists of four basic tests:

- **Sit-up:** This is a measure of the muscular endurance of the abdominal muscles. It is an important area for performing police tasks that may involve the use of force.
- **300 Meter Run:** This is a measure of anaerobic power. It is an important area for performing sprinting ability that is highly predictive of police job tasks.
- **Push Up:** This is a measure of the muscular endurance of the upper body. It is an important area for performing police tasks requiring upper body strength.
- **1.5 Mile Run:** This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance.

Non-certified and certified candidates must meet the 40<sup>th</sup> percentile of physical fitness. Information on C.H.I.P. can be found online at [www.certifyfit.com/chip-test](http://www.certifyfit.com/chip-test)

**\*The City reserves the right to require the C.H.I.P. Cert. at any phase of the testing process.**

### **Written Examination**

If you meet the minimum application requirements, you will be invited to take a written exam. No prior police training or experience is assumed of candidates taking the written exam. A passing score, as determined by the City, will be considered 50% of the final earned score for the entire examination process.

### **Oral Examination**

Applicants passing the written and agility tests will be invited to participate in an oral panel examination. No part of the testing process requires any prior knowledge of law enforcement. A passing score, as determined by the City, will be considered 50% of the final earned score for the entire examination process.

### **Veteran's Points**

Five points will be added to a final passing score (maximum score=100 points) to veterans who have completed a minimum of ninety days of active military service, in a non-training status, with an honorable discharge or a discharge under honorable conditions. Form DD214, Member Copy #4, will be required to verify the right to receive veteran's credits.

### **Eligibility List**

An eligibility list is established of all non-certified candidates who have passed the initial agility test, the written exam and the oral exam. That list is valid for two years or until it is exhausted, whichever comes first.

### **Background Investigation**

The Police Department will conduct a thorough background investigation which may include checking employment, school, military and police records, personal references, a credit check, and other sources as necessary. The process also includes a polygraph examination. Rejection from a police hiring process in another agency may be disqualifying.

### **Applicant Immediate Disqualifiers**

- Violation of the BPD Body Modification and Tattoo Policy (e.g. bifurcated tongue, facial/neck/ hand tattoos)
- Dishonorable discharge from any branch of the United States military service
- Falsification of any part of the application
- Use of any illegal drug, except marijuana, within the previous three years of submitting an employment application
- Any cultivation, sale, manufacture, or distribution of any illegal drug, within the previous three years of submitting an employment application
- Any DWI or DUI arrest or conviction(s) within the previous three years of submitting an employment application
- A member of, or participating in, an organization which has the purpose of overthrowing any local, state, or federal government, advocating force or violence, or denying any person their rights under the U.S. Constitution
- Any deliberate act of cheating during any part of the testing process for police officer

### **Applicant Immediate Disqualifiers Continued**

- Any attempt by a candidate to utilize countermeasures to manipulate the results of the polygraph examination
- Failing to cooperate with the officer assigned to conduct the background investigation or polygraph examination
- Legally prohibited from possessing a firearm
- Unable to read, or write, or speak the English language

### **Board of Police Commissioners**

As vacancies are anticipated, candidates are presented to the Board of Police Commissioners for consideration. The Board of Police Commissioners is the hiring authority and may interview and make a conditional offer of employment to any candidate on the eligibility list.

### **Post-Offer**

A post-offer medical examination, including a test for drugs of abuse, and a post-offer psychological examination will be required of those candidates who are offered positions with the Police Department. Candidates will also be weighed and measured for compliance with the Bristol Police Department Official Height and Weight Chart requirements (see below).

Candidates must pass a second Physical Agility Examination administered by The Police Officer Standards and Training Council (P.O.S.T.) within thirty days of entering the Police Academy.

<b><u>Height</u></b>	<b><u>MALE</u></b> Maximum Acceptable Weight	<b><u>Height</u></b>	<b><u>FEMALE</u></b> Maximum Acceptable Weight
5 ft. 0 in.	158	4 ft. 8 in.	140
" 1 in.	162	" 9 in.	143
" 2 in.	166	" 10 in.	145
" 3 in.	170	" 11 in.	147
" 4 in.	174	5 ft. 0 in.	151
" 5 in.	178	" 1 in.	155
" 6 in.	183	" 2 in.	158
" 7 in.	189	" 3 in.	162
" 8 in.	193	" 4 in.	165
" 9 in.	197	" 5 in.	169
" 10 in.	203	" 6 in.	174
" 11 in.	207	" 7 in.	177
6 ft. 0 in.	222	" 8 in.	182
" 1 in.	226	" 9 in.	187
" 2 in.	232	" 10 in.	192
" 3 in.	238	" 11 in.	198
" 4 in.	245	6 ft. 0 in.	204
" 5 in.	251		
" 6 in.	258		

Any applicant who exceeds the maximum acceptable weight requirement will be tested using the following body fat standards which may not be exceeded:

Male employees                      23%                      /                      Female employees                      29%

*This information is intended as a guide to the recruitment process and must not be taken as a complete description of the process.*

*The City of Bristol is an Equal Opportunity Employer. We provide reasonable accommodation to qualified persons with disabilities in accordance with the Americans with Disabilities Act. If you need an accommodation, please contact the Human Resources Department at (860) 584-6175.*

## **Eligibility Standards Police Officer Standards and Training Council**

To qualify for police officer certification in Connecticut, an applicant must meet all relevant entry level standards as enumerated in Section 7-294e of the Connecticut General Statutes, and the regulations of the Police Officer Standards and Training Council, which are:

- Be a citizen of the United States;
- Be at least 21 years of age by time of employment;
- Possess a valid motor vehicle operator's license;
- Have passed a validated written entry test;
- Have been fingerprinted and a search made of fingerprint files for any record;
- Not have been convicted by a court of any felony, any class A or class B misdemeanor, or have committed any act which would constitute perjury or false statement;
- Have been the subject of a background investigation;
- Have been tested by an oral interview panel;
- Have been the subject of a polygraph examination;
- Have not tested positive on a controlled drug screen;
- Have been examined and certified by a Council accepted method as fit to perform the duties of a probationary candidate police officer;
- Have personally certified knowledge that any falsification of any statement in the application process constitutes grounds for termination.

*The City of Bristol reserves the right to apply additional and separate standards for qualifications as a Police Officer.*