



## Deputy Police Chief

The Town of East Hartford has immediate openings for the position of Deputy Police Chief. Salary Range is \$89,598 - \$100,786.

All applicants must be Connecticut P.O.S.T. (Police Officer Standards Training) certified or eligible for comparative certification by Connecticut P.O.S.T. Council and must have satisfactory results in a background investigation, polygraph test, psychological test and drug test.

Completed applications must be returned to:

Human Resources Department  
Town of East Hartford  
East Hartford, CT 06108

Closing date for return of completed application is 4:30 p.m. February 14, 2014.

The Town of East Hartford is an Equal Opportunity Employer.

**Please see below for job description, fringe benefits & employment application**

## **TOWN OF EAST HARTFORD**

**TITLE:** Deputy Chief

**GRADE:** 12

**DEPARTMENT:** Police Department

**DATE:** April 4, 2007

### **POSITION DEFINITION:**

Works under the general supervision of and receives policy direction from the Chief. Provides administrative and functional assistance to the Chief in managing the operations and services of the Police Department. Assists in the planning and development of practices, procedures and operating policies; and independently directs activities as assigned by the Chief of Police. May assume responsibility for the department in the temporary absence of the Chief, if so designated by the Chief.

### **ESSENTIAL JOB FUNCTIONS:**

- Receives oral or written direction from the Chief of Police. Formulates and prescribes work methods for the department with the approval of the Chief.
- Participates in development of near-term and long-range planning and strategies to meet objectives, such as crime detection and prevention, traffic improvements, and related public contact matters.
- Plans and organizes work according to Department procedure.
- Assigns work to Lieutenants, Sergeants, Police Officers and civilian employees of the Police Department.
- Responsible for effective administration and utilization of assigned personnel.
- Reviews reports for completeness and accuracy for use in criminal judicial proceedings.
- Ensure that all sensitive or confidential intelligence information is handled appropriately and directed properly.
- Oversees scheduling of personnel under direction to assure appropriate coverage and response.
- Oversees budget of assigned divisions for fiscal and program management, including recommending cost reduction measures.
- Performs liaison work with other police agencies to obtain or give information and disseminate relevant information with other police divisions.
- Assists in labor contract negotiations and grievance administration for all bargaining units in the Department.
- Coordinates research and reviews procedures to determine the efficiency of the Department in objectives.
- Prepares statistical and narrative reports for the Chief of Police.
- Proposes new policies to the Chief to meet Department needs.
- Reports work accomplished to the Chief of Police.

### **ADDITIONAL JOB FUNCTIONS:**

- Facilitates the exchange of information throughout the organization through oral and written correspondence.
- May act as official Department representative at meetings and proceedings.
- Serves on regional, State and police professional organizations to promote and enhance services to the community.
- Prepares written materials for and speaks to school groups, civic organizations and private citizens on matters of law enforcement and public safety.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of municipal police practices and procedures.
- Working knowledge of the Connecticut Criminal Justice system.
- Administrative ability to initiate, organize and follow through on police programs and projects.
- Working knowledge of data processing technology as it relates to police applications.
- Ability to apply principles of police science and public administration to define problems, collect data, establish facts and draw valid conclusions.
- Ability to deal effectively with staff, Town officials and members of the public.
- Ability to supervise.
- Working knowledge of labor relations practices and procedures.
- Ability to present ideas and policies to individuals, groups and the media.
- Ability to use human and department resources effectively.

### **PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:**

- Works in office setting subject to continuous interruptions and background noise.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to work in extreme weather conditions, including heat, cold, rain or snow.
- Ability to access and reach difficult places and varied terrain.

### **JOB QUALIFICATIONS:**

- The skills, knowledge, experience and training required would generally be acquired with a Bachelor's Degree, preferably a Master's Degree, in Criminal Justice, Police Science, Public or Business Administration, or some closely related field, and three (3) years experience at the command level of a major police division of a comparable municipality or State or Federal agency at the rank of Lieutenant or higher.

**LICENSING REQUIREMENTS:**

- Valid Motor Vehicle Operator's License
- Current State of Connecticut Police Officer Certification, per C.G.S. 7-294d.

**NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.**

## Section 56.1 Additional Fringe Benefits as Defined by Position

### A. *All Sworn Classified Non-Bargaining Employees (Police Department)*

In addition to the benefits provided for herein and by Town Charter, the above employees, hired into these positions on or after August 17, 2006, shall enjoy the following additional fringe benefits<sup>1</sup>:

1. **Salary**: As defined within the salary schedule approved annually by Town Council. The Mayor, however, shall have the discretion to implement an annual salary within the salary range designated for the position of Police Chief, Deputy Chiefs and Commanders.
2. **Workweek**: The workweek is a minimum of 40 hours (daily 1 hour unpaid lunch). However, the Police Chief, Deputy Chiefs and Commanders are expected to work in excess of 40 hours as necessary to fulfill and maintain the workload of the department. This may include working evenings and/or weekends to attend meetings, hearings, budget workshops, etc., or as deemed necessary by the Mayor.
3. **Compensatory Time**: The Police Chief, Deputy Chiefs and Commanders are considered exempt salaried professional employees under the Fair Labor Standards Act. Accordingly, these positions are ineligible to earn any compensatory time or overtime. The Police Chief, Deputy Chiefs and Commanders will need to account for their use of sick days and vacation days.
4. **Sick Days**: It is acknowledged that from time to time, sickness, family emergency, or medical treatment will cause the Police Chief, Deputy Chiefs and Commanders to miss time from work. When such a situation exists, the Police Chief shall promptly notify the Office of Mayor of such absence, and subsequently, communicate the absence to the Human Resources Department for attendance tracking purposes.

On an annual basis, the Mayor shall review the absences taken by each Director as provided by the Human Resources Department and in the event of abuse; the Mayor shall take the necessary administrative action, up to and including termination.

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<sup>1</sup> The Police Chief and Deputy Chiefs currently serving in such position on August 17, 2006, shall continue to have their current benefits and working conditions. However, whenever the position becomes vacant thereafter, such position shall be considered an exempt salaried position under the Fair Labor Standards Act and ineligible to receive any compensatory time or overtime.

5. **Retirement:** Enrollment in the Town's 457 Plan whereby the Town contributes 8.5% and the Police Chief, Deputy Chiefs and Commanders contribute 4% of salary. Current employees promoted to the position of Police Chief or Deputy Chief or Commander shall have the one time irrevocable choice of maintaining their current pension between the Town of East Hartford and Police Union or enrolling in the Town's 457 Plan. Any person hired into the position of Police Chief, Deputy Chief or Commander after April 2, 2009 shall only have the option of enrolling in the Town's 457 Plan under the above referenced terms.
6. **Vacation:** A minimum of 15 annual days of vacation effective upon initial date of appointment. At the Mayor's discretion, an additional 10 annual vacation days may be granted to the Police Chief, Deputy Chiefs or Commanders. The Police Chief, Deputy Chiefs and Commanders are eligible to accumulate up to 75 vacation days, payable upon separation.
7. **Separation from Service:** The Police Chief, Deputy Chiefs and Commanders shall not be terminated without cause, as defined by Connecticut Statute or Town of East Hartford Charter.
8. **Miscellaneous Benefits:**
  - a. ***Health Insurance:*** Refer to Section 54.1 A-E and 54.1 G-H.
  - b. ***Health Insurance for Retirees:*** The term "retired employee" will mean a former Police Chief, Deputy Chief or Commander who has been continuously employed by the Town for a period of at least 10 years and obtained the minimum age of 55 years old. For benefits, refer to Section 54.1 J.
  - c. ***Long Term Disability Insurance:*** The Police Chief, Deputy Chiefs and Commanders may choose to purchase Long Term Disability Insurance through the Town's designated provider. The Police Chief, Deputy Chiefs and Commanders will have a 90 day waiting period and will receive 60% of pre-disability earnings to a maximum of \$5,000 per month.
  - d. ***Life Insurance:*** The Police Chief, Deputy Chiefs and Commanders shall receive life insurance coverage at the rate of 2.5 times their total compensation to the nearest \$1,000 to a maximum of \$250,000 as funded by the East Hartford Town Council.
9. At the Mayor's sole discretion, the Police Chief, Police Deputy Chiefs and Police Commanders shall have use of a Town of East Hartford motor vehicle provided that they follow and adhere to the Town of East Hartford's Motor Vehicle Use Policy.

**B. Chief of Police**

In addition to the benefits provided for herein and by Town Charter, the Chief of Police shall enjoy the following additional fringe benefit:



# TOWN OF EAST HARTFORD

740 Main Street  
 East Hartford, Connecticut 06108  
 www.ci.east-hartford.ct.us

Phone  
 (860)291-7221

## APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

APPLICANT'S NAME (LAST, FIRST, MIDDLE)			SOCIAL SECURITY NUMBER			
STREET ADDRESS		CITY/TOWN		STATE	ZIP CODE	HOW LONG?
TELEPHONE NUMBER (HOME)			TELEPHONE NUMBER (WORK/CONTACT)			
POSITION APPLIED FOR						
ARE YOU OVER 18? <input type="checkbox"/> YES <input type="checkbox"/> NO			ARE YOU A UNITED STATES CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO			
AVAILABILITY <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME			DATE AVAILABLE FOR WORK			

### EDUCATION

Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No		If "No", highest grade completed		
If you have a high school equivalency certificate, give year and place certificate was granted:		Year	Place:	
Give last high school, grade school, or trade school you attended		School	Address	Course
List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:				
School	Address	Course/Major	Degree/Certificate	
Other training or professional licenses, special courses, work training programs, or armed forces training. Give name and location where training was given, certificate, if any, dates attended, subject of training, number of hours weekly, and other details related to the job for which you are applying. List any office equipment you can operate or any licenses or state certification you have that would be relevant to the position applied for:				

<b>Note:</b> Answers to questions A and B will be considered for employment purposes only if they are relevant to the position for which you are applying.	<b>A.</b> Have you ever been CONVICTED of an offense against civil or military law, forfeited bond or collateral, or are there criminal charges currently pending against you? Exclude minor traffic violations, or any offense settled in a juvenile court or under a youth offender law. (A conviction is not in and of itself an absolute bar to employment.) <input type="checkbox"/> YES <input type="checkbox"/> NO	If answer is "YES", explain (use additional sheets if necessary)
	<b>B.</b> Have you ever been discharged from a place of employment for cause? <input type="checkbox"/> YES <input type="checkbox"/> NO	

<b>RECRUITING INFORMATION</b> How did you hear about this job? (Please check one)	<input type="checkbox"/> Hartford Courant	<input type="checkbox"/> Community Agency
	<input type="checkbox"/> Other Newspaper	<input type="checkbox"/> Town Employee
	<input type="checkbox"/> Professional Journal	<input type="checkbox"/> Internet

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment. **IMPORTANT: May we contact your present employer?**  YES  NO

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	Telephone Number
From _____ / _____ month year		Description of duties, responsibilities, and significant accomplishments:	
To _____ / _____ month year			
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	Telephone Number
From _____ / _____ month year		Description of duties, responsibilities, and significant accomplishments:	
To _____ / _____ month year			
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	Telephone Number
From _____ / _____ month year		Description of duties, responsibilities, and significant accomplishments:	
To _____ / _____ month year			
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

I hereby certify that the statements and answers given by me on this application are true and complete. I agree that any false statement, omission or misrepresentation would allow for my being discontinued from the selection process and/or for dismissal from employment obtained through this application whenever such falsification is discovered. Further, I understand that my employment by the Town of East Hartford depends upon satisfactory completion of a qualifying examination process.

I authorize all persons and companies named above, except my present employer if so noted, to furnish any information regarding me whether or not it is on their records, and hereby release them from all liability for damage in providing this information. I further agree that if employed by the Town of East Hartford, I will comply with all rules and regulations established or amended, to govern Town employees and employment practices. The Town of East Hartford reserves the right to modify these rules and regulations at any time. Nothing in this application shall be construed as a contract.

Signed \_\_\_\_\_

Date \_\_\_\_\_



Name: \_\_\_\_\_ Position Applied For \_\_\_\_\_

**References:** List below three individuals who can describe your qualifications for this position, preferably supervisors, professors, colleagues, etc.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Work Place: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Work Place: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Name of Work Place: \_\_\_\_\_  
Phone: \_\_\_\_\_

# AUTHORIZATION & RELEASE

(GENERAL EMPLOYMENT)

TOWN OF EAST HARTFORD  
DEPARTMENT OF HUMAN RESOURCES  
740 MAIN STREET  
EAST HARTFORD, CT 06108  
(860) 291-7221  
(860) 291-7224 (FAX)

## DISCLOSURE NOTICE TO JOB APPLICANTS

In connection with your employment application, a consumer report, and/or an investigative consumer report including information with respect to your credit history, criminal convictions, motor vehicle violations, employment history, education, character, general reputation, and personal characteristics, whichever are applicable, may be made. You have the right within a reasonable period of time after receipt of this notice to make a written request for additional information as to the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act. Such requests should be mailed to the address above.

In consideration of the Town of East Hartford's acceptance of my application to be considered for employment with the Town, I hereby voluntarily authorize the Town of East Hartford and its officers, officials, employees and agents to conduct a personality survey and to investigate my past employment history and activity, educational background, financial records, medical records, military records, criminal records, motor vehicle records, background investigation records, or whatever confidential or privileged information necessary to complete this investigation of my suitability to become an employee of the Town.

I hereby agree to cooperate in such investigation and acknowledge receipt of the above Disclosure Notice. I understand and agree that the Town may use copies of this Release to obtain information about me from whatever sources it deems necessary to interview, and expressly authorize such sources to provide assistance to me and the Town in my efforts to be employed by the Town of East Hartford. I also request that sources contacted by the Town accept a photocopy of this Release in lieu of an original, and hereby release and agree to indemnify and hold harmless any and all persons, including corporations and other business entities who may assist the Town in its efforts to determine whether or not I am a suitable candidate for employment.

I hereby acknowledge that I have read and fully understand the contents of this document and have freely signed same. I also agree that, if hired, this authorization shall remain on file and shall serve as an ongoing instrument for the Town of East Hartford to procure investigation reports at any time during my employment period.

**\*This form must be notarized or witnessed by EHHRD in order to be considered for employment\***

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Subscribed and Sworn to before me, a Notary Public, in and for County of \_\_\_\_\_,  
and State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public for

\_\_\_\_\_  
My Commission Expires:

\_\_\_\_\_  
Witness -East Hartford Human Resource Dept.

Revised 02/08