



HUMAN RESOURCES/CIVIL SERVICE
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

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**CITY OF DANBURY ANNOUNCES A PROMOTIONAL EXAMINATION
FOR THE POSITION OF
DEPUTY POLICE CHIEF
SALARY: \$108,008 / Annually**

LAST DATE FOR FILING APPLICATIONS

Applications must be on file at the Human Resources/Civil Service Office, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810:

**TUESDAY, December 2, 2014 NO EARLIER THAN 9:00 A.M., through
TUESDAY, December 23, 2014 - NO LATER THAN 6:00 P.M.**

RATING PROCEDURES:

Applicants who meet the minimum requirements and other criteria established by the Civil Service Commission will be rated according to their merit and relative fitness to perform the duties of the position.

EXAMINATION PROCESS:

The Civil Service Commission will review all applications received. At the discretion of the Civil Service Commission, applicants admitted to the examination process may be limited to those applicants whose background and experience as stated on the application would indicate skills and qualifications of most immediate benefit to the department and the City of Danbury. The examination for this position will consist of the following parts:

<u>PARTS</u>	<u>WEIGHT</u>
WRITTEN EXAM	50%
ORAL EXAM	50%

Passing scores will be determined by the Civil Service Commission based on all reasonable and proper considerations. A candidate who is denied entrance to an examination, or who is notified of a failing grade on any portion of an examination, has the right to a review and/or appeal of that portion of the examination process. All appeals must be made in writing to the Civil Service Commission office within 10 days of the mailing of the notice of results of the examination. Employees applying for a promotion position are not required to undergo a physical exam.

EXAMINATION DATES ARE AS FOLLOWS:

WRITTEN EXAM: Tuesday, February 3, 2015

The Farioly Room, Danbury Library, 170 Main Street, Danbury, CT 06810

ORAL EXAM:

Tuesday, February 10, 2015 (by appointment)
Human Resources Department 3rd Fl. City Hall

*Please note: only those candidates with a passing score on the written exam will be eligible for the oral exam. All candidates will be notified of their score on the written exam in writing

NOTE: AS PER CIVIL SERVICE RULES AND REGULATIONS, IN ORDER TO QUALIFY FOR A PROMOTIONAL EXAM, CANDIDATES MUST HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD IN THEIR CLASS. APPLICATIONS: Applications may be obtained from the Human Resources-Civil Service Department, City Hall, 155 Deer Hill Avenue, Danbury, CT 06810 or at www.danbury-ct.us. Just click on Promotional Opportunities from the Employment Opportunities link. EEO/M/F/V

**DEPUTY POLICE CHIEF
CITY OF DANBURY**

GENERAL STATEMENT OF DUTIES:

This is supervisory and administrative police work. An employee in this classification has the general supervision of the department under the direction of the Chief of Police.

DUTIES AND RESPONSIBILITIES:

- Maintain City Hall work schedule (Monday-Friday). The Deputy Chief of Police shall be expected to vary the hours worked in order to accommodate meetings & events that are deemed essential for the effective leadership of the Danbury Police Department.
- Respond after hours to any major or noteworthy events as needed.
- Will assume the duties & responsibilities of the Chief of Police in his/her absence.
- Have general responsibility for all operational units and operational activities of the Department.
- Ensure compliance with such policies, procedures, rules or orders necessary to the functioning of operational units.
- Review & direct activity of members of command.
- Supervise systems & processes for all internal records, books, reports and correspondence of operational units of the Department.
- Directly monitor & supervise the commanding officers of each division & as otherwise assigned.
- Participate in the Department's budget planning and regulate Department budgetary needs.
- Assist the Chief of Police with long-term planning.
- Coordinate cooperative activities of support and administrative operational units.
- Perform such other duties as assigned by the Chief of Police.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Knowledge/Skills/Ability:

Considerable knowledge of State laws, City Ordinances, Criminal Laws, and Traffic Laws as they apply to police work. Considerable knowledge of traffic control, modern techniques of law enforcement, crime investigation and control. Considerable knowledge of modern office practice as it relates to police administrative work. Considerable ability to prepare comprehensive reports on various matters. Considerable ability to written and oral expression. Considerable ability to deal effectively with subordinates, associates, and with the public.

EDUCATION

Bachelor's degree preferred. Must have a High School diploma plus college level course work in a related field.

DESIRABLE EXPERIENCE AND TRAINING:

All applications for promotion to Deputy Police Chief shall have completed a minimum of one (1) year in service as a Captain or Detective Captain, or three (3) years as a lieutenant or Detective Lieutenant and have completed ten (10) years in service in the regular police department.

Supervision Received:

Supervision is received from the Chief of Police in the form of written and oral orders and the maintenance of department rules and regulations.

Danbury Deputy Police Chief Written Examination

Reading List 2014

The written examination for Deputy Police Chief will contain 100 multiple-choice questions based on material contained in the following sources:

- Edward A. Thibault, Lawrence M. Lynch and R. Bruce McBride, Proactive Police Management, 8th edition, Prentice-Hall, Inc., 2011
- James M. Kouzes and Barry Posner, The Leadership Challenge, Jossey-Bass/Wiley Publishers, 5th edition, 2012
- Charles R. Swanson, Leonard Territo, and Robert W. Taylor, *Police Administration: Structures, Processes and Behavior*, Prentice Hall, 8th ed., 2012
- Connecticut Law Enforcement Officers' Field Manual, ("Red Book"). Looseleaf Law Publications, 2014
- The General Orders of the Danbury Police Department
- City of Danbury Human Resource Policies:
 - Anti-Harassment Policy and Complaint Procedure

CITY OF DANBURY
CIVIL SERVICE COMMISSION

APPLICATION FOR PROMOTIONAL EXAMINATION

Position applying for: _____

Name (Please Print): _____
Last Name First Name Middle Initial

Address: _____

Telephone No: _____

Phone# where you can be reached between 9:00am & 4:30pm: _____

Present Position Title: _____ Department: _____

Your official Date of Hire: _____

Duties of present position:

Describe any previous experience you believe is directly related to the promotional position you seek:

Signature

Date