The Town of West Hartford
Announces an Open Competitive Examination
for the Position of

Police Officer

Application Deadline:
Open until positions filled

Salary Range:
Effective 7-1-2019 = $68,770 - $88,764
Effective 7-1-2020 = $70,408 - $90,870

REQUIRED APPLICATION MATERIALS

1. **Town of West Hartford Application, specific to the position of Police Officer**
2. **Evidence of CHIP Physical Ability Score** (applicants with expired CHIP scores must be reassessed by CHIP, Inc.)
3. **Drug Testing Supplement Form**
4. **Non-Smoking Statement**
5. **Body Art Acknowledgement**

A COMPLETE APPLICATION PACKAGE MUST BE ON FILE IN THE HUMAN RESOURCES DEPARTMENT IN ORDER TO BE CONSIDERED FOR THIS POSITION.

Minimum Qualifications

- **Age:** Must be twenty-one (21) years of age. ***Please state your date of birth in the space provided on the application.***

- **Education:** High School Diploma or GED.

- **License:** Applicants must possess and maintain a valid driver's license and a driving history in accordance with the Town of West Hartford's Safe Driving Record policy. **An individual may not be considered for appointment if he or she has had a major violation conviction within a three year period; four or more motor vehicle violations other than major within a three year period; or suspension or revocation of a license for any reason in the past five years.** A valid Connecticut Driver's License is required at the time of appointment (hire date).

- **Citizenship Requirement:** Candidates must be U.S. citizens.

- **Physical Examination:** Must meet departmental physical fitness standards at the 40th percentile level, certified through CHIP, Inc., prior to application. **As evidence, a copy of valid CHIP scores must accompany application materials.** A post-offer, pre-employment physical examination is required prior to appointment in accordance with departmental standards.

- **Drug Testing:** Candidates shall be required to submit to a drug test as part of the pre-employment medical examination. Applicants must complete the ***Drug Testing Supplement to the Employment Application.*** Failure to do so will automatically disqualify your application for the position.

- **Non-Smoking Requirement:** Due to the physical demands of this position, the Town of West Hartford requires that all qualified candidates certify that they are non-smokers. Applicants must complete the ***Non-Smoking Statement*** as part of the application process and candidates must have refrained from smoking for at least the past six (6) months.

- **Body Art:** As a condition of obtaining and continuing employment with the Town of West Hartford Police Department, all Police Officers shall adhere to standards regarding Body Art. Applicants must complete the ***Body Art Acknowledgement.*** Failure to do so will automatically disqualify your application for the position.

Character Requirement: Candidates must meet the highest legal and ethical standards. ***No applicant will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence.*** Candidates will undergo a rigorous background investigation, including a polygraph, before any offer of employment. An applicant may be disqualified for poor employment history, recent use of illegal drugs, or previously undetected criminal activity. **Any omission, falsification, fabrication, lie or misleading statement will automatically result in disqualification from further consideration with Town of West Hartford.**

NOTE: According to Connecticut General Statutes Sections 46b-146, 54-760 or 54-142a effective October 1, 2002, applicants are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to a finding of delinquency or a finding that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolled, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon.

Job Purpose

This is general duty police work involving responsibility for the protection of life and property; the prevention, detection and investigation of crime; and for maintaining law and order. Assignments are received from higher-ranking officers and are carried out in accordance with established police rules and procedures. Police Officers must use their own judgment and act without supervision in meeting emergencies. Work is reviewed through reports, on-the-job inspection and observations.

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Job Environment

While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands to finger, handle or operate objects, tools, or controls, and reach and stretch with hands and arms with a full range of motion such as firing a weapon, applying handcuffs, writing reports, and maintaining target practice skills. The employee may be required to run and/or walk/run for a distance. The employee may need to forcibly enter buildings, perform evasive maneuvers in restraining a suspect, jump down from elevated surfaces, pull self up and over obstacles, or climb over obstacles lower than six feet. The employee is occasionally required to sit, climb or balance, jump, stoop, kneel, crouch, or crawl through small openings and confined spaces, talk and/or smell. The employee must perform strenuous or peak physical efforts during periods of emergency; push/pull/lift objects occasionally; and routinely perform simple motor skills such as directing traffic. The employee occasionally performs moderately difficult manipulative skills such as handcuffing a resisting party.

The employee must be able to see objects far away, as in driving, and closely, as in typing a report. The employee must be able to discriminate colors and have a minimum corrected vision of 20/30.

The employee must be able to hear normal sounds with some background noise; distinguish voice patterns and communicate through human speech, as in communicating with people one on one within the community or via police radio or telephone. The noise level in the working environment is usually moderate, except during certain Police activities when noise levels may be loud.

The employee regularly concentrates on moderate details with frequent interruption; and remembers multiple tasks/assignments for extended periods of time, understands and relates to specific ideas, often and several at a time.

While performing the duties of this job, the employee regularly works in outside weather conditions with exposure to extremes of hot and cold temperatures. The employee may be exposed to blood, body tissues, or fluids and other hazardous waste materials other than blood.

The employee may be required to work rotating shifts, and is considered essential emergency personnel. Any personnel in this position are required to work during emergency situations and are subject to be recalled to work at any time.

Essential Job Functions

- Patrols areas on foot, police vehicle, or on bicycle or motorcycle, if qualified and assigned, ensuring citizens adhere to local, state and federal ordinances, statutes, and laws.
- Responds to complaints, calls for police assistance, and reports of crime.
- Intervenes during human relations conflicts to provide for security of life and property; assists parties in resolving conflicts; and makes referrals to other agencies, as appropriate.
- Pursues suspects and conducts search and seizure; provides for safety of prisoners and others, including the use appropriate physical force to control unruly prisoners or resisting suspects.
- Maintains continuous enforcement of motor vehicle laws, criminal statutes, and local ordinances.
- Maintains traffic safety; directs traffic, assists motorists with disabled vehicles, stops motor vehicle law violators and issues warnings and tickets; apprehends impaired motorists and those otherwise driving unsafely; responds to motor vehicle accidents and provides for safety of victims and oncoming motorists.
- Minimizes injury and harm to victims of illness, accidents, or crimes by operating as first responder.
- Investigates crimes, suspicious events and traffic accidents; secures scenes, interviews witnesses, collects evidence, takes measurements, and photographs, and draws diagrams.
- Processes prisoners; writes reports and memos on cases, complaints and investigations.
- Investigates crimes, suspicious events and traffic accidents; secures scene, interviews witnesses, collects evidence, takes measurements and photographs, draws diagrams; prepares written reports for the Prosecuting Attorney, presenting all of the facts pertaining to a particular crime.
- Testifies in court and presents evidence.
- Reports unsafe and hazardous conditions while on patrol. May be assigned to perform predominantly traffic accident investigations and the conduct of safety programs while detailed to the Traffic Division.
- May be assigned to perform predominantly front desk, dispatch and clerical duties at Police Headquarters.
- Maintains confidentiality of records and information, as appropriate.

Additional Work Responsibilities

- May conduct or assist in conducting investigations and surveillances.
- Appears before special interest groups to speak on various aspects of police work.
- Performs other duties as established by the Police Officer Standards & Training Council.
- Performs related duties as required.

Required Knowledge, Abilities, and Skills

- Knowledge of state traffic laws, state statutes and Town ordinances.
- Knowledge of human behavior.
- Knowledge of the geography of the town and the location of important buildings.
- Knowledge of first-aid methods.
- Knowledge of English, usage, grammar and spelling.
- Ability to observe situations analytically and objectively and to record the information gathered in a complete and clear manner.
- Ability to react quickly and effectively in emergencies and stressful situations.
- Ability to use self-defense skills and standard police weapons.
- Ability to complete the physical aspects of recruit training and maintain physical fitness to perform the essential functions of the position.
- Ability to learn and apply modern methods of crime detection and prevention.
- Ability to deal firmly but courteously with the public.
- Ability to interact effectively and courteously with persons of widely varied ethnic, religious, social and economic backgrounds.
- Ability to communicate effectively, verbally and in writing.
- Ability to understand and execute written and oral instructions; ability to prepare clear and comprehensive reports.

- Ability to attend work punctually and regularly.
- Sufficient physical strength and agility to defend oneself or to subdue a violent person.
- Ability to wear bullet resistant vest, service weapon and other police equipment on one's person.
- Ability to sit at a desk or in a vehicle or stand at an assigned location and work continuously for extended periods of time.
- Ability to safely operate a police vehicle while on routine patrol and in emergency situations.

Method of Selection

Non-Certified Applicants: Candidates who successfully pass all phases of the examination for this position will have their names placed on an Eligible List.

The examination process includes:

Method of Selection	Weight
Certification of Physical Ability	Pass/Fail
Online/Written Examination	Pass/Fail
Oral Board Interview	Pass/Fail

Online/Written Examination: The online/written examination will be scheduled on an individual basis. Information confirming the exam date and including the exam time and location will be mailed to you prior to the date of the examination. The minimum passing score on the online/written examination will be based on an acceptable passing rate as determined by the Director of Human Resources. You must pass the online/written examination to be eligible to be invited to the oral board interview. Candidates who fail to achieve the minimum passing score on the online/written examination will be disqualified from any further consideration for the position. The Town of West Hartford reserves the right to administer a second online/written examination at its discretion.

Oral Board Interview: The last phase of the examination for Police Officer will be an interview before a panel of police and/or personnel representatives. This phase of the examination is designed to aid in the determination of a candidate's maturity, communication skills and motivation for the position. The Town reserves the right to limit the number of candidates who are invited to the oral interview. Candidates who have passed the online/written examination but who have failed this portion of the examination will be disqualified at this time from any further consideration for the position of Police Officer.

Certification of Physical Ability: All candidates are required to produce evidence of physical ability as certified through Complete Health and Injury Prevention, Inc. (CHIP, Inc.) Ability is defined according to Town of West Hartford Police Department standards (40th percentile standard). **Evidence of valid CHIP scores is the candidate's responsibility and is obtained separately from the Town of West Hartford recruitment process.**

To participate in the physical ability testing, candidates must register with CHIP, Inc. by completing a registration form and mailing it directly to CHIP, Inc. The Physical Ability Test is designed to determine if an applicant has sufficient physical strength and agility to defend him or herself and/or to subdue a violent person. (See CHIP, Inc. materials for details).

Background Investigation: A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the West Hartford Police Department to consider in determining suitability for employment as a Police Officer. Eligible candidates will be requested to authorize a release of personal information, however personal or confidential it may appear to be, including but not limited to, educational, financial/credit agencies and institutions, medical history, employment history, legal complaints, arrests, or convictions and motor vehicle history.

The Police Chief reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with provisions of the Town of West Hartford Personnel Rules.

If you fail to appear for any part of the examination process, or if you do not pass any part of the examination, your name will be removed from any further consideration.

An individual appointed to the position must satisfactorily complete an 18-month probationary period.

Application Process: Applications are available in the Human Resources Department, Room 221 of the West Hartford Town Hall, 2nd Floor; or may be accessed via the Town's website at **www.westhartfordct.gov**.

FAILURE TO FULLY COMPLETE AND SUBMIT ALL REQUIRED APPLICATION MATERIALS WILL AUTOMATICALLY DISQUALIFY YOUR APPLICATION AND APPLICATION MATERIALS WILL BE RETURNED TO YOU.

The Town of West Hartford shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Department of Human Resources provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in regard to the application or testing process, please contact the Human Resources Department at (860) 561-7480.

Town of West Hartford

APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

In compliance with the Freedom of Information Act, this application and information contained herein may be considered a matter of public record.

The Town of West Hartford is an Equal Opportunity Employer and does not discriminate in hiring on the basis of race, color, religious creed, national origin, marital status, age, sex, gender identity or expression, disability or veteran status or any other status protected by applicable law. No question on this application is intended to secure information to be used for such discrimination.

Please return this application to the Town of West Hartford, Department of Human Resources, 50 South Main Street, Room 221, West Hartford, CT 06107. If you have any questions, call (860) 561-7480.

The Town of West Hartford is an Equal Opportunity Employer

This application is specific to the position of Police Officer. **Answer every question on this application.** Type or complete in ink (please print legibly).

POSITION APPLYING FOR: POLICE OFFICER

DATE OF BIRTH *(must provide)*: _____ Today's Date: _____

PERSONAL INFORMATION

Name: _____
FIRST MIDDLE INITIAL LAST

Address: _____
NUMBER STREET APT./FLOOR

_____
CITY STATE ZIP

_____
Any other Name Known as (A.K.A., Maiden)

Home Phone Number: _____

Cell Phone Number: _____

Email: _____

Driver's License # _____ State: _____

ANY FALSE OR UNDISCLOSED INFORMATION IN ANY PART OF THE APPLICATION PROCESS WILL RESULT IN AUTOMATIC TERMINATION OF YOUR APPLICATION. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING: DRUG USE, ARREST HISTORY, MOTOR VEHICLE HISTORY, WORK HISTORY, PLACE OF RESIDENCE, AND MILITARY SERVICE.

MIMIMUM QUALIFICATION:

High School Diploma or equivalent: ____ YES ____NO

APPLICATION DISQUALIFIERS:

You are subject to these disqualifiers during the background investigation, including the polygraph:

	YES	NO
Are you *under* 21 years old?		
Has your driver's license been suspended for ANY reason during the last 5 years?		
Have you been dismissed by any law enforcement agency?		
Have you retired or resigned from any law enforcement agency while under investigation?		
*Have you had 4 or more motor vehicle convictions in the last 3 years?		
*Have you been convicted of a Felony or Class A or B misdemeanor?		
*Have you been convicted of a domestic violence related offense?		
Have you used ANY tobacco product (cigarette, Cigar, Hookah…etc) within the last six months?		
Do you have body art that is in violation of the attached Body Art Acknowledgement?		
Have you used cocaine, LSD, misused a narcotic prescription, or committed any undetected felony drug use?		
Have you had a less than honorable discharge from any branch of the military?		

If you have answered "YES" to any of the above, your application will <u>not</u> be accepted and will be returned to you.

*In accordance with Connecticut General Statutes, Section 31-51i(d): The applicant is not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to section 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to section 46b-146, 54-76o or 54-142a, are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolled, a criminal charge for which the person has been found not guilty, or a conviction for which the person received an absolute pardon. Any person whose criminal records have been erased pursuant to section 46b-146, 54-76o or 54-142a shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Are you a citizen of the United States of America? Yes____ No____

If you answered no, your application will be returned. POST Certification requires US citizenship.

Previous Applications:

Have you previously applied for the position of **Police Officer** with the Town of West Hartford?

Yes_____ No_____ If yes, date? _____

EDUCATION
(List All, attach additional sheets, if necessary)

INSTITUTION NAME	ADDRESS CITY STATE	MAJOR COURSE OR SUBJECT	CIRCLE LAST YEAR COMPLETED	LIST DEGREE RECEIVED
G.E.D. EQUIVALENCY				
HIGH SCHOOL OR PREPARATORY			1 2 3 4	
COLLEGE			1 2 3 4	
TRADE/VOCATION/CERTIFICATION			1 2 3 4	
GRADUATE WORK			1 2 3 4	

EMPLOYMENT RECORD:

Provide your full employment history beginning with your most recent employer and work back listing ALL previous employers. Include any applicable military and voluntary positions. Use additional sheets of plain paper if you need more space.

May we contact your present employer: Yes_____ No_____

1) Name & Address of Employer:_____

Starting Date: Month_____ Year_____ Ending Date: Month_____ Year_____ Hours per Week:_____

Name & Title of your Supervisor:_____

Reason for leaving:_____

Your present or last job title:_____

Your duties:_____

_____

_____

2) Name & Address of Employer:_____

Starting Date: Month_____ Year_____ Ending Date: Month_____ Year_____ Hours per Week:_____

Name & Title of your Supervisor:_____

Reason for leaving:_____

Your present or last job title:_____

Your duties:_____

_____

_____

3) Name & Address of Employer:_____

Starting Date: Month_____ Year_____ Ending Date: Month_____ Year_____ Hours per Week:_____

Name & Title of your Supervisor:_____

Reason for leaving:_____

Your last job title:_____

Your duties:_____

_____

_____

4) Name & Address of Employer:_____

Starting Date: Month_____ Year_____ Ending Date: Month_____ Year_____ Hours per Week:_____

Name & Title of your Supervisor:_____

Reason for leaving:_____

Your last job title:_____

Your duties:_____

_____

_____

CERTIFICATION: I certify the above information is correct and truthful. I realize, too, that falsification of any information on this application may be grounds for rejection of this application, or termination of employment, depending upon when the falsification is discovered. I also give consent for you to check with previous employers and personal references and release the Town, previous employers and personal references from any liability arising from disclosure of information concerning my past employment or personal history. I further understand the acceptance of this form by the Town does not constitute an employment agreement. Failure to completely fill out this application may result in my disqualification from any further consideration for employment.

I hereby acknowledge that I have read the above statements and understand them.

SIGNATURE:_____ DATE:_____

Drug Testing Supplement to Employment Application

It is the policy of the West Hartford Police Department to maintain a safe, healthy and productive work environment for its employees; to provide quality service to the people of the Town of West Hartford; to maintain the integrity and security of its facilities and property; and to perform all these functions in a manner consistent with the interests and concerns of the Town.

Pursuant to these goals, the Town of West Hartford requires that candidates for the position of Police Officer pass a drug screening test as part of the pre-employment medical examination. The drug screening test covers illegal substances and certain legal substances subject to abuse.

The drug test will screen for the following compounds:

- Marijuana
- Cocaine
- Opiates
- Phencyclidine
- Amphetamines

The testing process requires that candidates sign a separate consent and release statement provided by the Town of West Hartford prior to drug testing. Refusal to submit to the testing process will result in the candidate's disqualification for further employment consideration.

My signature below indicates that I have read and understand the above statement regarding drug testing.

_____

Print Name

_____

Signature

_____

Date

Non-Smoking Statement

Dear Police Officer Candidate:

It is the policy of the Town of West Hartford that Police Officers must refrain from smoking as a condition of employment.

I attest that I have refrained from smoking (**Cigar, Cigarette, Hookah and the like**) for at least the past six (6) months, as indicated by my signature below.

Name (please print): _____

Signature: _____

Date:_____

Body Art Acknowledgement

Dear Police Officer Candidate:

As a condition of obtaining and continued employment with the Town of West Hartford Police Department, all Police Officers hired on or after December 1, 2012 shall adhere to the following standards regarding Body Art:

- The applicant agrees that as a condition of employment they will not ***add*** any body art (or portion thereof) to an area of skin that is exposed while wearing a short sleeve uniform shirt or uniform shorts.

- Body art which could reasonably be interpreted as advocating violence or other criminal acts or as a symbol of intolerance or hatred is prohibited regardless of whether it is visible or not. Examples include symbols associated with Nazi, White Supremacy or Confederate groups, gang symbols, etc. Determination of acceptability is the sole discretion of the Chief of Police.

- Body art above the neckline, to include brandings, piercings and tattoos, are prohibited. (Exception: female applicants are allowed to wear two stud type earrings, no other ear adornments, while working.)

- Prior to the Oral Interview (interview with the Police Department panel). An applicant will be required to provide a list of all tattoos and/or brandings and their location. Additionally, photos of all tattoos and brandings that would be visible while wearing a short sleeve uniform shirt or pair of uniform shorts shall be provided. ***Applicants will be given further instructions on this after passing the online/written exam.***

I have read and acknowledge the above by my signature below.

_____

Name (Print)

_____

Signature

_____

Date

Town of West Hartford

AFFIRMATIVE ACTION QUESTIONNAIRE

INSTRUCTIONS: The completion of this form is voluntary. However, the information is needed for compliance with governmental selection requirements and for EEO reports. It will be detached when your application is filed and this information will not be considered in the employment process.

1. Position Applied For: **POLICE OFFICER**

2. Age (Please check **one**)

_____21 to 25 _____26 to 40

_____41 to 65 _____66 to older

3. Sex:

_____Male

_____Female

4. Ethnic Racial Status (Please check **one** only)

_____White _____Hispanic _____American Indian/Alaskan Native

_____Black/African American _____Asian _____Native Hawaiian/Pacific Islander

_____Two or more races

5. _____**Disabled Veteran** _____**Vietnam Era Veteran** _____**Other Veteran**

6. How did you hear about this job?

a) _____Internet

b.) _____ Hartford Courant

c) _____West Hartford Web Site

d) _____West Hartford News

e) _____CT Employment Service

f) _____Professional Organization

g) _____New England Minority News

h) _____Community/Minority Agency

i) _____CTHires.com: _____

j) _____Female Agency: _____

k) _____ Radio/Television

l) _____A current employee: _____

m) _____Professional Journal _____

n) _____Private Employment Agency

o) _____PoliceApp.com: _____

p) _____Other: _____

I certify that the above information is true and correct (**please print legibly**).

NAME: _____ DATE: _____

ADDRESS: _____ CITY: _____ STATE: _____

SIGNATURE: _____

AFFIRMATIVE ACTION (Continued)

The Town of West Hartford, in compliance with Title 1 of the American with Disabilities Act of 1990 (ADA), and Section 503 of the Rehabilitation Act of 1973, takes affirmative action to employ and advance in employment qualified individuals with disabilities. If you have such a disability and would like to be considered under the Affirmative Action Program, please tell us.

Submission of this information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. Information obtained shall be kept confidential, except that (1) supervisors and managers may be informed regarding restrictions on the work or duties of qualified individuals with disabilities and regarding necessary accommodations; (2) first aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment; and (3) government officials investigating compliance with the Act shall be informed.

Are you able to perform the essential functions of the job with or without accommodation? _____Yes _____ No

If you are disabled, are there any accommodations needed to participate in the application process or accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations?

_____ Yes _____ No If "Yes," please explain:

_____

_____

_____

_____

CHIP Card

The CHIP Card enables candidates to take the required Physical Ability Assessment and apply to multiple police departments.

The Physical Ability Assessment is a standardized test used by all Connecticut Police Departments, following standards set by the Police Officer Standards and Training Council of the State of Connecticut.

In order to become a police officer in the State of Connecticut, candidates must pass the Physical Ability Assessment by meeting the standard for all four components of the test:

- Muscular endurance
- Anaerobic power
- Absolute strength
- Cardiovascular capacity

When an applicant successfully completes the physical ability test, he or she will receive a CHIP Card. The CHIP Card is valid for six months from the original assessment date and allows a recruit to apply for a job with any participating CHIP police department, without taking the Physical Ability Assessment again.

WWW.CERTIFYFIT.COM

Complete Health & Injury Prevention

CHIP was founded in 1996 by Sean Cassidy.

Sean, a former Certified Athletic Trainer and Certified Cooper Law Enforcement Physical Fitness Specialist, was exposed to the hiring process municipalities undertake when seeking qualified police candidates while he was employed as a PT Instructor by the Connecticut Police Officer Standards and Training Council.

CHIP was awarded a contract by the Capitol Region Council of Governments (CRCOG) to provide physical ability assessments for their public safety council. The CHIP Card was the result of the CRCOG contract.

The goals of the CHIP Card:

- Reduce the burden on the police candidates by allowing them to take one Physical Ability Assessment that would be accepted by multiple police agencies.
- Reduce the time and cost for the police departments by allowing one centralized group to provide the Physical Ability Assessment.

Police departments throughout the state are realizing the convenience of working with a central testing service that not only caters to their unique assessment needs, but helps to expand their potential pool of applicants at no additional cost to the department.

Testing with CHIP helps candidates apply to a network of participating police departments and helps departments conserve resources by outsourcing their testing.

The Test

How to use the CHIP test when applying to a police department:

Passing the Physical Ability Assessment is a prerequisite for candidacy with many police departments in the State of Connecticut. By the way, the CHIP Card has been accepted by public safety agencies in NY, NH, WY, MD, and VT. If your applying to a department outside of Connecticut ask the agency if they will accept your CHIP Card results. CHIP simplifies the process by enabling police applicants to:

- Take one assessment
- Pay one fee
- Use test results for multiple police departments

Once a candidate passes a CHIP Physical Ability Assessment, he or she receives a CHIP Card that is valid for six months and is accepted by all CHIP participating departments.

Registering for a Test WWW.CERTIFYFIT.COM

To begin the process of registration for a CHIP Physical Ability Assessment, simply check our calendar of upcoming assessment dates and register online prior to the corresponding registration deadline. You must also download and complete a medical form and a waiver form and bring them with you to the test. A fee of $65 will be collected at the time of registration. All payments must be made online using a credit card. No refunds will be provided.

What You Need On the Day of the Assessment

Identification

In order to participate in a Physical Ability Assessment proctored by CHIP, you must provide two forms of identification. One form of identification must be a photo ID, preferably your driver's license. If you don't have a current driver's license, you can bring one of the following:

- Government-issued photo identification
- Military photo identification
- Current passport

One other form of identification must also be presented on the day of the assessment, including:

- Work ID
- Birth certificate
- College ID
- Social Security card

- Insurance card

Medical and Waiver Forms

Both forms must be printed out and completed. The medical approval form must be signed, stamped and dated by a MD, NP or PA. You will not be allowed to take the test without a signed medical approval form.

Appropriate Attire

Appropriate athletic attire, including athletic shoes, must be worn to the assessment. Weather conditions should be taken into consideration when dressing for the assessment as you will be outdoors during portions of the assessment.

It is highly recommended that individuals bring water with them to the test. Candidates should not bring bags, backpacks, or digital devices with them to the test

About the Physical Ability Assessment

What the CHIP test involves and the scores you need to pass:

The Physical Ability Assessment includes the following four components:

- **Muscular Endurance:** The score is the number of bent-leg sit-ups performed in one minute.
- **Strength:** The score is the number of correct full-body push-ups performed in one minute.
- **Anaerobic Power:** The score is the time it takes the candidate to run at maximal effort for a distance of 300 meters.
- **Cardiovascular Capacity:** The score is the time (minutes:seconds) it takes the candidate to perform a 1.5-mile run.

Standards for Passing

The minimum scores for employment as a police officer are included below.

Age/Gender	Sit-Ups	Push-Ups	300 Meter Run	1.5 Mile Run (Minutes:Seconds)
Male 20-29	38	29	59 seconds	12:38
Male 30-39	35	24	59 seconds	13:04
Male 40-49	29	18	72 seconds	13:49
Male 50-59	24	13	83 seconds	15:03
Male 60-69	19	10	N/A	16:46
Female 20-29	32	15	71 seconds	14:50
Female 30-39	25	11	79 seconds	15:38
Female 40-49	20	9	94 seconds	16:21
Female 50-59	14	7	N/A	18:07
Female 60-69				20:06