

**TOWN OF MANCHESTER, CONNECTICUT  
HUMAN RESOURCES DEPARTMENT**

[www.manchesterct.gov](http://www.manchesterct.gov)  
41 Center Street - P.O. Box 191  
Manchester, CT 06045-0191  
(860) 647-3126

Fall 2014/Winter 2015

To: POLICE OFFICER APPLICANTS

From: Tricia M. Catania, Human Resources Specialist

Thank you for expressing an interest in working for the Manchester Police Department. Enclosed is a Town of Manchester application and job description for Police Officer. Completing an application is an important part of the application process.

**Please complete the application and return the application and supporting documentation (copy of college transcripts or diploma or Military DD214) to the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191. Include with your application a copy of your valid C.H.I.P. card. In order to be considered, your application must be complete and include all required documentation.**

A Police Officer of the Town of Manchester represents the Town and performs duties affecting safety and security of the community. The process of selecting people for employment as Police Officers is extremely important and includes several parts. The process is described below. Please read through the entire description. It includes valuable information about what will be required of you during this process. No part of the testing process requires any prior knowledge of law enforcement.

**Application**

Your application will be reviewed to insure that the application is complete and that you meet the minimum education and/or military requirements as outlined in the job description. If you meet the requirements, you will be invited to take a written exam. If you are missing any of the required documentation you will be notified.

Please note the anticipated selection process once your application is received is approximately four to eight months.

**Physical Ability Assessment - Agility**

All candidates are required to complete the physical ability assessment (agility) exam. The agility is conducted by Complete Health & Injury Prevention, Inc. (CHIP, Inc.), and **it is the candidate's responsibility to provide a copy of their valid CHIP, Inc. card prior to the date of the written examination.** If you have a valid card from CHIP Inc., please enclose a copy with your application. A description of the agility process is included in this packet. To participate in the agility examination, candidates must register with CHIP, Inc. To obtain the necessary paperwork, you can call CHIP, Inc. at (203) 235-5865 or access their website at <http://www.policeapp.com/>. Please be aware that as you continue in our selection process, you may be required to take the physical agility examination more than once (there is no cost for subsequent agility tests). It is a Police Officers Standards and Training Council (POST) requirement that candidates pass the physical agility test within 30 days of the start of the academy. We therefore recommend that you continue to practice the four basic agility tests.

**Written**

The written examination tests your basic reading, writing and math skills along with your attitude toward police work. The minimum passing score on the written examination is set at 70%. Written examinations are scheduled every two to three months. Upon completion of the application and supporting documentation, candidates will be notified of the testing date, time and location.

Applicants who are not successful in obtaining a 70% or greater on the written examination will be notified of their scores and may reapply six (6) months from the date of the last written examination.

**Oral Panel Examination**

The top group of applicants passing the written exam will be invited to participate in an oral panel examination. *Not everyone who passes the written exam is invited to participate in the oral examination.* A minimum score of 70% on the oral examination is required to pass. Candidates who obtain the highest combined written and oral exam scores will be placed on a certification list and are eligible to continue with the next steps of the process. All others passing the examination will be placed on an eligible list, which means that they may be considered again during the year if any vacancies for Police Officer occur.

Applicants who are not successful in obtaining a 70% or greater on the oral panel examination will be notified and may reapply six (6) months from the date of the last oral panel examination.

**Assessment Center**

Upon successfully passing the Written and Oral Examination the top ten candidates will be scheduled to participate in an Assessment Center, which includes job-related, role playing through individual exercises that simulate conditions and situations that a police officer would encounter on the job. Passing score for this portion of the testing process is 70%.

**Chief's Interview**

Upon successfully passing the Written/Oral and Assessment Center, the top candidates will be placed on the Certification List and be forwarded to the Police Chief, who is the hiring authority.

**Comprehensive Background Investigation**

The Police Department will conduct a thorough background investigation on those candidates under active consideration who are on the certification list. It will include a polygraph examination as well as checking work, school and personal references, military and police records, a credit check, obtaining information on a candidate as an applicant to other police departments and other sources as necessary. Rejection from a police hiring process in another community may be the basis for disqualification in this process. Participation in illegal activities, including narcotics use, will be investigated regardless of whether those activities resulted in conviction of a crime. Results of this investigation will have a major impact on whether you are hired. The Chief of Police has the discretion to hire anyone from within the certified group who is not disqualified based on background or other test results.

**Medical Examination**

A post-offer physical examination, including a test for drugs of abuse, and a stress test will be required of finalists. At that time, if you wear glasses, you must provide a certificate from your optometrist stating your corrected vision in each eye. The Town requires a minimum of 20/30 corrected vision in each eye. A post-offer polygraph and psychological evaluation is also required.

If you have any questions about this process or wish to discuss whether any aspect of your background may disqualify you from consideration, please contact the Human Resources Department to discuss the matter at (860) 647-3126.

### **Physical Ability Assessment (Agility)**

The agility examination consists of four basic tests:

Event No. 1 1 Minute Sit-Up Test - 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. The score is the number of bent leg sit-ups performed in one (1) minute.

Event No. 2 Sit and Reach Test - This is a measure of the flexibility of the lower back and hamstrings and the candidate's range of motion. It is an important area for performing police tasks involving range of motion. The test involves stretching out to touch the toes or beyond with extended arms from the sitting position. The score is in inches reached on a yardstick with 15-inch mark being at the toes and the 36-inch mark being at the far end away from the toes.

Event No. 3 1 Minute Push-Up Test - This measures the amount of force the upper body can generate. It is an important area for performing police tasks requiring upper body strength. The score is the number of correct full-body push-ups performed in one minute.

Event No. 4 1.5 Mile Run - This is a timed run to measure the heart and cardio vascular system's capability to transport oxygen. It is an important area for performing police tasks involving stamina and endurance. The score is in minutes and seconds.

### **40<sup>th</sup> PERCENTILE STANDARDS**

Sex/Age

Male	Sit-up	Flex	Push-up	1.5 Mile Run
20-29	38	16.5"	29	12:38
30-39	35	15.5"	24	12:58
40-49	29	14.3"	18	13:50
50-59	24	13.3"	13	15:06
60-69	19	12.5"	10	16:46
Female	Sit-up	Flex	Push-up	1.5 Mile Run
20-29	32	19.3"	15	14:50
30-39	25	18.3"	11	15:43
40-49	20	17.3"	9	16:31
50-59	14	16.8"	7	18:18