



ANNOUNCEMENT OF POSITION OPENING

POLICE OFFICER, TC 20

- Department:** Public Safety
- Hours:** Full/Time, 40 hours per week
- Minimum Salary:** \$53,540.00 annually
- Application Deadline:** XXX

Capital Community College is a 12 story vertical structure located in downtown Hartford, CT. Officers are required to patrol the building and adjacent streets and two parking areas.

Supervision Received: Under the supervision of a Police Master Sergeant or in his absence, the Dean of Administration, the Police Officer is accountable for the protection, safety and security of individuals and property with full Police powers and responsibility for law enforcement at Capital Community College.

The Police Officer performs the following functions at the direction of the Master Sergeant.

Duties and Responsibilities: Provides crowd control at events and activities to include college graduations, sponsored club activities, dances, and sporting events. Physically patrol, and electronically monitor designated areas to ensure physical security and authorized access in order to prevent theft, vandalism, or violation of state statutes and regulations. Perform visual inspection of doors and alarm systems. While on a fixed post in the lobby of the building, assist visitors by giving directions and routine information to the public; in the event of an emergency assist in the evacuation of the building. Conduct foot and bicycle patrol of the college. Provide traffic and crowd control at college events. Perform dignitary protection details. Perform building threat assessment, and work with State, Federal, and Local authorities to ensure the physical security of the college. Maintain a safe area for visitors, students and staff. Respond to calls for disturbances. Respond to calls for medical emergencies in the college and in the past have provided life-saving first aid and CPR; make arrests and detain disorderly persons, trespassers, and wanted persons in the college or on the grounds; assist local and State Police in investigations including sexual assaults, robberies, and larceny; on a regular basis, provide physical assistance to Hartford Police working at the Social Security office in this building. Perform Directed Patrol Assignments on college grounds. Direct traffic in front of the college and enforce parking regulations on the property; may initiate and conduct criminal investigations to include larceny robbery, car theft, disturbance calls and internal investigations in the college; investigate on scene incidents and take proper action including questioning and detaining of suspects and witnesses; make custodial arrests in criminal investigations and issue summons and infraction complaints. Make factual reports of all police incidents on department form; apply for and serve arrest warrants; process arrest and activity reports, including Bond Forms, Promise To Appear Forms, Right Forms, fingerprint cards, photograph of prisoners, and department intelligence reports; search prisoners and prepare search inventory list; prepare evidence for court presentation and follow up with local authorities for court testimony; initiating National Crime Information Computer Checks on arrested persons and suspicious persons being investigated, enter missing persons into NCIC, enter stolen items such as computers and firearms into NCIC; conduct various safety classes to college including safety programs to prevent theft and self protection, present various classes to the Childhood Lab School children in stranger safety, DARE, school bus safety; perform duty as assigned including dispatch of calls and monitoring of electronic surveillance cameras in the college.

Experience and Training: General Experience: Certification as a law enforcement officer in the State of Connecticut pursuant to regulations promulgated by the Police Officer Standards and Training Council. Note: Candidates with a pending certification status may be employed on a temporary basis pending re-certification by the Police Officer Standards and Training Council.

Substitution Allowed: Successful completion of prescribed training and probationary requirements set forth in the class of Protective Services Trainee.

Special Requirements:

1. Applicants must be United States citizens.
2. Incumbents in this class are required to maintain certification as a Police Officer in the State of Connecticut. Loss of certification will result in removal from the class.
3. Incumbents in this class may be required to maintain certifications pursuant to the regulations of the Police Officer Standards and Training Council and/or agency requirements.
4. Incumbents in this class must possess and retain a valid Connecticut Motor Vehicle Operator license.
5. Incumbents in this class may be required to obtain and maintain Emergency Medical Technician (EMT) certification

Character Requirement: In addition to the checking of references and of facts stated in the application a thorough background investigation of each candidate may be made before persons are certified for permanent appointment.

Physical Requirement:

1. Incumbents in this class must possess general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility and visual and auditory acuity to perform the duties of the class. A physical fitness assessment will be required of all applicants.
2. A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

Working Conditions: Incumbents in this class may be exposed to unpleasant and/or dangerous situations which could cause injury or loss of life, to uncomfortable weather conditions and/or to confinement within a vehicle for prolonged periods.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

Application Instructions: Applications must be postmarked by **XX**. Eligible applicants must apply on the DAS submit resume via mail to the below address:

**Josephine Agnello-Veley, Director of Human Resources
Capital Community College, 950 Main St.
Hartford, CT 06103**

**Capital Community College is an Affirmative Action/Equal Opportunity Employer M/F.
Protected group members are strongly encouraged to apply.**

Capital Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Rita Kelley, Title IX and Section 504/ADA Coordinator and Affirmative Action Officer, Room 305B, Tel. (860) 906-5133 E-mail: rkelly@Capitalcc.edu