

**CITY OF NEW LONDON  
COMPETITIVE EXAMINATION**

For the Position of  
**POLICE CAPTAIN**  
**Wage: \$139,666.00/annum**

**APPLICATION MUST BE PICKED UP AT THE PERSONNEL OFFICE**, Individual letters will not be sent to each eligible applicant.

**LAST DATE FOR FILING APPLICATION March 24, 2026: Applications are available in the City of New London, Personnel Department**, 13 Masonic Street, New London, CT 06320 and must be received on file in the Personnel Dept. on or before **March 24, 2026 at 3:00 p.m.**

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**ELIGIBILITY:**

Bachelor degree or equivalent from an accredited college or university in Police Science or Law Enforcement Administration or a related field or an equivalent combination of education and experience, plus no less than six (6) years of responsible law enforcement experience in the New London Police Department including one (1) or more years as a Lieutenant. Pursuant to an agreement with the bargaining unit, the one (1) year requirement as a Lieutenant is waived for this posting only.

In the event that no Lieutenant applies, Sergeants with more than three (3) years of experience may apply. Sergeants may apply and will be notified if they will be considered.

Years of service and seniority points are based on date of hire up to and including the application closing date.

**DATE OF ORAL EXAMINATION: March 31, 2026**

**TIME & PLACE OF EXAMINATION: Starting at 9:00 am at Law Enforcement Council (LEC), 11 Stott Avenue, Norwich, CT 06360**

**THE APPLICATION AND EXAMINATION PROCESS WILL INCLUDE THE FOLLOWING:**

1. Application: Long form Application is required.
2. Oral Examination: A panel consisting of three professionals will conduct the examination. A moderator shall preside over and a proctor from the City's Personnel Department will be present at the examination, which is scheduled for March 31, 2026, starting at 9:00 am. The location of the oral examination is Law Enforcement Council (LEC), 11 Stott Avenue, Norwich, CT 06360. The passing score will be 70%. The oral examination will have a weight factor = 100%. Candidates who do not pass will not proceed to next step.
3. Scoring & Seniority Points: The oral examination score will be calculated, with total possible aggregate scoring equaling 100. Seniority points will be added to the total score of each candidate based on the following method:  
  
One-quarter point (1/4) for each year of service from the applicant's date of hire as a regular member of the New London Police department, to a maximum of five (5) points will be added to the total aggregate score to determine the final score. (Maximum achievable score = 105)

4. Certified Eligibility List: Candidates will be placed on the Certified Eligibility list based on their final overall score. The Promotional Eligibility List, containing all names, will remain in effect for a period of two (2) years after the list is established.
5. Date of Appointment: It is anticipated that one appointment will be made once the promotional process is complete and the Police Chief selects a candidate from the Certified Eligibility list.
- Important Notes:**
- Certification Required - Candidates will be required to sign a waiver of confidentiality prior to participating in the oral portion of this examination. The oral examination will either be monitored by a police officer of a lesser rank or will be tape recorded.
- Available Information - A copy of the job description will be made available to candidates when they pick up their application at the Personnel Office.
- Testing process: Candidates who fail any portion of the examination are considered to have failed the examination, and will not be eligible to move forward in the process.

**Date Posted: February 12, 2026**

FLSA: Undetermined  
Grade:  
Location: Police Station  
Approved by Personnel Board: 9/10/07  
Concurred Union: Police  
Hours: 40

## **POLICE CAPTAIN**

### **GENERAL STATEMENT OF DUTIES:**

Performs highly responsible work involving the administration and command of one of the Police Department's three divisions, Uniformed Services, Investigation and Support Services, as defined in the department's organization chart. Assists the Police Chief in the formulation of Departmental Policy and operational procedures. This position is on-call 24 hours per day.

Reports to the Police Chief or his designee.

### **ESSENTIAL FUNCTIONS:**

Responsible for planning, directing, and supervising the day to day activities of the Uniformed Services Division, the Investigations Division, or the Support Services Division. Keeps updated and cross-trained in all Divisions, as Police Captain must be capable of supervising any one of the three divisions.

- Schedules and assigns personnel, evaluates performance, enforces rules and regulations and recommends disciplinary action when required.
- Instructs subordinate supervisor regarding work assignments, policies and procedures;
- Inspects the personal appearance for appropriateness and the performance of assigned personnel and takes corrective action as necessary, consistent with department policy; Observes conditions and recommends improvements or alterations to departmental policies;
- Oversees emergency communication services function and supervises public safety dispatchers;
- Oversees the property and evidence function; conducts Police and City-wide auctions, through various media as approved;
- Supervises the information management services function and records section;
- Serves as Animal Control Officer, supervising and animal control function and related personnel;
- Serves as Public Information Officer, as assigned.
- Oversees and investigates civilian complaints; prepares reports and makes related presentations;
- Assumes command at unusual occurrences or major events and directs Police response;

- Oversees and conducts background investigations related to police and civilian employees as required; oversees and conducts investigations for pistol permit applications;
- Prepares informational, statistical and technical reports for the Police Chief as required;
- Prepares grant applications and monitors grant administration; prepares audit reports;
- Serves on public interest boards and committees as assigned;
- Substitutes for the Police Chief in his/her absence as assigned.
- Performs any and all duties of a sworn police officer as required;
- Performs other administrative work as required.

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

- Thorough knowledge of the principles, practices and procedures of Police Science and Administration, as well as pertinent Federal, State and municipal laws and ordinances and departmental rules and regulations;
- Considerable knowledge or current techniques of law enforcement, crime investigation and traffic control;
- Considerable knowledge of and ability to apply incident based reporting data to forecast trends and to deploy resources;
- Working knowledge of the relationships between other City, State and Federal departments and agencies;
- Working knowledge of current computer and industry-specific software applications and considerable ability to perform essential computer functions;
- Working knowledge of the geography of the city and the ability to learn, understand and apply City Ordinances;
- Considerable skill in verbal and written communications and in conducting group presentations;
- Skilled in the operation of motor vehicles, emergency equipment and all technical equipment related to general police operations;
- Considerable ability to plan, organize, direct and evaluate the work of others; ability to direct all command divisions and to assume command of major incidents where feasible.
- Considerable ability to counsel subordinates and recommend necessary performance improvement;
- Ability to prepare comprehensive reports including grants, technical reports and effective performance evaluations;
- Ability to deal firmly, effectively and impartially with superiors, subordinates, employees, community groups and the general public;
- Ability to perform all of the physical aspects of non-specialized police functions and duties in all types of weather.

**MINIMUM QUALIFICATIONS:**

Bachelor degree or equivalent from an accredited college or university in Police Science or Law Enforcement Administration or a related field or an equivalent combination of education and experience, plus not less than six (6) years of responsible law enforcement experience in the New London Police Department including one (1) or more years as a Lieutenant. \*

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