

CITY OF NEW LONDON
COMPETITIVE EXAMINATION
For the Position of

POLICE SERGEANT
Wage: \$94,212.00/annum

APPLICATION MUST BE PICKED UP AT THE PERSONNEL OFFICE, 13 Masonic Street, New London, CT 06320. Individual letters will not be sent to each eligible applicant.

LAST DATE FOR FILING APPLICATION (Closing Date): June 30, 2025 at 3:00 p.m.

Applications are available in the City of New London, Personnel Department, 13 Masonic Street, New London, CT 06320 and must be postmarked or on file in the Personnel Dept. on or before June 30, 2025 at 3:00 p.m.

ELIGIBILITY: **Four or more years of service**, as a New London Police Officer, at the time of application closing date listed above. **Years of service and seniority points are based on date of hire up to and including the application closing date.**

DATE OF WRITTEN EXAMINATION: **July 8, 2025**

TIME & PLACE OF The exam is scheduled at **10:00 a.m.** at Law Enforcement Council of Connecticut (LEC), 11 Stott Avenue, Norwich, CT 06360.

EXAMINATION: Check in begins at 9:45 a.m., the exam starts promptly at 10:00 a.m.

No one will be admitted into the examination after 10:00 a.m.

THE APPLICATION AND EXAMINATION PROCESS WILL INCLUDE THE FOLLOWING:

1. Application: Long form Application is required.
2. Chief's Interview: A Chief's review will account for ten (10%) percent of the total score (maximum 10 points).
3. Written Examination: A test consisting of 50 questions with a time limit of 60 minutes will be administered by the Law Enforcement Council of Conn., Inc. (LEC). A passing score will be 70%. The written examination will have a weight factor = 45%. Applicants who do not pass will not proceed to the next step.
4. Oral Interview: A panel consisting of three professionals will conduct the interview. A moderator shall preside over and a proctor from the City's Personnel Department will record the interviews, which are scheduled July 24, 2025 and July 25, 2025. (depending on number of applicants and social distancing requirements) You will be notified of the time. A passing score will be 70%. The oral interview will have a weight factor = 45%. Candidates who do not pass will not proceed to next step.
5. Scoring & Seniority Points: The Chief's interview, written examination and oral interview scores will be calculated, with total possible aggregate score 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)

6. 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.
7. Date of Appointment: Once the promotional process and eligibility list are complete, promotions will be made as necessary.

Important Notes:

- Written Exam: Areas covered in the written exam will include, but are not limited to the following subjects; New London Police Department Policy, Procedures/Rules and Regulations, Penal Code/Law, Rules of Evidence, Constitutional Law, Crime Scene Procedures, Reading Comprehension, Report Writing, Job Knowledge, and Supervisory Principles and Techniques.
- Applicants must provide valid photo identification on the written test date and may not bring any electronic devices including but not limited to cell phones, hand-held computers, calculators, palm pilots, organizers, etc. **into the testing facility.** Disregarding these rules or any rules promulgated by the examining authorities shall be cause for disqualification from the testing process.
- Certification Required: All applicants will be required to sign a certification/statement before entering the written examination and oral interview which says: "I have neither given nor received information, questions, answers or assistance on this examination." Additionally, candidates will be required to sign a waiver of confidentiality prior to participating in the oral portion of this examination. By agreement with the Police Union, the oral examination will be tape-recorded.
- Available Information: Job description is attached.
- Testing process: Applicants 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.
- Review of Written Exams: Employees can examine their written test within 30 days of receiving the final grade from the City of New London Personnel Department. They will need to contact the Personnel Department who, in turn, will set up an appointment for the candidate with the Law Enforcement Council of Conn., Inc. (LEC) to review their test. The review will take place at the LEC office with an authorized moderator of the LEC. Applicants will be given their test booklets and answer sheets and allowed to review the questions that were answered incorrectly. Applicants will not be able to write down any questions or answers. If an applicant wishes to challenge any question or keyed answer, s/he must submit written documentation to support his/her position to the Personnel Department within 30 days of their appointment for review of their test.

POLICE SERGEANT

GENERAL STATEMENT OF DUTIES:

Supervises and directs the activities of police subordinates, ensuring the efficient performance of Police Officers on an assigned shift, on patrol or performing police duty under his/her jurisdiction; may oversee and direct the activities of the central desk and headquarters and serves as desk sergeant; may serve in an assigned position requiring specific knowledge or capabilities.

Receives general direction, assignments and supervision from a Police Lieutenant or Police Captain.

ESSENTIAL FUNCTIONS:

Plans, prioritizes, assigns, supervises and reviews the work of Police subordinates on an assigned shift; conducts and supervises roll call activities and ensure appropriateness and sufficiency of resources. Assigns work activities and projects and provides instruction regarding specific duties; maintains proper staffing levels. Observes subordinates in the performance of duties, instructing and encouraging them in the execution of work; seeks innovative methods of solving police/community problems and ensures that all available resources are directed toward the solving of problems and reduction of crime and the fear of crime.

Oversees and supervises major cases, investigations and/or arrests or in serious or unusual situations. Supervises police activities at incident scenes; makes determinations regarding probable cause for warrantless searches. Investigates crimes, collects and preserves evidence and documents chain of custody for same. Makes judgment calls regarding the arrest/release of suspects or offenders. Dispatches personnel to secure information, make arrests or other related functions. Performs criminal investigatory work such as questioning witnesses and suspects, checking statements, preparing reports and gathering evidence at scenes of crimes.

Responds to the scene of major crimes, fires, accidents, etc., assigning Police subordinates to positions, securing evidence and questioning witnesses, suspects and other persons. Supervises at accidents and maintains accident reports and maps, license suspension files and arrest files; assigns police subordinates to control traffic at special events, school crossings, etc.; administers and supervises the activities of the traffic control division as well as personnel assigned to specialized units.

Investigates suspicious persons or vehicles, reviews information on criminal activity in area; checks status of stolen property through computer network; conducts surveillance of individuals/locations; searches for missing persons. Responds to calls and patrols assigned area; searches persons, vehicles and places. Transports prisoners. Oversees the searching and booking of prisoners.

Assists in the prosecution of suspects by making arrests, preparing reports and providing testimony at trials and presenting evidence in legal proceedings.

Performs desk duty, receiving and assigning complaints and emergency cases; logs all activities according to established policies and procedures; reviews reports of subordinates and writes reports. Receives and responds to complaints and requests for advice and assistance. Provides corrective instruction to subordinates and reports breach of duty or inefficiency.

As deemed appropriate by the Chief of Police, a Police Sergeant may be assigned to serve as a Detective Sergeant, a Utility Services Sergeant or to serve in any other specialized capacity such as Liaison Officer, Training Officer, etc, in order to effectively meet the operational needs of the department.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of police administration and of the federal, state and city laws and ordinances governing local police activities.

Thorough knowledge of methods, practices and techniques of criminal investigation and police work.

Thorough knowledge of the streets and physical layout of the City and its adjoining areas as well as areas requiring special police attention.

Considerable knowledge of the rules of evidence and the preservation and collection of evidence at crime scenes.

Considerable skill in the effective and impartial supervision of police subordinates, in issuing clear and concise oral and written instructions and in commanding the respect of subordinates.

Considerable skill in the use of firearms, in operating motor vehicles or other transport means. Skilled in the operation of equipment utilized in police work and criminal investigations.

Skilled in the use of a personal computer using Microsoft office and industry-specific software programs; ability to access the internet effectively for investigative purposes.

Considerable ability to analyze complex police problems, to size up situations, to think quickly and to act decisively in emergencies.

Considerable ability to understand and carry out oral and written instructions and to prepare clear, concise and comprehensive reports.

Considerable ability to effectively handle people individually and in groups, and to deal courteously but firmly with subordinates and the general public; ability to competently handle political and cultural issues with sensitivity.

Considerable ability to handle the physical, mental and emotional challenges of supervisory police work coupled with the ability to set an example of professional behavior for subordinates.

MINIMUM QUALIFICATIONS:

High School Diploma supplemented by Law Enforcement training and four years of successful experience as a Police Officer for the City of New London, or an equivalent combination of training and education which provides the required knowledge, skills and abilities.

**Law Enforcement
Council**
11 Stott Avenue
Norwich, CT 06360-7164

Memo

Police Examination Source Material 2025

The following is a list of references utilized by the Law Enforcement Council in developing promotional examinations. Not all the listed references are used in each examination.

- “Bernstein’s Test Prep Guide – Supervision of Police Personnel, 9th Edition” by Dr. Jeff Bernstein
- “Connecticut Law Enforcement Officers’ Field Manual” 2025 Blue 360 Media, Maintained by Elliot B. Spector, Esq (Connecticut General Statutes and Public Acts)
- “2024 Connecticut Law Enforcement Guide to the 4th Amendment & Expectation of Privacy”, Blue 360 Media, Louis Luba, J.D.
- U.S. Supreme Court Decisions
- Connecticut Appellate and Supreme Court Decisions
- Departmental Rules, Regulations, Orders, Policy and Procedures (Power DMS)
- National Incident Management System (FEMA: IS100 and IS700)

The LEC promotional examination is 50 questions. The applicant has one hour (1 hr.) to complete the examination. The test generally consists of true or false, multiple choice, and fill in the blank questions.
