TOWN OF MANCHESTER, CONNECTICUT
HUMAN RESOURCES DEPARTMENT
www.manchesterct.gov
41 Center Street - P.O. Box 191
Manchester, CT 06045-0191
(860) 647-3126

Winter 2025

To: POLICE OFFICER APPLICANTS

From: Tricia M. Catania, Deputy Director of Human Resources & Labor Relations

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 ensure 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
All candidates are required to complete the physical ability assessment (agility) exam. The agility is conducted by CertifyFit.com, LLC and **it is the candidate's responsibility to provide a copy of their valid CHIP card prior to the date of the written examination**. If you have a valid CHIP card from CertifyFit.com 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 CertifyFit.com. To obtain the necessary paperwork, you can call CertifyFit, at (203) 235-5865 or access their website at https://www.certifyfit.com/serve-fit/. Please be note 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 eligibility 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 may be invited 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.

Connecticut Police Officer Standards and Training Councils
Physical Ability Assessment Standards

The physical ability assessment includes the four stations described below. These standards are required by the Connecticut Police Officers Standards and Training Council

Sit-ups	Muscular Endurance	The score is the number of correct full bent leg sit-ups performed in one minute. Your feet are held and your fingers tips are tucked behind your ears.
300 Meter Run	Anaerobic Power	Run at maximal effort for 300 meters.
Push Up	Muscular Endurance	The score is the number of correct full body Push-ups performed in one minute. Starting in the up position, hands placed slightly wider then shoulder width apart, fingers pointing forward with a straight back. Bend your elbows lowering your body towards the floor and touch your chest to the measuring block (approximately four inches from floor) and return to the up position.
1.5 Mile Run	Cardiovascular Capacity	1.5 mile run. You are required to run, walk or jog, one and a half miles within your allotted time limit. The score is in minutes and seconds.

Standards for Passing

AGE/GENDER	SIT-UP	PUSH UP	300 METER RUN	1.5 MILE RUN
Male	Pass	Pass	Pass	Pass
20-29	38	29	59 seconds	12:38
30-39	35	24	58.9 seconds	13:04
40-49	29	18	72 seconds	13:49
50-59	24	13	83.2 seconds	15:03
60-69	19	10	93 seconds	16:46

AGE/GENDER	SIT-UP	PUSH UP	300 METER RUN	1.5 MILE RUN
Female	Pass	Pass	Pass	Pass
20-29	32	15	71 seconds	14:50
30-39	25	11	79 seconds	15:38
40-49	20	9	94 seconds	16:21
50-59	14	7	109 seconds	18:07