

ANNOUNCEMENT

The Civil Service Commission of the City of Bridgeport will conduct a competitive promotion examination for **POLICE SERGEANT**. The exact date, time and location of the examination will be announced to all qualified applicants at a future date.

The information provided herein is for informational purposes only and is intended as a general summary only. It is not, nor is to be intended to be, a Public Notice for this examination. You should not rely on this communication as a complete or binding explanation of all examination details. This summary is being provided in good faith and subject to the reasonable discretion of the Civil Service Commission Office. This summary does not constitute a contract of any kind, express or implied, between any applicant and the City of Bridgeport. This informational guide is subject to correction of any information which may have been inadvertently misstated.

SALARY RANGE: \$91,395 - \$94,450 - \$95,395; appointments to be made at the minimum or entrance salary of \$91,395 per year. Advancements within the salary range may be made in accordance with the terms of the contract between the City of Bridgeport and Police Employees Local 1159, AFL-CIO, AFSCME.

APPLICATIONS: Each candidate must complete an [online application form](#) supplied by the Commission and file it no later than the close of business on **Friday, April 26, 2024**. Each candidate must submit a refundable security deposit of \$150 in the form of a payroll deduction authorization form. This form will be emailed to all qualified candidates after the application closing date, and must be received by the Civil Service office within 3 business days from the date of the email notification. This security deposit will not be deducted for any applicant who appears for all parts of the examination at the proper date and time. *

DUTIES: Supervisory police work of ordinary difficulty and responsibility for directly supervising the work of a number of Police Officers or Detectives; related work required of a Police Sergeant in the Bridgeport Police Department; performed under technical direction.

REQUIREMENTS: This examination is open to members of the Bridgeport Police Department who have occupied a permanent position of Police Officer or Detective, for not less than one year prior to August 21, 2022 ** (Walker v. Jankura). Knowledge of Police Department rules and regulations; considerable knowledge of modern police methods and tactics and accepted principles of police administration and police science; knowledge of police investigative and crime detection methods and techniques; knowledge of the laws of evidence; command ability; ability to prepare clear and comprehensive reports; keen powers of observation and memory; mental alertness; integrity; industry; resourcefulness; good judgment; tact and good health and ability to perform the essential functions of the job.

* To ensure that candidates who apply will present themselves for the competitive promotional examination, the Civil Service Commission requires that all applicants provide the Office of the Civil Service Commission with a security deposit to hold a place for the candidate at the examination. Candidates who apply for examination but do not appear at the proper date, time and place will forfeit their deposit at the discretion of the Personnel Director. A detailed explanation for this security deposit can be obtained by requesting a copy from the Civil Service office.

** The first true vacancy per Walker v. Jankura ruling, Civil Service Rules, and the approved FY2023-2024 budget for the Police Department was Sergeant Matthew Cosgrove's retirement on 4/23/2022.

SUBJECTS OF EXAMINATION: The promotion process for the position of Police Sergeant in the Bridgeport Police Department will be a two-part process which will consist of the following components ***: Job knowledge questions in the form of a written examination, and an assessment center which may include Role Playing exercises, In-Basket exercises, oral board questions, or other assessment center style exercises, weighted at 95%; Seniority weighted at 5%.

A reference list of reading/study materials is being issued concurrent with this announcement and can also be found on the City's website. Candidates will be required to pass a qualifying service rating in order to be placed on the employment list.

PASS POINT: The passing point will be set at that score which is 70% of the highest score made (e.g., if the highest score = 92, then passing score = 64).

SPECIAL ACCOMMODATION: The Civil Service Commission will provide reasonable accommodation for persons with a disability to take a test. To request special accommodation, please submit, in writing, a statement of what type of accommodation is being requested. You will be required to provide proof of any disability requiring accommodation. This request must be received by the Office of the Civil Service Commission at least 14 days prior to the examination date.

EXAMINATION REVIEW PROCEDURES: Each candidate will have an opportunity to review his or her written examination papers during the one-month period after the date of announced results. The papers will be open for inspection during the period of 9:00 A.M. to 1:00 P.M., Monday through Friday, excluding holidays. Every inspection period will be monitored by the staff of the Civil Service Office and no candidate will be allowed to copy examination questions or take any written material from the review room.

*** This list is not meant to be all-inclusive, and the Office of the Civil Service Commission reserves the right to substitute or change these exercises based on the job analysis.

CIVIL SERVICE COMMISSION
City Hall, 45 Lyon Terrace, Room 106
Bridgeport, Connecticut 06604
An Equal Opportunity Employer
Promotion Examination #2378 – POLICE SERGEANT

PROMOTIONAL WRITTEN EXAMINATION SOURCE MATERIALS FOR THE RANK OF SERGEANT IN THE BRIDGEPORT POLICE DEPARTMENT

Listed below are the source materials from which the job knowledge written examination for the sergeant rank will be developed. Unless specific chapters/sections are denoted, you will be responsible for the entire source. These source materials may also be used in the development of assessment exercises included in the promotional testing process.

Agreement Between the City of Bridgeport and Bridgeport Police Local #1159 and Council #4 AFSCME, AFL-CIO, July 1, 2021 – June 30, 2026

- Section I - Articles 3, 6, 7 and 10
- Section II - Management and the Workplace
- Section III - Article 25
- Section V - Holiday and Leaves
- Section VI - Miscellaneous
 - All articles
 - Notes, Rules, Military Leave Policy
 - No Appendices/Exhibits

Connecticut Law Enforcement Officer's Field Manual, 2024 Edition (Red Book)

General Orders of the Bridgeport Police Department

- G.O. 1.01 – Law Enforcement Function
- G.O. 1.01B – Standards of Conduct
- G.O. 1.06 – Investigatory Stop Policy
- G.O. 2.02 – Goals and Objectives-Mission Statement
- G.O. 2.04 – Authority and Responsibility
- G.O. 2.07 – Line and Staff Inspections
- G.O. 2.09 – Uniform Standards and Dress Code
- G.O. 3.01 – Use of Force-General
- G.O. 4.03 – Disciplinary Procedures
- G.O. 5.02 – Vehicle Operations
- G.O. 5.09 – Traffic Enforcement
- G.O. 5.13 – Americans with Disabilities
- G.O. 5.15 – Report Writing
- G.O. 6.02 – Criminal Investigations-Operations
- G.O. 6.04 – Collection of Evidence-Operations
- G.O. 6.13 – Crime Prevention
- G.O. 6.15 – Victim-Witness Assistance – Operations
- G.O. 7.03 – Response to Unusual Occurrences
- G.O. 8.04 – Performance Evaluations
- G.O. 8.10 – Employee Assistance Program
- G.O. 8.19 – Critical Incident Stress Management Program
- G.O. 9.07 – Career Development

**PROMOTIONAL WRITTEN EXAMINATION SOURCE MATERIALS
FOR THE RANK OF SERGEANT IN THE BRIDGEPORT POLICE DEPARTMENT
(continued)**

Supervision of Police Personnel, 10th Edition, 2014, Pearson Education, Iannone, N.F.; Iannone, M.D.; & Bernstein, J. (ISBN # 978-0-13-297382-3)

- Chapters 1-5
- Chapters 7-9

Welcome to Management: How to Grow from Top Performer to Excellent Leader, Ryan Hawk, McGraw-Hill Publishing, ISBN 978-1-260-45805-3

- Part 1, Chapters 1 and 2
- Part 2, Chapter 3

Final Report of the President's Task Force on 21st Century Policing, May 2015, Washington, DC: Office of Community Oriented Policing Services

- No appendices

July Special Session, Public Act No. 20-1 (House Bill No. 6004), An Act Concerning Police Accountability, State of Connecticut Senate, and House of Representative General Assembly