



Michael A. Spera
Chief of Police

TOWN OF OLD SAYBROOK DEPARTMENT OF POLICE SERVICES

36 Lynde Street • Old Saybrook, Connecticut 06475

Assistant Animal Control Officer

Selection Process Instructions

Thank you for your interest in the position of Assistant Animal Control Officer for the Old Saybrook Department of Police Services. Members of our Department's Animal Control Division perform critical administrative and emergency functions and are a vital part of the Old Saybrook's Public Safety Team.

This selection process will include, at minimum, a detailed review of your application packet, written, physical and oral examinations, as well as a complete background investigation and medical examination. It is our intent to complete the selection process at a rapid pace.

Successful candidates will be required to obtain and maintain various state and federal certifications as well as pass a comprehensive in-house training program.

With respect to the application packet, the following **must** be completed and submitted to us no later than **Saturday December 10, 2016 at 12:00PM** at:

Deadline Extended until 12/23/2016

Old Saybrook Department of Police Services
ACO Application
36 Lynde Street
Old Saybrook, Connecticut 06475

1. A letter of intent to participate in the selection process.
2. A current detailed resume.
3. A Department of Police Services Employment Application. (enclosed)
4. A non-refundable examination fee of \$35.00
Bank Check or Money Order made out to "Animal Control Hiring Process"
5. Any supplemental information relevant to this position. (ie. Copies of public safety related certificates / licenses)

TBA

The written examination will be held on ~~Tuesday December 13, 2016 at 5:00 P.M.~~ at the Old Saybrook Department of Police Services. (Examination Instructions Enclosed)

Failure to follow directions, to submit the required information, and examination fee will disqualify you from this hiring process.

Questions about the selection process should be directed to Sergeant DePerry by email at jdeperry@oldsaybrookpolice.com



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ASSISTANT ANIMAL CONTROL OFFICER

MINIMUM QUALIFICATIONS:

- Over 18 Years of Age
- High School Diploma or GED
- Valid Driver License
- Proficient with using computers including Microsoft Office and windows based programs
- Ability to take and follow orders and work independently to complete tasks
- Ability to read and understand local and state laws and regulations
- Skilled in typing and taking hand and typewritten notes
- Strong oral and written communication skills and the ability to write clear, concise reports
- Flexibility to respond to urgent situations at all hours
- Available weekdays, weekends and holidays

SPECIAL QUALIFICATIONS:

- The ability to obtain and maintain various Animal Control Officer Certifications, including but not limited to:
Connecticut Department of Agriculture Animal Control Officer Certification
- Must be of good moral character and successfully complete the Department's testing process, which includes, but is not limited to, written, psychomotor and oral examinations, as well as a complete background investigation, drug screening and medical screening.
- The ability to lift up to 60 lbs.
- The ability to capture, restrain and move animals of all sizes.
- Must be able to maintain confidentiality with respect to all duties in this Law Enforcement Sensitive Position

HOURS / COMPENSATION:

- Part Time / Per Diem – Weekdays, Weekends, Holidays and Emergency Call-outs
- \$ 15.50/Hour – Training Wage
- \$ 16.10/Hour – Following Certification and completion of the Department's Training Program
- Uniforms Provided

JOB DESCRIPTION SUMMARY:

Persons filling this position shall work for the Patrol Division and shall be considered a Support Operations Employee of the Department of Police Services. General duties include, but are not limited to, investigating and enforcing statutes pertaining to domestic animals, investigating animal bites, investigating animal neglect and abuse, capturing and transporting domestic animals, imposing and enforcing quarantine orders, caring for impounded animals, sanitizing the animal control facility and its impound enclosures, preparing forms and reports for the Department of Agriculture, taking oral and written statements, issuing infractions, communication with domestic animal owners by telephone and property visits, determining suitability for adoption, working with rescue groups, interviewing adoption candidates, issuing sterilization vouchers, arranging for euthanization of sick or dangerous animals, assisting with emergency sheltering of domestic animals, conducting annual license surveys. Responsible for other duties as assigned.

APPLICATION PROCEDURE:

Interested Persons must pick up an application packet at the Department of Police Services and or Download an Application Packet at www.oldsaybrookpolice.com Applicants MUST follow directions as detailed in the application packet. Application materials including a non-refundable \$35 examination fee are due no later than noon on Saturday December 10, 2016.

Posted – Thursday November 10, 2016



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Employment Application

The Town of Old Saybrook and the Department of Police Services is an Equal Opportunity Employer. State and federal law prohibits discrimination on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation or physical disability, except in cases of a bona fide occupational qualification.

Position Applying for: **Per Diem Animal Control Officer – 2016**

Date of Application: _____ Date Available: _____

How did you hear about the position? _____

GENERAL INSTRUCTIONS: Please respond to every question on this application form. If a question does not apply to you, write "n/a" in the blank space. If you need more space to respond to a question, please attach a separate sheet.

Last Name First Name M.I.

Address City State Zip

Home Phone Cell Phone Work Phone

Social Security Driver's License Other

If there is any other name by which you have been known that the Town should be aware of in order to adequately verify your identity, employment history or educational background, please provide any such name (s): _____

Are you either a United States citizen or authorized to work in the United States?

Yes _____ No _____

(Proof of United States Citizenship or authorization to work in the United States will be required upon hiring.)

EMPLOYMENT HISTORY (*Minimum 0/5 Years*)

Employer: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties: _____

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Employer: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties: _____

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Employer: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties: _____

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Employer: _____

Employer's Address: _____

Employer's Telephone Number: _____

Title/Position: _____

Job Duties: _____

Supervisor's Name: _____

Dates Employed: _____

Starting Salary/Wage: _____ Ending Salary/Wage: _____

Reason for Leaving: _____

Have you ever been terminated from any job? **YES / NO**
If yes, please explain the circumstances involved with your termination.

Education

Name of School	City & State	Major	Year Completed	Degree Earned
<i>High School / GED</i>				
<i>College</i>				
<i>College</i>				
<i>Other</i>				

Use the space below to provide additional information necessary to describe your full qualifications:

Please list three professional references (at least one must be current):

Name _____ Phone _____

Address _____ Years Known _____

Name _____ Phone _____

Address _____ Years Known _____

Name _____ Phone _____

Address _____ Years Known _____

Do you or have you used narcotics, marijuana, barbiturates, amphetamines, hallucinogenic, or any other illegal substance which may produce a dependency, with the exception of medication prescribed by a physician? **YES / NO**

If yes, please list what you have used including when last used.

Have you ever been arrested in any state? **YES / NO**

If yes, please explain the circumstances involved with your arrest.

Have you ever been issued a traffic infraction(s) (ticket), warning(s), or Summons in any state?
YES / NO

If yes, please explain the circumstances involved with your traffic violation(s).

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the responses given are true, complete, and accurate to the best of my knowledge, and are made in good faith. I understand that any misrepresentation, omission or falsification may be grounds for immediate discharge.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

I authorize all of the educators, employers and professional references listed above to furnish the Town of Old Saybrook with information regarding my education, employment history or any other matter related to my application for employment with the Town of Old Saybrook, Department of Police Services.

Signature of Applicant

Date



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DEPARTMENT OF POLICE SERVICES**

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EXAMINATION INSTRUCTIONS

**The written test will be held on
Tuesday December 13, 2016 at 5:00 P.M.**

**The Exam will be held at the Old Saybrook Police
Department, 36 Lynde Street, Old Saybrook.**

**YOU MUST ARRIVE 15 Minutes
prior to the start of the exam.**

**YOU MUST BRING
photo identification.**

**Failure to take this written exam on
Tuesday December 13, 2016
will eliminate you from the hiring process.**

