

NEW HAVEN POLICE OFFICER APPLICANT HANDBOOK



2023 Entry-Level Continuous Recruitment Process

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Karl Jacobson
Chief of Police



Justin Elicker
Mayor

CITY OF NEW HAVEN
DEPARTMENT OF POLICE SERVICE
ONE UNION AVENUE | NEW HAVEN, CONN. |
06519

(203) 946-6333

newhavenct.gov

February 6, 2023

Dear Applicant:

On behalf of the Board of Police Commissioners and the New Haven Department of Police Service, we encourage you to begin the process that is required to join the ranks of the department.

Our mission is to provide pro-active, community police services to the public by furthering the partnership with our community to protect life and property, prevent crime and resolve problems.

We are looking for committed individuals to assist us in fulfilling our responsibilities to the people of New Haven. We hope you'll join us!

Very truly yours,
Police Chief Karl Jacobson

CITY OF NEW HAVEN
DEPARTMENT OF HUMAN RESOURCES
200 ORANGE STREET, NEW HAVEN, CT 06510
www.newhavenct.gov

POSTED: February 6, 2023
REMOVAL DATE: Continuous Recruitment

POSITION: POLICE OFFICER (M-0808) (TESTED)
DEPARTMENT: POLICE SERVICE
SALARY: \$ 50,745 (Entry-Level) ANNUALIZED
(Police Officer 2nd [1st year] \$50,745; Police Officer 2nd/2nd year] \$60,259; Police Officer [full] \$78,050
HOURS: 40 HOURS PER WEEK
FUNDING: GENERAL FUNDS

While there is no application fee, applicants will need to pay to take the CHIP Test. Fee is \$40 for New Haven residents to take the CHIP Test once in a year and \$85 for non-New Haven residents. ¹Hardship waiver is available to all eligible (see more info in the Applicant Handbook)¹

TO APPLY:

- 1) Go to www.policeapp.com/newhaven
- 2) Download and read the New Haven Police Officer Applicant Handbook. Follow all instructions for completing and submitting your application. **Applicants are responsible for reading all instructions on how to apply** as well as other important information on the application and testing process contained in the Handbook. The Handbook is also available at the reception window at the Dept. of Police Services 1 Union Avenue New Haven, CT.
- 3) Click Apply Now button at www.policeapp.com/newhaven and complete your application.

APPLICATIONS ONLY ACCEPTED ON-LINE at www.policeapp.com/newhaven

NATURE OF WORK:

This is general duty police work. Work involves responsibility for the protection of life and property, prevention of crime, general enforcement of laws and ordinances as well as providing traditional and non-traditional service to the community. Work involves an element of danger and employees must be able to act without direct supervision and to exercise independent discretion. Work is performed in accordance with Department rules and regulations, the Constitution of the United States of America, and the State of Connecticut.

MINIMUM REQUIREMENTS TO APPLY:

Must be 21 years of age at the time of application; Graduation from high school or possess a GED; must possess a valid driver's license; be a US Citizen; and possess all abilities and skills as stated in the job description, including but not limited to: Ability to use dangerous equipment or material or work in dangerous surroundings; Ability to respect the rights of others and to cope with situations firmly, courteously and tactfully; Ability to instruct others, to help others learn how to do or understand something; Ability to read and understand written material; Ability to write clearly, in detail, using technical terms.

SPECIAL REQUIREMENTS:

Must be able to meet and maintain throughout the course of employment established physical, medical, and psychological requirements. Must maintain a valid Connecticut driver's license. Must be able to satisfactorily complete the Basic Police Officer's Training program as established by the Police Officer Standards & Training Council and maintain certification during course of employment. Must reside in New Haven, or within 20 miles of a town that borders New Haven, within six months after graduating from the Academy.

Position is subject to background/credit check, polygraph, psychological, medical and drug test upon conditional offer of employment.

¹*Hardship must meet eligibility criteria and will be considered on a case-by-case basis. Instructions for waiving CHIP Test fee is included in the New Haven Police Officer Applicant Handbook available at www.policeapp.com/newhaven PLEASE READ APPLICANT HANDBOOK BEFORE APPLYING!*

This position is included in a collective bargaining agreement with Elm City Local of the CT Alliance of City Police, formerly Local 530, Council 15, American Federation of State, County and Municipal Employees, AFL-CIO. As a condition of continued employment, a person appointed to an Elm City Local bargaining unit position will be required to obtain union membership at the completion of 90 working days.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

POLICE OFFICER**NATURE OF WORK**

This is general duty police work. Work involves responsibility for the protection of life and property, prevention of crime, general enforcement of laws and ordinances as well as providing traditional and non-traditional service to the community. Work involves an element of danger and employees must be able to act without direct supervision and to exercise independent discretion. Work is performed in accordance with Department rules and regulations, the Constitution of the United States of America, and the State of Connecticut. Work is reviewed through reports, personal inspection, and discussion.

ILLUSTRATIVE EXAMPLES OF WORK

Patrols assigned beat via radio equipped patrol vehicle or on foot.
 Observes and handles physical hazards taking appropriate action.
 Uses communications equipment to include two-way radio and telephone.
 Makes written and/or verbal reports in accordance with department directives and law on forms provided for such purpose.
 Enforces traffic laws and maintains traffic flow.
 Handles calls for emergency service.
 Handles calls for service criminal or non-criminal in nature.
 Observes and handles as required problems of an emergency, criminal or non-criminal nature coming to his/her attention.
 Investigates traffic accidents.
 Makes arrests in accordance with law and department procedure.
 Collects evidence, makes service in criminal and civil proceedings, testifies as a witness in court or other official proceedings.
 Conducts follow-up investigations using support services as required.
 Handles problems concerning juveniles.
 Identifies and solves community problems. Officer must be able to gain a thorough knowledge of the community he/she serves and be able to effectively deal with that community at large.
 Performs related work as required.

REQUIREMENTS OF WORK

Graduation from high school or possess a GED; and possess the following abilities and skills:
 Ability to solve problems.
 Ability to instruct others, to help others learn how to do or understand something.
 Ability to use dangerous equipment or material or work in dangerous surroundings.
 Ability to spend a major portion of time out of doors without regard to weather conditions, possess physical stamina, be able to lift, walk long distances, and stand or sit for long periods of time.
 Ability to work with detail using technical terms.
 Ability to read and understand written material.
 Ability to write clearly, in detail, using technical terms.
 Ability to respect the rights of others and to cope with situations firmly, courteously, and tactfully.
 Ability to carry out oral and written instructions.
 Ability to establish and maintain good working relationships with fellow employees and the general public.

SPECIAL REQUIREMENTS

Graduation for this classification must be able to meet and maintain throughout the course of employment established physical, medical, and psychological requirements.
 Possess and maintain a valid Connecticut driver's license.
 Minimum age requirement is 21 years of age.
 Satisfactory completion of the Basic Police Officer's Training program as established by the Police Officer Standards & Training Council and maintain certification during course of employment.
 Must reside in New Haven, or within 20 miles of a town that borders New Haven, within six months after graduating from the Academy.

(Retyped in HR 01/02) (Revised 03/01/96)

**STATE OF CONNECTICUT
POLICE OFFICER STANDARDS & TRAINING COUNCIL (POST)
Requirements for Police Officer**

(New Haven Police Department Candidates Must Meet These Requirements)

The following are current standards mandated by the Police Officer Standards and Training (POST) Council for entry to the police academy:

- **Candidate must be a United States citizen, be at least 21 years of age at the time of application and possess at least a high school diploma or GED.**
- **Candidate must successfully complete a validated written test designed to evaluate predictors of job-related skills and behaviors.**
- **Candidate must appear for oral interview before a panel which includes one or more POST-certified law enforcement officers who will evaluate predictors of job-related skills and behaviors, including interpersonal and communication skills.**
- **Candidate must be fingerprinted and investigated for the existence of a criminal history record in Connecticut and in any other state in which the candidate has resided.**
- **Candidate must not have been convicted under federal or state law for any felony, or Class A or Class B misdemeanor, or domestic violence, or have committed an act which would constitute perjury or false statement.**
- **Candidate must be the subject of a background investigation by the appointing authority to include a personal history, motor vehicle record, and polygraph examination (administered after a conditional offer of employment).**
- **Candidate must undergo psychological examination by licensed psychologist or psychiatrist who will provide a written opinion of the candidate's overall profile to his/her psychological stability to be a law enforcement officer.**
- **Candidate must be screened for controlled substances and not test positive on the controlled drug screen.**
- **Candidate must sign a statement acknowledging that the candidate understands that the falsification of any part of the information required during the application process constitutes grounds for termination whether discovered prior to or after appointment.**
- **Candidate must pass each component of a physical ability test, consisting of sit-ups, 300-meter run, push-ups, and 1.5 mile run.**

For additional information on selection standards (including those relating to the physical ability test), you are encouraged to visit POST's website at <http://www.ct.gov/post/site/default.asp>

INFORMATION on the APPLICATION PROCESS for POLICE OFFICER

If you are interest in becoming a Police Officer, you must first apply on-line at www.policeapp.com/newhaven The on-line application portal provides a streamlined method for application submission and communication between the candidates and the Human Resources and Police departments.

The information in this Handbook is a general description of the application and testing process. Please note that any and/or all the components of this process may be changed by the City of New Haven with or without notice. Additionally, the City of New Haven reserves the right to modify the order sequence of testing as may be appropriate.

IMPORTANT NOTE: All correspondence and information concerning the application and testing process will occur through email and postings at www.policeapp.com/newhaven Please be sure to check your email (including your Spam/Junk mail) and the PoliceApp.com website on a regular basis to ensure receipt of critical information. HR OR NHPD IS NOT RESPONSIBLE FOR NOTIFICATIONS THAT LAND IN YOUR SPAM/JUNK MAIL.

Application Process:

- 1) Obtain an email address if you don't already have one. Gmail.com, Outlook.com and Yahoo.com are three of many that offer free email accounts.
- 2) After reading this Applicant Handbook in its entirety, go to www.policeapp.com/newhaven and click on the "Apply Now" button.
- 3) If you are already a member of PoliceApp.com, simply log-in. Otherwise, you will need to create a new account. Creating a new account is free.
- 4) Complete all application questions and submit your application.

All communication notices concerning the application and testing process will occur through email and postings at www.policeapp.com/newhaven Be sure to check your email and the PoliceApp.com website on a regular basis to ensure receipt of critical information. **ADJUST YOUR EMAIL SETTINGS SO THAT OUR EMAIL NOTIFICATIONS DO NOT END UP IN YOUR SPAM OR JUNK FOLDER.**

Please contact NHPDJobs@newhavenct.gov if you need assistance or have any general questions.

INFORMATION on the CHIP TEST & PAYMENT OF CHIP TEST FEE

PREREQUISITE: CHIP Test (aka Physical Ability Test)

Individuals who apply for the position of entry-level police officer for the New Haven Department of Police Service, must either have already taken a CHIP Test and have obtained at least a minimum passing score of 35%, or arrange to take the CHIP Test. This a necessary requirement.

For those who have already been CHIP tested, we will accept passing CHIP Test results from applicants who achieved New Haven's minimum passing score of 35% no more than 6 months before submitting their application for New Haven entry-level police officer. CHIP Test results achieved earlier than 6 months ago will **not** be accepted. When you submit your application for employment for the New Haven Department of Police Service through the PoliceApp portal, your application will automatically pull your CHIP Test results. No uploading of any of your CHIP Test result is necessary.

For those needing to take the CHIP Test, the exam fee for the CHIP Test is currently \$85. However, The City of New Haven is subsidizing the CHIP Test fee for New Haven residents once per year. The CHIP Test fee for New Haven residents is \$40 **once per year**. You must complete the Residency Preference Points form located in the Forms Section of this Handbook. You must upload the completed form and upload **three (3) items such as** current utility bills (gas, electric, etc.) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that you have received within the last 60 days. This is required to prove your residency. ***Note:*** *(Bills or other material you have received in the mail and want to submit as proof of domicile cannot be more than two (2) months old. Submitted copies must clearly show name, address, and date on item you are submitting. You may blacken out information such as account numbers, etc. Personal hand-written mail IS NOT ACCEPTED.)* **Applicants who are unable to provide proof of domicile/residency in the City of New Haven are not eligible to receive a reduced fee for the CHIP Test.**

For those experiencing financial hardship making it difficult to pay the CHIP Test fee, the City of New Haven is offering a CHIP Test Fee Waiver Voucher to cover the exam expense for any income eligible applicant. See the information later in this Handbook on how to obtain a CHIP Test Fee Waiver Voucher.

Be advised that in all cases you need to continue to improve your physical fitness so that if you receive a conditional offer of employment as an NHPD entry-level police officer, you will be able to achieve the pre-Academy pass score of 40%. This is the final physical ability score required before entering the Police Academy.

For more information about the CHIP test, visit <https://www.certifyfit.com/serve-fit/>

INFORMATION ON AN IMPORTANT CHIP REQUIRED DOCUMENT:

You must be medically cleared by your physician as being capable to safely perform the CHIP Test. You are required to take the “**Medical Approval Form**,” located in the Forms Section of this Handbook to your physician and have him/her sign it. **Then, you must bring the signed Medical Approval Form to the Physical Ability Test. If you arrive at the Physical Ability Test without a Medical Approval Form signed by your physician, you will not be allowed to test.** This form is also available at: <https://www.certifyfit.com/serve-fit/>

ELIGIBILITY for REQUESTING a CHIP TEST FEE WAIVER VOUCHER

In cases of financial hardship (based on HHS Poverty Guidelines) eligible applicants can obtain a CHIP Test Fee Waiver Voucher.

One of the phases of the hiring process will include a thorough background investigation in where certain documents will be required including income tax forms. If the NHPD learns at that time that an applicant did not meet the eligibility income guidelines at the time of the CHIP test, had the ability of paying the CHIP test fee and fraudulently claimed financial hardship to obtain a CHIP Test Fee Waiver Voucher, the applicant shall be dropped from further consideration in the selection process.

Following is the Eligibility Guidelines for requesting a CHIP Test Fee Waiver Voucher. If you are eligible, you may select the Test Fee Waiver Voucher option when submitting your application.

You will be required to complete the Request for CHIP Test Fee Waiver Voucher located in the Forms Section of this Handbook. You will then need to have your completed form notarized. Then you will need to your request to: NHPDJobs@newhavenct.gov

You can email your completed form as document attachment or take a picture of it and email it as a .jpeg attachment. Make sure to type “CHIP Fee Waiver Request” in the subject line of your email. The City of New Haven will then issue the Voucher that you must submit at the CHIP Test.

2023 CHIP Test Voucher Eligibility Guidelines

The following figures are the 2023 HHS poverty guidelines published in the *Federal Register* January 2023.

2023 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family/household	Poverty guideline
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For families/households with more than 8 persons, add \$5,140 for each additional person.	

For all states (except Alaska and Hawaii).

Source: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>

NEW HAVEN POLICE DEPARTMENT CIVIL SERVICE TESTING & SELECTION PROCESS TIMELINE 2023 CONTINUOUS RECRUITMENT

The City of New Haven's Civil Service testing process for the position of entry-level Police Officer will include written and oral tests. Applicants must meet all prerequisites and minimum requirements and submit all applicable fees (or waiver) to participate in the Civil Service testing process. **It is the applicant's responsibility to adhere to the City's testing schedule. Unless otherwise stated, there will be no make-up tests or alternate test dates.** Any and/or all the components of this process may be changed by the City of New Haven and the City of New Haven reserves the right to modify the order sequence of testing as may be appropriate.

1. FIRST PHASE OF TESTING: Written Exam – Date *TBD*

Applicants meeting all prerequisites and minimum requirements, and who follow all application instructions will be invited to the written exam. The invitation will contain the date, time, and location of the exam.

You must make yourself available to test on the exam date noted in your invitation to proceed in the cycle of testing assigned.

2. FINAL PHASE OF TESTING: Oral Test Date *TBD*

Candidates who take the written exam will be invited to take the oral exam to complete the civil service examination process. The invitation will contain the date, time, and location of the oral exam. **You must make yourself available to test on the exam date noted in your invitation. There will be no make-up or alternate date for the oral exam.**

INFORMATION on APPLYING FOR RESIDENCY POINTS

New Haven residents submitting proof of residency for the reduced CHIP Test fee with the submission of their employment application, will have also satisfied requirements to have residency points added to their combined passing score for the written and oral exams.

New Haven residents who have already been CHIP tested, but are seeking to have residency points added to their combined passing score for the written and oral exams, will need to adhere to the following instructions.

YOU MUST FOLLOW THE INSTRUCTIONS BELOW TO CORRECTLY APPLY FOR RESIDENCY PREFERENCE POINTS.

YOU MUST SUBMIT THE REQUIRED DOCUMENTATION AS INDICATED WHEN YOU REPORT FOR YOUR SCHEDULED WRITTEN EXAMINATION.

If eligible at the time of application and by following all necessary instructions, as a New Haven resident you can have ten points (10) added to your FINAL PASSING SCORE.

To apply for these points, you must complete the Preference Points Form located in the Forms Section at the end of this Handbook. Bring the completed form along with the required items to prove domicile/residency when you report to the written examination.

Proof of Domicile/Residency

To prove your domicile/residency in the City of New Haven, you must bring to the written examination 3 items to prove your domicile. All 3 items must show the same New Haven address.

- **PICTURE IDENTIFICATION showing current New Haven address (bring original, not copy); AND**
- **COPIES OF TWO (2) DIFFERENT ITEMS SUCH AS:**
 - current utility bills (gas, electric, etc.) other bills (insurance, credit card, etc.), or
 - other official business mail (bank statements, etc.) that you received within the last 60 days prior to the date of the written examination.
- **IF YOUR PICTURE IDENTIFICATION DOES NOT SHOW YOUR CURRENT NEW HAVEN ADDRESS, THEN IN ADDITION TO YOUR PICTURE ID, YOU MUST BRING COPIES OF THREE (3) ITEMS SUCH AS:**
 - current utility bills (gas, electric, etc.) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that you received within the last 60 days prior to the date of the written examination.

Note:** Bills or other correspondence you attempt to submit as proof of domicile/residency cannot be more than two (2) months old. Submitted copies must clearly show name, address, and date on items you are submitting. You may blacken out information such as account numbers, etc. Personal hand-written mail is **NOT VALID AND WILL NOT BE ACCEPTED

APPLICANTS WHO ARE UNABLE TO PROVIDE PROOF OF DOMICILE/RESIDENCY IN THE CITY OF NEW HAVEN ARE NOT ELIGIBLE TO APPLY FOR RESIDENCY PREFERENCE POINTS.

Please note no copies will be made for you when you submit your documentation for residency points. You must follow all instructions specifically as outlined in the Preference Points Application form and arrive prepared with your own copies attached to the form. No claims of domicile/residency in the City of New Haven will be honored without documented proof of eligibility as instructed.

INFORMATION on APPLYING FOR VETERAN POINTS

Veteran's Preference Points

If you are an honorably discharged war-time veteran, you can have five (5) points added to your FINAL PASSING SCORE. If you are an honorably discharged disabled war time veteran, you can have ten (10) points added to your FINAL PASSING SCORE.

To apply for these points, you must bring a copy of your DD-214, (and your VA issued rating letter if disabled) to the Written Examination. Please bring copies we can keep. There will be no access to a photocopier machine at the test site. No claims for veteran preference points will be honored without documented proof of eligibility.

PLEASE NOTE ALL COMBINATIONS OF PREFERENCE POINTS WHETHER FOR RESIDENCY, VETERAN OR DISABLED VETERAN WILL BE CAPPED AT A MAXIMUM OF 15 ADDITIONAL POINTS.

INFORMATION on REQUESTING an ADA ACCOMMODATION in the TESTING PROCESS

The Americans with Disabilities Act (ADA) enables qualified applicants with substantial impairments that affects one or more major life activities the opportunity to request a reasonable modification to the City's policies, practices, and procedures to enable them to apply and/or test for a position with the City. We will need from the applicant information related to his or her disability to determine what accommodation if any may be best for the applicant.

If you will need an ADA accommodation for the exam process, please complete the form available at [Forms & Applications | New Haven, CT \(newhavenct.gov\)](https://www.newhavenct.gov/forms-applications) and follow all instructions provided on the form. You must submit the form to request arrangements when you submit your employment application for the position of entry-level police officer.

POLICE OFFICER 2023

APPLICATION

HANDBOOK

FORMS SECTION

- Request for CHIP Test Fee Waiver Voucher
- Medical Clearance Form for CHIP Test
- New Haven Residency Preference Points Application Form*

**(Use this form to receive the reduced CHIP Test Fee or to apply to have residency points added to your combined passing score in the written & oral exams)*

CHIP TESTING FEE VOUCHER REQUEST NEW HAVEN POLICE ENTRY-LEVEL OFFICER

In cases of financial hardship (based on HHS Poverty Guidelines) eligible applicants can request a CHIP Test Fee Waiver Voucher.

One of the phases of the hiring process will include a thorough background investigation in where certain documents will be required including income tax forms. If the NHPD learns at that time that an applicant did not meet the eligibility guidelines at the time of the CHIP test, had the ability of paying the CHIP test fee and fraudulently claimed financial hardship to obtain a CHIP Test Voucher, the applicant shall be dropped from further consideration in the selection process.

I have read and understand the above statement in its entirety. I have reviewed and certify that I meet the 2023 HHS poverty eligibility guidelines. I hereby declare that I cannot afford to pay the CHIP Test fee. I certify that this statement is true, complete, and accurate. I understand that incomplete, false, or inaccurate information may result in the rejection of my application and/or candidacy, including dismissal if hired. I hereby request a CHIP Testing Fee Voucher.

Name of Applicant (please print)

Full Address of Applicant (include city/town & zip code) (please print)

Signature of Applicant

Date

FOR NOTARY PUBLIC:

Subscribed and sworn before me this _____ day of _____ 20____

SIGNATURE & SEAL OF NOTARY PUBLIC

Email completed, signed, and notarized form to: NHPDJobs@newhavenct.gov Make sure to type in the subject line: **CHIP Fee Waiver Request**

2023 CHIP Test Voucher Eligibility Guidelines

The following figures are the 2023 HHS poverty guidelines published in the *Federal Register* January 2023.

2023 Poverty Guidelines for the 48 Contiguous States and the District of Columbia	
Persons in family/household	Poverty guideline
1	\$14,580
2	\$19,720
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5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For families/households with more than 8 persons, add \$5,140 for each additional person.	

For all states (except Alaska and Hawaii).

Source: <https://aspe.hhs.gov/topics/poverty-economic-mobility/poverty-guidelines>

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P.O. Box 78
Middletown, CT. 06457 (203)
235-5865

Physical Ability Assessment - Medical Approval Form

To be completed by a physician:

This is to certify that I have reviewed the attached elements of the Physical Ability Assessment/Physical Fitness Assessment. After reviewing said document, it is my professional opinion that the candidate named below:

Candidate's Name:

Department Applying to: _____

CAN Safely perform the Physical Ability Assessment.

Physicians Signature (M.D., D.O., N.P., P.A.): _____

Date: _____

Physicians Name and Address
(Type or imprint with office



stamp)

Medical approval forms cannot be backdated more than six months, nor can Medical Notation be included on this form.



Physical Ability Assessment Standards

The physical ability assessment includes the four events described below. Two additional events are listed and may be required by the hiring agency. The standards for passing vary by State and Agency.

Individuals are expected to perform to the best of their ability on all events.

Sit-Ups	One-Minute Sit-Up. (maximal effort)	The score is the number of correct, full, bent-leg sit-ups performed in one minute. Your feet are held by another individual and depending on the department that you are testing for, fingertips will be cupped over ears or laced behind the head.
Pushups	One Minute Push-Up (maximal effort)	The score is the number of correct full-body push-ups performed in one minute: <ul style="list-style-type: none"> Starting in the up position, hands placed slightly wider than 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.
300 Meter Run	Anaerobic Power (maximal effort)	The score is the time it takes to run at maximal effort for 300 meters.
1.5 Mile Run	Cardiovascular Capacity (maximal effort)	The score is the time (minutes:seconds) it takes to run, jog, or walk 1.5 miles.
*Events listed below are not required unless specified by the hiring agency		
*Vertical Jump	Vertical Jump (maximal effort)	Jumps as high as possible from a stationary position reaching upward with the hand. Measurement is in inches reached
*Agility Run	Agility Run (maximal effort)	The subject starts face down, with the head to the start line and hands by the shoulders. On go- subject rises to feet and runs through a series of cones and shuttle evolutions before crossing the finish line



The information below is a guide for training purposes. Individuals are encouraged to perform to the best of their ability on the day of the test.

40% Cooper Norms – CT., ME., RI., NY., VT.

30% Cooper Norms -MA

Maine doesn't require the 300-meter run. Vermont requires a bench press but not the 300-meter run. New York doesn't require the 300-meter run. (N.Y. 1.5 mile run times vary slightly from the standards listed below)

Age/Gender	Sit ups	Push-ups		300 meters	1.5-mile run
Age/Gender	Sit ups	Push ups		300 meters	1.5-mile run
20-29 Male	38	29		59	12:38
30-39 Male	35	24		59	13:04
40-49 Male	29	18		72	13:49
50-59 Male	24	13		83	15:03
60-69 Male	19	10		N/A	16:46
20-29 Female	32	15	*23	71	14:50
30-39 Female	25	11	*19	79	15:38
40-49 Female	20	9	*13	94	16:21
50-59 Female	14	7	*12	N/A	18:07
60-69 Female	6	N/A	*5	N/A	20:06

*Female Modified Push-ups permitted in Massachusetts only

Massachusetts MPTC Requires 30% Cooper Norms listed below

Age/Gender	Sit ups	Push ups		300 meters	1.5-mile run
20-29 Male	35	26		62	13:16
30-39 Male	32	20		63	13:46
40-49 Male	27	15		77	14:34
50-59 Male	21	10		87	15:58
60-69 Male	17	8		N/A	17:38
20-29 Female	30	13	*20	75	15:52
30-39 Female	22	9	*15	82	16:38
40-49 Female	17	7	*10	106.7	17:22
50-59 Female	12	N/A	*9	N/A	18:59
60-69 Female	4	N/A	*3	N/A	21:20

*Female Modified Push-ups permitted in Massachusetts only

New Jersey PTC

300 Meter	Push ups	Vertical Jump	Sit ups	1.5-mile run
70.1 seconds	24	15	28	15:55

Alaska State Police

Push ups	Sit ups	1.5-mile run
25	27	15:12

CHIP administers testing on a monthly basis. All departments are encouraged to accept C.H.I.P. results which makes it easier for applicant and less costly for the department. We encourage applicants to present their C.H.I.P. results to all departments they apply to. If the department you are applying to has a different testing standard let us know prior to the test and we will do our best to accommodate. Nearly 100 departments accept C.H.I.P. results. Help us grow – tell departments about our program

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**CITY OF NEW HAVEN CIVIL SERVICE
APPLICATION FOR PREFERENCE POINTS – CITY OF NEW HAVEN DOMICILED**

**THIS APPLICATION & REQUIRED DOCUMENTS CAN ALSO BE USED TO PROVE RESIDENCY FOR THE REDUCED CHIP TEST FEE FOR
NEW HAVEN RESIDENTS**

A person domiciled in the City of New Haven may have 10 points added to his or her passing score on an open competitive examination. To qualify for preference points in accordance with Civil Service Rules and Regulations, the Civil Service Division of the City of New Haven Department of Human Resources requires that you provide irrefutable evidence to substantiate that you were domiciled in the City of New Haven at the time of the announcement of the open competitive exam to which you request to have the residency points applied.

As the intention of the applicable Civil Service Rule is to give those domiciled in the City of New Haven preference points on open competitive examinations, the Personnel Director is authorized to require proof that an applicant meet all the conditions of domiciliary status set forth above.

For the purpose of this Application for Preference Points, “**DOMICILED**” is defined as “*that place where an individual has his or her true, fixed, and permanent home and principal establishment, and to which whenever he or she is absent, he or she has the intention of returning. The permanent residence of a person or the place to which he or she intends to return even though he or she may actually reside elsewhere.*”

You are required to complete and submit this form to apply for preference points. You must follow all instructions and answer all questions listed on this form. You must provide copies of the items proving you are domiciled in the City of New Haven as instructed in this form, and you must be prepared to submit any additional documentation as the Personnel Director may require. Application for preference points will not be honored without proof. In the case of insufficient proof, your application for preference points will be rejected.

NOTE: *The applicant bears the burden to show legal domicile. The information and responses you provide on this form are subject to verification by the Civil Service Division. Any false or misleading statements will result in immediate disqualification or dismissal if hired.*

Please note that these points will only be added to final passing scores and applied up to the maximum score on a scale of one hundred (100) points. The final passing score for any civil service examination is 70%.

YOU MUST COMPLETE THE FOLLOWING SECTION:

Title of Open Competitive Exam You Applied For: _____
(PLEASE PRINT)

Name of Applicant: _____
(PLEASE PRINT)

I, _____, hereby attest that I am a bona fide resident of the City of New
(Name of Applicant)

Haven, who as of the date of the announcement of the open competitive examination indicated above, was domiciled within the City of New Haven at the address shown below.

(APPLICANT ADDRESS)

I have been domiciled at the above address since: : _____ / _____ / _____
Mo. Day Year

I have been domiciled in New Haven since: _____ / _____ / _____
Mo. Day Year

LIVING ARRANGEMENT

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

I own and I am domiciled at the address shown above.

I rent and I am domiciled at the address shown above. My landlord’s address and telephone number are:

(Name and Address of Landlord) (Landlord Phone Number)

I do not own or rent at the address shown above. The following explains my current living arrangement:

(Explain) _____

Eligibility: You must provide a minimum of 3 items to show you are domiciled within the City of New Haven.

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU IN EACH SECTION BELOW.

PICTURE IDENTIFICATION - Evidence to substantiate my claim for preference points is provided as follows:

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- I have an Elm City Resident Card and I am still domiciled at the address shown on my Elm City Resident Card. I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- I have an unexpired driver's license and I am still domiciled at the address shown on my unexpired driver's license. I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- I have a valid picture ID and I am still domiciled at the address shown on my valid picture ID. I have attached a copy to this form. I understand I still need to supply two (2) more items proving my domicile.
- I have a valid picture ID that does not show my current address. I have attached a copy to this form. I understand I need to supply three (3) more items proving my domicile.

ADDITIONAL ITEMS PROVING DOMICILE - Evidence to substantiate my claim for preference points is provided as follows:

YOU MUST CHECK ONE (1) OPTION THAT APPLIES TO YOU:

- I checked-off above that I am providing Picture Identification showing the address where I am currently domiciled. Attached are copies of two (2) items such as current utility bills (gas, electric, etc) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that I have received within the last 60 days.
- I checked-off above that the Picture Identification that I am providing does not show the address where I am currently domiciled. Attached are copies of three (3) items such as current utility bills (gas, electric, etc) other bills (insurance, credit card, etc.), or other official business mail (bank statements, etc.) that I have received within the last 60 days.

Note: (Bills or other material you have received in the mail and want to submit as proof of domicile cannot be more than two (2) months old. Submitted copies must clearly show name, address, and date on item you are submitting. You may blacken out information such as account numbers, etc. Personal hand-written mail IS NOT ACCEPTED.)

Applicants, who are unable to provide proof of domicile, are not eligible to apply for Preference Points.

Attach this form to the copies of the items you indicated above to prove residency. **WE CANNOT MAKE COPIES OF ITEMS FOR YOU AT THE TEST SITE.** Photocopies of a total of three (3) items are required and all three (3) items must show your name and all items must show the same current address.

Special Note

This form and the items for verification of domicile must be presented at time of the test.

PLEASE READ CAREFULLY BEFORE SIGNING BELOW

I hereby certify that ALL statements made by me on this Application for Preference Points are true, complete, and correct; that the address listed above is my domicile as of the date of the job announcement for the position to which I am applying; and that I currently live at this address on a continuous basis. I understand and agree that if I provide false or inaccurate information regarding my domicile, I will be subject to immediate disqualification, removal of my name from the Eligibility list, or dismissal if employed, and to such other penalties prescribed by law. I hereby request ten (10) points be added to my final passing score. I understand that preference points will be added to my final score if I pass the examination process with a score of 70% or higher, and that the ten (10) points will be added only up to the maximum score of 100%.

Signature

Date

Office Use Only:

Accepted _____

Rejected _____

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