

**AMENDMENT TO ORDINANCE REGARDING APPOINTMENT,  
PROMOTIONS AND PROCEDURES OF THE PLAINVILLE  
POLICE DEPARTMENT**

BE IT ORDAINED by the Town Council of the Town of Plainville in meeting duly assembled, that pursuant with Chapter VI Section 3(a) of the Charter of the Town of Plainville the following regulations are adopted:

**SECTION 1. DIVISION OF POLICE**

There shall be a division of Police also known as a Police Department comprised of one Chief of Police and such number of ranking officers, police officers and other employees of the Police Department, including supernumeraries and special police officers, as the Town Council may from time to time authorize.

**SECTION 2. RANKS AND GRADES**

For the purpose of efficient conduct and operation of the Department of Police, its functions shall be divided into the following ranks and grades:

- (a) Chief of Police
- (b) Captains
- (c) Lieutenants
- (d) Sergeants
- (e) Corporals
- (f) Police Officers
- (g) Other employees (supernumeraries, special police officers, clerks, stenographers, etc)

**SECTION 3. APPOINTMENTS AND PROMOTIONS**

(a) Special Police Officers: It shall be the duty of the Director of Public Safety to interview, test and qualify any person for the duties of a special police officer and the names of such qualified candidates shall be submitted to the Town Council for its approval. Upon approval by the Town Council, the candidates shall become special police officers. Eligibility shall be limited to persons who have attained the age of eighteen (18) at the time of application. The provisions of Section 13 of Chapter III of the Charter of the Town of Plainville shall not be applicable to special police officers and they may be removed or dismissed for cause by the Director of Public Safety.

(b) Supernumeraries: Appointments of supernumeraries shall be on the basis of examination including written tests and oral interviews and police experience in Plainville and elsewhere. Such exam shall be administered in the manner determined by the Director of Public Safety. With the approval of the Town Council, the Director of Public Safety may appoint temporary supernumeraries to serve pending the completion of the examinations and interviews. A temporary appointment shall expire upon the appointment to regular supernumerary or within twelve (12) months from the date of appointment, whichever first occurs. Eligibility shall be limited to persons who have attained the age of eighteen (18) at the time of application. The names of qualified candidates shall be submitted to the Town Council for its approval. Upon approval by the Town Council candidates shall become supernumeraries. The provisions of Chapter III Section 13 of the Charter of the Town of Plainville shall not be applicable to the removal or dismissal of supernumeraries and they may be removed or dismissed for cause by the Director of Public Safety.

(c) Police Officers: Appointments to fill funded, vacant positions in the rank of Police Officer are to be open to all persons of good moral character who have attained the age of eighteen (18) at the time of application and who meet the qualifications established by the Director of Public Safety. Appointments shall be made by an examination, including a written test and oral interview, and other testing, including physical agility, and mental and physical health, as may be required by the Director of Public Safety. The Town Council may appoint from the list of those qualified candidates such number of candidates, from time to time, as it deems necessary to provide an adequate number of police officers to provide police service to the Town. Upon appointment by the Town Council a candidate shall become a police officer. Any person appointed a police officer shall, as a requirement of continued appointment, establish and maintain a residence within the State of Connecticut.

(d) Corporals: Promotion to a funded, vacant position in the rank of Corporal in the Plainville Police Department shall be made within the Division of Police from among the police officers with at least three (3) years of service, by an examination, including written test and oral interview, and such other testing, including physical agility, and mental and physical health, as may be required by the Director of Public Safety. The Town Council may appoint from the list of those qualified candidates such number of candidates, from time to time, as it deems necessary to provide an adequate number of corporals to provide police service to the Town. Upon promotion by the Town Council, a candidate shall be a corporal. Any person appointed to the rank of Corporal shall, as a requirement of continued appointment, establish and maintain a residence within the State of Connecticut.

(e) Sergeants: Promotion to a funded, vacant position in the rank of Sergeant in the Plainville Police Department shall be made within the Division of Police from among the police officers with at least three (3) years of service, by an examination, including written test and oral interview, and such other testing, including physical agility, and mental and physical health, as may be required by the Director of Public Safety. The Town Council may appoint from the list of those qualified candidates such number of candidates, from time to time, as it deems necessary to provide an adequate number of sergeants to provide police service to the Town. Upon promotion by the Town Council, a candidate shall be a Sergeant. Any person appointed to the rank of Sergeant shall, as a requirement of continued appointment, establish and maintain a residence within the state of Connecticut.

(f) Lieutenants: Appointment or promotion to fill a funded, vacant position of Lieutenant shall be made by an examination, including written test and/or oral interview, and such other testing, including physical agility, and mental and physical health, as may be required from time to time by the Director of Public Safety. An examination shall be open to sergeants or others deemed qualified by the Director of Public Safety within or without the Police Department. Consideration shall be given to police experience and training in Plainville and elsewhere. The names and scores of the top three candidates who qualify shall be submitted to the Town Council for its review and, from among those presented, it may appoint such candidates to fill the number of funded, vacant lieutenant positions as the Town Council decides to fill. Upon promotion by the Town Council, a candidate shall be a lieutenant. Any person appointed to the rank of Lieutenant shall, as a requirement of continued appointment, establish and maintain a residence within the state of Connecticut.

(g) Captains: Appointment or promotion to fill a funded, vacant position of Captain shall be made by written examination and/or oral interview and consideration shall be given to police experience and training in Plainville and elsewhere and any other qualifications deemed pertinent by the Town Council. Candidates for captain may be recruited from outside the Town of Plainville and from outside the Plainville Division of Police, and the names and scores of the top three (3) candidates who qualify shall be submitted to the Town Council for its review and from among those presented it may approve and appoint the captain. Any person appointed to the rank of Captain shall, as a requirement of continued appointment, establish and maintain a residence within the state of Connecticut.

(h) Chief of Police: An appointment to Chief of Police shall be made by written examination and/or oral interview and consideration shall be given to police experience and training in Plainville and elsewhere and any other qualifications deemed pertinent by the Town Council. Candidates for Chief may be recruited from outside the Town of Plainville and from outside the Plainville Division of Police and the names and scores of the top three (3) candidates who qualify shall be submitted to the Town Council for its review and from among those presented it may approve and appoint the Chief of Police. Any person appointed to the rank of Chief of Police shall, as a requirement of continued appointment, establish and maintain a residence within the State of Connecticut.

#### **SECTION 4. POLICE MANUAL**

The Police Manual entitled "Police Manual, Department of Police, Town of Plainville, Conn., June 25, 1979, amended February 4, 1980" is hereby continued in full force and effect.

(a) Wherever the General Statutes of the State of Connecticut, the Charter of the Town of Plainville or this Ordinance contradict or conflict with the Police Manual, the General Statutes, the Charter of the Town of Plainville and/or this Ordinance shall take precedence.

(b) The Town Council shall revise the Police Manual from time to time, as deemed necessary.

#### **SECTION 5. SPECIAL DUTIES**

All police personnel shall be subject to such special duties as assigned by the Chief of Police.

## **SECTION 6. CHAIN OF COMMAND**

There shall be established a continuity of command to assure direction and leadership. During the absence or inability of the Chief, the Captain shall be in command. During the absence or inability of the Chief and the Captain, the next senior lieutenant shall be in command. During the absence or inability of the Chief, the Captain and lieutenants, the on-duty shift commander shall assume command.

## **SECTION 7. EMPLOYMENT LISTS**

All lists of qualified candidates shall expire two (2) years from the date of submission of the lists and shall not thereafter be used for appointment or promotion.

## **SECTION 8. EFFECTIVE DATE**

This Ordinance shall take effect after passage and thirty (30) days after publication, and shall affect all appointments and promotions after that date.

## **SECTION 9. REPEAL OF PRIOR ORDINANCE**

The Ordinance regarding appointment, promotion and procedures of the Plainville Police Department adopted by the Town Council September 9, 1968, and amended December 20, 1971, shall be repealed upon the effective date of this ordinance.

Adopted by Town Council March 24, 1980  
Amended Oct. 17, 1983, Oct 3, 1988, Feb. 18, 1992 and June  
16, 2003