



Town of Salem, New Hampshire

33 Geremonty Drive, Salem, NH 03079

tel: 603/890-2070

POLICE PROCESS INFORMATION

The Salem Police Department (SPD) is seeking individuals who are willing to accept a challenging and rewarding career in law enforcement. If you are looking to get involved and make a difference in your community, a career with the Salem Police Department is the place to work. A career with the SPD offers a variety of work experiences and assignments and will provide the candidate with the opportunity to be part of an exceptional law enforcement organization.

APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:

- ▶ **EDUCATION** – High School Diploma or GED.
- ▶ **AGE** – Be a minimum of 21 years of age when the academy begins.
- ▶ **CITIZENSHIP** – United States citizenship is required.
- ▶ **MILITARY SERVICE (Applies to Veterans Only)** – Military veterans of the Armed Forces must present proof of an Honorable Discharge.
- ▶ **MOTOR VEHICLE OPERATORS LICENSE** – Possess a valid motor vehicle operator's license and the ability to qualify for a New Hampshire Division of Motor Vehicle Operators License. The applicant's right to operate a vehicle cannot be under suspension.

SCREENING AND SELECTION PROCESS

After the written exam, candidates will be notified if they are selected to move forward in the process.

APPLICANTS MUST PASS THE FOLLOWING ASSESSMENTS:

- ▶ **PHYSICAL AGILITY TEST** – Designed to determine the applicant's abilities in performing specific physical activities.
- ▶ **WRITTEN EXAMINATION** – Pass a written examination designed to measure the reading comprehension necessary to successfully complete required employment training and certification. **Full-time NH Certified Officers do not have to take the written exam.**
- ▶ **ORAL REVIEW BOARD** – Candidates are interviewed by a panel of department personnel to determine their qualifications based on questions about their desire to become police officers and clarification of responses given on their applications.
- ▶ **POST-JOB OFFER SCREENING PROCESS** – Police applicants who successfully complete the preceding processes, must successfully complete the following steps after receiving a conditional offer of employment:
 1. Drug Screening
 2. Medical Examination
 3. Psychological Examination
- ▶ **POLYGRAPH EXAMINATION** – Verifies the background data recorded in the Personal History section of the employment application. Any deception noted in these areas is an automatic disqualifier which may prevent further processing.
- ▶ **BACKGROUND INVESTIGATION** – Entails obtaining and verifying information in regard to prior employment, drug use, personal references, criminal records, Division of Motor Vehicle records, and credit records:
 - Applicant's background is analyzed to determine the existence of any history of criminal records.
 - Data contained in the Employment Application form is verified.

AUTOMATIC DISQUALIFIERS

Please read carefully. Any one of these disqualifiers will make you ineligible for employment as a Salem Police Officer. If none of these items apply to you, please submit your application.

▶ CRIMINAL CONVICTIONS

1. Any felony conviction.
2. Conviction of any offense involving moral turpitude, including larceny, concealment, bad checks, embezzlement, or perjury.
3. Conviction of a domestic violence offense.

▶ DRUG USAGE

1. Use or illegal possession of any opiates (heroin, morphine, methadone, etc.) or any illegal hallucinogen (e.g., LSD, etc.)
2. Conviction of any substantiated illegal act including the sale, manufacture or distribution of any narcotic controlled substance or dangerous drug, as defined by state or federal law.
3. Frequent use of marijuana or cocaine within two years prior to the application date.
4. Any illegal use of a drug or substance within 12 months of submitting an application or any time thereafter.

▶ DRIVING RECORD

1. More than three convictions for moving violations in past five years.
2. Driver's license suspension within the past 12 months because of moving violations.
3. Conviction of drunk driving or driving under the influence within the past 5 years.
4. Conviction of a misdemeanor hit and run.

▶ MILITARY

1. Dishonorable discharge from the military.
2. Bad conduct discharge from the military.

Note: Other disqualifiers may also apply. Please see an application package for a more complete description.

BENEFITS PACKAGE

As a Salem Police Officer, you will receive these great benefits:

▶ Competitive Annual Salary	▶ 12 Holidays per year
▶ Continuing Education Tuition Assistance	▶ Work Schedule - 4 days on, 2 days off
▶ Enrollment in the New Hampshire Retirement System	▶ Paid Vacation 10 days after 1 year 15 days after 5 years 20 days after 10 years 25 days after 20 years
▶ Complete issue of uniforms and equipment plus \$1000 annual uniform allowance	▶ Sick Leave 12 days per year cumulative to 72
▶ Outstanding Medical Plan	▶ Outstanding Dental Plan

PHYSICAL FITNESS STANDARDS

Applicant must perform at the 35th percentile for their age and sex, according to standards developed by Dr. Kenneth Cooper's Aerobics Institute, in the following areas:

- 1.5 mile timed run; timed sit-ups (60 seconds); push-ups

<i>MALES</i>				<i>FEMALES</i>		
<i>AGE</i>	<i>1.5 MILE RUN</i>	<i>SIT UPS</i>	<i>PUSH UPS</i>	<i>1.5 MILE RUN</i>	<i>SIT UPS</i>	<i>PUSH UPS</i>
18 - 29	12.53	37	27	15.14	31	22(mod)14(FB)
30 - 39	13.24	33	21	15.58	24	17(mod)10(FB)
40 - 49	14.07	28	16	16.46	19	11(mod) 8 (FB)
50 - 59	15.20	22	11	18.37	12	10(mod)

The Salem Police Department is an equal opportunity employer. No applicant will be discriminated against because of race, color, creed, political affiliation, sex, disability, national origin, religion, age or sexual orientation.