

Police Officer

The City of Lebanon, New Hampshire accepts applications for the position(s) of full time **Police Officer** at all times. These applications are kept on file for one year. When a hiring process is scheduled, we notify all applicants who have a current application on file with us, as well as advertising the position. We seek and hire the best candidate(s) for the position.

The City

Lebanon, bounded on the west by the Connecticut River and Vermont, Hanover to the north, Plainfield to the south, and Enfield to the East, is the local economic and social hub. It is 60 miles north of Concord, NH; about 120 miles north of Boston, MA; and, about 186 miles from Montreal. The city covers 37 square miles and embodies the communities of Lebanon and West Lebanon. Lebanon Officers have local access to diverse housing and recreation and can live in the city or rurally, as they choose. The City lies in the valley of the Upper Connecticut River near its juncture with the Mascoma River, an area commonly known as the Upper Valley. The topography of the region is beautiful, midway between the White Mountains of New Hampshire and the Green Mountains of Vermont. Interstate 89 passes through the City and Interstate 91 passes close by. Within the city limits are many high-tech and industrial businesses, the regionally renowned Dartmouth-Hitchcock Medical Center, Alice Peck Day Hospital (another small community hospital), several shopping centers, and numerous restaurants.
(See last page for directions)

Duties

Lebanon Police Officers perform mobile and foot patrol assignments, including emergency responses, criminal investigations, criminal arrests, accident investigations, and answering all calls for service from the public. They enforce federal, state, and local ordinances. Lebanon Officers document their activities accurately and extensively with comprehensive and detailed written reports and use computerized record keeping. The Lebanon Police Department utilizes Mobile Data Terminals (MDT's) in all the patrol vehicles. They perform other duties as assigned by the Chief of Police.

Minimum Requirements

- United States citizenship
- Age 21 at time of appointment
- High School diploma or G.E.D.
- Residence after appointment within 45 minute commute of police headquarters
- Valid driver's license
- Vision corrected to 20/20 or better in both eyes
- Normal hearing
- Physical & mental fitness

Lebanon Police Officers work rotating shifts, providing service 24 hours a day, 7 days a week, 365 days a year, which includes holidays. They are subject to mandatory overtime and emergency call-in. They are required to follow all departmental regulations, including maintaining physical fitness and grooming standards. All New Hampshire certified officers hired after January 1, 2001, are required by law, to maintain physical fitness standards to retain certification.

Application Process

In order to be considered for employment, each applicant is required to complete the following testing stages. An applicant who does not pass one of these stages will not be eligible to participate in testing after that point. The Lebanon Police Department can alter this process at any time; this summary is intended to serve as a guideline and not a guarantee of the testing procedure for any given process.

Written Test: This test is designed to measure each applicant's reading, writing, and mathematical skills. No prior police experience is necessary. We do not give out study guides.

Medical Evaluation: Applicants may bring to the Physical Agility Evaluation a Medical Clearance (attached to this packet) signed by a doctor, stating the applicant is sufficiently fit to take the test without harm. The Department may waive this requirement by having the candidate sign a medical release waiver at the time of the agility testing. A brief questionnaire will be asked of the candidate to confirm his/her ability to take part in the testing. The Lebanon Police Department reserves the right to require a Medical Evaluation.

Physical Agility Evaluation: All applicants must be able to pass the entry requirements of the New Hampshire Police Standards & Training Council, or Lebanon Police Department's entry requirements, whichever is higher. See below for the standards. *Applicants must pass all tests.*

1.5 Mile Run: Each applicant will run on a measured, reasonably level course. Participants should not eat for at least two hours before the test, and should warm up prior to the test. The score is the time it takes to cover the distance.

Push-Ups: Each applicant will do a number of push-ups. Participants must keep their legs and back straight and knees off the ground at all times. Women may use the modified female push-up position. From the "up" position, applicants will lower themselves to within three inches of the ground then push to the "up" position again. The score is the total number of push-ups with the correct form, without stopping.

Sit-Ups: Each applicant will do a number of sit-ups. Participants lie on their backs, knees bent, heels flat on the floor, with a partner holding the feet down. Hands will cup the ears. The fingers may not be laced together behind the head. In the “up” position, candidates must touch their elbows to their knees, and in the “down” position both shoulders must touch the floor. The score is the total number of sit-ups with the correct form in one minute.

Note: Candidates have failed each of these tests. However, the tests which fail more candidates than the others are the 1.5 mile Run and the Sit-Ups. We recommend that as you prepare for the tests, you train so that you give yourself a margin of error in order to account for performance fluctuations on the day of the test.

Oral Board: This test is designed to measure a candidate’s decision-making and interpersonal skills. It also gives the candidate an opportunity to provide information or opinion which may not have been included elsewhere in the process.

Assessment Center: This is a series of tests designed to measure basic aptitudes which are important to police work. The tests are written and practical. They measure a candidate’s ability to observe, remember, and write about events. They also measure a candidate’s ability to interact with co-workers and members of the public. No prior police experience is required.

After the preliminary assessment, applicants will be ranked in order of their apparent suitability as candidates. The candidate(s) recommended at the top of that list will be reviewed for continuation in the process.

Background Investigation: The Department will conduct a detailed investigation of the candidate’s personal history in order to determine suitability for police work. The criterion includes, but is not limited to, integrity, lawfulness of past behavior (including motor vehicle history), previous job performance and testimonials from personal references.

Conditional Offer: Following a successful background investigation, the Lebanon Police Department may make a conditional offer of employment to the candidate.

Medical Examination: A doctor will examine the candidate to ensure that the candidate is physically able to do the job and to identify any medical problems which might shorten a career or contribute to work-related disabilities. This examination includes but is not limited to, a drug test and medical x-rays.

Psychological Evaluation: The candidate will take written psychological tests and then be interviewed by a practicing psychological evaluator.

Polygraph Examination: A qualified polygraph examiner will conduct an examination to measure truthfulness during all prior stages of the evaluation process.

No offer for employment can be final unless the candidate passes all phases of the evaluation process.

The Police Department and New Hampshire Police Standards and Training will train the new recruit whose employment status will be probationary for the first year.

Physical Test Standards

See the description of the Physical Evaluation for test details. The assessment scores are listed below as determined from normative data collected by Dr. Kenneth Cooper of the Cooper Aerobic Institute of Dallas, Texas.

Sit-ups must be performed within 60 seconds, in the proper form. The bench press tests the maximum amount you can lift off the bench prone, one time, expressed as a percentage of your body weight.

More information about the Physical Fitness standards, and the standards themselves, can be found here: <http://www.pstc.nh.gov/faqs.htm#coopers>

To Apply

Contact us: For applications or to ask questions, contact Corporal Andrea Kegelman:

Lebanon Police Department
36 Poverty Lane
Lebanon, NH 03766
603-448-8800
Andrea.Kegelman@lebcity.com

The City of Lebanon is an Equal Opportunity Employer

Directions to Lebanon Police Department

NORTH on INTERSTATE 89:

Take Interstate 89 north to *Exit 19*, in Lebanon. At the bottom of the exit ramp, turn *right* onto Route 4. At the first set of lights, turn *left* onto Poverty Lane. You will go up a hill and across a bridge over the Interstate. Lebanon Police Department is four tenths of a mile up the hill, on the right.

SOUTH on INTERSTATE 89:

Take Interstate 89 south to *Exit 19*, in Lebanon. At the bottom of the exit ramp, turn *left* onto Route 4. At the first set of lights, turn *left* onto Poverty Lane. You will go up a hill

and across a bridge over the Interstate. Lebanon Police Department is four tenths of a mile up the hill, on the right.

Directions to Lebanon High School (testing site)

Take Interstate 89 to Exit 18 in Lebanon. Go north on Route 120. Take next left onto Evans Drive (car dealership on your left). At the end of Evans Drive, turn right onto Hanover Street Extension. You will see the high school on your right. Enter via the main entrance located at the northwest corner of the building.

Directions to Kimball Union Academy (testing site)

From Lebanon High School, take Interstate 89 (north) to exit 20. Turn left onto Route 12A. Follow 12A West Lebanon past the shopping district and up a hill. You will pass a gravel manufacturing company on the left and shortly after, see a sign for Kimball Union Academy (on the right), directing you to take a left on True's Brook Road. Follow this road for about 8 miles where it turns into Main Street in Plainfield/Meriden. The Admissions building is the second building after the church on the left. It is a stone building with white pillars. Please park across the street in Visitor Parking.

Directions to Leverone Field House (testing site)

Take Interstate 89 to Exit 18 (Route 120, Lebanon/Hanover). Turn right off the exit ramp and follow Route 120 North into Hanover (5 miles). Bear right at the fork by the gas station. Turn right at next light which will be the parking lot for Thompson Arena hockey rink, walk across street to Leverone Field House.