

Deerfield Police Department Application for Employment



Business Number: (603) 463-7258
policechief@deerfieldnh.gov

Instructions:

These instructions are provided as a guide to assist you in properly completing your application. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment.

- ☒ Your application should be printed legibly in blue or black ink.
- ☒ Answer all questions to the best of your ability. If a question is not applicable to you, enter N/A in the space provided
- ☒ Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
- ☒ You are responsible for obtaining correct addresses. If you are not sure of an address, check it by personal verification.
- ☒ If there is insufficient space on the form for you to include all information required, attach extra sheets to the application. Be sure to reference the relevant section and question number before continuing your answer.
- ☒ An accurate and complete form will help expedite your background investigation. On the other hand, deliberate omissions or falsification may result in disqualification.

This packet contains information about the Deerfield Police Department and the Town of Deerfield. It also includes the necessary paperwork that needs to be submitted if you are applying for a Police Officer position with the Town of Deerfield. There is also information about the benefits package.

When applying for a Police Officer position, you will need to submit the following:

1. Application for Employment. This needs to be filled out completely and legibly.
(Resumes can be included, but not in lieu of the application)
2. Proof of completion of one of the following (if applicable):
 - a. NH Police Standards and Training Full-Time Academy
 - b. NH Police Standards and Training Part-Time Academy
3. Proof of passing the Physical Agility Tests, if taken within the last 12 months.
(If applicable)

Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, or the presence of a non-work related medical condition or handicap.

The Town of Deerfield is an Equal Opportunity Employer

Job Description – Patrol Officer

Job Summary:

The assignment of patrol officer is a sworn position responsible for the protection of life and property, preservation of peace and order, prevention and suppression of crime, arrest and prosecution of offenders, and regulation of traffic. This position is also responsible for enforcement of all applicable laws and local ordinances, using tactful and courteous treatment of the public as well as conscientious and efficient performance of duties. Job performance involves the frequent exercise of independent initiative, judgment and excellent communication skills.

Duties and Responsibilities:

1. Patrols the community in a vehicle or on foot to prevent or detect criminal behavior, maintain order and observe public safety conditions and circumstances in the Town of Deerfield.
2. Responds to emergency and non-emergency calls for service, involving both criminal and non-criminal matters.
3. Enforces traffic laws by stopping motorists and issuing citations or warnings as appropriate; enforces parking regulations.
4. Investigates crimes, incidents, traffic crashes, alarms and suspicious activity.
5. Locates, preserves, collects and processes physical evidence; takes photographs; dusts for fingerprints; makes sketches and diagrams; maintains chain of custody.
6. Identifies, locates and interviews victims, complainants, witnesses and suspects; conducts custodial interrogations of arrested persons in accordance with constitutional rights.
7. Pursues, apprehends and makes arrests using only the amount of force reasonably necessary under the circumstances; executes warrants, serves legal papers, issues summonses and warnings.
8. Prepares and submits written reports and forms completely and concisely in accordance with departmental policy and procedures.
9. Testifies in court and other hearings.
10. Identifies problems and issues in the community and works with neighborhood groups, organizations and individuals, to address these concerns in order to improve the quality of life in the community.

Knowledge, Skills, Abilities:

1. Must be able to attend and successfully complete the required training to obtain and maintain certification as a sworn law enforcement officer.
2. Knowledge of and ability to apply the principles and practices of police work; knowledge of criminal, traffic and civil law.
3. Ability to analyze situations quickly and objectively and determine the proper course of action; react quickly and calmly in an emergency situation; deal with circumstances firmly and tactfully and with respect to the rights of others.
4. Ability to communicate clearly and concisely in a variety of situations using verbal, auditory, visual and writing skills. Must be able to project vocally to maintain order at disturbances, accidents, crime scenes or over other background noise as needed.

5. Capacity to develop and maintain proficiency to certification standards with departmental weapons and demonstrate proper use of equipment including, but not limited to, vehicles, radios, computers and cameras.
6. Ability to understand and maintain substantive knowledge of and adhere to all departmental policies and procedures, applicable state and federal laws, and town ordinances.
7. Proficiency in operation of a vehicle in emergency and non-emergency situations with due regard to the safety of the public.
8. Should show and maintain a level of physical fitness that will enable the performance of the physical tasks associated with law enforcement (i.e. physical confrontations, run, crawl, carry equipment, climb, perform repetitive motions, etc.).

Physical Requirements:

1. Physical demands include walking and sitting for extended periods of time, ability to defend self and/or others in hostile combative situations, may be required to stoop, kneel, bend, crawl, run, climb stairs and ladders, scale fences, pull and/or push heavy objects and any other physical movement in the performance of public safety duties.
2. May be required to carry, drag, or restrain individuals up to his/her own weight and size or greater.
3. Must be able to work in all types of weather conditions and may be exposed to odor, noise, dust, heat, cold and other elements.

Additional Requirements:

- ü High School diploma or General Equivalency Degree
- ü Any combination of education, training and experience that provides the required knowledge, skills and ability to perform the essential functions of the position
- ü Valid State of New Hampshire Driver's License
- ü Proof of completion of one of the following (if applicable):
 - a. NH Police Standards & Training Full-Time Academy, or
 - b. NH Police Standards & Training Part-Time Academy

Benefits Package:

- ü Competitive starting pay scale of \$58,076.00 - \$74,734.00 annually
- ü NH State Retirement System
- ü Health Insurance
- ü Dental Insurance
- ü Disability Insurance
- ü Annual Vacation Leave
- ü Holiday Pay
- ü Uniform Allowance
- ü Compensatory Time

Date of Application:

mm dd yy

Position(s) Applied for: _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Walk-In ☐ Employment Agency ☐ Other

Name: _____
Last First Middle

Address: _____
Number Street City State Zip

Telephone: (____) _____ - _____ Social Security Number: _____ - _____ - _____

E-mail Address: _____

Driver's License Number: _____ State: _____ Expiration Date: _____

Are you at least 21 years of age? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☐ No If yes, give date: ____/____/____

Have you ever been employed here before ☐ Yes ☐ No If yes, give date: ____/____/____

Are you employed now? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming
employed in this country because of Visa or
immigration status? ☐ Yes ☐ No

Proof of citizenship or immigration status is required upon employment.

Place of birth: _____

What date would you be available to start working? ____/____/____

Are you on a lay-off or subject to recall? ☐ Yes ☐ No

Can you travel if the job requires it? ☐ Yes ☐ No

Are you able to perform the essential functions
of the job: ☐ Yes ☐ No

Are you able to meet the attendance requirements of the job? ☐ Yes ☐ No

	Elementary	High School	College/ University	Graduate/ Professional
School Name				
Years Completed				
Diploma/Degree				
Course of Study				
Specialized Training, Apprenticeship, Skills and Extra Curricular Activities				

Honors Received: _____

Veteran of the U.S. Military ☐ Yes ☐ No

If yes, What Branch and Rank? _____

Indicate what foreign languages you can speak and/or write:

	Fluently	Well	Fair
Speak			
Read			
Write			

Experience:

List any professional, trade, business or civic activities and offices held. Exclude any which indicate race, religion, sex, or national origin. _____

Summarize special skills and qualifications acquired from employment or other experience: _____

Start with your present or most recent job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Employer	Job Title	From	To
Employer Address	Supervisor	Starting Pay	Ending Pay
# Of Hours/Week	Work Performed		
Reason for Leaving			
Employer	Job Title	From	To
Employer Address	Supervisor	Starting Pay	Ending Pay
# Of Hours/Week	Work Performed		
Reason for Leaving			
Employer	Job Title	From	To
Employer Address	Supervisor	Starting Pay	Ending Pay
# Of Hours/Week	Work Performed		
Reason for Leaving			
Employer	Job Title	From	To
Employer Address	Supervisor	Starting Pay	Ending Pay
# Of Hours/Week	Work Performed		
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

References:

List all addresses where you have lived for the past 10 years, beginning with your present address. List date by month and year. Attach an extra page, if necessary.

From	To	Address

List five persons who know you well enough to provide current information about you. Do not list relatives or former employees.

Name	Business Phone	Home Phone	Years Known
Business Address			
Home Address			

Name	Business Phone	Home Phone	Years Known
Business Address			
Home Address			

Name	Business Phone	Home Phone	Years Known
Business Address			
Home Address			

Name	Business Phone	Home Phone	Years Known
Business Address			
Home Address			

Name	Business Phone	Home Phone	Years Known
Business Address			
Home Address			

Special Qualifications and Skills:

Have you taken and passed the Great Bay Community College Police Exam? ☐ Yes ☐ No

Date Taken ____/____/____ Score: _____

Are you a graduate of the NH Police Standards & Training Part-Time Academy? ☐ Yes ☐ No

Date Completed ____/____/____

Are you a graduate of the NH Police Standards & Training Full-Time Academy? ☐ Yes ☐ No

Date Completed ____/____/____

List any special licenses you hold (such as pilot, radio operator, scuba, etc.) showing licensing authority, original date of issue and date of expiration.

List any specialized machinery or equipment you operate.

List any other special skills or qualifications you may possess.

Convictions, Arrests, Detentions:

Have you ever been arrested, convicted and/or detained by police or summonsed into court?

☐ Yes ☐ No

If yes, please explain.

I certify the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the State of New Hampshire and the Town of Deerfield.

Signature of Applicant

Date

For Official Use Only:

Arrange Interview ☐ Yes ☐ No

Remarks: _____

Employed ☐ Yes ☐ No Date of Employment ____/____/____ Job Title _____

Hourly Rate/Salary _____ Department _____

By _____ on _____