



TOWN OF SALEM, NH ANNOUNCES OPEN COMPETITIVE EXAMINATION FOR POLICE OFFICER

The Salem Police Department will be conducting testing to establish an eligibility list for anticipated vacancies. ***The closing date for all applications is February 26, 2010.***

MINIMUM QUALIFICATIONS

- At least 21 years old
- Good physical condition; must pass a thorough medical examination and a job related strength and agility test.
- High School graduate or GED with preference given to those with an Associates Degree or higher; criminal justice or related field of study desirable.

APPLICATION PROCEDURE

Applications are available at the Salem Town Hall, Human Resources Department, (33 Geremonty Dr.) or Salem Police Department, 9 Veteran's Memorial Parkway. Resumes are encouraged (but not required) to be attached to the Town application. A Town application must be submitted by each candidate.

A non-refundable application fee of \$18.00 is required of all applicants. We also require you submit a money order (NO CASH OR CHECKS) made payable to "IPMA". Please include money order with your signed application. Application must be postmarked by ***Friday, February 26, 2010*** and sent or delivered to:

**Town of Salem
Human Resources Department
Police Officer Exam
33 Geremonty Drive
Salem, NH 03079**

PHYSICAL AGILITY AND WRITTEN EXAMINATION

The ***Physical Agility Test*** will be administered at **9:00 a.m. on Sunday, March 21, 2010** at the Salem High School, 38 Geremonty Drive. **You must present your completed Medical Clearance Form to participate in the physical agility test.** It is recommended that you show up at least ½ hour early to the Salem High School Track for the physical agility for check-in purposes. **You MUST pass the physical agility test to be eligible to take the written exam.** The ***Written Examination*** will be administered at **12:00 p.m. on Sunday, March 21, 2010** at the Salem High School, 38 Geremonty Drive. The written test will take approximately 2 hours and 10 minutes. Please bring at least two No.2 pencils with you. ***If you are a full time NH Certified Officer you are not required to take the written exam but you must pass the physical agility test.***

***NO ONE WILL BE ADMITTED WITHOUT POSITIVE PHOTO ID.
(over for additional information)***

OTHER REQUIREMENTS

Successful candidates will serve as a Probationary Police Officer for one year. Upon permanent appointment you must reside in Salem or within 20 road miles of the Salem Police Department. Appropriate consideration will be given to candidates with police experience or certification, foreign language skills, advanced formal education or training, or other applicable skills or abilities.

We will make reasonable efforts in the recruitment process to accommodate persons with disabilities. Please advise the Police Department of the special needs with reasonable advance notice. PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER.

CURRENT SALARY

\$39,217 - \$50,849/yr reached in four steps.
 Advancement to \$56,473/yr based on additional eligibility requirements.

BENEFITS

12 Paid Holidays; 3 Personal Days; 15 Sick Days; minimum 2 weeks vacation; health, prescription, dental, life, and long-term disability insurance; tuition reimbursement; enrollment in NH Retirement System; uniform allowance; considerable overtime available.

OTHER TEST PHASES

- Oral Board Interviews
- Interview with Chief of Police
- Background Investigation, Psychological Testing, Polygraph, and Medical Exam with Drug Screening

TENTATIVE RECRUITMENT SCHEDULING

February 26	Closing date for Applications
March 21	9 a.m. Physical Agility Exam (must pass to be eligible to take Written Examination)
March 21	12:00 p.m. Written Examination (by invitation only)
TBA	Oral Board Interviews (by invitation only)
TBA	Chief's Interview

PHYSICAL AGILITY EXAM - 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; bench press for maximum weight; timed sit-ups (60 seconds); push-ups

<i>MALES</i>					<i>FEMALES</i>				
<i>AGE</i>	<i>1.5 MILE RUN</i>	<i>BENCH PRESS</i>	<i>SIT UPS</i>	<i>PUSH UPS</i>	<i>1.5 MILE RUN</i>	<i>BENCH PRESS</i>	<i>SIT UPS</i>	<i>PUSH UPS</i>	
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Town of Salem, New Hampshire

33 Geremonty Drive, Salem, NH 03079

tel: 603/890-2070 fax: 603/890-2077

RECRUITMENT 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.

Starting Probationary Police Officer's Salary is \$39,217 and increases to top step at \$55,095 over the next 72 months as the officer progresses through training and gains experience.

HOW TO APPLY

Employment applications are available from the Town of Salem NH Human Resources Department or by calling (603) 890-2070 between the hours of 8:30 am until 5:00 pm Monday through Friday, or by visiting our website at <http://www.townofsalem.org>

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.



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SCREENING AND SELECTION PROCESS

Each applicant must meet the entry-level minimum requirements to be considered for employment. Police applicants must submit an Employment Application form, birth certificate photocopy, high school diploma or GED certificate, driver's license and DD214 (long form), if the applicant ever served in the military.

The application process takes approximately 2 to 4 months from the time of application until a conditional offer of employment is received, if the applicant is selected and approved for hire.

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.

APPLICANTS MUST PASS THE FOLLOWING ASSESSMENTS:

- ▶ **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.**
- ▶ **PHYSICAL AGILITY TEST** – Designed to determine the applicant's abilities in performing specific physical activities.
- ▶ **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 regards 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

NATURE OF WORK AND THE STARTING SALARY (EFFECTIVE FOR FISCAL YEAR 2010-2011)

Police Officer – Work involves preventing, detecting, and investigating criminal acts; apprehending and arresting law violators; safeguarding lives and property; and related activities. New police officers will attend and successfully complete the State of New Hampshire Basic Recruit Academy that lasts 14 weeks. Full-time certified police officers may not be required to attend the Recruit Academy or may be required to attend requisite classes only. Currently, Probationary Police Officers are paid \$39,217 per year plus benefits (retirement, medical, and leave) during their probationary period. Upon successful completion of the police academy, police officers continue their training, participating in a 12 week Field Training period with an experienced Field Training Officer.



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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
▶ Excellent Retirement Plan 20 years of service with min. age of 45	▶ 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 \$750 annual uniform allowance	▶ Sick Leave 15 days per year cumulative to 72 All unused days after 72 bought back at 1 for 1
▶ 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:

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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.



TOWN OF SALEM, NH POLICE OFFICER TESTING MEDICAL CLEARANCE INFORMATION

Salem Police Applicant:

The following information is being provided to all applicants for the Probationary Police Officer exam. The Medical Clearance Form **must be completed prior to March 21, 2010, and brought with you to the Physical Agility Testing.**

NO ONE WILL BE ALLOWED TO PARTICIPATE IN THE PHYSICAL AGILITY TEST WITHOUT THE COMPLETED FORM AND A POSITIVE PHOTO ID.

PHYSICAL AGILITY TEST

When: Sunday, March 21 at 9:00AM

**Where: Salem High School Track
Geremonty Drive, Salem NH**

YOU MUST BRING WITH YOU:

- Positive Identification
- Comfortable Clothing
- Sneakers
- Water Bottles

TOWN OF SALEM, NH

POLICE OFFICER TESTING

MEDICAL CLEARANCE - INFORMED CONSENT FORM

The undersigned hereby gives informed consent to engage in a series of procedures relative to completing a written medical/health history, taking a battery of tests, and participating in a variety of physical activities. The purpose of the testing is to determine physical fitness, cardiovascular function, and health status. All exercise testing and physical activity sessions will be supervised and monitored by a trained Law Enforcement Physical Fitness Specialist. The activities included are: walking, running, weight training, callisthenic exercises performed in either the field or gymnasium settings.

There exists the possibility that certain detrimental physiological changes may occur during exercise and exercise testing. These changes could include heat related illnesses, abnormal heart beats, abnormal blood pressure, and in rare instances, heart attack. If abnormal changes were to occur, the staff has been trained to recognize symptoms and will take appropriate action.

I have read this form and understand that there are inherent risks associated with any physical activity and recognize it is my responsibility to provide accurate and complete health/medical history information. It is also my responsibility to obtain a written medical clearance, from a medical doctor, prior to this testing. ***This form must be presented to the Test Coordinator at the testing site on March 21, 2010.***

Applicant's Signature: _____ Date: _____

No one will be allowed to participate in the Physical Fitness Test without a signed/completed form.

PHYSICAL FITNESS STANDARDS

Medical physician should review this section thoroughly:

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:

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OVER →

Do you have any reservations about this individual's ability to participate without restrictions, in a rigorous physical training program or perform duties as a police officer? Yes No If yes, please explain:

This is to certify that the above physical fitness standards have been reviewed and that the candidate has been medically cleared by me on this date. He/She is able to participate, without restrictions, in a rigorous training program.

Doctor's Name: _____
(please print)

Date: _____

Doctor's Signature: _____

Address: _____

Telephone: _____