

# Employment with the North Hampton Police Department



Performs responsible and visible law enforcement duties, including patrol, investigations, traffic control, and a variety of other duties to preserve the peace and protect life and property in the Town, and enforce State Laws and Town Ordinances. Shift work to include days, nights, holidays, and weekends.

## Minimum Qualifications Required

- Must be a United States citizen.
- Must be 21 years of age prior to receiving a conditional offer of employment.
- Must possess a valid driver's license.
- High School Diploma or GED

## Special Requirements

- **Police Officer Certification:** Candidates must be able to obtain police certification within the time frame established by the New Hampshire Police Standards & Training Council. Must maintain police officer certification throughout tenure of service.
  - Candidates hired after January 1, 2001 must successfully complete a physical fitness assessment once every three years after appointment in order to maintain their certification as Police Officers in the State of New Hampshire.
- **Employment:** All candidates will sign an agreement indicating that they will remain employed with the North Hampton Police Department for a minimum of three (3) years upon completion

of all training. If they leave prior to completing 3 years for another law enforcement agency, they agree to reimburse the Town of North Hampton for their training costs.

- **Police Academy:** Must be able to attend the 16-week overnight Police Standards & Training Council with rigorous academic and physical requirements.

### **State Retirement System**

Officers are enrolled into the New Hampshire Retirement System as a condition of employment. Contributions are made by the officer and the Town of North Hampton. Please visit [www.nhrs.org](http://www.nhrs.org) for more details. Retirement benefits are specifically determined by a formula, which considers two variables: a member's salary credit and a member's service credit.

### **Selection Process**

- 1) Submit resume and cover letter.
- 2) Physical Agility Test
  - a. In order to participate in the physical agility test, candidates must have the pre-physical agility test medical form completed. See [pre-physical agility test medical form \(medical waiver form\)](#) on the website that can be printed. Medical forms must be completed within one year of your assigned test date, and must be completed by either a physician, physician's assistant, or nurse practitioner. Please bring it on the assigned test date and present it at check-in. It is suggested that a candidate not wait to hear back from the police department to be invited to a physical agility test date before scheduling an exam and having the form completed due to the time it may take to have an exam scheduled.
- 3) Oral Board
  - a. Candidates that pass the physical agility test may be invited to an Oral Board Interview.
  - b. Top candidates that pass the oral board will be recommended for an interview with the Chief.
- 4) Conditional Offer
  - a. After the first three phases have been completed, a candidate must accept a Conditional Offer of Employment before progressing further in the selection process.
- 5) Background Investigation

- a. The candidate will be given a packet to fill out in depth and a comprehensive background investigation will be conducted. This phase of the selection process includes, but is not limited to, verifying U.S. citizenship, education credentials, financial history, professional/employment history, personal and professional reference checks, criminal and motor vehicle history, and etc.
- 6) Polygraph Examination
  - a. A polygraph examination (lie detector test) administered by a certified examiner will measure the candidate's veracity throughout the selection process.
- 7) Psychological Examination
  - a. A qualified psychologist will administer a series of written exercises and conduct a personal interview(s) of each candidate. A comprehensive report identifies mental health status, personality traits and other psychological factors that serve to measure probable future performance.
- 8) Medical Examination
  - a. A comprehensive medical exam will be conducted by a licensed physician approved by the North Hampton Police Department to determine continued eligibility. The component is required for entrance into the NH Police Academy.
- 9) Select Board Interview

**Salary / Benefits**

- Benefits available after successful completion of a one year probationary period can be reviewed in the current union contract available on this website.
- Health Insurance.
- Dental Insurance.
- Life Insurance.
- Vacation Time.
- Sick Time.
- Holiday Pay (11 paid holidays).
- Tuition reimbursement for courses toward degrees.
- Extra duty pay through details and overtime