

Job Summary

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.
- Associates Degree from an accredited college or university, **or** two years of honorable military service, **or** a full time Certified Police Officer.
- Must possess a valid driver's license.
- For other qualifications and disqualifiers see Police Standards & Training "Chapter Pol 300 – Application and Qualification", http://www.gencourt.state.nh.us/rules/state_agencies/pol.html

Special Requirements

- **Eyesight:** Visual acuity distant-correctable to 20/30; Visual acuity near-correctable to 20/40. Normal color and depth perception necessary. The standards are available at <http://www.pstc.nh.gov/faqs>.
- **Hearing:** The candidate must possess hearing sufficient to enable performance of essential job functions per the New Hampshire Police Standards & Training Council standards. The standards are available at <http://www.pstc.nh.gov/faqs>.
- **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.
- **Residency:** Must be able to relocate/reside within 45 miles of North Hampton Police Department.
- **Tattoo Policy:** Candidates are prohibited from having any form of tattoo or brands on or below the elbow or above the collar line. No tattoos visible on any portion of the face, neck, head not covered by standard uniform.
- **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 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.
 - b. Candidates must pass each of the four events: bench press, run, sit-ups, and push-ups. The test has been designed to measure the ability to perform physically demanding tasks encountered in job performance. Candidates must pass all phases of the assessment at 35% or greater for their age group. The successful candidate if hired would be required to pass all phases of the assessment at 50% to graduate from the 16-week police academy. Those standards are available at <http://www.pstc.nh.gov/faqs>.
 - c. Candidates that pass the physical agility will be given a hand-written project consisting of ten questions that will need to be completed and turned in at the Oral Board interview. These questions will prepare the candidate for an interview with the Chief upon successful passing of the oral board.
- 3) Oral Board
 - a. Candidates that passed the physical agility test will advance to a comprehensive oral board interview.
- 4) Chief Interview
 - a. Top candidates that pass the oral board will be recommended for an interview with the Chief and a sergeant.
- 5) 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.
- 6) 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.
- 7) Polygraph Examination
 - a. A polygraph examination (lie detector test) administered by a certified examiner will measure the candidate's veracity throughout the selection process.
- 8) 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.
 - b. This phase requires two meetings with the psychologist: the first meeting to conduct the written exam, and the second meeting for the personal interview to go over the test results.
- 9) 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.
- 10) Select Board Interview

Salary / Benefits

- The starting salary for a probationary police officer position, non-certified, is \$41,529.80. New officers will be placed on Step 1 at the completion of their one year probationary period which is \$50,000.00. A NH certified officer with at least one year of service starting salary is \$50,000. The police department uses a Step system, maxing out at \$62,169.
 - After one year probation, the officer also receives an additional 1% above their salary if they have a bachelor's degree or higher.
 - Health Insurance.
 - Dental Insurance.
 - Life Insurance.
 - Vacation Time.
 - Sick Time.
 - Holiday Pay (10 paid holidays).
 - Tuition reimbursement for courses toward degrees.
 - Extra duty pay through details.
- New officers will be placed on Step 1 at the completion of their one year probationary period which is \$50,000.00. Officers who are hired with NH certification may be placed on the schedule based on their years of comparable service, as determined by the Chief of Police, provided that no new officer is placed on a step higher than a current officer with comparable experience.