

Memorandum

To: Applicant for Police Officer – Part Time
From: John B. Skroski , Chief of Police
Subject: Application for Employment

Enclosed is your application packet for the position of Police Officer with the Phippsburg Police Department. It is your responsibility to ensure that this application and all enclosures are properly completed and submitted by 5:00 p.m Friday, March 16th, 2012.

We are looking for a community oriented individual who is a good communicator. We put a heavy emphasis on being proactive and working with the citizens and visitors of our community. This part time position is unique and can be demanding or your summer months. We are looking for someone who is willing to commit and work for us for at least a couple of years. We are not interested in a candidate who cannot fulfill the obligation of working 500 hours per year and the summer schedule. We cannot employ someone who will go over the 1040 hour threshold for part time Police Officers set by the Maine Criminal Justice Academy. We want an individual who will be dedicated to working for our agency.

The Phippsburg Police Department employs the latest technology offered to Police Departments. We carry X26 Taser E.C.D's, Glock 22 C 40 Calibre Service Weapons, and Disabling Pepper Spray. Our two cruisers are equipped with Pannasonic Tough Book Lap Top Computers with D.M.V and C.A.D Spillman access. The Town is receiving delivery its new 2013 Police Ford Interceptor in the next couple of weeks. We offer yearly training to help keep up your skills as a Police Officer.

If you have any questions about the hiring process, please contact me during regular business hours Mon-Friday 9-5 p.m. at (207)841-9548.

Public Safety

Career Opportunity

The Phippsburg Police Department is a small community service oriented public safety agency committed to problem-solving, and is looking for a part-time Officer with the same philosophy. The position requires that the right individual will work approximately **500 hours per year** including training time. The majority of those hours are worked from Memorial Day – Through Labor Day. It is expected that the right candidate will work between **16-20 hours per week** throughout the summer. This is including week day/evening and weekend day/evening shifts, when we are the busiest with the thousands of summer tourists visiting our many destinations. The right candidate must be 21 years old, possess a valid Maine driver's license, possess a High School Diploma or GED, have no criminal history, pass an extensive background and psychological exam, and possess a hundred hour certificate or be eligible to complete phase two of the Maine Criminal Justice Academy's new Pre Service Course starting April, 23rd. The right candidate must be a good communicator and a people person with a positive helpful attitude. The Town of Phippsburg will provide all uniforms, equipment and pay for the training of the successful candidate. Applications can be downloaded on line at www.phippsburg.com or be picked up in person at the Phippsburg Town Hall Mon-Friday during business hours. A detailed cover letter, completed application including the M.C.J.A Alert test score and Physical Assessment test scores must be received by the Town of Phippsburg no later than March, 16th 2012 at 5:00 p.m. Any questions should be directed to Chief John B. Skroski at (207)841-9548 during normal business hours. The Town of Phippsburg is an Equal Opportunity Employer.

Qualifications: High School graduate, at least 21 years of age, valid Maine drivers license and a great driving record. Candidates must have the ability to pass an in-depth background check, psychological/polygraph exams and a physical agility test. All Department employees are required to live within 30 minutes driving time within three months of hire. Applicants must be able pass the Maine Criminal Justice Academy (MCJA) ALERT test and Physical Assessment Test. Appointments may be made to take the ALERT or Physical Assessment by calling the MCJA at (207)877-8000.

Benefits: The training hourly rate for Part Time Police Officer is \$13.00 for new hires. Upon completion of all Academy Training and Field Training the rate of pay is \$14.68. If the annual Town Meeting approves the proposed Fiscal 2013 Town Budget the hourly wage will go up 2% to \$14.97 an hour. The Town of Phippsburg reimburses employees at .51 cent per mile for use of your personal vehicle related to training at the Academy. The Town does not offer health or retirement benefits to Part Time Employees. All approved and related training is compensated at normal hourly wages.

Town of Phippsburg

Police Department

1042 Main Road

Phippsburg, me 04562



Chief John B. Skroski, Chief of Police

Application for Employment

(An Equal Opportunity Employer)

**Town of Phippsburg
Police Department
Application for Employment**
An equal opportunity employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Instructions to Applicant: Use typewriter or print in black ink. Answer each question clearly and completely. All statements made are subject to investigation and verification. If more space is required, use separate sheet(s) of paper.

Date of Application: _____

Position(s) Applied For: _____

Full Name: - _____
 Last First Middle

Address: _____

City: _____ State: _____ Zip Code: _____

SSN# _____ / _____ / _____

Telephone Number: Day: _____ Evening: _____

Drivers License State: _____ Number: _____ Class: _____

Alert Test Score: _____

I hereby certify that this application contains *no willful misrepresentation of falsification and that the information given by me is true and complete to the best of my knowledge and belief.* I understand that my answers may be verified and investigated and that I may be declared ineligible for appointment or dismissed from the service if there are any misstatements. I have read the public announcement for this examination and the instructions to candidates and agree to the conditions established therein.

Date: _____

Signature: _____

Have you ever been employed by the **Town of Phippsburg** Yes No

If yes, give the department and dates: _____ From: _____ To: _____

Are you prevented from lawfully becoming employed
in this country because of VISA or
Immigration status? Yes No
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time: Part Time: Shift work: Temporary:

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If yes, explain: _____

Do you know of any reason that might disqualify you for appointment to the Police Department or prevent your full discharge of the duties of a position within this department.

Yes No

If yes, explain: _____

Education

<u>Name and Address</u>	Course of Study	Years Completed	Diploma
High School: _____ _____			
Undergraduate College: _____ _____			
Graduate School: _____ _____			
Other (Specify) _____ _____			

Indicate any foreign language you can speak, read and or write. *Check appropriate line.*

Language: _____	Speak:	Fluent ___	Good ___	Fair ___	Poor ___
	Read:	Fluent ___	Good ___	Fair ___	Poor ___
	Write:	Fluent ___	Good ___	Fair ___	Poor ___
Language: _____	Speak:	Fluent ___	Good ___	Fair ___	Poor ___
	Read:	Fluent ___	Good ___	Fair ___	Poor ___
	Write:	Fluent ___	Good ___	Fair ___	Poor ___

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Military Service Record

Were you in the Armed Forces? Yes ____ No ____

If yes, what branch? _____

Dates of Enlistments: _____ to _____

Describe any job related training received in the United States Military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, age, disabilities or other protected status.

1. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate: Starting: _____ Final: _____

Work Performed:

2. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate: Starting: _____ Final: _____

Work Performed:

3. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate: Starting: _____ Final: _____

Work Performed:

4. Employer: _____ Address: _____

City: _____ State: _____ Telephone#: _____

Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Dates Employed: From: _____ To: _____

Hourly Rate/ Salary: Starting: _____ Final: _____

Work Performed:

List professional, trade, business, or civic activities and offices held.

Additional Information

Please list any specialized equipment you have been trained on.

1. _____
2. _____
3. _____
4. _____

State any additional information you feel may be helpful to us in considering your application.

Note to applicants:

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes _____ No _____

References

1. Name: _____
Address: _____
City: _____ State: _____
Telephone#: _____

2. Name: _____
Address: _____
City: _____ State: _____
Telephone#: _____

3. Name: _____
Address: _____
City: _____ State: _____
Telephone#: _____

Phippsburg Police Department

Accident Waiver

WHEREAS, _____, the undersigned has applied for employment as a Police Officer and has agreed to be tested for said position through the Town of Phippsburg Hiring Process, and;

WHEREAS, the above mentioned agency requires all applicants to take a physical agility test, and in consideration of the acceptance of my application for employment by the above agency and the administering of various test and procedures to process said application by the Phippsburg Police Department, I do myself, my heirs, executors and administrators, certify to the Phippsburg Police Department that I am in good health and know of no physical or medical reason why I should not take said physical test and I do release and discharge the Town of Phippsburg it's officers, employees, servants and agents, of and from all claims, demands, actions and suits at law or in equity for and on account of any and all injuries, disabilities, physical and mental diseases, damages, losses and expenses that may be sustained by me now or hereafter as a result of my taking said agility test.

IN WITNESS WHEREOF, signed this _____ day of _____, 2011.

APPLICANT _____

WITNESS _____

Phippsburg Police Department
Background Check Authorization

I do understand that before concluding the assessment of my qualifications for the position of Police Officer with the Phippsburg Department a background investigation will become necessary. I therefore authorize the Town of Phippsburg or its agents to conduct such an investigation for this use involving such things but not limited to, driving history checks, criminal record checks, contacting agencies where I have been employed pertaining to performance, contacting personal references, and verifying educational attainment.

I hereby authorize all my present and previous employers or their successors and/or references to release and furnish information concerning my personal character, habits, or employment performances. I also authorize schools that I have attended to release and provide such records and information as may pertain to my attendance and performance.

Applicants Signature -Date

Town of Phippsburg

Applicant Physical Fitness Testing Procedures 40th Percentile Physical Fitness

Test #1 **Maximum Push-Ups Test**

The applicant assumes the standard position for a push-up, which is the body rigid and back straight. Toes are tucked under and the hands are approximately should-width apart. The monitor places a 3-inch measuring device directly between and in line with the candidate's hands on the floor (should be under the sternum) under the subject performing the push-up. The applicant must keep the back and remainder of the body straight at all times. From this full extension, known as the up position, the applicant will lower the body towards the floor until the sternum touches the device. The applicant then pushes to the fully extended "up" position. This completes one repetition.

The applicant may rest in the up-position only. Females will not perform modified push-ups.

Scoring: The total number of correct push-ups.

Test #2 **One-Minute Maximum Number Sit-Ups**

The applicant starts by lying on their backs, knees are bent, heels are flat on the floor, and fingers are interlaced behind the head. A partner or monitor holds the feet down firmly. Heels should be close (12-18 inches) to the buttocks. Sit-ups are started in the up-position. Applicants' sit-ups are observed and counted out loud by the monitor as each sit-up is completed. The applicant performs as many correct sit-ups as possible in one minute. In the up position, the applicant should touch their elbows to the top of their knees or extend the elbows beyond the lower legs so that the upper body is completely upright. The applicant then returns to the down position or until the shoulder blades touch the floor. Any resting should be done in the up position.

Scoring: The number of properly executed sit-ups.

Test #3 **1.5 Mile Run**

The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, relatively level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. If using a track, the assigned monitor will inform the applicant at the end of each lap the cumulative running time.

Scoring: The time it takes to finish the 1.5 miles.

Applicant Physical Fitness Standards

An applicant must score at the level provided in the following tables for each individual screening measure conducted. These norms only indicate the minimum required of an applicant to successfully complete this test. These standards are based upon the 40th percentile as established by the Institute for Aerobics Research in Dallas, Texas. Those applicants who do not meet the minimum standard will be dismissed from the process.

FITNESS TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
One-Minute Sit-up	38	35	29	24	32	25	20	14
Push-Up Test	29	24	18	13	15	11	9	3
Sit & Reach Test	16 1/2	15 1/2	14 1/4	13 1/4	19 1/4	18 1/4	17 1/4	16 3/4
1.5 Mile Run	12:38	12:58	13:50	15:06	14:50	15:43	16:31	18:18