

Dover Police Department
P.O. Box 124, 246 Route 100
West Dover, VT 05356
Business Phone (802)464-8722 Fax (802)464-8915

JOB DESCRIPTION

LOCATION AND THE PEOPLE

The Town of Dover is located in southern Vermont, halfway between the Towns of Bennington and Brattleboro, and just north of the Town of Wilmington. Dover is a resort community, which is sometimes better known for the Mount Snow Ski Area, which lies within its borders. The permanent population of the Town is approximately 1,000, however visitors to this recreational area often push the population up to 20,000, especially during the winter months.

SERVICES

The Dover area has a variety of services available. These services include a modern elementary school, day car facilities, an award winning library, excellent police, fire and rescue services, 24-hour store, restaurants, health clubs and virtually every basic service you would expect to find in a more urban or suburban setting without giving up the Vermont life-style.

HISTORY

The Dover Police Department was formed in 1971 and began with one man and a patrol vehicle. In 1977, the department expanded to three full-time officers. In 1981 the Town saw the beginning of what was to be one of the fastest growth rates in the State of Vermont. Since that time, the department has been expanded to five full-time officers.

Today, the department is progressive in thinking and well equipped with basic modern and up-to-date equipment. The nature of the area provides an ambitious officer with a variety of law enforcement challenges from the basic motor vehicle enforcement to drug enforcement. We also place an emphasis on providing our officers with continuing training even after the basic academy.

MINIMUM REQUIREMENTS

In order to qualify for the position, the applicant must meet the following minimum requirements:

1. Must be at least 20 years of age at the time of hire.
2. Must have a high school diploma or GED.
3. Must be a United States Citizen.
4. Must be in good physical condition.
5. Must reside in the Town of Dover or within a five-mile radius, or be willing to relocate to the area.

HIRING PROCESS

After the receipt of your application and signed release, you will be notified either by telephone or US Mail of the time and place to appear for the next step in the screening process.

The next step will require you to do all or some of the following:

1. Take and pass the Vermont Police Academy Physical Assessment.
2. Take the Vermont Police Academy Entrance Examination and pass with a grade of 70% or higher.
3. Examination before an Oral Board.
4. Interview with the Chief of Police.

You will be notified of scheduled dates for each of the four steps above. You will be required to confirm your appointments prior to the dates scheduled. There is a fee of \$30.00 for the Vermont Police Academy Entrance Exam that will be payable by the applicant at the time of testing.

The second step for those who qualify will be:

1. MMPI Psychological Examination.
2. Polygraph Examination.
3. Physical Examination performed by a physician approved by the Dover Police Department.
4. A complete background and financial investigation on the final applicants.

JOB TITLE: ENTRY-LEVEL LAW ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: Under regular supervision, performs basic police services in accordance with the mission, goals and objectives of the employing law enforcement agency in compliance with governing Federal, State and local laws.

ESSENTIAL FUNCTIONS AND TASKS:

Essential Function - Arrest and Detain Persons

- A. Subdue person resisting arrest.
- B. Check for wants/warrants on persons.
- C. Stop and frisk (non-arrest patdown).
- D. Take into custody person detained by citizen or merchant.
- E. Arrest without a warrant as a result of domestic dispute
- F. Advise persons of constitutional rights.
- G. Apprehend juvenile offenders.
- H. Arrest fugitive from another state.
- I. Arrest persons with a warrant.
- J. Arrest persons without a warrant.
- K. Book prisoners in station.
- L. Conduct frisk and patdown.
- M. Handcuff suspects or prisoners.

Essential Function - Protect Crime Scene and Collect Evidence and Information.

- A. Search and collect physical evidence at scene.
- B. Summarize in writing the statements of witnesses/complainants.
- C. Interrogate suspects.
- D. Interview victims.
- E. Interview and take statements of witnesses.
- F. Locate witness of a crime.
- G. Search crime scene for physical evidence.
- H. Collect physical evidence from a crime.
- I. Document chain of custody of evidence.
- J. Protect crime scene from destruction of evidence.

Essential Function – Enforce DWI/Traffic Laws

- A. Administer roadside sobriety tests
- B. Cite major motor vehicle offenses (DLS/DWI/C&N/LSA/OOC)

- C. Engage in high speed pursuit
- D. Evaluate driver's capability to operate vehicle.
- E. Make vehicle stop to effect felony arrest.
- F. Process suspected intoxicated operators.
- G. Stop vehicles to investigate, cite and arrest.
- H. Request emergency assistance for traffic accident.

Essential Function – Operate Patrol Vehicle

- A. Operate vehicle in heavy snowfall.
- B. Operate vehicle on icy roadway.
- C. Engage in high speed driving in congested area.
- D. Engage in high speed driving in rural area.

Essential Function – Conduct Search And Seizure

- A. Search moveable automobile under independent probable cause.
- B. Search premises or property incident to arrest.
- C. Search premises or property in hot pursuit situation.
- D. Search premises or property with consent.
- E. Seize weapon from suspect.

Essential Function – Use Physical Force To Control Persons

- A. Break up fights between two or more persons.
 - B. Physically restrain crowd.
 - C. Use holds or devices to control or take suspect down.
 - D. Tackle a fleeing suspect.
 - E. Subdue a physically attacking person.
 - F. Use weaponless defense tactics.
 - G. Use body pressure points to control person.
 - H. Disarm violent armed suspect.
 - I. Pull person out of vehicle who is resisting arrest.
 - J. Search for a person in a darkened building or environment.
 - K. Strike person with side-handled baton.
 - L. Strike person with straight baton.
 - M. Use hammerlock to hold person.
 - N. Use submission holds to control person.
 - O. Observe arrested person after violent resistance to assess medical condition.
 - P. Use chemical spray to control person.
 - Q. Confront an agitated person.
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- R. Use baton to subdue attacking or resisting person.

- S. Subdue attacking or resisting person with locks, grips, etc.
- T. Subdue attacking person.
- U. Subdue person resisting arrest.
- V. Physically restrain individuals.

Essential Function – Engage in Physical Activities

- A. Carry by yourself an immobile child.
- B. Carry by yourself an immobile adult.
- C. Drag by yourself an immobile child.
- D. Drag by yourself an immobile adult.
- E. Pull person out of a vehicle to effect rescue.
- F. Observe person's body language to assess attitude, intentions, etc.

Essential Function – Use Deadly Weapons

- A. Clean and inspect weapon.
- B. Discharge firearm at night.
- C. Discharge firearm at person.
- D. Draw weapon to protect self or third party.
- E. Participate in firearms training.
- F. Secure firearm when off duty (e.g. home).
- G. Fire weapon in dark environment while using flashlight.
- H. Fire weapon in night combat (not including training).
- I. Fire weapon in day combat (not including training).
- J. Fire weapon in dark environment holding a flashlight.

Essential Function – Provide Emergency Assistance

- A. Evacuate persons from dangerous areas.
- B. Place incapacitated persons in protective custody.
- C. Search buildings.
- D. Search for bombs.
- E. Administer CPR.
- F. Apply first aid for choking.
- G. Assist person with heart attack.

Essential Function – Conduct Initial Investigations of Various Crimes and Events

- A. Inform dispatcher of your status via radio/telephone.
- B. Receive and evaluate telephone requests for police service.
- C. Request backup.
- D. Respond to activated alarm.
- E. Conduct initial investigation of aggravated assault.
- F. Conduct initial investigation of simple assault.
- G. Investigate burglary.

- H. Investigate grand larceny.
- I. Investigate larceny (misdemeanor).
- J. Conduct investigation of auto theft.
- K. Investigate armed robbery.
- L. Investigate unarmed robbery.
- M. Advise battered spouse of refrain from abuse order.
- N. Mediate in domestic disputes.
- O. Place children in protective custody (e.g. child abuse).
- P. Write and record reports and other documents:
 - 1. Transcribe field notes for reports.
 - 2. Write narrative reports.
- Q. Present Testimony:
 - 1. Testify in criminal proceedings.

Equipment Used to Perform or in Performance of Essential Tasks

- | | |
|--------------------------|---------------------------|
| Ammunition/Magazine | Photographic Equipment |
| Automobile | Police Car Radio |
| Blood-borne Pathogen Kit | Portable Radio |
| Body Armor | Revolver |
| Capstun/OC Spray | Road Flares |
| Evidence Processing Kit | Rubber Gloves |
| Fire Extinguisher/Agent | Semi-Automatic Pistol |
| First Aid Kit | Shotgun |
| Flashlight | Speed Loader |
| Flexicuffs | Spotlight |
| Handcuffs | Weapon Cleaning Equipment |
| Lights and Sirens | |

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date: _____

Name: _____
(Last) (First) (Middle)

Present Address: _____
(Street or PO Box) (Apartment No.)

(City) (State) (Zip Code)

Legal Address (if different from above): _____
(Street or PO Box)

(City) (State) (Zip Code)

Previous Address: _____
(Street or PO Box)

(City) (State) (Zip Code)

Current Telephone: _____ Number of years at previous address: _____

Are you at least 21 years of age?: _____ Social Security Number: _____

Height: _____ Weight: _____ Are you a United States Citizen? _____

Position applied for:

1. _____ Rate of pay expected \$ _____ per _____

2. _____ Rate of pay expected \$ _____ per _____

Did someone suggest that you apply for a position here? _____, If yes, who?: _____

How did you learn of this opening? _____

Would you work: full time? _____ part time? _____

Specify days and hours if part time: _____

Did we previously employ you? _____ If yes, when? _____

Do any friends or relatives work for us? _____

Do you have a valid drivers' license? _____ State and Lic. No.: _____

If your application is considered favorably, on what date will you be available to start work? _____

Is there any other experiences, skills, or qualifications, which you feel, would especially qualify you for work with the town?

Person to be notified in case of an accident or emergency:

Name: _____ Address: _____

Telephone (please list day and night): _____

Relationship: _____

RECORD OF EDUCATION

Type of School	Name & Address Of School	Completed/ Graduated?	Major Course(s) Of Study
Elementary			
High School			
College			
Post Graduate			
Business/ Trade			
Other			

MILITARY SERVICE RECORD

Have you ever served in the armed services? _____

If yes, what branch? _____

Time of duty: From: _____ To: _____

Rank at discharge: _____

Was your discharge honorable? _____

Any arrests/convictions under the UCMJ? _____

Any disciplinary action under the UCMJ? If so, when: _____

Duties in the service, including special training and duty station: _____

Have you taken any training under the G.I. Bill of Rights: _____ If yes, what training did you take? _____

LAW ENFORCEMENT HISTORY

Are you currently certified by the VCJTC as a part-time officer? _____
Full-time officer? _____ Date of Certification & Level: _____
Have you ever taken the Vermont Police Academy Entrance Exam? _____
If so, dates taken: _____
Have you ever taken the MMPI Psychological Exam? _____
If so, dates taken: _____
Have you ever taken the Vermont Police Academy Physical Agility Test? _____
If so, dates taken: _____

PERSONAL REFERENCES (Do not use employers or relatives)

Name & Occupation	Address	Telephone

PRIOR WORK HISTORY (List in order with last or present employer first)

Dates of employment (from/to): _____
Name of Employer/Business: _____
Address of Employer/Business: _____
Rate of Pay (start/final): _____
Supervisor's Name & Title: _____
Reason for Leaving: _____
Described in detail the work you performed and responsibilities: _____

Dates of employment (from/to): _____
Name of Employer/Business: _____
Address of Employer/Business: _____
Rate of Pay (start/final): _____
Supervisor's Name & Title: _____
Reason for Leaving: _____
Described in detail the work you performed and responsibilities: _____

Dates of employment (from/to): _____
Name of Employer/Business: _____
Address of Employer/Business: _____
Rate of Pay (start/final): _____
Supervisor's Name & Title: _____
Reason for Leaving: _____
Described in detail the work you performed and responsibilities: _____

Dates of employment (from/to): _____
Name of Employer/Business: _____
Address of Employer/Business: _____
Rate of Pay (start/final): _____
Supervisor's Name & Title: _____
Reason for Leaving: _____
Described in detail the work you performed and responsibilities: _____

May we contact the employers listed above? _____ If not, indicate which one(s)
you do not wish us to contact and why: _____

PERSONAL HISTORY

1. Have you ever used another name? _____ If yes, please list name(s) used below
and why. _____

2. Have the police or employers ever questioned you regarding a crime? _____
If yes, please explain. _____

3. Have you ever committed a crime for which you were not caught? _____
If yes, please explain. _____

4. Are you presently using illegal drugs? _____
If yes, please explain. _____

5. Have you ever possessed or sold any amount of illegal drugs? _____

If yes, please explain. _____

6. Are there any outstanding civil judgments against you? _____
If yes, please explain. _____

7. Do you have any relatives that have criminal convictions? _____
If yes, please explain. _____

8. Have you ever been convicted of a FELONY? (A crime for which the punishment is more than two years in jail, whether or not any time was served.) _____
If yes, please explain. _____

9. Have you ever been convicted of a MISDEMEANOR? _____
If yes, please explain. _____

10. Has your license ever been suspended or revoked in any state? _____
If yes, please explain. _____

11. List any motor vehicle violations (include approximate date, fine and state):

12. List all of the states you have lived in: _____

13. List **any** organizations you have belonged to or are still a member of (e.g. Boy Scouts, Fire Departments, etc.) _____

14. When was the last time you were in a fight (please explain)? _____

15. Do you have a grudge against anyone? _____
If yes, please explain. _____

16. Do you know of anyone who has a grudge against you? _____
If yes, please explain. _____

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17. Have you ever passed a bad check? _____
If yes, please explain. _____
18. Are you able and willing to work rotating shifts? _____
19. Are you able and willing to wear a uniform? _____
20. Are you able and willing to use deadly force to protect your life or others? _____
21. Are you able and willing to render aid to a trauma victim? _____
22. Are you able and willing to identify deceased persons and witness autopsies? _____
23. Are you able and willing to perform the essential functions and tasks of an officer as listed in the job description? _____
24. Do you now or have you ever belonged to any subversive organizations that advocate the overthrow of the United States Government? _____
If yes, please explain. _____
25. Have you ever been involved in a motor vehicle accident? _____
If yes, please explain. _____
26. Have you ever declared bankruptcy? _____
If yes, please explain. _____
27. How often do you consume alcoholic beverages? _____
28. Have you made applications with any other police agencies? _____
If yes, please explain. _____
29. Do you know any law enforcement, correction or other criminal justice organization officers? _____ If yes, who and in what department? _____
30. Have you ever been denied employment by a criminal justice agency? _____
If yes, who and when? _____
31. With proper training and supervision, do you believe that you can perform ALL of the essential job functions and tasks of a law enforcement officer, unassisted and

without delay?

32. Are you an honest person? _____

33. Are you reliable? _____

34. Are you able to manage your personal finances? _____

35. Are you good at communicating with all kinds of people? _____

36. Are you able to control your anger when insulted or threatened? _____

37. Are you able to function normally when placed under temporary or prolonged stress?

I hereby certify that the facts set forth in the above application are true. I understand that if employed:

1. False statements on this application shall be considered sufficient cause for dismissal.
2. I am subject to the rules and regulations of the department.
3. I am employed on a probationary basis for a period of one year from the date of hire, and I could be dismissed at any time during that period without cause or hearing.

(Date)

Signature of Applicant

CERTIFICATION OF TESTING

I certify that I have taken the Vermont Police Academy Entrance Examination and the MMPI Psychological Profile within the past twelve-(12) months.

Date of Examination: _____

Department Tested For: _____

Signature of Applicant: _____

Applicant's Name (please print): _____