

**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 21 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)

Email Address: \_\_\_\_\_

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: \_\_\_\_\_

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### **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?

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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): \_\_\_\_\_