EMPLOYMENT OPPORTUNITY

Kennebunkport, Maine 04046

POLICE OFFICER

The Kennebunkport Police Department is accepting applications for the anticipated opening in March 2016 for the position of Police Officer.

All applicants must be a high school graduate or hold a GED and be at least 21 years of age, have or are able to obtain a Maine drivers license, and have completed Phase 1 and Phase II or meet the equivalent of the pre-service program at the time of conditional offer of hire. The applicant must be of good moral character and be able to pass a thorough background investigation, physical examination, physical agility test, polygraph and psychological exam. Preference will be given to applicants already holding a Maine full-time police officer certification or other comparable police certification. A college degree/or equivalent combination of training and experience may be considered.

The men and women of the Kennebunkport Police Department are very service oriented and community based. The Town of Kennebunkport offers a very competitive pay and benefits package, including a 20 year/no age retirement, health insurance, and disability insurance. All benefits work toward a healthy environment stimulating personal growth. Sworn law enforcement officers with previous years of experience may also be considered in the starting hourly wage.

Applications will remain on file for six (6) months from the closing date stated below. Applications will be reviewed upon receipt.

Applications and instruction packets must be obtained from the
Kennebunkport Police Department, the Town of Kennebunkport web site, or requested via email at ckloth@kennebunkportme.gov and returned to:

Kennebunkport Police Department
101 Main Street
Kennebunkport, ME 04046
ATTN: APPLICATION

Closing deadline: 5:00 pm on March 7, 2016

The Town of Kennebunkport is an equal opportunity employer.

KENNEBUNKPORT POLICE DEPARTMENT
Kennebunkport, Maine 04046

POLICE OFFICER

Dear Applicant:

The following information is provided with your application for Police Officer with the Town of Kennebunkport. I encourage you to read **ALL** of the application carefully. Items omitted or incorrect may cause your application to be removed from the process.

The hiring process will consist of the following steps:

- ALERT Test- must be completed through the Maine Criminal Justice Academy. Applicant **MUST** complete this test before submitting their application. Proof of a passing grade must be received prior to the background investigation. Please contact the Maine Criminal Justice Academy at (207) 877-8000 or go to Maine.Gov and visit their web site to find and register for the ALERT Test.
- Phase 1 and Phase II completed or meet the equivalent of the pre-service program at the time of conditional offer of hire
- Physical agility test
- Oral board
- Background investigation
- Chief's interview

You must complete each step to move forward in the process. Candidates who are presented with a conditional offer of employment must successfully pass a polygraph exam, psychological testing, and a physical exam. Successful applicant(s) may then be offered a final job offer. New officers must serve a probationary period of one year upon completion of the Basic Police Academy, or first year of employment, whichever is longer.

Questions should be directed to Deputy Chief Moses at (207) 967-2454.

Sincerely,

Chief Craig A. Sanford

Kennebunkport Police Department

101 Main Street
Kennebunkport, ME 04046-2720
(207)967-2454

Application for Employment

Instructions

Disabled Persons: Reasonable accommodation will be provided throughout the employment process for those who request it. No adverse consequences will result from a request for accommodation.

Please read all instructions carefully and complete all questions to the best of your knowledge and ability. You may be required to substantiate any information provided. Falsification of information may result in rejection of your application and, if employed, may result in disciplinary action up to and including termination.

Submit the original application only. Please clearly PRINT the application in BLACK ink. DO NOT TYPE OR USE PENCIL. Answer all questions: if a question does not apply, write "Not Applicable" or "N/A". You may include a resume or other job related documentation as a supplement to this application. However, you should provide information requested on this application. If additional space is needed, please use a blank sheet of paper.

Employment, driver license and other background verifications will be conducted as necessary for this position. You should notify us of any changes to your name, mailing address or telephone number.

Please remember to sign and date your application.

Position Desired	Date of Application

Personal Data

Last Name	First	Middle

Have you ever been known or employed under any other name? [ ] YES [ ] NO

If yes, under what name(s)?

Home Address (Street Address) City State Zip

Mailing Address (If other than street address) City State Zip

Telephone Number (Area Code) Alternate Number Social Security Number

Are you a US Citizen? [ ] YES [ ] NO

Employment History

Please give complete name, address and telephone number of all employers (including Military) for the past 10 years. Use an additional sheet if necessary. Explain all gaps in employment.

Current or most recent employer: _____

Address: _____

City, State, Zip Code: _____ **Phone Number:** _____

Type of Business: _____ **Job Title:** _____

Dates of Employment (Month/Year): **From:** _____ **to:** _____

Supervisor's Name: _____ **Wage:** _____ **Per:** _____

Description of Duties: _____

_____

Reason for Leaving: (Voluntary resigned, laid off, discharged, relocated, etc.):

_____

Previous employer: _____

Address: _____

City, State, Zip Code: _____ **Phone Number:** _____

Type of Business: _____ **Job Title:** _____

Dates of Employment (Month/Year): **From:** _____ **to:** _____

Supervisor's Name: _____ **Wage:** _____ **Per:** _____

Description of Duties: _____

_____

_____

Reason for Leaving: (Voluntary resigned, laid off, discharged, relocated, etc.):

_____

Have you previously been employed by the Town of Kennebunkport? [ ] Yes [ ] No

If Yes, When:

Do you have any relatives currently employed by the Town of Kennebunkport? [ ] Yes [ ] No

If yes, please list name and relationship: _____

Education and Training

Have you graduated from High School or obtained a general equivalency diploma (G.E.D.)? [ ] Yes [ ] No

If no, what is the highest grade completed? 1 2 3 4 5 6 7 8 9 10 11 12

Name of High School or institution	Location (City, State)	Year

Name of College or University & Address	Dates From/To	Credit Hours	Major	Degree	Date

Use an additional sheet if necessary

Other Education / Training (Additional training, certifications, licenses, etc.)

_____

_____

Police Applicants Only:

Have you completed the Maine Reserve Officer Program? [ ] Yes [ ] No

If yes, Certificate Number, Location and Date: _____

Have you taken the Maine ALERT Test? [ ] Yes [ ] No

If yes, where, when and the Test Score (Please attach copy):_____

Are you now or have you ever been a member of any law enforcement agency:
[ ] Yes [ ] No

If yes: Agency name and dates employed: _____

Do you speak any foreign languages? [ ] Yes [ ] No If so what? _____

Have you ever been convicted of a felony crime? [ ] Yes [ ] No

If yes, please give Date of Conviction, Charge, Court & Location: _____

_____

Have you ever been convicted of the misdemeanor crime of domestic violence under State or Federal Law? [ ] Yes [ ] No

If yes, please give Date of Conviction, Charge, Court and Location: _____

_____

Have you ever been charged with a domestic violence crime in this or any other state and engaged in any plea-bargaining where the net result was a plea to another charge in order to have the domestic violence charge dropped? [ ] Yes [ ] No

If yes, please give Name of the Court, State, Date, Original Charge and Reduced charge pled to:
_____

Note: If you have been convicted of a misdemeanor charge of domestic violence in this or any other state, you are prohibited from carrying a firearm.

References

Please provide us with a list of five (5) persons who are not related to you and who have definite knowledge of your qualifications for the position you are applying.

Name: _____How Known: _____

Mailing Address: _____

Day Telephone Number: _____Night Telephone Number: _____

Name: _____How Known: _____

Mailing Address: _____

Day Telephone Number: _____Night Telephone Number: _____

Name: _____ **How Known:** _____

Mailing Address: _____

Day Telephone Number: _____ **Night Telephone Number:** _____

Name: _____ **How Known:** _____

Mailing Address: _____

Day Telephone Number: _____ **Night Telephone Number:** _____

Name: _____ **How Known:** _____

Mailing Address: _____

Day Telephone Number: _____ **Night Telephone Number:** _____

Additional Information

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? [ ] Yes [ ] No

Can you perform these essential functions with or without reasonable accommodation?
[ ] Yes [ ] No

Are you able to work shift work? [ ] Yes [ ] No
If No, please explain: _____

_____

Are you able to work overtime? [ ] Yes [ ] No
If No, please explain: _____

_____

Notice to Applicant

Only police applicants need to complete the Driver's License Information. Do not answer any question below if you are an applicant for a dispatcher or civilian position. Police positions require the information to verify the compliance with a bona-fide job qualification. A "Yes" answer to any of the questions checked will not necessarily disqualify you for employment. A decision will be made on a case-by-case basis.

Driver's License Information

Do you have a valid Driver's License? [ ] Yes [ ] No Class: _____

Driver's License Number: _____

List Name Exactly as listed on License: _____

List State of Issue and License Number if out of State: _____

Has your license ever been revoked or suspended or have you ever been denied a license? [ ] Yes [ ] No

If Yes, Please explain: _____

Do you have any pending traffic citations? [ ] Yes [ ] No

If yes, please explain: _____

Have you been convicted or pled nolo contendere (no contest) or admitted to a moving traffic violation within the past three years? [ ] Yes [ ] No

If yes, list date, Location (County & State), Type of Offense and disposition:

_____

_____

I hereby certify that the facts I have provided above are true and complete to the best of my knowledge.

Applicant's Signature: _____

Date: _____

SIGNATURE

(Please read the following carefully and then sign below)

I hereby declare that the information provided by me in this Application for Employment (and in any accompanying resume) is true, correct and complete to the best of my knowledge. I authorize the TOWN OF KENNEBUNKPORT, MAINE (or its designee) to investigate my past and present employment, education and activities and verify all data provided by me on this application, on related papers and in interviews. I authorize all individuals, schools and/or firms named herein (except my current employer, if so noted) to provide any information requested about me. I release from all liability any persons, companies, corporations or educational institutions supplying such information. I release the TOWN OF KENNEBUNKPORT, MAINE (or its designee) from any and all liability resulting from the verification of such information. I understand that any false statement or material omission on this application, or on any supporting documents, shall be grounds for non-hire or discharge, regardless of when discovered by the TOWN OF KENNEBUNKPORT, MAINE.

I understand that this employment application, or the granting of an interview, does not represent a contract of employment or a promise of future benefits by the TOWN OF KENNEBUNKPORT, MAINE, I further understand that there is no guarantee that the TOWN OF KENNEBUNKPORT, MAINE will be able to place me with one of its clients. If I am hired by the TOWN OF KENNEBUNKPORT, MAINE, I understand that my status will be that of an employee-at-will, meaning that I will have no contractual right, express or implied to remain in the TOWN OF KENNEBUNKPORT, MAINE'S employ. I further understand that, if I am hired, my employment can be terminated, with or without cause and with or without notice at any time, at the option of the TOWN OF KENNEBUNKPORT, MAINE or me. Notwithstanding the foregoing, the terms of any collective bargaining agreement will apply to any applicant hired to work in a position subject to a collective bargaining agreement. I also understand that no representative of the TOWN OF KENNEBUNKPORT, MAINE has the authority to enter into any oral agreement for employment for a specified period of time or to make an oral agreement contrary to the foregoing.

I understand that if I am offered employment at the TOWN OF KENNEBUNKPORT, MAINE, I will be required to provide evidence of my identity and authorization for employment in the United States.

I understand that the TOWN OF KENNEBUNKPORT, MAINE may require a physical examination and/or drug and alcohol screening as a condition of employment and at any time during my employment to the extent permitted by law.

I understand that if I am hired by the TOWN OF KENNEBUNKPORT, MAINE and my employment subsequently ends, the TOWN OF KENNEBUNKPORT, MAINE may provide information about my employment to persons in response to job reference requests, and I hereby consent to such disclosures.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND BY ALL OF THE ABOVE TERMS.

_____ _____

Signature of Applicant **Date**

MEDICAL CERTIFICATE

POLICE OFFICER APPLICANT

TOWN OF KENNEBUNKPORT, MAINE 04046

Dear Physician:

The Kennebunkport Police Department is screening applicants for employment as police officers. This medical certificate **MUST** be signed acknowledging that the applicant is physically qualified to participate in our pre-employment physical agility testing. Applicants who do not have a signed medical certificate will not be allowed to participate.

The physical testing has three main components (40th percentile):

1. Timed push-ups
2. Timed sit-ups
3. Timed 1.5 mile run

The testing components are explained in the attached sheet.

Electrocardiogram, chest x-rays, or other screening is not required, unless your examination indicates such a need.

Applicants Name:_____ Date of Birth:_____

Address:_____ SSN: _____

The above applicant **IS / IS NOT** qualified to participate in the described physical testing.

Physician's Printed Name:_____

Physician's Signature: _____ Date:_____

Maine Criminal Justice Academy

Basic Law Enforcement Training Program

ENTRANCE PFT STANDARD (40th Percentile)
EXIT PFT STANDARD (50% Percentile)

The following three (3) test items constitute the physical fitness test (PFT) REQUIREMENTS for the Basic Law Enforcement Training Program (BLETP). Applicants must successfully complete each test at the 40th percentile entrance standard (within one month from the start of the BLETP) and the 50th percentile exit standard (prior to graduation of the BLETP) based on their age and gender.

1. **Maximum Push-up test (untimed);**
2. **One minute sit-up test; and**
3. **1.5 mile run**

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PHYSICAL FITNESS TEST DESCRIPTIONS:

MAXIMUM PUSH-UP TEST (untimed): You will assume the standard position for a push-up, which is the body rigid and straight from head to their heels (plank position) with the feet together and the hands slightly wider than shoulder-width apart in the "UP" position. An administrator will place a 3-inch measuring device on the surface directly under your chest, between and in line with the nipples of your chest. With the back and remainder of the body straight at all times, you will lower the body towards the floor until your sternum touches the 3-inch measuring device being held by the administrator's hand. You will then push to the fully extended UP position, so that the elbows come to a near locked position. You can not wiggle to get to the UP position. This will complete one repetition. You will complete as many correct push-ups as possible. You may rest only in the UP position while maintaining your body in a straight position at all times during the test. <u>If you do not touch the 3-inch measuring device or do not go all the way up, those individual push-ups do not count.</u> <u>If you come out of the plank position or any parts of your body touch the floor other than your hands and feet, the test is over.</u> The test administrator will count out loud only the number of correct push-ups completed.

Scoring: *The total number of correct push-ups.*

ONE-MINUTE SIT-UP TEST: The test will begin in the down position. You will lie down on your back with knees bent and heels flat on the same level surface that you are lying down on. A partner will hold your feet down. <u>Your hands will be placed clasped behind your head. Fingers are interlocked throughout the exercise.</u> A correct sit-up is performed by sitting up until the upper body is **perpendicular** to the floor. Usually this will mean that your elbows must touch the <u>top</u> of your knees or extend <u>beyond</u> your lower legs. The complete sit-up is finished in the correct "UP" position. You will return to a full lying position (with upper back touching the floor) before starting the next sit-up. <u>The buttocks must be kept in contact with the surface during the sit-up with no thrusting of the hips</u>. You will perform as many sit-ups as possible in a one-minute period. <u>If your buttocks come off the floor, your fingers come unclasped, you do not come all the way up to perpendicular or your shoulders do not touch the floor, those individual sit-ups will not count.</u> The test administrator will count out loud only the number of correct sit-ups completed.

Scoring: *Your total number of correct sit-ups.*

1.5 MILE RUN: The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, 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, a monitor will inform the applicant at the end of each lap the cumulative running time or a visual timing device will be observable by the applicant. The assigned monitor will count out loud the number of laps completed.

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

PHYSICAL FITNESS TEST ENTRANCE STANDARDS

Adopted by the MCJA Board of Trustees: 09/10/2010, effective 10/01/2010

FITNESS TEST	MALE (40th Percentile) AGE				FEMALE (40th Percentile) AGE			
	20–29	30–39	40–49	50-59	20–29	30–39	40–49	50-59
Max. Push-up Test	29	24	18	13	15	11	9	3
One Minute Sit-up Test	38	35	29	24	32	25	20	14
1.5 Mile Run	12.38	12:58	13:50	15:06	14:50	15:43	16:31	18:18

PHYSICAL FITNESS TEST EXIT STANDARDS

Adopted by the MCJA Board of Trustees: 09/10/2010, effective 10/01/2010

FITNESS TEST	MALE (50th Percentile) AGE				FEMALE (50th Percentile) AGE			
	20–29	30–39	40–49	50-59	20–29	30–39	40–49	50-59
Max. Push-up Test	33	27	21	15	18	14	11	5
One Minute Sit-up Test	40	36	31	26	35	27	22	17
1.5 Mile Run	11.58	12:24	13:12	14:23	14:04	14:34	15:34	17:19

Kennebunkport, Maine 04046

Nature of work:

This is fieldwork in carrying out general duty police work, responsible for the protection of life and property through the enforcement of laws and ordinances.

Employee of this class is responsible for performing routine police assignments that are received from police officers of superior rank and responding to calls for assistance relayed by the dispatcher. Work involves an element of personal danger and employee must be able to act without direct supervision and to exercise independent judgment in meeting emergencies. Police officers may also receive special assignments, which call upon specialized abilities and knowledge usually acquired through experience on the force. Work is reviewed through direct observation, reports, and discussion.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Patrols the Town in a radio cruiser or on foot.

Uses radar to control traffic speeds in the Town and to issue citations to violators.

Answers calls and complaints involving drunkenness, domestic disputes, robberies, and other misdemeanors and felonies; directs traffic at scenes of accidents and during rush hours.

Conducts investigations, gathers evidence, and testifies as a witness in court.

Interviews persons with complaints and inquiries, and attempts to make proper disposition or direct them to proper authorities.

Conducts accident investigations, interviews principals and witnesses, taking written statements; examines vehicles and roadways; takes necessary street measurements; and clears the scene of obstruction and wreckage.

Participates in searching and booking persons arrested; may fingerprint suspects and prisoners; prepares necessary reports.

Prepares standard reports on arrests, investigations, and other activities.

Performs related work as required.

Requirements of Work:

Knowledge of the principal buildings, streets, and physical layout of the Town and adjoining areas.

Knowledge of modern principles and practices of police work.

Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of others.

Ability to analyze situations quickly and objectively, and to determine proper course of action; ability to remember names, faces and details of incidents often under stressful conditions.

Ability to understand and carry out oral and written instructions.

Ability to communicate both verbally and through written reports.

Ability to develop skill in the use of firearms, and the operation of motor vehicles.

Training and Experience Required:

High school graduation, plus experience in law enforcement; or any equivalent combination of training and experience. Will be expected to attend and complete Criminal Justice Academy training if not already a graduate and successfully complete the department's field training program.

Necessary Special Requirements:

Must possess a valid motor vehicle operator's license. Employee will work in a loud environment in and out of the field. Employee is exposed to weapons continually; work outdoors in all types of weather conditions, may be exposed to hazardous materials/biohazards. Employee must be able to stand, walk, sit, use hands, stoop, kneel, crouch and crawl for extended periods of time. The position may require the lifting, pulling, carrying of moderate to heavy weight.