



EMPLOYMENT PACKAGE

Position: North East Police Department – Certified Patrol Officer

Closing Date:

Open Until Filled

ATTACHMENTS

Ad Display (1 page)

Initial Application for Employment (9 pages)

Affirmative Action/Equal Employment Opportunity (1 page)

Authorization to Release Information (1 page)

Job Description (6 pages)

Job Description Acknowledgement (1 page)

★★★

PLEASE NOTE THAT PROCESSING YOUR APPLICATION WILL BE DELAYED IF YOU FAIL TO COMPLETE THE ATTACHMENTS IN THEIR **ENTIRETY**.

DEPARTMENT - POLICE
MD CERTIFIED PATROL OFFICER

The Town of North East is accepting applications for a Full Time position with the Police Department. Candidates must be at least 21 years of age; must be a citizen of the United States; must possess a high school diploma or GED certificate; must possess a valid MD driver's license. All candidates will be required to successfully complete written and oral examinations, physical wellness exam, including drug screening, background investigation, polygraph examination, psychological examination and oral interview(s). The Town is an E.O.E. Applications and job description can be obtained from the Town's website (homepage): www.northeastmd.org or by calling 410-287-5801 Ext 110. Salary will be based upon qualifications. Town offers a full benefit package. Submit application to Town of North East, P.O. Box 528, North East, MD 21901-0528; ATTN: Town Administrator. Electronic transmitted applications will not be accepted. Closing date: position open until filled.

Returned On: _____
Date

Received By: _____

APPLICATION FOR EMPLOYMENT

INITIAL APPLICANT INFORMATION FOR NORTH EAST POLICE DEPARTMENT

NOTICE TO APPLICANTS

Screening tests for illegal drug use will be required as a condition of employment.
Feel free to submit a resume with your application. However, the resume should not be submitted in place to completing this application.

Position Appling for **North East Police Department – Patrol Officer**_____

☐Regular Full-Time ☐Temporary ☐Emergency ☐Contractual (describe) _____

How did you learn of this employment opportunity with the Town? _____

Are your currently employed by the Town of North East? ☐Yes ☐No If yes, what Department? _____

Have you ever worked for the Town of North East? ☐Yes ☐No If yes, when? _____

Town Policy prohibits employment of an immediate family member into a position supervised by a relative. Do any members of your family work for the Town of North East? ☐Yes ☐No If yes, please indicate name and the position they hold _____

PERSONAL DATA

Name _____
(Last) (First) (Middle)

List any other name under which your educational or work records may appear _____

_____

Address _____
(Street) (City) (State) (Zip Code)

Email Address _____ Last 4 digits of Social Security No. _____

Home Phone No. _____ Ok to leave a message? ☐Yes ☐No

Cell Phone No. _____ Ok to leave a message? ☐Yes ☐No

When is the best time to contact you? _____

Do you have a valid driver's license? ☐Yes ☐No Class: ☐A ☐B ☐C ☐ID Card (This information must be provided if a driver's license is a minimum requirement)

License No. _____ Expiration Date _____

If not MD state Issuing State _____ Expiration Date _____

EDUCATION

Did you successfully complete?	Circle Highest Grade Successfully COMPLETED	Name and Address of Last Elementary and High School Attended and Course of Study
Elementary ☐Yes ☐No Junior High ☐Yes ☐No Senior High ☐Yes ☐No	1 2 3 4 5 6 7 8 9 10 11 12	_____ _____ If you did not graduate from high school, have you received a GED? ☐Yes ☐No If yes, give # _____

COLLEGE OR UNIVERSITY

Name and Address of College or University	Dates Attended	Major	# of Credits Completed	Type of Degree	Degree Earned? (Yes or No)

SPECIALIZED TRAINING or CLASSES RELEVANT to the POSITION

Title of Program/Course(s)	Company/School	Dates Attended	# of Credits Earned	Diploma/Certificate Received? (Yes or No)

MILITARY & POLICE EXPERIENCE

Military □Active □Reserve □Veteran □N/A Branch _____

Enlist Date _____ Separation Date _____

Police Experience □Sworn □Current □Reserve □Military □Corrections □N/A

Department _____ Rank _____ Years of Experience _____

PREVIOUS LAW ENFORCEMENT APPLICATIONS

Have you previously applied to any law enforcement agency? □Yes □No (If yes, please complete below.

Agency Name _____ Date/Reason Not Hired _____

Agency Name _____ Date/Reason Not Hired _____

Agency Name _____ Date/Reason Not Hired _____

WORK EXPERIENCE

List beginning with your most recent position all of your work experience including military service. Attach additional 8 ½" x 11" sheets of paper if necessary. If your title and duties changed in the course of your service in any one organization, indicate such changes clearly and as separate employment. Please do not submit a resume in lieu of completing this portion of the application.

1. Current Employer Name	Address	Month/Year Start	Month/Year End
Type of Business	Reason for leaving or wanting to leave	Salary Start	Present/End Salary
Job Title	Name of Supervisor	May we contact □Yes □No	Supervisor's Phone No.
Job Duties: Do you supervise other employees? □Yes □No If yes how many? _____			

WORK EXPERIENCE (Continued)

2. Former Employer Name	Address	Month/Year Start	Month/Year End
Type of Business	Reason for leaving	Salary Start	Present/End Salary
Job Title	Name of Supervisor	May we contact □Yes □No	Supervisor's Phone No.
Job Duties: Do you supervise other employees? □Yes □No If yes how many? _____			

3. Former Employer	Address	Month/Year Start	Month/Year End
Type of Business	Reason for leaving	Salary Start	Present/End Salary
Job Title	Name of Supervisor	May we contact □Yes □No	Supervisor's Phone No.
Job Duties: Do you supervise other employees? □Yes □No If yes how many? _____			

WORK EXPERIENCE (Continued)

4. Former Employer	Address	Month/Year Start	Month/Year End
Type of Business	Reason for leaving	Salary Start	Present/End Salary
Job Title	Name of Supervisor	May we contact □Yes □No	Supervisor's Phone No.
Job Duties: Do you supervise other employees? □Yes □No If yes how many? _____			

CRIMINAL HISTORY

If you answer 'Yes' to any of the following three (3) questions, please explain in detail on the next two (2) pages of this application.

Have you ever been arrested?

□Yes (explain on the next page) □No

Have you ever been, or are you currently under a court or Ex Parte Order relating to domestic violence or been involved in a domestic assault?

□Yes (explain on the next page) □No

Have you ever used illegal drugs in your entire lifetime?

□Yes (explain on the next page) □No

ARREST(S)

During your entire life, list all arrests including as a juvenile. Provide the details of the charges, location incident(s) occurred and the disposition of the case(s). If additional space is needed please use back of application or attach an additional page.

Charges _____

Police Agency _____ Date _____

City _____ State _____

Disposition of Case _____

Details _____

_____

Charges _____

Police Agency _____ Date _____

City _____ State _____

Disposition of Case _____

Details _____

_____

Charges _____

Police Agency _____ Date _____

City _____ State _____

Disposition of Case _____

Details _____

_____

DOMESTIC VIOLENCE

Provide the details if you are, or if you have ever been, under a court of ex parte order relating to domestic violence. Provide the details if you have been involved in a domestic violence incident. Provide the details of the charges, location incident(s) occurred and the disposition of the case(s).

Police Agency _____ Date _____

City _____ State _____

Disposition of Case _____

Details _____

_____

DRUG USE

List all illegal drug usage including but not limited to: marijuana, hashish, cocaine, crack, heroin, LSD, PCP, amphetamines, barbiturates, anabolic steroids and inhalants.

Name of Substance	Total Lifetime Usage	Total Times Used Before Age 21	Total Times Used Since Age 21

PERSONAL REFERENCES

Name	Address	Relation to Applicant	Occupation	Telephone No.

1. _____

2. _____

3. _____

DISABILITY

Americans with Disabilities Act: No qualified individual with a disability shall on the basis of the disability, be subjected to discrimination in employment under any service, program, or activity conducted by the Town of North East. It is also essential that the Town will not compromise safety in any of their hiring practices. The Town of North East will make all reasonable accommodations with regard to employment of individuals with disabilities. The Town will not discriminate in any way toward any employee with regard to employment related activities (i.e.; hiring, firing, tenure, layoffs, leave, etc.). No employee will be discriminated against for their association or relationship to any disabled person.

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? (The Town of North East adheres to the principles of the Americans with Disabilities Act)

☐Yes ☐No if no, please list the accommodation(s) you feel would be necessary to allow you to perform these functions: _____

START DATE AND SALARY

If selected for the position when can you start? _____

Are you willing to accept the approved salary for the job? _____

AFFIRMATIONS

I hereby affirm that this application contains no willful misrepresentations and that this information given by me is true and complete to the best of my knowledge and belief. I authorize the Town of North East to investigate any and all statements made in this Employment Application. If in the judgment of the Town, any misrepresentation has been made herein or the results of the investigation are not satisfactory, an offer of employment may be withdrawn; and, if I am already employed, my employment may be terminated immediately.

Date _____ Applicant Signature _____

I voluntarily consent to allow the Town of North East or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality, including information of a confidential or privileged nature.

Date _____ Applicant Signature _____

I understand that if I am selected for an appointment to a position with the Town of North East I will be required to have a physical examination, including drug screen, on the basis of which I may or may not be accepted for employment.

Date _____ Applicant Signature _____

PLEASE MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON THIS FORM

EMPLOYMENT APPLICATION POLICY

This employment application will be considered for the specific position opening only.

All employment applications shall be retained for a period of (four) 4 years.

RETURN TO: Town Administrator
P.O. Box 528
106 South Main Street
North East, Maryland 21901-0528

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The Town of North East is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, marital status, military status, or the presence of any non-job-related medical condition or disability. Please keep in mind the questions contained in this application are not intended to be discriminatory based on any non-job information.

The information requested below is voluntary and will be used to complete statistical reporting required to analyze our applicant flow. It will be separated from your application and will have no effect on the disposition of your application. Thank you for your cooperation.

Birthdate: Month _____ Day _____ Year _____ Gender: ☐Male ☐Female

Citizenship: ☐U.S. Citizen ☐ Legal Alien ☐Other _____
Note: Proof of U.S. citizenship or immigration status will be required upon employment

Race: Are you Hispanic or Latino? ☐Yes ☐No

If you are not Hispanic or Latino, what is your race? Please select one.

_____ White (Origins in any of the original peoples of Europe, the Middle East, or North Africa

_____ Pacific Islander or Native Hawaiian (Origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

_____ American Indian or Alaska Native (Origins in any of the original peoples of North or South American, including Central America, and who maintains tribal affiliations or community attachment)

_____ Black or African American (Origins in any of the black racial groups of Africa)

_____ Asian (Origins in any of the original peoples of the Far East, Southeast Asia, or the India subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam)

_____ Unknown/Decline to state

JOB DESCRIPTION

DEPARTMENT:

North East Police Department

JOB TITLE:

Patrol Officer

NATURE OF WORK/SUMMARY:

Under general supervision a Patrol Officer, is to perform a variety of duties involved in the enforcement of laws and prevention of crimes; to conduct and participate in general investigations of crimes, accidents, and cases; to control traffic flow and enforce State and local traffic regulations; to serve as Patrol Officer, Detective, Field Training Officer, Traffic Officer, or School Resource Officer; and to perform a variety of technical and administrative tasks in support of the Department.

Patrol Officer is the entry level in police work. Positions at this level usually perform most of the duties required of the positions, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is not always supervised while in progress. Exceptions or changes in procedures are explained in detail as they arise. Since this rank is often used as a training class, employees may have only limited or no directly related work experience.

EXAMPLES OF WORK:

- Patrol an assigned area of the Town to preserve law and order; discover and prevent the commission of crimes; check property for physical security;

- Respond to general public service calls and complaints including domestic disturbances, civil complaints, property control, vehicle accidents, robberies, and related misdemeanor and felony incidents;

- Investigate crimes and suspicious circumstances; collect, process, photograph and present evidence including fingerprints and related physical evidence; interview victims, complainants and witnesses; identify and interrogate suspects; apprehend and arrest offenders; testify and present evidence in court;

- Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offences;

- Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public; take an active role in the areas of public education relative to crime and crime prevention;

- Prepare reports on arrests made, activities performed and unusual incidents observed;

- Book prisoners; assist in the custody, care and welfare of prisoners; transport prisoners;

- Perform general police work in the protection of life and property;

- Inspect, report, and correct conditions which may lead to criminal activity or pose a societal problem;

- Provide the public with safety information and explain laws and ordinances;

- Prepare written reports on criminal matters or civil problems;

- Perform specialized duties requiring application if abilities and knowledge acquired through experience;

- Enforce Town, State and Federal laws;

- Complete written reports such as activity logs, daily reports and arrest reports ensuring the information is concise, legible and accurate. File and/or forward reports to the appropriate supervisor;

- Participate in training courses and programs;

- Monitor and properly identify, interpret, act and respond to information transmitted over a mobile and base radio system;

- Perform other related duties as instructed and assigned.

KNOWLEDGE, ABILITIES AND SKILLS:

- Working knowledge of the criminal code section of Maryland Annotated Code, of the Motor Vehicle section, and Town ordinances;

- Knowledge of NEPD rules and regulations;

- Knowledge of the geography of the Town;

- Knowledge of the principals, practices, and techniques of criminal justice;

- Skill in the handling of firearms and restraining devices;

- Ability to fire a handgun with either hand and meet 80% proficiency requirements; Shotgun 00 Buck 80%; Slug 100%; capable of firing any other weapon issued by the Department and be proficient in its use after completing a course of instruction conducted by a qualified Department personnel;

- Ability to interview complainants and interrogate suspects;

- Ability to communicate effectively both orally and in writing in a variety of situations;

- Ability to apply knowledge, experience and reason to arrive at prompt and effective decisions for both routine and critical situations;

- Ability to show sensitivity to the emotions, conditions, and motivations of people of various sex, race, religion, disability and social, cultural, and economic backgrounds;

- Ability to read, understand and interpret Federal and State laws and Town ordinances;

- Ability to establish and maintain effective working relationships with co-workers and supervisors;

- Ability to quickly and effectively respond to situations requiring physical stamina and force;

- Ability to operate vehicles under all conditions;

- Learn modern police methods and procedures related to patrol, apprehension, arrest, search and seizure, traffic control;

- Learn modern investigative methods including interviewing and interrogation techniques;
- Learn law enforcement theory, principles and practices and their application to a wide variety of services and programs;

- Learn pertinent Federal and State laws and Town ordinances;

- Learn recent court decisions and how they affect the Department;

- Learn functions and objectives of Federal, State, and other law enforcement agencies;

- Learn self-defense tactics;

- Learn, properly interpret and make decisions in accordance with Federal and State laws and Town ordinances;

- Learn to gather, assemble, analyze, evaluate and use facts and evidence;

- Learn, interpret and explain Town and Department policies and procedures;

- Learn to operate office equipment including computer equipment and software.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The work environment involves high risks with the exposure to potentially dangerous situations or environmental stress which requires a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, or similar situations where conditions cannot be controlled.

Work requires occasional handling of moderately heavy tools, equipment, or materials, or walking/climbing or sitting/standing in a fixed position for an extended period of time.

The above job description is not intended as, nor should be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

QUALIFICATIONS:

Must pass a written and oral police exam; Must pass a criminal background investigation; Must pass a police physical exam and drug screen; Must pass a polygraph exam; Must pass a police psychological exam;

To perform this job successfully, the person in this position must be able to perform each duty satisfactorily. The requirements listed above and below are representative of the knowledge, skill, and/or ability required.

EDUCATION, EXPERIENCE, LICENSE, MISCELLANEOUS:

Education: High School Graduate or have a G.E.D. Successful completion of a police academy and or comparative compliance approved by the Maryland Police and Correctional Training Commission.

Experience: No previous experience is required.

Licenses: Valid driver's license; M.P.C.T.C. Police Officer certification; CPR/First aid certification; and weapons certification; upon completion of the first year.

Miscellaneous: Attends work on a regular and dependable basis.

LANGUAGE SKILLS:

Ability to communicate professionally both orally and in writing. Ability to read, write and understand English at the level necessary for efficient job performance. Ability to prepare clear, concise and complete written reports and documents.

MATHMATICAL SKILLS:

Ability to perform basic math calculations; add subtract, multiply and divide.

REASONING ABILITY:

Ability to exercise a high degree of sound judgment and be able to work within the guidelines.

OTHER SKILLS AND ABILITIES:

Maintains a high level of professionalism at all times; project and maintain a positive image on behalf of the Police Department and the Town of North East with those contacted in the course of work.

EXEMPT:

No

This is a full-time position.

One year probation.

REPORTS TO:

First line supervisor.



JOB DESCRIPTION ACKNOWLEDGMENT

I, _____ hereby acknowledge and Affirm that
PRINT NAME

I have read and understand the attached job description for the position of *Patrol Officer.*

_____ _____

Signature Date