



Dear Potential Applicant:

Thank you for your interest in becoming a Town of Hill Police Officer. The choice to become a police officer is not one to be taken lightly. Law Enforcement is a dangerous career and each year hundreds of officers are killed in the line of duty. The hours are varied, the shifts are long and the training requirements are rigorous. Approximately only 5% of all applicants are selected for appointment and 20% of new officers resign during the first three years. But if you have the character, the resolve, and the commitment, working as a law enforcement officer can be one of the most rewarding jobs in the world.

At the time, the Hill Police Department is only hiring part-time officers. Although patrol officers only work a few days a week, the training and entrance requirements are the same for full-time officers. The State of New Hampshire has two levels of police officers: Full-time Certified and Part-time Certified. Full-time Officers attend a 16 week, live-in paramilitary police academy and have to complete a 12 week Field Training program. Part-time officers attend a campus-style, part-time academy and complete a shorter FTO period and earn many additional certifications at later times. Both Academies share the same academic, firearm and vehicle operations courses.

The process to become Police Officer is a tough process and approximately only 1 in 10 candidates complete the process. The New Hampshire Police Standards and Training Council which is the issuing agency for Police Certifications regulate the entrance procedures. The basic entrance requirements for a Hill Police Officer are:

1. United States Citizen
2. Be at least a 21 years old
3. Pass a Physical Fitness Test
4. Possess a High School Diploma or GED
5. Possession of a valid driver's license
6. Possession of a current CPR card (at time of appointment)
7. Successfully pass a comprehensive background check
8. Successfully pass the State of New Hampshire Physical Agility/Fitness Test
9. Ability to complete New Hampshire Police Academy (preference given to Certified Officers)

The following conditions or circumstances automatically disqualify an applicant for employment as police officer with the Hill Police Department:

*A felony or a misdemeanor "A" conviction record*

*A misdemeanor "B" conviction in the past five years*

*Conviction for the following offenses: Theft, Assault, Criminal Threatening, Reckless Conduct, Corrupt Practices, Falsification of Documents or Evidence, Fraud, Sexual Assault, Public Indecency, Stalking of Violation of a Protective Order, Reckless Driving, and Disobeying an Officer*

*Termination from an employer for theft or questionable behavior*

*Illegal use of narcotics, drugs, or prescriptions drugs in the past ten years*

*Personal use of marijuana in the past two years*

*Termination as a Corrections Officer, Deputy Sheriff, or Police Officer*

*Dishonorable Discharge from military service*

*Any dishonestly displayed in personal history statement or during oral board*

The following information is required for an application to the Hill Police Department:

1. A signed waiver of release of information
2. A completed Personal Background Statement
3. Resume
4. Personal References
5. DD-214 if a Military Veteran
6. Copy of High School Diploma and College Degree if applicable
7. Applicant Fingerprint Card

Once you have been accepted as a candidate, the investigating officer will check the following:

1. Military Records
2. National Crime Information Center for criminal records check
3. A motor vehicle records check in every state of residence
4. A police contact sheet and local police files in every town of residence
5. Character references from employers, fraternal or social organizations
6. Employment records
7. Family members references
8. Copies of Records at NH Police Standards & Training Council

Once the background check is completed, the investigating officer may meet with you to review and inconsistencies or discrepancies in the background check. Once resolved, an oral interview is conducted by the Chief of Police and may include other police and town officials. If hired, the candidate has six months to enroll in the New Hampshire Part-time Police Academy. The part-time police academy in 14 weeks which is currently scheduled on Tuesday and Thursday nights from 6:00 PM to 10:00 PM and Saturdays from 8:00 AM to 4:00 PM. Attendance is mandatory at all sessions.

Your resume has been accepted and has been submitted to the "pool" of eligible applicants for Stage One review. If the review board forwards your application for Stage Two, an initial interview will be scheduled. The process is lengthy and may take up to 90 days to complete. Acceptance of the application does not necessarily indicate that a position exists. The Hill Police Department maintains a list of eligible candidates for anticipated vacancies and for "on-call" officers.

If you have any questions, please do not hesitate to ask.

Sincerely,

Chief Andrew J. Williamson