



WILMINGTON POLICE DEPARTMENT

Box 217, 2 E. Main Street
Wilmington, VT 05363
802-464-8593

November 6, 2018

Dear Applicant,

Thank you for your interest in the Wilmington Police Department. The Wilmington Police Department employs six full-time officers and additional part-time officers to serve the residents and visitors of the community. Wilmington is an excellent place to live in, raise a family and work in. We work very closely with the Twin Valley School system which has an excellent reputation statewide in both academics and sports. In addition to attending the Vermont full-time police academy as required, our officers receive specialized training in many areas such as accident investigation, firearms, criminal investigation and others. We participate in various statewide traffic safety and enforcement projects.

Attached you will find an application packet for the Sergeant position. Please forward the completed forms to my attention. Applications will be accepted until 11/30/2018 or the position is filled.

If you have any questions, you may contact me directly.

Sincerely,

Matthew Murano

Matthew Murano
Chief of Police

POLICE SERGEANT

Reports To: Chief of Police	Department: Police
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JOB SUMMARY:

Supervisory, investigative and patrol work in the operation of the police department, the protection of life and property, and in the prevention and suppression of crime and other related work as required. Officers holding the rank of Sergeant may also be required to carry out the duties and responsibilities of any of the following assignments: assume responsibilities of the Chief of Police in their absence, training officer and other assignments given by the Chief of Police.

ESSENTIAL FUNCTIONS:

1. Supervises, instructs, counsels, assists police officers and employees in the performance of their duties.
2. Assigns personnel to tasks as needed. Assumes command of serious crimes or motor vehicles accidents, as deemed necessary.
3. Performs patrol and investigative functions of a police officer.
4. Participates in the recruitment and selection process as assigned by the Chief of Police.
5. Assists the Chief of Police in conducting performance appraisals of subordinates, to include coaching and counseling.
6. Completes and maintains all required reports and records for activities; reviews the reports of subordinates; confers with colleagues concerning previous incidents or conditions requiring continued attention; prepares and approves press releases and meets with the media at crime and accident scenes.
7. Facilitates understanding and accomplishment of department goals.
8. Assists the Chief of Police in budgetary considerations, planning and assists the Chief in scheduling officers and dispatchers.
9. Investigates juvenile crimes and children as crime victims; oversight and/or review of investigations involving juveniles
10. Prioritizes cases, conducts internal investigations and criminal investigations, recommends evidence handling procedures.
11. Interacts frequently and works collaboratively with town officials, the general public and other police departments as necessary.
12. Supports the coordination of activities between all the staff and other departments within the town and performs other necessary tasks or functions as is necessary to accomplish town and Department goals and objectives.

KNOWLEDGE AND EXPERIENCE:

Minimum Qualifications

1. Must meet all minimum requirements of Police Officer.
2. Must have Associates degree, five years of prior law enforcement experience.

Additional Desired Qualifications

1. Working knowledge of the principles and practices of police operations and of approved police methods and procedures. A working knowledge of laws, ordinances, and court decisions.
2. Demonstrated ability to communicate clearly and concisely orally and in writing.
3. Demonstrated ability to lead and supervise subordinates, and to maintain harmonious relationships with the general public and public officials.
4. Demonstrated ability to enforce the law impartially and to make sound judgments under stressful conditions.
5. Demonstrated ability to prepare detailed reports and records and to follow general or detailed instructions.
6. Demonstrated ability to tolerate an average to above average amount of stress and have the ability to accept direction and constructive criticism
7. Demonstrated possession of high degree of integrity, honesty, self-disciplined, emotionally stable and demonstrated ability to make sound decisions base on good judgment/common sense.
8. Maintenance of required law enforcement certifications and licenses

WORKING CONDITIONS:

Internal- Work is performed in climate controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External- Work is normally performed under variable weather conditions and in an environment with considerable potential for personal danger including significant risk of injury and/or death as can be expected in situations endangering personal safety during emergencies or when conducting investigations.

PHYSICAL DEMANDS:

Requires a high level of physical ability to include vision, hearing, speaking flexibility and strength. Ability to participate in training which places significant stress on cardiovascular and musculoskeletal systems Ability to perform strenuous and hazardous tasks under all weather conditions. Physical capabilities sufficient to engage in confrontational physical arrest situations under a variety of circumstances; physical proficiency to subdue attacking persons, as well as the physical capabilities to chase, apprehend and restrain individuals consistent with the enforcement of the law and apprehension of criminals. Ability to exhibit both gross and fine motor coordination skills in operating department equipment; ability to use appropriate control and restraint techniques and equipment, restraining devices and firearms; ability to operate motor vehicles under routine and emergency situations. Ability to use all police equipment after receiving training, to include, but not be limited to: firearms; restraining devices; computers and other word processing equipment; cameras; sketching materials; defensive weapons; vehicles; radios and telephones.

SUPERVISED BY:

Supervision is received from the Chief of Police.



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WILMINGTON POLICE SERGEANT REQUIREMENTS

- Age:** Minimum 21 years of age at appointment.
- Education:** Minimum High School Graduate or GED
- Experience:** Applicants for the Sergeants positions must at a minimum meet the following criteria;
- Vermont Full Time Certified Police Officer
 - Five (5) Years Fulltime police experience
 - Associates Degree from accredited institution or a combination of professional training and college credits.
 - Must pass a Vermont Police Academy physical agility test
 - Applicants will be required to undergo an oral review process, physical examination, drug testing, background investigation, polygraph exam, psychological examination and financial history examination.
- Personal History:** Applicants must be free of felony convictions or overdue civil liabilities. Ability to work harmoniously with the public and co-workers is a must. Misdemeanor convictions may also eliminate the applicant from further consideration.
- Health:** Applicants must undergo a medical examination performed under the direction of a physician chosen by the Chief of Police. Applicants must provide a written statement from an attending physician stating there are no known physical or medical conditions, which would prevent or impair the applicant's performance of the essential job functions of a police officer.
- Probation Period:** The successful candidate will be on probation for twelve (12) months from date of hire. Dismissal may come at any time during the probation period without benefit of a hearing.
- Job Description:** A Police Sergeant in Wilmington is assigned various duties and work shifts by the Chief of Police. (see job description)

Effective 11/06/2018 MM

TOWN OF WILMINGTON

APPLICATION FOR EMPLOYMENT

2 East Main Street
P.O. Box 217 | Wilmington, VT 05363

(802) 464-8591 | VOICE
(802) 464-8477 | FAX

The Town of Wilmington is committed to providing an equal employment opportunity to all persons. Assistance in reviewing job opportunities and completing this employment application will be provided to persons with disabilities upon request.

GENERAL

Department/Position desired _____

INFORMATION

How did you hear of this vacancy? _____

First Name _____ Last Name _____

Mailing Address _____

City/Town _____ State _____ ZIP _____

Phone _____ E-mail Address _____ FAX # _____

If you are under the age of 18 years, can you provide
required proof of your eligibility to work? Yes No

Probationary Police Officer Applicants **ONLY**: Are you at least 20 years of age? Yes No

EDUCATION

Circle the number corresponding to the highest level of education completed:

ELEMENTARY - HIGH SCHOOL

COLLEGE

GRADUATE SCHOOL

8 9 10 11 12

1 2 3 4

1 2 3 4

GED (list granting agency) _____

List in reverse order (present or most recent first) all schools attended (colleges/universities, technical training institutions, vocational/trade schools, and high schools)

NAME OF SCHOOL	CITY/TOWN & STATE	MAJOR(S)	DEGREE
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Other Certifications or Licenses: _____

SKILLS

Typing speed: _____ words/minute

List all computer software used along with your experience level (expert, advanced, average).

List machines/equipment you are trained to operate and any special skills you have related to the position(s) for which you are applying. (First Aid, WSI, Cash Register, Heavy Equipment Operating, etc.)

**WORK
EXPERIENCE**

Describe below all previous work experience (including unpaid experience) in reverse chronological order (present or most recent employment first). **Include any information not listed on your attached resume.**

Name of Employer: _____

Address: _____

Your job title: _____

Supervisor (name & title): _____

Employed From (month/year): _____ To (month/year): _____

Hours/week: _____

Reason for leaving: _____

May we contact this employer: Yes No Phone: _____

Summary of your duties and responsibilities: _____

Name of Employer: _____

Address: _____

Your job title: _____

Supervisor (name & title): _____

Employed From (month/year): _____ To (month/year): _____

Hours/week: _____

Reason for leaving: _____

May we contact this employer: Yes No Phone: _____

Summary of your duties and responsibilities: _____

Name of Employer: _____

Address: _____

Your job title: _____

Supervisor (name & title): _____

Employed From (month/year): _____ To (month/year): _____

Hours/week: _____

Reason for leaving: _____

May we contact this employer: Yes No Phone: _____

Summary of your duties and responsibilities: _____

**ADDITIONAL
INFORMATION**

1. Are you authorized to work in the United States? Yes No
2. Do you have reliable transportation? Yes No
If the position you are applying for requires you to travel locally, do you hold a driver's license or have another way to access prompt, reliable transportation?
 Not Applicable Yes No
3. Do you have a valid Commercial Driver's License (CDL)? Yes No
4. Have you been disciplined or discharged by a former employer for conduct involving any type of dishonesty, ethical misconduct or violent behavior in the last 15 years?
If Yes, please attach an explanation. Yes No
5. Have you ever worked for the Town of Wilmington before? Yes No
If yes, identify department and dates of employment. _____
Reason for leaving? _____
6. Please list any relatives or domestic partner employed by the Town and the department(s) in which they work. _____
7. I understand that in making this application, the Town may be contacting my references and/or prior employers. I have I have not signed the attached release regarding my prior employment and references. I understand that if the Town is unable to communicate with my references or prior employers due to my conduct, it may affect my opportunity for employment. (Please attach an explanation if there are extenuating circumstances you feel the employer should know.).
8. I understand that if the position for which I am applying includes work with individuals or groups who are recognized as vulnerable, such as children, the elderly, or mentally disabled, I may be subject to background or record checks which I must pass prior to full employment.
9. I understand that if I accept employment by the Town, as a result of my employment, I may receive Town owned property to fulfill my employment obligations. At the time my employment with the Town ends, I shall immediately return to the Town all of its property and pay any personal expenses I incurred on any of the Town's accounts. If I fail to do this, the Town may deduct the cost of such Town owned property and any such personal expenses from my pay.
10. If I am hired by the Town, I understand that the Town's Handbook/Personnel Policy, as it may be changed in the future, shall be applicable to me and I shall read it and comply with its provisions during my employment.
11. I hereby certify that this form and any attachments to it contain no false information and are complete to the best of my knowledge. I am aware that if an investigation discloses misrepresentation or falsification, my application may be rejected, my name removed from the applicant list, and if already employed, I may be dismissed from Town service, and I may be disqualified from applying in the future for any Town position.

Signed: _____ Date: _____

The Town of Wilmington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability, in employment or the provision of services.

TO APPLICANT: All applications for employment are kept in the Town's general application file for ONE YEAR. If you would like to apply for another Town position within ONE YEAR of this initial application, please contact us at (802) 464-8591.

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Applicant's Waiver of Liability And Release Form

In order to permit the Wilmington Police Department to make a thorough investigation of my background, pursuant to the laws of the State of Vermont, I, _____ do hereby release from liability and promise to hold harmless from any liability, under any and all possible causes of legal action, opinions regarding my background or reputation.

The undersigned hereby authorizes any person or legal entity who may be contacted by officers, agents or employees of the Wilmington Police Department to release any information, data or opinions they may have regarding my background.

The undersigned further agrees to hold harmless and release from liability, under any and all possible causes of legal action, the Wilmington Police Department, its officers, agents and employees, for any statements, acts or omissions in the course of its investigation into my background and reputation.

This release from liability given by me to the Wilmington Police Department, its officers, employees, agents and all others, as heretofore provided, shall apply to any right of action that might accrue to myself, my heirs and my personal representatives.

I have read and fully understand the above waiver.

Signature if Applicant

Date

Wilmington Police Department

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Authority For Release Of Information

To whom it may concern,

I hereby authorize any Investigator or duly accredited representative of the Wilmington Police Department, bearing this release or copy thereof, within one (1) year of its date, to obtain any information from schools, residential management agents, employers, criminal justice agencies, credit agencies, or individuals, relating to my activity. This information may include, but is not limited to, academic, residential, achievement performance, attendance, personal history, disciplinary, arrest and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the Wilmington Police Department and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

The purpose of furnishing said information is for use in making a determination as to my fitness for employment with the Wilmington Police Department.

I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, credit bureau or consumer reporting agency, including its officers, employees, or related personnel, both individually and collectively from any and all liability for damages or whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below.

Applicant's full name (Last, First, Middle)

Date of birth

Current Address (Street or Box#)

{City/Town}

(State)

{Zip}

Telephone (Home)

Telephone (Cell)

Telephone (Work)

Signature of Applicant

Date