



WILMINGTON POLICE DEPARTMENT

40 Beaver St / PO Box 76
Wilmington, Vt 05363
T: 802-464-8593
F: 802-464-8595

Wilmington Police Department Patrol Officer

- **General Information**

- Job Title:
Police Patrol Officer
- Work Location:
Wilmington Police Department
40 Beaver St
Wilmington, Vt 05363
United States
- Base Pay:
Full-Time: \$27-\$30/Hour (salary is dependent on experience)
- Employee Type:
Full Time Non Exempt
- Manage Others:
No

- **Job Description**

Wilmington Police Department is an Equal Opportunity Employer. The Wilmington Police Department strongly encourages all potential candidates to apply. Police Officers perform a wide variety of public safety and community caretaking duties including; preserving the peace, protecting life and property, enforcing laws and ordinances, deterring and preventing crime, investigating criminal activity and providing community outreach. Duties may include focusing on identified crime problems, community focused engagement to reduce crime, working to improve the quality of life and fostering positive relationships with community members.

Title: Police Patrol Officer

Department: Police Department

Nature of work:

- Adhere to and actively promote the goals, values and objectives of the Wilmington Police Department with the public and coworkers.
- Promote a positive, constructive work environment which maintains harmonious working relations with co-workers.
- Provide the community with active patrol to monitor for hazards and criminal activity.
- Provide assistance to the public consistent with the goals and objectives of the department while maintaining personal discipline and complies with all applicable law, policies, procedures and sound police practices; promotes discipline and good conduct among co-workers.
- Maintain current knowledge and proficiency in the circumstances, trends, practices, laws and legal decisions affecting the law enforcement profession and related community impact.
- Maintain current information and proficiency in department policies, procedures, operations and administrative requirements.
- Thoroughly investigates criminal activity, pursues suspects and apprehends suspected law violators.
- Enforces state and municipal violations of the law through the use of arrest, citation and civil ticket procedures.
- Conducts active roadway safety enforcement and collision investigation.
- Protect citizens and safeguard property.
- Complete administrative tasks in a timely and efficient manner.
- Provide a high level of responsiveness to both internal and external requests.
- Support Wilmington Police Department's commitment to equity and cultural competency.



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- Participate in professional development and training activities.
- Maintain an active role in the team effort required to achieve those goals.
- All other duties as assigned

Work Schedule:

Currently WPD Patrol Officers are assigned to fixed schedules and of four shifts of ten hours each week. Patrol Officers are subject to on call requirements depending on assignment. Position will require overtime work when emergencies occur and/or being called in for additional shift coverage or casework as necessary.

Contracted Hourly Rates: Starting pay rate of \$24-\$30/Hour per hour with full time benefits (salary is dependent on experience).

Supervision: Receives supervision from the Chief of Police or their designee. No direct supervision of staff; Patrol Officers will be provided the opportunity to exercise independent judgment.

Essential Responsibilities:

- Protects life and property through the enforcement of laws, ordinances and regulations; Conducts proactive patrols in all kinds of environments
- Responds to calls for police service
- Conducts preliminary & follow-up criminal and traffic investigations
- Conducts interviews
- Prepares written reports and field notes of investigations and patrol activities
- Arrest and processes criminals
- Testifies in court
- Emergency duties required during adverse weather conditions
- Ability to exercise judgment in determining when to use force and to what degree
- Operate a law enforcement vehicle under emergency conditions day or night
- Comprehending legal documents including citations, affidavits, warrants and other documents.
- Assisting emergency personnel at accident emergencies and disasters
- Takes an active role in Community Oriented Policing
- Required to make self-initiated traffic and/or criminal investigations.

Non-Essential Duties and Tasks: *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Competencies Needed:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying, unless specifically stated as required.

- Must be at least 21 years of age
- Requires a high school diploma or equivalent, supplemented with relevant experience working with the public
- Must have reliable transportation and ability to obtain and maintain a valid driver's license.
- Ability to pass entrance testing for Vermont Police Academy
- Ability to maintain and regularly pass physical testing requirements
- Ability to interact with members of the public in a variety of situations
- Candidates with the following will be given preference in the hiring process:
 - Two years or more of military service with an honorable discharge



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- Two years or more of previous police experience
- Must hold or be able to obtain certification as a full time police officer in the State of Vermont.
- Must pass routine background and security clearance checks.
- Ability to analyze a situation accurately and take or suggest an effective course of action; able to multitask efficiently.
- Able to work effectively under stressful conditions; good speaking skills and be comfortable talking to people in various emotional states.
- Ability to adapt to rapidly changing situations and work at a fast pace.
- Remain professional and polite when dealing with all people under stressful conditions. Demonstrate de-escalation and crisis management skills.
- Demonstrate the ability to prioritize emergencies and information and be able to communicate effectively.
- Knowledge of modern office practices, procedures, and equipment, including the ability to use common computer applications.
- Ability to work independently on difficult, stressful, or complex tasks while exercising independent judgement.
- Ability to exercise good judgment, courtesy, and tact while investigating complaints and in making proper disposition of problems and appointments.
- Ability to establish and maintain effective working relationships with other employees from the town as well as from other agencies and the public.
- Must demonstrate techniques and practices for dealing with individuals from various socioeconomic and ethnic groups in person, on the telephone and/or any form of communication.
- Must be able to learn, retain and comply with department instructions and policies.
- Must be able to pass a thorough background check, polygraph examination, psychological screening, physical, and drug test to meet the minimum requirements.

Work Environment: Patrol Officer work can be physically demanding, stressful, and dangerous. Officers must be alert and ready to react throughout their entire shift. Officers regularly work at crime and accident scenes and encounter suffering and the results of violence. Officers must be ready to work in all-weather environments using various department equipment/vehicles to accomplish the mission.

The Town of Wilmington is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our public service.

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

INFORMATION

Department/Position desired _____

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):_____

Salary (dollars/week): Start: _____ Final: _____ 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):_____

Salary (dollars/week): Start: _____ Final: _____ 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):_____

Salary (dollars/week): Start: _____ Final: _____ 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. In the past five (5) years, have you been convicted, placed on probation, or under supervision for any violation of law? ☐Yes ☐No
If yes, please explain. (A record of a conviction is not an automatic bar to employment).

3. 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
4. Do you have a valid Commercial Driver's License (CDL)? ☐Yes ☐No
5. 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
6. Have you ever worked for the Town of Wilmington before? ☐Yes ☐No
If yes, identify department and dates of employment. _____
Reason for leaving? _____
7. Please list any relatives or domestic partner employed by the Town and the department(s) in which they work. _____
8. 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.).
9. 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.
10. 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.
11. 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.
12. 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 of Applicant

Date



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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



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Vermont Law Enforcement Waiver and Authorization for Disclosures Required by 20 VSA § 2362(a)

This written waiver and authorization fulfill the waiver requirements of 20 VSA § 2362(a), which requires executive officers of hiring law enforcement agencies to obtain such waivers from applicants with prior law enforcement employment as part of the hiring process. This waiver authorizes the current employer to disclose its analysis of the officer's performance, or if not currently employed, authorizes the last law enforcement agency to disclose the reason(s) for no longer being employed at the agency.

Pursuant to 20 VSA § 2362(a), the executive officer of the law enforcement agency currently employing the candidate officer, is not required to provide the written analysis/disclosure of the officer's performance to the executive officer of a potential hiring law enforcement agency if such disclosure is prohibited by: (1) a binding non-disclosure agreement executed prior October 1, 2020; or (2) a collective bargaining agreement executed prior to October 1, 2020; however, collective bargaining agreements executed on or after October 1, 2020 must not prohibit such disclosure.

Pursuant to 20 VSA § 2362(a), the executive officer of the law enforcement agency that last employed the candidate officer is not required to provide the written reason the officer is no longer employed to the executive officer of a potential hiring law enforcement agency if such disclosure is prohibited by: (1) a binding non-disclosure agreement executed prior to July 1, 2017; or (2) a collective bargaining agreement executed prior to July 1, 2017; however, collective bargaining agreements executed on or after July 1, 2017 must not prohibit such disclosure.

Pursuant to 20 VSA § 2362(a), the potential hiring agency cannot hire an officer that refuses to execute this written waiver.

Instructions for Applicants:

I am a law enforcement officer currently employed by _____, I understand this form will be provided to my current employer. I hereby authorize the executive officer or his/her designee to disclose its analysis of my performance in accordance with the above referenced statute.

I was a law enforcement officer but am not currently employed by a law enforcement agency. My most recent law enforcement employer was _____. I understand this waiver and authorization will be provided to my last law enforcement employer. I hereby authorize the executive officer or his/her designee to disclose its analysis of my performance and the reasons for my departure from the agency, in accordance with this statute.

Acknowledgement:

I understand that signing this document authorizes the potential hiring agency to provide my current, or prior law enforcement employer (as applicable) with this waiver and authorization with the knowledge that they will provide the potential agency the disclosures required by 20 VSA § 2362(a). I understand that this is required by 20 VSA § 2362(a) as part of the hiring process. I also understand that any such disclosures provided by my current or former employer shall remain confidential. My signature below confirms my understanding of the requirements and my approval to obtain this information and copies of the information from (check one) my current or former employer.

Applicant Signature: _____ Date: _____

Printed Name: _____