

Testing Process Details

1. To be employed by the Litchfield Police Department an applicant must meet the following criteria:

- a. Be at least 21 years of age.
- b. Be a United States citizen
- c. Have obtained a high school diploma or New Hampshire General Educational Development certificate (G.E.D.), or another recognized G.E.D.
- d. Must be able to pass an NCIC and fingerprint check.
- e. Never have had a felony conviction in any state or county or in the military service, which has not been pardoned.
- f. Have a good driving record with no serious vehicle violations.
- g. Must not have multiple misdemeanor or violation convictions so as to indicate a disregard for the law.
- h. No Misdemeanor convictions(s), which have not been pardoned, and which are serious enough to cast doubt on his/her fitness to be a police officer, or which resulted in serious bodily injury to another person
- i. Must not suffer from a serious mental disorder
- j. Must not have been dishonorably discharged from the military service
- k. Must not have been discharged under less than honorable conditions; further, the conditions case doubt on his/her fitness to be a police officer
- l. Cannot knowingly make a material false statement in the application process
- m. Must not have been suspended or discharged by an employer for reasons, which would cast doubt on his or her fitness to be a police officer.
- n. Must not use illegal drugs or have a past history of illegal drug use, which would cast doubt on his/her fitness to be a police officer
- o. Must not have a history of illegal drug use, or use legal drugs or alcohol to excess
- p. Must not have ever illegally manufactured, transported for sale, or sold a controlled substance
- q. Within 3 years of application, an applicant must not have illegally used a controlled substance other than marijuana, unless under the age of 21 at the time, in which case 2 years shall apply
- r. Must not have ever illegally used a controlled substance while employed in a law enforcement capacity
- s. Must not have been discharged or allowed to resign in lieu of discharge for reasons of moral character or moral turpitude for acts or omissions of conduct that would cause a reasonable person to doubt his/her honesty, integrity, etc.

- t. Must be of good general character and reputation in the community.
- u. Must pass an oral review board, medical examination by a licensed physician who attests he/she is able to engage in a rigorous program of physical training, a clinical psychological examination, and a polygraph examination.
- v. The Litchfield Police Department uses the guidelines set by the Cooper Institute for Aerobic Research. All applicants will be given a fitness assessment and must fall into the 35th percentile or better in all categories. The categories include sit-ups, push-ups and a one and one half-mile run.

Some of the Duties of a Litchfield Police Officer

Litchfield Police Officers perform traffic enforcement and law enforcement patrol functions including emergency responses, criminal investigations, criminal arrests (forcibly if necessary), accident investigations, as well as answering calls for service from the public. Litchfield Police Officers may be required to use firearms in stressful situations with high proficiency, intervene in disputes to restore peace and ensure safety of the public, perform rescue functions at accidents emergencies and disasters, process and transport prisoners, gather information and write investigative and other reports.

Application Process

An applicant must successfully complete all of the following stages in the testing process to be considered for employment. The Litchfield Police Department can alter this testing process at any time; this explanation of the testing process is intended to serve as a guideline and is not a guarantee of the testing procedure for any given process.

1. **Written Examination:** This test is designed to measure the applicant's general knowledge, ability to learn, observation, memory and problem solving ability. No study materials are necessary. No prior police experience is required to achieve a successful passing score. Applicants must receive a score of 70% or better in order to advance to the physical agility test, which will be given on the same date of the written exam.
2. **Physical Fitness Test:** After receiving a 70% or higher score on the written test, the physical agility test will be administered. It will take place both indoors and outdoors.

Candidates must pass each of the three events. The test has been designed to measure the ability to perform physically demanding tasks encountered in job performance. The requirements listed below are consistent with the 35th percentile of the Cooper Institute for Aerobics Research Standard.

3. **Oral Board:** This stage of the testing process is designed to measure a candidate's decision-making process and interpersonal skills. It also gives the candidate an opportunity to provide important information or their opinion, which may not have been included elsewhere in the process.
4. **Conditional offer of employment:** If a candidate passes the Oral Board stage of the testing process, the Litchfield Police Department may make a conditional offer of employment to that individual.

5. **Pre-employment Interview:** The Litchfield Police Department will conduct a thorough Pre-Employment Interview with the candidate. During the interview, the candidate will provide specific and detailed information that will aid the Litchfield Police Department while conducting the candidate's background investigation.
6. **Polygraph Examination:** The Litchfield Police Department reserves the right to require the successful passing of a polygraph exam.
7. **Background Investigation:** The Litchfield Police Department will conduct a detailed and thorough investigation of a candidate's personal history in order to determine their suitability for employment in the law enforcement profession.
8. **Psychological Evaluation:** The Litchfield Police Department requires the successful completion of a psychological evaluation.
9. **Interview with the Chief of Police:** The candidate will meet the Chief of Police regarding their potential employment with the Litchfield Police Department.
10. **Interview with Board of Selectmen:** The Board of Selectmen is the Appointing Authority and has the final determination of employment.

No offer of employment can be final unless the candidate passes all stages of the testing and evaluation process.

Entry-Level Litchfield Police Officers will receive intensive training from within the Litchfield Police Department as well as the New Hampshire Police Standards and Training Council. Individuals chosen for employment will be placed on probationary status for their first full year of employment, or following six months after date of hire for individuals already certified police officers.