

LONGMEADOW POLICE DEPARTMENT

34 Williams Street Longmeadow, MA 01106



EMPLOYMENT APPLICATION

Please read and answer each question in this application, yourself, as completely and accurately as possible. Do not omit any answers. "See Resume" is not an acceptable response to any of the questions; however, a resume may be attached. An unsigned or incomplete application will not be processed.

If you require an accommodation in order to participate in any phase of the application process, because of a disability, please make that fact known and a reasonable accommodation shall be made.

The Town of Longmeadow is an Equal Opportunity Employer. It is the policy of the Town of Longmeadow to afford equal opportunity to all qualified persons regardless of race, color, religious creed, national origin, ancestry, sex, age, criminal record, handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, or any other legally protected status. The Town of Longmeadow is committed to providing a reasonable accommodation if necessary to perform the essential functions of the job (except where age or sex is a bona fide occupational qualification as allowed by the Civil Rights Act of 1964).

APPLICANT INFORMATION				
Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Home Phone		Cell Phone		
Date Available	Email address		Driver's License #	
Are you legally authorized to work in the United States?	YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever been employed with us before?	YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?	
Do any of your relatives work for the Town of Longmeadow?	YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, name and	
This position requires you to work on Holidays and weekends. Are you available on Holidays and weekends?	YES <input type="checkbox"/>	At times, this position requires you to work in excess of 8 hours per day due to emergency/operational needs. Are you able to work this type of schedule?		YES <input type="checkbox"/>
	NO <input type="checkbox"/>			NO <input type="checkbox"/>
Are you available to respond off-duty to town emergencies?	YES <input type="checkbox"/>	Shift assignments are based on seniority. The current shifts are 8am -4pm, 4pm - 12am, and 12am - 8am. Do any of these shifts pose a problem?		YES <input type="checkbox"/>
	NO <input type="checkbox"/>			NO <input type="checkbox"/>
EDUCATION				
High School		Address		
# of years completed?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address		
# of years attended?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Graduate		Address		
# of years attended?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address		
# of years attended?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Are you currently furthering your education? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Please list any schools or programs in which you are enrolled and the anticipated graduation or completion date.				

TRAINING AND SKILLS

Please list any training courses, skills or experience related to position for which you are applying.

CERTIFICATIONS/LICENSES

Please list any current certification(s)/ license(s) which you possess.

OTHER LAW ENFORCEMENT APPLICATIONS

Please list any other law enforcement agency to whom you have submitted an application (w/dates). Please indicate the status of your application(s).

REFERENCES

Please list three professional references.

1. Full Name	Relationship
Company	Phone ()

Address

How long have you known this person?

2. Full Name	Relationship
Company	Phone ()

Address

How long have you known this person?

3. Full Name	Relationship
Company	Phone ()

Address

How long have you known this person?

PREVIOUS EMPLOYMENT

You may exclude organizations which indicate race, color, religion, creed, gender, national origin, age, disability, marital or military status, genetic information, sexual orientation, or any other legally protected status.

Employer 1	Phone ()
Address	Supervisor

Job Title

Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO

Employer 2		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Employer 3		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Employer 4		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Employer 5		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Employer 6		Phone ()
Address		Supervisor
Job Title		
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/> NO <input type="checkbox"/>

MILITARY SERVICE (OPTIONAL)

Branch	Number of Years of Service
Rank at Discharge	Type of Discharge

If other than honorable, explain

LETTER OF INTEREST

Please tell us why you are interested in employment as a Police Officer with the Town of Longmeadow.

PRIVACY ACT OF 1974-

Title 5, United States Code Section 552a of the Privacy Acts generally prohibits federal governmental agencies from disclosing information in its possession concerning an individual's education, financial transactions, or criminal and employment history. You will be asked to initial and sign a statement appended to this application which will ask you to waive specific rights and authorize the Town of Longmeadow as well as other individuals or organizations to release information to allow for evaluation of your suitability for the employment you seek.

APPLICANT STATEMENT

Please read this statement carefully and initial each paragraph after printing application. If you have any questions, please ask a representative before signing.

___ I hereby authorize the Town of Longmeadow, its agents and representatives to investigate my references, work records, education and other matters related to my suitability for employment and, further, authorize my current and former employers to disclose to the Town of Longmeadow any and all letters, reports and other information pertaining to my employment with them, without giving me prior notice of such disclosure.

___ I hereby release the Town of Longmeadow, its agents and representatives, my current and former employers, educators, the references I give and all other persons or organizations disclosed by myself from any and all claims, demands or liabilities arising out of or in any way related to investigation or disclosure related to this employment.

___ I understand and agree that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between me and the Town of Longmeadow.

___ I understand and agree that the Town of Longmeadow does not discriminate on the basis of race, color, religious creed, national origin, ancestry, sex, age, criminal record, handicap (disability), mental illness, retaliation, sexual harassment, sexual orientation, genetics, or any other legally protected status.

___ I understand and agree that *if offered employment*, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States.

___ I understand and agree that *if offered employment*, the offer may be contingent on several factors, depending on the position that I am offered. These may include my passing a pre-employment physical and alcohol and drug testing, the successful completion of medical and physical abilities tests, and CORI (Criminal Offender Record Information) inquiry. I further may be required to provide proof of certifications, records and licensures and required to perform the duties of the position I am offered, or to attend and successfully complete academy training.

___ I understand and agree that *if I accept employment*, with the Town of Longmeadow the employment relationship is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time by myself or the town provided my employment is subject to just cause provisions in a contract governing my employment. No promises or representations are binding on the Town of Longmeadow unless made through motion by the Select Board or in writing and signed by the Town Manager.

___ I understand and agree that *if I accept employment* as a Police Officer, I am prohibited by law from smoking tobacco products regardless of rank, at any time, and that I must be terminated if I smoke.

____ I understand and agree that *if I accept employment*, I will follow The Town of Longmeadow Harassment/Sexual Harassment policy, the Town of Longmeadow Drug Free Workplace policy and all other policies and regulations established as a condition of employment for all town employees as they exist or as they may be modified or amended from time to time.

I hereby certify that the information and answers given by me are true and complete to the best of my knowledge. I further affirm that any omission, mistake, or misleading statement made on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. My signature below certifies that I have read and understand this statement and that I agree to the terms and conditions outlined in this document.

Signature

Date

REIMBURSEMENT AGREEMENT

The undersigned here by acknowledges and agrees as follows:

1. Upon entering into employment by the Police Department of the Town of Longmeadow, the Town will be responsible for paying the costs of my attendance at a Massachusetts Police Academy program as well as all other employment costs relating to salary and benefits while attending such training.
2. The value of such training is well in excess of nine thousand dollars (\$9,000.00).
3. I agree to repay the Town up to nine thousand dollars (\$9,000.00), and hereby expressly authorize the Town of Longmeadow to withhold any pay or compensation due me to defray this obligation, if I separate from the service of the Town of Longmeadow within three years after the completion of the Academy training in order to accept another police related position in Massachusetts or within fifty (50) miles of the Town border.
4. This obligation shall be subject to the terms of any labor agreement applicable to me at the time, but the obligation is for a total amount of no more than nine thousand dollars, such amount decreasing at the rate of two hundred and fifty dollars (\$250.00) per each month of service to the Town of Longmeadow after completion of the Academy.

Signature

Date

IF COMPLETING THIS APPLICATION ELECTRONICALLY, PLEASE FIRST PRINT AND THEN SIGN AND DATE THIS APPLICATION. PLEASE KEEP A COPY FOR YOUR RECORDS.

APPLICATIONS SHOULD BE SUBMITTED USING ONE OF THE FOLLOWING METHODS:

VIA MAIL

THE DEPARTMENT OF HUMAN RESOURCES
735 LONGMEADOW STREET, SUITE 102
LONGMEADOW, MA 01106

OR VIA EMAIL

HRDEPT@LONGMEADOW.ORG

OR VIA FAX

(413) 565-4372

THIS APPLICATION WILL BE KEPT ON FILE IN HUMAN RESOURCES FOR 1 (ONE) YEAR.

IN ORDER TO BE CONSIDERED AS AN APPLICANT FOR EMPLOYMENT, YOU MUST APPLY FOR A SPECIFIED OPEN POSITION. AS A RESULT, IF YOU WOULD LIKE TO BE CONSIDERED FOR ANOTHER OPEN POSITION IN THE FUTURE, YOU MUST CALL THE HUMAN RESOURCES OFFICE (413) 565-4128 AND IDENTIFY THE POSITION FOR WHICH YOU ORIGINALLY APPLIED AND THE POSITION FOR WHICH YOU WOULD NOW LIKE TO BE CONSIDERED.

Revised 07/25/2022

LONGMEADOW POLICE OFFICER

General Duties and Responsibilities:

An individual holding the rank of Police Officer in Longmeadow performs a number of general police responsibilities necessary for the stability and safety of the community. The essential functions, duties and responsibilities of a police officer are extremely wide and varied, and include (but not limited to) the following:

- Possess and maintain superior moral character.
- Enforce the law through professional, impartial and unbiased service.
- Make sound judgments under adverse, stressful situations.
- Consistently meet the established goals and standards (physical and professional) of the Longmeadow Police Department.
- Maintain POST Certification.
- Project confidence, safety, self-assurance and certainty to the public; increase public trust.
- Exercise authority consistent with the obligations imposed by the oath of office and be accountable to superior officers. Promptly obey legitimate orders.
- Detect and prevent crime.
- Promote and participate in community safety programs.
- Coordinate efforts with those of other members of the department so that teamwork may ensure continuity of purpose and maximum achievement of police objectives.
- Communicate to superiors and to fellow officers all information obtained which is pertinent to the achievement of police objectives.
- Respond punctually to all assignments. Be available to respond to calls for service until released from duty by the shift supervisor.
- Take police enforcement action, including custodial arrest, as appropriate in cases of violations of local by-laws, state laws or other controlling statutes within the jurisdictional boundaries of the Longmeadow Police Department.
- Assist all citizens requesting assistance or information.

- Answer questions asked by the general public, counsel juveniles and adults when necessary and refer them to persons or agencies where they can obtain further assistance.
- Record activity during his/her tour of duty in the manner consistent with existing policy and procedure.
- Work in partnership with the District Attorney's Office; confer with court prosecutors and testify in court.
- Serve or deliver warrants, summonses, subpoenas, and other official papers promptly and accurately when so directed by a superior officer.
- Maintain police firearms, weapons and equipment in a functional and presentable condition.
- Be accountable for the securing, receipting and proper transporting of all evidence and property coming into custody (consistent with department policies).
- Perform other general duties as they are assigned or required by proper authority.
- Patrol a specific beat by radio patrol car, on foot, bicycle, or by other means for general purposes of crime prevention and law enforcement. Police patrol should be random, in order to prevent identifiable patterns from developing.
- Being thoroughly familiar with the assigned patrol area. Such familiarity includes the knowledge of residents, merchants, businesses, streets, alleyways, paths, etc. Conditions that contribute to crime should be reported.
- Apprehending persons violating the law or wanted by the police.
- Completing detailed professional reports regarding the investigation of all crimes, vehicle accidents and other incidents requiring police attention.
- Preserving any crime scene until a shift supervisor or detective arrives, when such crime scene is encountered or when dispatched to the scene as the first responding officer.
- Maintaining public order.
- Observing and addressing suspicious persons.
- Reporting hazards and any other conditions that endanger public safety.
- Be alert and respond to any public emergency.

- Respond to situations brought to the Officer's attention while in the course of routine patrol or when assigned by radio.
- Render first aid, as qualified, to persons who are seriously ill or injured.
- Patrol assigned area giving particular attention to and frequently rechecking locations where the crime hazard is great. Insofar as possible, a Police Officer shall not patrol an area according to any fixed route or schedule, but shall alternate frequently and backtrack in order to be at the location least expected (when practicable).
- Be alert for all nuisances, impediments, obstructions, defects or other conditions that might endanger or hinder the safety, health or convenience of the public within the patrol area.
- Direct and expedite the flow of traffic at assigned intersections, keeping in mind the duty of preventing accidents, protecting pedestrians and ensuring the free flow of traffic.
- Issue traffic citations and enforce the parking ordinances and motor vehicle laws in the patrol area.
- Be alert for traffic safety conditions, which may endanger or inconvenience the public and report such conditions to proper authorities and render assistance if practicable.
- Conduct a thorough investigation of all offenses and incidents within the area of assignment and scope of activity.
- Collect evidence and record data that will aid in identification, apprehension, and prosecution of offenders, as well as the recovery of property.
- Document incidents through written, oral and diagrammatic reports.
- Safely operate department vehicles per MGL and department policy.
- Conduct interviews and interrogations as appropriate to an investigation.
- Prepare affidavits, warrants and court complaints as required and appropriate.
- Understand, interpret and apply appropriate federal, state and local laws, statutes and by-laws.
- Uphold the Longmeadow Police Department's mission statement.