

WEST LONG BRANCH POLICE DEPARTMENT

965 Broadway
West Long Branch, New Jersey 07764
www.westlongbranch.org

Lawrence L. Mihlon
Chief of Police

Phone: 732-229-5000
Fax: 732-229-6727



PRELIMINARY Application for the Position of Police Officer

(Type, Print Legibly in Black Ink or Filled PDF Form)

Last Name _____

First Name _____ Middle Name _____

Residing at _____ Floor _____
(Street) (Apt #)

Municipality _____ State _____ Zip _____

Since _____ Home Phone # _____

Cell Phone # _____ E-Mail _____

Date of Birth _____ Place of Birth _____

Social Security # _____ Current Occupation _____

Current Employer _____

Employer Phone # _____

Social Media Accounts & Names _____

Last Name Printed

*Persons qualifying for this application are limited to PTC Certified **Class A** Police Officers or PTC Certified **Class II** Special Law Enforcement Officers eligible for a Class A Waiver. **Applicants must also possess an Associate's Degree, College Degree, or a minimum of 60 College Credits (Ordinance 2-8.5).***

Attached is (1) a list of Essential Functions police officers in this agency are expected to perform when called upon to do so and (2) a Release Authorization form (last page).

Please review the attached list carefully. If you have any questions concerning the essential functions listed on the attached sheets, or your ability to perform any of the functions, please contact Captain Paul Habermann. If you believe you are capable of performing the essential functions and wish to be further considered for the position of police officer, please sign and date this form. Your signature must be notarized.

Return this application along with your **résumé** to West Long Branch Police Headquarters by **4 PM, May 31, 2013**. Incomplete or illegible applications will be cause for disqualification from consideration for employment. Candidates who submit an acceptable preliminary application will be notified by mail and/or e-mail when to appear at Headquarters to be fingerprinted and obtain the comprehensive Background Questionnaire and three (3) Applicant Reference Request forms. You will be given ten (10) days to complete and return the questionnaire. Candidates who submit a correctly completed questionnaire will be granted a preliminary interview with the Chief of Police and/or selected members of his senior staff. After all interviews and background investigations are completed, the names of those candidates that are found to be acceptable as potential police officers for the West Long Branch Police Department will be forwarded to the Borough Council's Police Committee.

The Police Committee reserves the right to conduct its own interviews prior to a conditional offer of employment. The Police Committee shall forward its recommendation(s) for hire to the entire governing council who has the sole authority to hire.

Candidate(s) extended a conditional offer of employment shall be required to successfully pass a medical and psychological exam. A drug test will be administered during the medical examination.

Signature _____

Sworn to before me this ____ day

of _____, 20__.

Notary Public



POLICE OFFICER

ESSENTIAL FUNCTIONS

Detach and retain these essential functions for your records

1. Walk, sometimes for long periods of time, in extreme weather conditions, in physically hazardous locations.
2. Run, sometimes sprinting at a high rate of speed for a short distance, in extreme weather conditions, and in physically hazardous locations.
3. Ascend or descend stairs.
4. Climb over, pull up over, and jump over obstacles.
5. Jump down from elevated surfaces or areas.
6. Climb or crawl through openings.
7. Crawl under obstructions or in confined areas.
8. Balance on uneven or narrow surfaces.
9. Use body force to gain entrance or break through barriers.
10. Push objects, vehicles, or persons.
11. Pull objects or persons.
12. Lift and carry objects or persons.
13. Drag objects or persons.
14. Sit or stand for extended periods of time.
15. Employ defensive tactics, using balance, leverage, concentration of power and opponent's power.
16. Swim.
17. Operate a motor vehicle, during the day or at night, in emergency situations, at high rates of speed, on the open road or in congested traffic, in unsafe conditions caused by factors such as fog, smoke, rain, ice, or snow.

18. Detain individuals.
19. Stop suspicious individuals and vehicles.
20. Pursue fleeing suspects, in a vehicle or on foot.
21. Disarm persons.
22. Restrain or subdue resisting suspects.
23. Effectuate a full physical custody arrest, forcibly if necessary, using handcuffs and other restraints.
24. Conduct visual and audio surveillance.
25. Perform law enforcement patrol functions, on foot or in a vehicle.
26. Issue summonses.
27. Direct traffic, sometimes for long periods of time, using hand signals, flares, barricades, etc.
28. Observe, record, recall, and report incidents and information.
29. Operate radar equipment.
30. Administer field sobriety tests.
31. Operate a fire extinguisher.
32. Fingerprint, photograph, and videotape individuals, objects, and scenes.
33. Transport citizens, prisoners, and committed mental patients, using handcuffs and other restraints, when appropriate.
34. Work rotating shifts and adapt to irregular working conditions.
35. Maintain mental alertness and readiness to act, even during periods of calm and inactivity.
36. Identify, collect, label, and preserve evidence.
37. Secure the scene of a crime, emergency, or disaster.

38. Stand guard at the scene of a crime, emergency, or disaster to prevent damage, loss or injury.
39. Control crowds.
40. Secure and evacuate persons from particular areas, using either verbal commands or the appropriate degree of physical force.
41. Perform rescue and support functions at the scenes of accidents, emergencies, and disasters.
42. Administer emergency first aid.
43. Physically check buildings, including doors and windows, to insure they are secure.
44. Remediate hazardous conditions by direct action or notification of appropriate authority or agency.
45. Perform searches of people, vehicles, buildings, and large outdoor areas, which may involve seeing, feeling, and detecting objects, and walking for long periods of time.
46. Search for missing, wanted, or lost persons and evidence.
47. Load, unload, aim and fire a handgun and shotgun in day and night conditions from a variety of body positions at the proficiency level required by qualification standards.
48. Process arrested persons, which includes examining documents, communicating verbally, and eliciting and recording information.
49. Understand and follow orders, policies, and procedures.
50. Accept directions and function cooperatively as one member of a unit.
51. Communicate effectively verbally and in writing, detailing incidents and activities of those involved.
52. Prepare written investigate and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations.
53. Read and comprehend legal and non-legal documents, including the preparation and processing of documents such as summonses, affidavits, and warrants.
54. Communicate effectively and coherently over telephone, walkie-talkie, or radio, initiating or responding to verbal communications.
55. Communicate effectively in court and in other formal settings.

56. Communicate effectively with people, including juveniles, by giving information and direction, by eliciting information, and by advising of rights, processes, and procedures.
57. Communicate effectively with individuals in an agitated or distraught condition.
58. Integrate individual activities and goals with the efforts of other members of the law enforcement community for the promotion of common goals and objectives.
59. Mediate disputes and confrontations with hostile and potentially violent individuals.
60. Gather information by observation of behavior, visual inspection and oral communication; determine what information is significant; assess a situation based on that information; and exercise independent judgment to make decisions concerning choice of action and equipment.
61. Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during a short period of time.
62. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and/or arrest, and when force may be used and to what degree.
63. Endure verbal, mental, and physical abuse, including threats, taunts, and insults to self, family, and fellow officers.
64. Withstand exposure to and deal appropriately with stress involved in dealing with hostile views, opinions, and behavior in antagonistic settings; with crime victims, accident victims, disaster victims, and their families; with incidents of suicide and domestic violence.

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RELEASE AUTHORIZATION

To all courts, Probation, Selective Service Boards, Physicians, Hospitals, Employers, Educational and other Institutions and Agencies without exception:

I, _____, am making application for appointment to the West Long Branch Police Department. As a result, an investigation is being conducted to determine my eligibility. Therefore, you are authorized to release to the West Long Branch Police Department or its representatives any and all information, documentary or otherwise pertaining to me that they may request.

I hereby release, discharge and exonerate the West Long Branch Police Department, its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records, and other information or the investigation made by the West Long Branch Police Department.

A "photo-copy" of this authorization will be considered as effective and valid as the original.

Date _____

Signature _____

Witness _____