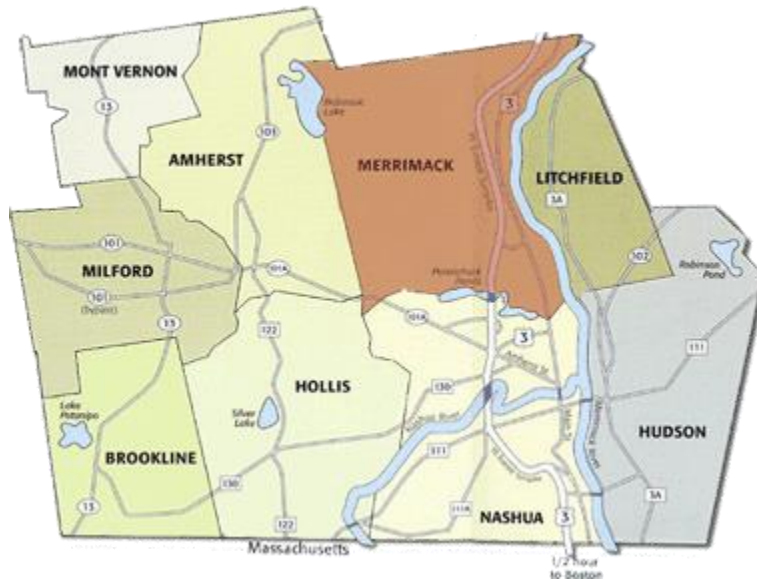




## HUDSON POLICE DEPARTMENT *A Nationally Accredited Agency*

### INFORMATION PACKET:

#### **THE TOWN OF HUDSON, NEW HAMPSHIRE**



Once part of Nottingham, Massachusetts, the town was separated in 1741 and named Nottingham West. In 1830, voters petitioned to have the town renamed, at which time the name of Hudson was chosen because of its position near the Merrimack River, once supposed to flow east from the Hudson River, creating the boundary line between Massachusetts and New Hampshire.

Today, Hudson is a growing Town, with an estimated population of 25,000 residents. Hudson is located in the state's most populous county on the Massachusetts border. The Town of Hudson hosts numerous high tech companies and small businesses, as well as provides a pleasant home for many people who commute to jobs in the Boston area.

Hudson is located on the east bank of the Merrimack River. The Town's southern border is the Massachusetts State line (Tyngsboro, Massachusetts). It is bordered in the north by Londonderry and Litchfield; on the east by Pelham and Windham; and on the west by the City of Nashua, New Hampshire.

The primary artery leading to and from Hudson is Route 3. New Hampshire State Routes 3A, 102 and 111 also run through the town.

### **THE HUDSON POLICE DEPARTMENT**

The Hudson Police Department, “*A Nationally Accredited Agency*”, invites you to consider a challenging career as a Police Telecommunications Technician for the Town of Hudson, New Hampshire. The Hudson Police Department strives to exemplify what this Town represents: tradition, honor, commitment and innovation.

The Hudson Police Department strongly embraces the philosophy of Community Policing. Through the numerous Community Policing Programs and Community Police Sub-Stations, the department pro-actively works with the members of this great community to enhance the quality of life in Hudson.

In 2003, the Hudson Police Department was recognized for its professional excellence and awarded National Accreditation, through the Commission on Accreditation for Law Enforcement Agencies. In December of 2014, the Hudson Police Department participated in its fourth re-accreditation process. As a result of the process, the department was awarded with Accreditation at the CALEA Conference held in Reno, Nevada in March 2015. Hudson is one of twelve law enforcement agencies in the State that holds this prestigious status of CALEA Accreditation.

The Hudson Police Department is a progressive law enforcement agency committed to protecting and serving the citizens of Hudson, New Hampshire. There are currently 48 sworn officers on the force, making the department one of the largest in the State of New Hampshire.

### **DUTIES OF A HUDSON POLICE TELECOMMUNICATIONS TECHNICIAN**

Typical duties include, but are not limited to: maintaining radio contact with police officers in the field; answering 911 and other emergency calls; analyzing and determining a call’s emergency priority and then retrieves related information; entering information into the agencies computer system; operating personal computer and office equipment; retrieving information from internal and external databases; and clearly and succinctly dispatching and coordinating police responses to incidents that originate with 911, non-emergency calls, and radio calls. They also perform other duties as assigned by the Chief of Police.

### **SCOPE OF THE TESTING PROCESS**

In order to be considered for employment, each applicant is required to successfully complete all of the following testing stages. An applicant who does not pass one of the stages will not be eligible to participate in testing after that point. (The applicant is,

however, encouraged to re-apply after a period of one year). The Hudson 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. The duration of this hiring process shall not exceed one year from the entry level testing date.

**WRITTEN EXAMINATION:**

This general knowledge test is designed to measure the ability of the individual to learn police dispatch material, observation and memory, police interest, and problem solving. No study materials are necessary for this test, and no prior police experience is required in order to achieve a successful passing score on this test.

Applicants must receive a score of 70% or better in order to advance to next testing phase.

**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.

**CONDITIONAL OFFER OF EMPLOYMENT:**

If a candidate passes the Oral Board stage of the testing process, the Hudson Police Department may make a conditional offer of employment to that individual.

**PRE-EMPLOYMENT INTERVIEW:**

The Hudson Police Department will conduct a thorough Pre-Employment Interview with the candidate. During this interview, the candidate will provide specific and detailed information that will aide the Hudson Police Department while conducting the candidate's polygraph examination and background investigation.

**POLYGRAPH EXAMINATION:**

A qualified polygraph examiner will conduct an examination to measure the candidate's truthfulness during all prior stages of the testing and evaluation process. The Polygraph Exam will cover the following areas: truthfulness of application, work history, criminal record, motor vehicle history, educational history, military background, domestic violence issues, deviant behavior, history of violent behavior, illegal drug possession, alcohol consumption, areas covered during the Pre-Employment Interview, questions raised during the background investigation.

**BACKGROUND INVESTIGATION:**

The Hudson 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. The criterion includes, but is not limited to: integrity, lawfulness of past behavior (motor vehicle and criminal history), previous job performance, and testimonials from personal references.

**INTERVIEW WITH THE CHIEF OF POLICE:**

The candidate will meet with the Chief of Police regarding their potential employment with the Hudson Police Department.

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

Entry-Level Hudson Police Telecommunications Technicians will receive intensive training from the Hudson Police Department and from the other training vendors. Individuals chosen for employment will be placed on a probationary status for their first full year of employment.