

## Town of Gouldsboro: F/T & P/T Patrolman Vacancy

The Town of Gouldsboro is accepting applications for the position(s) of Full Time Patrol Officer and Part Time Patrol Officer. The Town of Gouldsboro is a coastal community located in Hancock County which resides on the Schoodic Peninsula.

Applicants of the Full Time Patrol Officer position should be currently certified in Maine as a full-time law enforcement officer or have completed the Law Enforcement Pre-Service program or a similar equivalent and be immediately certifiable as such.

Applicants shall have no criminal or adverse traffic records. Preference will be given to applicants who are currently full-time certified law enforcement officers. Benefits include paid holidays, paid health insurance and options for dental, vision, income protection insurance as well up to a 3% town contributed deferred compensation plan, a take-home cruiser (dependent on the officer's residence location), and a department issued cellphone. The starting salary for this position is anticipated to be \$49,192.00 with on-call stipend. This position also has the potential for overtime.

Applicants for the Part Time Patrol Officer position should be currently certified in Maine as a part time law enforcement officer and have completed the Law Enforcement Pre-Service program or a similar equivalent and be immediately certifiable as such.

Applicants shall have no criminal or adverse traffic records. The hourly rate for this position is anticipated to be \$19.00/hr starting with \$20.00/hr following the six-month probationary period.

To find out how to become a full-time or part time officer in the State of Maine please visit: <http://www.maine.gov/dps/mcja/>

Applicants will be subject to an in-depth background investigation.

Application packets may be obtained at the Gouldsboro Town Office at 59 Main Street in Prospect Harbor, ME 04669 during normal business hours. They are also available on the Town's website at [www.gouldsborotown.com](http://www.gouldsborotown.com). The mailing address for the Town of Gouldsboro is PO Box 68 Prospect Harbor, ME 04669.

The Town of Gouldsboro is an Equal Opportunity Employer.



## GOULDSBORO POLICE DEPARTMENT

*59 Main Street- Prospect Harbor- ME-04669*

Patrick McNulty, CHIEF OF POLICE

Dear Applicant,

Thank you for your interest as a police officer with the Gouldsboro Police Department. The police department seeks to hire individuals of good character and who represent our community's values. Gouldsboro is a dynamic community of approximately 1,750 residents. It is approximately 98.99 square miles and has a combination of both residential and business.

As of July 1, 2023, the starting salary for Full-time police officer(s) is \$49,192.00 with built-in On-Call Stipend (OCS) and with overtime possibilities. (Merit & Completion increases)

The Town offers an outstanding benefit package including paid vacation, paid holidays, personal days, medical, dental, and vision for qualified employees.

Reserve (Part-time) Officers receive an hourly wage of \$20.00 with a max allotment of 1040 working hours per calendar year.

The Town provides all equipment and uniforms upon employment. Full-time Officers may be issued a take home cruiser.

The attached document explains the standards of employment and hiring process for the Gouldsboro Police Department. If you have any questions, please contact the police department at 207-963-5566 option 1.

Sincerely,

*Patrick J. McNulty*

Chief of Police



GOULDSBORO POLICE DEPARTMENT  
59 Main Street- Prospect Harbor- ME-04669  
Patrick McNulty, CHIEF OF POLICE

### **POLICE OFFICER SELECTION PROCESS SUMMARY**

The following is an explanation of the phases in the police officer selection process:

#### **Application:**

You must complete an application and submit it to the police department to be considered for the interview phase.

The application is available on the Town website [www.gouldsborotown.com](http://www.gouldsborotown.com).

You may also contact 207-963-5566 and the Sergeant will provide you with the necessary documents. If nobody is available, leave a message regarding your interest in applying for a police officer position. Be sure to provide your contact information, including name, phone number, and email address.

#### **Panel Interview:**

The panel generally consists of representatives of the Gouldsboro Police Department. In addition to police department personnel, the panel may consist of other Town administrative staff, local citizens, or school and community leaders.

#### **Polygraph Examination:**

A trained and certified polygraph examiner will administer a polygraph examination to those candidates advancing to this phase of the process. The results of the polygraph exam will not be a single determinate of employment status. However, any finding of deception to relevant questions during any part of the polygraph exam may eliminate the candidate from further consideration.

#### **Background Investigation:**

There will be a thorough background investigation on each candidate advancing to this phase of the process. The purpose of the background investigation and record check is to assist the Town in reaching a determination regarding each candidate's suitability for employment. Each candidate must sign a release authorizing the department to obtain personal, legal, civil, work, credit history, or any other information deemed pertinent to the background investigation.

Each candidate will submit fingerprints for state and federal screening. The background investigation consists of, but is not necessarily limited to, the following:

- Verification of the candidate's credentials, education, achievements, past and present employment, age, residence, citizenship, and driver's license;
- Interviews with past and present employers, neighbors, school officials, and personal references;



- A review of each candidate's history (i.e. criminal, civil, traffic, family, military, gambling, and substance abuse);

The Town may use the findings, in combination with the results of other phases of the process, to determine whether a candidate should be disqualified from the process or should be given further consideration.

#### **Final Interview:**

Candidates passing the background investigation will have a final interview with the Chief of Police and any other representatives of the Town, such as other department command staff and/or the Town Manager. The purpose of the interview(s) is to select a final candidate or candidates for employment with the police department. After completing said interviews, the town will make a conditional offer of employment to the top candidate(s) contingent on their ability to pass a medical examination, including a drug screen, psychological examination, and MCJA-BLETP if applicable.

#### **Psychological Evaluation:**

A qualified psychological or psychiatric professional will conduct a complete and thorough psychological evaluation. Each candidate will be administered a variety of psychological tests and participate in a variety of procedures and exercises, the purpose of which will be to identify a variety of personality, emotional, and psychological characteristics, traits, qualities, attributes and tendencies. Candidates who possess identifiable personality, emotional, and psychological characteristics, traits, qualities, attributes or tendencies which, in the judgment of the consulting psychological or psychiatric professional reflect a significant potential for unacceptable or undesirable performance of the essential function of the job or would pose a direct threat to the candidate's own health or safety or that of others, will not be considered for employment. The following are considered to be unacceptable, undesirable, or inappropriate, and may result in revocation of the conditional employment offer:

- Antisocial behavioral patterns and attitudes.
- Quick-tempered.
- Inability/unwillingness to accept supervision and to carry out orders of a superior.
- Lack of compassion, sympathy.
- Low level of self-esteem or confidence or an inordinately high level of same.
- Inability to accept constructive criticism.
- Inability to deal with verbal abuse in a proper, effective manner.
- Inability to deal effectively with the stress inherent to police work.
- Racial, sexual, or other prejudices.
- Lack of good judgment or decision making.
- Inability to assume leadership roles.

#### **Medical Examination:**

Each candidate offered a conditional offer of employment shall complete a thorough medical examination and stress test. The medical examination is to ensure a candidate possesses the general



health status necessary to perform the essential job functions of a police officer and that no medical condition exists that would pose a direct threat to the health or safety of the candidate or others. Generally accepted medical and health standards will be the basis of this examination process. The following medical standards are minimum requirements for performing the essential job functions:

- No current clinical diagnosis of myocardial infarction, angina pectoris, coronary insufficiency, thrombosis, or any other cardiovascular disease of a variety known to be accompanied by syncope, dyspnea, collapse, or congestive cardiac failure;
- Uncorrected vision no worse than 20/100 in each eye separately, correctable to 20/20 monocular vision. Color vision must be normal;
- No impairment of a hand, fingers, arm, foot, or leg, or other significant limb or limitation which interferes with the ability to perform the essential job functions;
- No established medical history or clinical diagnosis of a rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease;
- No established medical history or clinical diagnosis of epilepsy or any other condition which is likely to cause loss of consciousness;
- Hearing level shall not exceed 30 decibels of loss at any of the following frequencies: 500 Hz, 1000 Hz, 2000 Hz, & 3000 Hz in each ear;
- Does not use a schedule I drug, amphetamines, narcotics, or any other habit-forming drug, except such use as prescribed by a licensed medical practitioner;

#### **Drug Testing:**

As a condition of employment, all qualified applicants considered for employment must complete a post-offer, pre-employment drug screen prior to reporting for duty. Any conditional offer of employment is contingent upon, among other things, satisfactory completion of this screening and the Town's determination that the applicant is capable of performing the responsibilities of the offered position.

All persons who receive a conditional offer of employment shall complete a pre-employment drug screen prior to their scheduled date of hire.

The Town will give further consideration only to those applicants with a conditional offer of employment whose drug screen results are "Negative." On very rare occasions, an applicant's test result is "Negative-dilute." When this happens, the Town will provide the applicant with one opportunity to retake the drug test. The retake test will be scheduled within the balance of the original 72-hour period.



#### **Nature of Work:**

A police officer works under the direct supervision of a sergeant or officer in charge. An officer patrols a general or assigned area ensuring compliance with all applicable state laws and any applicable town resolutions; answers calls when a crime is suspected or an emergency exists; takes such action as necessary to prevent crime and/or to apprehend criminals; maintains safety; assists citizens in a wide range of emergency and non-emergency situations; and performs other related duties, tasks, and assignments as required and directed by an agency supervisor or the Chief of Police. The Gouldsboro Police Department subscribes to the community-oriented policing philosophy and therefore the primary emphasis of the position involves community service. Officers are required to take a problem-solving approach to the situations they encounter on a day-to-day basis. Officers are also required to interact with the residents on a regular basis within the town to address relevant concerns facing the community.

#### **Policy Statement:**

It is the policy of the Town to prohibit workplace harassment and discrimination of any candidate or employee based on race, color, ancestry, religion, creed, national origin, sex, age, veteran status, disability, and/or any other characteristic protected by federal, state, or local law. Harassment and discrimination in any form shall not be tolerated with the Gouldsboro Police Department. The Gouldsboro Police Department supports the principle of equal opportunity employment and non-discrimination in all employment practices. All employees have the right to work in an environment free of harassment and discrimination, which encompasses freedom from sexual harassment. The following selection process reflects our commitment to equal opportunity employment and non-discrimination.

#### **Minimum Qualifications:**

- Minimum of 21-years of age on date of application;
- High school diploma or G.E.D.;
- Valid Maine driver's license;
- Candidates must be MCJA-LEPS certified at time of appointment;
- Must be a United States citizen;
- Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms as determined by the police department (i.e. shotgun, AR-15, handgun);
- Successful completion of all phases of the selection process prior to appointment.

Full-Time Officers are required to reside no further  
then 20-miles from the Town Office.  
New Hires will have 6-months to comply.



#### **Statement of Standards:**

The public places a higher standard of behavior for police officers than they do for most other occupations in both the public and private sectors. For this reason, it is expected that a candidate for the position of police officer must demonstrate – through a comprehensive review of their history – a higher standard of personal character than would be required for other positions in non-law enforcement areas of employment.

The Gouldsboro Police Department has established standards of expectations in regard to qualifying/disqualifying criteria and these standards as applied to all candidates.



### **Causes for Which a Candidate May Not Be Considered for the Position of Police Officer:**

- Failure to appear for any required step in the selection process, or any acts of non-compliance;
- Failure to pass a required examination or test;
- Falsification of any material facts during the application process;
- The use of cocaine, heroin, LSD, crack, methamphetamine, or PCP;
- The use of marijuana one (1) year or less from the date of application;
- Use, possession, sale, distribution of any “controlled substance” or “dangerous drug”, as defined by Maine law, three (3) years or less from the date of the application.
- Admission or conviction or any felony offense committed as an adult;
- As an adult and within the past five (5) years, any conviction of a M-1 or M-2 (misdemeanor) or similar degree of charge as defined by federal, state, or local law of the jurisdiction where the offense occurred;
- As an adult or juvenile, any conviction of more than one M-1 or M-2 (misdemeanor) as defined by the federal, state, or local law of jurisdiction where the offense occurred;
- Domestic violence conviction;
- Having six (6) or more points on driving record within the past twenty-four (24) month period prior to application;
- OUI conviction within the past ten (10) year period prior to application;
- Having been placed under a 12-point license suspension within the past six (6) year period prior to application;
- Dishonorable Discharge from military service or having a General Court Martial;
- Filing fraudulent claims for insurance, welfare, unemployment compensation or other public assistance programs;
- Continuing history of financial or credit problems to include garnishments and bankruptcy;
- A finding of contempt by a court for failure to provide for family/dependents as ordered by the courts or for which a legal obligation of care exists;
- Non-compliance with a court order or legal contract to provide child support, alimony, or other financial responsibility determined by finding of any court of law;
- Employment history which includes any of the following: termination, resignation in lieu of discharge, excessive absence/tardiness, inability to get along with others, or any adverse disciplinary actions;
- Active Temporary Protection Order or Civil Protection Order; any violation of a protection order;
- Sexually oriented offender status;
- Admitted physical, sexual, or emotional abuse of one’s spouse, ex-spouse, child, stepchild, parent, or any other relative or person with whom one had lived or had a relationship;
- History of association or involvement with any illegal gambling activities or any other organized crime;
- Any documented or admitted history of racial, ethnic, or social intolerance (i.e. hating or shunning another person or group due to differences they possess).





## **GOULDSBORO POLICE DEPARTMENT**

4 Williams Brook Road  
Gouldsboro, ME 04607

**Mail this packet to.**

PO Box 68  
Prospect Harbor, ME 04669  
Attention: Chief of Police

# **APPLICATION FOR EMPLOYMENT**

The Town of Gouldsboro is an Equal Opportunity Employer.  
Applicants are considered for all positions without regard to race or color, sex, sexual orientation,  
physical or mental disability, religion, age, ancestry or national origin

Any applicant selected through the hiring process for the position of Police Officer (full or part-time and/or  
any rank), Police Chief, Public Safety Director or any equivalent, shall be subject to successful  
completion of a polygraph prior to being sworn in for duty.

The Town Manager may waive the polygraph if the candidate has successfully completed a test within  
the past 6 months.

# GOULDSBORO, MAINE POLICE DEPARTMENT- APPLICATION FOR EMPLOYMENT

Please fill out all questions. Use fourth page if more space is required for any item.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street City State Zip code

HOME TELEPHONE: \_\_\_\_\_ HOURS YOU MAY BE REACHED: \_\_\_\_\_

CELL TELEPHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Were you ever convicted by a court of an offense other than a traffic violation? ☐ YES ☐ NO If yes, give details.  
\_\_\_\_\_  
\_\_\_\_\_

Are you age 18 or older? ☐ YES ☐ NO

Have you ever worked for the Town of Gouldsboro? ☐ YES ☐ NO If yes, what year and department/division did you work?: \_\_\_\_\_

Are you eligible to be lawfully employed in the United States? ☐ YES ☐ NO  
(Proof of citizenship or immigration status will be required upon employment)

Driver's License? ☐ YES ☐ NO Class: \_\_\_\_\_ Endorsements: \_\_\_\_\_

Have you ever failed a police background investigation in the past? ☐ YES ☐ NO If yes, When? \_\_\_\_\_

To whom did you apply? \_\_\_\_\_

List any family members presently employed by the Town of Gouldsboro (including spouse, parents, children, siblings, uncles, aunts, nephews, nieces, and any of the same related as in-laws, step-relations, or half-relations.

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

## Military Record:

Are you a Veteran? ☐ YES ☐ NO

Honorable Discharge? ☐ YES ☐ NO

Branch of Service: \_\_\_\_\_

Dates of Service: \_\_\_\_\_

If you belong to the reserves, indicate branch or unit: \_\_\_\_\_

How did you learn of this position?

☐ Advertisement ☐ Employment Agency ☐ Walk-in ☐ Friend/relative

☐ Other: \_\_\_\_\_

PERSONAL

MILITARY

01

Name of High School: \_\_\_\_\_

Did you Graduate? ☐ Yes ☐ No

College or University: \_\_\_\_\_

Major Courses: \_\_\_\_\_

Did you Graduate? ☐ Yes ☐ No If Yes, with what Degree? \_\_\_\_\_

Graduate Study, Business, Correspondence or Trade School Courses:

Describe: \_\_\_\_\_

Major Courses: \_\_\_\_\_

Did you Graduate? ☐ Yes ☐ No If yes, with what Degree? \_\_\_\_\_

Have you passed an Alert Test from MCJA? ☐ Yes ☐ No If yes, date taken: \_\_\_\_\_

Have you passed the Physical Fitness Test from MCJA? ☐ Yes ☐ No If yes, date taken: \_\_\_\_\_

Have you completed the 100 hour school? ☐ Yes ☐ No If yes, date taken: \_\_\_\_\_

Are you a MCJA BLETP graduate? ☐ Yes ☐ No If yes, date taken: \_\_\_\_\_

List all current and previous jobs and activities including part-time employment. Begin with your present or most recent position.

**FIRST or PRESENT:**

Business Name: \_\_\_\_\_ Supervisor's Name/Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Address

City

State

Telephone

Dates of Employment:

From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Position Title: \_\_\_\_\_ Salary \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

May we contact your current employer? ☐ Yes ☐ No

**SECOND:**

Business Name: \_\_\_\_\_ Supervisor's Name/Title: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Address

City

State

Telephone

Dates of Employment:

From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year

Position Title: \_\_\_\_\_ Salary \_\_\_\_\_

Duties Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reasons for Leaving: \_\_\_\_\_

\_\_\_\_\_

May we contact? ☐ Yes ☐ No

**THIRD:**  
Business Name: \_\_\_\_\_ Supervisor's Name/Title: \_\_\_\_\_  
Employer's Address: \_\_\_\_\_  
Address City State Telephone  
Dates of Employment:  
From: \_\_\_\_\_ / \_\_\_\_\_ To: \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year  
Position Title: \_\_\_\_\_ Salary \_\_\_\_\_  
Duties Performed: \_\_\_\_\_  
Reasons for Leaving: \_\_\_\_\_  
May we contact? ☐ Yes ☐ No

Give names and contact information of three persons thoroughly acquainted with your abilities.  
Name Telephone Business/Profession  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISCLOSURE AGREEMENT**  
I hereby certify that the facts set forth above in my employment application are true and complete to the best of my knowledge. I authorize the Town of Gouldsboro to investigate all information set forth in my application, by contacting my prior employers and other references set forth above, and by any and all other means authorized or permitted by law. I understand that if I am hired, omissions or false or misleading statements in this application or interviews will be grounds for immediate termination of my employment.  
\_\_\_\_\_  
Print Full Legal Name Date  
\_\_\_\_\_

**ADDITIONAL SPACE**