

Pepperell Auxiliary Police Application, Page 2

Do you have a valid: Driver's License Y / N Lic. # _____ Expires: _____

Massachusetts License to Carry Firearms Y / N or FID Y / N # _____

City/Town of Issuance: _____ Date: _____ Expires: _____

Experience or Training In:

First Aid _____ CPR _____ Firearms _____ Law _____

Police Work _____ Emergency Services _____

Education:

High School:	City/Town	State	Graduated? Y / N
College	Program	Yrs attended	Degree? Y / N Discipline:
Or Other	Program	Yrs attended	Certifications
Other Related Training/Experience			

References (Other than immediate family members):

Name	Phone	Relationship
Name	Phone	Relationship
Name	Phone	Relationship

What is the reason you wish to become an Auxiliary Police Officer in Pepperell?

List all **days/nights you ARE NOT available for duty** (note: The Auxiliary primarily work evenings, 7-11 PM):

By my signature, I attest that the information provided on this application is true to the best of my knowledge and understand it is subject to verification. I also grant approval for the Pepperell Auxiliary Police to make the necessary inquiries into my background, which may include but not be limited to: character references, criminal background check, and driver's history.

Signature _____ Date _____

For Auxiliary Police Department Use Only

Approvals:

Auxiliary Police Commander _____ Date _____

Chief Of Police _____ Date _____

Appointment Issued (date): _____ To Expire (date): _____ Squad Assigned _____

Uniform Sizes:

Shirt - N _____ S _____ Pants - W _____ L _____ Jacket _____ Hat _____

Applicant Instructions - Pepperell Auxiliary Police

NOTE: If receiving this application in hard copy from the police department, the person(s) from whom you receive this application may not be associated with or be able to answer your questions about the Auxiliary Police. Any questions should be handled as outlined below. Questions can also be submitted to the Emergency Management Director at: EMD@ town.pepperell.ma.us

1. Review the job description on the reverse side of this form. Be sure that you meet the qualifications and are comfortable with the prescribed duties. All applicants **MUST BE** 21 years of age or older, and eligible to possess a Massachusetts License to Carry Firearms. Note that we will check all records of criminal court appearances both state and interstate as well as your driver's history as part of our routine background check.
2. Complete the application form attached. All information should be printed or typed, and each section filled in completely. Sections that do not apply should be marked with an *N/A* for "not applicable." Incomplete applications will not be considered.
3. Answer all information truthfully, your answers will be verified during the background check.
4. Completed applications should be mailed or returned to: Pepperell Police Department, Attn: Auxiliary Police Commander, P.O. Box 295, Pepperell, MA 01463.

Additional Information:

Questions may be added to your application by attaching a separate sheet of paper or contacting us via our web site. If an interview is granted, we will address them at that time.

Eligibility requires town residency. Certain exceptions may be allowed IF your town of residence does not have an Auxiliary Police Department and you live in the Commonwealth of Massachusetts within a responsible response distance. A reasonable response distance is no more than 30 minutes from the Pepperell police station under normal driving conditions which is necessary to ensure effective response times during emergency call outs. Acceptance of your response capability is at the discretion of the Emergency Management Director.

This is not a membership organization, but a volunteer town agency whose members require approval of the Auxiliary Commander/Emergency Management Director and Chief of Police. There is an associated application screening, interview cycle and appointment procedure. Interviews and appointments are granted at the discretion of the Auxiliary command based on the requirements as identified and applicant background information. Candidates become armed officers responsible to uphold the law and work in a capacity where a high degree of discretion is required. *As such, it is our responsibility to apply thorough scrutiny in the screening process.* Failure to disclose pertinent background information relative to your performing in the capacity of a law enforcement officer will be considered grounds for immediate rejection of your application.

There is no compensation or stipend. The Department will supply all uniforms and some equipment. Other equipment, including a firearm and all leather and foot gear, are the responsibility of the applicant. As such, participation will require an initial investment by you as well as us, and we ask that you consider the commitment associated by all concerned.

While some Auxiliary departments provide only simple services such as traffic control, Pepperell's Auxiliary are exposed to a variety of law enforcement activities in a support capacity. Both classroom and practical hands-on training is mandatory and ongoing. This includes all listed required qualifications. We do so to ensure professionalism and maximum effectiveness, and are proud of the outstanding reputation we maintain both within and outside of the Town of Pepperell.

The Pepperell Auxiliary Police will not discriminate against anyone due to sex, race, religion, or national origin. We encourage all qualified persons with a desire to provide a public service and to learn about the law enforcement community to apply.

KEEP THIS SHEET FOR FUTURE REFERENCE
Do not return it with your application

**JOB DESCRIPTION:
AUXILIARY POLICE OFFICER
TOWN OF PEPPERELL**

Operational Department: Auxiliary Police
Reporting Department: Pepperell Emergency Management Agency
Indirect Reporting: Police Department
Appointing Body: Director of Emergency Management
Salary: Non-compensatory - Volunteer

Responsibilities:

- Responsible for providing emergency services to the town in the form of supplemental police support on a non-compensatory, volunteer basis.
- Serves as the second, back-up patrol officer in support of the full time officers for active cruiser duty on an assigned schedule, evenings.
- Assists in performing routine police duties, including but not limited to: motor vehicle law enforcement, domestic disturbances, arrests, traffic control, criminal investigations, accident investigations, building searches, crime scene preservation, crime prevention, first aid, civil unrest, witness testimony and public relations.
- Performs traffic control duties at public events, emergency scenes, and during disaster periods as directed.
- Attends monthly training classes and other special classes as scheduled, including required qualifications as outlined below.
- Performs honor guard or other duties as assigned for departmental memorials.
- Participates when available in police sponsored events in support of charities and other community improvement opportunities.

Minimum Requirements:

- Age 21 over (required under Massachusetts gun laws)
- Graduate of a Massachusetts Police Reserve/Intermittent Academy, or eligible to attend
- US Citizenship
- Town resident (limited exceptions possible)
- High School Graduate
- Possesses or is eligible to receive a valid Massachusetts License to Carry Firearms
- Valid Driver's License with available personal transportation
- Ability to pass a reference/character check, including a clean criminal record and acceptable driver's history
- Ability to pass a physical health exam
- Ability to pass a psychiatric assessment
- Capable of working week nights, some weekends and holidays
- Some expectation of emergency call-out availability.

Qualification Requirements¹:

- Handgun proficiency - twice annually
- Night Fire (handgun) proficiency - annually
- Patrol Rifle proficiency – twice annually
- Annual attendance and a Massachusetts Police Training Council Inservice Program¹
- Defensive Tactics proficiency (baton & OC) - every 2 years
- Monthly in-house inservice training

¹All Training is provided at no fee except tuition and fees for the Police/Reserve Intermittent Academy – Academy tuition (only) incurred *after appointment* may be refundable upon the completion of a minimum acceptable performance period of not less than 1 year post graduation. An acceptable performance period includes working all assigned cruiser shifts (min. of 100 hours total) and traffic details, as well attendance at all training events. Performance acceptance is at the discretion of the Auxiliary Command staff.