



**BURLINGTON**



**POLICE**

**VERMONT**

# Burlington Police Department Recruitment Hiring Packet

One North Avenue  
Burlington, Vermont 05401  
www.bpdcareers.com

Jon Murad  
Chief of Police

Dear Candidate,

Thank you for your interest in the Burlington Police Department. Please review the information in the attached packet. If you believe you meet the qualifications for the position of probationary police officer, please apply by sending Human Resources a copy of your cover letter and resume to [careers@burlingtonvt.gov](mailto:careers@burlingtonvt.gov).

Once we receive your application, you will be contacted to schedule a physical fitness test. Currently, Vermont does not have a written exam as they are creating a new one. For the Physical fitness exams, the Burlington Police Department tests at the **50th percentile**. This evaluation consists of a 1.5 mile run (outdoors) and a 500-meter row (indoors) with the damper/resistance set on 5. See below to figure out your required times.

FEMALE AGE	20-24	25-29	30-34	35-39	40-44	45-49	50+
Percentile	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run
50%	15:48	16:07	17:05	17:38	18:18	19:18	20:51

MALE AGE	20-24	25-29	30-34	35-39	40-44	45-49	50+
Percentile	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run	1.5 Mile Run
50%	12:00	12:16	12:50	13:30	14:34	15:37	16:33

500 METER ROW		
Gender	Female	Male
50%	02:27	02:08

The rest of the hiring process consists of;

-BPDs lengthy Personal History Questionnaire (PHQ)

- A Panel Interview that consists of three members from the police department; supervisors, officers, detectives or civilians.
- A Polygraph
- The MMPI-3
- A Background Investigation
- Command Review
- A Medical
- Hired!

### **Burlington Police Department Salary and Benefit Package**

## **\$15,000 RECRUITMENT BONUS! FOR NEW POLICE RECRUITS AND LATERAL TRANSFERS**

Starting Salary is \$74,415 - \$81,030 per year depending upon prior full-time law enforcement experience.

Other benefits include but are not limited to:

- Forty-hour work week (4 days on and 3 days off *with weekends off every other month*)
- 13 Paid Holidays
- Shift Differentials (evening shift \$1.30 extra an hour, midnight shift \$1.45 extra an hour, day shift on weekends \$1.00 extra an hour)
- Retirement at 20 years of service at 50 % of average 5 highest years of base salary with minimum age of 50
- Retirement at 25 years of service at 75% of average 5 highest years of base salary with minimum age of 50
- Equipment and uniforms provided
- Paid vacation leave commensurate with seniority (2 weeks to start, 3 weeks after 5 years, 4 weeks after 10 years, 5 weeks after 15 years)
- Bereavement leave
- Family leave
- 2 personal leave days, 3 floating holidays
- Up to \$400 of Wellness Incentives: (1) annual physical, (2) annual or semi-annual dental examination (cleaning), (3) completion of annual online risk assessment, (4) participation in a list of approved wellness activities
- Educational incentives: annual bonus of \$400 for an Associate's Degree, \$800 for a Bachelor's Degree, and \$1200 for a Master's Degree
- Excellent medical and dental plans
- Paid life insurance

### **Burlington Police Department Qualifications/Job Requirements**

It is policy of the Burlington Police Department to afford equal employment opportunities to all qualified persons without regard to race, color, religion, national origin, sex, age or physical handicaps except where age or physical requirements are essential occupational qualifications. These qualifications include, but are not limited to the following:

#### Character/ Background traits

We are seeking service and community oriented individuals with excellent communication and problem solving skills. Successful applicants will have character traits and values consistent with the Law Enforcement code of Ethics and the Mission, Vision, and Values of the Burlington Police Department.

#### Citizenship

Must be able to permanently live and work in the United States (green card).

#### Application

Must be at least 21 by date of hire.

#### Vision

Corrected to 20/20 in each eye.

#### Education

High school diploma or equivalent required

Associates Degree or higher, Honorable Military Service or equivalent Law Enforcement work history preferred.

#### Physical Condition

The Burlington Police Department requires its police applicants to pass the Vermont Police Academy's physical fitness standards at **50th percentile**.

Applicants must continue to work out and stay in shape even after this initial testing. If an applicant is successful in getting hired by the Burlington Police Department they will still be required to take a second physical fitness test mandated by the VCJTC prior to the academy start date. Applicants who are unable to pass this mandatory retest will not be allowed to attend the police academy and may be released from employment.

#### Hiring Process

Physical standards test, interview panel, polygraph, psychological exam, background investigation, and medical examination, to include drug screening test.

#### Criminal Record

No domestic violence or assault convictions. No felony or serious misdemeanor convictions. No habitual or serious traffic offenses. Other violations, which may adversely affect a law enforcement career, will be considered on a case-by-case basis.

#### Illegal Drug Use

Applicants must be drug free-1 year from marijuana usage and 3 years from any other drug.

#### Law Enforcement Certification

Must successfully complete the full-time basic training class for police professionals at the Vermont Police Academy or obtain a Vermont Police Academy waiver certificate within one year of probation period. Candidates must also successfully complete the Burlington Police Department's field training program.

#### Driver's License

Must have a valid operator's license.