

## MISSION STATEMENT

The Bureau of Enforcement is committed to the public safety of all New Hampshire Citizens. We pledge to enforce the laws of the State of New Hampshire in a fair and uniform manner. We pledge to work towards the elimination of underage drinking thereby reducing the problems associated with underage consumption. We pledge to reduce the incidents of over consumption of alcohol and thereby reducing the incidents of drinking and driving. We pledge to provide the citizens of our state with prompt and courteous service.



## MINIMUM QUALIFICATIONS

### Education / Experience:

1. High school diploma or GED or its equivalent, plus 60 credit hours from a recognized college or university with a major field of study preferably in criminal justice or the equivalent OR
2. High school diploma or GED or its equivalent, PLUS two years full-time employment as a certified police officer, OR
3. High school diploma or GED or its equivalent, PLUS two years full-time active duty military service with an honorable discharge.

### Special Requirements:

- Must be at least 21 years of age upon application for position.
- Must be willing to accept employment anywhere in the state.
- Must have and retain a New Hampshire driver's license for the duration of employment.
- Must pass polygraph examination, psychological examination and fitness standards prior to employment. Meeting continued fitness and professional standards required of all applicants based upon New Hampshire law and administration rules.
- Before the probationary period expires, appointees shall successfully complete a training program certifying the appointee as a police officer which satisfies all applicable provisions of RSA 188-F:27, and rules of the N.H. Police Standards and Training Council. Liquor Investigators must maintain all requirements for certification as a police officer in New Hampshire.

## APPLICATION PROCESS:

All applications should be submitted to the New Hampshire State Liquor Commission, Human Resources Section, at 50 Storrs Street, Concord, NH. Applications can also be mailed to:

NHSLC HUMAN RESOURCES  
PO Box 503  
Concord, NH 03302-0503

Applications are available in [Adobe Acrobat](#)  and [Microsoft Word](#)  formats. Additionally, applications may be requested from the Division of Personnel at (603) 271-3261 or 3262.

Applicants must submit appropriate documentation (transcripts, proof of police certification, and/or DD Form 214) with their applications to continue in the recruitment process.

Deadlines: Applications must be received 3 weeks prior to each test date.

**PHYSICAL AGILITY TEST:**

The physical agility test will be administered by the Bureau Enforcement and will take place in the Tactical Center of the Police Standards and Training facility.

In order to participate in the physical agility test, you must have the [pre-physical agility test medical form](#)  completed. Medical forms must be completed within **six months** of your assigned test date, and must be completed by either a physician, physician’s assistant, or nurse practitioner. Please do not submit your completed form with the application, rather bring it on your assigned test date and present it at check-in.

Candidates must pass each of the four events. The test has been designed to measure the ability to perform physically demanding tasks encountered in job performance. The minimum bench press weight, minimum repetitions, and maximum time allowances for each of the four phases are as follows:

**MINIMUM STANDARDS FOR CANDIDATES WHO ARE FULL TIME CERTIFIED POLICE OFFICERS**



MALES				
AGE	BENCHPRESS *	SIT UPS	PUSH UPS	1.5 MI RUN
20-29	.96	37	27	12:53
30-39	.86	33	21	13:25
40-49	.78	28	16	14:10
50-59	.70	22	11	15:53

FEMALES				
AGE	BENCHPRESS *	SIT UPS	PUSH UPS**	1.5 MI RUN
20-29	.58	31	22 (mod) 14 (FB)	15:32
30-39	.52	24	17 (mod) 10 (FB)	16:43
40-49	.48	19	11 (mod) 8 (FB)	17:38
50-59	.43	12	10 (mod)	19:43

**MINIMUM STANDARDS FOR CANDIDATES WHO ARE NOT FULL TIME CERTIFIED POLICE OFFICERS**



MALES				
AGE	BENCHPRESS *	SIT UPS	PUSH UPS	1.5 MI RUN
20-29	1.06	40	33	12:18
30-39	.93	37	27	12:51
40-49	.84	31	21	13:53
50-59	.75	26	15	14:55

FEMALES				
AGE	BENCHPRESS *	SIT UPS	PUSH UPS	1.5 MI RUN
20-29	.65	35	26	14:55
30-39	.57	27	21	15:26
40-49	.52	22	15	16:27
50-59	.45	17	14	17:29

\* The weight that a candidate is required to bench press is computed as follows: Candidate’s body weight multiplied by the decimal found in the applicable age column.

\*\*Full time certified females may choose to perform either full body or modified push ups.

**ADDITIONAL PHASES OF THE SELECTION PROCESS:**

Those candidates who successfully complete the physical agility test will be invited to an integrity interview that same day. Candidates who successfully complete the integrity interview will advance to the comprehensive interview and possible background investigation. Candidates who have criminal convictions for serious offenses will be ineligible for appointment. All candidates will be subject to unannounced drug testing at any point during the selection process.

Once conditional offers of employment have been made, prospective appointees must successfully complete a polygraph examination, a psychological examination, a thorough medical examination, and an interview with the Chief of Enforcement and Licensing. Candidates should be in excellent physical condition and take corrective measures, if necessary, before the medical examination date. No physical conditions can exist prohibiting appointees from performing the duties and responsibilities of the Liquor Investigator I position.

## **SALARY & BENEFITS:**

The salary range for the Liquor Investigator I position is \$38,890.87 to \$51,563.48.

Newly hired Investigators accumulate annual leave at the rate of one (1) day per month, and this leave can be used upon accrual. Sick leave is accumulated at the rate of one and one-quarter (1 1/4) days per month and can also be used upon accrual. Investigators continue to accrue annual and sick leave in accordance with the Collective Bargaining Agreement. Probationary Investigators are also entitled to 12 annual holidays.

Investigators and their families receive excellent dental and health benefits with employee premiums fully paid by the State of New Hampshire. A group term life insurance benefit of \$20,000 is also fully paid by the State of New Hampshire. Investigators are able to increase this coverage amount through personal contributions. Dental, health and life insurance benefits begin on the 1st of the month following 30 days of full-time State employment. Please visit <http://www.nh.gov/hr/benefits.html> for more details.

Investigators are enrolled into the NH Retirement System as a condition of employment. Contributions are made by the Investigator and the State of New Hampshire. Full benefits are available after 20 years service and a minimum age of 45. Please visit [www.nhrs.org/](http://www.nhrs.org/) for more details.

Additionally, Liquor Investigators are eligible for tuition assistance at any of the state's community technical colleges.

## **SUMMARY OF DUTIES & RESPONSIBILITIES:**

- Conducts criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects, and informants.
- Prepares detailed reports of investigations, inspections, and audits to detect unlawful circumstances, using specialized law enforcement computer systems and databases.
- Determines reasonable suspicion to detain and probable cause to search and arrest, and uses appropriate force to arrest and detain suspects.
- Operates law enforcement vehicles in a variety of environmental conditions and emergency situations.
- Intervenes in and mediates disputes, advising parties of rights and process in both criminal and administrative venues.
- Prepares affidavits, complaints, and search warrant applications, reads and comprehends legal documents, and prosecutes cases in courts and other formal settings.
- Conducts educational and preventative programs for a variety of groups, and interfaces with the media, public officials, business owners, and the community as a law enforcement officer representing the Bureau.

For additional information view the full [Class Specification](#).

**Updated:** January 11, 2008

 Adobe Acrobat Reader format. You can download a free reader from [Adobe](#).

 Microsoft Word format. You can download a free reader from [Microsoft](#).