

SOUTH KINGSTOWN  
R. I.

# SOUTH KINGSTOWN POLICE DEPARTMENT

1790 KINGSTOWN RD., WAKEFIELD, RI 02879

POLICY NUMBER	ORDER TYPE	ORIGINAL ISSUE DATE	EFFECTIVE DATE
310.01	OPERATIONAL POLICY	NEW	3/8/19
CHAPTER : SUBSECTION		TITLE	
RECRUITMENT & TRAINING : RECRUITMENT		RECRUITMENT & SELECTION OF POLICE OFFICERS	
REVIEW DATES		REVISION DATES	
DISTRIBUTION	REFERENCE		PAGES
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## I. PURPOSE

The purpose of this policy is to establish an effective and fair selection process for the position of police officer, that results in the appointment of those persons who possess the skills, knowledge, and abilities to best protect and serve the citizens of South Kingstown.

## II. POLICY

It is the policy of the South Kingstown Police Department that successful police officer applicants are chosen from a diverse candidate pool, reflective of the community served; that all applicants have equal opportunity for employment, and that those appointed as police officers are the most highly qualified.

## III. DEFINITIONS

*Rhode Island Police Officers Commission on Standards and Training (RI POST)* – organization that establishes rules, regulations, policies and standards for certification and training of municipal and state criminal justice personnel, maintains records of law enforcement training and serves as a resource to municipalities and the state to improve the quality of law enforcement pursuant to Rhode Island General Laws.

*Rhode Island Municipal Police Training Academy (RIMPTA)* – organization that trains and certifies all Rhode Island municipal police officers (except Providence) in addition to other state agencies; establish courses of training and set rules and regulations relative to education, physical standards and personal character of candidates and trainees.

## IV. PROCEDURE

The recruitment of qualified applicants is the responsibility of the Chief of Police, but is tasked to the Training Officer. All members of the department are encouraged to actively recruit qualified candidates to apply for openings.

#### A. Recruitment Plan

1. A plan will be developed by the Chief of Police or his/her designee and will include the following:
  - Statement of recruiting objectives;
  - Plan of action necessary to achieve the objectives;
  - Minimum qualifications a candidate must have to apply;
  - A commitment on the part of the agency to recruit minority and female candidates from areas beyond the agency's jurisdictional boundaries;
  - Identify employees inside or outside the agency responsible for plan administration.
2. This plan will be adhered to, reviewed and updated as necessary after every recruitment process or at least annually. A documented review of the plan will address whether or not objectives were met and if not met, what steps need to be taken to meet them; and any other revisions necessary.

#### B. Recruitment Process

1. The goal of this process is to recruit qualified candidates by providing maximum public awareness and access to all segments of the population.
2. The Training Officer will maintain a manual/file on the recruitment process procedures, to be reviewed and updated as necessary.

#### C. Application Process

1. Recruitment booklet
  - a. Will be created in accordance with the Recruitment Plan and contain all pertinent information regarding the recruitment and selection process, to include testing standards, pertinent dates/deadlines, order of events, a department contact person and any other relevant information.
  - b. The booklet will be available on the Town's website (under Personnel) and on PoliceApp.com.
2. Contact with applicants
  - a. Initial applications will be accepted through PoliceApp.com. Confirmation to the applicant will be automatic through the website.
  - b. The Training Officer is responsible for maintaining contact with each candidate throughout the process, after every stage, until final employment disposition.
  - c. An application status log will be maintained.
  - d. Contacts with applicants will be recorded; this can be done through saved e-mails or through PoliceApp.com

- e. Applications submitted with omissions and deficiencies will not be outright rejected; the Training Officer will make every effort to contact the applicant to correct any deficiencies prior to testing.
- f. All qualified applicants who submit the completed application and required paperwork by the deadline are eligible to participate in the testing process.

#### D. Selection Process – Entry Level

The authority and responsibility for the selection process is with the South Kingstown Police Department and the Chief of Police.

##### 1. Evaluation – Entry Level Candidates

- a. Candidates will be evaluated by a selection process that measures traits or characteristics necessary for an officer or shown to be job related.
  - 1) Physical agility testing - will be done in accordance with RIMPTA standards and is pass/fail; all candidates who pass will progress to the swim test.
  - 2) Swim test - basic swim test; pass/fail; all candidates who pass will be invited to take the written exam.
  - 3) Written test - will be provided by a professional testing vendor who can provide documentation supporting the relevancy of the testing material. Passing the written exam means achieving a score of 70 or over in each of the four categories. Candidates who pass the written exam and achieve one of the top twenty scores will be invited to participate in an oral interview.
  - 4) Oral interview – conducted by a panel of at least three (3) sworn members of the South Kingstown Police Department, to be chosen by the Chief.
- b. A list of the top ten candidates will be formulated after the oral interviews. Should there be less than twenty candidates interviewed, or should the interviewers feel fewer than ten are qualified candidates, the Chief can formulate a list of fewer than ten. The list will be active for a one (1) year period of time.
- c. Documentation as to the relevancy of activities tested to job tasks will be kept on file with the Training Officer.
- d. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.
- e. Time limits, oral instructions, answer sheets, and scoring formulas will be the same for all candidates.
- f. Any candidate determined to be ineligible for appointment on the basis of a single test, examination, interview, or investigation will be informed, in person for the agility/swim tests and in writing or electronic correspondence within 30 days of such determination for all other phases.
- g. No information will be released except in accordance with all federal, state, and city requirements regarding the privacy, security, and freedom of information

of all candidate records and data. A signed authorization for release of information form will be kept in the candidates file.

2. Evaluation – Lateral Transfer Candidates

All candidates must hold current RI POST certification. Those meeting the minimum qualifications will be afforded an interview and will remain on file for a one (1) year period of time.

3. Background Investigation

Any candidate accepting a conditional offer of employment from this department will be subject to a thorough background investigation according to SKPD 210.07 Pre-Employment Background Investigations.

4. Medical & Psychological Examinations

a. The exams given will be conducted by a licensed physician (medical) or licensed psychologist or psychiatrist (psychological) in accordance with the RI POST standards.

b. The exams will be administered only after a Conditional Offer of Employment is tendered.

E. Rhode Island Municipal Police Training Academy

1. Candidates selected to attend the academy must fulfill any and all pre-academy entrance requirements as set forth by the RI POST.

2. Recruits will not be assigned to perform any police activities involving carrying a weapon, making an arrest, or enforcing the law until they have completed the academy and have been sworn in as Probationary Police Officers.

3. Upon successful completion of the academy, and prior to entering a Field Training Program, all recruits will be sworn in by the Chief of Police as Probationary Police Officers, by taking and swearing to abide by the department's Oath of Office (attached).

F. Probationary Period

1. Upon hiring, all new and transfer officers will serve in a probationary status for not less than 12 months. The probationary period for these officers will include the following:

a. Participation in the RIMPTA (if not already RI POST certified);

b. Participation in the Field Training Evaluation Program (FTEP);

c. Any and all remedial training or further examinations;

2. The probationary period may be extended at any time during the probation for any length of time, requiring any additional terms and conditions with the final approval of the Chief of Police.

3. Termination from the South Kingstown Police Department may be made at any time during the probationary period with the final approval of the Chief of Police.

G. Appointment as a permanent police officer

A final offer of employment will be in the form of an appointment as a permanent police officer upon successful completion of all the terms and conditions as set forth in the Conditional Offer of Employment.

#### H. Records and Testing Material

1. Applications will be kept with PoliceApp.com and through a download provided by the company at the close of each application process. This download will be kept in the Training Division. Such records will be kept for a minimum of three (3) years, unless otherwise dictated by state records retention laws.
2. The files of all candidates given a Conditional Offer of Employment will be kept in the Chief's Office; all other candidate files will be kept in the Training Division.
3. The Training Division or Chief's Civilian Administrative Assistant will store all selection material in a locked and secured area until needed for use.
4. Medical exam results will be maintained in a secure file in Personnel and the Chief's Office.
5. Psychological exam results are restricted to those persons involved in the selection process, the Chief of Police and those legally entitled to view such files. The records will be maintained in a secure file in the Chief's Office.
6. Any selection or recruitment process information or records with personal information contained on them will be shredded prior to disposal.

By Order of:



Joseph P. Geaber, Jr.  
Chief of Police