



**Town of Middletown  
Recruitment/Selection Process Information**

## **Entry Level Patrol Officer**

**Application Period:**  
**RI Municipal Police Training Academy Start Date:**

**1/16/2016 – 2/26/2016**  
**July 2016**

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- **Minimum Requirements for Entry Level Patrol Officer:** Please refer to Job Description.
  
- **Middletown Employment Application Packet must be emailed to [employmentpd@middletownri.com](mailto:employmentpd@middletownri.com) and include the following:**
  1. **Resume**
  2. Completed and signed **Town of Middletown Employment Application – POLICE** (enclosed)
  3. Copy of your valid **Driver's License**
  4. Copy of your **Birth Certificate**
  5. Copy of your **High School Diploma or G.E.D. Certificate**
  6. Completed, signed, notarized **Permission for Release of Information for Criminal Records** (enclosed)
  7. Completed and signed by physician **Physical / Water Rescue Swim Assessment Medical Examination Form** (enclosed)
  8. Proof of Veteran's Status, if applicable – Eligibility requirements enclosed
  9. Proof of Residency, if applicable - Eligibility requirements enclosed.
  10. **Official Transcript from an accredited college/university**, if applicable (*mail to Office of Human Resources*).
  11. **Proof of Military Service record/Federal, State, or Local Law Enforcement Officer or Correctional Officer record**, if applicable.

**\*It is your responsibility to maintain your current contact information in your application file.**

- There will be a **MANDATORY Informational Meeting** for all applicants. **This meeting is scheduled to take place on February 29<sup>th</sup>, 2016 at 7:00 PM, Middletown Town Hall, Council Chambers, 350 East Main Road, Middletown, RI 02842.** You will not be eligible to continue in the Middletown selection process if you do not attend. You are required to bring one form of picture identification to this meeting. You will be awarded a pass/fail score for this step in the process. **Appropriate business attire is required.**
  
- A **Physical Fitness Assessment Examination** will be administered to all eligible applicants. **This examination is scheduled to take place on March 5<sup>th</sup>, 2016 at 8:00 AM, Joseph H. Gaudet Middle School gymnasium and athletic field (Turner Road Entrance), 1113 Aquidneck Avenue, Middletown RI, 02842.** You will not be eligible to continue in the selection process if you do not pass this examination. You are required to bring one form of picture identification to this examination. You will be awarded a pass/fail score for this step in the process.
  
- A **Water Rescue/Swim Test** will be administered to all eligible applicants. **This test is scheduled to take place on March 13<sup>th</sup>, 2016 at 8:00 AM, Newport County YMCA pool, 792 Valley Road, Middletown, RI 02842.** You will not be eligible to continue in the Middletown selection process if you do not pass this examination. You are required to bring one form of picture identification to this examination. You will be awarded a pass / fail score for this step in the process.

**NOTE – Please contact Jim Farrell ([jimf@newportymca.org](mailto:jimf@newportymca.org)) or Cari Beck ([cari@newportymca.org](mailto:cari@newportymca.org)) at the Newport YMCA, 401-847-9200 ext. 108, if you are interested in scheduling practice time prior to the Water Rescue/Swim Test.**

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- A **Written Examination** will be administered to all eligible applicants. **Date, time and location TBD** and will be communicated accordingly. You will not be eligible to continue in the selection process if you do not pass this examination. Minimum passing score = 70. Maximum score possible = 100.
- **Educational Points** will be awarded to Middletown applicants as follows:
  - Associate's Degree - Criminal Justice or related Police Science = 15 / Any Other = 5
  - Bachelor's Degree - Criminal Justice or related Police Science = 20 / Any Other = 10
- **Oral Interviews with the Middletown Personnel Board** will be held for eligible applicants, after the written examination. The Town reserves the right to interview the top 20 candidates only, depending on the number of applicants. You will not be eligible to continue in the Middletown selection process if you do not pass this examination. Minimum passing score = 70. Total possible points awarded for the interview = 100. **Date, time and location TBD** and will be communicated accordingly to eligible applicants.
- Additional Residency points and Veteran's Preference points will be added at this time in accordance with the Middletown Town Charter Section 37.032 (B) and 37.034. Appropriate proof must be submitted prior to the interviews with the Middletown Personnel Board. Applicants will be ranked by their total scores and the Personnel Board will certify the list accordingly.
- The Certified List can be valid for a period of up to 2 years from the date that it is certified by the Middletown Personnel Board. The Town reserves the right to abolish the List in accordance with Town Code and establish a new List at any time during the two-year period.
- Candidates will then be selected from the Certified List for further consideration. Interviews will be conducted by the Middletown Police Department. You must attend such interview to continue in the Middletown selection process.
- Pre-employment Background Checks, Physical and Psychological Examinations along with additional interviews and a Pre-Employment Drug test will be administered for those candidates selected for further consideration and who have accepted a conditional employment offer. You will not be eligible to continue in the selection process if you do not pass these examinations.
- An extensive Background Investigation will be completed to evaluate a candidate's employment, education, military service, criminal record, and behavioral history to ensure each candidate meets a high moral and ethical code. You will not be eligible to continue in the selection process if you do not pass this evaluation.
- Successful candidates will then be appointed as Police Officer Trainees and assigned to attend the Rhode Island Municipal Police Training Academy. Trainees who fail to successfully complete the Academy training course will be removed from the Middletown Certified list.
- Upon successful completion of the Academy training course, the trainee will be appointed as a Probationary Police Officer and receive further in-service training. Position is covered under the IBPO Local 534 Collective Bargaining Agreement.
- Upon successful completion of one (1) year as a Probationary Police Officer, the officer will be appointed as a regular member of the Middletown Police Department.
- Information about the IPBO Local 534 Collective Bargaining Agreement can be found at [www.middletownri.com/contracts](http://www.middletownri.com/contracts)
- **An email address is required as all communication between the applicants and the Town will be electronic.**

**IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION PLEASE CONTACT:**

**Cecilia Dursi, Human Resources Manager**  
 (401) 846-5781  
[cdursi@middletownri.com](mailto:cdursi@middletownri.com)



## Town of Middletown Police Eligibility Point System 2016 Recruitment/Selection Process

	Description	Requirements	Points Assigned / Maximum Points
1.	Mandatory Informational Meeting – Attendance	Attendance – Must have valid documented reason for not attending or not eligible to continue process	Pass / Fail
2.	Physical Performance Agility Testing	Pass / Fail Must pass minimum physical fitness for 1. One Minute Push-up test 2. One Minute Sit-up test 3. 1.5 Mile Run time standard 4. 300 Meter Run (If unable to pass physical agility testing – not eligible to continue with process)	Pass / Fail
3.	Water Rescue / Swim Testing Newport County YMCA	Pass / Fail 200 yd. swim 10 minutes tread water 40 pound weight retrieval 30 feet underwater swim (If unable to complete swim test – not eligible to continue with process)	Pass / Fail
4.	Written Examination – Independent Testing Company	Minimum Passing Score 70 points  (If unable to pass written test – not eligible to continue with process)	0 -100 Maximum = 100
5.	Education Points	AS – Criminal Justice/ Police Sciences OR Any Other  BS – Criminal Justice/ Police Sciences OR Any Other	15 5  20 10
6.	Oral Interview – Personnel Board	Minimum Passing Score 70 points	0 -100 Maximum = 100
7.	Veteran's Preference Credits – Town Charter §37.034	Regular / Disabled	5 / 10 Maximum = 10
8.	Middletown Residency - Town Charter §37.032 (B)	Middletown resident at least 5 years	10 Maximum = 10
	<b>Total</b>		<b>Maximum Possible = 240</b>



## Town of Middletown Residency Points

### § 37.032 EXAM RESULTS.

- (B) All Middletown residents competing for entry-level positions in the town service shall be granted ten additional points by virtue of their residency. The ten points are to be added at the end of the personnel board interview process, prior to the final establishment of the eligibility list. Proof of residency shall include the following: vehicle registration showing Middletown address; a current tax bill showing Middletown residence; or any other documentation demonstrating residency. In order to qualify for resident status, proof of residency must demonstrate that the applicant has been living in Middletown for a minimum of five years.

## Town of Middletown Veterans' Preference Points

### § 37.034 VETERANS' PREFERENCE IN EXAMS.

Preference in entrance examinations shall be granted once to qualified applicants who have served honorably as members of the United States armed forces during any period of war, armed hostilities or national emergency declared by the Congress or by the President. To the final earned ratings of veterans in competitive examinations who receive at least the minimum required score and at least the minimum required final rating, service credits of five points will be added and ten points for those with a disability rating.



# EMPLOYMENT APPLICATION

## WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Town of Middletown considers applications for all positions without regard to race, color, religion, creed, age, gender, national origin, disability, sexual orientation, citizenship status or any other legally protected status.

### GENERAL INFORMATION

First Name		Today's Date	
Sur/Last Name			Middle Int'l
Current Address			Apartment Number
City		State	Zip Code
Preferred Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell		Email Address	
Home Phone		Cell Phone	
Are you at least 18 years of age? (If not, we must verify minimum legal age) <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Are you presently legally authorized to work in the United States? <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Have you ever been convicted of a crime? *A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law. <input type="checkbox"/> NO <input type="checkbox"/> YES, please provide details:			
Pursuant to Rhode Island General Law 12-1.3-4(b), any police applicant is required to disclose if they have had a record of a conviction of a crime expunged. Have you ever had a record of a conviction of a crime expunged? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do any of your friends or relatives work for Town of Middletown? <input type="checkbox"/> NO <input type="checkbox"/> YES, please list the employee(s) and relationship(s):			
Have you ever applied for employment with Town of Middletown? <input type="checkbox"/> NO <input type="checkbox"/> YES, please state when and for what position?			
Have you ever been employed by Town of Middletown? <input type="checkbox"/> NO <input type="checkbox"/> YES, please state when and reason for leaving:			
VACANCY INFORMATION			
Position(s) Applying for:		Department	
Specify type of employment (choose one): <input type="checkbox"/> Full-time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call/Temp/Seasonal		Are you available to work overtime? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Available Start Date:	Available Through (End Date):	How did you learn about Town of Middletown? Please be specific (website, newspaper, friend, relative, etc.)	
Can you travel if the job requires it? <input type="checkbox"/> YES <input type="checkbox"/> NO		Are you currently on 'lay-off' status and subject to recall? <input type="checkbox"/> YES <input type="checkbox"/> NO	



<b>EDUCATION</b> Please list the name, city and state of the school or certifying institute.	<b>FOCUS/COURSE</b>	<b>DEGREE</b>	<b>YEARS COMPLETED</b>
High School or Equivalent			
Tech or Trade			
College/University			
College/University			
Professional Certification			
Professional Certification			

**Please describe any specialized training, apprenticeships and extra-curricular activities:**

**Please describe any job-related training received in the United States military:**

**Please list any specialized skills and equipment operation abilities:**



### EMPLOYMENT HISTORY

Please account for your entire employment history. Include all positions beginning with the most recent, including military experience. Please explain any gaps in employment in the comments section below. You may attach additional sheets if necessary.

<b>1</b>	Company Name			Contact Phone
	Address			
	From	To	Position	Salary/Hourly Wage
	Name of Supervisor	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving:
	Responsibilities/Duties:			
<b>2</b>	Company Name			Contact Phone
	Address			
	From	To	Position	Salary/Hourly Wage
	Name of Supervisor	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving:
	Responsibilities/Duties:			
<b>3</b>	Company Name			Contact Phone
	Address			
	From	To	Position	Salary/Hourly Wage
	Name of Supervisor	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving:
	Responsibilities/Duties:			
<b>4</b>	Company Name			Contact Phone
	Address			
	From	To	Position	Salary/Hourly Wage
	Name of Supervisor	May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		Reason for leaving:
	Responsibilities/Duties:			

**COMMENTS:**



PROFESSIONAL REFERENCES			
1	First Name _____ Sur/Last Name _____		Company/Organization _____
	Contact Phone _____	Email Address _____	Relationship _____
2	First Name _____ Sur/Last Name _____		Company/Organization _____
	Contact Phone _____	Email Address _____	Relationship _____
3	First Name _____ Sur/Last Name _____		Company/Organization _____
	Contact Phone _____	Email Address _____	Relationship _____

**PLEASE READ CAREFULLY AND SIGN THE STATEMENT BELOW:**

**I understand and agree that:**

1. The information that I have provided on the application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews or the hiring process, can be justification for refusal of employment, or, if employed, termination from the Town's employ.
2. In processing my application for employment, the Town may verify all the information provided by me, or may procure or have prepared a consumer or an investigative consumer report for this purpose concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. I understand that upon written request to the Town, I will be informed whether an investigative report was requested and given full information as to the nature and scope of this investigation.
3. As part of its pre-employment screening process and any subsequent employment with the Town, I acknowledge and understand that the Town may investigate my background through the internet as well as review and monitor on-line activities (e.g. social networking sites) that may be relevant to my employment to the extent permissible by law. The Town will not use any information gathered from these sources for any discriminatory or unlawful purposes.
4. I authorize and request that all of my present and former employers and those individuals I have listed as references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
5. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Town.

This application for employment shall be considered active for a period of time not to exceed 1 year. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**PERMISSION FOR RELEASE OF INFORMATION  
FOR CRIMINAL RECORDS**

I hereby give my permission for the Middletown Police Department to obtain and release my criminal record for employment or personal reasons. You are authorized to send my record to:

**Cecilia Dursi**

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**Human Resources**

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**Town of Middletown**

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**FAX #: (401) 849-6267**

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Print Name

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Date of Birth

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Social Security Number

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Signature

---

Date

Male     Female    Race \_\_\_\_\_  
(Optional)

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NOTARY PUBLIC (seal)

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Address

---

City/State/Zip

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Commission Expires

POLICE DEPARTMENT USE ONLY

Criminal History Performed on \_\_\_\_\_

NO RECORD \_\_\_\_\_ RECORD \_\_\_\_\_

Police Department Authorized Signature



**TOWN OF MIDDLETOWN  
ENTRY LEVEL PATROL OFFICER**

**PHYSICAL FITNESS / WATER RESCUE SWIM ASSESSMENT  
MEDICAL EXAMINATION**

**FORM MUST BE CERTIFIED BY PHYSICIAN**

Based on the results of the Physical Fitness & Water Rescue Swim Assessment Medical Evaluation on

\_\_\_\_\_ I find \_\_\_\_\_  
Month/Day/Year Name (please print)

Is medically certified to engage in the Physical Fitness and Water Rescue Swim Assessment Procedures

\_\_\_\_\_ Yes – I have reviewed the Physical Fitness and Water Rescue Swim Test Assessment Standards

\_\_\_\_\_ No – I have not reviewed the Physical Fitness and Water Rescue Swim Test Assessment Standards

\_\_\_\_\_, MD  
Physician Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Water Rescue/Swim Assessment Standards

1. 200-yard continuous swim
2. 10 minutes treading water
3. 40-pound weight/dummy retrieval in the deep end
4. 30 foot underwater swim

Physical Fitness Assessment

1. One minute Push-up test
2. One minute Sit-up test
3. 1.5 mile run
4. 300 meter run