

CHARLESTOWN POLICE DEPARTMENT



Police Officer Recruitment Booklet

The Town of Charlestown, RI is an equal opportunity employer

Recruitment Period:

Friday, March 10, 2017 through 4pm Friday, March 24, 2017

Jeffrey S. Allen
Chief of Police

In accordance with Federal Law and the U.S. Department of Agriculture Policy, the Town of Charlestown is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-0410 or call 800-795-3272 (voice) or 202-720-6382 (TDD).

The Charlestown Police Department is seeking qualified applicants to establish an eligibility list for the position(s) of Police Officer. The department currently consists of twenty (20) sworn officers, five (5) civilian dispatchers, and a civilian administrative staff of three. The department serves a diverse seaside community of approximately 8,000-year-round residents with a significant season increase of approximately 40,000 residents, renters, visitors and campers, all-encompassing our 38-square mile community.

The Police Department is housed in a newly constructed, thirteen thousand square feet facility that includes, but not limited to a state of the art communications center, prisoner processing and holding rooms, as well as a community room that provides a safe, well lit haven for area groups to meet.

Applicants interested in being considered for a challenging and rewarding career with the Charlestown Police Department should carefully review this booklet. The information included herein will provide you with the general requirements, along with information on each phase of the application screening process.

Minimum Qualifications:

ALL APPLICANTS FOR THE CHARLESTOWN POLICE DEPARTMENT MUST MEET THE FOLLOWING MINIMUM REQUIREMENTS TO BE ELIGIBLE TO PARTICIPATE IN THE RECRUITMENT PROCESS FOR THE POSITION OF ENTRY LEVEL POLICE OFFICER. FAILURE TO MEET ANY OF THESE QUALIFICATIONS WILL AUTOMATICALLY DISQUALIFY A CANDIDATE FROM FURTHER CONSIDERATION.

1. Must be at least twenty-one (21) years of age at the time of application.
2. Must have a minimum of 60 college credits, in any course of study from an accredited college or university by the application deadline. In lieu of college credits, candidates may substitute a combination of high school diploma or GED certification and three (3) years of continuous active-duty U.S. Military service or five (5) years of reserve U.S. Military Service or three (3) years of previous full-time law enforcement experience. Candidate must provide an official stamped transcript or Military DD-214.
3. Must possess and provide a copy of a valid motor vehicle operator's license.
4. Must be a U.S. Citizen and provide a valid copy of your social security card.
5. Must be able to successfully pass a written examination and physical agility test based on Rhode Island Municipal Police Academy standards.
6. Must be able to successfully pass an extensive background security check.

Applicant Selection Process:

Eligible candidates who meet the minimum qualifications as specified in this Charlestown Police Officer Recruitment Booklet will proceed through a series of assessments. Candidates who fail to report to any of the testing procedures and/or who fail any component of the testing process will be disqualified from further consideration. **There will be no make-up dates scheduled.**

The following dates for the various phases of the testing process are being provided in advance so applicants can plan accordingly. The Charlestown Police Department reserves the right to change any of the posted dates if necessary and applicants will be properly notified if this should occur.

Application Period Closes/Due by: Friday, March 24, 2017 at 1600 hrs. (4pm)

You must apply using: www.PoliceApps.com/CharlestownRI

**** A Non-Refundable \$40 processing fee will be paid on-line using www.PoliceApps.com/CharlestownRI ****

Physical Agility Testing	Saturday, April 22, 2017	0800-1000
Written Examination	Saturday, April 22, 2017	1100-1500

Oral Interviews Applicants will receive written invitation

Physical Agility Testing & Written Examination will be held at the Chariho High School, 453 Switch Road, Wood River Junction (Richmond), RI 02894. Dress Code for admittance into the physical agility test is a plain white T-Shirt and plain blue gym shorts. Dress Code for admittance into the written examination will be proper business attire.

Phase 1 – Physical Agility Testing:

The first phase of the selection process is a physical performance evaluation. This test will be conducted by examiners certified by the Rhode Island Municipal Training Academy and is modeled after the minimal physical fitness entrance requirements for the RIMPTA. It consists of a battery of tests including; 300-meter run, 1 minute push-up test, 1 minute sit-up test, and a 1.5 mile run. Candidates must pass all components of the agility test to continue to the next phase of the selection process. Those who do not attain the minimum acceptable score will be eliminated from the process and will be so notified at that time.

Candidates will be required to provide a physician’s note prior to participating in the physical agility test indicating no medical restrictions that would prohibit you from physical activity.

Phase 2 – Written Examination:

All eligible applicants who successfully pass the physical agility component of the testing process will be invited to participate in the second phase of the application selection process, the written examination.

Phase 3 – Oral Interview:

A limited number of candidates who achieve the overall highest test scores from the written examination will be invited, in writing, to participate in the next phase of the process, the oral interview. This phase of the process will result in the establishment of an eligibility list of candidates.

Phase 4 – Comprehensive Background Investigation:

Candidates from the eligibility list who may be offered a conditional and contingent offer of probationary employment for the position of police officer with the Charlestown Police Department must successfully pass a series of pre-employment requirements; attain a satisfactory-average score on the battery of psychological tests; successful completion of the RIMPTA fitness test, a medical examination, which shall include medical history and a drug screen test as well as an extensive background investigation.

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Failure to provide/submit any of the required listed information by the applicant may disqualify the candidate from any further consideration by the Charlestown Police Department.

Applicants who have questions regarding this process may contact LT Patrick J. McMahon at (401) 213-6902 or via email at pmcmahon@charlestownpolice.org

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