

# Richmond Police Department - Applicant Selection Process

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## 1. Successful Preliminary Application Submission

Applicants must meet minimal eligibility requirements, and must follow directions successfully when completing a Richmond Police Department Preliminary Employment Application, which must be returned with the requisite payment of \$30.00 before the posted deadline. Applicants shall be required to provide truthful responses and information in their application, and during subsequent oral and/or written communications with the Richmond Police Department. **Any deliberate omissions, misrepresentations, or false information may result in disqualification of the applicant from further consideration.**

## 2. Physical Fitness Test

Applicants must successfully pass a Physical Fitness Test on a day-to-be-determined in 2015. **\*\* Candidates must bring their operator's license along with their completed Physical Fitness Medical Certificate in order to participate in the test.** The test encompasses the following events:

### **Push Ups (1 minute)**

This is a measure of the applicant's muscular endurance of the upper body (anterior deltoids, the pectorals and triceps). The applicant's hands are placed slightly wider than shoulder width apart, with fingers pointed forward. The administrator of the event will place one (1) sponge on the floor below the applicant's chest. If a male is testing a female applicant, a three (3) inch sponge should be placed under the sternum to substitute for the administrator's fist. Starting from the up position (elbows extended), the applicant must keep their back straight at all times and lower their body to the floor until their chest touches the administrator's fist or sponge.

The applicant then returns to the up position. This is recorded as one (1) correct push up. Resting should be done only in the up position. The total number of push ups with correct form completed in one (1) minute is recorded as the score.

### **1.5 Mile Run - Aerobic Power**

This test is used to measure the efficiency of the cardiovascular system and how it responds to imposed physical demand. The applicant must run or jog a distance of 1.5 miles in the shortest time possible. All scores are individually recorded.

### **Sit Ups (1 minute)**

This is a measure of the muscular endurance of the applicant's abdominal and hip flexor muscles. Applicants must lie on their backs, knees bent, with fingers interlocked behind their head, heels flat on the floor. Another applicant will hold their feet down. The applicant's heels will be approximately the distance between the applicant's outstretched thumb and small finger from the buttocks. From the "down or starting" position on their back, the applicant will raise their upper body, fingers interlocked behind their head, and touch their elbows to their knees at the "up" ending position. Applicants will then lower themselves until their shoulder blades touch the mat. This will be recorded as one (1) correct sit up. Applicants may rest only in the "up" position. The applicant score will be the total number of correct sit ups completed in one (1) minute.

### **300 Meter Run**

This is a measure of applicant's anaerobic power capacity. Applicants will run a distance of 300 meters at a maximal level of effort. Time used to complete the distance will be recorded in seconds.

### **3. Written Examination**

Applicants must successfully complete a written examination, which measures interpersonal skills and cognitive reasoning. The examination is designed, prepared, and scored by an independent, professional research company.

### **4. Successful Supplemental Application Submission**

Applicants must meet minimal eligibility requirements, and must follow directions successfully when completing a Richmond Police Department's detailed **Supplemental Employment Application**, which must be returned before the specified deadline. Applicants shall be required to provide truthful responses and information in their application, and during subsequent oral and/or written communications with the Richmond Police Department. **Any deliberate omissions, misrepresentations, or false information may result in disqualification of the applicant from further consideration.**

### **5. Oral Board Examinations**

Applicants determined eligible for further processing will appear before an Oral Interview Board.

### **6. Comprehensive Background Investigations**

Applicants will have an extensive background investigation conducted by a member of the Richmond Police Department regarding their past employment record, education, criminal history, consumer credit history, community reputation, military service, and overall character.

### **7. Psychological and Medical Testing**

Applicants who have successfully progressed this far in the process must complete a written psychological examination, and attend a follow-up interview by a licensed psychologist. All evaluations are interpreted by a licensed psychologist who has been contracted by the Richmond Police Department.

Applicants determined eligible for further processing must pass a complete medical examination and be found physically qualified by a physician designated or authorized by the Richmond Police Department.

### **8. Recruit Selection**

Remaining applicant files are reviewed and qualified applicants shall be considered for selection to attend the Rhode Island Municipal Police Training Academy, unless the candidate is already certified, in which case they may be eligible for a conditional offer of employment as a probationary patrol officer with the Richmond Police Department upon the recommendation of the Chief of Police, and final approval by the Richmond Town Council.

**\*\* Candidates must be able to pass a swim test in order to attend the Rhode Island Municipal Police Training Academy.**