

SOUTH KINGSTOWN POLICE DEPARTMENT

Recruitment Booklet



Police Officer

Recruitment Period

June 16, 2021–July 18, 2021

***DEADLINE EXTENDED TO**

AUGUST 1, 2021*



**Joel Ewing-Chow
Chief of Police**

The South Kingstown Police Department is seeking applicants to establish an eligibility pool for the position of Police Officer. South Kingstown is a growing, diverse seaside community of over 30,000 residents and is the most populated town in Washington County and the ninth most populated city or town in Rhode Island. The town encompasses 63 square miles, making it the largest in the state, and includes the University of Rhode Island, the state's largest higher education institution, and several beaches.

The police department currently employs 56 sworn officers. The Chief of Police and three Captains oversee the entire department. There is one Lieutenant, one Sergeant, and one Officer working in Administration. The Detective Division is comprised of 8 officers; one Lieutenant, one Sergeant, and six Detectives. The Prosecution Division is overseen by a Lieutenant. Each patrol shift has one Lieutenant, two Sergeants, and at least eight Officers for a total of 36 sworn officers in the Patrol Division. There are 2 School Resource Officers (SROs). There is one SRO at the high school and one SRO at the middle school. There is an officer assigned to the Community Resource Officer position. The Traffic Division is overseen by a Sergeant.

Patrol officers work a 4-2 rotating schedule on one of three shifts:

1 st shift	0700-1500
2 nd shift	1500-2300
3 rd shift	2300-0700

The department prides itself on the professional development and training of each officer by offering many training opportunities, and college tuition reimbursement for all sworn officers.

Officers receive paid vacation days, paid holidays, sick leave, medical & dental insurance, and membership in the Rhode Island state pension system. The current salary breakdown is as follows:

- Year 1:** \$51,012
- Year 2:** \$53,140
- Year 3:** \$55,265
- Year 4:** \$57,986
- Year 5:** \$60,808
- Year 6:** \$71,375

MINIMUM REQUIREMENTS:

- Must be 21 years of age
- Must be a citizen of the United States
- Must possess a valid driver's license
- Must possess 60 college credits or an Associate's Degree from an accredited university by August 1, 2021

OR

Must possess a high school diploma or GED certificate **AND:**

- Two years of continuous, active duty service in the US military; **OR**
- Four years of continuous, reserve service in the US military; **OR**
- Two years of current experience as a fulltime police officer in any state

APPLICATION PROCESS

STEP 1: Apply via the website www.policeapp.com **before 11:59PM, Sunday, August 1, 2021:**

- 1) Complete application located on www.policeapp.com
- 2) Sign Release and Waiver of Claim (page 7) and submit with application
- 3) Sign Fitness Test Medical Certificate/Physician's Statement (page 8) and submit with application
- 4) Obtain Informed Consent form (page 9) and submit with application

STEP 2: Bring the following items with you to the agility test in one large envelope:

- 1) Copy of birth certificate
- 2) Copy of valid motor vehicle operator's license
- 3) Official ***stamped or sealed*** record of transcript certifying cumulative college credits earned (internet and student copies will not be accepted) *; ***or***

A copy of a high school diploma or GED certification ***and*** a copy of Report of Military Discharge, DD 214; ***or***

A copy of police academy certificate ***and*** proof of current law enforcement employment

**Candidates qualifying with college credits must submit a transcript at the time of application. If any of the required credits are still in progress at the time of submittal, candidates must submit a final transcript showing successful completion of all 60 credits as soon as possible but no later than August 1st 2021..*

Submission of incomplete or improper paperwork at any stage in this process may result in disqualification. All documents will be retained by the Town of South Kingstown.

IMPORTANT: Notifications throughout this process will be made via e-mail from mchappell@skpd.org; please ensure you have added this to your accepted e-mail addresses.

TESTING & APPLICANT SELECTION PROCESS

All applicants who submit their completed application prior to the deadline are invited to attend the physical agility test and swim test. **THIS IS YOUR INVITATION.** Only those applicants who pass the physical agility test and swim test will be allowed to take the written exam. Those who pass the written exam will be invited to an oral interview. A pool of candidates will be formulated after the results of the oral interview. Once certified, this pool of candidates will be valid for one year. Hiring for probationary patrol officer during the year will be considered from this pool of candidates. A candidate offered a position will have to pass pre-screening items to include a background investigation, medical examination (including drug screen and back screen) and psychological testing. Currently, the Rhode Island Municipal Police Training Academy (RIMPTA) holds two sessions per year; one starts in January, one starts in July. The first day of employment with the Town of South Kingstown will commence on **day 1** of the police academy.

Below is the general time frame for this application process. The page following contains more details about the agility and swim tests. Please be sure to read all information. If you are late for any portion of the process, you may be eliminated.

PHYSICAL AGILITY TEST & WRITTEN EXAM

DATE: August 7th, 2021

You will be notified via e-mail of any date change (to a later date only).

TIMES AND LOCATIONS:

AGILITY – 9:00 am

Mackal Fieldhouse, University of RI, Kingston, RI

Bring driver's license, water bottle, and paperwork listed on page 3, step 2. Wait outside until directed inside. Applicants must wear a plain white tee shirt and dark blue or black gym shorts. NO sweat pants, yoga/compression pants/shorts will be allowed.

WRITTEN – 12:00pm

Keaney Gymnasium, University of RI, Kingston, RI

You will be given time to change into proper business attire for the written exam. Bring your driver's license, #2 pencils and water. No food will be allowed in the exam room.

ORAL INTERVIEWS

DATES: **TBD** (subject to change)

TIMES AND LOCATION:

SCHEDULED BETWEEN 9:00AM AND 4:00PM (subject to change)

SOUTH KINGSTOWN POLICE DEPARTMENT

1790 KINGSTOWN RD

The South Kingstown Police Department does not discriminate on the basis of age, sex, race, religion, national origin, color or disability in accordance with applicable Federal and State laws and regulations. Our agency is the sub-recipient of Federal grant funds administered by the Rhode Island Department of Public Safety Grant Administration Office (RIPSGAO). If you believe you have been discriminated against you should notify the Office of the Police Chief and the RIPSGAO.

PHYSICAL AGILITY TESTING

This is done according to RI Municipal Police Training Academy standards. Applicants must score in the 40th percentile (shown in chart) or better to pass the agility test. Your age will be the age you are on the day of the test.

One-Minute Push-up Test – a timed test that measures upper body muscular endurance. The score is the number of push-ups in one minute.

1.5 Mile Run – a timed run that measures the heart and vascular system’s capability to transport oxygen. Test results reflect the ability to perform police tasks involving stamina and endurance. The score is recorded in minutes and seconds.

One-Minute Sit-up Test – measures the muscular endurance of the abdominal muscles. The results reflect the ability to perform police tasks that involve the use of force. The score is the number of bent leg sit-ups performed in one minute.

300 Meter Run – a timed test that measures the body’s ability to perform during oxygen debt. The score is recorded in seconds.

SWIM TEST

These minimum swim requirements are those that are required during pre-screening at the RI Municipal Police Training Academy. There will be additional requirements during the RIMPTA’s Water Safety Course. Listed below are the minimal standards to pass the test.

- Swim a total of 100 yards continuously
- Tread water for 10 minutes
- Surface dive to a depth of 7 feet and retrieve a weighted object
- Swim a distance of 15 feet or 2.5 body lengths underwater

Physical Fitness Assessment					
40th Percentile					
1 Minute Push-up					
	Age<20	20-29	30-39	40-49	50-59
Male	29	29	24	18	13
Female	15	15	11	9	n/d
1.5 Mile Run - Aerobic Power					
	Age<20	20-29	30-39	40-49	50-59
Male	12:38	12:38	12:58	13:50	15:06
Female	14:50	14:50	15:43	16:31	18:18
1 Minute Sit-up test					
	Age<20	20-29	30-39	40-49	50-59
Male	41.0	38.0	35.0	29.0	24.0
Female	32.0	32.0	25.0	20.0	14.0
300 Meter Run					
	Age<20	20-29	30-39	40-49	50-59
Male	59.0	59.0	58.9	72.0	83.2
Female	71.0	71.0	79.0	94.0	n/d

**PRESENT THIS SHEET TO YOUR PHYSICIAN
FOR COMPLETION OF PHYSICIAN
CERTIFICATION FORM (page 9).**



SOUTH KINGSTOWN POLICE DEPARTMENT

1790 Kingstown Road
Wakefield, Rhode Island 02879

(401) 783-3321
Fax: (401) 783-8139

THIS FORM MUST BE NOTARIZED

RELEASE AND WAIVER OF CLAIM

SOUTH KINGSTOWN POLICE DEPARTMENT
RECRUITMENT AND TRAINING

As a participant in the application, recruitment and training process with the South Kingstown Police Department, I, _____, do hereby remise, release and forever quitclaim unto the Town of South Kingstown, their heirs, executors, administrators, and assigns, any and all manner of actions, debts, dues, claims, and demands, both in law and equity, more especially arising out of my participation in recruitment exercises and training prior to employment by the South Kingstown Police Department or the Town of South Kingstown, which, against said above-named parties, I ever had, now have, or in the future may have for or by reason or means of any matter in connection with my participation.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on this _____ day of _____, 20__.

Candidate Signature

WITNESSED:
Executed in the Presence of:

Notary Public

My Commission Expires: _____



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FITNESS TEST MEDICAL CERTIFICATE

Dear Physician:

The following named individual has submitted an application to become a Police Officer with the South Kingstown Police Department.

Candidate Name: _____	Date of Birth: _____
Address: _____	Town/City: _____ State: _____

The South Kingstown Police Department and the Rhode Island Department of Public Safety/Municipal Police Training Academy (RIDPS/MPTA) requires each candidate to bring a completed Physical Fitness Test Certificate to the Physical Fitness Test before he/she will be allowed to participate in the test. A statement must be obtained from a licensed physician that the candidate is of sufficient physical conditioning to undergo a Physical Fitness test. The Fitness Test Medical Certificate **must** be completed within six (6) months of the Physical Fitness testing date.

Attached to this form is a listing of the minimum physical fitness standards a candidate must attain. We ask that your evaluation be based upon these criteria. Thank you for your assistance.

PHYSICIAN'S STATEMENT

I have examined the above-named individual on ____/____/20____.
(This date **MUST** be within six (6) months of the Physical Fitness testing date of **August 1, 2021**)

After reviewing each of the four (4) events, I find him/her to be of sufficient physical conditioning to allow the candidate to participate in the South Kingstown Police Department and RIDPS/MPTA Physical Fitness Test.

Comments (if any): _____

Physician's Signature

(Please type or print :)

Physician's Name: _____

Address: _____

Telephone Number:

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INFORMED CONSENT PHYSICAL AGILITY TEST

The undersigned hereby gives informed consent to engage in a series of exercise tests relative to the South Kingstown Police Department physical agility examination. All exercise testing will be supervised by trained exercise technicians.

There exists the possibility that certain detrimental physiological changes may occur during exercise testing. These changes could include but are not limited to heat related illness, abnormal heart beats, abnormal blood pressure, and, in rare instances, heart attack.

I, the undersigned, have read this form and understand that there are inherent risks associated with any physical activity and recognize that it is my responsibility to provide accurate health information. Furthermore, it is my responsibility to monitor my individual performance during any activity. In the event of a medical problem, I further understand that any medical care that may be required is my personal financial responsibility.

YES	NO	
_____	_____	1. Has a doctor ever said that you have heart trouble?
_____	_____	2. Have you ever been told by a doctor that your blood pressure was too high?
_____	_____	3. Do you often suffer from dizziness?
_____	_____	4. Do you have any orthopedic problems that might be aggravated by exercise testing?
_____	_____	5. Is there a good reason not mentioned here why you could not participate in a physical testing program even if you wanted to?
_____	_____	6. Do you frequently have pain in your heart or chest?

Explain any "YES" response: _____

Print Name: _____
FIRST MI LAST

Date: _____

Signature: _____