



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

Patrol Officer

Application Period: 11/22/2021 – 3/1/2022

Rhode Island Municipal Police Training Academy Start Date: July 2022

Minimum Requirements for Patrol Officer Recruit:

1. Must be at least 21 years of age on or before 12/16/2022
2. Must be a United States Citizen
3. Must possess a High School Diploma or GED Certificate
4. Must possess a valid driver's license and maintain it as a condition of employment
5. Education such as it may have been attained through completion of 60 credits from an accredited college/university, is preferred
6. Two (2) years of continuous military service, or five (5) years of continuous military reserve service, or two (2) years of continuous service as a FT Federal, State or Local Law Enforcement Officer or Correction Officer, is preferred
7. Must successfully pass a pre-employment background check
8. Must successfully pass a pre-employment physical exam
9. Must successfully pass a pre-employment psychological exam
10. Upon appointment to the position, must be a Rhode Island resident and reside within 20-mile radius of the Middletown Police Department and or have the ability to respond in 30 minutes
11. Rhode Island Post Certified Candidates are encouraged to apply.

Middletown Employment Application Packet must include the following:

1. Resume uploaded with completed Application
2. Copy of your Valid Driver's License
3. Copy of your Birth Certificate (or any other proof of citizenship)
4. Copy of your High School Diploma or G.E.D. Certificate
5. Completed, signed, notarized Permission for Release of Information for Criminal Records (enclosed)
6. Completed and signed by physician Fitness Test Medical Certificate Form (enclosed)
7. Proof of Veteran's Status (if applicable – Eligibility requirements enclosed)
8. Proof of Residency (if applicable - Eligibility requirements enclosed)
9. Official Transcript from an accredited college/university, if applicable

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

****An email address is required as all communication will be electronic****

Selection Process:

**DATES ARE DEPENDENT ON FACILITY AVAILABILITY AND WEATHER PERMITTING
THEY ARE THEREFORE SUBJECT TO CHANGE
ANY CHANGES WILL BE COMMUNICATED TO YOU VIA EMAIL**

1. The Middletown Police Department will be hosting an **Open House**. This event is NOT MANDATORY. The open house will be held, [DATE TBD](#) at the Middletown Police Department's Community Room located at 123 Valley Road, Middletown, RI. This event will provide potential applicants an opportunity to speak with our officers about the benefits of being a Middletown Police Officer. Potential applicants may arrive at any time during this event.
2. There will be a **MANDATORY Informational Meeting** for all applicants. This meeting is scheduled to take place on [DATE TBD](#), Middletown Town Hall, Council Chambers, 350 East Main Road, Middletown, RI 02842 (additional parking is available in the RK Plaza 288 East Main Road). You are required to bring one form of picture identification to this meeting. **Appropriate business attire is required**. Applicants will be briefed on the selection process as well as what is expected of them. All mandatory paperwork that has not been turned in is due at this time. You will be awarded a pass/fail score for this step in the process. You will not be eligible to continue in the Middletown selection process if you do not attend.
3. A **Physical Agility PRACTICE Test** will be administered to eligible applicants. This practice is scheduled to take place on [DATE TBD](#) at the Joseph H Gaudet Middle School Gymnasium and athletic field (for GPS directions, use 225 Turner Road, Middletown, RI). Applicants should remain in their vehicles upon arrival until an officer instructs them to make their way to the building. This event is NOT MANDATORY.
4. A **Physical Agility Test** will be administered to eligible applicants. This examination is scheduled to take place on [Saturday, March 5, 2022, TIME TBD](#) at the Joseph H Gaudet Middle School Gymnasium and athletic field (for GPS directions, use 225 Turner Road, Middletown, RI). Applicants should remain in their vehicles upon arrival until an officer instructs them to make their way to the building. This event is MANDATORY. A Physical Agility test exemption may be given if the applicant has successfully passed another Rhode Island Police Department Agility test within 90 days of our agility test date, and this date conflicts with another department's application process. 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. You will not be eligible to continue in the Middletown selection process if you do not pass this step.
5. A **Water Rescue/Swim Test** will be administered to all eligible applicants. This test is scheduled to take place on [Sunday, March 6, 2022, TIME TBD](#), [Newport County YMCA pool](#), 792 Valley Road, Middletown, RI 02842. 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. You will not be eligible to continue in the Middletown selection process if you do not pass this step.
 - *NOTE – Please contact Cari Beck (carib@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.*
6. A **Written Examination** will be administered to all eligible applicants. This examination is scheduled to take place on [Sunday, March 6, 2022, TIME TBD](#), Middletown Town Hall, 350 East Main Road, Middletown, RI 02842. You are required to bring one form of picture identification to this examination. You will not be eligible to continue in the selection process if you do not pass this examination. Please arrive at least 15 minutes prior to the exam to check-in.
 - *Minimum passing score = 70.*
 - *Maximum score possible = 100.*

7. **Oral Interviews with the Middletown Personnel Board** will be held for eligible applicants **Date(s) TBD** Conference Room, Town Hall, 350 East Main Road, Middletown, RI 02842. 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.*
8. **Educational Points** will be awarded to Middletown applicants as follows:
 - *Associate's Degree = 5*
 - *Bachelor's Degree = 10*
9. **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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. Upon successful completion of the Academy training course, the trainee will be appointed as a Probationary Police Officer and receive further in-service training.
16. Upon successful completion of one (1) year as a Probationary Police Officer, the officer will be appointment as a regular member of the Middletown Police Department.
17. Information about the FOP Lodge #21 Collective Bargaining Agreement can be found at www.middletownri.com/contracts

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

Cassandra Bennett, Human Resources Manager (401) 846-5781
cbennett@middletownri.com

The Town of Middletown is an Equal Opportunity Employer