

NORTH SMITHFIELD POLICE DEPARTMENT



APPLICANT INFORMATION BOOKLET

**The Town of North Smithfield is an
Equal Opportunity Employer and complies with
The Americans with Disabilities Act**

Thank you for your interest in a rewarding career with the North Smithfield Police Department.

APPLICATION

- All completed applications can be mailed or delivered to the North Smithfield Police Department at 575 Smithfield Road, North Smithfield, RI 02896
- Applications must be received in a sealed envelope with your name and address on the envelope and marked “Police Application”
- **Applications must be received no later than January 31, 2018 at midnight.**
- **A \$50 (testing/application fee) must accompany all applications.**
(Payment must be in the form of a money order or bank check, cash and personal checks will not be accepted)

MINIMUM REQUIREMENTS

To be considered for appointment as a police officer, an applicant;

- Must be a United States Citizen,
- Must be at least eighteen (18) years of age,
- Must possess a valid motor vehicle operator’s license,
- Cannot have been convicted of or otherwise admitted to having committed any felony in a court of law. A conviction or admission to a misdemeanor may be considered a disqualifying factor depending upon the totality of the circumstance (i.e sentence, facts and circumstances surrounding the incident, distance in time, nature of the incident),
- Must be of good moral character and habits and able to successfully pass a background investigation,
- Must be in good health and meet physical, medical, and psychological requirements for entry into the Rhode Island Municipal Police Academy,
- Must have a high school diploma or GED

DOCUMENTS NEEDED WITH APPLICATION

- A photocopy of your birth certificate or naturalization papers,
- A photocopy of your driver’s license,
- A photocopy of your high school diploma or GED
- Resume (optional)

DATES TO REMEMBER

Written exam – Saturday, February 10, 2018
Agility testing – Friday, February 16, 2018

APPLICATION SELECTION PROCESS:

WRITTEN EXAMINATION

Applicants must successfully complete a written examination which measures verbal ability, the ability to learn and apply police information, remember details, follow directions, and use good judgement and logic. An independent, professional management consultant developed this examination.

PHYSICAL/AGILITY TESTING

Applicants must successfully complete a physical fitness test which encompasses the following events:

- 1 Minute Push-Up
- 1.5 Mile Run-Aerobic Power
- 1 Minute Sit-up test
- 300 Meter Run

ORAL INTERVIEW

Applicants eligible for further processing will appear for an Oral Interview. The Oral Interview consists of multiple stages. Each stage of the Oral Interview process must be passed to continue to the selection process.

BACKGROUND INVESTIGATION

Applicants will have an extensive background investigation conducted by the North Smithfield Police Department, including but not limited to past employment records, educational background, criminal history, consumer credit history, community reputation, personal references and overall character.

MEDICAL EXAMINATION

Applicants determined eligible for further processing must pass a medical examination and be found physically qualified by a physician approved by the Rhode Island Police Officer's Commission on Standards and Training. This examination consists of the following requirements:

- An applicant must possess visual acuity of 20/30, corrected, in each eye.
- An applicant must possess normal color and depth perception;
- An applicant must possess normal hearing ability, without the use of mechanical or electronic aids.

PSYCHOLOGICAL EXAMINATION

Applicants determined eligible for further processing would be administered a written psychological examination, along with a follow-up interview and evaluation by a licensed psychologist.

RECRUIT TRAINING REQUIREMENTS

All applicants hired by the Town of North Smithfield will be trained at the Rhode Island Municipal Police Academy located within the Flanagan Campus of the Community College of Rhode Island, Lincoln, RI. Each training academy last approximately 20 weeks. During the training process, recruits must:

- Successfully complete all academic courses, obtaining a minimum overall score of 70 percent in each course.
- Qualify with their Department issued service weapon, in accordance with Rhode Island Law.
- Successfully complete a program of physical conditioning, including calisthenics, hand to hand combat, and defensive tactics.
- Successfully complete a progressive running program designed to strengthen the cardiovascular and cardio-respiratory systems, and increase aerobic capacity.
- Successfully complete a basic water safety course.
- Successfully complete a pursuit and defensive driving course and demonstrate a high level of proficiency during this course of training.

SALARY AND BENEFITS

Annual salaries as of July 1, 2018

Six (6) months to one (1) year (probationary) \$1,003.68/ \$1,049.69 per week

Over one (1) year Patrol \$1,169.36 per week

- The typical work week consists of a rotating schedule of 4 days on followed by 2 days off.
- 13 paid holidays annually
- Co-pay for Medical, Dental and Prescription coverage
- \$50,000 Life Insurance
- Longevity incentives starting after three (3) years of service
- Clothing purchase and maintenance allowance
- Three (3) personal days per year
- 1-5 years of service – 16 vacation days per year

Note: The above stated benefits are enumerated in the existing collective bargaining agreement between the Town of North Smithfield and North Smithfield International Brotherhood of Police Officers 410, effective July 1, 2016 through June 30, 2019.

MISCELLANEOUS

- The recruit selection process may be but not limited to 2 – 3 months.
- Previously interested candidates must re-apply and re-test.
- Recruits, while attending The Rhode Island Municipal Police Academy, will receive a weekly salary of \$ 600.00
- Recruits, while attending the Rhode Island Municipal Police Academy, must provide their own transportation to and from the training academy and off-site locations as required by the Academy.
- North Smithfield Police Department will provide uniforms and gear required by the Rhode Island Municipal Police Academy.
- Upon appointment as a sworn officer of the North Smithfield Police Department, officers begin a 9-12 week Field Training Officer Program and a 12 month probationary period. Upon successful completion of this probationary period you will be considered a permanent member of the North Smithfield Police Department.

DUTIES AND RESPONSIBILITIES

GENERAL SUMMARY

Under the general supervision of the Shift Supervisor/Assistant Shift Supervisor, the patrol officer shall perform preventive patrol and other law enforcement functions aimed at protecting life and property, preserving the peace, reducing opportunities for the commission of crimes and identifying and apprehending offenders. The patrol officer shall provide emergency and non-emergency services, while creating and establishing a sense of security in the community.

ESSENTIAL FUNCTIONS

1. Exercise authority consistent with the obligation imposed by the oath of office.
2. Respond to all calls for service, rendering first aid when applicable
3. Aid citizens requesting assistance or information.
4. Arrest persons for violating the law or those wanted by other law enforcement agencies.
5. Issue traffic citations, enforce motor vehicle laws and parking ordinances.
6. Seize, collect, preserve, transport, photograph, and inventory evidence and property taken into custody.
7. Maintain weapons and equipment in a state of operational readiness.
8. Promptly serve or deliver warrants, summonses, subpoenas, and other official papers.
9. Coordinate efforts with other Department employees to ensure that teamwork leads to the successful attainment of police short and long term goals and objectives
10. Maintain certification with assigned equipment
11. Perform other duties, as assigned by the Chief of Police.

OTHER FUNCTIONS

1. Be alert for conditions that endanger public safety.
2. Conduct a thorough investigation of all offenses and incidents.
3. Be thoroughly familiar with the assigned areas of patrol. Such familiarity includes knowledge of businesses, residences, roads, paths, etc.
4. Remain in assigned beats throughout the shift, except when a police emergency necessitates a temporary absence or when a Shift Supervisor or Dispatcher has issued authorization for a temporary absence.
5. Take measures to expedite the flow of vehicular traffic during periods of congestion.
6. Preserve crime scenes, in accordance with Department policy.
7. Testify in court, in a professional and timely manner, when required.
8. Complete detailed reports on all crimes arrests vehicle collisions, and other incidents requiring police attention.
9. Maintain and operate Department vehicles in accordance with Department policy.
10. Investigate alarms and suspicious persons to ensure the safety of residents and business owners.
11. Check public assemblies, residences, businesses, school, and recreational areas.
12. Keep radio equipment in a state of operational readiness.
13. Keep informed of changes to Local, State, and Federal law, and departmental policies and procedures.

MISSION STATEMENT

The North Smithfield Police Department will always provide the highest degree of fairness, professionalism, and integrity while fulfilling the law enforcement needs of the community.

**Steven E. Reynolds
Chief of Police**

North Smithfield Police Department
575 Smithfield Road
North Smithfield, RI 02896
401-762-1212
www.nsmithfieldri.org

TOWN OF NORTH SMITHFIELD

Memorial Town Building, Slatersville, RI 02876 401-767-2200

Fax: 401-766-0016



EEO Information Form – Employment Application Supplement

The information on this sheet regarding race, sex, and age is needed for statistical purposes to meet federal reporting requirements on equal employment opportunity. The information is needed to analyze and assure compliance with city and federal Equal Employment Opportunity Laws. Your participation in this survey is voluntary and your replies will be kept confidential. This survey will be detached from your application form prior to review of qualifications and will be available only to authorized personnel for research and evaluation purposes.

Applicant Name: _____

Position Applying For: _____ Exam No. _____

Sex: Male

Female

Age: Under 20 20-39 40-65 66 and over

Ethnic Background

Please review all categories listed below. Determine the category which you believe best represents your ethnic background. Check one (1) category only.

- White:** (not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, the Indian subcontinent.
- Black:** (not of Hispanic origin) All persons having origins in any black racial groups.
- Hispanic:** All persons of Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
- Asian or Pacific Islander:** All persons having origins in any of the original peoples of the far East, southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- Native American:** American Indian or Alaskan Native

