

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 September 9, 2016, 4 p.m.
- 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 true photocopy of your birth certificate or naturalization papers,
- A true photocopy of your driver's license,
- A true photocopy of your high school diploma or GED
- Resume (optional)

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, 2015

Six (6) months to one (1) year (probationary) \$905.27/\$946.75 per week

Over one (1) year Patrol \$ 1054.70 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 five (5) 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, 2013 through June 30, 2016.

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 \$ 400.00
- 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 NORTH SMITHFIELD POLICE DEPARTMENT



575 Smithfield Road
North Smithfield, RI 02896
(401) 762-1212

POLICE OFFICER APPLICATION FOR EMPLOYMENT

This application must be typed or clearly printed in ink. All items in this application must be filled in completely, correctly and truthful, to the best of your knowledge, and signed by the applicant. Any application that is incomplete and/or illegible may be rejected by the Town of North Smithfield.

SECTION I – PERSONAL HISTORY

Name: Last	First	Middle
Present Home Address	City	State/Zip
Mailing Address (if different)	City	State/Zip
Date of Birth (mm/dd/yr)	Social Security Number	Home/Cell Number
Are you a resident of RI? Yes _____ No _____	If not, then what state?	Are you a citizen of the US? Yes _____ No _____
Are you a licensed automobile operator? Yes _____ No _____	Operator License Number State	Email address
Has your license ever been suspended or revoked? If yes, what state and reason. Yes _____ No _____ State _____ Reason _____		
Have you ever submitted an application for employment with the North Smithfield Police Department? Yes _____ No _____ Dates _____		
Have you ever submitted an application with any other law enforcement agency in the US? Yes _____ No _____		
AGENCY	DATE	

THE TOWN OF NORTH SMITHFIELD IS AN EQUAL OPPORTUNITY EMPLOYER

SECTION II – EDUCATION

From		To		High School	Major	Diploma/Degree
Mo	Yr	Mo	Yr			
				Address	City	State/Zip
				College or University	Major	Diploma/Degree
				Address	City	State/Zip
				College or University	Major	Diploma/Degree
				Address	City	State/Zip
				Other Educational Institutions	Major	Diploma/Degree
				Address	City	State/Zip

Were you ever suspended, dismissed, or expelled from any of the above schools or any other educational institutions during your scholastic career?

Yes _____ No _____ School _____ Date _____

Type of Action _____

List any awards, honors, citations, positions held in school organizations, athletic endeavors, or other special recognition you have received while attending school.

1. _____
2. _____
3. _____
4. _____

SECTION III – FORMER ADDRESSES

Chronologically list all of your residences in the past ten years, including those in the military (of base) and those while away for school, if applicable. Please account for all time. Use another sheet of paper if necessary.

From		To		Street Address	City	State	Zip
Mo	Yr	Mo	Yr				

SECTION IV – MILITARY SERVICE RECORD

Have you ever served on active duty in the Armed Forces of the United States? Yes _____ No _____	Branch of Military Service _____
Highest Rank Attained: _____ Date Commissioned (if applicable) _____	Type of Discharge _____ Basis of Discharge _____
Serial Number _____ Date of Active Duty (mm/dd/yr) From _____ To _____	Was any type of disciplinary action taken against you while in the service? Yes _____ No _____ Action: _____
Have you or are you now serving in a military reserve unit? Yes _____ No _____ Branch _____	Have you or are you now serving in a National Guard Unit? Yes _____ No _____ Branch _____

SECTION V – EMPLOYMENT HISTORY

Chronologically, list all employment including summer and part-time employment for the last five years. Be sure to account for time while unemployed, if applicable. ALL telephone numbers are mandatory.

Company Name	Name of Supervisor	Telephone ()
Address	City	State/Zip
Salary/Wages	Type of Work	Position
Starting Date / /	Ending Date / /	Reason for Leaving

Company Name	Name of Supervisor	Telephone ()
Address	City	State/Zip
Salary/Wages	Type of Work	Position
Starting Date / /	Ending Date / /	Reason for Leaving

Company Name	Name of Supervisor	Telephone ()
Address	City	State/Zip
Salary/Wages	Type of Work	Position
Starting Date / /	Ending Date / /	Reason for Leaving

Company Name	Name of Supervisor	Telephone ()
Address	City	State/Zip
Salary/Wages	Type of Work	Position
Starting Date / /	Ending Date / /	Reason for Leaving

Have you ever been dismissed or forced to resign from a position? Yes _____ No _____

If yes, give name of employer. _____

SECTION VI – CHARACTER REFERENCES

List three (3) references, who are reputable citizens of their communities and are willing to attest to your character and reputation. List those who have known you for, at least, the last five- (5) years. Do not include any present or past employers, any relatives by blood or marriage, or schoolteachers.

Complete Name	Occupation	Years Known
Residence Address	City/State/Zip	Telephone ()
Business Address	City/State/Zip	Telephone ()

Complete Name	Occupation	Years Known
Residence Address	City/State/Zip	Telephone ()
Business Address	City/State/Zip	Telephone ()

Complete Name	Occupation	Years Known
Residence Address	City/State/Zip	Telephone ()
Business Address	City/State/Zip	Telephone ()

SECTION VII – COURT RECORDS

Have you ever pled guilty, nolo contendere, or been convicted of any misdemeanor or felony offense?
 Yes _____ No _____ If yes, list any convictions below.

DATE	PLACE and DEPARTMENT	CHARGE(S)	FINAL DISPOSITION

SECTION VIII – DRIVING RECORD

List all motor vehicle violations you have received over the last ten years.

DATE	VIOLATION	POLICE DEPARTMENT	DISPOSITION

List all accidents you have been involved in while operating a motor vehicle over the last ten years.

DATE	TYPE	POLICE DEPARTMENT	WERE YOU INJURED?	WERE YOU FOUND AT FAULT?
			Yes _____ No _____	Yes _____ No _____
			Yes _____ No _____	Yes _____ No _____
			Yes _____ No _____	Yes _____ No _____
			Yes _____ No _____	Yes _____ No _____
			Yes _____ No _____	Yes _____ No _____

PERSONAL QUESTIONNAIRE

List any special skills or training you have acquired that would be beneficial to the North Smithfield Police Department. (Include any language skill, firearms training, computer skills, etc.)

List any awards, certificates, or honors received, other than those listed under “SECTION II - EDUCATION” of this application.

PERSONAL QUESTIONNAIRE (continued)

List any public service or community activities in which you are currently involved or have been involved in past years.

Is there anything in your background or personal history that would adversely affect your ability to perform the duties and responsibilities of a police officer? YES _____ No _____

If yes, explain below.

Explain, in your own words, why you are interested in becoming an member of the North Smithfield Police Department.

I have read this application and the entries made herein, and hereby state that all such statements made by me are true. I understand that any false or misleading information given in this application may serve as the basis for dismissal from the recruit selection process.

I agree to these conditions, and I hereby certify that all statements made by me on this application are complete, correct and truthful to the best of my knowledge.

Signature _____

Date _____



TOWN OF NORTH SMITHFIELD

TO ALL APPLICANTS

The Town of North Smithfield is an Affirmative Action Employer.

As such, we are required to maintain various statistics relative to applicants.

We ask you to voluntarily complete the following to assist us in maintaining these statistics. This information is kept in a confidential file, separate and apart from your employment application. The information will never be used as a determinant for employment, but only for the Town's Affirmative Action Plan statistics.

Of the following, please check those that apply:

- Caucasian (White)
- Black (not Hispanic)
- Hispanic
- Asian or Pacific Islander
- American Indian or Native Alaskan
- Vietnam Veteran
- Disabled Veteran
- Disabled

I understand that this information is used solely for the purpose of Affirmative Action statistics and will be maintained in a separate file. It is strictly confidential and has been given voluntarily.

PRINT NAME	
SIGNATURE	DATE