

Narragansett Police Department

40 Caswell Street, Narragansett, RI 02882

ORIGINAL ISSUE

March 16, 2008

LAST REVISED

June 17, 2024

NEXT REVIEW

June 17, 2027

Policy 200.01

Recruitment & Selection

01. Purpose

The purpose of this policy is to establish an effective and fair selection process that results in the appointment of those persons who possess the skills, knowledge, and abilities to best protect and serve the citizens of the Town of Narragansett.

02. Policy

It is the policy of the Narragansett Police Department that successful applicants are chosen from a diverse candidate pool reflective of the available workforce of the State of Rhode Island, that all applicants have equal opportunity for employment and that those appointed as police officers are the most highly qualified. It is the goal of the Narragansett Police Department to have sworn officers reflect the ethnic and gender composition of the available workforce of the State of Rhode Island. The recruitment and selection process is designed to accomplish that goal.

03. Procedures

A. Equal Employment Opportunity

1. The agency will strive to have an ethnic and gender composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available workforce in the State of Rhode Island.
2. It is the practice of the Narragansett Police Department to extend Equal Employment Opportunity to all individuals on the basis of job-related qualifications, regardless of race, color, creed, sex national origin, age, religion, handicap or other non-merit factors.
3. This procedure applies to all areas of personnel administration to include recruitment, selection, training, promotion, transfer, demotion, layoff or termination and applies to all employees and applicants for employment with the Narragansett Police Department.
4. Specific steps will be taken to ensure Equal Employment Opportunity during recruitment drives. They are as follows:
 - a. Advertisements will be marked "Equal Employment Opportunity".
 - b. Recruitment drives may be held at various locations including colleges and public areas, i.e., shopping malls, lobby of police headquarters, etc.
 - c. Advertisements in various print and electronic media, including minority publications.
 - d. Providing recruitment information packets to various minority community service organizations.
 - e. All sites selected for the recruitment team will be accessible to the general and disabled public.

- f. Each applicant will be processed utilizing a unique sequential, numeric identification, which will be recorded on the application, application control inventory, and all documents and correspondence utilized throughout the recruitment and selection process.
- g. Those involved in the recruitment process will have knowledge in personnel matters to include the Equal Employment Opportunity Policy.

B. Recruitment Plan

1. The agency will possess a recruitment plan for sworn personnel that includes the following elements:
 - a. A statement of objectives. One being specific actions to accomplish the department's minority recruitment goals.
 - b. A plan of action designed to achieve the above-identified objectives.
 - c. Procedures to evaluate the progress toward objectives every three years.
 - d. An annual review of the recruitment plan will be conducted to ensure that objectives are being met and to identify steps to be taken to reach stated objectives. If appropriate, the recruitment plan may be revised in response to the annual review.
2. The goal of the recruitment process is to achieve a sworn workforce that is representative of the available workforce for the state of Rhode Island by aggressively recruiting for qualified candidates by providing maximum public awareness and access to all segments of the population.
3. The administration of the recruitment plan will be the responsibility of an officer(s) chosen by the Chief of Police or his/her designee prior to beginning a recruitment drive.
4. The job announcements and recruitment notices for all personnel shall:
 - a. Provide a description of duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements.
 - b. Advertise the agency as an equal opportunity employer on all applications and recruitment advertisements.
 - c. Advertise official application filing deadlines.
 - d. The Town Manager shall announce publicly any vacancies to be filled, along with entrance requirements. Such announcements shall be posted for a minimum of one week on a bulletin board in or near the town hall or in any other accessible places as will ensure that any interested residents may be informed about employment opportunities with the town. If such vacancy is created by promotion of the current holder, it will be clearly stated that the promoted employee may return to the original position within a period of 60 days if not successful in the other position.

C. Qualifications

1. The following qualifications shall be necessary for anyone to be eligible for the Narragansett Police Department:
 - a. United States Citizen
 - b. Must be a resident of the state upon appointment
 - c. Must be 21 years of age or older upon appointment
 - d. Height must be proportionate to weight

- e. Vision must be not less than 20/30 correctable to 20/20 and must be able to distinguish colors
- f. Must have a valid unrestricted state driver's license upon appointment
- g. Must have a minimum of 60 college credit hours or two consecutive years of honorable active duty military service or reserve military or one-year full-time employment as a police officer, corrections officer, or equivalent law enforcement experience at an agency with arrest powers by the date of application.

D. Application Process

1. The office of the Chief of Police or his/her designee is responsible for maintaining contact with each candidate from the time of initial application to final employment disposition. The following shall be adhered to:
 - a. Applications must be made through Police App <https://www.policeapp.com/Narragansett-RI-Police-Department/963/>
 - b. Contact will be made with each applicant periodically at each stage of the application process.
 - c. The Chief of Police's office will maintain an application status log.
 - d. Contacts with applicants will be recorded.
 - e. Any applications submitted with omissions and deficiencies will not be routinely rejected due to submission errors.
 - f. The Chief of Police or his/her designee will make contact with applicants to correct any deficiencies prior to testing or interview.
 - g. Those candidates not selected will be notified in writing.

E. Examinations

1. Each candidate meeting the minimum qualifications will be required to pass the following examinations that use only job related rating criteria and minimum qualifications.
 - a. Each candidate must pass a **physical agility test** administered by a department approved third party vendor such as Fit 2 Serve RI <https://www.fit2serveri.com/> or Certify Fit <https://www.certifyfit.com/chip-test/>
 - b. Each candidate passing the physical agility test is required to take a statistically validated **written examination** approved by the Police Department and administered by a third party vendor such as Fit 2 Serve RI <https://www.fit2serveri.com/>
 - c. A maximum score of 50 percent will be awarded by the written examination.
 - d. A minimum of the top 15 successful candidates who have passed the written examination and physical agility test shall be subjected to a three-person **oral board** made up of Narragansett Police Department sworn members. Nothing contained in this section shall prohibit the town from including more than 15 candidates in the oral board. The oral board will be administered, scored and evaluated in a uniform manner.
 - e. A maximum score of 50 percent will be awarded by the oral board.

F. Background Investigation

1. Upon passing the physical agility test, as well as the written and oral examinations the Chief or his/her designee will order the detective division to conduct background investigations on each potential candidate for hire.
2. Any officers/detectives assigned to background investigations will receive training in collecting the

required information and will be provided with an information packet detailing the requirements of the investigation and providing a checklist for documentation.

3. The background investigation will be conducted within the protocol set by the Rhode Island Municipal Police Training Academy.
4. Before being investigated successful candidates will be required to submit appropriate waivers of any confidential information so that the investigating officers can conduct a full and complete background investigation. Additionally, candidates will be required to submit proof of:
 - High school graduation or GED certification
 - Birth Certificate
 - Driver's license
 - Military discharge, if any
 - Proof of state residency
5. The background investigation includes but is not limited to.
 - a. An interview with the candidate
 - b. Verification of qualifying credentials, i.e. diplomas, degrees & driver's license.
 - c. Verification of the applicant's employment history
 - d. A check of the applicant's military record
 - e. Criminal history record checks
 - f. A check of court history
 - g. A check of financial history
 - h. A verification of a least three (3) personal references
 - i. A neighborhood canvas
 - j. Mental health inquiries
 - k. A check of the internet and social media sites (passwords will not be requested or used by the department)
 - l. Health history inquiries
 - m. Other histories or inquiries as determined by the Chief of Police and detailed in the selection procedure manual.
 - n. Follow-up inquiries regarding any matter or incident discovered during the investigation.
 - o. A report will be completed which includes the information obtained from the checks and interviews required; an introduction; and a detailed summary

G. Lateral Recruitment Process

1. An active police officer who has been certified by the RI Police Officers Commission on Standards and Training may be hired, at the discretion of the Chief of Police and with the approval of director of public safety, as a lateral transfer without completing subsection E. contingent upon the RI Police Officer Standard and Training (POST) approval.

H. Physical Condition

1. A preliminary physical examination by the applicant's family physician will be performed at the applicant's expense. This examination will be itemized on a form supplied by the police department. The police department will supply a standard form or the director of Human Resources may substitute any other form.
2. The town will make a determination as to the medical eligibility of a candidate.

I. Eligibility List

1. An eligibility list of successful candidates will be established. The list will be finalized on the following:
 - a. Physical fitness test...pass/fail
 - b. Written examination maximum score of 500 points ...50 percent
 - c. Oral board maximum score 500 points ...50 percent
 - d. Background investigation... pass/fail
 - e. Personal interview by chief of police, executive officer and director of public safety..... pass/fail

A maximum of 1,000 points will be awarded to establish the final list which will be computed down to a percentage of thousands of a percent. The chief of police, with the approval of the director of public safety, will select whom to appoint from the top five candidates.

J. Town Physical Examination

1. Prior to appointment, each candidate will be required to submit to and pass a physical examination administered by a licensed physician. The physical examination will be graded as recommended for appointment or not recommended for appointment.

K. Psychological Evaluation

1. Prior to appointment, each candidate will be required to submit to and pass a psychological evaluation.
2. The psychological evaluation will be administered by a licensed psychologist or psychiatrist of the department's choosing.
3. The "police testing" or psychological evaluation given to meet the requirements of RIGL 42-28.3-1 is designed to screen out law enforcement candidates who are not temperamentally suited for this specialized work.
4. The psychological evaluation will be graded unsatisfactory-below average through satisfactory-above average. Candidates graded unsatisfactory-below average will not be considered for appointment and will be struck from the final list for appointment.
5. Only the Chief of Police or his/her designee will have access to these reports.

L. Polygraph Examination Prohibited

1. The use of Polygraph examinations as a condition of employment is expressly prohibited by RIGL

28-6.1-1. Therefore, a polygraph examination will not be administered in the selection process.

2. Any polygraph results from examinations taken by the candidate in another jurisdiction and provided to this department by another agency will not be relied upon solely as the basis of determining truthfulness or deception or a determinant of employment status.

M. Appeals

1. A candidate has the right of appeal on any part of the testing procedure to the Chief of Police and the director of public safety. Their decision will be final.

N. Selection Materials

1. The selection materials shall be stored in a secure area when not being used and disposed of in a manner that prevents disclosure of the information within. In accordance with the state retention policy, the agency will establish a practice of regarding the retention of the results of any medical examination, emotional stability and psychological fitness examinations.

O. Appointment as a Police Officer

1. The appointment of candidates from the finalized list will be subject to the hiring practices as set forth by the town charter and ordinances of the Town of Narragansett as defined in: Narragansett Town Ordinances Sec 38-23 and RIGL Qualifications and Standards 42-28.2-8.
2. A final offer of employment will be in the form of an appointment as a Probationary Police Officer upon successful completion of all the terms and conditions as set forth in the Conditional Offer of Employment.

P. Probationary Period

1. Upon successful completion of the Rhode Island Municipal Police Academy the probationary patrol officer will serve in a probationary status for not less than twelve (12) months.
2. The probationary period will include the following:
 - a. Participation in the Field Training Officer (F.T.O.) program.
 - b. Evaluations by the probationary officer's supervisor at intervals of ninety (90) days once he/she has completed the F.T.O. program until the end of his/her probationary period.
 - c. Any and all special evaluations
 - d. Continuation of the background investigation as needed.
3. The probationary period may be extended at any time during the probation for any length of time, requiring any additional terms and conditions with the final approval of the Chief of Police.
4. All sworn officers who have successfully completed the probationary period are eligible to be appointed to permanent status on the Police Department as per provisions of the Town Charter.

Q. Civilian and Non-Sworn Positions

1. Upon initial offer of employment, candidates for civilian and non-sworn positions will be subject to a background check which will include the following but limited to:
 - a. Verification of qualifying credentials
 - b. A review of any criminal record
 - c. Verification of at least three personal references

By Order of:

Chief of Police