



SOUTH KINGSTOWN POLICE DEPARTMENT

1790 KINGSTOWN RD., WAKEFIELD, RI 02879

POLICY NUMBER	ORDER TYPE	ORIGINAL ISSUE DATE	EFFECTIVE DATE
310.01	OPERATIONAL POLICY	3/8/19	08/23/24
CHAPTER: SUBSECTION		TITLE	
RECRUITMENT & TRAINING: RECRUITMENT		RECRUITMENT & SELECTION OF POLICE OFFICERS	
REVIEW DATES		REVISION DATES	
06/15/21, 08/23/24		6/15/21, 08/23/24	
DISTRIBUTION	REFERENCE		PAGES
ALL PERSONNEL	RIPAC 2.1, 4.1 – 4.3, 4.5 – 4.7, 6.5		5

I. PURPOSE

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

II. POLICY

It is the policy of the South Kingstown Police Department that successful police officer applicants are chosen from a diverse candidate pool, reflective of the community served; that all applicants have equal opportunity for employment, and that those appointed as police officers are the most highly qualified.

III. DEFINITIONS

Rhode Island Police Officers Commission on Standards and Training (RI POST) – organization that establishes rules, regulations, policies and standards for certification and training of municipal and state criminal justice personnel, maintains records of law enforcement training and serves as a resource to municipalities and the state to improve the quality of law enforcement pursuant to Rhode Island General Laws.

Rhode Island Municipal Police Training Academy (RIMPTA) – organization that trains and certifies all Rhode Island municipal police officers (except Providence) in addition to other state agencies; establish courses of training and set rules and regulations relative to education, physical standards and personal character of candidates and trainees.

IV. PROCEDURE

The recruitment of qualified applicants is the responsibility of the Chief of Police but is tasked to the Training Officer. All members of the department are encouraged to actively recruit qualified candidates to apply for openings.

A. Recruitment Plan

1. A plan will be developed by the Chief of Police or his/her designee and will include the following:
 - Statement of recruiting objectives.
 - Plan of action necessary to achieve the objectives.
 - Minimum qualifications a candidate must have to apply.
 - A commitment on the part of the agency to recruit minority and female candidates from areas beyond the agency's jurisdictional boundaries.
 - Identify employees inside or outside the agency responsible for plan administration.
2. This plan will be adhered to, reviewed and updated as necessary after every recruitment process or at least annually. A documented review of the plan will address whether objectives were met and if not met, what steps need to be taken to meet them, and any other revisions necessary.

B. Recruitment Process

1. The goal of this process is to recruit qualified candidates by providing maximum public awareness and access to all segments of the population.
2. The Training Officer will maintain a manual/file on the recruitment process procedures, to be reviewed and updated as necessary.

C. Application Process

1. Recruitment information
 - a. Will be developed in accordance with the Recruitment Plan and contain all pertinent information regarding the recruitment and selection process, to include testing standards, pertinent dates/deadlines, order of events, a department contact person and any other relevant information.
 - b. The recruitment information will be available on the department's website.
2. Contact with applicants
 - a. Applications will be accepted on a rolling basis through the Town's Personnel Department.
 - b. The Training Officer is responsible for maintaining contact with each candidate throughout the process, after every stage, until final employment disposition.
- c. An application status log will be maintained.
 - d. Contacts with applicants will be recorded by the Training Officer.

- e. Applications submitted with omissions and deficiencies will not be outright rejected; the Training Officer will make every effort to contact the applicant to correct any deficiencies prior to testing.
- f. All qualified applicants who submit the completed application and required paperwork by the deadline are eligible to participate in the selection process.

D. Selection Process – Entry Level

The authority and responsibility for the selection process is with the South Kingstown Police Department and the Chief of Police.

1. Evaluation – Entry Level Candidates

- a. Candidates will be evaluated by a selection process that measures traits or characteristics necessary for an officer or shown to be job related.
 - 1) Physical agility testing - will be done in accordance with RIMPTA standards and is pass/fail.
 - 2) Written test - will be provided by a professional testing vendor who can provide documentation supporting the relevancy of the testing material. Passing the written exam means achieving a cumulative score of 70 percent or greater. A selection of no less than the top twenty (20) passing candidates will be invited to participate in an oral interview.
 - 3) Oral interview – conducted by a panel of at least three (3) sworn members of the South Kingstown Police Department, to be chosen by the Chief. Candidates will be graded on a pass/fail basis; those who pass will remain in a pool of candidates for a period of one (1) year.
 - 4) Chief's interview – Upon vacancy/vacancies, the Chief of Police will select a number of candidates to interview and will select the candidate(s) to proceed to the background investigation portion of the process.
- b. Documentation as to the relevancy of activities tested to job tasks will be kept on file with the Training Officer.
- c. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.
- d. Time limits, oral instructions, answer sheets, and scoring formulas will be the same for all candidates.
- e. Any candidate determined to be ineligible for appointment based on a single test, examination, interview, or investigation will be informed in writing or electronic correspondence within 30 days of such determination.
- f. No information will be released except in accordance with all federal, state, and city requirements regarding the privacy, security, and freedom of information

of all candidate records and data. A signed authorization for the release of information form will be kept in the candidate's file.

2. Evaluation – Lateral Transfer Candidates

All transfer applicants must currently be, have previously been, or be able to obtain Rhode Island POST certification. Applicants meeting the minimum qualifications will be afforded an interview, and their application will remain on file for one (1) year. Prior to an official hire date, the Rhode Island POST will certify applicants according to their current standards as a condition of employment.

3. Background Investigation

Any candidate accepting a conditional offer of employment will be subject to a thorough background investigation according to SKPD 210.07 Pre-Employment Background Investigations.

4. Medical & Psychological Examinations

- a. Examinations will be conducted by a licensed medical physician, licensed psychologist or psychiatrist in accordance with the Rhode Island POST standards.
- b. The exams will be administered only after a conditional offer of employment is tendered.

E. Rhode Island Municipal Police Training Academy

1. Candidates selected to attend the academy must fulfill all pre-academy entrance requirements set forth by the Rhode Island POST.
2. Recruits will not be assigned to perform any police activities involving carrying a weapon, making an arrest, or enforcing the law until they have completed the academy and have been sworn in as Probationary Police Officers.
3. Upon successful completion of the academy and prior to entering a Field Training Program, all recruits will be sworn in by the Chief of Police as Probationary Police Officers by taking the department's Oath of Office.

F. Probationary Period

1. Upon hiring, all new and transfer officers will serve in a probationary status for not less than 12 months. The probationary period for these officers will include the following:
 - a. Participation in the RIMPTA, or RI POST recertification (transfers only).
 - b. Participation in the Field Training Evaluation Program (FTEP).
 - c. All remedial training or further examinations.
2. The probationary period may be extended at any time during the probation period, with the final approval of the Chief of Police.
3. Termination from the South Kingstown Police Department may be made at any time during the probationary period with the final approval of the Chief of Police.
4. The probationary period should be among the final steps in the process to ensure newly hired officers can assume the duties and responsibilities of the new position.

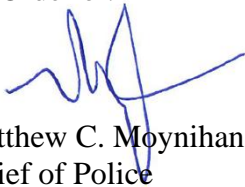
G. Appointment as a permanent police officer

A final offer of employment will be in the form of an appointment as a permanent police officer upon successful completion of all the terms and conditions as set forth in the conditional offer of employment.

H. Records and Testing Material

1. Applications will be kept with the Personnel Department. Such records will be kept for a minimum of three (3) years unless otherwise dictated by state records retention laws.
2. The files of all candidates given a conditional offer of employment will be kept in the Training Division.
3. The Training Division will store selection material in a locked and secured area.
4. Background and Psychological reports will be maintained in a secure file in the Office of the Administrative Lieutenant.
5. Psychological exam results are restricted to those involved in the selection process.
6. Any recruitment process information or personal information records will be shredded before disposal.

By Order of:

A handwritten signature in blue ink, appearing to read 'Matthew C. Moynihan', is written over the printed name and title.

Matthew C. Moynihan
Chief of Police