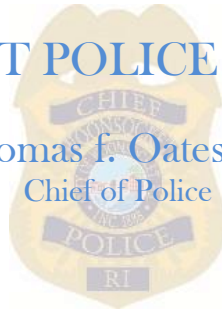


# WOONSOCKET POLICE DEPARTMENT

Thomas f. Oates, III  
Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	200.01	2/12/2018	2/18/2018
SUBJECT		PREVIOUSLY ISSUED DATES	
Human Resources		7/22/2017, 9/3/2020	
ACCREDITATION		RE-EVALUATION DATE	
RIPAC: 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 6.5 CALEA: 31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 31.3.2, 32.1.1, 32.1.2, 32.1.3, 32.1.4, 32.1.5, 32.1.6, 32.1.7, 32.2.1, 32.2.2, 32.2.3, 32.2.4, 32.2.5, 32.2.6, 32.2.7, 32.2.8, 32.2.9, 32.2.10, 33.4.1		4/16/2020, 8/21/2023	
INDEX		DISTRIBUTION	
Recruitment & Selection		All Personnel	

## RECRUITMENT AND SELECTION OF POLICE OFFICER CANDIDATES

### I. 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 City of Woonsocket.

### II. POLICY

#### RI 4.1.c

It is the policy of the Woonsocket Police Department that successful applicants are chosen from a diverse candidate pool; reflective of the community served; that all applicants have equal employment opportunity, and that those appointed as police officers are the most highly qualified. It is the goal of the Woonsocket Police Department to employ sworn officers who reflect the ethnic and gender composition of the city they serve. The recruitment and selection process is designed to accomplish that goal.

### III. DEFINITIONS

**Selection Criteria:** Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.

**Selection Materials:** All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.

**Selection Procedure:** Any established method or combination of methods used in any way as the basis for an employment decision.

**Selection Process:** The combined effect of components and procedures leading to the final employment decision, including minimum qualifications—e.g. education, experience, physical attributes, citizenship, residency—written tests, performance tests, oral interviews, background investigations, medical exams, police academy ratings, probationary period ratings, psychiatric evaluations, veteran’s preference, cut-off scores, and ranking procedures.

#### IV. PROCEDURE

The recruitment of qualified applicants is the responsibility of the Woonsocket Police Department.

RI 4.2

- A. All members are encouraged to actively recruit qualified candidates for application to the Department.
- B. The Operations Division will maintain records specifically outlining the entire recruitment and selection process. The selection process will be evaluated annually.
- C. Applicants are selected based on their meeting:
  - 1. Basic requirements; and
  - 2. Job-related competitive standards.

#### V. RECRUITMENT PROCESS

RI 4.1.a

- A. The goal of the recruitment process is to aggressively recruit qualified candidates by providing maximum public awareness and access to all segments of the population.
- B. Before beginning the selection process, the Chairperson of the Recruitment Committee will provide informal training to personnel involved in the recruitment/selection process. Personnel assigned to recruitment activities will be knowledgeable in personnel matters and selection criteria and methods including:
  - 1. Recruitment needs and commitments of the department;
  - 2. Career opportunities, salaries, benefits, and training;
  - 3. Federal and State compliance guidelines;
  - 4. Needs of the community;

5. An understanding of cultural and ethnic diversity within the community;
  6. Record-keeping system for tracking candidates;
  7. All aspects of the selection process utilized by the police department;
  8. Disqualifying characteristics that candidates may exhibit; and
  9. Medical requirements.
- C. Qualifications – All applicants for the position of police officer must meet the following standards and requirements:
1. Must be a United States citizen;
  2. Must be at least eighteen (18) years of age;
  3. Must be a high school graduate;
  4. Must possess a valid motor vehicle operator’s license;
  5. Cannot have been convicted of a felony;
  6. Cannot have admitted to the guilt of any felony in a court of law;
  7. Must be of good moral character and habits; and
  8. Must be in good health and meet physical, medical, and psychological requirements for entry into the Rhode Island Municipal Police Academy.

## **VI. EQUAL EMPLOYMENT OPPORTUNITY**

- A. It is the practice of the Woonsocket Police Department to extend Equal Employment Opportunity to all individuals based on job-related qualifications, regardless of race, color, creed, sex, national origin, age, religion, handicap, or other non-merit factors.

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 Woonsocket Police Department.

- B. Any employee or candidate who has a complaint or knowledge of a violation of the Department’s Equal Employment Opportunity plan may file a complaint with the Chief of Police.
- C. Specific steps will be taken to ensure Equal Employment Opportunity during recruitment drives. They are as follows:
1. Advertisements will be marked “Equal Employment Opportunity”;
  2. Recruitment information will be posted at various locations including colleges and public areas, i.e. shopping malls, City Hall, the lobby of police headquarters, etc.;
  3. Advertisements in various print and electronic media, including minority publications;
  4. Providing recruitment information packets to various minority community service organizations;

5. Advertisements shall include the name and contact information of the Department's recruitment contact for persons requiring reasonable accommodation under the Americans with Disabilities Act; and
6. Each application 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.

## **VII. RECRUITMENT PLAN**

- RI 4.1.d** A. Before each recruitment process, the chairperson of the Recruitment Committee will analyze the current ethnic and gender makeup of the sworn members of the department as compared to the community.
- RI 4.1.b** B. Actions to accomplish the department's minority recruitment goals may include, but are not limited to:
1. Utilizing minority personnel, especially those in the ranking positions, in the Department's recruitment and selection activities;
  2. Depicting women and minorities in law enforcement roles in recruitment literature;
  3. Conducting recruitment activities outside of the Department's jurisdiction to attract qualified law enforcement candidates;
  4. Conducting "job fairs" recruitment programs designed to attract women and minority candidates;
  5. Providing speakers at minority career days, schools, job fairs, etc.;
  6. Assigning a cross-section of the Department including all ranks, sexes, and minorities to recruitment campaigns, when possible;
  7. Featuring women and minorities in advertising materials;
  8. Soliciting input from RI Human Services and Diversity office; and
  9. Collecting data from an optional survey given during orientation to assist in the future evaluation of the recruitment efforts and advertising.
- C. Based on the analysis, specific actions may be added, altered, or adjusted to meet the desired goals for the selection process.
- D. The Department maintains an Equal Employment Opportunity Plan that is accessible to all employees.
1. The plan will govern affirmative action activities.
  2. The Operations Captain will review and update the EEO plan biennially.

## **VIII. JOB ANNOUNCEMENT AND PUBLICITY**

- A. The Department's job announcement and recruitment publicity will include:

1. Description of duties, responsibilities, requisite skill, educational requirements, and other minimum qualifications;
  2. A list of documents required;
  3. Advertising entry-level job vacancies through electronic print or other media sources;
  4. Advertising the Department as an Equal Employment Opportunity Employer on all employment applications and recruitment advertisements; and
  5. Advertising official application deadlines.
- B. Applications are available online of the Department's website at [www.woonsocketpolice.com](http://www.woonsocketpolice.com)
- C. The Department ensures that job announcements do not set standards that even unintentionally screen out an individual or class of individuals with disabilities.
1. Job announcements and recruitment notices will provide an accurate and precise job description.
- D. Dissemination of Job Announcements and Recruitment Notices.
1. To facilitate a wide exposure and dissemination of job announcements and recruitment notices, the Operations Division is responsible for ensuring that cooperative assistance from the community leaders, who have contact with qualified candidates for recruitment, is maintained.
  2. Specific dissemination of recruitment information material, including the recruitment booklet and recruitment announcement, to all organizations identified in the most current state of Rhode Island Equal Employment Opportunity office minority list.
  3. Per Woonsocket's City Ordinances as specified in Personnel Ordinances, specifically Section (6-c) Public announcement of examinations: The Personnel Director shall announce publicly any competitive examinations for entrance into or promotion within the classified service at least fifteen (15) days in advance of the scheduled date for such examination. Such announcements shall be posted on a bulletin board in or near the Personnel Division in City Hall and in such other accessible places as will assure that any interested citizen may be informed about employment opportunities in the classified service of the city. Examination announcements shall be advertised in at least one (1) daily newspaper in the city and/or state. The size and composition of the advertisement will be determined by the Personnel Director consistent with the budgeted account for advertising in the Personnel Division. Information in the advertisement will be kept to that information necessary to inform the public of the position and the fact that details can be obtained at City Hall, Personnel Division.
  4. The information which will be available in the Personnel Division will include, but not be limited to: the general scope of each examination, the relative weights established for each phase of the examination, the time limit for the examination,

the final date when applications will be accepted and the minimum qualifications for the position. The Personnel Director will provide the above information to any person requesting the same.

#### E. Application Process

##### 1. Contact with Applicants.

a. The Personnel Division is responsible for maintaining contact with each candidate from the time of initial application to final employment disposition.

(1) Applications will be acknowledged upon receipt.

(2) Contact will be made with each applicant at each stage of the application process.

(3) The Personnel Division will maintain an application status log. Contacts with applicants will be recorded.

##### 2. Applications submitted with minor omissions and deficiencies.

a. Applications will not be routinely rejected due to a minor omission or deficiency.

b. The Personnel Division will make contact with applicants to correct any deficiencies before testing or interview.

## IX. SELECTION PROCESS

### A. PROCEDURE

1. The authority and responsibility for the selection process are with the Woonsocket Police Department.

2. A selection procedure packet will be provided to each applicant involved in the recruitment/selection process. This packet contains:

a. Employment application;

b. The order of events in the selection process;

c. Information about the purpose, development, and job-relatedness of the selection criteria;

d. Information about the administration scoring and interpretation of all elements used in the selection process; and

e. Expected duration of the selection process and department policy on reapplication and re-testing.

#### RI 4.3.a

3. Candidates will be evaluated by a selection process that measures traits or characteristics necessary for an officer or shown to be a significant part of the job.

- a. All candidates who pass the written exam will undergo a fitness test. Those who pass the fitness test will then be given an oral examination;
- b. A professional vendor who can provide documentation supporting the relevancy of the testing material will provide written tests;
- c. A copy will be kept on file with the Chief of Police or designee;
- d. Fitness testing will be per the Rhode Island Police Officers' Commission on Standards and Training for entrance into the Rhode Island Municipal Police Academy; and
- e. Documentation as to the relevancy of activities tested to job tasks will be kept on file with the Personnel Division.

**RI 4.3.c**

- 4. All elements of the selection process will be administered, scored, evaluated, and interpreted uniformly.
- 5. Time limits, oral instructions, answer sheets, and scoring formulas will be the same for all candidates.
- 6. All candidates shall be informed that sensitive or confidential aspects of their personal lives may be explored.

**RI 4.3.c**

- 7. At the time of their formal application, candidates should be notified by the Personnel Division in writing of the following:
  - a. All elements of the selection process;
  - b. The expected duration of the selection process; and
  - c. The agency's policy on reapplication, re-testing, and re-evaluation of candidates not selected.
- 8. Any candidate determined to be ineligible for appointment based on a single test, examination, interview or investigation will be informed in writing within thirty (30) days of such determination.
- 9. The records of all candidates not appointed to probationary status will be returned to the Chief of Police.
- 10. No information will be released except following all federal, state, and city requirements regarding the privacy, security, and freedom of information of all candidates' records data.
- 11. The Chief of Police, or designee, will store all selection material in a locked and secured area.
- 12. Selection materials will not be left unattended.
- 13. All material discarded per the Rhode Island Records Retention Schedule will be shredded before disposal.

**B. BACKGROUND INVESTIGATION**

- 1. The Detective Division will conduct background investigations on each candidate.

2. Detectives assigned to background investigations will be trained in collecting the required information and will be provided with an information packet detailing the requirement of the investigation and providing a checklist for documentation.
3. Background investigations:

- a. Sworn Personnel

RI 4.8.a

- 1) Interview with the candidate;

RI 4.8.e&f

- 2) Verification of qualifying credentials, i.e. diplomas, degrees and driver's license;

RI 4.8.h

- 3) Criminal history and court record checks;

RI 4.8.j

- 4) Verification of at least three (3) personal references;

RI 4.8.g

- 5) Physical and mental health history inquiries;

RI 4.8.i

- 6) Credit inquiries;

RI 4.8.c

- 7) Neighborhood canvas and family interview;

RI 4.8.d

- 8) Employment record;

RI 4.8.k

- 9) Military history;

- 10) Check of internet and social media sites;

- 11) Other histories or inquiries as determined by the Chief of Police and detailed in the selection procedure manual; and

- 12) Follow-up inquiries regarding any matter or incident discovered during the investigation.

- b. Non-Sworn Personnel

RI 4.4.a

- 1) Interview with the candidate;

RI 4.4.b

- 2) Verification of qualifying credentials, i.e. diplomas, degrees and driver's license;

RI 4.4.c

- 3) Criminal history and court record checks;

- 4) Verification of at least three (3) personal references.

- 5) Employment record;

- 6) Check of internet and social media sites;

- 7) Other histories or inquiries as determined by the Chief of Police; and

- 8) Follow-up inquiries regarding any matter or incident discovered during the investigation.

RI 4.8.l

4. A report will be completed which includes all the information obtained from the background checks and interviews required; an introduction; and a detailed summary.

5. The Captain of the Operations Division will maintain a record of each candidate's background investigation in a secure file. Records will be maintained for at least three (3) years.



6. The use of Polygraph examinations as a condition of employment is expressly prohibited by Rhode Island General Law (R.I.G.L. 28-6. 1-1). Therefore, a polygraph examination will not be administered in the selection process.
7. 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.

### **C. MEDICAL EXAMINATION**

#### **RI 4.5**

1. The exam will use valid, useful, and non-discriminatory procedures.
2. The exam will be administered after a Conditional Offer of Employment is tendered.
3. The medical examination will be conducted per the standards set by the Rhode Island Commission on Police Standards and Training.
4. Only licensed physicians will be used to certify the general health of candidates.
5. Records of results will be maintained in a secure file in the office of the Chief.

### **D. CONDUCT OF EXAMINATIONS**

Per Woonsocket's City Ordinances, Personnel Code as specified in six (6), specifically, section (f-g), examinations shall be conducted in as many places in the city as the Personnel Director may find necessary.

1. The Personnel Director may designate monitors to take charge of examinations under instructions from him. The identity of persons taking examinations shall be concealed by the use of identification numbers instead of names on all written examinations. Any examination paper bearing the name or other identifying marks shall be rejected and the applicant so notified.
2. The Personnel Director shall ensure each applicant has an equal opportunity to demonstrate their qualifications and see that no unauthorized person secures examination questions or other material in advance of the testing date. When an applicant is discovered using unauthorized information to assist in answering the questions, the monitor shall remove the unauthorized information from the applicant and report the circumstances to the Personnel Director who shall take such action as he considers necessary and shall, if the evidence supports the allegations, disqualify the applicant.
3. If the Personnel Director believes that the conditions under which any examination is held are not such as to be fair, he may order, with the approval of the personnel board, that the completed examinations, or any part thereof, be canceled and that new examinations be held.

### **E. RATING EXAMINATIONS**

The Personnel Director shall see that the examination papers and other evidence of fitness are scored as promptly as possible. In all examinations, the final weighted grade or rating through which eligibility may be earned shall take into consideration all factors of the examination

#### **F. NOTICE OF EXAMINATION RESULTS**

As soon as possible after the written, fitness, and oral examinations have been rated, the Personnel Director shall establish an eligible list subject to the approval of the Personnel Board and notify each applicant by mail of his/her relative position on said list, or of his/her failure to obtain a place on such eligible list. After the eligible list has been established, the markings and tests of each applicant shall be open for their inspection in the Personnel Office during normal business hours. Such inspection is limited to within seven (7) days after notices are mailed and must not interfere with the work of the division.

Any marking error discovered during the inspection shall be reported to the Personnel Director and corrected as appropriate. No person shall be appointed to a position until the seven (7) day period has elapsed and in the event of an appeal, no appointment shall be made until the said appeal has been heard and decided by the Personnel Board.

#### **G. PSYCHOLOGICAL EXAM**

##### **RI 4.6**

1. The exam will use valid, useful, and non-discriminatory procedures.
2. The exam will be administered after a Conditional Offer of Employment is tendered.
3. The examination will be conducted per RI General Law (42-28.3-1) and the standards set by the Rhode Island Commission on Police Standards and Training.
4. The records will be restricted to those persons involved in the selection process, the Chief of Police, and those legally entitled to review such files.
5. Records will be maintained in the candidate's file in the office of the Chief, or designee.

##### **RI 6.5**

#### **H. RHODE ISLAND MUNICIPAL POLICE ACADEMY**

1. Candidates selected to attend the Rhode Island Municipal Police Academy will fulfill all pre-academy entrance requirements as set forth by the Rhode Island Commission on Police Standards and Training.
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 a recruit training program certified by the Rhode Island Police Officers Commission on Standards & Training (RI POST) and have been sworn in as Probationary Police Officers.

**I. PROBATIONARY PERIOD**

1. Upon being sworn in as a Probationary Police Officer, the officer will serve in a probationary status for not less than twelve (12) months commencing from the date of appointment as a Probationary Officer.
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 thirty (30) days once they have completed the F.T.O. Program until the end of their probationary period;
  - c. All special evaluations; and
  - 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.

**J. APPOINTMENT AS A POLICE OFFICER**

1. 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 that are outlined in the Conditional Offer to Employment.

**K. RECRUITMENT AND SELECTION PROCESS RECORDS RETENTION**

1. Upon appointment of an officer to the status of a police officer, the application used in the recruitment and selection process will be transferred to the officer’s personnel file.
2. For officers appointed as full-time the application, test results, medical examination records, background investigation, psychological testing results, and Municipal Academy grade report will become a permanent part of the employee’s personnel record.
3. All records from the recruitment/selection for candidates who are not hired will be retained for five (5) years.

Per order,

*Thomas F. Oates, III*

Chief of Police

*Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police*