

SOUTH KINGSTOWN



POLICE DEPARTMENT

Police Officer

Recruitment Information Booklet

Recruitment Period

November 9th, 2017 – January 5th, 2018



Joseph P. Geaber, Jr.
Chief of Police

The South Kingstown Police Department does not discriminate on the basis of age, sex, race, religion, national origin, color or disability in accordance with applicable Federal and State laws and regulations. Our agency is the sub-recipient of Federal grant funds administered by the Rhode Island Department of Public Safety Grant Administration Office (RIPSGAO). If you believe you have been discriminated against you should notify the Office of the Police Chief and the RIPSGAO.

Welcome to the South Kingstown Police Department's Police Officer Recruitment Process. South Kingstown is a seaside community of over 30,000 residents that encompasses 63 square miles and includes the University of Rhode Island. The Police Department offers specialized services such as Accident Reconstruction, Bike Patrol, Ceremonial Honor Guard, Child Safety Seat Technicians, Dive Team, Field Training Officers, Range Officers, and School Resource Officers. Currently, the department employs 53 sworn officers. Starting salary is currently \$45,767, with step increases for patrol officers up to \$64,036 plus longevity and includes a full array of benefits and educational reimbursement (conditions apply). Please carefully read all of the information in this booklet. Any questions may be directed to Sgt. Patricia Gardner via phone (401-783-3321 x311) or e-mail (pgardner@skpd.org).

MINIMUM REQUIREMENTS:

- United States citizen
- At least 21 years of age at time of application
- Valid driver's license
- And at least one of the following:
 - At least 60 credits from an accredited college recognized by the US Department of Education, by the application deadline
 - High school diploma or GED and:
 - 2+ years, continuous, active duty, US military with honorable discharge or
 - 4+ years, honorable, continuous, US military reserve or guard duty or
 - A current police officer with a minimum of 5-years of experience

APPLICATION PROCESS

STEP 1: Apply via the website www.policeapp.com **by 11:59pm, Friday, January 5th, 2018.**

In addition to the on-line application you must either scan and submit the following forms from this booklet with your application or mail/drop off to: SKPD/Sgt. Gardner, 1790 Kingstown Rd., Wakefield, RI 02879 by the application deadline:

- 1) Informed Consent form
- 2) Release and Waiver of Claim
- 3) Fitness Test Medical Certificate
 - Date examined MUST be within 6 months of January 13th, 2018 or you will not be allowed to participate in the agility and swim tests.

STEP 2: Bring the following with you to the written exam in one large envelope with your name on it:

- 1) Copy of birth certificate
- 2) Copy of valid motor vehicle operator's license
- 3) Official stamped or sealed record of transcript certifying cumulative college credits earned; (internet and student copies will not be accepted) **OR**

A copy of a high school diploma or GED certification **and** a copy of Report of Military Discharge, DD 214 or military proof of reserve/guard service **OR**

A copy of police academy certificate **and** proof of current law enforcement employment

Submission of incomplete or improper paperwork at any stage in this process may result in disqualification. All documents will be retained by the Town of South Kingstown.

TESTING & APPLICANT SELECTION PROCESS

All applicants who have submitted their completed application via PoliceApp.com prior to the deadline are invited to attend the physical agility test and swim test. **THIS IS YOUR INVITATION.** If you meet the minimum requirements and have submitted the proper forms, show up for the agility test.

PHYSICAL AGILITY TEST, SWIM TEST & WRITTEN EXAM

DATE - Saturday, January 13th

You will be notified via e-mail of any time change (to a later time only) or of cancellation due to inclement weather.

LOCATION - AGILITY – 9:00am Mackal Fieldhouse, University of RI, Kingston, RI

Bring driver's license and the paperwork listed on page 2, step 2. Wait outside until directed inside. Appropriate attire is a plain white tee shirt and black or dark blue shorts/gym pants. Applicants must pass all portions of the agility to take the swim test. Time will be allotted to change prior to the swim.

SWIM – (after agility) Tootell Aquatic Center, University of RI

Bring your driver's license and a towel and wear proper swim attire. Applicants who pass the swim test will move on to take the written exam. Time will be allotted to change and eat; bring food with you.

WRITTEN – (after swim) Keaney Gym, University of RI, Kingston, RI

Business attire is appropriate. Bring your driver's license, #2 pencils and water. No food or calculators. Failure to appear for this exam will automatically disqualify you from the recruitment process.

The written exam will consist of four timed sections and should take about 1 ½ hours to complete. The Math, Reading Comprehension and Grammar sections are multiple choice and true/false format. The Incident Report Writing section requires complete sentence answers. A minimum of 70% on each of the four sections is required to successfully pass the exam; all others will be disqualified from the process.

Candidates who pass all four sections of the written exam will be ranked by overall test scores. You will be notified of your written exam results and whether or not you have qualified for an interview. Those with the top 20 scores will be invited for an oral interview.

ORAL INTERVIEWS

DATES - Tuesday, February 6th – Thursday, February 8th (subject to change)

An eligibility list of a maximum of 10 candidates will be formulated after the results of the oral interview. Should less than 20 candidates be interviewed the Town reserves the right to formulate a list of less than 10 final candidates. Once certified, this list will be valid for one year. Hiring for probationary patrol officer during the year will be considered from this list. A candidate offered a position will have to pass pre-screening items to include a background investigation, medical examination (including drug screen and back screen) and psychological testing. Currently, the Rhode Island Municipal Police Training Academy (RIMPTA) holds two sessions per year; one starts in January, one starts in July. Hiring will be done in relation to their schedule (example: those being sent to the July session will be hired a few days prior to the academy start date.)

PHYSICAL AGILITY TESTING

This is done according to RI Municipal Police Training Academy standards. Applicants must score in the 40th percentile (shown in chart) or better to pass the agility test. Your age will be the age you are on the day of the test.

One-Minute Push-up Test – a timed test that measures upper body muscular endurance. The score is the number of push-ups in one minute.

1.5 Mile Run – a timed run that measures the heart and vascular system’s capability to transport oxygen. Test results reflect the ability to perform police tasks involving stamina and endurance. The score is recorded in minutes and seconds.

One-Minute Sit-up Test – measures the muscular endurance of the abdominal muscles. The results reflect the ability to perform police tasks that involve the use of force. The score is the number of bent leg sit-ups performed in one minute.

300 Meter Run – a timed test that measures the body’s ability to perform during oxygen debt. The score is recorded in seconds.

SWIM TEST

These test requirements are those that are required during pre-screening at the RI Municipal Police Training Academy. There will be additional requirements during the RIMPTA’s Water Safety Course. Listed below are the minimal standards to pass the test.

- Swim a total of 100 yards continuously
- Tread water for 10 minutes
- Surface dive to a depth of 7 feet and retrieve a weighted object
- Swim a distance of 15 feet or 2.5 body lengths underwater

**PRESENT THIS SHEET TO YOUR PHYSICIAN
FOR COMPLETION OF FITNESS TEST
MEDICAL CERTIFICATE**

**Physical Fitness Assessment
40th Percentile**

1 Minute Push-Ups

	20-29	30-39	40-49	50-59
Male	29	24	18	13
Female	15	11	9	n/d

1.5 Mile Run - Aerobic Power

	20-29	30-39	40-49	50-59
Male	12:38	13:04	13:49	15:06
Female	14:50	15:38	16:21	18:07

1 Minute Sit-Ups

	20-29	30-39	40-49	50-59
Male	38	35	29	24
Female	32	25	20	14

300 Meter Run

	20-29	30-39	40-49	50-59
Male	59.0	58.9	72.0	83.2
Female	71.0	79.0	94.0	n/d



Joseph P. Geaber, Jr.
Chief of Police

South Kingstown Police Department

1790 KINGSTOWN ROAD
WAKEFIELD, RHODE ISLAND 02879

(401) 783-3321
FAX: (401) 783-8139

THIS FORM MUST BE NOTARIZED

RELEASE AND WAIVER OF CLAIM South Kingstown Police Department Recruitment and Training

As a participant in the application, recruitment and training process with the Town of South Kingstown Police Department, I, _____,
(applicant name – printed)

do hereby remise, release and forever quitclaim unto the Town of South Kingstown Police Department, their heirs, executors, administrators and assigns, any and all manner of actions, debts, dues, claims and demands, both in law and equity, more especially arising out of my participation in recruitment exercises and training prior to employment by the South Kingstown Police Department or the Town of South Kingstown, which against said above-named parties I ever had, now have, or in the future may have for or by reason or means of any matter in connection with my participation.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the _____ day of _____, 20____.

Candidate Signature

WITNESSED:
Executed in the Presence of:

Notary Public

Commission Expires: _____



South Kingstown Police Department

1790 KINGSTOWN ROAD
WAKEFIELD, RHODE ISLAND 02879

(401) 783-3321
FAX: (401) 783-8139

Joseph P. Geaber, Jr.
Chief of Police

FITNESS TEST MEDICAL CERTIFICATE

Dear Physician:

The following named individual has submitted an application to become a Police Officer with the South Kingstown Police Department.

Candidate Name: _____	Date of Birth: _____
Address: _____	Town/City: _____ State: _____

The South Kingstown Police Department and the Rhode Island Department of Public Safety/Municipal Police Training Academy (RIDPS/MPTA) requires each candidate to bring a completed Physical Fitness Test Certificate to the Physical Fitness Test before he/she will be allowed to participate in the test. A statement must be obtained from a licensed physician that the candidate is of sufficient physical conditioning to undergo a Physical Fitness test. The Fitness Test Medical Certificate **must** be completed within six (6) months of the Physical Fitness testing date.

Attached to this form is a listing of the minimum physical fitness standards a candidate must attain. We ask that your evaluation be based upon these criteria. Thank you for your assistance.

PHYSICIAN'S STATEMENT

I have examined the above-named individual on ____/____/20____.

(This date MUST be within six (6) months of the Physical Fitness testing date of **January 13, 2018)**

After reviewing each of the four (4) events, I find him/her to be of sufficient physical conditioning to allow the candidate to participate in the South Kingstown Police Department and RIDPS/MPTA Physical Fitness Test.

Comments (if any): _____

Physician's Signature

(Please type or print:)

Physician's Name: _____

Address: _____

Telephone Number: _____



Joseph P. Geaber, Jr.
Chief of Police

South Kingstown Police Department

1790 KINGSTOWN ROAD
WAKEFIELD, RHODE ISLAND 02879

(401) 783-3321
FAX: (401) 783-8139

INFORMED CONSENT PHYSICAL AGILITY TEST

The undersigned hereby gives informed consent to engage in a series of exercise tests relative to the South Kingstown Police Department physical agility examination. All exercise testing will be supervised and monitored by trained exercise technicians.

There exists the possibility that certain detrimental physiological changes may occur during exercise testing. These changes could include and are not limited to heat related illness, abnormal heart beats, abnormal blood pressure and in rare instances, heart attack.

I have read this form and understand that there are inherent risks associated with any physical activity and recognize that it is my responsibility to provide accurate health information. Furthermore, it is my responsibility to monitor my individual performance during any activity. In the event of a medical problem, I further understand that any medical care that may be required is my personal financial responsibility.

YES

NO

1. Has a doctor ever said that you have heart trouble?

2. Have you ever been told by a doctor that your blood pressure was too high?

3. Do you often suffer from dizziness?

4. Do you have any orthopedic problems that might be aggravated by exercise testing?

5. Is there a good reason not mentioned here why you could not participate in a physical testing program even if you wanted to?

6. Do you frequently have pain in your heart or chest?

Explain any "YES" response: _____

Date: _____

Signature: _____

PRINT FULL NAME: _____

First

MI

Last