

# CHARLESTOWN POLICE DEPARTMENT

Charlestown, Rhode Island



2023

## Entry-Level Police Officer Recruitment Booklet

Application Period

Wednesday September 13<sup>th</sup> through Friday October 20<sup>th</sup>, 2023

Colonel Michael J. Paliotta

*Chief of Police*

The Town of Charlestown is an equal opportunity employer

## INTRODUCTION



The Charlestown Police Department is now accepting entry-level applications for the position of Probationary Police Officer. The department currently consists of twenty-one (21) sworn Police Officers along with four (4) civilian Dispatchers and two (2) civilian administrative staff members. The department serves a diverse seaside community of approximately 8,000 year-round residents with a significant seasonal increase to approximately 24,000 residents, visitors, renters and campers in the summer months.

Applicants interested in being considered for a challenging and rewarding career with the Charlestown Police Department should carefully review the information in this booklet along with the instructions listed on our website and the [PoliceApp.com/charlestownri](https://PoliceApp.com/charlestownri) listing.

**The current application process will be open from September 13th, 2023 through October 20th, 2023 at 4pm.**

### MINIMUM QUALIFICATIONS

All applicants for employment with the Charlestown Police Department must meet the following minimum requirements as well as all required application steps to be eligible to proceed through the recruitment process for the position of Police Officer. Failure to meet any of the outlined qualification standards will automatically disqualify a candidate from the current recruitment process.

<b>Entry Level Applicant</b>
Must be 21 years of age at time of application
Must possess and provide a valid motor vehicle license
Must be a U.S. Citizen with a valid Social Security card
Must be able to pass an extensive background check
Must have a minimum of 60 college credits from an accredited college. <b>OR</b> 
Three (3) years of continuous active-duty U.S. Military service. <b>OR</b> 
Five (5) years of reserve U.S. Military service.
Must be able to successfully pass a written test, physical agility and psychological examination
Must be able to attend the twenty (20) week rigorous and challenging R.I. Municipal Police Academy.

## **ENTRY-LEVEL POLICE OFFICER RECRUITMENT PROCESS**

Entry-level applicants will follow the below recruitment outline to be considered for employment as a Police Officer.

### **PHASE 1 - EMPLOYMENT APPLICATION:**

All applications for employment will be completed and processed through the PoliceApp website listed below. Applicants will be notified of recruitment progress and recruitment details through the PoliceApp system. Applicants must provide a reliable email address during the application process in order to stay properly informed of future recruitment timelines and details.

Application website: [www.policeapp.com/charlestownri](http://www.policeapp.com/charlestownri)

### **PHASE 2 – PHYSICAL AGILITY TESTING:**

The Charlestown Police Department is only accepting physical agility test results from the **Fit 2 Serve RI** company. You **must pass** the physical agility test prior to November 1<sup>st</sup>, 2023. You can schedule a physical agility test at any time through the following websites:

Physical Agility websites: [www.fit2serveri.com](http://www.fit2serveri.com)

### **PHASE 3 – WRITTEN EXAMINATION:**

The Charlestown Police Department is only accepting written test results from the **Fit 2 Serve RI** company. You **must pass** the written test prior to November 1<sup>st</sup>, 2023. You can schedule a written test at any time through the following websites:

Written Examination: [www.fit2serveri.com](http://www.fit2serveri.com)

### **PHASE 4 – ORAL INTERVIEW:**

A limited number of candidates will be selected to participate in the oral interviews after successful completion of the prior phases. Oral interview candidates will be selected based on written and physical agility test scores. Oral interviews will be scheduled in late October 2023.

### **PHASE 4 – COMPREHENSIVE BACKGROUND INVESTIGATION:**

Candidates from the eligibility list who may be offered a conditional and contingent offer of probationary employment for the position of Police Officer with the Charlestown Police Department, must successfully pass a series of pre-employment requirements; attain a satisfactory-average score on the battery of psychological tests; successful completion of the Rhode Island Municipal Police Academy fitness test; a medical examination, which shall include medical history and a drug screen test as well as an extensive background investigation.

In accordance with Federal Law and the U.S. Department of Agriculture Police, the Town of Charlestown is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-0410 or call 800-795-3272 (Voice) or 202-720-6382 (TDD).

## **SALARY AND BENEFITS**

**(As of July 1<sup>st</sup>, 2023)**

- Salary: 1<sup>st</sup> year - \$65,087, 2<sup>nd</sup> year - \$74,319, 3<sup>rd</sup> year - \$76,837.
- Longevity after 5 years.
- 8 Vacation Days after 1<sup>st</sup> year up to 24 Vacation Days after 15 years.
- 4 Personal Days.
- Sick Time accrued at 1.5 days per month.
- 12 Paid Holidays.
- Excellent Blue Cross / Blue Shield Health Insurance.
- Dental Coverage.
- Ability to test for promotion after 3 years.
- Pension plan through the Rhode Island M.E.R.S. Retirement System.

The current Charlestown Fraternal Order of Police contract is available on the following website:

[www.municipalfinance.ri.gov/contracts](http://www.municipalfinance.ri.gov/contracts)

## **QUESTIONS AND CONTACTS**

Applicants who have questions regarding the process outlined in this booklet can direct them to the below contact or find more information on our website: [www.charlestownpolice.org](http://www.charlestownpolice.org)

**Lieutenant Philip Gingerella Sr.**

401-213-6902

[pgingerella@charlestownpolice.org](mailto:pgingerella@charlestownpolice.org)

**PoliceApp Website: Scan code** →

