

# CHARLESTOWN POLICE DEPARTMENT

Charlestown, Rhode Island



## 2023 Police Officer Recruitment Booklet

**(P.O.S.T. Certified Police Officers)**

### Recruitment Period

**Accepting Applications as of September 13, 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 P.O.S.T. certified lateral applications for the position of Probationary Police Officer. The department currently consists of twenty (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 open September 13, 2023 and remain active until further notice.**

### 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>P.O.S.T. Certified Lateral 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 be an active Rhode Island P.O.S.T. certified Police Officer OR 
Police Credentials to apply for a Rhode Island P.O.S.T. certification (Out of State P.O.S.T. Certification)
Must be able to successfully pass a psychological and a comprehensive medical examination.

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).

## **P.O.S.T. CERTIFIED LATERAL TRANSFER RECRUITMENT TIMELINE**

P.O.S.T. certified Police Officers applying as a lateral transfer will follow the below recruitment outline to be considered for employment as a Charlestown Police Officer. Applicants must meet one of the below criteria to apply as a lateral transfer.

- Be a current Rhode Island P.O.S.T. certified Police Officer.
- Be a recently retired / resigned Police Officer with the credentials to re-apply for Rhode Island P.O.S.T. certification.
- Be an out-of-state P.O.S.T. certified Police Officer with the credentials and certifications to apply for a Rhode Island P.O.S.T. certification.

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

All applications for employment will be completed following the below instructions:

Application website: [www.charlestownpolice.org](http://www.charlestownpolice.org)

- Items to submit for considerations:
1. Employment Application
  2. Letter of Intent
  3. Copy of POST academy certificate
  4. Full Resume

All above employment requirements will be submitted by email to the following email address. Please label your packet as "POST Police Officer Packet".

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

### **PHASE 2 – ORAL INTERVIEW:**

Selected applicants that meet the P.O.S.T. certification criteria will be admitted to the oral interview process without needing to submit to the written examination or the physical agility test.

### **PHASE 3 – 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; submit to a full medical examination, which shall include medical history and a drug screen test as well as an extensive background investigation.

## **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.
- **\$3,000 hiring bonus at the completion of one-year probationary.**
- **4 Vacation Days after six-months of service, 8 Vacation Days after one-year.**
- 4 Personal Days upon hiring.
- **4 Sick Days upon hiring**, additional sick days accrue 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.

Item in “red” above only apply to a lateral transfer Police Officer with at least one (1) year of police service. Lateral transfer Police Officers with less than one (1) year of police service will not receive the highlighted benefits at hire.

The current active 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)