




Jamestown Police Department

GENERAL ORDER 200.01

SECTION		EFFECTIVE DATE	PAGES
200 – Human Resources		12/01/2016	7
SUBSECTION		PREVIOUSLY ISSUED DATES	
00 – Recruitment and Selection			
TITLE		BY ORDER OF	
200.01 – Recruitment and Selection Plan		 Chief Edward A. Mello	
REVIEW	LAST REVIEW DATE	RIPAC REFERENCE	
Every three years	02/27/2018	4.1 through 4.8	

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 Jamestown.

II. POLICY

It is the policy of the Jamestown Police Department that successful 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. It is the goal of the Jamestown Police Department to have sworn officers reflect the ethnic and gender composition of the Town of Jamestown. The recruitment and selection process is designed to accomplish that goal.

III. EQUAL EMPLOYMENT OPPORTUNITY:

- A. It is the practice of the Jamestown Police Department to extend equal employment opportunity to all individuals on the basis of job-related qualifications, regardless of race, color, creed, sex, national origin, age, religion, handicap, or other non-merit factors.
- B. 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 Jamestown Police Department.
- C. Specific steps to ensure equal employment opportunity during recruitment drives may

include:

1. Advertisements will be marked “Equal Employment Opportunity” and will appear in at least one newspaper of general circulation in the Jamestown area.
2. Recruitment drives will be held at various locations including colleges, the lobby of police headquarters, and other public areas.
3. All sites selected for recruitment drives will be accessible to the general and disabled public.
4. Advertisements in various print and electronic media, including minority publications and the Town of Jamestown’s website.
5. Efforts will be made to provide recruitment information to community service organizations.
6. Those involved in the recruitment process will have knowledge in personnel matters including equal employment opportunity.

IV. RECRUITMENT PLAN: The Jamestown Police Department will possess a recruitment plan for sworn personnel that include the following elements:

- A. A statement of objectives, one being the specific action to accomplish the department’s minority recruitment goals.
- B. A plan of action designed to achieve identified objectives above.
- C. Procedures to evaluate the progress toward objectives every three years.
- D. Procedures to revise or reissue the department’s recruitment plan, as necessary.

V. DUTIES AND RESPONSIBILITIES

- A. Patrol Commander – Responsible for administering the Department’s recruit selection process.
- B. Police Chief – Responsible for overseeing the Department’s recruit selection process.
- C. Town Administrator – After conferring with the Police Chief, responsible for the actual hiring of police officer candidates.

VI. AFFIRMATIVE ACTION

Specific action to accomplish the Department’s minority recruitment goals:

- A. When available, utilizing minority personnel, especially those in the ranking positions, in

the department's recruitment and selection activities

- B. Depicting women and minorities in law enforcement roles in any recruitment literature the department may use
- C. Conduct recruitment activities outside of the department's jurisdiction to attract qualified law enforcement candidates
- D. Participating in local job fairs, when available, to recruit women and minority applicants
- E. Assign departmental personnel to recruitment campaigns that are reflective of diversity in gender, race, and rank, whenever possible

VII. HIRING ANNOUNCEMENT

- A. The goal of the hiring announcement is to aggressively recruit qualified candidates by providing the maximum public awareness and access to all segments of the population.
- B. The hiring announcement and recruitment notices for all personnel shall:
 - 1. Provide a description of the duties, responsibilities, requisite skills, educational level, and other minimum qualifications or requirements of the position.
 - 2. Advertise the agency is an equal opportunity employer on all applications and recruitment advertisements.
 - 3. Advertise official application filing deadline.
- C. Hiring announcements will be posted on the department's website and will include the downloadable application.

VIII. MINIMUM QUALIFICATIONS: The following qualifications shall be necessary for anyone to be eligible for employment with the Jamestown Police Department:

- A. U. S. Citizen
- B. Minimum age of eighteen years
- C. No criminal convictions
- D. ONE of the following:
 - 1. 4+ years of ACTIVE military service with honorable discharge.
 - 2. RI POST-certified Police Officer

3. A minimum of sixty (60) completed college credits in Criminal Justice or related field upon application. Related fields are limited to the following: Administration of Justice, Criminology, Corrections, Law, Law Enforcement, Police Science, Political Science (Government), Psychology, and Sociology.
4. Valid motor vehicle operator's license.
5. Vision must not be less than 20/30 correctable to 20/20 and must be able to distinguish colors.

IX. APPLICATION PROCEDURES

- A. Each candidate meeting the above minimum qualifications will be required to pass a standardized physical agility test as mandated by the Police Officers Commission on Standards and Training.
 1. A preliminary examination by the applicant's physician will be performed at the applicant's expense to determine whether the candidate is of sufficient physical conditioning to participate in the physical agility test. This examination will be itemized on the "Fitness Test Medical Certificate" form supplied by the police department. The exam must be dated within six months prior to the test.
- B. Each candidate passing the physical agility test will be required to take a validated written examination administered by the department. A passing grade of not less than seventy (70) percent is required to continue in the application process.
- C. A minimum of the top fifteen successful candidates who have passed both the physical agility test and the written test shall be required to appear before a three-person oral board for an interview. A maximum score of 100 percent will be awarded by the oral board. Nothing in this policy shall prohibit the Town from including more than fifteen candidates in the oral board interview process.
- D. The oral interview score will be combined equally with the written examination score to determine an overall score.
- E. Top scoring candidates will undergo a personal interview with the Chief of Police and the Lieutenant. This interview is pass/fail.
- F. Successful candidates will be investigated by department trained background investigators to determine further eligibility for appointment with the department. The background investigation is pass/fail.
 1. Background investigations will include, but are not limited to, the following areas:
 - a. Verification of qualifying credentials; i.e., diplomas, degrees, military history, and driver's license.

- b. Interview with the candidate
 - c. Criminal history record checks
 - d. Court history
 - e. Verification of at least three personal references
 - f. Physical and mental health history inquiries
 - g. Credit inquires
 - h. Neighborhood canvas and family interview
 - i. Employment record
 - j. Check of public social media pages
 - k. Other histories or inquiries as determined by the Chief of Police
 - l. Follow-up inquiries regarding any matter or incident discovered during the investigation.
2. Candidates will be required to sign conditional offers of employment before such background investigations will commence.
 3. Candidates will be required to submit appropriate waivers of any confidential information so that the investigating officers can conduct a full and complete background investigation.
- G. Candidates will undergo a psychological evaluation administered and interpreted by the Psychological Testing Services of the University of Rhode Island, Division of University Extensions.
1. The “police testing” or psychological evaluation given to meet the requirements of RIGL 42 -28.3-1 (P.L. 1973, Ch. 54) is designed to screen out law enforcement candidates who are not temperamentally suited for this specialized work. An “unsatisfactory” rating results in ineligibility for such positions according to the language of the law.
 2. The candidates will be rated from one (1) to five (5), with one being “not recommended” and (5) being “highly recommended”. These reports will be handled in the most confidential manner possible. Only the Chief of Police or his designee will have access to these reports.
- H. Candidates will undergo a pre-employment physical medical exam by a licensed physician to include drug screening prior to employment. This exam will be scheduled and paid for

by the department.

X. RHODE ISLAND MUNICIPAL POLICE ACADEMY

- A. Candidates selected to attend the Rhode Island Municipal Police Academy will fulfill any and all pre-academy entrance requirements as set forth by the Rhode Island Commission on Police Standards and Training.
- B. 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 Rhode Island Municipal Police Academy and have been sworn as Probationary Police Officers.

XI. PROBATIONARY PERIOD

- A. Upon being sworn 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.
- B. The probationary period will include the following:
 - 1. Participation in the Field Training Officer (F.T.O.) Program.
 - 2. Evaluations by the probationary officer's supervisor at intervals of ninety (90) days once he/she has completed the F.T.O. Program until the end of his/her probationary period.
 - 3. Any and all special evaluations.
 - 4. Continuation of the background investigation as needed.
- C. 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.

XII. APPOINTMENT AS A POLICE OFFICER

- A. 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 are set forth in the Conditional Offer of Employment.

XIII. REVIEW OF RECRUITMENT AND SELECTION PLAN

- A. An annual review will be conducted to ensure that the objectives of this policy are being met. If deficiencies are found, any necessary revisions will be reviewed, documented, and implemented.

XIV. HIRING OF CIVILIAN PERSONNEL

- A. Any candidate eligible for consideration shall be subject to an applicant background investigation.
- B. The applicant background investigation shall at the minimum include:
 - 1. Verification of a candidate's qualifying credentials such as: educational achievements, employment history, etc.;
 - 2. A review of the candidate's criminal record, if any;
 - 3. Verification of at least three personal references.