



JAMESTOWN POLICE DEPARTMENT

250 Conanicus Avenue, Jamestown, RI 02835

Tel: (401) 423-1212 Fax: (401) 423-3710

www.jamestownri.gov/police



Edward A. Mello
Chief of Police

Police Officer Application Instructions

Thank you for your interest in the Jamestown Police Department. We are currently accepting applications for the position of Police Officer from “Lateral Candidates”, “Waiver Candidates”, and those never before hired as a police officer. Please read the definitions below to identify which documents you will need to submit based upon your current status.

Lateral Transfer Candidate:

If you have ever been certified as a police officer by the Rhode Island Police Officers Commission of Standards and Training (POST), you are considered a Lateral Transfer Candidate. **Please submit the following with your completed application:**

- Birth certificate OR naturalization papers
- Motor Vehicle operator license
- High School Diploma or College Degree
- Certificate of completion of Rhode Island Municipal Police Academy
- Military discharge papers (if applicable).

Waiver Candidate:

If you have ever been certified as a police officer by another US state’s authority, you are considered a Waiver Candidate. **Please submit the following with your completed application:**

- Birth certificate OR naturalization papers
- Motor Vehicle operator license
- High School Diploma or College Degree
- Certificate of completion of police academy where you worked
- Military discharge papers (if applicable).

New Police Officer Candidate:

If you have never before worked as a certified police officer, you are a new police officer candidate.

Please submit the following with your complete application:

- Birth certificate OR naturalization papers
- Motor Vehicle operator license
- High School Diploma or College Degree
- Military discharge papers (if applicable).
- Certificate from Fit2Serve for both written and physical agility tests
<https://www.fit2serveri.com/testing> **STRONGLY ENCOURAGED**

All candidates must submit a complete, signed, and notarized application form.



APPLICATION FOR EMPLOYMENT IN THE JAMESTOWN, RI POLICE DEPARTMENT

I, _____, hereby make application
for appointment as police officer in the Town of Jamestown.

I. GENERAL DATA

Name (Last, First, Middle): _____

Date of Birth: _____ Social Security Number: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different from above): _____

Email Address: _____

Telephone Number(s): Day: _____ Evening: _____

Location of Birth (City/State): _____

United States Citizen: Yes: No:

Height: _____ Weight: _____

Motor Vehicle Operator License #: _____ State: _____

Criminal History:

LIST ANY CIVIL OR CRIMINAL VIOLATION OF LAW YOU HAVE BEEN CHARGED WITH (FELONY, MISDEMEANOR, AND/OR ORDINANCE VIOLATION.

**Attention: Pursuant to Rhode Island General Law 12-1.3-4, Police applicants must disclose expunged records!*

Charge	Date	City/State	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

II. EDUCATION

High School – Name of Institution: _____

City/State: _____

Course of Study: _____

Date of Diploma or GED: _____

College Degree: _____ OR # of credits: _____

College – Name of Institution: _____

City/State: _____

Course of Study: _____

Date of Degree: _____

College – Name of Institution: _____

City/State: _____

Course of Study: _____

Date of Degree: _____

III. EMPLOYMENT DATA:

Military:

Branch of Service: _____

Enlist Date: _____ Rank: _____

Discharge Date: _____ Rank: _____

Dates of Service: _____ TO _____

Service Number: _____

Disciplinary Action/Date: _____

Dishonorable Discharge/Date: _____

Reserve Status: _____ Fulfill Date: _____

Current Application for Service? Yes No

Status: _____

Occupation (last 5 years):

1. Company Name: _____

Address: _____

City/State/Zip: _____

Direct Supervisor: _____ Contact #: _____

Dates of Employment: _____ TO _____

Position Held: _____

Reason for Leaving: _____

2. Company Name: _____

Address: _____

City/State/Zip: _____

Direct Supervisor: _____ Contact #: _____

Dates of Employment: _____ TO _____

Position Held: _____

Reason for Leaving: _____

3. Company Name: _____

Address: _____

City/State/Zip: _____

Direct Supervisor: _____ Contact #: _____

Dates of Employment: _____ TO _____

Position Held: _____

Reason for Leaving: _____

4. Company Name: _____

Address: _____

City/State/Zip: _____

Direct Supervisor: _____ Contact #: _____

Dates of Employment: _____ TO _____

Position Held: _____

Reason for Leaving: _____

Have you ever been unemployed? Yes No If yes, from: _____ to _____

IV. PERSONAL DATA

Residences:

1. Address: _____

City/State/Zip: _____

Dates of Residence: _____ TO _____

Name of Property Owner: _____

Tel. #: _____

2. Address: _____

City/State/Zip: _____

Dates of Residence: _____ TO _____

Name of Property Owner: _____

Tel. #: _____

3. Address: _____

City/State/Zip: _____

Dates of Residence: _____ TO _____

Name of Property Owner: _____

Tel. #: _____

4. Address: _____

City/State/Zip: _____

Dates of Residence: _____ TO _____

Name of Property Owner: _____

Tel. #: _____

Civil:

Have you ever been the subject of civil litigation?

Yes

No

If yes, detail: _____

List all motor vehicle accidents in which you were involved:

City/State: _____ Date: _____

City/State: _____ Date: _____

City/State: _____ Date: _____

City/State: _____ Date: _____

Please list any other police departments you have applied to:

City/Town

Date of Application

Standing on List

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach a separate sheet if you need to add additional information.

List any groups that you are a member of or are affiliated with:

Do you hold an account with any social networking sites such as Facebook, Twitter, Instagram, or Tik Tok? Yes_____ No_____

Site: _____ Username: _____

If no, have you held a social networking account within the past year (describe)?

V. REFERENCES/ADDITIONAL INFORMATION

List three (3) non-relative references:

1. Name: _____

Address: _____

Tel. #: _____ Years known, what capacity: _____

2. Name: _____

Address: _____

Tel. #: _____ Years known, what capacity: _____

3. Name: _____

Address: _____

Tel. #: _____ Years known, what capacity: _____

DISCLOSURE AUTHORIZATION

I, _____ date of birth, _____
if notified that I am placed on the eligibility list for a conditional offer of employment for probationary police officer with the Town of Jamestown Police Department, do hereby authorize and agree to the following:

1. Police Chief Edward A. Mello or his agents to examine any and all educational, medical, employment, driving, court, criminal, police and civil records that pertain to me.
2. If I accept employment with another Rhode Island Law Enforcement Agency, I forfeit my standing with the Town of Jamestown Police Department.

AFFIRMATION STATEMENT

I hereby affirm that all the preceding statements are true to the best of my knowledge and belief. I further understand that any false statements shall be grounds for my immediate application rejection, and if discovered after my appointment, my immediate dismissal from the Jamestown Police Department.

Applicant's Signature

State of _____, County of _____, being first duly sworn or affirmed deposes and says that each of the several foregoing statements subscribed by him or her is true, except such that are made upon information and belief, and that as to these, he or she believes the same to be true.

Subscribed and sworn to before me, this _____ day of _____, 20____.

Notary Public



Edward A. Mello
Chief of Police

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AUTHORIZATION FOR RELEASE OF INFORMATION FOR APPLICANT BACKGROUND INVESTIGATION

I, _____, have made application for employment with the Town of Jamestown, and it is my understanding that a comprehensive investigation of my background will be conducted in connection with my application for employment. I understand that any history which adversely reflects on my qualifications for employment may be cause for disqualification from further consideration for employment.

I hereby give the Jamestown Police Department and its agents the authority to conduct a comprehensive investigation of my background including, but not limited to, medical records, psychiatric records, alcohol and/or substance abuse treatment records, oral interviews with any person concerning my background and a review with full disclosure of all juvenile and adult records and other information, whether such records and other information are public, private, privileged, or confidential. This review includes records maintained by past and present employers, law enforcement agencies, public utility companies, health care providers, and other local, state, and federal agencies. This *Authorization for Release of Information* form is solely for the purpose of conducting an applicant background investigation for the current recruit selection process of the Jamestown Police Department.

To the custodian of the records discussed herein, I hereby authorize you to release information to the bearer of the *Authorization for Release of Information* form. I consider a copy of the *Authorization for Release of Information* form to be as valid as the original, even though a copy does not have my original signature.

I hereby release to the Jamestown Police Department and its agents and anyone who gives written or oral information about me to the Jamestown Police Department from any claims of liability or damages which may occur as a result of the background investigation. This release also extends to my heirs, associations, assigns and representatives.

Candidate Signature

Date of Birth

Social Security Number

Witness Signature

Date