



**Little Compton Police Department
60 Simmons Road
Little Compton, RI 02837**

ORDER	EFFECTIVE DATE	NUMBER	ISSUING DATE
GENERAL	11/13/19	200.01	11/13/19
SUBJECT TITLE		SUBJECT AREA	
RECRUITMENT & SELECTION		HUMAN RESOURCES	
RIPAC REFERENCE		PREVIOUSLY ISSUED DATES	
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RECRUITMENT & SELECTION

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 Little Compton.

II. POLICY

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

III. PROCEDURE

The recruitment of qualified applicants is the responsibility of the Little Compton Police Department, Town Council and Town Administrator.

- A. All members are encouraged to actively recruit qualified candidates for application to the department.

- B. The selection process will be conducted in accordance with the department's Recruitment Plan and the plan will be analyzed annually to determine the progress made towards stated objectives and any revisions as needed.
- C. Applicants are selected based on their meeting:
 - 1. Basic requirements.
 - 2. Job-related competitive standards.

IV. RECRUITMENT ANNOUNCEMENT

- A. The goal of the recruitment process is to aggressively recruit qualified candidates by providing maximum public awareness and access to all segments of the population.

The department's job announcement and recruitment publicity will include:

- 1. Description of duties, responsibilities, requisite skills, educational requirements, and other minimum qualifications.
 - 2. A list of documents required.
 - 3. Advertising entry-level job vacancies through electronic, print, or other media sources.
 - 4. Advertising the department as an "Equal Opportunity Employer" on all employment applications and recruitment advertisements.
 - 5. Advertising official application deadlines.
- B. The department ensures that job announcements do not set standards that even unintentionally screen out an individual or class of individuals with disabilities.
 - 1. Job announcements and recruitment notices will provide an accurate job description.
- C. Qualifications – All applicants for the position of police officer must meet the following standards and requirements:
 - 1. The following qualifications shall be necessary for anyone to be eligible for the Little Compton Police Department:
 - a. United States Citizen
 - b. Age 21
 - c. High School Diploma or GED

2. Preference will be given to:
 - a. Veteran status
 - b. College credit

V. EQUAL EMPLOYMENT OPPORTUNITY

- A. It is the practice of the Town of Little Compton 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.

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 Little Compton Police Department.

- B. Any individual or candidate who has a complaint or knowledge of violation of the department Equal Employment Opportunity plan may file a complaint with the Chief of Police.
- C. Specific steps will be taken to ensure Equal Employment Opportunity during recruitment drives. They are as follows:
 1. Advertisements will be marked "Equal Employment Opportunity."
 2. Advertisements in various print and electronic media, including minority publications.
 3. Providing recruitment information packets to various minority community service organizations.
- D. Personnel assigned to recruitment activities will be knowledgeable in personnel matters in particular, Equal Employment Opportunity.

VI. RECRUITMENT PROCESS

- A. The goal of the Recruitment Process is to aggressively recruit qualified candidates by providing maximum public awareness and access to all segments of the population.

1. Notice of vacancies to be filled shall be published by the Town Council. The notice will provide all necessary information to enable the applicants to apply.

A selection procedure packet will be provided to each applicant at the time of application. This packet contains:

- a. Employment application.

- b. The order of events in the selection process.
 - c. Information about the purpose, development, and job-relatedness of the selection criteria.
 - d. Information about the administration scoring and interpretation of all elements used in the selection process.
 - e. Expected duration of the selection process and department policy on reapplication and re-testing.
2. Contact with applicants.
- a. The Deputy Chief/Lieutenant is responsible for maintaining contact with each candidate from the time of initial application to final employment disposition.

- (1) Applications made in person will be confirmed and acknowledged upon receipt.
- (2) Contact will be made with each applicant periodically at each stage of the application process.
- (3) The Deputy Chief/Lieutenant will maintain an application status log. Contacts with applicants will be recorded.
- (4) All candidates not selected will be informed in writing.
- (5) Applications will not be rejected due to a minor omission or deficiency that can be corrected prior to the testing or interview process.

VII. SELECTION PROCESS

- 1. Candidates will be evaluated by a selection process that measures traits or characteristics necessary for an officer or shown to be a significant part of the job.
- 2. The following criteria shall be used by the employer in selecting a candidate to fill a vacant position:
 - a. Ability to perform the requirements of the position.
 - b. Education and training related to the vacant position.
 - c. Experience in related work.
 - d. Work history and performance.
- 3. Values to be assigned to the factors will be announced in the notice.
- 4. The candidate must satisfactorily pass the written examination to qualify for further testing.
- 5. All elements of the selection process will be scored, evaluated and interpreted in a uniform manner.

B. PHYSICAL AGILITY

1. The physical aptitude test will be consist with standards established by the Rhode Island Municipal Police Academy in measurements of:
 - a. cardiovascular function
 - b. strength
 - c. motor performance
2. In addition, a swim test, using standards established by the Rhode Island Municipal Police Academy, will be completed.
3. These tests will be administered and scored by a competent professional in the field of physical aptitude testing.

C. PHYSICAL CONDITION

1. A preliminary examination by the applicant's family physician will be performed at the applicant's expense. This examination will be itemized on a form supplied by the Police Department. A standard form will be supplied by the Police Department.
2. The Town will make a determination as the medical eligibility of a candidate.

D. EFFICIENCY RATING

The efficiency rating shall consist of the psychological evaluation, oral examinations and written examination.

1. Psychological:

The psychological evaluation will be administered and interpreted by the Psychological Testing Services of the University of Rhode Island, Division of University Extensions.

- a. 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.
- b. The candidates will be rated on a three (3) points scale: recommended, satisfactory, unsatisfactory. Only the "unsatisfactory" rating should result in exclusion. 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.

2. Aptitude

An oral examination will be conducted by the Police Department. The Deputy Chief/Lieutenant will certify a list of candidates eligible to be selected as R.I.M.P.A. recruits.

3. Character References:

Any candidate who has served in the Armed Forces will be required to submit a DD214 form, which will be made available for review.

VIII. DETERMINATION OF OVERALL TEST SCORES

1. To be eligible for appointment, a candidate must pass the physical examination given by the candidates' physician and reviewed by the doctor selected by the Town.
2. The physical aptitude test will be scored on the basis of the maximum possible score as determined by the job announcement for the position.
3. The psychological evaluation given by the Psychological Testing Services of the U.R.I. Division of University Extension will be scored as determined by the job announcement for the position. Anyone receiving an unsatisfactory rating as on the psychological test defined in section D.1.b will be ineligible for appointment.

IX. QUALIFICATIONS FOR EMPLOYMENT

1. The candidates who qualify by passing the physical examination and meeting the minimum overall test score will have the results forward to the Chief of Police.
2. The Chief of Police will review these results along with the applicant's armed forces service record, if any and the letters of reference.

X. BACKGROUND INVESTIGATION

1. The Chief of Police or his designee will request and order a complete background investigation be conducted on each potential candidate for hire.
2. Any Officers/Detectives assigned to background investigations will receive training in collecting the required information and will be provided with an information packet detailing requirements of the investigation and providing a checklist for documentation.
3. Background investigations will include:

- a. An interview with the candidate
- b. Verification of qualifying credentials
- c. Verification of the applicant's employment history
- d. A check of the applicant's military record
- e. A review of any criminal record
- f. A check of court history
- g. A check of financial history
- h. A verification of at least 3 personal references
- i. A neighborhood canvas
- j. Mental health inquiries
- k. A check of the internet and social media sites as per state law
- l. A report is completed which includes the information obtained from the checks and interviews required, an introduction, and a detailed summary

XI. RHODE ISLAND MUNICIPAL POLICE ACADEMY

1. 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.
2. 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 in as Probationary Police Officers.

XII. PROBATIONARY PERIOD

1. Upon being sworn in 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.
2. The probationary period will include the following:
 - a. Participation and successful completion of the Field Training Officer (FTO) Program.
 - b. Evaluations by the probationary officer's supervisor at intervals of ninety (90) days once he/she has completed the FTO. Program until the end of his/her probationary period.
 - c. Any and all special evaluations.
 - d. Continuation of the background investigation as needed.
3. 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.

XIII. APPOINTMENT AS A POLICE OFFICER

1. 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.

XIV. RECRUITMENT & SELECTION RECORDS RETENTION

1. Upon appointment of an officer to the status of police officer, the application used in the recruitment and selection process will be transferred to the officer's personnel file.
2. For officers appointed as full-time the application, test results, medical examination records, background investigation, psychological testing results, and Municipal Police Training Academy grade report will become a permanent part of the employee's personnel record.
3. All records from the recruitment/selection for candidates who are not hired will be retained for (5), five years in accordance with the state records retention schedule.
4. Selection materials shall be stored in a secure area when not being used and are disposed of in a manner that prevents disclosure of the information within.

XV. RECRUITMENT PLAN REVIEW

1. There will be an annual review of the Recruitment and Selection Plan to ensure objectives are being met.
2. If objectives are not being met revisions will be made to aid in reaching goals or objectives.
3. Any revisions will be documented.

By order of:



Scott N. Raynes
Chief of Police