



Town of Middletown Recruitment/Selection Process Information

Patrol Officer

The Middletown Police Department is currently accepting applications to establish an eligibility list for the full-time Patrol Officer position. Please refer to information below for further details:

Salary: \$43,679 to start with annual step increases up to Patrol – Step 6 \$68,432.

Application Period: Accepting applications from **2/3/2018 – 3/2/2018 at 4:00 pm EST.**

RI Municipal Police Training Academy Start Date: July 2018

➤ **Minimum Requirements:**

1. Must be at least 21 year of age on or before appointment as Probationary Patrol Officer.
2. Must be a United States Citizen.
3. Must possess a High School Diploma or G.E.D certificate.
4. Must possess a valid driver's license and maintain it as a condition of employment.
5. Education such as it may have been attained through completion of 60 credits from an accredited college/university, is preferred.
6. Two (2) years of continuous military service, or five (5) years of continuous military reserve service, or two (2) years of continuous service as a FT Federal, State, or Local Law Enforcement Officer or Correctional Officer, is preferred.
7. Must successfully pass a pre-employment background check.
8. Must successfully pass a pre-employment physical exam.
9. Must successfully pass a pre-employment psychological evaluation.
10. Upon appointment to the position, must be a Rhode Island resident and reside within 20-mile radius of the Middletown Police Department and or have the ability to respond within 30 minutes.

➤ **Application Materials must include the following documents, as applicable:**

1. **Online Employment Application** (required)
2. **Resume** (required)
3. Copy of your valid **Driver's License** (required)
4. Copy of your **Birth Certificate** (required)
5. Copy of your **High School Diploma or G.E.D. Certificate** (required)
6. Completed, signed, notarized **Permission for Release of Information for Criminal Records** (Required. Submit at Orientation. Blank form enclosed)
7. Completed and signed by physician **Medical Certificate Form** (Required. Submit at Orientation. Blank form enclosed)
8. Proof of Veteran's Status, if applicable – Eligibility requirements (Enclosed)
9. Proof of Residency, if applicable – Eligibility requirements (Enclosed)
10. **Official Transcript from an accredited college/university**, if applicable (*mail to Town of Middletown, Office of Human Resources, 350 East Main Road, Middletown, RI 02842*).
11. **Proof of Military Service record/Federal, State, or Local Law Enforcement Officer or Correctional Officer record**, if applicable.

To Apply visit www.PoliceApp.com/MiddletownRI

Selection Process

Eligible candidates must successfully complete all the following mandatory phases to be eligible to remain in the selection process:

- The Middletown Police Department will be hosting an **Open House**. This event is **NOT mandatory**. This event will be held on **February 20th, 2018, from 6:00 PM to 9:00 PM, Middletown Police Department's Community Room, 123 Valley Road, Middletown, RI 02842**. This event will provide potential applicants an opportunity to speak with our officers about the benefits of being a Middletown Police Officer. Potential applicants may arrive at any time during this event.
- There will be a **MANDATORY Informational Meeting** for all applicants. This meeting is scheduled to take place on **March 13th, 2018 from 7:00 PM to 9:00 PM, Middletown Town Hall, Council Chambers, 350 East Main Road, Middletown, RI 02842**. Doors will be open at 6:30 PM. Applicants are to use the front door only to enter the building. You are required to bring one form of picture identification to this meeting. **Business attire is required**. Applicants will be briefed on the selection process as well as what is expected of them. All mandatory paperwork that has not been turned in is due at this time. You will be awarded a pass/fail score for this step in the process. **(NOTE: If travel presents an extreme hardship, please contact Lieutenant Jason Ryan, in writing, prior to the meeting jryan@middletownri.com)**.
- A **Physical Agility Test** will be administered to all eligible applicants. This examination is scheduled to take place on **March 24th, 2018 at 7:00 AM** at the **Joseph H. Gaudet Middle School gymnasium and athletic field (for GPS Directions use 225 Turner Road, Middletown, RI 02842)**. Applicants should remain in their vehicles upon arrival until an officer instructs them to make their way to the building. This event is **MANDATORY** unless an exemption has been granted. A Physical Agility test exemption may be given if the applicant has successfully passed another Rhode Island Police Department agility test during this calendar year and this date conflicts with another departments application process. You are required to bring one form of picture identification to this examination. You will be awarded a pass/fail score for this step in the process.
- A **Water Rescue/Swim Test** will be administered to all eligible applicants. This test is scheduled to take place on **March 25th, 2018 at 8:00 AM, Newport County YMCA pool, 792 Valley Road, Middletown, RI 02842**. You are required to bring one form of picture identification to this examination. You will be awarded a pass / fail score for this step in the process.

NOTE – If you are interested in scheduling one on one instruction, please contact the Emily Cush, Aquatics Director, Newport YMCA, 401-847-9200 ext. 108 or emilyc@newportymca.org. Pool is also available to candidates to practice on their own during "Adult Lap Swim." Aquatics Schedule is available at <https://newportymca.org/aquatics-programs/schedule>

- A **Written Examination** will be administered to all eligible applicants. This examination is scheduled to take place on **March 25th, 2018 at 1:00 PM, Middletown High School Cafeteria, 130 Valley Road, Middletown, RI 02842**. You are required to bring one form of picture identification to this examination. **Please arrive at least 15 minutes prior to the exam to check-in.**
 - Minimum passing score = 70.
 - Maximum score possible = 100.
- **Oral Interviews with the Middletown Personnel Board** will be held for eligible applicants, after the written examination on **April 9th and April 10th, 2018 at 4:00 PM, Middletown Town Hall Conference Room, 2nd Floor, 350 East Main Road, Middletown, RI 02842**. The Town reserves the right to interview the top 20 candidates only, depending on the number of applicants.
 - Minimum passing score = 70.
 - Maximum interview score = 100.
- **Educational Points** will be added at this time to applicants who passed the Oral Interview, as follows (*Official College transcripts must have been submitted to Human Resources*):
 - Associate's Degree = 5
 - Bachelor's Degree = 10
- Additional **Residency points and Veteran's Preference points** will be added at this time in accordance with the Middletown Town Charter Section 37.032 (B) and 37.034. Appropriate proof must be submitted to Human Resources prior to the interviews with the Middletown Personnel Board. Applicants will be ranked by their total scores and the Middletown Personnel Board will certify the list accordingly.

- The **Certified List** is valid for a period of up to 2 years from the date that it is certified by the Middletown Personnel Board. The Town reserves the right to abolish the List in accordance with Town Code and establish a new List at any time during the two-year period.
- Candidates will then be selected from the Certified List for further consideration. **Interviews will be conducted by the Middletown Police Department.** You must attend such interview to continue in the Middletown selection process.
- **Pre-employment Background Checks, Pre-Employment Physical and Psychological Examinations** will be administered for those candidates selected for further consideration and who have accepted a conditional employment offer. You will not be eligible to continue in the selection process if you do not pass these examinations.
- An extensive **Background Investigation** will be completed to evaluate a candidate's employment, education, military service, criminal record, and behavioral history to ensure each candidate meets a high moral and ethical code. You will not be eligible to continue in the selection process if you do not pass this evaluation.
- Successful candidates will then be appointed as Police Officer Trainees and assigned to attend the Rhode Island Municipal Police Training Academy. Trainees who fail to successfully complete the Academy training course will be removed from the Middletown Certified list.
- Upon successful completion of the Academy training course, the trainee will be appointed as a Probationary Police Officer and receive further in-service training.
- Upon successful completion of one (1) year as a Probationary Police Officer, the officer will be appointed as a regular member of the Middletown Police Department.
- It is the candidate's responsibility to maintain current contact information in his/her application file
- An **email address is required** as all communication between the candidates and the Town will be electronic.

IF YOU HAVE ANY QUESTIONS OR NEED ADDITIONAL INFORMATION PLEASE CONTACT:

Cecilia Dursi, Human Resources Manager
350 East Main Road
Middletown, RI 02842
(401) 846-5781
cdursi@middletownri.com

The Town of Middletown is an Equal Opportunity Employer

**PERMISSION FOR RELEASE OF INFORMATION
FOR CRIMINAL RECORDS**

I hereby give my permission for the Middletown Police Department to obtain and release my criminal record for employment or personal reasons. You are authorized to send my record to:

Cecilia Dursi

Human Resources

Town of Middletown

FAX #: (401) 845-0412

Print Name

Date of Birth

Social Security Number

Signature

Date

Male Female Race _____
(Optional)

NOTARY PUBLIC (seal)

Address

City/State/Zip

Commission Expires

POLICE DEPARTMENT USE ONLY

Criminal History Performed on _____

NO RECORD _____ RECORD _____

Police Department Authorized Signature



TOWN OF MIDDLETOWN

MEDICAL CERTIFICATE

Dear Physician:

The following named individual has submitted an application to become a Patrol Officer with the Middletown Police Department.

Candidate Name: _____ Date of Birth: _____
Address: _____ Town/City: _____ State: _____ Zip Code: _____

The Middletown Police Department requires each candidate to bring this completed Medical Certificate to the Physical Fitness & Water Rescue/Swim Assessment before he/she will be allowed to participate in the test.

Below you will find the standards each candidate must attain. We ask that your evaluation be based upon these criteria. Thank you for your assistance.

Water Rescue/Swim Assessment Standards

- 1. 200-yard continuous swim
2. 10 minutes treading water
3. 40-pound weight/dummy retrieval in the deep end
4. 30 foot underwater swim

Physical Fitness Assessment Standards

- 1. One minute Push-up test
2. One minute Sit-up test
3. 1.5 mile run
4. 300 meter run

PHYSICIAN'S STATEMENT

After reviewing the above standards, I find him/her to be of sufficient physical conditioning to allow the candidate to participate in the Middletown Police Department Physical Fitness and Water Rescue/Swim Assessment Test.

Comments (if any): _____

Physician's Signature

Date

Physician's Name (Please Print)

Address

Telephone Number:



RHODE ISLAND MUNICIPAL POLICE TRAINING ACADEMY PHYSICAL FITNESS ASSESSMENT 40TH PERCENTILE



1 Minute Push-Ups

	Age<20	20-29	30-39	40-49	50-59
Male	29.0	29.0	24.0	18.0	13.0
Female	15.0	15.0	11.0	9.0	n/d

1.5 Mile Run

	Age<20	20-29	30-39	40-49	50-59
Male	12:38	12:38	13:04	13:49	15:03
Female	14:50	14:50	15:38	16:21	18:07

1 Minute Sit-Ups

	Age<20	20-29	30-39	40-49	50-59
Male	41.0	38.0	35.0	29.0	24.0
Female	32.0	32.0	25.0	20.0	14.0

300 Meter Run

	Age<20	20-29	30-39	40-49	50-59
Male	59.0	59.0	58.9	72.0	83.2
Female	71.0	71.0	79.0	94.0	n/d



Town of Middletown Residency Points

§ 37.032 EXAM RESULTS.

- (B) All Middletown residents competing for entry-level positions in the town service shall be granted ten additional points by virtue of their residency. The ten points are to be added at the end of the personnel board interview process, prior to the final establishment of the eligibility list. Proof of residency shall include the following: vehicle registration showing Middletown address; a current tax bill showing Middletown residence; or any other documentation demonstrating residency. In order to qualify for resident status, proof of residency must demonstrate that the applicant has been living in Middletown for a minimum of five years.

Town of Middletown Veterans' Preference Points

§ 37.034 VETERANS' PREFERENCE IN EXAMS.

Preference in entrance examinations shall be granted once to qualified applicants who have served honorably as members of the United States armed forces during any period of war, armed hostilities or national emergency declared by the Congress or by the President. To the final earned ratings of veterans in competitive examinations who receive at least the minimum required score and at least the minimum required final rating, service credits of five points will be added and ten points for those with a disability rating.