

## Warwick Police Officer Recruitment

APPLICATION PERIOD CLOSED!!!

## Warwick Police Officer Recruitment

"Make protecting Warwick your career."

The Warwick Police Department is an Equal Opportunity Employer

### OPEN HOUSE:

March 6: An Open House will be held at the Warwick Police Station, 99 Veterans Memorial Blvd., on March 6th from 10:00 am to 1:00 pm. Applicants and their immediate family are encouraged to attend. Attendees will have the opportunity to tour the station and speak with employees of the Warwick Police and their family members. Officers will highlight the benefits and advantages of being a Warwick police officer and convey to applicants a realistic picture of the job.

March 13: A second Open House will be held on March 13th from 10:00 am to 1:00 pm. All are invited; however, the focus of this session is to reach out to the minority and female candidates. Minority and female officers as well as their family members will present attendees with a realistic picture of what the job is like from a multicultural prospective, particularly, in a predominately Caucasian community.

In order to provide for the comfort and safety (building occupancy) of attendees, we ask that candidates send their name, session attending, and the number of family that will be accompanying him/her to the below e-mail address. We are also requesting that the number of family members be limited to 2 adults. We encourage candidates to bring the person who they may be consulting on application decisions.

[wpdprofessionalstandards@warwickri.com](mailto:wpdprofessionalstandards@warwickri.com)

### General Provisions of Police Selection Procedure

The following general provisions are for the selection and hiring of Warwick Police Officers. Officers are hired from an eligibility list, which is established after completing the application and testing procedures. The list is in effect for two (2) years or until the list is exhausted. If you have any questions regarding this procedure, please contact the Professional Standards Division at (401) 468-4323.

The City of Warwick fully subscribes to the Americans with Disabilities Act. If you are in need of special accommodations for any of the following processes, please notify us at the above phone number so that reasonable auxiliary accommodations may be available.

**Nondiscrimination:** There shall be no discrimination against applicant for employment because of race, creed, color, national origin, sex, age, sexual orientation or any political affiliation.

### Police Officer Qualifications

- United States citizen
- Age 21-35
- Valid motor vehicle operator's license
- High School graduate or have obtained a General Equivalency Diploma (GED) issued by a State Department of Education
- Minimum 60 college credits from an accredited institution recognized by the U.S. Department of Education by May 31, 2010 or, 3 years continuous full-time police, law enforcement, or corrections experience or, 3 years continuous active military duty or, 5 years continuous military reserve service
- Successfully complete the RI Municipal Police Academy Physical Proficiency Standards. (Recruits must successfully pass the RI Municipal Police Academy Practical Swimming Test after being selected and entering the Police Academy. This test will not be administered by the Warwick Police Department prior to acceptance into the Academy.)
- View Warwick Police Physical Fitness Video [here](#).
- Must be of high moral character and successfully complete a background investigation

All qualifications must be met by no later than May 31, 2010

### Police Officer Application Process

- Preliminary Pre-employment application submission
- Physical fitness test
- Written examination
- Employment application
- Oral interview(s)
- Eligibility list established
- Background investigation
- Medical Examination
- Psychological examination
- Successful completion of the Rhode Island Municipal Police Academy
- One year probation period that includes assignment to the Field Training Officer Program
- Permanent appointment as a police officer

"Women and minorities are strongly encouraged to apply."

Please [view our EEO Plan](#)

Are you are looking for a rewarding and meaningful career? Do you want to be a positive role model for your community? Do you also want to make a real difference in people's lives? Then the Warwick Police Department is the place for you! The Warwick Police Department has a need for police officers who are committed to public service, professionalism, and who want to work as part of a team to keep our neighborhoods safe.

The department utilizes a thorough and extensive hiring process that is aimed at identifying and

hiring the best candidates to serve as police officers in our city. The process is highly competitive. The following outline will serve to explain the process and gives insight into preparing for it.

### Police Officer Application Schedule

Application period is scheduled for February 8, 2010 to April 3, 2010

The preliminary application is available at the Warwick Police Department or by clicking on the following link:

Please click [here](#)

A physical fitness test will be conducted by Cooper Institute certified instructors. The test is a job-task related physical fitness assessment that is age and gender adjusted. This test is the same as the one mandated for entrance into the Rhode Island Municipal Police Academy. All five phases of the test must be successfully completed to continue in the recruitment process.

A positive photo ID (driver's license) must be presented at the time of testing. A physician's note (within the last 90 days) allowing you to participate in the physical fitness test must be presented at the time of testing. You will also be required to sign a waiver of liability form on behalf of the City of Warwick and State of Rhode Island for your participation in this testing.

The written exam will be given on April 17, 2010 at the Bishop Hendricken High School. There is a \$15.00 non-refundable processing fee that must be paid by a personal check or money order made out to the City of Warwick at the time of testing. (Candidates claiming financial hardship may have this fee waived at the discretion of the Chief of Police. This will be determined on a case-by-case basis.)

The test will only be given to those candidates who successfully completed the agility test. A seventy percent (70%) score must be attained to pass and go on to the next phase. The test is a general knowledge type and is provided by an independent testing agency. Tests will be scored by THE TEST VENDOR. Candidates may review their results by filing a request, in writing, to the Professional Standards Division of the Warwick Police Department within five (5) days of notification of score. Passing test scores will be weighted as sixty percent (60%) of the final score in the application process.

Upon successfully completing the written test, you will be given a Comprehensive Employment Application. Along with the submission of this application, you will be required to submit personal documentation. (See Documents Needed for Comprehensive Employment Application.)

If the applicant is unsuccessful in either the written or physical agility test, he/she is encouraged to re-apply in 2012.

All comprehensive employment applications must be returned in person or mailed to the

Warwick Police Department Professional Standards Division no later than May 7, 2010 at 4:00pm. The Comprehensive Employment Application must be notarized (Notary available at police HQ's). All Required documentation must accompany this application.

Oral Board Interview(s) – Sworn officers of the Warwick Police Department will ask a series of questions that may be based upon hypothetical situations, or to clarify and expand upon information in the application, or other data about the candidate. The Oral Board will consider the candidate's performance before the board, how questions are answered, as well as the answers given. The questions are designed to elicit frank, truthful responses and not to test the candidate's knowledge of police practices, legal procedures, or technical processes which the candidate is not expected to know, but rather to assess the candidate's ability to understand, make decisions, reply truthfully, and other general characteristics which are acknowledged traits necessary for carrying out police responsibilities. They do measure a candidate's ability to respond in an intelligent, confident, courteous manner and to show a candidate's ability to communicate clearly and concisely. Consideration will also be given to the candidate for experience and/or education.

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Candidates will be scored according to a weighted combination of the written test and oral board score. The written score is weighted at sixty percent (60%), and the oral score will be forty percent (40%). The score totals will be assigned to each candidate who has passed all of the requirements up to this point and they will be notified by mail of their ranking on the candidate eligibility list. A combined score of seventy percent (70%) must be met in order to be placed on the candidate eligibility list.

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As police officer positions become available candidates will be notified according to their ranking on the candidate eligibility list. The candidate will be asked to fill out a supplemental application to update any information that may have changed since the initial application. Qualified candidates will then be presented with a "Conditional Offer of Employment", subject to their successful completion of a background check.

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The Background Investigation will consist of a "Face-to-Face" integrity interview, extensive investigation of the candidate's history to include, but not limited to, education, training, health, employment history, family, neighbors, references, character, credit, military, personality traits, police contacts, and other areas as directed by the Officer in Charge of the Professional Standards Division.

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Physical/Medical Examination – Examination is to certify the general health of the candidate and is conducted in accordance with the standards set by the Rhode Island Commission on Police Standards and Training by licensed physicians.

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A Psychological examination is required in accordance with Rhode Island General Law

42-28.3-1

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Rhode Island Municipal Police Academy – Must fulfill any and all pre-academy entrance requirements as set forth by the Rhode Island Commission on Police Standards and Training and must successfully complete all phases (15 weeks long).

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Probationary Period of One (1) Year – This includes a Field Training Officer Program which must be successfully completed, scheduled and special performance evaluations, remedial training, further examinations, and continuation of the background investigation as needed. Probationary period may be extended if necessary and desirable, as determined by the Chief of Police.

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Appointment as permanent police officer – At the end of the probationary period, successful candidates who have satisfied all previous steps will be sworn in as permanent police officers.

### Documents Needed for Comprehensive Employment Application

After the Preliminary pre-employment application, you will move on to the physical agility and written tests. After successful completion of both tests, you will be given a Comprehensive Employment Application. You will need the following documentation to accompany your Comprehensive Employment Application:

- Certified copy of your birth certificate or naturalization papers
- A photocopy of your driver's license
- A photocopy of your college diploma and a certified copy of your college transcript or proof of continuous military service.
- Police/Corrections Academy Diploma
- Do not include resumes or letters of reference

Note: All documents must be legible and will be retained by the recruitment team.

### Study Guide

From March 1st- April 16th, the Warwick Police Department will make accessible, on this website, an electronic version of the test Study Guide. This guide is exclusively intended to help candidates prepare to take the written entry-level law enforcement test selected and administered by the Warwick Police Department. This does not contain information to memorize, but it does familiarize applicants with the content and format of the test.

### Eligibility List

The eligibility list is established by combining the written test and oral interview scores. The final score will determine your placement on the list, in descending order, from highest to lowest. The eligibility list will remain in effect for two years or until exhausted. Candidates whose names appear on the eligibility list will be notified as vacancies occur.

### Salary and Benefits

(As of July 2010)

1. Probationary	\$37,328
2. Second year	\$47,864
3. Third year	\$53,260
4. Fourth year	\$60,170

A typical workweek consists of 37.5 hours on a rotating schedule of four (4) days on and two (2) days off. While attending the RI Municipal Police Academy, trainees will receive Probationary Officer's salary and will be covered by Healthmate insurance. Dental insurance will be provided after three (3) months employment.

1. Medical, dental, and prescription coverage
2. Liability and life insurance
3. Clothing replacement and maintenance allowance
4. Vacation benefits
5. Pension plan
6. Accreditation bonus

Subject to Rhode Island funding, those officers who have law enforcement/criminal justice degrees may be eligible for college education incentive money.

The selection of a police officer is a labor-intensive task. We ask for your patience and cooperation. Be sure to keep all the scheduled appointments and follow the directions of the recruitment staff.

The Warwick Police Department has a complement of 163 sworn officers and 59 civilian employees serving Rhode Island's second largest city. Warwick provides an excellent quality of life for all. The Warwick Police Department has been accredited continuously since 1997.

### ESSENTIAL JOB FUNCTIONS POLICE TITLE: POLICE OFFICER

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects, using maneuvers and weapons and resorts to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar,

symbols, and mathematical computations.

3. Exercise independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree.

4. Operate a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow.

5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications and while operating a law enforcement vehicle.

6. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers.

7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying, and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping over obstacles, ditches and streams, crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

8. Load, unload, aim and fire and become proficient in a variety of police firearms under conditions of stress that justify the use of deadly force and within prescribed certification standards, which include, but are not limited to, handguns, shotguns, and other shoulder fired weapons, fired from a variety of body positions.

9. Perform searches of people, vehicles, building and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons.

10. Conduct visual and audio surveillance for extended periods.

11. To detect possible violations of physical security breaches of building after being alerted to same through reports of intrusion alarms, citizen complaints or officers observation and conducting overall physical security checks of the structure of said building to verify their integrity.

12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes, and advising of rights and processes.

13. Demonstrate communication skills in court and other formal settings.

14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions.

15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment.

16. Perform rescue functions at accidents, emergencies, and disasters including, but not limited to, directing traffic for long periods of time, administering emergency medical aid, lifting, dragging, and carrying people away from dangerous situations and securing and evacuating people from particular areas.

17. Process and transport prisoners using handcuffs and other appropriate restraints.

18. Wear personal protection equipment to include chemical suit and mask and operate with PPE equipment in contaminated environment.

19. Extinguish small fires by using a fire extinguisher and other appropriate means.

20. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.

21. Operate law enforcement support equipment including, but not limited to, telephones, typewriters, computers, console radios, mobile radios, portable radios, audible-warning systems, emergency lighting systems, cameras, and mobile command unit.

22. Deploy chemical sprays.