

Smithfield Police Department

215 Pleasant View Avenue Smithfield, Rhode Island 02917 Tel: (401) 231-2500

Fax: (401) 233-1018

January 31, 2024

Dear Applicant:

Thank you for considering the Smithfield Police Department in your pursuit of a career in the field of law enforcement. The Department currently is accepting applications to establish an eligibility list. Attached to this letter is an *Application for Employment Form, Applicant Information Booklet, and Job Description* which should provide you with minimum hiring requirements, a description of the various phases of the applicant selection process, salary and benefits, and other miscellaneous information. Previous candidates must reapply.

Application forms also may be obtained at the Smithfield Police Department, 215 Pleasant View Avenue, Smithfield, Rhode Island, or by visiting the Department's website www.smithfieldpd.com/recruitment/2024. Completed applications must be returned to the Smithfield Police Department by 4:00 p.m. on Friday, March 22, 2024.

If you have any questions or concerns, please contact Captain Jason A. DiGrado, Director of Recruitment and Training, Monday through Friday, from 8:00 a.m. to 4:00 p.m., at (401) 231-2500 ext. 103.

Sincerely yours,

Richard P. St.Sauveur, Jr.

Chief of Police

RPS/cad



TOWN OF SMITHFIELD SMITHFIELD POLICE DEPARTMENT



215 Pleasant View Avenue Smithfield, Rhode Island 02917-1799

POLICE OFFICER

Application for Employment

This application must be typed or clearly printed in ink. All items in this application must be filled in completely, correctly and truthfully, to the best of your knowledge, and signed by the applicant. Any applications that are incomplete and/or illegible may be rejected by the Town of Smithfield.

SECTION I - PERSONAL HISTORY

| NAME: Last | First | | Mi | ddle | |
|-----------------------------------------------------------------------------------------|---------------------------------|---------------------------------------|-------------------|--------------|----------------------|
| PRESENT HOME ADDRESS | | CITY | | STATE | ZIP CODE |
| MAILING ADDRESS - If Different | | | | | |
| DATE OF BIRTH (MM/DD/YR) | SOCIAL SECUR | RITY NUMBER | Н | OME TELEPH | IONE NUMBER |
| ARE YOU A RESIDENT OF R.I.? YES NO NO | IF NO, THEN W | /HAT STATE? | | RE YOU A CIT | NO |
| ARE YOU A LICENSED AUTOMOBILE OPE YES NO | RATOR? | OPERATOR LICEN | NSE NUMBE | R | STATE |
| HAS YOUR LICENSE EVER BEEN SUSPEN YES NO STATE | | | | | |
| HAVEYOU EVER SUBMITTED AN APPLICATION OF THE NO IF YES, LIST | ATION FOR EMPL | | E SMITHFIEL | D POLICE D | EPARTMENT? |
| WITHIN THE LAST 5 YEARS, HAVE YOU SI U.S.? IF YES, INDICATE THE AGENCY/S A YES NO | UBMITTED AN AF ND THE DATE/S | PPLICATION WITH A OF THE APPLICATI | ANY OTHER ONS. | LAW ENFOR | CEMENT AGENCY IN THE |
| AGENCY | | | | DATE | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

SECTION II - EDUCATION

| | DA | TES | | | | | | | |
|-----|-----|-----|-----|--------------------------|-------------|-------|----------------------|--|--|
| FRO | MC | Т | 0 | SCHOOLS / COLLEGES | | | | | |
| MO. | YR. | MO. | YR. | | | | | | |
| | | , | | HIGH SCHOOL | | MAJOR | DIPLOMA OR DEGREE | | |
| | | | | ADDRESS | CITY / TOWN | STATE | | | |
| | | | | COLLEGE OR UNIVERISTY | | MAJOR | DIPLOMA OR DEGREE | | |
| | | | | ADDRESS | CITY / TOWN | STATE | | | |
| | | | | COLLEGE OR UNIVERSITY | | MAJOR | DIPLOMA OR DEGREE | | |
| | | | | ADDRESS | CITY / TOWN | STATE | | | |
| | | | | OTHER EDUCATIONAL INSTIT | UTIONS | MAJOR | DIPLOMA OR DEGREE | | |
| | | | | ADDRESS | CITY / TOWN | STATE | | | |

| WERE YOU EVER S EDUCATIONAL INST | IUSPENDED, DISMISSED, OR EXPELLED FR TITUTIONS, DURING YOUR SCHOLASTIC CA | OM ANY OF THE ABOY | VE SCHOOLS OR ANY OTHER |
|--------------------------------------|------------------------------------------------------------------------------|--------------------------------------|-------------------------------|
| YES 🔲 NO 🔲 | SCHOOL | DATE | TYPE OF ACTION |
| LIST ANY AWARDS, OTHER SPECIAL RE | HONORS, CITATIONS, POSITIONS HELD IN ECOGNITION YOU HAVE RECEIVED WHILE | SCHOOL ORGANIZAT ATTENDING SCHOOL | TIONS, ATHLETIC ENDEAVORS, OR |
| 1. | | | |
| 2. | | | |
| 3. | | | <u>-</u> |
| 4. | | | |

SECTION III - FORMER ADDRESSES

LIST CHRONOLOGICALLY ALL OF YOUR RESIDENCES IN THE PAST TEN YEARS, INCLUDING THOSE IN THE MILITARY (OFF BASE) AND THOSE WHILE AWAY FOR SCHOOL IF APPLICABLE. PLEASE ACCOUNT FOR ALL TIME. USE ANOTHER SHEET OF PAPER IF NECESSARY.

| DATES | | | STREET ADDRESS | CITY | STATE | ZiP | |
|-------|-----|-----|----------------|----------------|-------|-------|-----|
| FROM | | то | | STREET ADDRESS | OIII | SIAIE | 217 |
| MO. | YR. | MO. | YR. | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

SECTION IV - MILITARY SERVICE RECORD

Read and Answer ALL BOXES within this section, if applicable.

| HAVEYOU EVER SERVED ON ACU.S.? YES \(\begin{array}{ccc}\hat{1} & NO \(\begin{array}{ccc}\hat{2}\hat{3}\end{array}\) | TIVE DUTY IN THE ARMED FORCES OF THE | BRANCH OF MILITARY SERVICE |
|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------|
| HIGHEST RANK ATTAINED: | DATE COMMISSIONED (If applicable) | TYPE OF DISCHARGE BASIS OF DISCHARGE |
| SERIAL NUMBER FROM | DATES OF ACTIVE DUTY (MM/DD/YY) / / TO / / | WAS ANY TYPE OF DISCIPLINARY ACTION TAKEN AGAINSTYOU WHILE IN THE SERVICE? YES NO ACTION: |
| HAVE YOU OR ARE YOU NOW S UNIT? IF YES, THEN WHAT BRAI | ERVING IN A MILITARY RESERVE NCH? | YES NO BRANCH: |
| HAVE YOU OR ARE YOU NOW S UNIT? IF YES, THEN WHAT UNIT | | YES NO BRANCH: |

SECTION V - EMPLOYMENT HISTORY

LIST ALL EMPLOYMENT <u>CHRONOLOGICALLY</u>, INCLUDING SUMMER AND PART-TIME EMPLOYMENT, FOR THE LAST FIVE YEARS, BE SURE TO ACCOUNT FOR TIME WHILE UNEMPLOYED, IF APPLICABLE. <u>ALL TELEPHONE NUMBERS ARE</u> MANDATORY.

| COMPANY NAME | NAME OF | NAME OF SUPERVISOR | | TELEPHONE | |
|------------------------|--------------|--------------------|---------|-----------|---------|
| | | | | (|) |
| ADDRESS / CITY / STATE | | | | | |
| · | TYPE OF WORK | | POSITIO | ON | |
| STARTING DATE | ENDING DATE | | REASO | N FOR | LEAVING |
| 1 1 | / / | | | | |

SECTION V - EMPLOYMENT HISTORY (continued)

| COMPANY NAME | | NAME OF SUPERVISOR | | TELEPHONE |
|-----------------------------------|----------|-------------------------|----------|----------------|
| | | | | () |
| ADDRESS / CITY / STATE | | | | <u> </u> |
| | TYPE O | WORK | POSITI | ION |
| STARTING DATE | ENDING | | REASO | ON FOR LEAVING |
| 1 1 | | / | | |
| COMPANY NAME | | NAME OF SUPERVISOR | | TELEPHONE |
| | | | | () |
| ADDRESS / CITY / STATE | | | | |
| | TYPE O | - WORK | POSITI | ION |
| STARTING DATE | ENDING | | REASC | ON FOR LEAVING |
| 1 1 | <u> </u> | | <u>L</u> | |
| COMPANY NAME | | NAME OF SUPERVISOR | | TELEPHONE () |
| ADDRESS / CITY / STATE | | | | |
| | TYPE O | F WORK | POSIT | ION |
| STARTING DATE | ENDING | DATE / | REASC | ON FOR LEAVING |
| 1 1 | 1 | | L | |
| COMPANY NAME | | NAME OF SUPERVISOR | | TELEPHONE () |
| ADDRESS / CITY / STATE | | | | |
| | TYPE O | F WORK | POSIT | ION |
| STARTING DATE | ENDING | DATE | REAS | ON FOR LEAVING |
| HAVE YOU EVER BEEN DISMISSED OR F | ORCED TO | RESIGN FROM A POSITION? | | YES NO |
| IF YES, GIVE NAME OF EMPLOYER | | | | |

SECTION VI - CHARACTER REFERENCES

LIST THREE REFERENCES, WHO ARE REPUTABLE CITIZENS OF THEIR COMMUNITIES, AND ARE WILLING TO ATTEST TOYOUR CHAR- ACTER AND REPUTATION. LIST THOSE WHO HAVE KNOWNYOU FOR AT LEAST FIVEYEARS, PREFERABLY THE LAST FIVEYEARS. (DO NOT INCLUDE ANY PRESENT OR PAST EMPLOYERS. ANY RELATIVES BY BLOOD OR MARRIAGE, OR SCHOOL TEACHERS).

| | | OCCUPAT | 70N | | | LNO O | E VEA DO MIONAL | | |
|--------------|----------------------|-------------------|-------------|----------|---------|---------------|--------------------|--|--|
| COMPLETE NA | ME | OCCUPAT | ION | | | NO. 01 | F YEARS KNOWN | | |
| | | | 7 | 07475 | T-ID | <u> </u> | | | |
| RESIDENCE AI | DDRESS | CITY | | STATE | ZIP | [| LEPHONE) | | |
| | | | | | | | | | |
| BUSINESS ADD | DRESS | CITY | | STATE | ZIP | | LEPHONE | | |
| | | | | | | (|) | | |
| | | | | | | | | | |
| COMPLETE NA | ME | OCCUPAT | TON | | | NO. OI | NO. OF YEARS KNOWN | | |
| | | | | | | | | | |
| RESIDENCE AL | DDRESS | CITY | | STATE | ZIP | TE | LEPHONE | | |
| | | | | | | (|) | | |
| BUSINESS ADD | DRESS | CITY | | STATE | ZIP | TE | LEPHONE | | |
| | | ĺ | | | | (|) | | |
| | | | | <u> </u> | L., | | | | |
| COMPLETE NA | ME | OCCUPAT | ION | | | NO. OI | F YEARS KNOWN | | |
| COM CETEIN | | | | | | | | | |
| RESIDENCE AL | nnese | CITY | | STATE | ZIP | TE | LEPHONE | | |
| KESIDENCEAL | DUKE99 | 0 | | 0 | | ٦, - |) | | |
| | PPEOD | CITY | | STATE | ZIP | TE | LEPHONE | | |
| BUSINESS ADD | DKE22 | l dii | City | | 2117 | ;- |) | | |
| | | | | | <u></u> | ` | | | |
| | | | | | | | | | |
| | ; | SECTION VII | - COURT F | RECOI | RDS | | | | |
| | | | | | | ANOD 0 | | | |
| | ER PLED GUILTY, NOLO | CONTENDRE, OR BE | EN CONVICTE | OF ANY | MISDEME | ANUK C | R FELUNT OFFENSE? | | |
| YES 🔲 | NO IF YES, | LIST ANY CONVICTI | ONS BELOW. | | | | | | |
| DATE | PLACE AND DE | PARTMENT | | CHARGE | (S) | | FINAL DISPOSITION | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | -+ | | | |
| | | | | | | | | | |
| | | | | | | $\neg \vdash$ | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

SECTION VIII - DRIVING RECORD

| DATE VIOLATION | | | POLICE DEPARTMENT | DISPOSITION |
|----------------|--------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------|
| | | | | |
| | | | · · · · · · · · · · · · · · · · · · · | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| IST ALL ACCI | DENTS YOU HAVE I | BEEN INVOLVED IN WHILE OPERA | ATING A MOTOR VEHICLE | OVER THE LAST TEN YEARS. |
| DATE | TYPE | POLICE DEPARTMENT | WERE YOU INJURED? | |
| | | | YES NO | YES NO |
| | | | YES NO | YES NO |
| } | | | YES NO | YES NO |
| | | | TES CO NO CO | 123 🚨 119 🚨 |
| CT ANV CDE | CIAL SKILLS OF TRA | PERSONAL QUE | YES NO D | YES NO Q |
| IST ANY SPEC | CIAL SKILLS OR TRA | PERSONAL QUE AINING YOU HAVE ACQUIRED TH ANY LANGUAGE SKILLS, FIREAR | YES NO STIONNAIRE | YES NO |
| OLICE DEPAR | RTMENT. (INCLUDE | AINING YOU HAVE ACQUIRED TH ANY LANGUAGE SKILLS, FIREAR S, OR HONORS RECEIVED, OTHE | YES NO STIONNAIRE AT WOULD BE BENEFICIAL MS TRAINING, COMPUTER | YES NO NO TO THE SMITHFIELD R SKILLS, ETC.) |
| ST ANY AWA | RTMENT. (INCLUDE | AINING YOU HAVE ACQUIRED TH ANY LANGUAGE SKILLS, FIREAR S, OR HONORS RECEIVED, OTHE | STIONNAIRE AT WOULD BE BENEFICIAL MS TRAINING, COMPUTER R THAN THOSE LISTED UP | YES NO NO NO NO THE SMITHFIELD R SKILLS, ETC.) |

PERSONAL QUESTIONNAIRE (continued)

| IS THERE ANYTHING IN YOUR BACKGROUND OR PERSONAL HISTORY THAT WOULD ADVERSELY AFFECT YOUR ABILITY TO PERFORM THE DUTIES AND RESPONSIBILITIES OF A POLICE OFFICER? YES NO NO |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| IF YES, EXPLAIN BELOW. |
| |
| |
| |
| EXPLAIN IN YOUR OWN WORDS WHY YOU ARE INTERESTED IN BECOMING A MEMBER OF |
| THE SMITHFIELD POLICE DEPARTMENT. (PLEASE ATTACH A SEPARATE PIECE OF PAPER FOR |
| THIS RESPONSE, WHICH SHOULD NOT EXCEED ONE PAGE.) |
| |
| I HAVE READ THIS APPLICATION AND THE ENTRIES MADE HEREIN, AND HEREBY STATE THAT ALL SUCH STATEMENTS MADE BY ME ARE TRUE. I UNDERSTAND THAT ANY FALSE OR MISLEADING INFORMATION GIVEN IN THIS APPLICATION MAY SERVE AS THE BASIS FOR DISMISSAL FROM THE RECRUIT SELECTION PROCESS. |
| I AGREE TO THESE CONDITIONS, AND I HEREBY CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE COMPLETE, CORRECT AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE. |
| SIGNATURE DATE |



TOWN OF SMITHFIELD SMITHFIELD POLICE DEPARTMENT



215 Pleasant View Avenue Smithfield, Rhode Island 02917-1799

POLICE OFFICER

Applicant Contact Information & Checklist

| Primary e Secondar Cell phor | t Name (Last, First, Memail address: y email address: ne number & carrier: | () | (Verizon, Sprint, 2 | NT&T, etc) | | |
|-------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------|---------------------|--|--|
| Home phone number ALL COMMUNICATION WILL BE DONE VIA EMAIL | | | | | | |
| | How | else can you stay u | pdated? | | | |
| http:// | Check out the recruitment website for information. | | http://smithfieldpd.com/rec | ruitment | | |
| B | Follow us on Twitter | | @Smithfield_P | D | | |
| f | Friend us on facebook | | http://www.facebook.com/smit | <u>hfieldpolice</u> | | |
| | | | | | | |
| 211 | · | Reminder Checkl | | YES 🗆 | | |
| | ou sign and date the c | | | | | |
| intere | | ember of the Smithf | ield Police Department? | YES 🗖 | | |
| • The o | questions on Page 3 re ce require an answer. I | garding Military Res Did you check a box | serve and National Guard for each question? | YES 🗖 | | |

TOWN OF SMITHFIELD SMITHFIELD POLICE DEPARTMENT

POLICE OFFICER Applicant Information Booklet

Randy Rossi Town Manager Smithfield, Rhode Island



Richard P. St.Sauveur, Jr. Chief of Police Smithfield, Rhode Island

TABLE OF CONTENTS

| MINIMUM HIRING REQUIREMENTS | 2 |
|-----------------------------------------|---|
| APPLICANT SELECTION PROCESS | 3 |
| PHYSICAL FITNESS TEST | 3 |
| 300 Meter Run | 3 |
| One-Minute Push-Up Test | 3 |
| One-Minute Sit-Up Test | 3 |
| 1.5 Mile Run | 4 |
| WRITTEN EXAMINATION | 4 |
| APPLICANT BACKGROUND INVESTIGATION | 4 |
| ORAL REVIEW BOARDS | 4 |
| PSYCHOLOGICAL EXAMINATION/IF APPLICABLE | 5 |
| MEDICAL EXAMINATION | 5 |
| DUTIES AND RESPONSIBILITIES | 5 |
| SALARY AND BENEFITS | 6 |

If you are interested in a rewarding career with the Smithfield Police Department, this *Applicant Information Booklet* will provide you with the minimum hiring requirements, various phases of the applicant selection process, salary and benefits, and other miscellaneous information. This recruitment and selection process will take approximately 5-6 months to complete. Previous candidates must reapply.

Application forms may be obtained from the Smithfield Police Department, 215 Pleasant View Avenue, Smithfield, Rhode Island. Application forms are also available for download on the Smithfield Police Department's website www.smithfieldpd.com. Alternatively, application forms can be mailed to out-of-state residents if requested. Completed applications must be returned to the police department no later than 4:00 p.m. on Friday, March 22, 2024.

Applicants must successfully complete physical fitness and written testing administered by Fit 2 Serve RI or be eligible for Rhode Island Police Officer Commission on Standards and Training (POST) certification. To register for physical fitness and written testing visit www.fit2serveri.com Passing physical fitness scores within 1 year prior to the application deadline will be accepted. Passing written test scores within 2 years prior to the application deadline will be accepted. Applicants successfully completing the physical fitness and written tests or eligible for POST certification will be invited to the oral interview phase of the selection process. Applicants will be informed, in writing, of upcoming oral interview dates.

MINIMUM HIRING REQUIREMENTS

To be considered for appointment to the police department, an applicant:

- Must be eighteen (18) years of age or older;
- Must be a citizen of the United States;
- Must possess a valid operator's license;
- Must possess a Bachelor's degree. Degrees in the field of Criminal Justice/Law Enforcement are preferred, but not required;
- Must successfully complete the Rhode Island Municipal Police Training Academy or be eligible for certification through the POST.

APPLICANT SELECTION PROCESS

PHYSICAL FITNESS TEST

Applicants determined eligible for further processing must successfully complete a physical fitness test administered by Fit 2 Serve RI. The physical fitness test encompasses the following events:

300 METER RUN

This test is a timed test, which measures the body's ability to perform during oxygen debt. The score is recorded in seconds. (40th percentile)

| | 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 |

ONE-MINUTE PUSH-UP TEST

This test is a timed test, which measures the upper body muscular endurance. The score is the number of push-ups performed in one (1) minute. (40th percentile)

| | 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 |

ONE-MINUTE SIT-UP TEST

This test measures the muscular endurance of the abdominal muscles. Test results reflect the ability to perform police tasks that involve the use of force. The score is the number of bent leg sit-ups performed in one (1) minute.

| | 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 |

1.5 MILE RUN

This is a timed run, which measures the heart and vascular system's capability to transport oxygen. Test results reflect the ability to perform police tasks involving stamina and endurance. The score is recorded in minutes and seconds. (40th percentile)

| | 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 |

^{*}Applicants <u>may</u> be required to pass a physical fitness test encompassing the aforementioned events, prior to being selected to attend the police academy. Any such test would be administered by the Smithfield Police Department.

WRITTEN EXAMINATION

Applicants are required to pass a standardized written examination administered by Fit 2 Serve RI. Applicants must achieve a score of 65 or better to be eligible for further processing.

APPLICANT BACKGROUND INVESTIGATION

Applicants will have an extensive background investigation conducted by the Smithfield Police Department, including but not limited to: past employment records, education background, criminal history, consumer credit history, community reputation, military service, and overall character.

ORAL REVIEW BOARDS

Applicants eligible for further processing must appear before initial and final Oral Review Boards.

PSYCHOLOGICAL EXAMINATION

If applicable, applicants determined eligible for further processing will be administered a written psychological examination, along with a follow-up interview and evaluation by a licensed psychologist.

MEDICAL EXAMINATION

Applicants determined eligible for further processing must pass a medical examination and be found physically qualified by a physician approved by the Rhode Island Police Officer's Commission on Standards and Training. This examination consists of the following requirements:

- An applicant must possess visual acuity of 20/30, corrected, in each eye;
- An applicant must possess normal color and depth perception;
- An applicant must possess normal hearing ability, without the use of mechanical or electronic aids.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of Smithfield police officers include the protection of life and property, maintenance of public order, investigation of criminal and non-criminal activities, arrest of traffic and criminal violators, collection and preservation of evidence, delivery of crime prevention and community policing services, and other law enforcement related services.

SALARY AND BENEFITS

- A first year patrol officer will receive an annual salary of \$64,307.88 (\$1,236.69 per week);
- Health care benefits provided at a cost not to exceed \$2,000 annually;
- Paid premiums for life insurance in the amount of \$50,000;
- Annual cleaning and clothing allowances are provided;
- Educational reimbursement for law enforcement courses;
- A longevity supplement is paid at the beginning of the 6th year of employment and increases one-half percent, per year, at the beginning of the 9th and each subsequent year of employment;
- The schedule for the uniform patrol officer consists of 4 days on-duty, followed by 2 days off-duty;
- There are 13 paid holidays and 15 sick leave days per year;
- Membership in the Rhode Island Employees Retirement System;
- Annual vacation time is listed as follows:

| Years of Service | Vacation Time |
|-------------------|----------------------|
| 1 - 5 years | (16) working days |
| 6 - 10 years | (20) working days |
| 11 - 15 years | (24) working days |
| 15 years and over | (29) working days |

 Note: The above stated benefits are enumerated in the existing collective bargaining agreement between the Town of Smithfield and Smithfield Fraternal Order of Police, Lodge No. 17.

The Town of Smithfield is an Equal Opportunity Employer

JOB DESCRIPTION

Town of Smithfield

PATROL OFFICER

GENERAL SUMMARY:

Under the general supervision of the Shift Supervisor/Assistant Shift Supervisor, the patrol officer shall perform preventive patrol and other law enforcement functions aimed at protecting life and property, preserving the peace, reducing opportunities for the commission of crimes, and identifying and apprehending offenders. The patrol officer shall provide emergency and non-emergency services, while creating and establishing a sense of security in the community.

ESSENTIAL FUNCTIONS:

- 1. Exercise authority consistent with the obligations imposed by the oath of office;
- 2. Respond to all calls for service, rendering first aid when applicable;
- 3. Effectively communicate with people by providing assistance, information and directions;
- 4. Arrest persons for violating the law or those wanted by other law enforcement agencies;
- 5. Seize, transport, photograph, and inventory evidence and property taken into custody. Gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects, and confidential informers. Perform searches of people, vehicles, buildings 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;
- 6. Issue traffic citations, enforce motor vehicle laws and parking ordinances;
- 7. Maintain weapons and equipment in a state of operational readiness;
- 8. Promptly serve or deliver warrants, summonses, subpoenas, and other official papers;
- 9. Coordinate efforts with other Department employees to ensure that teamwork leads to the successful attainment of police short- and long-term goals and objectives;

10. Perform other duties, as assigned by the Police Chief.

OTHER FUNCTIONS:

- 1. Be alert for conditions that endanger public safety;
- 2. Conduct a thorough investigation of all offenses and incidents;
- 3. Be thoroughly familiar with the assigned areas of patrol. Such familiarity includes knowledge of residents, business owners, roads, paths, etc;
- 4. Remain in assigned beats throughout the shift, except when a police emergency necessitates a temporary absence or when a Shift Commander or Dispatcher has issued authorization for a temporary absence;
- 5. Take measures to expedite the flow of vehicular traffic during periods of congestion;
- 6. Preserve crime scenes, in accordance with Department policy. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions;
- 7. Testify in court in a professional and timely manner, when required;
- 8. Complete detailed reports on all crimes, arrests, vehicle collisions, and other incidents requiring police attention;
- 9. Maintain and operate assigned vehicle in accordance with Department policy:
- 10. Investigate private security alarms and suspicious persons to ensure the safety of residents and business owners;
- 11. Check public assemblies, residences, businesses, and recreational areas;
- 12. Communicate effectively over law enforcement radio channels when initiating and responding to radio communications, and while operating a vehicle;
- 13. 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;
- 14. Conduct visual and audio surveillance for extended periods of time, when necessary;
- 15. Operate law enforcement support equipment, such as: telephones, typewriters, computers, console radios, mobile radios, portable radios, audible-warning systems, emergency lighting systems, cameras, etc.

JOB REQUIREMENTS:

<u>Education</u>: Effective July 1st, 1997, police officers must possess a Bachelor's degree, preferably in the field of Law Enforcement or Criminal Justice, from an accredited college or university.

Experience: None required.

Must possess an active operator's license.

WORKING CONDITIONS:

Be available at all times by telephone, radio and/or pager during normal working hours and available for callback, when needed.

PHYSICAL REQUREMENTS:

This position requires a Patrol Officer to perform all functions contained in this job description. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements necessary to accomplish the essential functions.

SALARY RANGE:

Union position stipulated by collective bargaining agreement between the Fraternal Order of Police (FOP), Lodge 17 and the Town of Smithfield.

December 2021