

PROVIDENCE POLICE DEPARTMENT

 HEADQUARTERS
 COLONEL OSCAR L. PEREZ
 CHIEF OF POLICE

TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	200.01	2/21/2025	2/25/2025
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Recruitment & Selection Process		9/29/2024; 4/25/2022; 2/24/2017; 8/5/2007	
REFERENCE		RE-EVALUATION DATE	
CALEA 31.2.1; 31.1.4; 31.5.1; 31.5.7; 33.4.1; 33.4.2; 33.4.3		4/25/2030	
SUBJECT AREA		DISTRIBUTION	
Law Enforcement Operations		All Sworn Personnel	

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 Providence.

POLICY

It is the policy of the Providence 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 candidates who are appointed as police officers are the most highly qualified.

DISCUSSION

The recruitment of qualified applicants is the responsibility of the Providence Police Department. All members are encouraged to actively recruit qualified candidates for application to the department.

PROCEDURE

I. 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.
- B. Personnel assigned to recruitment activities will be knowledgeable in personnel matters and selection criteria and methods including:

1. Recruitment needs and commitments of the department.
 2. Career opportunities, salaries, benefits, and training.
 3. Federal and State compliance guidelines.
 4. Needs of the community.
 5. An understanding of cultural and ethnic diversity within the community.
 6. Record-keeping system for tracking candidates.
 7. All aspects of the selection process utilized by the police department.
 8. Disqualifying characteristics that candidates may exhibit.
 9. Medical requirements.
- C. Qualifications - All applicants for the position of police officer must meet the following standards and requirements:
1. Must be a United States citizen.
 2. Must be at least 18 years old.
 3. Must be a high school graduate or have a G.E.D.
 4. Must possess a valid motor vehicle operator's license at the time of application.
 5. An applicant cannot be on probation for a criminal offense, or have been convicted at any time of a felony offense. The applicant must be of good moral character and the highest personal integrity. An applicant's background and character are carefully investigated before hiring. Any conviction of a crime of domestic violence, including a NOLO plea resulting in probation, will result in disqualification from consideration. Any misdemeanor drug related convictions will be carefully scrutinized.
 6. If applicable, an applicant must have received a military discharge under honorable conditions.

II. EQUAL EMPLOYMENT OPPORTUNITY

- A. It is the practice of the Providence Police Department 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 Providence Police Department.

- B. Any employee or candidate, who has a complaint or knowledge of violation of the department's Equal Employment Opportunity plan, may file a complaint with the Commander of the Internal Investigations and Inspection Division or directly to 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. Recruitment drives will be held at various locations including colleges and public areas, i.e., shopping malls, lobby of police headquarters, etc.
 - 3. Advertisements in various print and electronic media, including minority publication.
 - 4. Providing recruitment information packets to various minority community service organizations.
 - 5. All sites selected for the recruitment team will be accessible to the general and disabled public and a TDD telephone number will be made part of the recruitment booklet and recruitment announcements.
- D. A complete equal employment opportunity/affirmative action plan can be viewed in the City's Equal Opportunity Office.

III. AFFIRMATIVE ACTION

- A. Specific action to accomplish the department's minority recruitment goals:
 - 1. When available, utilizing minority personnel, especially those in the ranking positions, in the department's recruitment and selection activities.
 - 2. Depicting women and minorities in law enforcement roles in recruitment literature and advertisements.
 - 3. Conducting recruitment activities outside of the department's jurisdiction to attract qualified law enforcement candidates.

4. Conducting "job fairs" recruitment programs designed to attract women and minority candidates.
5. Providing speakers at minority career days, schools, job fairs, etc.
6. Assigning a cross section of the department including all ranks, sexes, and minorities to recruitment campaigns, when possible.

IV. JOB ANNOUNCEMENTS AND PUBLICITY

- A. The department's job announcement and recruitment publicity will include:
 1. Description of duties, responsibilities, requisite skill, 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 Employment 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. Job announcements and recruitment notices will provide an accurate and precise job description.
- C. Dissemination of Job Announcements and Recruitment Notices.
 1. In order to facilitate a wide exposure and dissemination of job announcements and recruitment notices, the Community Relations Bureau and/or the Training Bureau is responsible for ensuring that cooperative assistance from community service organizations and by community leaders who have contact with qualified candidates for recruitment is maintained.
 2. A specific mailing of recruitment information material, including the recruitment booklet and recruitment announcement, to all organizations identified in the most current State of Rhode Island Equal Employment Opportunity office minority referral list.
- D. Application Process.
 1. Contact with Applicants.

- a. The Human Resources Bureau is responsible for maintaining contact with each candidate from the time of initial application to final employment disposition.
 - i. Applications made in person will be acknowledged upon receipt.
 - ii. Contact will be made with each applicant periodically at each stage of the application process.
2. Applications submitted with omissions and deficiencies.
 - a. Applications will not be routinely rejected due to an omission or deficiency, which can be corrected prior to the testing or interview process.
 - b. The Human Resources Bureau will make contact with applicants to correct any deficiencies prior to testing or interview.

V. SELECTION PROCESS

A. GENERALLY

1. The authority and responsibility for the selection process is with the Providence Police Department.
2. A selection procedure packet will be provided to each applicant involved in the recruitment/selection process. This packet contains:
 - a. Employment application.
 - b. The order of events in the selection process.
3. 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.
4. An applicant becomes eligible for appointment to the Police Training Academy based on their standing on an eligibility roster established by a series of tests. Tests are conducted on an as needed basis. Successful completion of the testing process may result in an offer of conditional employment in the future, and does not guarantee employment by the Providence Police Department. An applicant qualifies for the eligibility roster by successfully completing the following phases of the recruitment procedure:

- a. Meet the minimum qualifications for filing an application as detailed by the Providence Police Department Human Resources Bureau.
- b. Physical Fitness Assessment.
- c. A written examination will be provided by a professional testing vendor who can provide documentation supporting the relevancy of the testing material. Furthermore, in accordance with City Ordinance Sec. 17-29:
 - i. The commissioner of public safety shall add ten (10) points to the score of a resident-candidate of the city who has passed the examination for police and fire candidates for entrance into the police or fire departments.
 - ii. Residency shall be determined at the time the application is filed. For purposes of this section only, a person's residence is his or her fixed or established domicile. The determinant of one's domicile is that person's actual physical presence in the city on a regular basis incorporating an intention to reside for an indefinite period. This domicile is the place to which, upon temporary absence, he or she has the intention of returning. Once acquired, this domicile continues until another domicile is established. A person can have only one (1) domicile.
 - iii. Upon application for an entrance examination, the applicant shall provide to the commissioner of public safety, for purposes of establishing residence for this section, three (3) of the following documents: voter registration, a state driver's license, a motor vehicle registration certificate, state and federal income tax returns, a document establishing the address furnished to the tax collector and/or assessor in those communities where the applicant owns taxable real or personal property for the purpose of notifying the applicant, a document establishing the address furnished to insurance companies with which the applicant maintains policies, a document establishing the address furnished to their present employer, document establishing the address furnished to any business, professional, union or fraternal

organization to which the applicant is a member and a document establishing the address furnished by the applicant to governmental agencies with which the applicant has contact.

- d. Background investigation.
 - e. Oral interview(s).
 - f. Psychological evaluation.
 - g. Medical examination (including drug screening).
 - e. Physical fitness pre-test, just prior to entry into the police training academy.
- 4. All elements of the selection process will be administered, scored, evaluated, and interpreted in a uniform manner.
 - 5. Time limits, oral instructions, answer sheets, and scoring formulas will be the same for all candidates.
 - 6. All candidates should be informed that sensitive or confidential aspects of their personal lives might be explored.
 - 7. Any candidate determined to be ineligible for appointment on the basis of a single test, examination, interview, or investigation will be informed, in writing, within 30 days of such determination.
 - 8. The records of all candidates not appointed to probationary status will be returned to the Human Resources Bureau Officer-in-Charge.
 - 9. No information will be released except in accordance with all federal, state, and city requirements regarding the privacy, security, and freedom of information of all candidate records and data.
 - 10. The Officer of the Human Resource Division will store all selection material in a locked and secured area.
 - 11. Selection materials will not be left unattended.
 - 12. All material to be discarded will be shredded prior to disposal.

B. BACKGROUND INVESTIGATION

- 1. Candidates who have successfully passed the written examination, physical agility test and undergone an oral board.

2. Background investigations will be completed on each selected candidate. Officers may be temporarily assigned to background investigations under the direction of the Internal Investigations and Inspections Division.
3. Officers assigned to background investigations will be trained in collecting the required information and will be provided with an information packet detailing requirements of the investigation and providing a checklist for documentation.
4. Background investigations will include:
 - a. Verification of qualifying credentials, i.e., diplomas, degrees, driver's license.
 - b. Criminal history record checks.
 - c. Verification of at least three (3) personal references.
 - d. Health history inquiries.
 - e. Credit inquiries.
 - f. Neighborhood canvas and family interview.
 - g. Employment record.
 - h. Military history.
 - i. Other histories or inquiries as determined by the Chief of Police.
 - j. Follow-up inquiries regarding any matter or incident discovered during the investigation.
6. The Human Resources Division will maintain a record of each candidate's background investigation in a secure file. Records will be maintained for at least three (3) years.
7. Rhode Island General Law 28-6.1-1 expressly prohibits the use of polygraph examinations as conditions of employment. Therefore, a polygraph examination will not be administered in the selection process.
8. Any polygraph examinations taken by the candidate in another jurisdiction and provided to this department by another agency will not be relied upon solely as a basis of determining truthfulness, deception, or a determinant of employment status.

C. MEDICAL EXAMINATION

1. The exam will use valid, useful, and non-discriminatory procedures and will be performed by a qualified medical professional determined by the City of Providence.
2. The exam will be administered after a Conditional Offer of Employment is tendered.
3. The medical examination will be conducted in accordance with the standards set by the Rhode Island Commission on Police Standards and Training.
4. Only licensed physicians will be used to certify the general health of candidates.
5. Record of results will be maintained in a secure file in the Human Resources Division.

D. PSYCHOLOGICAL EXAMINATION

1. The exam will use valid, useful, and non-discriminatory procedures.
2. The exam will be administered after a Conditional Offer of Employment is tendered.
3. The examination will be conducted in accordance with the standards set by the Rhode Island Commission on Police Standards and Training.
4. The records will be restricted to those persons involved in the selection process, the Chief of Police, and those legally entitled to review such files.
5. Records will be maintained in the candidate's file in a secured area of Human Resources.

E. PROVIDENCE POLICE ACADEMY

1. 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 Providence Police Academy and have been sworn in as Probationary Police Officers.

F. PROBATIONARY PERIOD

1. Upon being sworn in as a Probationary Police Officer, the officer will serve in a probationary status for not less than 12 months, commencing from the date of appointment as a Probationary Officer.
2. The probationary period will include the following:
 - a. Service rating evaluations in addition to the Field Training Officer Evaluations.
 - b. Participation in the Field Training Officer (F.T.O.) Program.
 - c. Any and all special evaluations.
 - d. Any and all remedial training or further examinations.
 - e. 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.
4. Termination from the Providence Police Department may be made at any time during the probationary period with the final approval of the Chief of Police.

G. 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 as set forth in the Conditional Offer of Employment.

H. RECRUITMENT AND SELECTION PROCESS RECORDS RETENTION

1. Upon appointment of an applicant to the status of a police officer, the application used in the recruitment and selection process will be transferred to the officer's personnel file.

VI. Hiring of Lateral Transfer Officers

- A. It shall be the policy of the Providence Police Department to accept a lateral transfer of active police officers from other police agencies provided the following conditions are met:

1. The candidate must be a graduate of a RIPOST or other POST certified police training academy. Candidates who did not attend the RIMPTA may be required to attend a limited number of classes at the RIMPTA in order to meet municipal certification.
2. The candidate must be currently employed as a sworn police Officer with a police agency, and the candidate must have successfully completed at least one (1) year as a probationary police officer.
3. Must be at least 18 years of age at the close of the application process
4. Maybe required to pass a physical agility test conducted in accordance with the RIMPTA entrance standards
5. Successfully pass a Field Training Program
6. Must sit for an interview with the Chief of Police or his/her designee
7. Must meet the psychological testing requirements as established by a RIMPTA certified psychological testing agency
8. Must be a US citizen
9. Maybe required to complete a full medical examination, including drug screening, conducted by a licensed physician
10. Must successfully complete a thorough pre-employment background investigation
11. Must possess a valid motor vehicle operator's license
12. Cannot have been convicted of or otherwise admitted to having committed any felony in a court of law. A conviction or admission to a misdemeanor or any felony or misdemeanor expunged record may be considered a disqualifying factor depending upon the totality of the circumstances (i.e., sentence, facts and circumstances surrounding the incident, distance in time, nature of the incident).

B. Seniority

1. Lateral transfer officers that meet the required conditions and are accepted as Providence Police Officers shall accumulate seniority on the date the officer is sworn in as a Providence Police Officer. If a lateral transfer officer has prior employment as a police officer with the Providence Police

Department, their seniority will accrue from their new date of hire with the Providence Police Department. Lateral transfer officers who have prior employment as a police officer with the Providence Police Department should consult with the City of Providence Retirement Office to determine if they are eligible to purchase any prior service in accordance with the City of Providence Code of Ordinances.

It is the intent of this General Order that all lateral officers, to include those who rejoin the Providence Police Department after prior service as a police officer with the Providence Police Department, shall not receive or accrue seniority prior to their new date of hire. No prior service time will count toward seniority and therefore, will not be considered for eligibility for any transfer, promotion or any other assignment that requires a set amount of department seniority as stipulated in the collective bargaining agreement between the City of Providence and Providence Lodge #3, Fraternal Order of Police. However, in accordance with the Memorandum of Agreement to the Collective Bargaining Agreement between the City of Providence and Providence Lodge #3, Fraternal Order of Police, prior service as a police officer shall count towards the Patrol Officer Grades in the Salary of the Collective Bargaining Agreement.

APPROVED:

A handwritten signature in black ink, appearing to read 'Oscar L. Perez', written in a cursive style.

COLONEL OSCAR L. PEREZ
CHIEF OF POLICE