

# ***PROVIDENCE POLICE DEPARTMENT***



## ***RECRUITMENT BROCHURE***

**(Present Applications are kept  
on file Until An Application Period  
is announced)**

# ***MISSION STATEMENT***

***THE PROVIDENCE POLICE DEPARTMENT,***

***UNITED WITH ALL CITIZENS,***

***IS COMMITTED TO IMPROVING THE***

***QUALITY OF LIFE IN OUR CITY***

***BY***

***AGGRESSIVELY RESOLVING PROBLEMS,***

***PRESERVING THE PEACE,***

***PROTECTING HUMAN RIGHTS***

***AND APPREHENDING CRIMINALS***

***CONSISTENT WITH THE LAW.***

## **OFFICER RECRUITING**

### **QUALIFICATIONS**

#### **Age**

Applicant must be minimum 21 years of age upon graduation from the Training Academy.

#### **Education**

An applicant must be a high school graduate or have a G.E.D. certificate.

#### **Background**

An applicant must not be on probation for a criminal offense; must not have been convicted at any time of a felony offense; must not have been convicted of a misdemeanor offense within the last 5 years. 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 Domestic Violence classified offense, including a NOLO plea resulting in probation, will result in disqualification from consideration. Any misdemeanor drug related convictions will be carefully scrutinized.

#### **Driver's License**

An applicant must possess a valid driver's license upon filing an application and a valid Rhode Island driver's license within 6 months of hire.

#### **Military Background**

If applicable, an applicant must have received a discharge under honorable conditions.

**Applicant Processing Procedures**

An applicant becomes eligible for appointment to the Police 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 will 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:

1. Meet the minimum qualifications for filing an application as detailed by the Providence Police Department Human Resources Bureau;
2. Physical Fitness Assessment;

|                     |                  |                  |                  |
|---------------------|------------------|------------------|------------------|
| <b>PUSHUP 1 MIN</b> | <b>AGE 20-29</b> | <b>AGE 30-39</b> | <b>AGE 40-49</b> |
| MALE                | 29               | 24               | 18               |
| FEMALE              | 15               | 11               | 9                |
| <b>SITUP 1 MIN</b>  | <b>AGE 20-29</b> | <b>AGE 30-39</b> | <b>AGE 40-49</b> |
| MALE                | 38               | 35               | 29               |
| FEMALE              | 32               | 25               | 20               |
| <b>1.5 MILE RUN</b> | <b>AGE 20-29</b> | <b>AGE 30-39</b> | <b>AGE 40-49</b> |
| MALE                | 12.29            | 12.53            | 13.50            |
| FEMALE              | 15.05            | 15.56            | 17.11            |
| <b>300 M RUN</b>    |                  |                  |                  |
| MALE                | 59               | 58.9             | 72               |
| FEMALE              | 71               | 79               | 94               |

**FEMALE APPLICANTS WILL BE ASSESSED ON A “REGULAR” PUSH-UP.**

RECRUITMENT INFORMATION BROCHURE

3. Written examination; (High School Level)
4. Background Investigation; (Including all information releases)
5. Oral Interview(s);
6. Psychological Evaluation;
7. Medical Examination (Including Drug Screening)
8. Physical Fitness Pre-Test, just prior to entry into the police academy.  
(Same standards as above)

**(FAILURE TO SUCCESSFULLY COMPLETE, OR FAILURE TO RECEIVE A PASSING RECOMMENDATION IN ANY OF THESE STEPS IS CAUSE FOR IMMEDIATE REMOVAL FROM THE APPLICATION PROCESS.)**

RECRUITMENT INFORMATION BROCHURE

**SALARY RANGE**

(As of 7/1/06)

**Basic Salary**

|  |  |
|--|--|
| Recruit:   | Minimum wage during the Training Academy |
| Police Officer 3 <sup>rd</sup> Grade                   | \$909/wk; \$47,272/yr.                   |
| Police Officer 2 <sup>nd</sup> Grade (after 1 year)    | \$929/wk; \$48,356(after 18 months)      |
| Police Officer 1 <sup>st</sup> Grade (after 18 months) | \$988/wk; \$51,406(after 30 months)      |
| Detective  | \$1,107/wk; \$57,575/yr.                 |
| Sergeant   | \$1,134/wk; 58,971/yr.                   |
| Lieutenant   | \$1,238/wk; 64,381/yr.                   |
| Captain  | \$1,332/wk; \$69,306/yr.                 |

**Additional Pay Benefits**

|   |                                       |
|---|---------------------------------------|
| Night Differential                                      | \$75.00                               |
| Specialized Assignments                                 | 9% additional compensation            |
| Clothing Allowance                                      | \$1000.00                             |
| Plainclothes Clothing Allowance                         | \$1200.00                             |
| Longevity Allowance                                     | 0-4 years 0%                          |
|   | 5-9 years 7%                          |
|   | 10-14 years 8%                        |
|   | 15-19 years 9%                        |
|   | 20 years and over 10%                 |
| Holiday Pay   | 13 paid holidays                      |
| Attendance Bonus (If no sick time used)                 | \$500.00 per year                     |
| Educational Incentive (Law enforcement related courses) |                                       |
| Vacation Benefits:                                      |                                       |
| Date of hire through 12/31                              | ½ day per month up to 6 furlough days |
| Second year of employment                               | 10 furlough days                      |
| Third year of employment                                | 15 furlough days                      |
| Fourth through ninth year                               | 18 furlough days                      |
| Tenth through fourteenth year                           | 23 furlough days                      |
| Fifteenth year plus                                     | 28 furlough days                      |
| Sick Time   | 1.25 days per month 15 days per year  |

**Retirement**

50% of rate of pay after 20 years of service. Additional 2% per year after 20 years up to 75% after 32.5 years of service. Incentives at year 25, 30 and 32. Mandatory retirement at 60 years of age.

## **TRAINING ACADEMY**

### **Academy**

The Providence Police Training Academy Is located at 200 Chad Brown Street. Recruits attend classes Monday through Friday from 0700 hours to 1600 hours. However, some nighttime and weekend classes are included as necessary. Recruits do not reside at the Academy and must commute to class daily. The Academy involves over 800 hours of training.

### **Sample Curriculum**

|  |   |
|--|---|
| History of Policing                                      | History of Providence Police                            |
| Providence Police Rules and Regulations                  | Organization of the Providence Police                   |
| Ethics   | Stress Management                                       |
| Administration of Justice                                | Elements of Crimes; RI General Laws                     |
| Criminal Procedure; Search and Seizure,<br>Miranda, etc. | Federal Agencies:<br>FBI, ATF, INS, Secret Service, DEA |
| Patrol Districts of the Providence Police Dept.          | Drill and Ceremony                                      |
| Physical Training,<br>Minimum 1 hour every class day     | Defensive Tactics,<br>Minimum 1 hour every class day    |
| CPR, First Aid, Basic Water Safety                       | Report Writing  |
| Crimes against the elderly                               | General Orders of the PPD                               |
| Emergency Vehicle Operations                             | Firearms Training                                       |
| Simunition Training                                      | Range 2000 Training                                     |
| Officer Survival Tactical Training                       | Scenario Training                                       |
| Introduction to Spanish for Law Enforcement              | HAZMAT Training, Blood borne Pathogens<br>Training      |
| Personnel  | Anti-Terrorism/WMD/PPE Training                         |
| Cultural Diversity                                       | Police Ethics   |
| Use of Force instruction                                 | Community Policing                                      |
| Consequences of Police Misconduct                        | Traffic Procedures                                      |
| Patrol Procedures  | Narcotics Firearms and Organized Crime                  |
| License Bureau   | Prostitution, Intelligence                              |
| Detectives, Youth Service Bureau, BCI                    | Verbal Judo   |
| Courtroom Testimony; Including a mock trial              | Kingian Non-Violence Training                           |
| Handling Emotionally Disturbed Persons                   |   |

### **Physical Training**

Recruits are required to maintain themselves in excellent physical condition through a strict schedule of running, weight lifting and exercise designed to enhance body flexibility and endurance. Recruits are tested four times during the course of the academy, with the Cooper Institute standards utilized as scoring criteria. Prior academies have utilized the facilities of nearby colleges and universities. In addition, one hour a day is devoted to defensive tactics, which encompasses the use of defensive weapons, handcuffing techniques, and self-defense tactics.

### **Firearms Training**

Recruits are trained with the Providence Police Department's issued sidearm, the Beretta .40, semi-automatic pistol as well as the 12-gauge shotgun. Training is done at the Providence Police Department Firing Range located in Scituate, Rhode Island. In addition, "Simunition" training is also utilized. As part of the firearms training process, Recruits are instructed in Federal, State, and Department laws and regulations as to the proper use of deadly force.

### **Proficiency Testing**

Recruits must take and pass each written examination and/or skills proficiency test administered in order to successfully complete the Academy.

## **WHAT A POLICE CAREER OFFERS**

### **Security**

After successful completion of the one year probationary period, police officers are protected by the Law Enforcement Officer's Bill of Rights.

### **Variety of Assignments**

After completing three years of service in the Patrol Bureau, an officer is eligible for transfer to other assignments. Assignment opportunities include; Mounted Unit, K-9 unit, Narcotics, Firearms and Organized Crime, School Resource Officer, and many others.

### **Promotional Opportunities**

An officer can be promoted to the rank of Detective within the Detective Bureau, Youth Service Bureau or the Bureau of Criminal Identification by written exam after 4 years of service. Promotion to the rank of Sergeant is by written exam after completion of 5 years of service. Additional promotional opportunities are available after 2 years in each rank.

## **ESSENTIAL JOB FUNCTIONS**

Under general supervision, a police officer performs general duty police work in the prevention of crime and the enforcement of laws; serves as a patrol officer in an assigned area; handles traffic control; is involved in community policing functions.

A police officer performs crime prevention and law enforcement work, consisting of preventive or assigned patrol, preliminary investigations, and traffic control duties in a designated area and on an assigned shift. Primary responsibility is to respond to public safety calls for service. Patrol may be performed in patrol cars, or on foot. A Police Officer's duties may involve an element of personal danger and may require action to be taken without direct supervision, and the need to exercise independent judgement in meeting emergencies. Work requires occasional physical exertion and work under stressful situations. Holiday and weekend work required.

*Further information can be obtained by calling the Providence Police Department Human Resource Office at 401-243-6411. In addition, information regarding the recruitment process will be posted on the World Wide Web at [www.providencepolice.com](http://www.providencepolice.com).*