



West Warwick Police Department

1162 Main Street
West Warwick, RI 02893-4829
Phone: (401) 821-4323 Fax (401) 822-9206



Major Mark A. Knott
Interim Chief of Police

APPLICATION INSTRUCTIONS

The following process must be completed in detail in order to be considered as an applicant for the Town of West Warwick Police Department.

Completed applications **must be received no later than Wednesday, September 26, 2018, by close of business**, in person or by first class mail at Human Resources Department, West Warwick Town Hall, 1170 Main St., second floor, West Warwick, RI 02893.

Faxed applications will not be accepted.

The application must be printed or typed; illegible applications will be rejected. The application must be accompanied by:

1. The attached medical waiver signed by a physician;
2. A photocopy of your driver's license.
3. A photocopy of your birth certificate or naturalization papers.
4. A color headshot photo taped or glued to the area on the first page of the application, sized to fit in the box provided.
5. A \$25.00 non-refundable processing fee in the form of check or money order.
Made payable to: **TOWN OF WEST WARWICK** - Cash will not be accepted.

You MAY attach up to three pages of additional information, including a resume and cover letter.

THESE ARE THE ONLY ITEMS TO BE SUBMITTED AT THIS TIME. DO NOT SUBMIT ADDITIONAL INFORMATION OR MATERIALS, OR YOUR APPLICATION SHALL BE REJECTED FOR FAILURE TO FOLLOW INSTRUCTIONS.

YOU WILL NOT BE CONTACTED UPON RECEIPT OF THE APPLICATION.

NOTE: Be prepared if you are given an interview. You MUST bring your Official High School and College Transcripts (or DD-214).

"Courage ~ Sacrifice ~ Devotion"

Requirements

In order to be eligible for the testing process, applicants must:

- Be a United States Citizen.
- Be at least 21 years of age by December 31, 2018.
- Possess a valid driver's license.
- Possess a high school diploma or have obtained a General Equivalency Diploma
- Have earned forty-five (45) college credits from an accredited institution recognized by the U.S. Department of Education by December 31, 2018 or, 2 years continuous active military duty, or 3 years continuous military reserve service by December 31, 2018.
- Be of good moral character.

THE PROCESS

The West Warwick Police Department's testing process will begin with the acceptance of an application along with a check or money order for \$25 (processing fee).

Applications must be received in the Human Resource Department on or before Wednesday, September 26, 2018 by close of business. Through all phases of the process, applicants are to conduct themselves in a paramilitary fashion, addressing officers as "sir" or "ma'am," and wear appropriate attire. The following steps will take place in the process:

The Physical Agility Test

Applicants will report to the Agility Test on Saturday, September 29, 2018. The Agility test will be held at the **West Warwick Civic Center Field House: 100 Factory Street, West Warwick, RI** - sign in promptly at 08:00AM. Information on the Agility Test is enclosed in this packet. Applicants are strongly encouraged to practice and train prior to the test day.

ATTIRE: Applicants *must* wear appropriate footwear, athletic shorts or running pants, and a plain white tee-shirt. Any applicant wearing inappropriate attire (cut-off jeans, printed shirts, etc.) shall be told to leave and eliminated from the process.

The Written Examination

Applicants are to report to the **West Warwick Youth Center: 40 Factory Street, West Warwick, RI** on Saturday, September 29, 2018 – promptly sign in at 11:30 AM. You must present your valid Driver's License for identification purposes.

ATTIRE: The applicants who pass the Agility Testing will then go directly to the Written Test. You may wear comfortable, yet appropriate clothing.

Suits are not necessary.

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The Interview

All applicants will be notified by e-mail of their interview date and time or of their termination from the process. **You must** bring your Official High School and College Transcripts (or DD-214). Failure to submit these documents on the day of the interview will terminate the process for you. The Board will interview the candidates at the West Warwick Youth Center, 40 Factory St., West Warwick, RI. An eligibility list for future hiring will be completed after these interviews.

ATTIRE: Applicants appearing for interviews should wear business attire.

NOTE: Be prepared if you are given an interview. You MUST bring your Official High School and College Transcripts (or DD-214).

Background Investigation

Those candidates placed on the eligibility list will be investigated thoroughly before a conditional job offer of employment is presented. This investigation will extend to family members, friends, employers, schools, and any other relevant person. A credit report of each candidate will be examined. Candidates found to be of poor moral character, or who have misstated or omitted information on their application will be removed from the process.

Further Information

If you have questions regarding the process, please contact Human Resources at 401-825-7235.

Your ability to follow instructions is at the core of this process. Be sure to read all information and follow it to the letter.

The West Warwick Police Department is an equal opportunity employer and encourages applicants from all backgrounds to apply. Any person with a disability who needs special accommodations may contact Lt. Malloy at least 48 hours prior to the event at 401-822-9297 or at recruitment@westwarwickri.org.