



RHODE ISLAND DEPARTMENT OF PUBLIC SAFETY Municipal Police Training Academy

*Community College of Rhode Island — Flanagan Campus
1762 Louisquisset Pike, Lincoln, RI 02865-4585
Telephone: (401) 205-2500 — Fax: (401) 205-2501*



Colonel Darnell Weaver
Superintendent, Rhode Island State Police
Director, Department of Public Safety

Lieutenant Christopher J. Zarrella
Executive Director
Municipal Police Training Academy

RIMPTA Training Announcement

Academy Application Process And Conducting Background Investigations

Program Date: April 29, 2025

Time: 0900- 1300 Hours

**Location: RIMPTA, CCRI Lincoln Campus
1762 Louisquisset Pike
Lincoln, R.I. 02865**

This training is designed for newly assigned training/ recruiting officers that are not familiar with preparing a recruit packet, or officers/detectives that may need a refresher course on the process.

Course Topics:

- Goals of the Background Investigation for Law Enforcement
- The importance of performing Background Investigations for your department
- Reviewing candidates' application information
- Meeting the candidate(s) for the first time (First Interview with Candidate)
- Benefits of Pre-Employment Background Questionnaires
- Waivers / Releases (General and Medical)
- Conditional Offer of Employment (When It Should Be Issued)
- Difference Between a Waiver and Lateral Transfer Candidate

- Review of the ADA and EEOC
- Social Media Laws/Restrictions when conducting a background investigation
- Review of the DD-214 and the various military discharges
- What's needed for the Psychological Evaluations
- Organization of the RIMPTA Background Investigation Report

This workshop is offered **free** of charge.

Please adhere to the RIMPTA dress code, which is either Uniform of the Day or Business Casual or BDU pants with an agency polo or long sleeve shirt.

The course instructors are Lieutenant Chris Zarrella, Executive Director at RIMPTA and Gary Driscoll, Director of Continuing Education.

To register, please complete the attached registration form and fax or e-mail to Mrs. Donna Lavallee at (401) 205-2501, donna.lavallee@risp.gov.

Deadline for registration: April 25, 2025.

For further information please contact Director of Continuing Education Director Gary Driscoll at gary.driscoll@risp.gov or (401) 205-1678.



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Academy Application Process
And
Conducting Background Investigations

PLEASE PRINT CLEARLY

Course Title:		Police Department/Agency: (name and full address)	
Academy Application Process and Conducting Background Investigations			
Course Dates/Location: April 29, 2025 RIMPTA Classroom CCRI Lincoln		Contact Person (Supervisor):	Department/Business Phone:
PARTICIPANT(S) NAME & RANK			
1 st Selection:			
E-Mail Address:			
2 nd Selection:			
E-Mail Address:			
3 rd Selection:			
E-Mail Address:			
<u>Please FAX or Email this form to the attention of:</u>			
Mrs. Donna Lavalley at donna.lavalley@risp.gov or (401) 205-2501 (Academy Fax)			
Please contact Gary Driscoll at gary.driscoll@risp.gov or (401) 205-1678 with any questions regarding this training. RSVP by April 25, 2025.			