

VACANCY NOTICE

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	<p>TITLE OF POSITION: <u>Capitol Police Officer</u> CLASSIFICATION CODE: <u>02187200</u></p> <p>SALARY RANGE: <u>Gr. 321A \$41,995 - \$47,228</u> REFERENCE POSITION NO.: <u>To Be Determined</u></p> <p>Department or Agency Name: <u>Public Safety</u> APPLICATION PERIOD: <u>4/17/2016-5/28/2016</u></p> <p>Division/Section/Unit: <u>Security Services/Capitol Police</u></p> <p>Assignment(s) / Comments: <u>All applications must be submitted through www.applyri.gov</u></p> <p>Shift and Days: <u>Various</u> Job Location: <u>Various</u></p> <p>Restrictions/Limitations: <u>Must satisfy all special requirements prior to appointment.</u></p> <p>Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>Name of Bargaining Unit Union: <u>Council 94 Local 2448</u></p> <p>There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions</p> <p>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</p>
General Information to Candidate	<p>INSTRUCTIONS:</p> <p>A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u>, both the File Position Title and Number.</p> <p>Most Important - Please include the following information:</p> <ul style="list-style-type: none"> • The title of the position for which you are applying • Name of department where you are currently employed • Title of your present position and date you entered it • Your business telephone number • Date you entered State service • Present Union Affiliations <p>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</p> <p>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</p> <p>If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.</p> <p>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</p> <ul style="list-style-type: none"> • Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. • Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).
Statement of Duties	<p>DUTIES / RESPONSIBILITIES:</p> <p>Protects the State Capitol and annexes, properties contained therein, and the adjacent state buildings, grounds and premises against the ordinary hazards of trespass, theft, fire and damage; maintains order on the premises; protects employees and the public while on the premises; and does related work as required.</p>
Minimum Education & Experience	<p>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</p> <p><i>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</i></p> <p>Education: Graduation from a senior high school; and Experience: Full-time paid employment in a position which involved the protection of life or property in such fields as: the armed forces, municipal, state or federal police or fire fighting organizations, or in the protection of a large facility, establishment or institution. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.</p> <p>Special Requirements: Prior to appointment, must have satisfactorily completed the Rhode Island Municipal Police Training Academy curriculum or a comparable program offered by a state or municipal police department. PLEASE NOTE: The Department of Public Safety will not be offering an academy for this process. Successful candidates must hold a valid P.O.S.T. (Police Officers Commission on Standards and Training) certificate in order to be selected for this position. Conditions to be met for appointment: (1) Must be physically qualified to perform assigned duties as evidenced by a physician's certificate; (2) must submit to a full background criminal investigation (BCI); (3) must have been evaluated and tested by a certified psychologist, and receive a satisfactory rating in writing; (4) must meet the State of Rhode Island qualification requirements to carry weapons used in the performance of duty, and must maintain such qualification requirements as a condition of employment; and (5) must possess and maintain a valid Rhode Island Operator's Driving License. No body piercing, tattoos or other body art may be visible while in Department uniform.</p>
Where to Apply	<p style="text-align: center;"><i>Apply within the application period as shown on this announcement.</i></p> <p style="text-align: center;">ALL INTERESTED PARTIES MUST APPLY AT WWW.APPLYRI.GOV</p> <p style="text-align: center;">INFORMATION REGARDING THE RECRUITMENT PROCESS CAN BE FOUND AT WWW.CAPITOLPOLICE.RI.GOV</p> <div style="text-align: right;">  </div> <p style="text-align: center;">STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER</p>