

# JAMESTOWN POLICE DISPATCHER APPLICATION INSTRUCTIONS

1. Read the entire application form completely.
2. The application must be typed (type into the form fields where indicated).
3. Answer all the questions contained in the application truthfully. If a section does not pertain to you, put N/A (not applicable). Incomplete applications will be rejected.
4. You must submit a copy of the following documents with this application form:
  - a. Birth certificate OR naturalization papers.
  - b. High School Diploma
  - c. Military discharge papers (if applicable).

**\*\*THE APPLICATION MUST BE COMPLETED, SIGNED AND NOTARIZED, AND RETURNED TO THE JAMESTOWN POLICE DEPARTMENT, 250 CONANICUS AVENUE, JAMESTOWN, RI, NO LATER THAN MIDNIGHT JANUARY 31, 2024. \*\***

## APPLICATION QUALIFICATION

1. US Citizen
2. Minimum age 18 years
3. No Criminal Convictions
4. High School Diploma

**POLICE DISPATCHER INFORMATION**

- Salary range: \$43,447 - \$51,846
- Paid Holidays
- Medical, Dental, and Prescription coverage with a 20% employee co-pay
- Clothing replacement and maintenance allowances
- Longevity incentives
- Pension Plan (Rhode Island Municipal Employees Retirement System)
- Liability and Life Insurance

**ADDITIONAL INFORMATION**

The workweek consists of a rotating schedule of four days on and two days off. There are twelve paid holidays, five paid personal days, and vacation days as follows:

At least 6 months.....	5 working days
At least 1 year but not less than 5 years.....	11 working days
At least 5 years but less than 10 years.....	13 working days
At least 10 years but less than 15 years.....	18 working days
At least 15 years but less than 20 years.....	20 working days
At least 20 years but less than 25 years.....	22 working days
At least 25 years.....	26 working days
26 years +.....	26 working days plus one

(1) additional working day for each year beyond 26 years.



## APPLICATION FOR EMPLOYMENT IN THE JAMESTOWN, RI POLICE DEPARTMENT

I, \_\_\_\_\_, hereby make application  
for appointment as police dispatcher in the Town of Jamestown.

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### I. GENERAL DATA

\*How did you learn of this application process? (Be specific): \_\_\_\_\_

\_\_\_\_\_

Name (Last, First, Middle): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Location of Birth (City/State): \_\_\_\_\_

United States Citizen: Yes:  No:

Motor Vehicle Operator License #: \_\_\_\_\_ State: \_\_\_\_\_

**Criminal History:**

**LIST ANY CIVIL OR CRIMINAL VIOLATION OF LAW YOU HAVE BEEN CHARGED WITH (FELONY, MISDEMEANOR, AND/OR ORDINANCE VIOLATION.**

***\*Attention: Pursuant to Rhode Island General Law 12-1.3-4, Police applicants must disclose expunged records!***

Charge	Date	City/State	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**II. EDUCATION**

High School – Name of Institution: \_\_\_\_\_

City/State: \_\_\_\_\_

Date of Diploma or GED: \_\_\_\_\_

College – Name of Institution: \_\_\_\_\_

City/State: \_\_\_\_\_

Course of Study: \_\_\_\_\_

College Degree: \_\_\_\_\_ OR # of credits: \_\_\_\_\_

Date of Degree: \_\_\_\_\_

College – Name of Institution: \_\_\_\_\_

City/State: \_\_\_\_\_

Course of Study: \_\_\_\_\_

College Degree: \_\_\_\_\_ OR # of credits: \_\_\_\_\_

Date of Degree: \_\_\_\_\_

### III. EMPLOYMENT DATA:

**Military:**

Branch of Service: \_\_\_\_\_

Enlist Date: \_\_\_\_\_ Rank: \_\_\_\_\_

Discharge Date: \_\_\_\_\_ Rank: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ TO \_\_\_\_\_

Service Number: \_\_\_\_\_

Disciplinary Action/Date: \_\_\_\_\_

Dishonorable Discharge/Date: \_\_\_\_\_

Reserve Status: \_\_\_\_\_ Fulfill Date: \_\_\_\_\_

Current Application for Service? Yes  No

Status: \_\_\_\_\_

**Occupation (last 5 years):**

1. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Contact #: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ TO \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Contact #: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ TO \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

3. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Contact #: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ TO \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

4. Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Contact #: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ TO \_\_\_\_\_

Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been unemployed? Yes  No  If yes, from: \_\_\_\_\_ to \_\_\_\_\_

## IV. PERSONAL DATA

### Residences:

1. Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Dates of Residence: \_\_\_\_\_ TO \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Tel. #: \_\_\_\_\_

2. Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Dates of Residence: \_\_\_\_\_ TO \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Tel. #: \_\_\_\_\_

3. Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Dates of Residence: \_\_\_\_\_ TO \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Tel. #: \_\_\_\_\_

\_\_\_\_\_

4. Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Dates of Residence: \_\_\_\_\_ TO \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Tel. #: \_\_\_\_\_

**Civil:**

Have you ever been the subject of civil litigation?

Yes

No

If yes, detail: \_\_\_\_\_  
\_\_\_\_\_

List all motor vehicle accidents in which you were involved:

City/State: \_\_\_\_\_ Date: \_\_\_\_\_

City/State: \_\_\_\_\_ Date: \_\_\_\_\_

City/State: \_\_\_\_\_ Date: \_\_\_\_\_

City/State: \_\_\_\_\_ Date: \_\_\_\_\_

List any groups that you are a member of or are affiliated with:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any special skills or characteristics you possess that you feel would be to your benefit as a police dispatcher.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## V. REFERENCES/ADDITIONAL INFORMATION

List three (3) non-relative references:

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Years known \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Years known \_\_\_\_\_ Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. #: \_\_\_\_\_ Years known \_\_\_\_\_ Relationship: \_\_\_\_\_



## JAMESTOWN POLICE DEPARTMENT

250 Conanicus Avenue, Jamestown, RI 02835

Tel: (401) 423-1212 Fax: (401) 423-3710

www.jamestownri.gov



Edward A. Mello  
Chief of Police

### AFFIRMATION STATEMENT

I hereby affirm that all the preceding statements are true to the best of my knowledge and belief. I further understand that any false statements shall be grounds for my immediate application rejection, and if discovered after my appointment, my immediate dismissal from the Jamestown Police Department.

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Applicant's Signature

State of Rhode Island, County of Newport, being first duly sworn or affirmed deposes and says that each of the several foregoing statements subscribed by him or her is true, except such that are made upon information and belief, and that as to these, he or she believes the same to be true.

Subscribed to and sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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Notary Public



# JAMESTOWN POLICE DEPARTMENT

250 Conanicus Avenue, Jamestown, RI 02835

Tel: (401) 423-1212 Fax: (401) 423-3710

www.jamestownri.gov



Edward A. Mello  
Chief of Police

## AUTHORIZATION FOR RELEASE OF INFORMATION FOR APPLICANT BACKGROUND INVESTIGATION

I, \_\_\_\_\_, have made application for employment with the Town of Jamestown, and it is my understanding that a comprehensive investigation of my background will be conducted in connection with my application for employment. I understand that any history which adversely reflects on my qualifications for employment may be cause for disqualification from further consideration for employment.

I hereby give the Jamestown Police Department and its agents the authority to conduct a comprehensive investigation of my background including, but not limited to, medical records, psychiatric records, alcohol and/or substance abuse treatment records, oral interviews with any person concerning my background and a review with full disclosure of all juvenile and adult records and other information, whether such records and other information are public, private, privileged, or confidential. This review includes records maintained by past and present employers, law enforcement agencies, public utility companies, health care providers, and other local, state, and federal agencies. This *Authorization for Release of Information* form is solely for the purpose of conducting an applicant background investigation for the current recruit selection process of the Jamestown Police Department.

To the custodian of the records discussed herein, I hereby authorize you to release information to the bearer of the *Authorization for Release of Information* form. I consider a copy of the *Authorization for Release of Information* form to be as valid as the original, even though a copy does not have my original signature.

I hereby release to the Jamestown Police Department and its agents and anyone who gives written or oral information about me to the Jamestown Police Department from any claims of liability or damages which may occur as a result of the background investigation. This release also extends to my heirs, associations, assigns and representatives.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date