

SMITHFIELD POLICE DEPARTMENT

Criminalist
Applicant Information Booklet



Richard P. St.Sauveur, Jr.
Chief of Police

Mr. Randy R. Rossi
Town Manager



The Town of Smithfield is seeking a qualified candidate to fill the part-time position of Criminalist. This Applicant Information Booklet will provide you with the minimum hiring requirements, various phases of the applicant selection process, hourly wage, and other miscellaneous information. It is anticipated that the selection process will take 2-4 weeks to complete. Previous candidates must reapply.

MINIMUM HIRING REQUIREMENTS

To be considered for the Criminalist position, an applicant:

- Must have successfully completed the RI State Crime Laboratory's BCI School or equivalent;
- Must be a citizen of the United States;
- Must have at least three (3) years of experience in criminal investigation techniques;
- Must possess an active driver's license;
- Must possess competency with Microsoft Windows and IMC software;

- Must possess excellent organizational, verbal and written communications skills;
- Must have a H.S. diploma or G.E.D.

APPLICANT BACKGROUND INVESTIGATION

- Applicants will have an extensive background investigation conducted by the Smithfield Police Department, including, but not limited to, past employment records, educational background, criminal history, consumer credit history, community reputation, military service and overall character.

ORAL REVIEW BOARDS

- Applicants eligible for further processing must appear before initial and final Oral Review Boards.

MEDICAL EXAMINATION

- Applicants determined eligible for further processing must pass a medical examination and drug screening.

MISCELLANEOUS

- Upon appointment, the Criminalist shall serve a six (6) month probation period.

SALARY AND BENEFITS

- The hourly wage for this part-time position has been set at \$27.15 per hour, approximately 19 hours per week. There are no benefits.

**THE TOWN OF SMITHFIELD
IS AN EQUAL OPPORTUNITY
EMPLOYER**