

DELAWARE STATE POLICE CADET APPLICATION PACKET

Return completed application to:

Delaware State Police
ATTN: Assistant Director of Human Resources
P.O. Box 430
Dover, DE 19903-0430

Assistant Director of Human Resources (302) 672-5481

NOTICE: Applications must be typewritten or clearly printed in ink. Applications which are not complete and legible will not be considered. Use additional sheet if the allotted space is insufficient for a complete answer. If the question is not applicable, mark it "N/A".

The Delaware State Police is an Equal Opportunity/Affirmative Action Employer

www.state.de.us/dsp

Dear Applicant:

Thank you for your interest in applying for the position of Cadet with the Delaware State Police. This packet contains the information and forms needed to begin your initial processing as an applicant. Included are:

- Minimum Qualifications
- Career Information
- Physical Fitness Assessment Information
- Physical Authorization Form
- Physical Fitness Test Requirements
- Weight Chart
- Application for Employment

To be considered for candidacy, complete the attached application and return it to the below address, along with a copy of your **official high school transcripts** (with the official seal and registrar's signature being legible).

The physicians authorizations form will be turned in at the physical fitness test, not submitted with the application. This pertains to Trooper and Cadet applicants.

Once we receive your application, and high school transcripts, your application will be processed to determine if you have met the minimum qualifications. If you meet these qualifications, your application will be placed on file and you will be notified of scheduled testing and selection dates. If you do not meet the qualifications, you will receive an explanatory letter.

If you have any questions, please contact the Delaware State Police Human Resources Office at (302) 739-5980, via mail at P.O. Box 430 Dover, DE 19903.

CAREER INFORMATION FOR DELAWARE STATE POLICE CADET

JOB ELEMENTS

To perform the duties of Delaware State Police Cadet, an applicant must demonstrate good judgment, thoroughness, conscientiousness, common sense, motivation, and enthusiasm for the job. Cadets must be dependable and willing to get involved in order to help people deal with the problems of today's society. Cadets must be able to assume responsibility, make decisions, work without supervision, follow orders, act under pressure, communicate effectively with a diverse population, and combine physical and mental resources. Cadets are expected to demonstrate the core values of the Delaware State Police. The core values of a Trooper for the Delaware State Police are Loyalty, Attitude, Discipline, Service, Courage, Honor, and Integrity.

DUTIES AND RESPONSIBILITIES

A cadet performs the following duties of traffic enforcement, troop duties, maintenance activities, and special assignments:

- Cadet duties involve issuing fire lane, handicapped parking, and no stopping/standing violations; directing traffic; and assisting lost, stranded, or disabled motorists.
- Cadets are required to perform troop duties such as sending and receiving radio and teletype messages; maintaining troop records; responding to telephone inquiries concerning such things as road conditions, locations, and preparing written memoranda's and reports.
- Cadets must maintain a good personal appearance and physical condition. Other cadet responsibilities include proper care of division equipment, uniforms, and vehicles; and maintaining a clean and orderly troop.
- Assignments are varied and may include, participating in community and public relations programs. Manpower scheduling includes working weekends, holidays, overtime, and in inclement weather.

This description is illustrative only and is not intended to represent the actual job description of the position or to imply that all duties and required knowledge, skills, and abilities are listed.

HOW TO APPLY

Applications are available at all Delaware State Police Troops, and at the Delaware State Police Headquarters in Dover. **Completed applications must be accompanied by an official copy of your high school transcripts. Any questions may be directed to the Assistant Director of Human Resources at (302)-739-5980.**

GENERAL INFORMATION

The number of applicants selected and appointment dates will depend on budget allocations. All qualified applicants will receive equal consideration for employment without regard to sex, race, religion, color, or national origin.

EXAMINATION PROCEDURES

The selection process for the position of Cadet includes the following:

- Physical Fitness test
- Oral board Interview
- Polygraph
- Background Investigation

MINIMUM QUALIFICATIONS

Applications will only be accepted from those who meet the following minimum qualifications:

Citizenship – Applicant must be a United States citizen.

Age – Candidates must be between the ages of 18-21 years of age. Upon a cadets 22nd birthday he/she will be removed from the cadet program.

Education - Applicant must have a high school diploma or GED, and must be currently attending or enrolled in a Delaware college or university, or online college.

Residence – Applicants must reside within the state of Delaware.

Driver's License - Applicants must have a current valid driver's license and at least one (1) year driving experience.

A DUI conviction within 2 years, or a suspension/revocation within 1 years, is an automatic disqualification. A history of traffic violations or an accumulation of six (6) or more points at date of hire may be a disqualification.

Criminal Record and Activity - Any felony conviction is an automatic disqualification. Any criminal activity which would be considered a felony under federal law or the state in which the activity occurred is a disqualification (All other arrests are subject to evaluation).

Weight – Weight or body fat percentage must be in compliance with the attached Delaware State Police weight chart prior to receiving a final offer of employment.

***Following an offer of employment, the selected applicants will be examined by the Division's health providers for compliance with the above requirements, and will be given a complete medical examination to determine if the applicant is able to perform essential job functions.**

PHYSICAL FITNESS ASSESSMENT

Candidates for the position of Delaware State Police Cadet **ARE** required to complete a physical fitness test. Cadets are required to maintain good physical conditions and should throughout their careers as cadets strive to meet the standards required for the position of Recruit Trooper.

Cadets should become familiar and continually prepare for the following test in anticipation of competing in the Delaware State Police selection process for the position of Trooper.

AEROBIC CAPACITY: 1.5 Mile Run

Applicant is timed for 1.5 mile run on a running track or flat, measured surface. Applicants who display physical difficulties through the duration of the timed run will be removed from the exercise.

STRENGTH: Push-ups (As many push-ups as possible in one minute)

Males -- Hands placed shoulder width apart, elbows fully extended and back straight at all times. The applicant must reach full extension to complete one repetition. Pausing in the up position is permitted.

Females -- Will use the modified version with knees on the ground and feet in the air. Again, back must be kept in a straight line; arms fully extended and hands placed shoulder-width apart, slightly ahead of the shoulders. Applicant must come to full extension to complete one repetition. Pausing in the up position is permitted.

ENDURANCE: Sit-ups (As many sit-ups as possible in one minute)

The applicant will begin by lying on his/her back with heels flat on the floor. He/she will bend knees and rise to a sit-up position with his/her hands cupped over or behind the ears. A partner may secure the applicant's feet. A sit-up will be executed by raising the upper body until it is perpendicular to the floor, and lowering the upper back down until the small of the applicant's back touches the floor. The applicant will do many sit-ups as he/she can in one minute.

The Physician Authorization Form must be completed by a doctor and dated within one year of the date you take the physical assessment test. No one will be allowed to take the physical test without a completed Physician Authorization Form.

**Delaware State Police
PHYSICIAN AUTHORIZATION FORM**

Applicant Name: _____

SSN: _____

The DSP Physical Fitness Test consists of:

1.5 Mile Run
Sit-Ups
Push-Ups

I have reviewed medical information, and conducted a physical examination, of the aforementioned applicant, and I am rendering the following professional opinion:

I find the above applicant to be in proper physical condition to engage in all of the physical exercises of the Delaware State Police Physical Fitness Assessment

Date _____

Physician' Signature _____

Physician's Name (Print) _____

Physician's Medical Degree _____

Physician's Specialty _____

Address _____

City, State, Zip _____

Phone Number _____

**DELAWARE STATE POLICE
CADET APPLICATION**

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Name _____
Last First MI Maiden

Mailing Address _____
City State Zip County (if in DE)

Residence Address (if different) _____

Home Phone (____) _____ Work Phone (____) _____

Cell Number (____) _____ E-mail Address _____

Date of Birth _____ Age _____ Social Security Number ____-____-____

Drivers License # _____ Drivers License State _____

Current Employer _____ Position _____

Military Experience: Yes Active No Reserve Veteran Branch _____ Separation date _____
*Only honorable discharges are accepted

Education: Check block applicable

High School Graduate Received GED

Name/Location of High School: _____

College: _____ Total Credits and major _____

HIGH SCHOOL TRANSCRIPTS MUST BE SUBMITTED WITH THIS APPLICATION

Police experience? Full-time Part-time Seasonal Military Police

Department: _____ Length of employment? _____

Have you ever applied for employment as a Cadet with the Delaware State Police?

No
 Yes If yes, what year(s)? _____

Have you ever been a Delaware State Police Explorer? Yes No If yes, which Troop? _____

Are you or have you ever been a student of the LEO program? Yes No If yes, when? _____

In order to determine if you satisfy the minimum qualifications for the position of Delaware State Police Cadet, please answer the following questions:

	<u>YES</u>	<u>NO</u>
Are you a citizen of the United States? If naturalized: _____ Date _____ Country of Origin _____	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a high school diploma or GED?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently attending or enrolled in a Delaware college or an online college?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
Are you between the ages of 18-21 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a Delaware resident?	<input type="checkbox"/>	<input type="checkbox"/>
I have reviewed the minimum qualifications for the position of Delaware State Police Cadet and certify that to the best of my knowledge I meet or exceed the requirements.	<input type="checkbox"/>	<input type="checkbox"/>

	<u>TRUE</u>	<u>FALSE</u>
I have not had a DUI conviction within the past 2 years?	<input type="checkbox"/>	<input type="checkbox"/>
I have not had my driver's license suspended or revoked within the past 1 years?	<input type="checkbox"/>	<input type="checkbox"/>
I have never taken a hallucinogenic drug?	<input type="checkbox"/>	<input type="checkbox"/>
I have never been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>

**All responses to these questions must be "Yes" and "True"
in order for the Delaware State Police to process your application**

Have you ever used illegal drugs: Yes No

Substance used: _____

Date last used (month and year): _____

Total lifetime used: _____

Once I submit this application, I understand it will be an automatic disqualifier to associate with anyone who is a criminal including drug user's, or consume alcohol if under the age of 21.

Please read carefully before signing and dating below

I hereby certify that the answers given by me to the previous questions in this application, and the statements made by me, are in full and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentation of facts in this application, or during the selection process, may be cause for rejection of my application or discharge at any time during my employment.

Employment in the Delaware State Police is at the will of the employer. No offer of employment, benefit, or statement of work conditions, rules or regulations should be construed or otherwise interpreted as an implied contract for continuing employment.

I hereby authorize release of any information pertaining to potential employment as a Delaware State Police Officer and agree to hold harmless any individual, business, or association, who in good faith, provides information including but not limited to matters concerning employment, education, criminal activity, personality and character traits, financial matters, associations and relationships, and behavioral background. In the event that I receive a conditional offer of employment, the above statement shall also pertain to matters including medical and psychological factors.

I further authorize the Delaware State Police to utilize or release any information obtained during the employment process at its discretion, not only for employment purposes but also for normal police activity and operations including criminal investigation.

Date _____ Signature of Applicant _____

What prompted you to apply for a Delaware State Police Cadet position?

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Own interest | <input type="checkbox"/> Recruitment team | <input type="checkbox"/> Television |
| <input type="checkbox"/> Family / Friend | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Trooper _____
(Name, if known) | <input type="checkbox"/> Radio | <input type="checkbox"/> Other _____ |

Federal Equal Opportunity Guidelines authorizes asking candidates to voluntarily submit information on their ethnic background and gender. This information will be used for statistical purposes only.

- Sex**
- Male
- Female

- Ethnic Background**
- | | |
|---|---|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Alaskan Native | <input type="checkbox"/> Native American |
| <input type="checkbox"/> Black | <input type="checkbox"/> Pacific Islander |
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Other / Unknown |