



STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
DIVISION OF STATE POLICE
P.O. Box 430
DOVER, DELAWARE 19903

Dear Applicant –

As you will be moving forward within the Hiring Process, you must now complete the online Pass 2 Questionnaire, also known as the Confidential Questionnaire. The Delaware State Police conducts background investigations on all potential employees, inquiring into their suitability for employment. The information requested in the Pass 2 Questionnaire is necessary in order to conduct that investigation.

The accuracy and thoroughness of your responses to the questions contained within the Pass 2 Questionnaire are vital. The omission of information, or indications of deception, will not be tolerated; and in all probability will result in your removal from this and future employment processes with the Delaware State Police. Individuals who are less than honest and forthright will not be considered for employment. The information provided will be verified during both the Polygraph Examination and Background Investigation.

You will be receiving an email from the JobAps system inviting you to log back into your account and complete the Pass 2 Questionnaire. For your convenience, a hyperlink to the Online Employment Center of JobAps will be included within that email. You will have twenty-eight (28) days from the exact moment that you receive the email to complete the questionnaire, after which time the system will revoke your access and you will be unable to submit, add and/or amend your responses.

To assist you with this process, please see the attached “Pass 2 Instructions” sheet attached to this letter for frequently asked questions, common mistakes, and additional important information.

If at any point throughout the remainder of the selection process your answers included within the Pass 2 Questionnaire change, or you need to update the information, please email dsprecruiting@delaware.gov with those changes so that we can attach the new information with your application.

Thank you for your interest in the Delaware State Police, and we wish you the best with your hiring process.

Regards,

A handwritten signature in blue ink that reads "Capt. Parsons #234".

Captain Benjamin Parsons
Director of Human Resources

**Delaware State Police
Trooper Candidate
Pass 2 Questionnaire Instructions**

1. You will have **twenty-eight (28) days** from the exact moment that you receive the email to complete the questionnaire, after which time the system will revoke your access and you will be unable to submit, add and/or amend your responses.
2. All questions must be answered completely and accurately. Incomplete and/or vague responses will not be accepted and may result in your removal from the selection process. Several areas within the Pass 2 will require you to obtain information from other people such as contact information (i.e. address, phone number, email address, etc.) – utilizing “N/A” (not applicable) will not be accepted within these areas.
3. **Required Documents** – The following documents will be required during the hiring process. Please make every effort to **upload** into the Pass 2 Questionnaire at the time of submission. These documents must be uploaded in a PDF format, and must be scanned via a computer scanner. If you do not have a scanner, you can go to your local library or Staples to have the documents scanned. *Photographs of these documents will **not** be accepted.*

You also have the option to email them (dsp.recruiting@delaware.gov), fax (302-739-5982) or send via US Mail (see address below). ****You are able to submit the Pass 2 Questionnaire WITHOUT uploading the below documents, please understand the documents still need to be submitted to the Recruiting Office in a timely manner.**

- a. Birth Certificate
 - b. DD-214 & VMET (Military Personnel Only)
 - *The DD-214 MUST be an undeleted copy or it will not be accepted. Please also request and upload your Verification of Military Experience and Training (VMET) through the milConnect system.*
 - c. Driver’s License
 - d. Naturalization Certificate and/or U.S. Passport (If applicable)
 - *If you were granted Citizenship under your parents because you were under the age of 18 at the time, you would have still been issued a Naturalization Certificate. If you do not have one, you MUST contact US Citizenship and Immigration Services to obtain one.*
 - e. Social Security Card
 - f. Release of Authorization & Release of Authorization – Credit Report
 - *These documents must be completed, signed and notarized and then uploaded as one document.*
4. **Certified College Transcript** – You must contact your respective College/University to request a Certified College Transcript for any and all College/University from which you obtained credits. These transcripts must be sent to the following mailing address, or if the institution utilizes electronic delivery, the following email address:

- a. Mailing Address: Delaware State Police
ATTN: Human Resources
Post Office Box 430
Dover, Delaware 19903
- b. Electronic Delivery: dsp.recruiting@delaware.gov

5. **Previous Dating Partners** – In the eyes of the Delaware State Police, “Previous Dating Partners” are defined as any person with whom you had a romantic, intimate, or dating relationship, regardless of the length of your association. In other words, whether the relationship lasted several years, or one day, you MUST list that person within this section. It is understandable that you may not have all of the requested pieces of contact information for all parties listed, however it is expected that you make every effort to identify and list these persons. As a last resort, you should list a description and/or any information possible that you know about the person within the additional information section ONLY if you are unable to obtain the persons pedigree information through exhaustive efforts. *NOTE – We are asking for this information to check for any instance of domestic abuse, and character.*
6. **Immediate Family Members** – Regardless of whether you have a current relationship with your immediate family members, you must list them in the respective section within the Pass 2. This includes biological parents, biological siblings, step-parents, step-siblings, etc.
7. **Traffic/Collision History** – You are required to list any and all Traffic and Collision History to include verbal and written warnings. You must provide a detailed explanation into the events surrounding the incident and/or violation within the provided block.
8. **Criminal History** – All instances of official contact with Law Enforcement to include interviews, detention, interrogations, arrests, indictments, convictions, criminal summons, and citations are to be explained in detail within the Pass 2. If you are to require additional space, you should start a Word Document and provide a full description of each incident. **Please realize that just because you were not placed in handcuffs does not mean that you were not arrested. If there is a questionable incident, document it so that we can evaluate the circumstances.**
9. **Additional Space** – In the event you are to run out of space while answering questions, you should start a Word Document and include your responses there. Please make sure to include your name, and identify the question to which you are answering and email that document to dsp.recruiting@delaware.gov when complete. You should reference your Word document within the Pass 2 where applicable.
10. **Confidentiality** – There are items within this document that you may not want anyone to know, and thus it should be completed in private. There have been incidents where applicants made the mistake of filling out the Pass 2 in the presence of a loved-one which resulted in them finding out previously unknown information and causing an issue. Don’t let this happen to you – complete it in private!
11. **Omissions/Falsifications** – When in doubt, put the information within the Pass 2. You will never be eliminated for providing too much information, but if you fail to include information that is later revealed, it will result in your removal from the selection process.
12. **Expungements** – All criminal charges, regardless of the class, must be expunged or pardoned prior to applicants being offered a Conditional Offer of Employment. The expungement and pardon process is extremely lengthy and could take several months to be approved – you need to start this process NOW!
13. **Email Communications** – Please ensure that you are utilizing proper email etiquette when sending any correspondence to our office. We are receiving A LOT of emails that are not even signed with the applicant’s name, please keep in mind this is a professional process.

If you should need clarification or assistance regarding the questionnaire, please do not hesitate to contact us via email at dsp.recruiting@delaware.gov or via phone at (302) 739-5980.