



Reciprocity Application for Police Officer Employment

_____ is an applicant with The _____
Police Department.

I have enclosed the below listed items indicating compliance of this department with the minimum standards for police officers, as required by the Police Officer Standard and Training Commission.

- N/A 1. A completed Delaware Police Academy Application.
- _____ 2. A Medical Background, which includes:
- _____ A Medical History/Physical Examination Form
 - _____ Physicians Affidavit
 - _____ Substance Abuse Screen
 - _____ Eye exam completed by a licensed Optometrist / Ophthalmologist
 - _____ Hearing test
- _____ 3. The results of a validated Psychiatric/Psychological Testing, indicating competency to perform law enforcement duties.
- _____ 4. A copy of a High School Diploma/College Degree or Equivalency.
- _____ 5. A certified copy of the applicant's driving record.
- _____ 6. The results of a job-related written examination.
- _____ 7. A letter indicating applicant's criminal history record check, including fingerprints obtained through and /or sent to the State Bureau of Investigation (SBI).
- _____ 8. A copy of military service discharge papers.
- _____ 9. A letter indicating the results of a background investigation.
- _____ 10. A Liability Release Form.
- _____ 11. First Responder and C.P.R. Certification (Delaware) for Fast Trackers only.
- _____ 12. Firearms Certification (Delaware) for Fast Trackers only.

All items must be completed prior to an individual performing law enforcement duties.

Printed Name of Chief of Police or
Government Head Signature (for Police
Chief applicant)

Chief of Police Signature or Government Head
Signature (for Police Chief applicant)





ACADEMY EXEMPTION APPLICATION

(To be completed by applicant and reviewed by Chief of Police, Department Head, or Government Head)

BASIC DEMOGRAPHIC				
Last Name	First	Middle	D.O.B.	Age
Home Phone			Mobile Phone	
Street Address		City		State
Social Security Number	Marital Status <input type="checkbox"/> M <input type="checkbox"/> S <input type="checkbox"/> W <input type="checkbox"/> D <input type="checkbox"/> Sep.		Sex Assigned at Birth <input type="checkbox"/> M <input type="checkbox"/> F	
EDUCATION				
Level of Education (Select One) High School <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED College <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate				
Name of High School			Dates Attended	
Name of High School			Dates Attended	
Name of College/University			Dates Attended	
Name of College/University			Dates Attended	
Name of College/University			Dates Attended	
Name of College/University			Dates Attended	
Name of College/University			Dates Attended	





EMPLOYMENT HISTORY

Name of Department (Currently Applied For)

Department Address

Department Phone Number

Date of Employment (Or Anticipated Date)

Employment Type

☐ Full Time ☐ Part Time

☐ Seasonal

Are you currently employed as a police officer?

☐ Yes ☐ No

If yes, please provide the name of your current department:

Date of Hire

Date of Separation

Reason for Separation

APPLICANT'S OTHER PRIOR POLICE EXPERIENCE

(Most recent employment first)

Name of Department

Date of Hire

Date of Separation

Reason for Separation

Name of Department

Date of Hire

Date of Separation

Reason for Separation



Delaware Police Officer Standards and Training Commission (POST)



Name of Department	
Date of Hire	Date of Separation
Reason for Separation	
Total Number of Years Police Experience _____	
Have you ever obtained a training or certificate by fraud or deceit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been convicted of a felony or of a misdemeanor or any local, state, or federal criminal offense involving but not limited to theft, fraud, drugs, domestic violence, and/or any violation of public trust?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been examined by a licensed psychologist or psychiatrist to determine psychological and emotional fitness for duty and the ability to fully exercise the powers and authority of a police officer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you been examined by a licensed physician to determine physical fitness for duty and the ability to fully exercise the powers and authority of a police officer?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have you ever been discharged from employment with a law enforcement agency for a breach of internal discipline; or tendered resignation prior to the entry of findings of fact concerning an alleged breach of internal discipline and found by the commission to have engaged in conduct constituting a breach of internal discipline for which you could have been legitimately discharged had you not resigned from your position prior to an adverse finding of fact being entered on the issue by the employing agency?	<input type="checkbox"/> YES <input type="checkbox"/> NO





☐ I fully understand that should I make a false statement of any material fact or practice or attempt to practice any deception or fraud in my application, examination or any of the procedures connected with my possible entry into any State of Delaware law enforcement agency, I will not be accepted. I fully understand also that if I am accepted into any State of Delaware law enforcement agency or if then or thereafter there is found any illegality, irregularity, or fraud in my application, examination, or in any of the procedures connected with my acceptance, such acceptance may be revoked, and I may be dismissed.

Name – Applicant

Signature – Applicant

Date

☐ I hereby acknowledge that the above information is true and correct.

NAME – Chief of Police, Department Head, or Government
Head (For Chief of Police Applicants)

Signature –Chief of Police, Department Head, or
Government Head (For Chief of Police Applicants)

Date





RELEASE OF LIABILITY

TO BE COMPLETED BY APPLICANT

I, _____, release the Delaware Police Officer Standards and Training Commission, the Delaware Police Academy, and any other Department/Agency/Individual who is officially connected or associated with this training program from any liability in the case of illness or accidents incurred by me during my participation in said training program.

NAME – APPLICANT

SIGNATURE – APPLICANT

DATE

TO BE COMPLETED BY DEPARTMENT

The, _____, approves this applicant for training and release the Delaware Police Officer Standards and Training Commission (POST), the Delaware Police Academy, and any other Department/Agency/Individual who is officially connected or associated with this training program from any liability in the case of illness or accidents incurred by me during my participation in said training program.

NAME – CHIEF OR DEPARTMENT HEAD

NAME OF POLICE DEPARTMENT

SIGNATURE – CHIEF OR DEPARTMENT HEAD

DATE

TITLE





RELEASE OF INFORMATION

TO BE COMPLETED BY APPLICANT

I, _____, authorize release of any and all information you may have concerned me, including information of a confidential or privileged nature, and to forward this information to the Police Officer Standards and Training Commission:

NAME – APPLICANT

SIGNATURE – APPLICANT

DATE

I, _____, hereby release you, your organization, or members of the Commission from any liability or damage, which may result from furnishing the information, requested.

NAME – APPLICANT

SIGNATURE – APPLICANT

DATE





MINIMUM STANDARDS FOR BACKGROUND INVESTIGATION REPORT

The following standards are the minimum required for Police Officer Background Investigations. A copy of the background investigation will be maintained by the department as specified by POST.

The minimum background shall be completed on candidates seeking employment as a law enforcement officer, officers seeking to change employment between police agencies in this state or seeking employment as a police officer in this state after having been employed in law enforcement outside of Delaware.

The report shall contain:

1. A personal interview shall be conducted with the applicant during the investigation.
2. Candidate's personal information as well as a brief synopsis of the candidate's personal history to include name, address, DOB, SSN, marital status, children, and previous employment experience.
3. Criminal History, Military History, and PFA/Domestic Violence History: A printed DELJIS and NCIC Criminal History will be attached to the background investigation report as well as a copy of DD-214 discharge papers from any branch of the U.S. Military.
4. Education: High school and/or College Transcripts will be attached to the Background Investigation Report.
5. Medical Examination Report, conducted within 1 year prior to application, shall be attached to the Background Investigation.
6. Background Investigator's Comments: A brief synopsis of the findings of the background investigator conducting the investigation into the applicant's background. The synopsis shall include recommendations from the Background Investigator's for disqualification, or recommendations from the Background Investigator that applicant is acceptable.
7. Chief of Police Signature: The Chief of Police or his /her designee shall indicate, by signature, that they have reviewed the background investigation report prior to submission of the candidate to any police academy for recruit training.
8. Every effort shall be made to interview references and/or relatives, to include ex-spouses, in person. It is recommended that these interviews, whether in person or otherwise, be recorded and maintained with the background investigation report.





COMPREHENSIVE EXAMINATION

This packet of information has been developed to assist the police officer applicant in obtaining Delaware Certification of Training.

As adopted by the Police Officer Standards and Training Commission, effective January 1, 1988, all police officer applicants for Delaware Certification must successfully pass a comprehensive examination. The examination must be completed prior to seeking certification by the Commission.

The examination consists of 100 true/false or multiple-choice questions covering ten subject areas. The applicant must attain at least a 70% in each of the ten subject areas. Any area the applicant fails must be re-taken and passed prior to seeking certification by the Commission. Failure to successfully pass all ten areas prior to regularly scheduled Commission meetings will result in the applicant not being certified to enforce the laws of the State of Delaware.

The ten subject areas and related topical information to be tested upon are:

CRIMINAL PROCEDURE

Presents a study of the basic fundamentals and procedures of investigation involving the more serious crimes. Includes establishment of the elements of burglary, robbery, auto theft, theft felony, homicide, and other major offenses such as gambling and organized crime.

A study of the more routine police criminal complaints covers techniques of investigating prowler, theft misdemeanor, plain drunk, obscene phone calls, domestic complaints, and other minor offenses.

LAWS OF ARREST

The legal foundation of laws governing and limiting the police officer's authority in the areas of arrest. This treatment shall be afforded with respect to: (1) the laws of arrest with or without warrants, arrest for misdemeanors and arrest for felonies, the elements of probable cause, and the disposition of persons after lawfully arrested; (2) the law applicable to criminal interrogation and resultant confessions under the 5th, 6th, and 14th Amendments of the Federal Constitution and; (3) the application of constitutional safeguards to electronic surveillance, chemical, and serological evidence.

SEARCH AND SEIZURE

Acquaint the officer with the rules and laws of evidence exercised in a court of law so that he may recognize what is legally admissible. He must be able to differentiate between the various types of evidence and be familiar with the rules concerning maintaining the chain of evidence. Covers the laws of search and seizure under the provisions of the 4th and 14th Amendments including the exclusionary rule and the elements of a "reasonable" search and seizure of persons (a) incidental to arrest; (b) under a search warrant; (c) with consent.





MOTOR VEHICLE CODE

The purpose of this course is to acquaint the officer with provisions of the Motor Vehicle Code Annotated. With this background, he may readily recognize a violation thereof and be able to: (1) define the elements of such violation and (2) know the nature of the evidence necessary to prove such violation in court.

PATROL PROCEDURE

The most important single function of the police; the prevention of crime, the protection of life and property, the preservation of peace, the enforcement of law, and the detection and arrest of violators of the law and the relationship of such purposes to the patrol function.

ACCIDENT INVESTIGATION

Develops the officer's skills in methods and techniques to be applied to this type of investigation, including measurements, photography, sketches, reporting, and interviewing of witnesses and driver, hit-and-run accidents, and manslaughter by motor vehicle cases.

COURTROOM PROCEDURE

The fundamentals of how to be most effective as a witness in court. Includes preparation of the case prior to courtroom presentation. Also, appearance, manner, and attitude in court and while waiting to testify.

INTERVIEW AND INTERROGATION

To teach the officer the approved techniques of interrogation so that he may fully develop information or evidence by conversation with witnesses and subjects. Emphasis on the legal limitation.

CRIMINAL CODE

This course should make the officer sufficiently familiar with the Code as to know all aspects of the most important and common violations and to know how to make ready reference to the Code for all other violations.

CRIME SCENE PROCEDURES

Teaches the officer the importance of properly recording an accurate and detailed account of things reported or observed by him/her during their investigation, the essential mechanics of recording his/her investigation in report form suitable to serve both as an aid to further investigation and to the preparation and development of prosecution.

This examination is designed as an "Open-Book" format utilizing 11 Delaware Code and 21 Delaware Code as annotated. The applicant is responsible for providing his/her own code books when taking this examination.

