

POLICE OFFICER APPLICANT STANDARD OF ELIGIBILITY

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-1-5	
<i>Special Instructions:</i> NONE		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 4

I. **PURPOSE**

The purpose of this directive is to establish the agency's commitment to and procedures for the hiring of quality police personnel.

II. **POLICY**

Applicants / Recruits

It shall be the policy of the department that all recruits and applicants for the position of police officer meet the standards set by the Council on Police Training. Additionally, all recruits and applicants shall meet all standards deemed necessary by the agency that are more stringent than those set by the Council on Police Training. All sworn members of the Cheswold Police Department must successfully complete a certified basic law enforcement/police training course as mandated by the Delaware C.O.P.T. prior to assuming their law enforcement duties.

III. **PROCEDURES**

A. **Written Examination**

All applicants will be required to take a written examination as deemed appropriate. The applicant must have a minimum passing score to continue in the testing process.

B. **Physical Assessment**

All non-certified applicants will continue in the testing process provided they obtain a passing score on the physical agility test.

C. **Background Investigation**

All applicants shall continue in the selection process provided the following are satisfactory:

1. Employment History

- a. Past employment record indicates that the applicant can be relied on, based on a review of tardiness and/or absenteeism.

- b. Past employment records indicate that the applicant has not been asked to resign, or was dismissed under unfavorable conditions where re-hire would not be recommended.
 - c. Past employment records indicate that the applicant's work performance has been consistently satisfactory.
 - d. Past employment records indicate that the applicant has demonstrated regard for safety and otherwise good work habits.
2. Credit Reference Check
The applicant's credit reference demonstrates a regard for financial responsibility and obligations when conditions reflect a sufficient income.
3. Associations
Substantiated findings indicate that the applicant is not currently nor ever has been a member, associate or affiliate of any subversive group or organization, nor is an associate of any person or persons who engage in subversive and/or criminal activity against the United States, State of Delaware or other recognized legal body of government.
4. Character Reference
 - a. Requires that the applicant provide at least three personal references.
 - b. That the applicant's background has substantiated that the applicant has a high regard for the laws of the State of Delaware.
 - c. That the applicant's background substantiates that the applicant is not arrogant, irrational, obscene or otherwise unfavorably viewed as a potential law enforcement officer.
5. Truthfulness
 - a. That the information submitted on the original application or any other document is true and not misleading.
 - b. That information requested on the background has not been intentionally omitted.
 - c. That the applicant has not intentionally provided false or misleading responses to questions asked by the background investigator.
6. Military Service
That an applicant has received an honorable discharge from military service. Any discharge other than under honorable conditions may be grounds for rejection. Those persons having discharges not conforming to honorable, such as general discharge, will be reviewed by the Chief of Police.
7. Criminal Record
 - a. There is no arrest for any offense.
 - b. There is no arrest or conviction for offense or commitment to a mental institution that would permit the applicant to possess a deadly weapon (firearm) as provided in § 1448, Title 11 of the Delaware Criminal Code.

- c. There are no arrest and/or conviction records that indicate a pattern of disregard for the law and/or frequent behavior of an undesirable nature (upon review by the Chief of Police), unless pardoned.

8. Motor Vehicle Record

- a. Applicant does not have any of the following convictions:
 - 1. Criminal negligence resulting in death, homicide or assault arising out of operation of a motor vehicle.
 - 2. Leaving the scene of a personal injury accident without stopping to report same.
 - 3. Failure to stop at the command of a police officer.
 - 4. Making false statements in an application for a driver's license.
 - 5. A D.U.I. conviction in the last five (5) years.
 - 6. License suspended or revoked in the last three (3) years prior to the closing date of the job announcement.
- b. Any applicant rejected on the basis of the above (#6) shall have their driving record reviewed as follows:
 - 1. Applicants with a history of violations which indicate poor, dangerous, or otherwise undesirable driving habits shall be reviewed by the Chief of Police.
 - 2. Applicants with an accident record or physical or mental condition which is such that their operation of an automobile might endanger the safety of the public will be reviewed by the Chief of Police.
 - 3. Applicants who have been found to be addicted to or use narcotics or other drugs or alcoholic beverages to excess, thereby impairing their ability to operate a motor vehicle, will be reviewed by the departmental physician and psychologist.

9. Drug Policy

- a. Applicants must be completely drug free within two years of application (drug free is defined as no use of any controlled or illegal substances).
- b. No sale, delivery or trafficking of any non-narcotic or narcotic controlled substance, as defined in Title 16, Delaware Criminal Code:
 - 4751 (Delivery I or II)
 - 4752A (Delivery of non-narcotic)
 - 4753A (Trafficking)
 - 4751A (Possession with intent to deliver narcotics)
 - 4752 (Possession w/intent to deliver non-narcotics)
- c. Similar use of any other drug may be referred for review by the Chief of Police.
- d. Beyond the two year application requirement, the experimental use of marijuana (maximum usage: 25 times) and/or cocaine (maximum usage: 2 times) will not eliminate the candidate.

- e. Drug usage encompassing greater frequency of experimentation use may be referred for review by the Chief of Police.

10. Interview

- a. If an applicant meets all background categories, the applicant will move forward in the process.
- b. Applicant files will be examined by the Chief of Police and his recommendation (in writing) will be forwarded to Council.
- c. Applicant selected will be required to pass an extensive physical exam and drug screening by a licensed physician, as well as a psychological exam issued & evaluated by a licensed psychologist in accordance with current Delaware C.O.P.T. standards.
- d. Personnel records of eligible candidates will be retained by the department for a period of one year.

All applicants who were successful up to the point of recommendation to Council will remain active for one year and may be reconsidered upon the next vacancy in the department.

- e. On the first day of employment the new officer shall be given a letter explaining the terms of his/her employment; salary, health plan, pension, life insurance and other benefit information. At this time, the Chief will review with him/her the rules on conduct and disciplinary procedures for the police department, and the officer will be given a copy of same for his/her use.
- f. The Chief of Police shall stress a sense of loyalty to the department, the Town and its citizens as well as respect and responsibility for equipment and the Town's property and vehicles the officer will be using.

ORDERED and EXECUTED this 15th day of APRIL, 2013

Christopher Workman
Chief of Police