



## Middletown Police Department

### **2018 APPLICATION PROCESS AND MANDATORY DATES:**

To be considered for the current hiring process, all applicants must follow the below schedule:

#### **Applications, Eligibility Standard Guide & Mandatory Applicant Orientation-6:30 pm on Friday, 1/5/18 at the Middletown Police Station**

- Applications & Eligibility Standard Guides are due on 1/5/18 at 6:30. (*Police Officer & Public Safety Aide*) \*\*Note- Study guides will be made available at the time of Application and Eligibility Standard Guide Submission.
- In order to meet mandatory background deadlines, request your required documents at the time you submit your application (*High School transcript, College transcript, DD-214 (Military applicants only), photo copies of your Driver's license and Birth Certificate.*)
- Mandatory Applicant Orientation-  
\*\***Applicant Orientation** is open for all potential and current Applicants. It is **MANDATORY** for any Applicants who wish to be considered in this hiring process.

Orientation will include:

- Who we are, as an Organization and Officers
- Process overview
- Eligibility Standards Guide Review
- Background books will distributed to eligible applicants.

#### **Written Exam-6:00 pm on Thursday, 1/11/18 at the Middletown Volunteer Fire Station**

- Written exam (*Police Officer & Public Safety Aide*)
- Background Packet and all required documents are due
- Oral Board interviews will be scheduled.

#### **Oral Board Interviews (1/18/18, 1/19/18, 1/22/18 & 1/23/18)**

(*Eligible Police Officer & Public Safety Aide Applicants who pass the written exam, may be selected to continue in the process for an Oral Board Interview*)

#### **Week of 2/5/18- Chief's Interview**

(*For eligible Police Officer Applicants who pass the Oral Board Interview and background investigation, may be selected to continue in the process for a Chief's Interview*)

#### **Month of February- Polygraph and Physical Fitness, Medical & Psychological exams**

(*For eligible Police Officer Applicants who receive a conditional employment offer. Public Safety Aides who receive a conditional employment offer will also complete these exams- Dates TBD*)

#### **March-Police Academy begins-Start date TBD**

(*For eligible Police Officer Applicants only*)

#### **May-Public Safety Aide Academy begins-Start date TBD**

(*For eligible Public Safety Aide Applicants*)



## Middletown Police Department Eligibility Standards Guide

The Middletown Police recruitment process for Police Officers is a competitive endeavor and requires our agency to identify highly qualified applicants for employment consideration. Our community expects and deserves the employment of only those who possess the highest degree of judgment, maturity, integrity and credibility.

**The Middletown Police will accept applications throughout the year. The Application and the Eligibility Standards Guide must be completed and submitted in order to be considered as an Applicant.**

**The following is a guide for applicant eligibility standards. If you do not meet the minimum eligibility standards, you will not be considered for the process.**

**Delaware Council on Police Training requirements (COPT):** Applicants must meet ALL of the following COPT standards during the application process.

Please initial next to the COPT standard(s) that you meet:

- ☐ United States Citizenship (native or naturalized)
- ☐ 18 years or older for Public Safety Aide
- ☐ 21 years or older for Police Officer
- ☐ No impediment of the senses
- ☐ Acuity of vision not more than 20/200 corrected to 20/20 in each eye
- ☐ Ability to distinguish between the colors of red, green, and amber; shall have no pathology of the eyes; possess acceptable depth perception
- ☐ Possess normal hearing in both ears per current standard
- ☐ Have no communicable diseases
- ☐ Have no physical deformities, which would be detrimental to proper performance of police duties.
- ☐ Must pass a drug-screening test prior to appointment or attendance of a Police training academy.  
\*See Drug-Screening Requirements for further eligibility
- ☐ Weight must be proportionate to height and build or body fat percentage.
- ☐ Honorable discharge or positive conduct during military service
- ☐ No Felony or Misdemeanor conviction prohibiting the possession of a firearm
- ☐ Valid Driver's license for Police Officer



## Middletown Police Department Eligibility Standards Guide

**Education Requirement:** Applicants must meet one of the following Educational standards during the application process.

Please initial next to the Educational standard that you meet: College Degree not required, but preferred.

- ☐ Completion of a Bachelor's Degree
- ☐ Completion of an Associate's Degree or 60 college credit hours\*.
- ☐ 30 college credit hours\* PLUS at least 24 months of active duty military service with "Honorable discharge" by the date of hire with the Middletown Police Department.
- ☐ 30 college credit hours\* PLUS current satisfactory employment\*\* with the Town of Middletown or the Middletown Police Department.
- ☐ 30 college credit hours\* PLUS at least 24 months of work experience defined as satisfactory employment\*\* or military experience indicating the maturity of the applicant. (*Work experience must equate to 104 weeks of employment, including military experience, with a minimum of 20 hours of work per week.*)
- ☐ 45 college credit hours\* PLUS at least 12 months of work experience defined as satisfactory employment\*\* or military experience indicating the maturity of the applicant. (*Work experience must equate to 52 weeks of employment, including military experience, with a minimum of 20 hours of work per week.*)
- ☐ Completion of 2 years as a full-time Delaware COPT certified Police Officer from the date of COPT certification (COPT-Council on Police Training; COPT certification must be in good standing)
- ☐ 2 years out-of-state full time Police experience PLUS 30 college credit hours\*. (*Determination of relevant law enforcement experience to be made by the Middletown Police Department on a case-by-case basis.*)
- ☐ 4 years of full active military duty with an "Honorable Discharge" by the date of hire with the Middletown Police Department.

\*All college credit hours must be earned from an accredited college, university or institution.

\*\*Satisfactory employment is defined as follows:

- Employment conduct and behavior that exemplifies the Middletown Police Core Values of Honor, Integrity, Valor and Professionalism.
- Employment conduct that exemplifies reliability; based on a review of employment tardiness and/or absenteeism.
- Employment conduct that has not resulted in dismissal or the request to resign and/or rehire is not recommended.
- Employment conduct that resulted in consistent positive evaluations.
- Employment conduct that exemplifies a regard for safety, good work habits, respect for authority, co-workers, customers, citizens and the community.



## Middletown Police Department Eligibility Standards Guide

**Automatic Disqualification will occur for the below areas:** Applicants must acknowledge the application disqualification standards.

Please initial next to each standard to signify that you understand them as they are written:

### Criminal Record and Activity-

- \_\_\_\_\_ Any felony or domestic violence conviction is an automatic disqualification.
- \_\_\_\_\_ Any arrest or conviction that indicates a pattern of disregard for the law and/or frequent behavior of an undesirable nature may result in disqualification.
- \_\_\_\_\_ Any commitments for a mental disorder to any hospital, mental institution or sanitarium that would prevent them from possessing a deadly weapon (firearm) as provided in section 1448, Title 11 of Delaware Criminal Code is a disqualification.
- \_\_\_\_\_ Arrest or conviction for all other crimes and offenses are subject to review at the time the application is submitted. Arrest for any offense must be expunged, and conviction of any offense must be pardoned, prior to submitting an application.
- \_\_\_\_\_ Arrest for any offense must be expunged, and conviction of any offense must be pardoned, prior to submitting an application.

### Drug Usage and Activity-

- \_\_\_\_\_ Any use of mind altering hallucinogenic drug, such as LSD, PCP, etc, heroin or any of its derivatives; is an automatic disqualification.
- \_\_\_\_\_ Any use of an illegal drug within two (2) years prior to application is an automatic disqualification.
- \_\_\_\_\_ More than 50 experimental uses of Marijuana and/or more than 2 uses of Cocaine may result in disqualification.
- \_\_\_\_\_ The sale or delivery of any non-narcotic or narcotic controlled substance, as defined in Title 16, Delaware Criminal Code after the age of 21 will be automatic disqualification.
- \_\_\_\_\_ Any use of all other illegal drugs will be subject to review at the time the application is submitted.
- \_\_\_\_\_ All other drug use, including illegally using prescribed drugs, is subject to review at the time the application is submitted.
- \_\_\_\_\_ Any use of a controlled substance after having filed an application for employment as a Police Officer.
- \_\_\_\_\_ Any history or pattern of extensive use or abuse of a controlled substance or a history of extensive use or abuse of alcohol without corresponding evidence of rehabilitation will result in an automatic disqualification.



## Middletown Police Department Eligibility Standards Guide

### Driving History and Activity-

- \_\_\_\_\_ Must possess a current and valid driver's license and at least one year of driving experience.
- \_\_\_\_\_ A DUI conviction within previous 5 years is an automatic disqualification.
- \_\_\_\_\_ Any driving record/history that indicates poor, dangerous, or otherwise undesirable driving habits may result in disqualification.
- \_\_\_\_\_ Any driving record/history that indicates that the operation of an automobile by the applicant might endanger the safety of the public may result in disqualification.
- \_\_\_\_\_ Any driving record/history that indicates that the applicant has been found to use narcotics or other drugs or alcoholic beverages to impair their ability to operate a motor vehicle may result in disqualification.
- \_\_\_\_\_ Any license suspension or revocation within three years of the closing date of the job announcement is an automatic disqualification.
- \_\_\_\_\_ Any alcohol-related driving arrests and overall driving history will be subject to review at the time the application is submitted.
- \_\_\_\_\_ Any motor vehicle conviction for Failing to Stop at the command of a Police Officer, Leaving the scene of a Personal Injury Accident, Criminal Negligence resulting in death, homicide, or assault, or Making False Statements in an application for a Driver's license will result in an automatic disqualification.

**Employment Acknowledgements:** Applicants must acknowledge the following as conditions of their employment.

Please initial next to each standard to signify that you understand them as they are written:

- \_\_\_\_\_ The Police Department is a 24 hour/7 day a week operation. Officers are expected to work rotating day and night shifts and holidays.
- \_\_\_\_\_ The Police Department is a para-military organization. Officers are expected to wear an authorized uniform and maintain the Department's grooming standards.

**If you fail to meet any of the above criteria you will be notified that you are no longer being considered for employment with the Middletown Police Department. You may reapply once you have met the above criteria during the next hiring process.**



***Town of Middletown Police Department  
Employment Application***



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*Applicants for all positions are considered without regard to race, color, religion, sex, national origin, age, marital status, or the presence of disabilities.*

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Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_ Position Applied For: \_\_\_\_\_

How did you hear about us?

- |  |  |
|--|--|
| <input type="checkbox"/> Employee of Town/MPD, please specify _____    | <input type="checkbox"/> College/University<br>Please specify _____          |
| <input type="checkbox"/> Town / MPD Website                            | <input type="checkbox"/> Job Fair / Recruitment Fair<br>Please specify _____ |
| <input type="checkbox"/> Newspaper/Publication<br>Please specify _____ | <input type="checkbox"/> Other: _____<br>Please specify _____                |
| <input type="checkbox"/> Online Search Engine<br>Please specify _____  |  |

Name: \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Last First MI Nickname Maiden

Residence Address: \_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State Zip County (if in DE)

☐ Check if Residence address is different than Mailing address.

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Driver's License \_\_\_\_/\_\_\_\_\_  
State Number

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

*The Town of Middletown is an Equal Opportunity/Affirmative Action Employer*



*Town of Middletown Police Department*



**Are you employed now?** ☐ Yes ☐ No

May we contact your employer? ☐ Yes ☐ No

**Current Employer(s):** \_\_\_\_\_ **Position:** \_\_\_\_\_

\_\_\_\_\_ **Position** \_\_\_\_\_

Date you are available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Have you ever applied for employment with the Middletown Police Department?**

\_\_\_\_No \_\_\_\_Yes If yes, when and what position? \_\_\_\_\_

**Police experience:** ☐ None ☐ Full-time ☐ Part-time ☐ Seasonal ☐ Military Police

**Department:** \_\_\_\_\_ **Length of employment:** \_\_\_\_\_

**Position / Rank:**

\_\_\_\_\_

**Reason for Leaving:**

\_\_\_\_\_

**Armed Forces:** ☐ No ☐ Yes ☐ Active Duty ☐ Reserve

**Length of service:** \_\_\_\_\_ **Branch:** \_\_\_\_\_

**Honorable Discharge:** ☐ Yes ☐ No ☐ N/A

**List any Professional Licenses, Certifications, and/or Skills:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Town of Middletown Police Department



### Equal Employment Opportunity Form

#### Applicant Information

Full Name:

*Last*

*First*

*MI*

Address:

*Street Address*

*Apartment/Unit #*

*City*

*State*

*ZIP Code*

Home Phone:

( )

Email:

Position Applied for:

#### Voluntary Information

*Just as our applicants are given tests for employment, the Town is periodically evaluated for compliance with Equal Employment Opportunity Regulations. In order to assist the Town in monitoring its compliance with these regulations, all applicants are requested to complete this form voluntarily. You may refuse to provide any or all of the following information. This information will be kept completely separate from your application and will have absolutely no bearing on the status of your application. This information will be used solely for record keeping purposes.*

#### Racial or Ethnic Group

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino         | <input type="checkbox"/> White/Caucasian        | <input type="checkbox"/> Other                  |

#### Gender

- |                                 |                               |
|---------------------------------|-------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male |
|---------------------------------|-------------------------------|

#### Marital Status:

- |                                 |                                  |
|---------------------------------|----------------------------------|
| <input type="checkbox"/> Single | <input type="checkbox"/> Married |
|---------------------------------|----------------------------------|

#### Military Service

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-Vietnam Era  | <input type="checkbox"/> Vietnam Era      |
| <input type="checkbox"/> Post-Vietnam Era | <input type="checkbox"/> Disabled Veteran |