

**Derby Police Department
Reserve Officer Program
Application Process**

Application Requirements:

U.S. Citizen;

21 years of age at time of appointment;

No prior felony or serious misdemeanor convictions, Expunged convictions, and on or after July 1, 1995 has not been placed on a diversion by any federal or state court for or serious misdemeanor or its equivalent under the uniform code of military justice;

No prior convictions, expunged convictions, and on or after May 22, 1997, has not been placed on diversion by any federal or state court for a misdemeanor crime of domestic violence or its equivalent under the uniform code of military justice;

Has received a high school diploma or furnishes evidence of achievement;

Is of good moral character;

Is free of any mental condition that might adversely affect the applicant's performance of a police officer's or law enforcement officer's duties;

Possess a valid Kansas driver's license

Appointment Requirements:

Successfully complete:

All pre-employment testing (including a comprehensive background examination)

All training program practical exercises (must achieve passing scores)

All training program written exams (must achieve passing scores)

Retention Requirements: All reserve officers must work a minimum of 16 hours per month.

Successfully complete all training requirements (including basic Reserve Officer training academy and field training program)

Once you have completed an application, and a sufficient number of applicants exist to compile a testing pool, you will be notified of the date and time the testing will commence. Applicants that successfully complete a written exam and physical agility exam will be invited to interview with a panel of Derby Police Officers. This panel will pose questions and evaluate the applicant's answers. The questions are general, life-experience questions intended to elicit a picture of who you are. Applicants that successfully complete the oral interview will participate in a rigorous character background examination. Once these steps are done, all this information is provided to the Chief of Police who makes the final determination for reserve officer selection. Those selected for appointment must complete a basic training course of instruction prior to appointment.

This process is much easier than it appears. Your interest in the Derby Police Department Reserve Program is truly appreciated. If you are successful in the selection process you will have unimaginable opportunities afforded you in law enforcement training. Should you have any questions you may reach me at (316) 788-3093.

Lt. Jimmy Queen
Patrol Services Division Commander

Police Officer Applicant Testing

Notice of Disqualification

It is the practice of the Derby Police Department to disqualify from consideration for appointment to any job within the Department any applicant who had done any of the following:

- Convicted / committed a felony (violation of any state law or UCMJ)
- Ever convicted of the following:
 - Domestic violence crimes
 - Sexual battery

- Within the past five years been convicted of:
 - Possession of Marijuana
 - Criminal damage to property (vandalism)
 - Theft
 - Drive under the influence of alcohol/drugs
 - Drive with suspended driver's license from DUI conviction/diversion/chemical test failure
 - Leave the scene of a traffic accident (hit & run)
 - Transporting an open container of alcohol

- Within the past five years having been discharged (terminated) from employment for cause.
- As a law enforcement officer, having a sustained complaint for misconduct or improper use of force.
- Dependent upon the facts of the case, convictions of:
 - Battery of a law enforcement officer
 - Battery
 - Weapons violations
 - Assault
 - Failure to appear
 - Obstruct official duty of police or judicial officer

I, _____ understand the forgoing information and acknowledge that I have not committed any of these acts. I acknowledge that if a background investigation discovers that I have committed one of these acts, I will never be considered for appointment to any job for the Derby Police Department.

Applicant

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2016.

Notary Public

Derby Police Department Personal History Report

Please complete the personal history report with as much detail as possible. This information is used to assist investigators conducting background investigations required by state and federal law. Any false statements or incomplete answers will be ground for disqualification for employment.

NAME:	Last	First	Middle	Suffix

MAIDEN/ALIAS NAMES:				
	Last	First	Middle	Suffix

ADDRESS WHERE YOU CURRENTLY RESIDE (Please use street address, no PO box or Route numbers)				
Number	Street	City	State	Zip

TELEPHONE NUMBER:	
_____ (PRIMARY)	_____ (ALTERNATE)

BIRTH DATE _____ (MM/DD/YYYY)	Are you a U.S. Citizen? Yes No If No, are you a permanent resident alien? Yes No
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_____ Social Security Number	(In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN will be used to ensure proper documents are obtained.)
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PERSONAL DESCRIPTORS			
_____ Height	_____ Weight	_____ Hair Color	_____ Eye Color

DISTINGUISHING MARKS (Indicate body location and complete description of mark)	
Scars	_____
Tattoos	_____
Other Marks	_____

DRIVER'S LICENSE NUMBER:

_____ **Number**

_____ **State**

HAVE YOU EVER?

Filed for Bankruptcy?

Yes

No

Date(s), state(s) _____

Been Sued?

Yes

No

Date(s), state(s), reason(s) _____

Filed suit?

Yes

No

Date(s), state(s), reason(s) _____

Filed for Worker's Compensation?

Yes

No

Date(s), state(s), reason(s) _____

Been arrested?

Yes

No

Date(s), state(s), reason(s) _____

RELATIVES

**If a category is not applicable or the person is deceased please indicate in the space provided
Either with "NA" or "Deceased."**

Father	Home Address	Home Telephone
		Work Telephone

Mother	Home Address	Home Telephone
		Work Telephone

Father-in-law	Home Address	Home Telephone Work Telephone
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Mother-in-law	Home Address	Home Telephone Work Telephone
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Spouse	Home Address	Home Telephone Work Telephone
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Ex-Spouse	Home Address	Home Telephone Work Telephone
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Brother/Sister	Home Address	Home Telephone Work Telephone
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Brother/Sister	Home Address	Home Telephone Work Telephone
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Brother/Sister	Home Address	Home Telephone Work Telephone
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Brother/Sister	Home Address	Home Telephone Work Telephone
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Brother/Sister	Home Address	Home Telephone Work Telephone
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Brother/Sister	Home Address	Home Telephone Work Telephone
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Adult Child	Home Address	Home Telephone Work Telephone
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Adult Child	Home Address	Home Telephone Work Telephone
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Adult Child	Home Address	Home Telephone Work Telephone
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Stepfather	Home Address	Home Telephone Work Telephone
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Stepmother	Home Address	Home Telephone Work Telephone
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Stepfather-in-law	Home Address	Home Telephone Work Telephone
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Stepmother-in-law	Home Address	Home Telephone Work Telephone
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Stepbrother/sister	Home Address	Home Telephone Work Telephone
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Stepbrother/sister	Home Address	Home Telephone Work Telephone
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Stepbrother/sister	Home Address	Home Telephone Work Telephone
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Aunt/Uncle	Home Address	Home Telephone Work Telephone
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Aunt/Uncle	Home Address	Home Telephone Work Telephone
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Aunt/Uncle	Home Address	Home Telephone Work Telephone
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Aunt/Uncle	Home Address	Home Telephone Work Telephone
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REFERENCES

Name	Home Address	Home Telephone Work Telephone
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Name	Home Address	Home Telephone Work Telephone
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Name	Home Address	Home Telephone Work Telephone
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Name	Home Address	Home Telephone Work Telephone
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Dates of Employment	Name and Address or Employer	Name of Supervisor
From Mo/Yr		
To Mo/Yr		
___/___		
___/___	Telephone Number _____	
	___ Full Time ___ Part Time	
Reason for Leaving:		

Dates of Employment	Name and Address or Employer	Name of Supervisor
From Mo/Yr		
To Mo/Yr		
___/___		
___/___	Telephone Number _____	
	___ Full Time ___ Part Time	
Reason for Leaving:		

Dates of Employment	Name and Address or Employer	Name of Supervisor
From Mo/Yr		
To Mo/Yr		
___/___		
___/___	Telephone Number _____	
	___ Full Time ___ Part Time	
Reason for Leaving:		

Dates of Employment	Name and Address or Employer	Name of Supervisor
From Mo/Yr		
To Mo/Yr		
___/___		
___/___	Telephone Number _____	
	___ Full Time ___ Part Time	
Reason for Leaving:		

Dates of Employment	Name and Address or Employer	Name of Supervisor
From Mo/Yr		
To Mo/Yr		
___/___		
___/___	Telephone Number _____	
	___ Full Time ___ Part Time	
Reason for Leaving:		

Dates of Employment	Name and Address or Employer	Name of Supervisor
From To Mo/Yr Mo/Yr	_____	_____
___/___ ___/___	_____	_____
	Telephone Number _____	
	___ Full Time ___ Part Time	
Reason for Leaving:		

Dates of Employment	Name and Address or Employer	Name of Supervisor
From To Mo/Yr Mo/Yr	_____	_____
___/___ ___/___	_____	_____
	Telephone Number _____	
	___ Full Time ___ Part Time	
Reason for Leaving:		

Dates of Employment	Name and Address or Employer	Name of Supervisor
From To Mo/Yr Mo/Yr	_____	_____
___/___ ___/___	_____	_____
	Telephone Number _____	
	___ Full Time ___ Part Time	
Reason for Leaving:		

WORK HISTORY

Would any problem result if we contacted your current employer?	Yes	No
If yes, when should we contact them? _____		

Have you ever had absences of more than 3 days at a time?	Yes	No
If yes, please explain _____		

Have you ever been asked to resign or been fired from a job?	Yes	No
If yes, please explain _____		

Have you ever been denied a job with a law enforcement agency?	Yes	No
If yes, please explain _____ _____ _____ _____ _____ _____		

MILITARY SERVICE

If you are a male under the age of 26 please provide the following information. Selective Service Number _____

Have you ever been in the armed forces, National Guard or Military Reserve?	Yes	No
If yes, complete the following information. If no, skip to the next section.		

Branch of Service	Service Number	Date of Service		Type of Discharge
		From	To	
		___/___	___/___	

Are you currently participating in any military reserve or National Guard program? If yes, give current duty assignment information _____ Commanding Officer _____ Address _____
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Have you ever been subjected to any judicial or non-judicial disciplinary action in the military service?	Yes	No
If yes, please explain _____ _____ _____ _____ _____		

PREVIOUS COMMANDING OFFICERS				
Name	Address	Telephone	Known From/To	Known From/To

DRIVING HISTORY

How many vehicles are registered to your name? _____

List tag number, make and year of each vehicle. _____

List insurance company(ies) and policy numbers for vehicles. _____

What other states have you been licensed in? _____

Have you ever been refused a driver's license in any state? **Yes** **No**
 If yes, please explain _____

Have you ever received a traffic citation? **Yes** **No**

Nature of violation	City, State	Date	Type of action taken

Have you been involved in a traffic accident? **Yes** **No**
 If yes , please explain _____

Has your driver's license ever been suspended? **Yes** **No**
 If yes, please explain _____

Signature

Date

