

Town of Millsboro Police Department



Employment Application

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

Date of Application: ____/____/____ Position Applied For: _____

How did you hear about us?

- Employee of Town/MPD, please specify _____
- Town / MPD Website
- Newspaper/Publication
Please specify _____
- Online Search Engine
Please specify _____
- College/University
Please specify _____
- Job Fair / Recruitment Fair
Please specify _____
- Other: _____
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 Millsboro is an Equal Opportunity/Affirmative Action Employer

Are you employed now? Yes No

May we contact your employer? Yes No

Current Employer(s): _____ **Position:** _____

_____ **Position** _____

The date you are available for work: ____/____/____

Have you ever applied for employment with the Millsboro 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: Yes Active Duty No Reserve

Length of service: _____

Branch: _____ Honorable Discharge: Yes No N/A

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

I hereby grant the police permission to conduct a background check on me for the purpose of determining eligibility for participation in the Hiring Process for the Millsboro Police Department.

community expects and deserves the employment of only those who possess the highest degree of judgment, maturity, integrity and credibility.

The Millsboro 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 **WITH NO MORE THAN 5 POINTS**

Education Requirement: Applicants must meet one of the following Educational standards during the application process. College Degree not required, but preferred.

Please initial next to the Educational standard that you meet:

- 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 Millsboro or the Millsboro 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 Millsboro 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 Millsboro Police Department.

_____ Graduated High School or achieved a GED.

*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 Millsboro 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, coworkers, customers, citizens and the community.

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.

_____ Any criminal activity that would be considered a Felony under Federal Law of the State in which the activity occurred is a disqualification.

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. (This includes Marijuana and all derivatives thereof)

_____ 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.

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.

_____ 6 Points or more on your drivers license.

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 Millsboro Police Department. You may reapply once you have met the above criteria during the next hiring process.