

# **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 a crime which is a felony or serious misdemeanor or it's 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 the misdemeanor crime of domestic violence or its equivalent under the uniform code of military justice;

Has received a high school diploma or furnishes evidence successful completion of an examination of equivalent 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) 788-1557.

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Lt. Timothy J. Brant  
Technical 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 has 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 \_\_\_\_\_, 2010.

\_\_\_\_\_  
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 grounds for disqualification for employment.

|             |             |              |               |               |
|-------------|-------------|--------------|---------------|---------------|
| <b>NAME</b> |             |              |               |               |
|             | <b>Last</b> | <b>First</b> | <b>Middle</b> | <b>Suffix</b> |
|             |             |              |               |               |

|                           |             |              |               |               |
|---------------------------|-------------|--------------|---------------|---------------|
| <b>MAIDEN/ALIAS NAMES</b> |             |              |               |               |
|                           | <b>Last</b> | <b>First</b> | <b>Middle</b> | <b>Suffix</b> |
|                           |             |              |               |               |

|  |               |               |             |                  |
|--|---------------|---------------|-------------|------------------|
| <b>ADDRESS WHERE YOU CURRENTLY RESIDE</b><br>(Please use street address, no PO Box or Route numbers) |               |               |             |                  |
|  | <b>Number</b> | <b>Street</b> | <b>City</b> | <b>State Zip</b> |
|  |               |               |             |                  |

|                         |                   |
|-------------------------|-------------------|
| <b>TELEPHONE NUMBER</b> |                   |
| _____ (primary)         | _____ (alternate) |

|   |   |            |           |
|---|---|------------|-----------|
| <b>BIRTHDATE</b><br>_____<br>(MM/DD/YYYY) | <b>Are you a U.S. Citizen?</b>                    | <b>Yes</b> | <b>No</b> |
|   | <b>If No, are you a permanent resident alien?</b> | <b>Yes</b> | <b>No</b> |

|  |   |
|--|---|
| _____<br><b>Social Security Number</b> | <b>(In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN will be used to ensure proper documents are obtained.)</b> |
|--|---|



**RELATIVES**

| <b>If a category is not applicable or the person is deceased please indicate in the space provided either with “NA” or “Deceased.”</b> |                     |  |
|--|---------------------|--|
| <b>Father</b>  | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Mother</b>  | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Father-in-law</b>   | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Mother-in-law</b>   | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Spouse</b>  | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Ex-Spouse</b>   | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Ex-Spouse</b>   | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Brother/Sister</b>  | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Brother/Sister</b>  | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |

|                       |                     |  |
|-----------------------|---------------------|--|
| <b>Brother/Sister</b> | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Brother/Sister</b> | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Brother/Sister</b> | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Brother/Sister</b> | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Adult Child</b>    | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Adult Child</b>    | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Adult Child</b>    | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Stepfather</b>     | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Stepmother</b>     | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |

|                           |                     |  |
|---------------------------|---------------------|--|
| <b>Stepfather-in-law</b>  | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Stepmother-in-law</b>  | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Stepbrother/sister</b> | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Stepbrother/sister</b> | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Stepbrother/sister</b> | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Aunt/Uncle</b>         | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Aunt/Uncle</b>         | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Aunt/Uncle</b>         | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |
| <b>Aunt/Uncle</b>         | <b>Home Address</b> | <b>Home Telephone</b><br><b>Work Telephone</b> |



**EDUCATION**

**I possess a high school diploma**  
 **I possess a General Education Development (G.E.D.) diploma**  
 **I possess an associate's degree from an accredited institution**  
 **I possess a bachelor's degree from an accredited institution**  
 **I possess a master's degree from an accredited institution**

|                    |                |                       |
|--------------------|----------------|-----------------------|
| <b>High School</b> | <b>Address</b> | <b>Dates Attended</b> |
| <b>High School</b> | <b>Address</b> | <b>Dates Attended</b> |
| <b>College</b>     | <b>Address</b> | <b>Dates Attended</b> |
| <b>College</b>     | <b>Address</b> | <b>Dates Attended</b> |
| <b>College</b>     | <b>Address</b> | <b>Dates Attended</b> |
| <b>College</b>     | <b>Address</b> | <b>Dates Attended</b> |

**Have you ever been suspended or expelled from school?** **Yes**      **No**  
**If yes, name of school, date of suspension or expulsion and reason** \_\_\_\_\_  
 \_\_\_\_\_



## EMPLOYMENT

Please list employers you have worked for the past 10 years including your current employer.

|  |   |  |
|--|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>____ / ____    ____ / ____ | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>  |   |  |

|  |   |  |
|--|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>____ / ____    ____ / ____ | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>  |   |  |

|  |   |  |
|--|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>____ / ____    ____ / ____ | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>  |   |  |

|  |   |  |
|--|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>____ / ____    ____ / ____ | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>  |   |  |

|   |   |  |
|---|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>_____ / _____ / | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>   |   |  |

|   |   |  |
|---|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>_____ / _____ / | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>   |   |  |

|   |   |  |
|---|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>_____ / _____ / | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>   |   |  |

|   |   |  |
|---|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>_____ / _____ / | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>   |   |  |

|   |   |  |
|---|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>_____ / _____ / | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>   |   |  |

|   |   |  |
|---|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>_____ / _____ / | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>   |   |  |

|   |   |  |
|---|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>_____ / _____ / | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>   |   |  |

|   |   |  |
|---|---|--|
| <b>Dates of Employment</b><br><br><b>From</b> <b>To</b><br><b>Mo/Yr</b> <b>Mo/Yr</b><br><br>_____ / _____ / | <b>Name and Address of Employer</b><br><br>_____<br>_____<br><br><b>Telephone Number</b> _____<br>___ <b>Full Time</b> ___ <b>Part Time</b> | <b>Name of Supervisor</b><br><br>_____ |
| <b>Reason for Leaving</b>   |   |  |

**WORK HISTORY**

|   |            |           |
|---|------------|-----------|
| <b>Would any problem result if we contacted your current employer?<br/>If yes, when should we contact them?</b> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|

|   |            |           |
|---|------------|-----------|
| <b>Have you ever had absences of more than 3 days at a time?<br/>If yes, please explain</b> | <b>Yes</b> | <b>No</b> |
| <hr/> <hr/> <hr/> <hr/> <hr/>   |            |           |

|  |            |           |
|--|------------|-----------|
| <b>Have you ever been asked to resign or been fired from a job?<br/>If yes, please explain</b> | <b>Yes</b> | <b>No</b> |
| <hr/> <hr/> <hr/> <hr/> <hr/>  |            |           |

|  |            |           |
|--|------------|-----------|
| <b>Have you ever been denied a job with a law enforcement agency?<br/>If yes, please explain</b> | <b>Yes</b> | <b>No</b> |
| <hr/> <hr/> <hr/> <hr/> <hr/>  |            |           |

**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 next section.**

| Branch of Service | Service Number | Dates of Service  |                 | Type of Discharge |
|-------------------|----------------|-------------------|-----------------|-------------------|
|                   |                | From<br>____/____ | To<br>____/____ |                   |

**Are you currently participating in any military reserve or National Guard program?**

**If yes, give current duty assignment information** \_\_\_\_\_

**Commanding Officer** \_\_\_\_\_ **Address** \_\_\_\_\_

**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 |
|------|---------|-----------|---------------|---------------|
|      |         |           |               |               |
|      |         |           |               |               |

**LEGAL**

| <b>List any instances that you have ever been arrested.</b> |                    |  |
|---|--------------------|--|
| <b>Date</b>   | <b>City, State</b> | <b>Circumstances facilitating arrest</b> |
|   |                    |  |
|   |                    |  |
|   |                    |  |
|   |                    |  |

|  |            |           |
|--|------------|-----------|
| <b>Have you ever been placed on probation?</b> | <b>Yes</b> | <b>No</b> |
| <b>If yes, please explain</b> _____            |            |           |
| _____  |            |           |
| _____  |            |           |
| _____  |            |           |
| _____  |            |           |

|  |            |           |
|--|------------|-----------|
| <b>Have you ever been placed on diversion?</b> | <b>Yes</b> | <b>No</b> |
| <b>If yes, please explain</b> _____            |            |           |
| _____  |            |           |
| _____  |            |           |
| _____  |            |           |
| _____  |            |           |

|  |            |           |
|--|------------|-----------|
| <b>Have you ever appeared in a juvenile court?</b> | <b>Yes</b> | <b>No</b> |
| <b>If yes, please explain</b> _____                |            |           |
| _____  |            |           |
| _____  |            |           |

**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**

| <b>Nature of violation</b> | <b>City, State</b> | <b>Date</b> | <b>Type of action taken</b> |
|----------------------------|--------------------|-------------|-----------------------------|
|                            |                    |             |                             |
|                            |                    |             |                             |
|                            |                    |             |                             |
|                            |                    |             |                             |

**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**