



New Castle County Government

Information on the Selection Process for Police Officer

The selection process for New Castle County Police Officer is a highly competitive one. The successful candidate must possess good social and general intelligence; good powers of observation and memory; good judgment; ability to understand and carry out complex oral and written instructions; ability to communicate effectively, both verbally and in writing; and excellent moral character and cardiovascular and physical condition. In order to assure that only the best qualified women and men are hired as New Castle County Police Officers, a rigorous testing process is in place:

MINIMUM QUALIFICATIONS: In order to be invited to compete, applicants must meet the following minimum qualifications:

(1) At least twenty-one years of age and a U.S. citizen **AND**

(2) **One** of the following:

- possession of an Associate's Degree or at least sixty (60) credit hours
- at least two (2) consecutive years of active military service in the United States Armed Forces with an honorable discharge and thirty (30) credit hours
- achievement of the supervisory rank of E5, its equivalent or above, in the United States Armed Forces with an honorable discharge
- two (2) consecutive years of service as a Delaware certified police officer, verified through Delaware's Council on Police Training (COPT) and thirty (30) credit hours.

Note: Degrees and/or credit hours must have been earned from an accredited college or university and copies of official transcripts will be required.

WRITTEN EXAMINATION: Applicants who meet the minimum qualifications and who apply by the closing date will be invited to the written examination. This examination is designed to measure general abilities which are obtained through lifetime education and experience. When reporting to take the written examination, you will also turn in your completed background investigation questionnaire and supporting documentation to include **official sealed high school and college transcripts.** **You may want to begin to request these documents as soon as possible as they can often take time to receive and are required for admittance to the written examination.**

FITNESS SCREENING: Fitness testing is ordinarily scheduled to start about one to three weeks after the written examination. Candidates are evaluated in the areas of aerobic capacity, strength, endurance, explosive power and anaerobic power. Information on preparing for the fitness test will be distributed after the information session for candidates. Examination results will be made available by the Office of Human Resources within approximately fifteen (15) working days of the conclusion of testing.

ELIGIBLE LIST: Provided you pass the written and fitness tests, your name will be placed on the "rolling" eligible list for a period of one year and your name will be forwarded to the Police Department for further consideration.

ORAL BOARD INTERVIEW: Applicants will be evaluated by a panel of three (3) representatives of the New Castle County Police Department -- a writing sample will also be required.

POLYGRAPH EXAMINATION: All applicants will be administered a polygraph examination to determine the veracity of the information provided by the applicant. The interview and examination will encompass prior criminal activity, use of illegal controlled substances and intoxicants, driving, employment and personal history. These topics are not all-inclusive and other areas may be investigated during the polygraph examination.

BACKGROUND INVESTIGATION: A thorough background investigation will be conducted by an experienced investigator, and will encompass work history and relationships including friends, associates and family. The investigation will also focus on the applicant's general conduct. In addition, a review of the applicant's criminal, financial and traffic history will be conducted.

SELECTION: If you are successful in all of the above phases of the process, and if you are tentatively selected for a vacancy, you may be made a conditional offer of employment contingent on your passing a psychological and physical examination.

PSYCHOLOGICAL EXAMINATION: A written and oral psychological evaluation will be conducted by a trained psychologist designated by the County.

PHYSICAL EXAMINATION: All selected candidates must pass a Class 1a County physical examination to include a medical polygraph.

REAPPLICATIONS: If you are unsuccessful in any stage of the examination process, do not show for an event, or if you are not selected, you may reapply at any time by resubmitting a formal application, provided there is a job announcement. However, if you fail any three (3) events in this process, you may not be permitted to reapply for a two-year period from the date of your most recent disqualification letter. No-shows will be counted as a failed attempt.

Should you have any questions regarding this information, please call the Office of Human Resources at (302) 395-5180 or the Police Professional Development Unit at (302) 395-8140.

An Equal Opportunity Employer