

The City of Rehoboth Beach Police Department

Dear Applicant:

We appreciate your interest in working for the Rehoboth Beach Police Department as a seasonal police officer. We feel that we offer a unique opportunity for you to explore the law enforcement aspect of the criminal justice system. Listed below are items of information that will assist you in determining if you would like to work with our department.

Seasonal Police Officer:

Requirements: You must be at least nineteen (19) years of age by June 1, 2017; have a valid driver's license; have no DUI convictions within the past 24 months; no revocation or suspension of your driver's license in the past 12 months; no careless, reckless or inattentive driving in the past 12 months; no conviction of any criminal misdemeanor charges within the past 12 months and be free of any felony traffic arrest record. You must pass a written entry-level police officer examination (minimum passing score:70); pass a broad spectrum drug screening test and satisfactorily complete a psychological evaluation; both the drug test and psychological evaluation will be paid for by the City of Rehoboth Beach. **If given a Conditional Job Offer**, you must present a note from a physician stating you are in good physical condition.

Job Description: As a seasonal police officer, you will enforce the laws and ordinances of the state and city; patrol areas during specific periods on foot; check doors and windows and examine premises of unoccupied buildings or residences for signs of entry; investigate suspicious conditions and complaints; make arrests, perform plainclothes assignments to detect illicit alcohol, drug and other criminal activity; prosecute cases before the Alderman's Court of the City of Rehoboth Beach, Justice of the Peace Courts, Court of Common Pleas and Grand Jury for Sussex County; direct traffic; and perform other duties as directed by the Chief of Police or your immediate supervisor.

Training: You will be trained in accordance with Delaware State Law. This training will be presented by certified instructors from the Rehoboth Beach Police Department and other appropriate agencies. The training hours are in compliance with the Delaware Council on Police Training (COPT). This will cover city and state laws, Police Discipline and Courtesy, Patrol Procedures and Manual Traffic Control, Criminal Law, Laws of Arrest, Search, and Seizure, Report Writing, Emergency Care, Courtroom Procedures and Demeanor, Fingerprinting and Photography, Drug Investigation, and Weaponless Defense.

You will be required to attend mandatory orientation/training sessions held on Friday, Saturday and Sunday April 21st, 22nd & 23rd; Saturday and Sunday, April 29th & 30th; & Saturday and Sunday, May 6th & 7th, 2017.

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Each seasonal police officer hired will be expected to work from Memorial Day through Labor Day, inclusive. You will work eighty (80) hours every two weeks, on a rotating shift schedule. At the discretion of the Chief of Police, some officers, depending upon availability and need, will be permitted to work on weekends from Labor Day Weekend through October 2017.

Salary: The rate of pay will be at least \$13.72 per hour for first year seasonal officer. The exact figure will not be known until the City budget is passed in March.

Benefits: The City does not provide any benefits for seasonal employees; sick leave, or personal/vacation leave. All leave shall be leave-without-pay. However, if you are injured in the line-of-duty, the city will pay for initial medical care, emergency room care, in-patient hospitalization, and/or follow-up care.

Housing: We do not supply housing and suggest that you contact the Realtors in this area as soon as possible. We will, however, make every effort to help you connect with other seasonal officers looking for housing.

Those interested in seasonal employment must complete all the following forms:

- 1) Application,
- 2) Release of Information Form,
- 3) Background Questionnaire

Return all original paperwork to: The Rehoboth Beach Police Dept., 229 Rehoboth Avenue, Rehoboth Beach, Delaware 19971.

Applications will be accepted until 4:00 p.m. on Monday March 20, 2017, or until all positions have been filled.

The City of Rehoboth Beach Police Department
is an Equal Opportunity Employer

If you have any questions, contact Miss Marion Jones, Monday through Friday, 8:00 a.m. and 4:00 p.m. at 302-227-2577 or by email at marion.jones@cj.state.de.us

Sincerely,

Keith W. Banks
Chief of Police

The City of Rehoboth Beach Police Department

SPECIAL INFORMATION REGARDING OUR BICYCLE PATROL UNIT

In May 1992, the Rehoboth Beach Police Department instituted the first Police Mountain Bike Patrol in Sussex County. Utilizing "TREK" police-package mountain bikes, the bike patrol, known as the Bicycle Patrol Unit (BPU), was manned by four (4) seasonal patrolmen and two full-time police officers throughout the summer. Working rotating shifts, the bike patrol has proven itself over the past summers to be an extremely effective law enforcement and community relations tool during the summer months when increased vehicular traffic causes gridlock on our main arteries. Moreover, we are especially proud of the fact that in August 1994, the BPU was recognized by the Delaware Office of Highway Safety as the Region III winner in the National Highway Traffic Safety Administration's 1994 "Program of Excellence."

Tryouts for the Bike Enforcement Unit will be held after one of the early training dates.

Following tryouts, seasonal officers interested in being assigned to the Bicycle Patrol Unit shall be selected to participate in the training class based upon two criteria:

- A. Physical Fitness Test Results
- B. Bicycle Aptitude Test Results

Those who are chosen for the bike patrol positions will be required to attend additional, mandatory training days on Friday, May 12th, Saturday, May 13th and Sunday, May 14th, 2017.



EMPLOYMENT APPLICATION

City of Rehoboth Beach
 229 Rehoboth Avenue
 PO Box 1163
 Rehoboth Beach, DE 19971
 302-227-6181 fax 302-227-4643
 www.cityofrehoboth.com
 e-mail: information@cityofrehoboth.com

The City of Rehoboth Beach makes all hiring decisions without regard to an applicant's gender, race, ethnicity, national origin, religion, age, marital status, veteran status, disability, sexual orientation, genetic information (including family history), gender identity, color, creed or any other category protected by local, state or federal law.

Please type or print in black ink. If the question does not apply, write N/A. Incomplete, illegible or unsigned applications may be eliminated from consideration.

Position applied for: _____

PERSONAL INFORMATION

Last name:		First name:		Middle (full) name:	
Permanent address: Number & Street			City	State	Zip
Summer address (if different): Number & Street			City	State	Zip
Phone: Home: (____) _____		Cell: (____) _____		Have you ever been employed by the City of Rehoboth Beach? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, Date(s), Position(s): _____	
Email address (optional):			Dates you are available to work: From: _____ To: _____ (insert "indefinite" unless you are applying for a seasonal position.)		
Are you currently employed? <input type="checkbox"/> YES <input type="checkbox"/> NO	May we contact your current employer? Work phone: <input type="checkbox"/> YES <input type="checkbox"/> NO (____) _____	Are you related by blood, civil union or marriage to any persons presently employed by the City? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, list name(s) and relationship(s):			
Where did you hear about this job opening? <input type="checkbox"/> Relative <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Website <input type="checkbox"/> City Employee <input type="checkbox"/> Walk In <input type="checkbox"/> Other _____ <input type="checkbox"/> Newspaper Ad in _____			Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, provide date of birth: ____/____/____		
In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire Are you currently authorized to work in the U.S. on a full-time basis?? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Having read the job announcement, or been informed about the requirements of the job for which you are applying, are you capable of performing in the essential functions of the job, with or without reasonable accommodations? <input type="checkbox"/> YES <input type="checkbox"/> NO					
PERSON TO BE NOTIFIED IN CASE OF EMERGENCY					
NAME:		ADDRESS:		PHONE:	

EDUCATION AND TRAINING

	School Name & Address	Graduate?	Type of degree or Diploma	Major Subject(s)
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO		
College		<input type="checkbox"/> YES <input type="checkbox"/> NO		
Other schools/training		<input type="checkbox"/> YES <input type="checkbox"/> NO		

EMPLOYMENT HISTORY

Starting with your most recent employer or volunteer experience, list all jobs and activities including military service and self-employment. Attach additional sheets if necessary.

PRESENT OR LAST EMPLOYER & ADDRESS	Dates employed		Supervisor's Name & Title & Telephone	Reason for Leaving
	From	To		
	Salary	Job Title and Duties		

PREVIOUS EMPLOYER & ADDRESS	Dates employed		Supervisor's Name & Title & Telephone	Reason for Leaving
	From	To		
	Salary	Job Title and Duties		

PREVIOUS EMPLOYER & ADDRESS	Dates employed		Supervisor's Name & Title & Telephone	Reason for Leaving
	From	To		
	Salary	Job Title and Duties		

PREVIOUS EMPLOYER & ADDRESS	Dates employed		Supervisor's Name & Title & Telephone	Reason for Leaving
	From	To		
	Salary	Job Title and Duties		

SPECIAL SKILLS, QUALIFICATIONS, AND ADDITIONAL INFORMATION RELEVANT TO THIS POSITION

REFERENCES

List the name and telephone number of three references who are neither related to you nor a supervisor listed under employment history.

Name	Address	Relationship	Phone #

CERTIFICATION: By signing below, I certify that all answers given herein are true and correct to best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand and agree that if hired, my employment is for no definite period and I may be terminated at any time without any prior notice. Unless specifically agreed to in writing by the City Manager or pursuant to a collective bargaining agreement, all employment is "at-will." I agree to comply with all the rules, regulations and employment practices of the City of Rehoboth Beach. I understand that any offer of employment may be contingent upon the results of a reference and background check, physical, drug/alcohol, or other pre-employment testing.

Applicant's signature

Date



**CITY OF REHOBOTH BEACH
POLICE DEPARTMENT**

229 REHOBOTH AVENUE
REHOBOTH BEACH, DE 19971

KEITH W. BANKS
Chief of Police
Phone: (302)227-2577
Fax: (302)227-6054
www.rehobothpolice.org

AUTHORIZATION FOR RELEASE OF INFORMATION

TO: Any Doctor, Physician, Psychologist, Psychiatrist, Dentist, Hospital Nursing Home, Medical Association;
The US Armed Forces, Maritime Service, Veteran’s Administration, Selective Service Administration;
Any Academic Dean, Registrar, Principal, Guidance Counselor or authorized person at any School, College, University, Business School, Trade School, Elementary or High School;
Any local, State or Federal Law Enforcement Agency; any past or present employer; any Credit Bureau or Retail Merchants Association; any insurance company.

I, _____, have applied for employment with the Rehoboth Beach Police Department. I am aware that my entire background will be thoroughly investigated and I hereby authorize and request the release of any and all information you have that concerns me, including academic transcripts and disciplinary matters, to a representative of the Rehoboth Beach Police Department. This authorization, or a reproduction thereof, shall be valid for one year from the date of execution of this document.

Date of Birth: _____ Place of Birth (City & State): _____

Social Security #: _____ Driver’s Lic. #: _____ State: _____

List any other names you may have used: _____ Maiden Name: _____

States in which you have held a driver’s license? _____

HAVE YOU EVER BEEN ISSUED A TICKET OR SUMMONS FOR A TRAFFIC VIOLATION? __YES __NO
HAVE YOU EVER BEEN ISSUED A SUMMONS OR BEEN ARRESTED FOR A CRIMINAL VIOLATION? __YES __NO

Given under my hand, this _____ day of _____, 20____

Signature of Witness

Applicant Signature

Address, City, State, Zip Code

Email address



**CITY OF REHOBOTH BEACH
POLICE DEPARTMENT**

229 REHOBOTH AVENUE
REHOBOTH BEACH, DE 19971

KEITH W. BANKS

Chief of Police
Phone: (302)227-2577
Fax: (302)227-6054
www.rehobothpolice.org

BACKGROUND QUESTIONNAIRE

In order to determine if you satisfy the minimum qualifications for the position of Rehoboth Beach Seasonal Officer, please answer the following questions:

	Yes	No
Are you a citizen of the United States?		
If Naturalized: Date & Country of Origin:		
Do you have a high school diploma or GED?		
Do you have a valid driver's license?		
Will you be 19 years of age before June 1, 2015?		
Have you ever used illegal drugs?		
Substance used:		
Date last used (month & year):		

	True	False
I have not had a DUI conviction within the past 2 years?		
I have not had my driver's license suspended or revoked within the past 1 year?		
I have not been convicted of careless, reckless or inattentive driving within the past 1 year?		
I have never taken a hallucinogenic drug?		
I have not been convicted of any criminal misdemeanor within the past 1 year?		

All responses to these questions must be "Yes" or "True" in order for the Rehoboth Beach Police Department to process your application.

Once I submit this application, I understand it will be an automatic disqualifier to associate with anyone who is a criminal including a drug user, or consume alcohol if under the age of 21 years.

I hereby certify that the answers given by me to the previous questions in this application, and the statements made by me, are in full and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentation of facts in this application, or during the selection process, may be cause for rejection of my application or discharge at any time during my employment.

Employment in the Rehoboth Beach Police Dept. is at the will of the employer. No offer of employment, benefit or statement of work conditions, rules or regulations should be construed or otherwise interpreted as an implied contract for continuing employment.

I hereby authorize release of any information pertaining to potential employment as a Rehoboth Beach Seasonal Officer and agree to hold harmless any individual, business or association, who in good faith, provides information including but not limited to matters concerning employment, education, criminal activity, personality and character traits, financial matters, associations and relationships and behavioral background. In the event that I receive a conditional offer of employment, the above statement shall also pertain to matters including medical and psychological factors.

I further authorize the Rehoboth Beach Police Dept. to utilize or release any information obtained during the employment process at its discretion, not only for employment purposes but also for normal police activity and operations including criminal investigations.

Signature of Applicant: _____

Date: _____