

JUSTICE AND PUBLIC SAFETY CABINET
Department Of State Police
(Amendment)

502 KAR 45:015. Qualifications.

RELATES TO: KRS 16.040, 16.050, 16.080

STATUTORY AUTHORITY: KRS 16.040, 16.080

NECESSITY, FUNCTION, AND CONFORMITY: KRS 16.040 sets forth the basic qualifications for appointment as an officer. KRS 16.080 vests in the commissioner the authority to adopt administrative regulations for enlistment. This administrative regulation establishes the procedure to be used to determine whether applicants possess the basic qualifications for appointment as a trooper.

Section 1. Age. Applicants shall submit a birth certificate to establish that they meet the age qualification of KRS 16.040(2)(a).

Section 2. Citizenship and Residency.

(1) Applicants shall submit documentation verifying their citizenship and residency, in accordance with KRS 16.040(2)(c).

(2) [Applicants who are citizens of another country at the time of application shall submit naturalization certificates prior to employment to establish the citizenship qualification of KRS 16.040(2)(c).

(3) Applicants who are citizens of another state at the time of application shall submit Kentucky motor vehicle operator's licenses prior to appointment to establish the residency qualification of KRS 16.040(2)(c).

Section 3. Education and Experience. Applicants shall submit the following, electronically, or in paper form, pursuant to the requirements of KRS 16.040(2):

(1) A certified copy of their high school diploma or GED certificate to establish his or her educational experience qualifications,

(2) A certified copied of his or her college transcript verifying sixty (60) semester hours of credit from an accredited college or university,

(3) A certified copy of his or her DD-214 or a notarized letter from a commanding officer verifying two (2) years of active duty military service,

(4) A notarized correspondence on agency letterhead from the law enforcement employer certifying two (2) years of full-time, paid employment as a certified, sworn peace officer;
or

(5) A notarized Kentucky State Police Three (3) Years Work Experience Verification Form (KSP-004a) certifying thirty-six (36) months of employment, volunteer work, or paid or unpaid internships, verifying having working an average minimum of thirty (30) hours per week or 130 hours per month,

(6) A notarized Kentucky State Police Three (3) Years Work Experience Verification Form (KSP-004a) certifying two (2) years of full time employment as a POPS certified peace officer with a Kentucky law enforcement agency, having actively served within the past twelve (12) months, when applying to a LEAP academy, as described in this Chapter.

Section 4. Aptitude Test. Applicants continuing in the selection process shall submit to an aptitude test as described in this Chapter, designed and constructed to reveal the capacity of the applicant for employment as a sworn officer of the department.

Section 5. Physical Fitness Test. Applicants continuing in the selection process shall successfully complete the Physical Fitness Test (PFT), as described in this Chapter. to

determine if the applicant is physically able to safely perform essential job tasks as required by the Kentucky State Police Academy. The inability to safely perform essential job tasks, with or without reasonable accommodations, shall be grounds for deferral or disqualification.

Section 6. Interview. Applicants continuing in the selection process shall successfully complete the oral interview component of the selection process, as described in this Chapter.

Section 7. Background Investigation. Applicants continuing in the selection process shall submit to a background investigation, as described in this Chapter, to establish the good moral character qualification of KRS 16.040(2)(b).

Section 8. Following successful completion of the background investigation component of the selection process an appropriate number of applicants shall be given a conditional offer of employment and required to submit to a medical examination and psychological examination to determine his or her good health and fitness to safely perform essential job tasks with or without reasonable accommodations, as required by KRS 16.040(2)(b) and (3).

Section 9. Incorporation by Reference.

(1) KSP Form 004a, "Kentucky State Police Three (3) Years Work Experience Verification Form", 2019 edition, is incorporated by reference.

(2) It may be inspected, copied, or obtained at the Department of State Police, Recruitment Branch, 919 Versailles Road, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. and on the agency website kentuckystatepolice.org.

COL. PHILLIP J. BURNETT, JR., Commissioner

APPROVED BY AGENCY: August 24, 2021

FILED WITH LRC: August 25, 2021 at 4:30 p.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on 2:00 p.m. on November 23, 2021 at 4449 Kit Carson Drive, Funderburk Building, Richmond, Kentucky 40475. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through 11:59 p.m. on November 30, 2021. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person below.

CONTACT PERSON: Amy Barker, Assistant General Counsel, 125 Holmes Street, Frankfort, Kentucky 40601, phone (502) 564-8207, fax (502) 564-6686, email Justice.RegContact@ky.gov.