

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

502 KAR 45:035. Application and selection process.

RELATES TO: KRS 16.040, 16.050(7), 16.080(1)

STATUTORY AUTHORITY: KRS 16.040, 16.050(7), 16.080(1)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 16.040, 16.050(7) and 16.080(1) grant the Commissioner of the Kentucky State Police the authority to establish criteria for the appointment of department officers. This administrative regulation establishes eligibility requirements for applicants and the application forms to be submitted by applicants.

Section 1. Eligibility Requirements for Testing. An applicant shall be eligible to take the aptitude examination established by 502 KAR 45:045 and the Physical Fitness Test established by 502 KAR 45:150 and the interview established by 502 KAR 45:055 if the applicant:

- (1) Meets the requirements established by KRS 16.040(2)(b), (c) and (d);
- (2) Is at least twenty-one (21) years of age; and
- (3) Possesses a valid driver's license against which not more than six (6) points are currently assessed.

Section 2. Application.

- (1) To apply for employment, an applicant shall complete "Kentucky State Police - Cadet Trooper Application for Employment" form.
- (2) An applicant may submit the "Kentucky State Police - Cadet Trooper Application for Employment" form in paper or electronic form.

Section 3. Documents Submitted with Application. An applicant shall submit the following documents with his or her application, in paper or electronic form:

- (1) A certified copy of the applicant's birth certificate and operator's license; and
- (2) A certified copy of college or university transcripts, if applicable; or
- (3) A certified copy of the applicant's high school diploma or GED certificate and any other additional materials, determined by the commissioner, and as described in this Chapter, as necessary to establish the educational or experience qualifications of KRS 16.040(2)(d).

Section 4. Law Enforcement Accelerated Program (LEAP).

- (1) The commissioner may conduct an accelerated academy.
- (2) A LEAP applicant shall submit the following documents with his or her application, in paper or electronic form:
 - (a) A completed "Kentucky State Police - Cadet Trooper Application" form,
 - (b) A copy of his or her Kentucky POPS certificate, and
 - (c) A completed "Kentucky State Police Three Years Work Experience Verification" form.
- (3) The applicant shall undergo an interview with the Post Commander nearest the applicant's home address.
- (4) The applicant shall not be subject to an existing employment contract, including any employment contract authorized under Chapter 70 of the Kentucky Revised Statutes.[]

Section 5. Not Recommended. If an applicant has not been recommended by two (2) previous background investigations, the applicant shall be required to appeal, in writing, to the State Police Personnel Board for approval to reapply.

Section 6. Incorporation by Reference.

- (1) KSP Form 4, "Kentucky State Police - Cadet Trooper Application for Employment" , 2019 edition, is incorporated by reference.
- (2) KSP Form 004a, "Kentucky State Police Three (3) Years Work Experience Verification Form", 2019 edition, is incorporated by reference.
- (3) 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 Web site at kentuckystatepolice.org.

COL. PHILLIP J. BURNETT, JR., Commissioner

APPROVED BY AGENCY: August 24, 2021

FILED WITH LRC: August 26, 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.