

JUSTICE AND PUBLIC SAFETY CABINET

Department of Kentucky State Police

(Amended at ARRS Committee)

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 ~~requires~~, ~~16.050(7) and 16.080(1) grant~~ the Commissioner of the Kentucky State Police to prescribe minimum physical requirements for persons appointed as state police officers, to conduct tests to determine the fitness and qualifications of applicants, and to direct an investigation to be conducted to determine an applicant's suitability for employment as an officer~~the authority to establish criteria for the appointment of department officers~~. KRS 16.050(7) requires the Kentucky State Police Personnel Board to promulgate administrative regulations to provide for competitive examination as to the fitness of applicants for employment as officers, and for the establishment of eligible lists for employment based upon competitive examination. KRS 16.080(1) requires the commissioner to promulgate administrative regulations for the enlistment, training, code of ethics, discipline, and conduct of officers of the department and individuals employed as a Trooper R Class or CVE R Class, and also authorizes the commissioner to promulgate administrative regulations for the governing and operation of the department as appear to him or her reasonably necessary to carry out the provisions of KRS 16.010 to 16.170. This administrative regulation establishes eligibility requirements for applicants and the application ~~forms~~~~form~~ to be submitted by applicants.

Section 1. Eligibility Requirements for Testing. An applicant shall be eligible to take the ~~aptitude~~~~written~~ examination established by 502 KAR 45:045, ~~and~~~~if otherwise eligible,~~ the Physical Fitness~~Content-Based Task~~ Test established by 502 KAR 45:150, and the ~~oral~~ interview established by 502 KAR 45:055 if the applicant:

- (1) Meets the requirements established by KRS 16.040(2)(~~a~~) through (d)~~(b), (c) and (d)~~; and
- (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 ~~An~~ applicant shall complete ~~a~~~~"~~Kentucky State Police - Cadet Trooper Application for Employment~~"~~ form.
- (2) An applicant may submit~~shall type or print legibly in ink the information requested on~~ 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~~attach~~ 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 ~~f--f~~ Kentucky State Police - Cadet Trooper Application ~~f--f~~ form ; ~~f--f~~

(b) A copy of his or her Kentucky POPS certificate ; ~~f--f~~ and

(c) A completed 3 ~~f--f~~ "Kentucky State Police Three" Years Work Experience Verification ~~f--f~~ 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. ~~[If an applicant has had at least two (2) years experience in law enforcement:]~~

~~[(a)] [A certified copy of the applicant's high school diploma or GED certificate; and]~~

~~[(b)] [A notarized letter from his law enforcement employer, stating:]~~

~~[1.] [Whether the applicant was a fulltime, sworn officer; and]~~

~~[2.] [The period during which the applicant was employed.]~~

~~[(4)] [If an applicant has had at least two (2) years' active duty experience in the military, a copy of the applicant's:]~~

~~[(a)] [DD214, or a notarized letter from the applicant's commanding officer verifying the applicant's length of service; and]~~

~~[(b)] [A certified copy of the applicant's high school diploma or GED certificate].~~

~~[Section 4.] [Filing of Application.]~~

~~[(1)] [An applicant may mail or submit his application to the Kentucky State Police Recruitment Office, 919 Versailles Road, Frankfort, Kentucky 40601.]~~

~~[(2)] [An applicant may make an appointment to submit his application at the nearest state police post or driver testing station in Louisville or Lexington.]~~

~~[(3)] [When an application is filed, an applicant shall choose a date and time to report for the written examination from the list of examinations furnished by the department pursuant to 502 KAR 45:045.]~~

~~[(4)] [If an applicant is not selected to participate in a phase of the selection process established by 502 KAR Chapter 45, he shall not reapply for a twelve (12) month period following the date upon which he first took the written examination.]~~

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 *Kentucky* State Police Personnel Board for approval to reapply.

Section 6. Incorporation by Reference.

(1) ~~*f--KSP Form 4, f--*"Kentucky State Police - Cadet Trooper Application for Employment"*KSP 4*[02-97" form], 2019 edition~~ is incorporated by reference.

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

(3) *This material ~~f--f~~* ~~[~~may be inspected, copied, or obtained at the Department of State Police, Recruitment ~~Branch~~ ~~Office~~, 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.

(19 Ky.R. 2179; Am. 2408; eff. 5-10-1993; 21 Ky.R. 549; eff. 10-10-1994; 22 Ky.R. 957; eff. 1-8-1996; 23 Ky.R. 3091; 3564; 3763; eff. 4-15-1997; 48 Ky.R. 1329, 2408; eff. 5-31-2022.)

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