

THE NEBRASKA STATE PATROL APPLICANT HANDBOOK



**THIS BOOK PROVIDES A DESCRIPTION OF THE
SWORN OFFICER SELECTION PROCESS
FOR THE POSITION OF
STATE PATROL OFFICER CANDIDATE
(STATE PATROL TROOPER
AFTER GRADUATION FROM TRAINING)**

The Nebraska State Patrol is an Equal Opportunity Employer.

NEBRASKA STATE PATROL MISSION STATEMENT

The Nebraska State Patrol shall provide law enforcement of the highest quality to ensure a safe and secure Nebraska – Pro Bono Publico.

Nebraska State Troopers are sworn state deputy sheriffs and authorized to perform police services in all of Nebraska's 93 counties. The Nebraska State Patrol is committed to professional public service reflecting recognition of the inherent value of each individual in society. Officers strive to earn and maintain trust, respect, and confidence by exemplifying the belief that the freedoms, rights, and dignity of all citizens must be protected and preserved, and the highest standards of morality, fairness, honesty, dedication, professionalism, and courage are expected from an officer.

INTRODUCTION

Thank you for considering a career with the Nebraska State Patrol. This handbook will provide important information regarding the Sworn Officer Selection Process, for those who desire a rewarding and challenging career as a Nebraska State Patrol Trooper. **Even if you have applied in a previous selection process, it is important that you read this handbook carefully, as the process may change from year to year.**

It is also vital that you have a valid and working e-mail account in order to participate in the selection process, as communications are strictly via e-mail.

The Nebraska State Patrol is an Equal Opportunity Employer!

A Comprehensive Recruitment Plan is the guideline for this process and is used to hire individuals for the position of Trooper. Each applicant must participate in the agency's selection process in order to be eligible for employment.

All individuals expressing interest in employment with the Nebraska State Patrol need to meet the qualifications and requirements outlined in this handbook.



QUALIFICATIONS & REQUIREMENTS

Title 79 - Law Enforcement - Police Standards Advisory Council - Chapter 8

- You must be 21 years of age on or before the oath of office is taken
- Must be a U.S. Citizen prior to the oath of office being taken.
- High school education or GED and the ability to read, write, speak and understand the English language at the eleventh grade level. (A copy of documented proof of a high school education or GED will be required with your application!)
- Must be in good physical condition and be able to complete and pass a physical abilities test administered by the Patrol. You must also pass a medical and mental examination administered by a qualified physician, retained by the Patrol.
- Must possess sufficient vision and hearing to perform the essential functions of a sworn officer.
- Good character - very high moral standards.
- Must have a valid motor vehicle operator's license.
- Driving record and traffic convictions involving serious and/or frequent offenses may be cause for rejection. Applicant has not been convicted of driving while intoxicated or under the influence in the two years immediately preceding camp start date.
- The Nebraska State Patrol's Tattoo Policy is currently being revised; applicants with non-offensive* tattoos/brands that can be covered by the prescribed long sleeve uniform or with a tattoo cover in the short sleeved uniforms may submit application.

*TATTOOS/BRANDS THAT ARE SEXIST (EXPRESS NUDITY), RACIST, ECCENTRIC OR OFFENSIVE IN NATURE, EXPRESS AN ASSOCIATION WITH CONDUCT OR SUBSTANCES PROHIBITED BY THE NEBRASKA STATE PATROL POLICIES, TO INCLUDE TATTOOS ASSOCIATED WITH ILLEGAL DRUGS, DRUG USAGE, OR PARAPHERNALIA, ARE PROHIBITED.

TATTOOS/BRANDS THAT DEPICT VULGAR OR ANTI-AMERICAN CONTENT, BRING POSSIBLE DISCREDIT TO THE NEBRASKA STATE PATROL, OR ASSOCIATE THE APPLICANT WITH ANY EXTREMIST GROUP OR GANG OR ORGANIZATION ARE PROHIBITED.

TATTOOS/BRANDS ON THE HEAD AND NECK AND FINGERS ARE PROHIBITED; WEDDING BAND TATTOOS ARE ALLOWED.

- Involvement in the following criminal activity may be cause for rejection:
 - Conviction of a felony offense.
 - Conviction of misdemeanor offenses involving aggressive or violent behavior, disregard for the safety of others, or the misuse of deadly weapons, as well as conviction of misdemeanor domestic violence.
 - Use of marijuana within the last two years from date of application.
 - Use of illicit drugs within the last five years from date of application.
 - **This includes taking prescription medicines not prescribed to you.**
 - Sold, produced, cultivated or transported marijuana or other controlled substance.

SELECTION PROCESS SCHEDULE

- ▶ APPLICATIONS AVAILABLE & PROCESSED
 - ▶ ORIENTATION & TABE TESTING
 - ▶ PERSONAL HISTORY QUESTIONNAIRES
 - ▶ PHYSICAL ABILITIES TESTING
- ▶ BACKGROUND INVESTIGATIONS
- ▶ EMPLOYMENT REVIEW BOARD
- ▶ CONDITIONAL OFFERS OF EMPLOYMENT
- ▶ POLYGRAPH EXAM & PSYCHOLOGICAL INTERVIEW
- ▶ ADMINISTRATIVE REVIEW BOARD
- ▶ MEDICAL EXAMS
- ▶ FINAL INTERVIEWS
- ▶ FINAL OFFERS OF EMPLOYMENT

The application is the *initial step* in the selection process for an applicant.

Attention to detail and completeness of the application are vital!

The on-line application and supplemental questionnaire will be available on the State of Nebraska's Career Center website when the process begins.

[APPLICANT HELP CENTER - STATE OF NEBRASKA](#)

The on-line application will take a considerable amount of time to complete. Therefore, it is important to know that it should be saved often when completing, and you may return to finish it at another time if you cannot complete it all at once.

If you are unable to apply on-line at home or other personal location, you may visit any of the Nebraska Department of Labor Career Centers across the State to use their computers to apply on-line. Those locations are listed here: [Career Center Locations](#). Each Career Center has qualified staff to answer your inquiries regarding employment and training.

Applicants who need accommodation in the selection process should request this in advance. You may also visit Administrative Services, State Personnel Division, at 1526 K Street, Lincoln, phone 402-471-6500.

ORIENTATION MEETING & TABE TESTING

Applications approved after an initial review will be eligible and invited to attend an orientation meeting and TABE testing. Applicants will be contacted to schedule a date. Check-in at orientation will require a photo id.

The Orientation Meeting includes information on the basic training camp and the duties of a trooper. After the orientation, the Test of Adult Basic Education (TABE) will be administered.

TEST OF ADULT BASIC EDUCATION (TABE)

Each applicant must pass the TABE to continue in the process. Applicants receive their TABE results as soon as the test is completed and graded.

Previous applicants, who have taken and passed the TABE, with the Nebraska State Patrol, should verify that information if they are contacted and invited to attend the Orientation.

PHYSICAL ABILITIES TEST

The Physical Abilities Test will be conducted in Grand Island at the State Patrol Training Academy. A completed Physician's Clearance Form will be required in order to participate.

You must pass each of the exercises to be able to participate further in the process.

- Body Mass Index (BMI)
- Handle Weapons
- Scale Lift & Carry
- Run With Obstacle
- Dummy Drag
- 1.5 Mile Run



PERSONAL HISTORY QUESTIONNAIRE

Applicants selected to continue in the process must complete a detailed Personal History Questionnaire (PHQ) on-line. The PHQ is a tool for investigators to use during the background investigations. The Nebraska State Patrol pays for the cost of the test, but the applicant must complete the PHQ in the allotted timeframe.

BACKGROUND INVESTIGATIONS

The process includes a thorough background investigation on each applicant that moves forward in the process and the following components are covered:

- Personal History
- Employment History
- Education
- Military
- Residency
- Motor Vehicle Operation
- Legal
- Financial History
- References
- In-Home Interview

EMPLOYMENT REVIEW BOARD

The Employment Review Board (ERB) reviews the final background investigation reports. The ERB is a distinct group of Nebraska State Patrol sworn officers who make a recommendation to the Superintendent of the agency regarding each applicant, which determines if they move forward in the selection process.

The ERB shall consist of members appointed by the Superintendent. The membership of the Employment Review Board shall be representative of agency personnel as it relates to gender, race, and ethnic groups and should reflect the agency's attitude regarding equal employment opportunity for all applicants.

CONDITIONAL OFFER OF EMPLOYMENT

Any individual receiving and accepting a conditional offer of employment will sign a Conditional Offer of Employment Contract; it states the applicant must successfully complete the following:

- 1) polygraph examination
- 2) written psychological test and interview
- 3) complete medical examination

Applicants must understand this is not an offer of immediate employment and SHOULD NOT give notice, quit their present job, or relocate.

- **Polygraph Examination**

The examination is conducted at one of the Nebraska State Patrol offices located throughout the state, by a Nebraska State Patrol polygraph examiner. The background investigation information, application and questionnaires, and the personal history questionnaire are provided to the examiner to assist with conducting the polygraph examination. The examiner will question the applicant in the areas of honesty, integrity, character and loyalty. The polygraph examiner will submit a report for review to the Administrative Review Board.

- **Psychological Testing and Interview**

Applicants who receive a conditional offer of employment will be required to take a series of written psychological tests. These tests will provide the necessary information required by the psychologist, contracted by the Nebraska State Patrol, to do a follow up interview.

- **Medical Examination**

The examination will take place at a facility which has been contracted by the Nebraska State Patrol, following the policy and procedures outlined by the Nebraska State Patrol and the Nebraska Law Enforcement Training Academy. The exam will include, but is not limited to, such items as a blood draw, and complete physical to include vision and hearing tests. The exam is paid for by the Nebraska State Patrol.

FINAL FORMAL INTERVIEW

Applicants who are endorsed by the Administrative Review Board and pass their medical exam will receive a final interview. The interview board normally consists of the Nebraska State Patrol's Majors, and the Captain of the Training Academy.

FINAL OFFERS OF EMPLOYMENT

The Superintendent will give the final approval for final offers of employment. Final offers of employment are made by the Nebraska State Patrol Training Academy staff.

TRAINING

Each recruit that attends training will be a paid employee of the Nebraska State Patrol. Basic Recruit Training normally consists of twenty-four weeks of intense instruction in a para-military setting. The training is at the Nebraska State Patrol Training Academy at 3600 North Academy Road, Grand Island, NE 68801-9200. The Nebraska State Patrol Training Academy is co-located with the Nebraska Law Enforcement Training Center.

Each recruit is required to stay at the Academy from Sunday evening until Friday afternoon. Each day begins at 6:30 a.m. with physical fitness training. Classes run from 9:00 a.m. to 6:00 p.m., Monday through Friday. Appropriate breaks during the day for meals and study.

Instructors are primarily State Patrol personnel certified as law enforcement instructors by the Police Standards Advisory Council. In addition, guest speakers from outside the agency provide instruction.

The academy adheres to strict academic requirements. Recruits must have at least a 70% score on most examinations, except certain exams that have a higher score requirement. Three failed examinations constitute grounds for dismissal. The academy allows remedial testing procedures. Law enforcement subjects taught include, but are not limited to, Motor Vehicle Law, Criminal and Drug Statutes, Accident Investigation, DUI/DUID Enforcement, Court Procedures, Cultural Diversity, Firearms Instruction, First Responder/CPR, Patrolling, Weight and Dimension Laws, and many others.

Physical fitness training is highly emphasized during basic recruit camp. Recruits will participate in fitness testing to set a benchmark.



RESTITUTION UNDER TRAINING

In order to ensure the Nebraska State Patrol does not invest time and money training persons for sworn officer positions without receiving the benefit of the services of a fully trained officer, recruits (Trooper Candidate) must sign an employment agreement on the second day of basic recruit camp (Nebraska State Patrol Training Agreement Form).

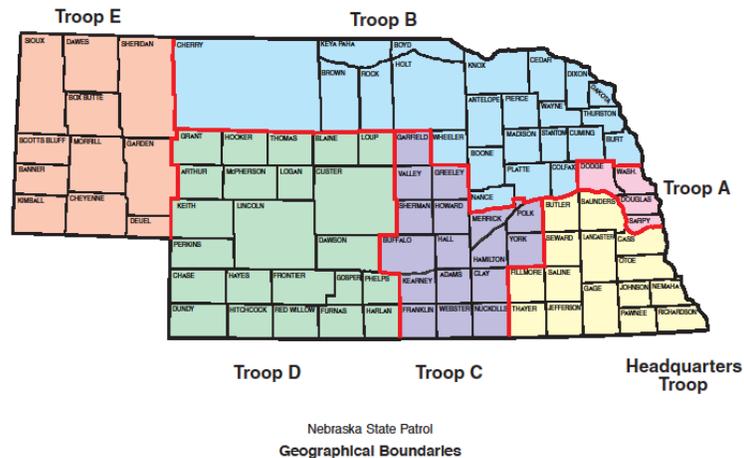
In the event that a Trooper Candidate resigns their employment with the Agency during training or within the first thirty-six (36) months subsequent to taking the oath of office, they will be required to reimburse the agency up to \$8,000. The Training Agreement also provides for agreement that the Trooper Candidate is no longer active in other law enforcement selection processes.

Liquidated damages are not collected in the event that the Trooper Candidate fails to satisfactorily complete or is dismissed during the basic training camp. However, in the event that there is substantial evidence that the Trooper Candidate has been dismissed as a result of misrepresenting his or her basic qualifications for employment, or has caused his or her dismissal, failure, illness or injury in an attempt to avoid paying liquidated damages under the terms of the Training Agreement.

DUTY STATIONS

The Nebraska State Patrol officers are assigned to six Troop Area Headquarters to patrol more than 10,000,000 miles of Nebraska Roadways. Therefore, officers must be assigned across the entire state. Initial relocation to a duty station will be at the expense of the new officer. The officers will receive a minimum of two weeks off after camp graduation to relocate to their new duty assignments, if relocation is necessary.

The Patrol requires officers to remain at their new duty station for a minimum of two years, unless waived for the benefit of the agency. Voluntary lateral transfers are normally available after two years, based on existing vacancies. Officers are responsible for moving expenses.



PROBATIONARY PERIOD

Upon graduation from the State Patrol's Training Academy, all new officers will be required to complete a nine-month original probationary period.

The Training Academy's Basic Training shall prepare the probationary officer to take the second step -- the Field Training Program. The ultimate goal of all training is to produce a desired result. The goal of the Academy and the Field Training and Evaluation Program is to produce a qualified State Trooper capable of performing with confidence and ability. It is highly improbable that any citizen would possess the ability to step from their civilian employment directly to the duties of a State Trooper and perform in an acceptable fashion. The goal of the Academy is to prepare the probationary officer to take this step confidently and competently. The goal of the Field Training and Evaluation Program is to guide the probationary officer through the subsequent steps of development until they are ready to function as a solo officer.



Camp #57

FIELD TRAINING PROGRAM

The Field Training Officer Program shall be a continuation of the training process required to ensure that all newly sworn officers receive thorough, consistent, and legally defensible field training. The program is designed to explain and demonstrate the proper techniques and procedures for performing law enforcement duties. In turn, the new officer is required to exhibit an acceptable level of competency in such law enforcement skills prior to the completion of the probationary period. The program shall consist of 800 hours of training under the direct supervision of an experienced field officer. This program is considered an extension of the training process. During this time, they will be supervised and trained on a daily basis by a Field Training Officer and must demonstrate competency to perform job tasks. New officers are exposed to the multiple responsibilities required of them as uniformed officers of the Patrol. The probationary period should also provide a period of time for new officers to make the transition from a regimented training environment to working amongst peers. Detailed information relative to the Field Training Program will be provided to candidates during basic recruit training.

The completion of basic recruit training and field training does not indicate an end to an officer's learning experience during his career. On going in-service training is provided to officers in an effort to enhance career development, address changes in law enforcement techniques, and to improve service to the community. Specialized training is provided to officers to develop very specific or technical enforcement ability.

WORK SCHEDULE

Following basic recruit camp and the field training program, an officer's career as a law enforcement officer truly begins. Typical work schedules for Troopers may consist of either five eight-hour days or four ten-hour days per week. Each troop area differs slightly on how work schedules are set. In some areas, officers may have permanently assigned shifts, others rotate. Probationary officers will have the same days off as the Field Training Officer. Troopers are required to work holidays if they fall on their regular scheduled day, which may include Christmas and Thanksgiving. This will be influenced by seniority and work area.

An officer's work shift begins by stepping into the State Patrol vehicle parked at their residence and contacting dispatch that they are ready for duty.

DUTIES

Graduating Troopers begin in Field Services Division. Duties include enforcing traffic, criminal, and drug laws, working with the communities to improve public safety; as well as enforcement the laws and federal regulations pertaining to commercial motor carriers (Carrier Enforcement Division). Up-to-date technology provides Troopers assistance in carrying out their important duties, including the long-standing goal of protecting and serving the motoring public traveling Nebraska roadways.

After two years of service, new Troopers may apply to other divisions and duties, as they become available, including Investigative Service positions, SWAT, Police Service Dog Division, and several other areas. Investigative Service Division includes many specialized units such as Liquor Compliance/Enforcement, Nebraska Sex Offender Registry, Cyber Crimes, Internet Crimes Against Children, Drug, and Criminal Division.

SALARY AND BENEFITS

The starting salary for basic recruit candidates is \$2,845 per month (\$16.416 per hour) as of July 1, 2016, which begins when a recruit enters camp (Class Title – State Patrol Officer Candidate). Upon graduation (State Patrol Trooper), the salary as of July 1, 2017, is \$46,092 annually. Salaries may increase by Legislative authority, promotional status, or through the collective bargaining process.

The State Law Enforcement Bargaining Council (SLEBC) is currently the collective bargaining unit for troopers. Collective bargaining will have an influence on wages, benefits, and working conditions.

[2015-2017 SLEBC Contract](#)

UNSUCCESSFUL CANDIDATES

Any individual who competes in a selection process and is unsuccessful in achieving hiring status is eligible to make application again at the beginning of the next selection process. Under no circumstances will an applicant be allowed to reapply during the same selection process from which they were disqualified.

CONTACT - RECRUITMENT COORDINATOR

For any questions regarding the selection process, contact the Recruitment Coordinator at 1-866-JOIN-NSP (564-6677) or nsp.recruiter@nebraska.gov.