

# Nebraska State Patrol

## Trooper Applicant Handbook



Please read through thoroughly. Any questions can be directed to the Recruiting team: Sergeant Kayla Kildare at 402-326-6257, Trooper Madison Reynoldson at 402-310-9259, or Hiring: Trina Cherovsky at (402) 405-6002.

# Admission Requirements

- Age 21 and Citizen of the United States before completion of the training program
- High School Graduate or GED
- Possess a valid motor vehicle operator.
- Able to read, write, and understand the English language at the eleventh-grade level as
- demonstrated by the Test of Adult Basic Education
- Possess good character as determined by a thorough background investigation to include
- but not limited to consideration of the following:
  - Not convicted or has been pardoned of a crime punishable by imprisonment in a penitentiary for a term of one year or more, including convictions of Class 1 Misdemeanors
  - Not been convicted of driving while intoxicated or under the influence in the two years immediately preceding admission
  - Has not received a punitive discharge from the United States Armed Forces
  - Has not been denied certification status, had certification revoked or currently suspended in this state or another jurisdiction
  - Not been convicted of any crime involving the threat or actual use of physical violence that would constitute a Class I misdemeanor in this state.
  - Not been convicted of any crime involving the threat of or actual sexual assault or abuse.
  - Not convicted of any crime of physical violence or sexual abuse against a child or children.
  - Not convicted of a crime of domestic violence as defined in the United States Code, 18 USC 922(g)(9), that would disqualify from possessing a firearm.
  - Not subject to an order of protection that would disqualify a person from possessing a firearm.
  - Does not have a past indicative of incompetence, or neglect of duty.
  - Does not have a past indicative of physical, mental or emotional incapacity.
  - Has not been adjudged or convicted of criminal violations with such frequency so as to indicate a disrespect for the law and rights of others.
  - Has not been adjudged or convicted of traffic violations with such frequency so as to indicate a disrespect for traffic laws and disregard for the safety of others within the past three years.
  - Does not have a pattern of substance abuse.
    - Has not used marijuana for any purpose in the last two years
    - Has not used illegal drugs or narcotics other than marijuana in the last five years

# Hiring Process

- Be sure to check your email often, as most correspondence will be handled through email.
- Be prompt in responding and scheduling.
- Communicate any issues or concerns with either Hiring or the Recruiting Team.

## **Application:**

There are two (2) applications that must be completed to continue through the application process. The first is through Jobvite. This is for the Nebraska State Patrol. The second is through Workday. This is for the State of Nebraska. If the applicant did not fill out two (2) separate applications, please go through the email on file, as a link should have been sent for the second application.

## **TABE:**

If the applicant has already passed the Test of Adult Basic Education (TABE), they can send the scores to the NSP Hiring Manager. The applicant will not have to retest. If the TABE was administered by the Nebraska State Patrol, please notify the Hiring Manager so NSP can locate and apply your scores. If you completed the TABE with another agency, please submit your official score report to the Hiring Manager as soon as possible, including the test date and all scores. The report must be official documentation issued by the testing agency.

If the applicant has not previously passed the TABE, they will schedule a testing date from the options provided in an email sent by the Hiring Manager.

The TABE is taken online, in a virtually proctored environment. The test, which covers areas of Reading and Language, will be taken by attending a web meeting with the NSP TABE Test Administrator. The applicant will need a computer with a webcam to take the test.

## **Physical Abilities Testing (PAT):**

Applicants who pass TABE exam will move on to the PAT. This test consists of a 1.5 mile run, Dummy Drag, Run with Obstacle, Scale Life and Carry, Handle Weapons, and Body Mass Index (BMI) measurement.

See Attachment [Candidate Preparation for Physical Abilities Testing for Entry-Level Selection \(Updated 2014\)](#) for more details on the requirements.

Applicants will schedule a testing date from options provided in an email sent by the Hiring Manager. There are limited dates available, so prompt response is necessary.

## **Personal History Questionnaire (PHQ) and Background Investigation:**

The next step in the hiring process is completion of the Personal History Questionnaire (PHQ) and the Background Investigation phase. You will receive additional information, required forms, and detailed instructions through our Guardian hiring system. The PHQ must be completed by the deadline identified in the email. Non-completion will result in removal from the process.

The Nebraska State Patrol will conduct a comprehensive and thorough background investigation for each applicant who advances in the process. Applicants should begin gathering copies of the following documents to provide to their assigned Background Investigator:

- A photocopy of your certified birth certificate (not hospital copy)
- A photocopy of your valid driver's license
- A copy of DD214 military records (if applicable)
- A copy of your high school diploma or GED certificate
- Copies of your college transcript or diploma (if applicable)
- Naturalization forms (if applicable)
- A copy of your credit report
- A copy of your Social Security Card

## **Employment Review Board (ERB):**

The Nebraska State Patrol is committed to hiring individuals who exemplify the agency's values by providing the highest quality of law enforcement and services to the citizens. The ERB is responsible for reviewing the background to ensure the best candidates are selected. The ERB is comprised of NSP sworn officers who can communicate the perspective of one or more of the racial, ethnic, or gender groups protected by the state and federal EEO laws.

## **Polygraph Examination:**

The examination is conducted by an NSP polygraph examiner. The background investigation information, application, and 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:**

Applicants will be required to take a series of psychological tests. The psychological evaluation is conducted by the agency's psychologist and is a specialized examination to determine whether the candidate meets the requirements for psychological suitability for the role of Nebraska State Trooper. The psychological evaluation includes psychological testing, a review of background and collateral information, and a face-to-face interview with the agency psychologist. The evaluation is considered when determining final interviews and final offers of employment.

## **Medical Examination:**

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

The applicant must have vision correctable to 20/30 and has no evidence of an irreversible disease, which will affect the person's sight.

This candidate must have aided or unaided hearing in both ears sufficient to perform essential tasks without posing a direct threat to themselves or others.

The exam is paid for by the Nebraska State Patrol.

## **Final Interview and Job Offer:**

After successfully completing all required prior steps, applicants will be invited to participate in a final interview with Command Staff at Nebraska State Patrol State Headquarters in Lincoln. Applicants approved by the Command Staff will receive a formal offer of employment to join the Nebraska State Patrol and attend the next Basic Training Camp.

Upon acceptance of the final offer of employment, applicants will receive their initial duty station assignment in accordance with the NSP Duty Station Assignment process.

# Duty Stations

## **Duty Station/Residency:**

Nebraska State Troopers are each assigned a community across Nebraska. Troopers need to live within 40 air miles of that duty station, provided their residence is in the State of Nebraska and on a maintained road.

NSP offers the ability for Troopers to laterally transfer to another duty station, as set out in the SLEBC contract, based on availability and seniority.

## **Duty Station Assignments:**

Applicants have the opportunity to identify their top three duty station requests from the list of available communities. To ensure those requests are addressed while maintaining quality coverage across Nebraska, NSP uses a system where candidates will know their duty station before beginning training at the NSP Training Academy.

Before submitting an application, each candidate will select their top three duty station preferences. Applicants who receive a conditional offer of employment will be awarded points based on several factors, including the timing of their application, prior law enforcement experience, education, military service, family considerations, and community ties. Candidates with the highest scores at the time of the final job offer will be prioritized for their chosen duty station. If their top three choices are already filled, candidates will be offered a selection from the remaining available options.

All candidates will know their duty station assignment prior to beginning camp.

## **Divisions:**

Applicants may be assigned to the Traffic Division or the Carrier Division based on duty station locations and agency need.

### **Traffic Division**

The Nebraska State Patrol's Traffic Division handles traffic enforcement and related activities, including patrols, traffic safety education, and cooperation with other agencies. They are committed to reducing traffic-related fatalities and injuries.

Key aspects of the Nebraska State Patrol's traffic division:

- Patrols - Uniformed troopers patrol highways and roadways, enforcing traffic laws and responding to accidents.

- Traffic Safety Education - The Field Services Division works with various stakeholders, including the Nebraska Department of Transportation and other law enforcement agencies, to promote traffic safety and reduce crashes.

### **Carrier Division**

The Carrier Enforcement Division is an essential component of the State Patrol's Field Services Division, playing an integral part in ensuring that Nebraska's highways remain safe for the motoring public.

Its primary statutory responsibilities are "To promote public safety" and "To preserve and protect the state highways and bridges from immoderate and destructive use". Specially trained troopers operate twelve weigh stations and numerous portable scale units throughout Nebraska.

The Carrier Enforcement Division's main focus is to guarantee compliance with State Statutes and Federal Motor Carrier Safety Regulations pertaining to the operation of commercial motor vehicles, motor coaches, and hazardous material transporters. Aside from its roadside efforts, the Division has an Investigative Section that conducts both Compliance Reviews and New Entrant Audits of Motor Carriers. Troopers work closely with their counterparts, not only within the Agency, but in conjunction with fellow allied law-enforcement agencies to protect and serve the citizens of Nebraska.



# Training Academy

All Nebraska State Troopers receive training at the Nebraska State Patrol Training Academy, located in Grand Island. During the 24-week camp, recruits receive extensive training from the Troopers and Investigators who serve across the State on a daily basis. The training includes numerous life-like scenarios and hundreds of hours of academic work. The NSP Training Academy Staff are dedicated to preparing each recruit to serve with honor and expertise when they hit the road in service to Nebraska.

The Training Academy is in **Grand Island, NE**. Recruits report to the Academy each Sunday at 2000 hours (8pm) and are released on Friday afternoons. **You will stay in the barracks during the week.** You are able and encouraged to go home during the weekends.

The Training Academy is Para-military style. While at the Training Academy, recruits will be yelled at. There will be incentive training (push up, sit up, etc...). The Academy is high intensity, high stress. **Recruits will be mentally, physically, and emotionally challenged.** This method of stress inoculation is purposeful and will prepare each recruit to handle high-stress situations in the field, while still being able to focus on critical tasks.

You are paid for your time at the Training Academy. Camp 74 will earn \$28.85 per hour. Upon graduation, the pay rate automatically increases to the starting trooper salary.

## **Barracks:**

The barracks are located on campus. Each room contains 2 twin beds, 2 desks, a wardrobe, and a bathroom. Recruits are doubled up in the room. Recruits are required to keep the barracks clean and orderly.

## **Academic Requirements:**

Recruits are tested by written exams and authentic assessments (scenarios). Recruits are allowed 2 test failures. The 3<sup>rd</sup> test failure will result in dismissal of the recruit.

## Schedule:

- 0630-0730 Physical Fitness Training
- 0810-0830 Breakfast
- 0845-0900 Flag Raising
- 0900-1300 Class (50 minutes long with a 10 or 20 minute break between classes)
- 1300-1400 Lunch
- 1400-1800 Class (50 minutes long with a 10 or 20 minute break between classes)
- 1805-1815 Flag Lowering
- 1815-1900 Dinner
- 1915-2100 Class (if necessary)
- 2100-2230 Study time
- 2230 Lights out

## Instruction:

The Nebraska State Patrol Training Academy (TA) staff is made up of several troopers and is supplemented by other troopers who work throughout the state. These additional instructors are subject matter experts and will instruct specific courses in their area of expertise. Instruction at the TA is just the beginning of training for each trooper. Upon graduation, each new trooper will be paired with veteran troopers for the field training process.



# Preparing Yourself

As you've read, the process of becoming a Nebraska State Trooper is not easy. That is intentional. The Nebraska State Patrol is an agency committed to serving the people of Nebraska with integrity and professionalism. The hiring process is designed to select candidates who have the potential to successfully join that mission.

Throughout the hiring process, be prompt and responsive. There are deadlines that must be met to continue. Check your email regularly and if you haven't heard from us in a while, don't hesitate to reach out. We'll communicate regularly as well to keep you up to date on where you stand in the process.

Take time to physically prepare as well. The training process is physically demanding. You will be in excellent physical condition by graduation day, but starting with a good baseline of physical preparation will be beneficial.

NSP receives hundreds of applications in each hiring process, but we don't want a great candidate to miss the cut because of a lack of communication. If you have any questions throughout the process, please ask.

Being a Nebraska State Trooper is a rewarding career, full of opportunities across the great state of Nebraska. If you are driven to protect the people of Nebraska, stay focused on that goal and come ready to work hard.

Pro Bono Publico

For the Good of the Public



