

# *Wilmington Department of Police*



## **Historical Background Career Information Organizational Chart**

**William T. McLaughlin Public Safety Building  
300 North Walnut Street  
Wilmington, DE 19801  
(302) 576- 3160**

## **THE CITY OF WILMINGTON**

The City of Wilmington is located in the northeast corner of the State of Delaware, on the western banks of the Delaware Bay. Wilmington was founded by the Swedes in 1638 and the area has many significant historical sites. Wilmington has access to the various transportation networks of the eastern seaboard. The City is the largest municipality in the state with a residential population of about 72,000. Wilmington has long been a center of banking, commerce and industry.

The climate is best described as seasonably mild and is not usually subjected to either the bitter winter cold of the north, nor the torrid summer heat of the south. Wilmington has access to many regional attractions including over 4,500 acres of parklands, the Atlantic beaches and resort areas, the Pocono Mountains, and a wide variety of entertainment and educational activities located in the cities of New York, Baltimore, Philadelphia, and Washington, DC. Each of these are within two hours of driving time from Wilmington.

## **THE DEPARTMENT OF POLICE**

The Department of Police began on November 16, 1739, when the Charter of the Borough of Wilmington provided for “burgesses” to be the conservators of the peace. In the years following 1739, the City was policed by a group of High Constables, and then later by Police Officers under the direction of a Board of Commissioners. In 1891, this was organized into the Police Department under the direction of the Chief of Police and Commissioner of Public Safety.

Today, our Department has one Chief of Police, two Inspectors, eight Captains, thirteen Lieutenants, forty Sergeants, one hundred forty-four Corporals, and one hundred three Patrol Officers. There is a support staff of over seventy civilians who contribute to the operation of the Department. The Wilmington Department of Police offers its employees the opportunity for a stimulating and challenging career in law enforcement.

The Wilmington Department of Police is the largest urban police agency in the State of Delaware. City policing is a dynamic, changing discipline that offers an opportunity for the officer to become involved in the many and varied facets of life in a modern urban community. The detection and suppression of crime are important responsibilities of a Wilmington Police Officer. The Department embraces a community-policing philosophy and expects our officers to become involved in community affairs, youth assistance programs, and other interactions with the people we serve. Community involvement in providing public safety is an essential element in City policing.

The Department of Police is located in the downtown area of Wilmington, in the heart of the Christina Gateway. This facility enhances our accessibility to the public and provides an excellent forum for the community to participate in our programs.

The Wilmington Department of Police offers many opportunities for training and service in the specialized law enforcement positions, such as: Criminal Investigations Division; Evidence Detection Unit; Traffic Division; Juvenile Unit; Financial Crimes Unit; Drug, Organized Crime and Vice Division; Special Operations Division, and others.

Additionally, there are many administrative functions within the organization. The Department provides all required training towards advancement and career enhancement. Initial service as a uniformed patrol officer in the Patrol Division is required.

Officers are sent to various schools, universities, and colleges for training on police-related fields. Many of these seminars have been responsible for providing the necessary input for developing new and more efficient ways of performing police work. After four years of service, officers are eligible to compete in the promotional system.

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## **CAREER INFORMATION FOR A WILMINGTON POLICE OFFICER**

Nature of Work Performed: The Police Officer, with the Department of Police, performs general police work duties as authorized by law to protect life and property; prevent violation(s) of statutes and laws; investigates and suppresses disturbances; investigates complaints; makes arrests and issues summonses when appropriate; does related work as required.

Examples of Work Performed: To perform the duties of a Wilmington Police Officer, an applicant must demonstrate good judgment, common sense, and enthusiasm for police work. A Wilmington Police Officer performs the following duties of patrol, investigation, police duties, maintenance activities, and special assignments:

- ◆ Enforces State law and City Code violations;
- ◆ Patrols an assigned area during a specified period in a police car or on foot;
- ◆ Investigates suspicious conditions and complaints and makes arrests of persons who violate law and ordinances;
- ◆ Inspecting and safeguarding property, responding to alarms, chasing violators on foot and checking buildings;
- ◆ Accompanies prisoners to headquarters, jail, or court and appears in court as arresting officer;
- ◆ Directs traffic, assists stranded motorists, handles accidents and crime scenes and enforces traffic laws;
- ◆ Maintains order in crowd situations and participates in community public relations programs;
- ◆ Looks for stolen cars and wanted or missing persons;
- ◆ Conducts criminal investigations, interviews and interrogates concerned parties;
- ◆ Gives advice on laws and ordinances and general information to the public;
- ◆ The duties of a police officer may become unpredictably hazardous and can require acute use of the senses to discern various stimuli of danger;
- ◆ Officers are sometimes required to run distances, traverse rough terrain quickly, climb obstacles, remove injured or unconscious persons from harm's way;
- ◆ Engage in physical confrontations using offensive and defensive tactics to subdue assaultive persons and to affect a forceful arrest.

Required Knowledge, Skills and Abilities: Ability to communicate both verbally and in writing; possess good judgment and powers of observation and memory; knowledge of first-aid methods; skill in the use of firearms; demonstrated proficiency to safely operate a vehicle on the road in emergency situations and regular conditions; ability to understand and carry out complex oral and written instructions; must have excellent moral character and physical ability.

## QUALIFICATIONS AND REQUIREMENTS

**Age** - Applicants for the position of Police Officer must be 21 years of age or older.

**Driver's License** - Individuals must possess a valid vehicle operator's license. Upon appointment, a Delaware Operator's license is required.

**Military** - If an applicant has served in the Armed Forces, the individual must provide a copy of the DD-214 listing an Honorable Discharge.

**Citizenship** - Applicant must be a citizen of the United States and be of good moral character.

**Criminal Record** - Applications *will not* be accepted for persons on probation and/or with a felony conviction.

**Residency Requirement** - A City of Wilmington ordinance mandates that employees reside within City limits within six (6) months after they are hired.

**Eyes** - Individuals must have minimum of 20/100 either eye uncorrected vision/correctable to 20/25. Normal color and depth perception are required.

**Hearing** - Must have normal hearing in both ears.

**Height and Weight** - Height and weight must be proportional. Emphasis is placed on proper muscle tone, weight distribution and coordination.

## APPLICANT TESTING

The Department of Police seeks to employ the best qualified candidates from a selection pool. The testing is done on an elimination process; failing one phase eliminates the applicant from further testing.

The physical fitness examination is designed to assess an applicant's basic physical condition. This test is to ensure the applicant's ability to meet or exceed minimal standards in all phases of police work, and assess his/her capability of dealing with the frequently required physical demands.

### 1. Physical Fitness Requirements

The testing will evaluate an applicant's level of performance in the following areas:

#### A. Muscular Endurance (Part One)

The applicant will be tested by Department of Police personnel. The applicant will be required to meet or exceed the listed minimum standards in the following three categories:

1. Pushups- The applicant will begin by having the body raised off the floor in the "up" position, arms straight and shoulder width apart, legs and back straight with feet together. A completed push-up will be executed by the applicant lowering himself from the "up" position until the elbows are locked. During this exercise, the applicant's body line (from head to ankles) will remain straight and both feet will remain on the floor during exercise. The applicant will do as many push-ups as he/she can in one minute. Resting is permitted in the "up" position. A full body push-up will be required by both men and women.

1 Minute Pushup	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Male	22	17	11	9	6
Female	10	8	6	NA	NA

2. Sit-Ups- The applicant will begin by lying on his/her back with heels flat on the floor. He/she will bend knee and rise to a sit-up position with his/her arms crossed on his/her chest. The applicant's feet may be secured by a partner. A sit-up will be executed by raising the upper body until the elbows touch the knee. The hands must maintain contact with the chest throughout the entire exercise. The applicant will then lower the upper body down until the small of the applicants back touches the floor. The applicant will have 1 minute to do as many as possible while resting only in the "up" position.

1 minute Sit Up	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Male	33	30	24	19	15
Female	24	20	14	10	3

3. Vertical Jump- This is a measure of jumping or explosive power. Starting with a yardstick taped to a smooth wall, subjects will stand with one side toward the wall and reach as high as possible to mark his/her standard reach on the yardstick. Subject will then jump as high as possible marking the spot on the wall above his/her standard reach spot. This can be done with the use of chalk dust. Prior to jump, one foot must remain stationary on the floor. The score is the difference between the standard reach mark and the top of the jump mark. The best of 3 trials will be the final score.

Vertical Jump	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Male	17.5"	16.5"	14"	11.9"	NA
Female	12.6"	11"	7.8"	NA	NA

B. Aerobic Endurance (Part Two)

The applicant will be tested by Department of Police personnel. The applicant will be expected to meet or exceed the listed minimum standards in the following two categories:

1. 1.5 Mile- Participants should not eat a heavy meal or smoke for at least 2-3 hours prior to the test. Participants should warm up and stretch thoroughly prior to the test. If possible, each subject should have had some practice in pacing prior to the test. A trained pacer may accompany the participants around the track during the actual test. The participant will run 1.5 miles as fast as possible. If a 440 yard track is used, 6 laps must be completed using the inside lane. If using a 400 meter track, an additional 15 yards must be run after the 6 laps are completed. During the administration of the test, the participants can be informed of their lap times. finish times should be called out and recorded. Upon completion, a mandatory cool down period is enforced. The participants should walk slowly for 5 minutes immediately after the run to prevent venous pooling.

1.5 Mile	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Male	13:58	14:33	15:32	17:30	NA
Female	17:11	18:18	19:43	21:57	23:55

2. **300 Meter Sprint**- As with all physical tests, medical screening, warmup, and thorough stretching should precede testing. If using a 400 meter track, participants run  $\frac{3}{4}$  of 1 lap (inside lane) at maximal level of effort. Time used to complete distance should be recorded in seconds. Participants should walk 3-5 minutes immediately following test to cool down. This is an important safety consideration.

300 Meter	Age 20-29	Age 30-39	Age 40-49	Age 50-59	Age 60+
Male	66 Secs	68 Secs	83 Secs	95 Secs	NA
Female	78 Secs	86 Secs	110 Secs	NA	NA

2. **Written Examination** - All applicants must pass the Cooperative Personnel Services Entry Level Law Enforcement Examination. The test is one of several steps involved in the selection process for suitable candidates as recruits for the Wilmington Department of Police. The examination is comprised of 100 multiple choice questions which are designed to measure the applicant's abilities in the area of:

- \* Report Writing
- \* Reading Comprehension
- \* Reasoning Ability
- \* Observation and Memory

The examination is based on the major skills and knowledge necessary to perform the functions of a Wilmington Police Officer.

3. **Medical and Psychological** - A medical exam and a psychological test will be required due to the physical and mental stresses associated with everyday police work. Both test standards are extremely high and are strictly enforced.

4. **Oral Interviews** - Applicants are required to face a structured oral examination which consists of a series of job-related questions which are applied uniformly to all candidates. Through systematic job analysis, important job behaviors are first identified. Examination questions are developed which address candidate's knowledge, skills and abilities related to these important job behaviors. The oral interview examination questions will be asked by trained Wilmington Police Staff Officers who assess whether the applicants are ready to take the authority and responsibility of the position. The rated dimensions of the interview include:

- \* Motivation
- \* Service-Oriented Interest
- \* Decision Making

★ Oral Communication

If the candidate is given a passing score, they may continue in the selection process. In addition to the interview board, all applicants are individually interviewed by the Chief of Police.

5. **Drug Screening** - All approved applicants will undergo an unannounced drug screening. The type of test, time and location are determined by the Department of Police. Individuals who elect not to submit to the test are disqualified from the process. Persons who test positive for certain control substances are prohibited from re-applying for a period of two years. Specific questions regarding the drug screening should be referred to the Human Resource Division.
6. **Polygraph Examination** - All applicants who pass the Staff level interview must submit to a pre-employment polygraph examination prior to any background investigation being initiated.

Questions for the polygraph examination will address the following areas:

- ★ Illegal drug use
- ★ Undetected criminal activity
- ★ Illegal sex crimes
- ★ Theft

## **BACKGROUND INVESTIGATION**

The Wilmington Department of Police will conduct an extensive background investigation on each applicant. This must be complete and acceptable before the applicant can be employed. This investigation will include school records, employment history, military records, credit and banking records and other items of personal history pertaining to the applicant's character and reputation.

The following items may be grounds for disqualification:

**Criminal convictions**

Any crime resulting in a sentence to a state penitentiary or a federal or military prison

Failure to disclose involvement in pending civil or criminal cases

Willfully withholding information or making false statements on the application

During their period of existence, the following items may be grounds for disqualification:

Being on probation or parole

Lack of a driver's license (or license on probation, suspension or revocation)

The evaluation of the applicant will be based on the entire background investigation. Poor past performance exhibited by the candidate such as minor violations of the law, being discharged from employment because of unsatisfactory service, or other similar difficulties will be weighed against considerations such as age at that time. Other factors, including whether the applicant has demonstrated a pattern of unacceptable behavior or whether recent accomplishments reflect a more favorable performance record, will determine the fate of the candidate.

**ANY QUESTIONS REGARDING BENEFITS, QUALIFICATIONS, TESTING OR HIRING PRACTICES SHOULD BE ADDRESSED TO THE HUMAN RESOURCE DIVISION AT (302) 576-3160.**