



Application Instructions for:

Police Officer



Mailing Instructions:

Employee Resources
Tallahassee Police Department
234 East Seventh Avenue
Tallahassee, FL 32303
(850) 891-4324

Email: tpdapplicants@talgov.com
URL: www.talgov.com/tpd



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An Equal Opportunity Employer
Military Veterans Preference IAW Section 295.085, F.S.

**Tallahassee Police Department
Police Officer Application Process**

Applications:

- Personal History Statement (should be attached to the City of Tallahassee Electronic Application)
- The City of Tallahassee Electronic Application

Other Required Documents should be mailed to the:

**Tallahassee Police Department
Employee Resources - Recruiting
234 East Seventh Avenue
Tallahassee, Florida 32303**

MINIMUM QUALIFICATIONS

(If you have questions about whether you qualify or not, please contact the Recruiting Office

- Must be a U.S. citizen
- At the time of hire, be at least 21 years old and a resident of the state of Florida living within a 35-mile radius of the intersection of N. Monroe St. and E. Tennessee St. Tallahassee, FL.
- Possess a valid driver's license and have a satisfactory driving.
- Vision correctable to 20/20 and visual ability must fall within normal ranges regarding color distinction and depth perception.
- Have at least sixty (60) semester or ninety (90) quarter hours of college, with grades of "C" or better in each course, or 2 years of full-time military service, or 2 years of full-time sworn law enforcement service.
- Completion of Florida law enforcement academy basic recruit class (Police Officer)
- Pass Florida Law Enforcement Officer Certification Exam (Police Officer)
- Request sponsorship through the local law enforcement academy (Police Officer Trainee)
- Pass the CJBAT prior to entering the local law enforcement academy (Police Officer Trainee)
- Have no convictions for any felony, perjury, false statement, or domestic violence. No DUI convictions in the past 10 years. Other arrest histories are reviewed on a case-by-case basis.
- No pending criminal charges
- Drug history review:
No use of marijuana within 3 years of application. No use of any other drugs (including anabolic steroids) within 10 years of application. No sale, distribution, manufacture, or transportation of any illegal drugs (as defined by F.S. 893-03). No use of prescription medication or other legally obtainable substance in a manner for which it was not intended within 3 years of application.
- Pass a thorough background investigation
- Pass a Written Exercise, Oral Board, Truth Verification Exam, and Drug, Medical, and Psychological screenings.
- No use of tobacco products upon employment

The below listed documents must be received before your application can receive active consideration. Please keep, for your reference, all portions of the application that are provided as general information.

REQUIRED DOCUMENTS

All applicants **must submit** the following legal documents within two weeks of application submittal:

1. **Affidavit of Understanding/Residency Requirement** (Notarized)
2. **FDLE Background Waiver Form CJSTC-58** (Notarized)
3. **Birth certificate** - a copy of the document must be from the Bureau of Vital Statistics from the state of your birth.
4. **Social Security Card** - a photocopy of your card.
3. **Driver's license** - a photocopy of your current driver's license (front and back of driver's license if renewal information is located on the back).
4. An **OFFICIAL College Transcript** reflecting the DEGREE EARNED, or the minimum required hours (90 quarter or 60 semester with a grade of "C" or above in each course) from an accredited college or university. Official transcripts may be sent directly from the College or may be included with your application in a tamper evident envelope that was sealed by the College. (if applicable)
5. Copy of **Florida law enforcement academy Completion Certificate**. If you are currently attending the academy, a copy of the diploma must be submitted upon graduation. (if applicable)
6. Copy of the Florida Department of Law Enforcement (FDLE) Form, **CJSTC 516** indicating that you have **PASSED** the **State Officer Certification Examination (SOCE)**. (if applicable)
7. **Proof of name change** (if applicable).
8. **Driver's record**- a recent copy of your 7-year driving history from every state (except Florida) in which you have ever held a valid driver's license.
9. **Military Record - DD214 (Member 4 Copy)** reflecting character of service/type of separation for each tour of duty.
10. All male applicants between the ages of 21 - 26 must submit a copy of their **Selective Service Registration** or Exemption card.
11. Naturalization Papers (if applicable) -**Federal law prohibits copying of naturalization papers. The actual papers must be presented at the time of application.**

SELECTION PROCESS - POLICE OFFICER

The following steps comprise the selection process for the position of Police Officer:

1. SUBMISSION OF APPLICATION AND PRELIMINARY BACKGROUND SCREENING

Applicants shall complete and submit their on-line Application and Personal History Packets for screening by the TPD Employee Resources staff.

2. WRITING EXERCISE

Applicants will watch a short video and then write a narrative of what they saw on the video. The paper is scored on content, chronological order of events, grammar, and spelling. Applicants must score 70% on this exercise to continue in the process.

3. ORAL BOARD

This component is intended to examine an applicant's decision-making and communications skills as well as, other traits such as character and ethics. Applicants must satisfactorily pass this portion to continue in the process.

4. TRUTH VERIFICATION EXAMINATION

Applicants must complete a truth verification examination administered by a certified examiner. The primary focus of this component is to assist in determining the accuracy of information provided by the applicant during the application process.

5. BACKGROUND INVESTIGATION

Applicants must pass a thorough background investigation which includes:

- Criminal and civil records • Current and previous landlords
- Current and previous neighbors • Credit History
- Military and training history • Personal references
- Drivers' license history • Current and previous employers

6. PSYCHOLOGICAL EXAMINATION

A psychological assessment will be required before employment. The primary focus of this exam is to evaluate the applicant's mental and emotional stability to perform the essential functions of the job.

7. MEDICAL EXAMINATION

Applicants must pass a physical examination to be considered as a finalist. Some components of the examination include an EKG, vision screening, and a urine test for evidence of illicit drug use. The primary focus of this exam is to evaluate the candidate's physical ability to perform essential functions of the job.

8. CHIEF'S INTERVIEW

Upon successful completion of all the above components in the application process, identified candidates will be scheduled for a final interview with the Chief of Police, who will make the final decision regarding employment.

***Should you fail to meet the minimum standards required by the Tallahassee Police Department, you will immediately be discontinued from the hiring process.**

CITIZEN OBSERVER RIDE ALONG

NOTE: All application forms must be completed and turned in to the Recruiting Office prior to scheduling any ride-along.

- The Tallahassee Police Department requires all persons applying for Police Officer positions to participate in a minimum of two (2) citizen observer ride-alongs
- The purpose is to become familiar with the duties of patrol officers.
- Ride-alongs are recommended, but not required, for applicants with prior law enforcement experience.
- Appointments are scheduled through the Watch Commanders Office.
- Prior to the ride-along, all participants must complete a Citizen Observer Ride-Along Waiver Form.
- Forms are located at the Duty Officer desk.
- Applicants living more than 50 miles from Tallahassee may complete the required ride-alongs with hometown agencies if they wish.
- Following each ride-along, applicants must submit an After-Action Report (AAR) to the Recruiter, summarizing the experiences on the ride-along.
- AARs must be submitted prior to applicant's appearance before the oral board.

COMPLETING THE APPLICATION FORMS

The TPD Personal History Statement (PHS) must be attached to your City of Tallahassee Electronic application.

DO NOT attach the TPD PHS until all questions within have been answered completely. If you must SAVE the TPD PHS so you can come back to finish it later, select "SAVE AS" and save it to your Desktop.

If a question does not apply to you, write "N/A" in the blank.

The recruitment process for police officers is time consuming and requires many hours of background investigation. Many applicants fail to complete the required forms or to provide proper documents such as birth certificates, diplomas, transcripts, etc. Therefore, in order to give every applicant the best opportunity for employment, a *preliminary background investigation will not* begin on an applicant until all forms and documents are turned in to the Police Department's Employee Resources Office. Files not containing all documents will be treated as incomplete and will not be processed.

APPLICATION PROCESSING/TIME:

Depending upon the number of applications being processed and the anticipated hire date, the entire selection process could require six (6) months to be fully completed. Your application will be valid for one year from the date of receipt.

The hire date is the most influential factor in how long an application is on file before processing begins. Typically, TPD hires, at least, twice per year.

Ensure the background investigator has up-to-date contact information on you and keep in touch for accurate information on when the next projected hiring will occur.

Applicants applying with other agencies should keep the Tallahassee Police Department informed of their progress in a particular agency's hiring process.

Unsuccessful candidates may reapply after a period of one (1) year, unless disqualified from the application process due to a criminal act or a time specific event.

Most common disqualifiers

1. Failing to cooperate fully with and keep all scheduled appointments and/or failing to supply needed documents within a reasonable amount of time will disqualify an applicant from the hiring process.
2. Making any false statement of fact, being deceptive by statement or omission on the TPD PHS or by any means in any part of the selection process will result in disqualification from the hiring process.
3. If you have used/experimented with marijuana or any other type of drug within the disqualification period.

POLICE OFFICER

DUTIES AND RESPONSIBILITIES: A Police Officer performs a wide range of tasks to promote public safety, including crime prevention and general enforcement of the law and performing related work as required. The duties of a Police Officer encompass but are not limited to patrolling, crime detection, investigation, and traffic enforcement and control.

RESIDENCY REQUIREMENT: Upon appointment you must reside within the state of Florida and within a 35-mile radius of the intersection of North Monroe and East Tennessee Streets.

FIELD TRAINING COURSE: Upon hire, recruits will receive extensive and thorough Orientation and Field Training. Each recruit must successfully complete all phases of training and instruction to obtain permanent employee status.

EMPLOYEE BENEFITS - UNIFORMS: All uniforms and equipment are furnished and all uniform cleaning expenses are borne by the department.

VACATION, SICK LEAVE, HOLIDAYS: Each officer accrues vacation at a rate of eight hours per month. Additional vacation days are earned as the officer's length of service increases. Sick leave is accumulated at a rate of eight hours per month. There are ten paid holidays per year.

RETIREMENT: Officers are eligible for retirement with full benefits with a minimum of 25 years of service to the Department, or with at least 5 years of service and are 55 years of age. Accrual is 3% per year worked and 2% for each year purchased from a prior retirement plan.

GROUP HEALTH, DISABILITY, DENTAL, EYE, AND LIFE INSURANCE: Group health insurance is available with a percentage of the cost of coverage paid for by the City. The various forms of insurance coverage are available through payroll deduction.

PROMOTIONS: The Tallahassee Police Department offers competitive promotional processes for officers to progress into higher ranks when these positions become vacant.

EDUCATIONAL ASSISTANCE: After completion of a one-year probationary period, each employee will be eligible to take courses that are approved in advance by the Chief as being job-related. Upon successful completion of each course (C or better is required for college-accredited or any other grade course), the employee will be reimbursed for tuition and books required by the course in an amount of not more than \$100.00 per quarter course or \$150.00 per semester course or a proportionate amount for a summer session course.

NON SMOKING POLICY: The City of Tallahassee, concerned for the health and safety of all employees, has adopted a policy of employing only police officer candidates who do not use tobacco products. Each applicant will be required to attest to this status with a sworn statement.

EQUAL OPPORTUNITY: The City of Tallahassee is an equal opportunity employer and invites applications without regard to race, sex, religion, or national origin.

POLICE OFFICER TRAINEE

RESIDENCY REQUIREMENT: Upon appointment you must reside within the state of Florida and within a 35-mile radius of the intersection of North Monroe and East Tennessee Streets.

LAW ENFORCEMENT ACADEMY: Upon hire, trainees will receive extensive and thorough training at the Florida Public Safety Institute (FPSI). Each trainee must successfully graduate from FPSI and pass the state law enforcement certification. Once these two criteria are met, they will promote to Police Officer.

EMPLOYEE BENEFITS - UNIFORMS: All uniforms and equipment are furnished.

VACATION, SICK LEAVE, HOLIDAYS: Each trainee accrues vacation at a rate of ten hours per month while in trainee status. Sick leave is accumulated at a rate of four hours per month while in trainee status. There are ten paid holidays per year.

GROUP HEALTH, DISABILITY, DENTAL, EYE, AND LIFE INSURANCE: Group health insurance is available with a percentage of the cost of coverage paid for by the City. The various forms of insurance coverage are available through payroll deduction.

PROMOTIONS: Once a trainee successfully completes the FPSI and passes the State of Florida Law Enforcement exam, Police Officer Trainees will promote to Police Officer and begin the Field Training Program.

NON SMOKING POLICY: The City of Tallahassee, concerned for the health and safety of all employees, has adopted a policy of employing only police officer candidates who do not use tobacco products. Each applicant will be required to attest to this status with a sworn statement.

EQUAL OPPORTUNITY: The City of Tallahassee is an equal opportunity employer and invites applications without regard to race, sex, religion, or national origin.

PRE-EMPLOYMENT TRUTH VERIFICATION EXAMINATION

The following is a list of topic areas to be covered in the TRUTH VERIFICATION examination:

1. Drinking and Gambling Habits
2. Arrests and Convictions
3. Theft of Merchandise
4. Serious Undetected Crimes
5. Reason for Applying
6. Use of tobacco products
7. Falsifying Application
8. Usage of Illegal Narcotics
9. Theft of Money
10. Financial Status
11. Traffic Offenses

PRE-EMPLOYMENT DRUG SCREEN

The following is a list of substances covered in the Drug Screen:

1. Amphetamine
2. Barbiturates - long acting
3. Barbiturates - short acting
4. Cocaine
5. Codeine
6. Dihydromorphinone
7. Methaqualone (Quaalude)
8. Methadone
9. Morphine
10. Meperidine (Demerol)
11. Pentazocine (Talwin)
12. Phenothiazine
13. Phencyclidine
14. Propoxyphene (Darvon)
15. Quinine
16. Cannabinoid Screen

CHECKLIST FOR POLICE OFFICER APPLICANTS

- ___ 1) Birth certificate from the Bureau of Vital Statistics in the state you were born.
(A hospital certificate will not be accepted)
- ___ 2) Official college transcript and a photocopy of your degree certificate/diploma
- ___ 3) Photocopy of your current driver's license
- ___ 4) 7- year driver's license history from each state in which you have ever been licensed (except Florida).
- ___ 5) Photocopy of your Social Security card
- ___ 6) Service separation paper (DD214), Member – 4 copy, that reflects the "Type Discharge"
- ___ 7) Marriage certificate, divorce decree, or other court document to verify legal change of name
- ___ 8) Law enforcement training: a copy of your academy diploma and a copy of the notification from FDLE that you passed the state certification exam; in addition, a copy of your FDLE certification if you have been or are now certified as a law enforcement officer in the State of Florida
- ___ 9) Naturalization papers if applicable

The Tallahassee Police Department's Recruiting Office is open Monday - Friday, 8:00 a.m. - 5:00 p.m. Applicants may come by or call (850) 891-4324 for more information.