



APPLICANT INFORMATION HANDBOOK

POLICE OFFICER RECRUITMENT (#01246)

WELCOME

The City of Miami Beach is an equal opportunity, drug free employer and does not discriminate on the basis of an individual's race, sex, condition related to sex (pregnancy), color, religion, national origin, age, genetic information, disability, marital status, familial status, citizenship, sexual orientation or gender identification.

Under Florida law, employment applications are public records and available for inspection by any interested party. Also, pursuant to Florida law, you must be a U.S. citizen to be considered for employment as a police officer.

The City of Miami Beach provides applicants and employees reasonable accommodations due to any disability.

To request this material in an accessible format, sign language interpreters, information on access for persons with disabilities, or any other accommodation to review a document or participate in any city-sponsored event or proceeding, please contact 305-604-2489 (voice) or 305-673-7218 (TTY) five days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service). The five-day advance notice requirement also applies if you require any special accommodation before a test or interview.

**THE CITY OF MIAMI BEACH WISHES YOU MUCH SUCCESS AS YOU
PROGRESS THROUGH OUR APPLICATION AND SELECTION
PROCESSES.**

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INTRODUCTION

The Miami Beach Police Department is a fully accredited law enforcement agency, dedicated to pursuing every opportunity and engaging all challenges as part of its on-going quest for excellence.

Mission: Prevent crime and enhance public safety.

Vision: We aspire to be a world-class agency, which protects our diverse community and serves as a model for character, innovation and service to meet the challenges of tomorrow.

Values: Professional, Accountable, Honest and Proud.

This booklet was developed for Police Officer applicants. It provides an orientation to the job and steps in the application and screening processes. Adequate preparation will improve your chances of being considered for employment as a police officer with the City of Miami Beach.

You are required to provide a series of documents to support your eligibility to participate in this recruitment. All documents must be in English or must be accompanied by a certified English translation. There are no exceptions.

By signing the job application, you acknowledge receipt of this booklet and compliance with all requirements contained herein.

THE JOB OF POLICE OFFICER

Nature of Work:

General police functions in the prevention of crime, protection of life and property and apprehension of criminal offenders, through the enforcement of laws and ordinances and the maintenance of community order through the performance of numerous human services, as well as providing general information and assistance to the public.

Illustration of Duties:

- Patrols and prevents crime and answers a wide variety of calls and complaints and arrests those engaged in any violation of a criminal law or ordinance.
- Maintains community order by responding to calls and situations which may escalate from minor disputes, (social crises, or personal problems) to community disorders and resolves these insofar as possible, through application of personal skills or through referral to proper social agencies.
- Enforces traffic laws and investigates traffic accidents.
- Directs traffic, participates in canine and harbor patrol duties and assignments.
- Answers questions asked by the public and gives directions.
- Issues summonses and warnings and serves subpoenas and warrants.
- Assists in controlling crowds; testifies in court; checks doors and windows of commercial establishments after closing hours.
- Performs duties and assignments in coordination with the Investigations Division.
- Participates in Civil Defense programs.
- Prepares reports and records of prescribed duties.
- Acts as a community outreach officer; utilizes firearms, communication equipment, electronic detectors, audiovisual equipment and the like.
- Works at Report Control Center screening requests for service and answering telephone.
- Performs various clerical and administrative tasks, as required.
- Oversees custody, care and control of prisoners when assigned jailor duties.
- Explains laws, ordinances and general information to citizens.
- Conducts investigations at the scene of a crime or accident, gathers, preserves and correlates evidence, locates witnesses, issues citations, or makes arrests.
- Transports and receives property, evidence and prisoners.
- Advises and directs elderly and indigent persons.
- Maintains daily activity logs; maintains surveillance of known criminals or persons suspected of criminal activity; interviews suspects; prepares cases against suspect(s).
- Investigates cases of juvenile delinquency and submits reports to juvenile court; assists in the supervision of juveniles held in custody.
- Coordinates and functions with other operational units and functions as a part of such unit when assigned.
- Performs related tasks as required.

QUALIFICATIONS AND SPECIAL REQUIREMENTS

The State of Florida's Department of Law Enforcement Criminal Justice Standards and Training Commission establishes the qualifications required to become a police officer in the State of Florida. Your application will be reviewed against these qualifications and other requirements during the background investigation.

Certified police officer applicants must:

1. Meet one of the following:
 - State of Florida Basic Law Enforcement Certification - active and in good standing; OR
 - Satisfactory completion of Basic Law Enforcement Training approved by the Criminal Justice Standards & Training Commission (CJSTC) and passed the Florida State Officer Certification Examination; OR
 - Satisfactory completion of a CJSTC approved State of Florida Cross Training Certification or Equivalency Training and have passed the Florida State Officer Certification Examination; OR
 - Be currently attending a Basic Law Enforcement Training Academy and have achieved certification by the time of hire.
2. Be at least 21 years of age at time of application.
3. Bachelor's Degree; OR 3 years active Military service with an Honorable Discharge: OR 60 college credits and 3 years of full-time verifiable Florida Law Enforcement experience.
4. Be a citizen of the United States prior to appointment. Fl. Statute § 943.13(2). Applicants who are not United States citizens must have applied for citizenship by the time they submit their application.
5. Comply with Section 943.135, Florida Statutes, and CJSTC continuing training and education requirements. Fl. Statute § 943.13(11) and FAC 11B-27.
6. Have fingerprints processed. Fl. Statute § 943.13(5).
7. Pass a pre-employment medical examination as scheduled by the City based on specifications established by the commission, (Fl. Statute § 943.13(6)), including but not limited to:
 - Hearing test
 - All applicants must have a least 20/40 vision in each eye with correction and must be binocular and monocular of 20/100 vision in each eye without correction (glasses or contacts). Depth and color perception must be within normal limits.
 - Urinalysis to screen for the use of controlled substances or evidence thereof. Florida Administrative. Code (FAC) Rules 11B-27.
 - Psychological evaluation.
8. Have a good moral character as determined by a background investigation under procedures established by CJSTC Fl. Statute § 943.13(7) and FAC 11B-27.

9. Execute and submit to the employing agency an affidavit-of-applicant form, adopted by the commission, attesting compliance with subsections (1) – (7) of Fl. Statute 943.13. Fl. Statute § 943.13(8).
10. Not have been convicted of any felony or misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of any felony or misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. Notwithstanding this subsection, any person who has pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for employment or appointment as an officer. Fl. Statute. § 943.13(4).
11. Successfully complete background investigation Fl. Statute. § 943.13(7) and FAC 11B-27.
12. Have a valid driver's license with a good driving record as determined by the City of Miami Beach, obtain a valid Florida driver's license prior to appointment and maintain it throughout employment without any restrictions affecting job performance.

THE APPLICATION AND SCREENING PROCESS

The application and screening process is comprised of a number of steps, each designed to measure factors essential to the performance of police officer duties.

- Application Process
 - Assessment of candidate's eligibility
- Testing Process
 - Oral Interview
 - Written Exercise
 - Physical Agility Test (PAT)
- Comprehensive background investigation, including but not limited to:
 - Pre-employment medical screening
 - Psychological evaluation
 - Truth verification evaluation

Applicants are required to submit an application packet, with all required and supporting documentation. Incomplete applications will not be considered.

Required documentation:

- Miami Beach [online employment application](http://web.miamibeachfl.gov/hr/jobs.aspx) (paper submissions will not be considered). Detailed instructions on creating and submitting an online application are available at <http://web.miamibeachfl.gov/hr/jobs.aspx>
- City of Miami Beach Applicant Agreement to Urinalysis and Other Selection Process for Police Officer
 - To download the Agreement, go to the official job announcement for Police Officer posted on the City of Miami Beach website, scroll to the Minimum Requirements section, and click on Agreement to Urinalysis hyperlink.

Required supporting documentation:

- Proof of passing the Florida State Officer Certification Examination:
 - Certificate of Completion from Criminal Justice Standards and Training Commission (CJSTC); **or**
 - Certificate of Completion of Cross Over Training; **or**
 - Certificate of Completion of Equivalency of Training and an Equivalency of Training Proficiency Demonstration; **or**
 - Documentation verifying current enrollment in a Basic Law Enforcement Training Academy
- Proof of age
- Proof of U.S. citizenship or proof of application for U.S. citizenship
- Proof of post-secondary education
- Proof of valid drivers' license
- Proof of military service (**if** claiming Veteran's Preference, must include a copy of DD214 form or other supporting documentation)
- Proof for bonus points claimed

Proof of age and citizenship:

Applicants must be 21 years old at the time of application.

At the time of appointment, an applicant must be a citizen of the United States (**Note:** for these purposes, appointment is defined as the date of hire by the City of Miami Beach Police Department.) Applicants who have not attained citizenship by the time their background investigation is started may be put on hold until they are citizens or their eligibility expires, whichever occurs first. Verification must be accomplished in accordance with FAC 11B-27:

- Birth Certificate; or
- Court documentation attesting to birth in the absence of a record; or
- Current valid U.S. passport that indicates U.S. Citizenship and date of birth; or
- For naturalized citizens: age on the Certificate of Naturalization from the Department of Immigration and Naturalization (U.S. Citizenship and Immigration Services); or
- Report of Birth Abroad of a Citizen of the United States issued by a consular office.

NOTE: Puerto Rican birth certificates issued prior to July 1, 2010, can no longer be accepted as proof of U.S. citizenship.

Proof of post-secondary education:

Applicants must have a bachelor's degree; three years active military service with an Honorable Discharge; or sixty (60) college credits and three years of full-time Florida Law Enforcement experience.

- Post-secondary degree must be conferred by an accredited institution.
- For individuals who have completed a foreign degree, an official translation must be submitted with the transcript.

Proof of military status (*if claiming veteran's preference*):

Applicants must not have received a dishonorable discharge or less than honorable from any of the Armed Forces of the United States. Verification must be accomplished under FAC 11B-27 by:

- Current military identification; and
- Appropriate military records verifying that the individual was not dishonorably discharged (e.g., most recently issued DD214).

Bonus points will be awarded as follows:

- Current City of Miami Beach employee and in good standing. (2 bonus points)
 - Copy of City employee ID required
- Current City of Miami Beach resident. (1 bonus point)
 - Copy of a government issued ID which contains the address
- Current City of Miami Beach Reserve Officer (5 bonus points)
 - Copy of City reserve officer ID required
- Emergency Medical Technician and/or National Registry Emergency Medical Technician certification (1 bonus point)
 - Copy of State of Florida Certification or NREMT License
- Master's Degree or higher from an accredited college or university (5 bonus points)

To be awarded bonus points for education you must submit a copy of the transcript that reflect that a degree was awarded. If you earned a degree outside of the U.S., please submit an official translation of your transcript reflecting that it is the equivalent of a U.S. university/college degree.

How to submit required documentation:

All required and supporting documentation must be submitted at the time of application by attaching to the online application (pdf, doc, or docx formats only).

You may come to the Human Resources Department (HR), if you need assistance. If you choose this option, please adhere to the following:

- Create online profile: <http://web.miamibeachfl.gov/hr/jobs.aspx> - Applicant Login - Create Your Account Here;
- Create online application and complete all required sections;
- Save work in progress, do not submit;
- Come to the HR Department with the documents you need to attach, Monday through Friday, 8:30 am – 5:00 pm, except holidays:

City of Miami Beach City Hall, 3rd Floor
1700 Convention Center Drive
Miami Beach, FL 33139
305-673-7524

- An HR representative will scan the documents for you;
- At that time, you may submit application using one of the computers located in the HR Lobby, and an HR representative will immediately attach scanned documents to your application.

DO NOT SUBMIT YOUR APPLICATION WITHOUT ATTACHMENTS. APPLICATIONS SUBMITTED WITHOUT REQUIRED DOCUMENTATION WILL BE DEEMED INCOMPLETE AND NOT CONSIDERED.

Withdrawal during application process:

If an applicant wishes to withdraw his/her application at any point during the process, the applicant must notify the Human Resources Department in writing:

City of Miami Beach
Human Resources Department
1700 Convention Center Drive
3rd floor
Miami Beach, FL 33139

Failure to follow the outlined procedure for withdrawing the application from the process will result in an applicant's disqualification from eligibility for employment for two (2) years.

Changes in candidate's contact information:

A change of address, telephone number(s), or any other contact information, must be updated in a timely fashion by logging into the online account created at the time of application and going to 'My Account' section.

Upon commencement of the background investigation, any changes in contact information must also be submitted in writing to:

Miami Beach Police Department
Attn: Backgrounds Unit
1100 Washington Avenue
Miami Beach, FL 33139

This notification must be signed by the applicant and include:

- Applicant's full name as given on the application
- Last four digits of applicant's Social Security Number
- Applicant's new address and/or new telephone number(s)

THE TESTING PROCESS

ORAL INTERVIEW:

All qualified applicants will be required to undergo an oral interview in front of an interview panel selected by the City of Miami Beach. The passing score for the oral interview will be 70%. The dates for the oral interviews and additional information will be provided to you at a future date.

WRITTEN EXERCISE:

Applicants who successfully pass the oral interview will be invited to participate in a written exercise. Details regarding the written exercise and instructions will be provided on the day of the exercise. The written exercise is a pass or fail exercise.

PHYSICAL ABILITY TEST:

All eligible applicants will be informed by their Background Investigator when to take and submit the PAT results. **DO NOT TAKE THE PAT OR SUBMIT RESULTS PRIOR TO BEING ADVISED BY YOUR BACKGROUND INVESTIGATOR.**

Once provided the PAT information by the Background Investigator, eligible applicants need to take the following PAT:

The PAT is administered by Miami-Dade College (MDC) North Campus, School of Justice, 11380 NW 27th Ave, Suite 8324, Miami, Florida 33167-3495; 305-237-1476 or 305-237-1722. **PAT results from another organization will not be accepted.**

Additional information regarding the PAT may be found at:

<http://www.mdc.edu/main/justice/Assessment/physical-abilities.aspx>.

COMPREHENSIVE BACKGROUND INVESTIGATION

During the screening process, the City will contact applicants by mail, e-mail or telephone. If the City is unable to contact an applicant, the applicant may be disqualified from continuing through the process. Due to the complex nature of the recruitment/selection processes, failure to follow instructions, meet deadlines, respond to a request for contact within 24 hours, or keep appointments may result in disqualification.

Criminal charges/arrests:

Arrests by themselves are not automatic disqualifying factors; however, the circumstances will be investigated and evaluated. Applicants must disclose all prior arrests or other involvement with the criminal justice system whether as an arrested person, a victim, or a witness for the prosecution or defense.

Applicants must disclose all arrests notwithstanding the fact that their records have been sealed, expunged or otherwise closed to public inspection.

Applicants will be disqualified if they have been found guilty of, or have pled guilty or nolo contendere to any of the following classes of offenses, notwithstanding suspension of sentence or withholding of adjudication.

- Any felony;
- Any misdemeanor or crime against the United States designated as a misdemeanor, or any offense in any other state, territory or county which would be a misdemeanor if committed in this State, when such misdemeanor involves:
 - Violence, including abuse or neglect of children, aged or incompetent persons;
 - Domestic violence;
 - Perjury or falsification, including making false crime reports or falsification of official documents;
 - DUI/BUI conviction within the last ten (10) years; or
 - Any violation enumerated in Florida Administrative Code 11B-27.0011, Moral Character.
 - Any offense involving violations of the civil rights of any person under the Constitution or laws of the United States or any state.

Truth Verification Examination:

Applicants are required to take a truth verification examination. Failure to pass a truth verification examination may be grounds for immediate disqualification.

Termination by another law enforcement agency:

Any applicant who has been terminated for cause by any law enforcement agency or has resigned in lieu of termination by any law enforcement agency will be disqualified, unless they have been exonerated through a review process or the circumstances have been resolved to the satisfaction of the City of Miami Beach Chief of Police, at his sole discretion.

Driving history:

The totality of the applicant's driving history may result in disqualification. The applicant's driving history will be evaluated to determine any pattern of poor driving behavior, recent experience and seriousness of the violations, regardless of the withholding of adjudication by a judge or magistrate.

Substance use, abuse or misuse:

Applicants indicating a pattern or lifestyle of narcotics, alcohol or other substance abuse in past or present behavior will be disqualified.

Omissions or falsifications:

Any falsification or deliberate omission of information on the Personal History Questionnaire (PHQ) or any other questionnaire, statement or document submitted by an applicant during any phase of the hiring process will result in disqualification. When in doubt, disclose.

Military discharge:

A dishonorable discharge from military service will result in an automatic disqualification. A discharge of less than Honorable or with conditions may also result in disqualification. For those claiming veteran's preference, veteran's points are only provided to those with an Honorable discharge.

Appointments:

Failure to keep scheduled appointments without reasonable justification will result in disqualification. The Backgrounds Unit Supervisor will determine reasonable justification.

Moral character:

Fl. Statute. §943 empowers the Criminal Justice Standards and Training Commission (CJSTC) to establish guidelines for determining good moral character. CJSTC Chapter 11B-27 shall be used as a reference in determining an applicant's moral character. Circumstances will be evaluated on an individual basis. Any certified applicant, who has committed a violation of Chapter 11B-27, after certification was issued, will be disqualified.

Other factors:

Other factors (including, but not limited to, work history, and credit history) will be evaluated. Applicants may be disqualified, based on the underlying facts and circumstances.

Psychological evaluation:

The psychological evaluation is designed to determine a candidate's suitability to perform the duties of a police officer.

The psychological evaluation consists of a series of self-administered questionnaires and an individual clinical interview. Any omission, falsification, or misrepresentation during any psychological evaluation will result in disqualification. When in doubt, disclose.

Pre-employment physical:

Applicants must qualify on a job-related pre-employment medical examination based on specifications from the CJSTC (Fl. Statute § 943.13(6)). The pre-employment physical is conducted by a physician and includes assessment in areas such as:

- Hearing
- Blood pressure
- Resting pulse
- Resting respiratory rate
- Corrected and uncorrected visual acuity
- Color and depth perception
- Night vision
- Estimated field of vision
- Head, eyes, ears, nose, throat, neck and thyroid gland
- Thorax and lungs
- Heart
- Abdomen
- Skin
- Neurologic
- Spine
- Extremities
- Mental status
- Electrocardiogram
- Urinalysis
- Complete blood count
- Blood chemistry pane
- Tuberculosis skin testing

Any omissions, falsifications, or misrepresentation during the medical history questionnaire and evaluation will result in disqualification of the applicant. If there are any subsequent changes in status of any medical condition(s) preceding the date of hire, you must immediately report it to the Human Resources Department and the Police Department Background Investigations Unit.

Disqualification:

Criteria stated in the City of Miami Beach's Standard Operating Procedure for background investigations for Police/Detention Officer applicants will be used to evaluate an applicant's suitability for employment as a police officer with the City of Miami Beach. The Chief of Police or his/her designee and the Director of the Human Resources Department or his/her designee have the sole discretion to review and approve or disqualify an applicant.

Applicants who are disqualified are ineligible to reapply for employment as a police officer for one (1) year.

Referral Process

Applicants who meet the minimum requirements and submit a complete application, including all required documentation, will be invited to participate in an Oral Interview. If the applicant obtains a passing score on the Oral Interview they will be invited to complete a Written Exercise.

Bonus and Veteran's Preference points (if applicable) will be awarded to applicants who achieve a passing score on the Oral Interview (passing score for the Oral Examination is 70%).

The Written Exercise is a pass or fail exercise. If an applicant fails the Written Exercise, they will not be allowed to continue in the process.

Conditional offers of employment will be extended and determined by the candidate's oral interview score. Candidates who are given a conditional offer of employment will then proceed to the background investigation.

Tie-breakers will be broken first by the oral interview score, including veteran points and then by the date of application.

Good luck!

Revised: 08/30/2019