



**APPLICANT INFORMATION HANDBOOK**  
**POLICE OFFICER CANDIDATE**  
**RECRUITMENT (#01454)**

**WELCOME**

The City of Miami Beach is an equal opportunity, drug free employer and does not discriminate on the basis of race, sex, condition related to sex (pregnancy), color, religion, national origin, age, genetic information, disability, marital status, familial status, 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 this training opportunity to become a certified 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; a sign language interpreter; 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 SUCCESS AS YOU PROGRESS THROUGH OUR APPLICATION AND SELECTION PROCESS.**

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## INTRODUCTION

The Miami Beach Police Department is a fully accredited law enforcement agency, devoted to pursuing every opportunity and meeting challenges as part of its ongoing 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 Candidate applicants interested in pursuing a career in law enforcement. In it, the City provides an orientation to the training and the application and screening processes. Adequate preparation will improve your chances of qualifying on the tests to become a Police Officer Candidate. Successful candidates will be employed as a Police Officer with the City of Miami Beach.

Through the application and background processes candidates will be required to provide a series of documents to support their eligibility to participate. All documents required with the application must be in English or be accompanied by a certified English translation. **There are no exceptions to this requirement.**

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

## **TRAINING OUTCOME**

Candidates who successfully meet all requirements set forth in this document will be given the opportunity to enter into a training and employment contract with the City of Miami Beach to attend the School of Justice, Basic Law Enforcement Training Program at Miami Dade College. Candidates will attend the training on a part-time basis for approximately nine months. The costs, including but not limited to, tuition, books, fees, uniforms, equipment and all other costs directly associated with attendance and participation in the Basic Law Enforcement Training Program will be paid by the City of Miami Beach. In the event the candidate is required to purchase/pay for any costs associated with the attendance and participation, the City will reimburse the candidate.

Payment/Reimbursement of the academy's cost is delineated in the training and employment contract the applicant will enter into with the City of Miami Beach.

## **THE ACADEMY**

Classes are held on:

- Monday through Friday 6:00 p.m. to 10:00 p.m.  
(Schedule is subject to change during the firearm's module of instruction.)

Detailed information can be obtained by contacting The Assessment Center, Miami-Dade College, North Campus – Building 8000, Room 8324 or at 305.237.1476.

Information is also available by sending an email to [nac@mdc.edu](mailto:nac@mdc.edu) or visiting [http://www.mdc.edu/main/justice/training/law\\_enforcement.aspx](http://www.mdc.edu/main/justice/training/law_enforcement.aspx)

## **AFTER THE ACADEMY**

Upon successful completion of the Academy, the candidate is required to pass the State Officer Certification Examination (SOCE).

If the candidate successfully passes the academy and the SOCE, and a comprehensive background update, the candidate will be appointed to a full-time probationary Police Officer position.

## **Police Officer Candidate Illustration of Duties:**

- Attends and participates in all lectures, demonstrations, applications, formations, inspections, examinations, and any other gatherings conducted as a part of Basic Law Enforcement Courses or remedial training at the Criminal Justice Standards and Training Commission (CJSTC) certified training center at Miami-Dade College.
- Studies, comprehends, retains, and successfully demonstrates knowledge and skills acquired from all lectures, texts, material, data, and any other sources of information on subjects at the institute.
- Successfully demonstrates proficiency in designated high liability areas.
- Maintains a healthy physical condition and demonstrates the skills necessary to complete the training program successfully.
- Adapts and adheres to the conduct and attitudes required by training advisors, instructors, and administrators of the basic recruit training programs at the CJSTC certified training center at Miami-Dade College.
- Complies with the attire requirements designated in the institutes Trainee Orientation Manual.
- Performs and submits related work as required.

## **QUALIFICATIONS AND SPECIAL REQUIREMENTS**

The State of Florida's Department of Law Enforcement CJSTC mandates the qualifications required to be a Police Officer. This recruitment is designed to attract individuals interested in the City of Miami Beach's Police Officer Candidate training opportunity and subsequent employment.

### **To qualify for the Police Officer Candidate training opportunity, applicants must:**

1. Be at least 21 years of age at time of application.
2. Obtain a Bachelor's degree by time of hire.
3. Three (3) years active duty Military Service with an Honorable Discharge at time of application will be considered for those candidates who do not have a Bachelor's Degree.
4. Be a United States citizen prior to selection for training.
5. Not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or received a dishonorable discharge from any of the Armed Forces of the United States. As of July 1, 1981, any person who had plead guilty or nolo contendere, or has been found guilty of any felony or misdemeanor involving perjury or false statement is not eligible for this career development opportunity, 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.
6. Submit to a fingerprint based criminal background check through FDLE and the Federal Bureau of Investigations (FBI).
7. Pass a pre-training medical examination as scheduled by the City:
  - 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 illegal drugs and controlled substances or evidence thereof. Florida Administrative Code (FAC) Rules.
  - Psychological evaluation.
8. Have a good moral character as determined by a background investigation under procedures established by the CJSTC.
9. 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 entering the academy and, if successful, 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 Examination
- Conditional Training Offer
- Comprehensive background investigation, including but not limited to:
  - Pre-training 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 Processes for Police Officer Trainees
  - To download the Agreement, go to the official job announcement for Police Officer Trainee 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 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 their DD214 form*)
- Proof for bonus points claimed

**Proof of age and citizenship:**

Applicant must be a minimum of 21 years of at the time of application.

Applicants must either be a United States citizen, or applied for citizenship by the time of application. Applicants who have not attained citizenship by the time their background investigation process is started may be put on hold until they receive documentation of their citizenship 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 at time of hire as approved by the City of Miami Beach Personnel Board.

- Post-secondary degree must be confirmed by an accredited institution recognized by FDLE CJST for details see form CJSTC 63 available at the FDLE web page identified below: <https://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>.
- For individuals who have completed a degree from a foreign university, a certified translation must be submitted with the transcript and certification of equivalency.

**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 Florida Administrative Code (FAC 11B-27) by:

- Providing a current military identification; AND
- Providing 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
  
- Emergency Medical Technician and/or National Registry Emergency Medical Technician (NREMT) 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 reflects that a degree was awarded. If you earned a degree outside of the U.S., submit a certified translation of your transcript and certification of equivalency reflecting that it is the equivalent of a U.S. degree.

**How to submit required documentation:**

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

If you need assistance attaching documents, City of Miami Beach's Human Resources Department (HR) staff is available to guide you through the process. 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, 3<sup>rd</sup> 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 your application using one of the computers located in the HR Lobby, and an HR representative will help you 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  
3<sup>rd</sup> floor  
Miami Beach, FL 33139

Upon commencement of the background investigation, the candidate must notify both the background investigator and the Human Resources Department. By following the withdrawal procedure, applicants may reapply for the following recruitment since they will not be disqualified.

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.

Candidates will be ranked based on the oral interview score. After extension of a conditional training opportunity candidates will proceed to the background investigation.

Good luck!

**Questions regarding this process can be directed to the Miami Beach Police Department's Background Investigation and Recruitment Unit at [MBPDRECRUITMENT@MIAMIBEACHFL.GOV](mailto:MBPDRECRUITMENT@MIAMIBEACHFL.GOV) or via telephone at 305.673.7909.**

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