

PALM BAY POLICE DEPARTMENT



Police Officer/Non-Certified Recruitment

The City of Palm Bay Police Officer holds a highly responsible position that involves networking with the community and the protection of life and property. This is accomplished through patrol work, criminal investigation, community policing and enforcement of the laws of the State of Florida and the City of Palm Bay Ordinances.

We welcome your interest in joining our department. This recruitment package will:

- Provide important information about our selection procedures
- Help you determine whether you wish to continue in our selection process.

The recruitment package includes:

- Candidate Checklist pg. 4 & 5
- Employment Standards pg. 6 - 8
- Benefits pg. 9 & 10

THE CITY OF PALM BAY IS ACCEPTING APPLICATIONS FOR POLICE OFFICER

**City of Palm Bay
120 Malabar Road, SE
Palm Bay, FL 32907
TEL: 321-952-3421
FAX: 321-733-3001**

**IN ADDITION TO CITY OF PALM BAY ASSESSMENTS, ALL POLICE OFFICER
APPLICANTS SHOULD CONTACT THE BREVARD POLICE TESTING CENTER AT**

**3865 NORTH WICKHAM ROAD
MELBOURNE, FLORIDA 32935-2310
PHONE: 321-433-5638
E-MAIL: www.brevardcc.edu/policetesting**

- **FLORIDA CERTIFIED OFFICERS** who have not been processed through the Brevard Police Testing Center should contact them at 321-433-5638 e-mail: www.brevardcc.edu/policetesting. *Individuals who were previously processed through Brevard Police Testing* are encouraged to contact them to ensure that your file is up to date and meets their requirements.



- **OUT-OF-STATE CERTIFIED LAW ENFORCEMENT OFFICERS OR FEDERAL OFFICERS OR FLORIDA OFFICERS INACTIVE FOR 4 OR MORE YEARS** are required to submit the information necessary to determine eligibility for Florida certification. To request an exemption from basic recruit training, telephone:

**Criminal Justice Professionalism Program
Certification/Records Section
850-410-8600**

Ask for an Equivalency of Training for Out of State/Federal Officer Information Package.

The City of Palm Bay does not determine a person's eligibility.

In Brevard County, the Brevard Police Testing Center is authorized to collect documents for evaluation. They will then submit for approval a completed Equivalency of Training Out of State and Federal Officers Form to the Florida Department of Law Enforcement (FDLE). FDLE will make a final determination of topic areas and training hours required for Florida certification. The Testing Center will explain required paperwork and/or ancillary cost for this process.

If you have questions concerning the City of Palm Bay hiring process, contact Human Resources at 321-952-3421. If you have questions concerning the certification process, call the Police Department at 321-952-3465. We will be happy to guide you through the process.

SELECTION PROCESS

I. Minimum Requirements for Employment as a Law Enforcement Officer under Section 943, Florida Statutes.

1. Be at least 19 years of age.
2. Be a citizen of the United States.
3. Be a high school graduate or its equivalent.
4. Not have been convicted of any felony or of a misdemeanor involving perjury or false statement. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of a felony or of a misdemeanor involving perjury or a false statement shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding adjudication.
5. Never have received a dishonorable discharge from any of the Armed Forces of the United States.
6. Have been fingerprinted by the employing agency with prints processed by the FDLE and FBI.
7. Have a good moral character.
8. Successfully pass a background investigation, to include drug testing.
9. Successfully complete the Florida Basic Recruit Training Program for the respective discipline, or equivalent.
10. Achieve a passing score on the State Officer Certification Examination.
11. Complied with mandatory retraining for continuing training or education requirements.



**II. Employment Process for a Florida Police Officer holding active Certification:
Steps 1-8**

**Employment Process for a Non Certified Recruit Trainee; Cross-over; Florida certified
with inactive Certification greater than four (4) years; or Out-of-State Applicant:
Steps 1-9**

(Please note, must successfully pass each step before advancing to the next step)

1. Successfully pass B-PAD, an interactive video assessment.
2. Successfully pass oral interviews.
3. Complete an extensive background investigation.
4. Submit to a polygraph examination with no issues of deception, falsification, or admissions that would violate department employment standards.
5. Pass a psychological evaluation.
6. Pass a medical examination including drug screening.
7. Complete testing with the Brevard Police Testing Program.
8. Successfully complete State Mandated Training [Basic Academy, Cross-Over or Equivalency Training.
9. Successfully pass the State of Florida LEO Examination.

“BUILDING PARTNERSHIPS FOR A SAFER COMMUNITY”

The City of Palm Bay is an Equal Employment Opportunity Employer and will consider applicants without regard to age, sex, color, race, religion, national origin or physical handicap as prescribed by Federal and State Laws.

PALM BAY POLICE DEPARTMENT



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CITY OF PALM BAY POLICE DEPARTMENT

This form is for your use only. It is not to be submitted to the City.

EQUAL OPPORTUNITY EMPLOYER

The City of Palm Bay does not discriminate based on age, race, religion, color, gender, national origin or disability.

Police Officer applicants will be asked questions directly related to the Palm Bay Police Department's employment standards. You are encouraged to review this questionnaire. It will assist you, the candidate in determining your eligibility. At a later date, a background packet will be required to provide detailed explanations.

ACADEMY RECORD:

1. Yes No Have you completed the testing process with the Brevard Police Testing Center?

GENERAL QUESTIONS: (You must be able to answer "Yes" to questions 2-4)

2. Yes No Are you at least 19 years of age?
3. Yes No Are you a United States citizen?
4. Yes No Do you possess a high school diploma or GED?

DRIVING HISTORY:

5. Yes No Has your driver's license been suspended or revoked in the past 3 years for any reason?
6. Yes No Have you received more than 3 moving traffic violations within the last 3 years?
7. Yes No Have you been charged and found at fault in more than 2 traffic accidents within the last 3 years?
8. Yes No Have you been convicted of voluntary or involuntary manslaughter resulting from the operation of a motor vehicle in the past 5 years?
9. Yes No Have you been convicted in the past 5 years for failing to stop and render aid [as required under state and federal law] in the event of a motor vehicle accident resulting in the death or injury of another?
10. Yes No Have you been convicted in the past 5 years of driving a motor vehicle or being in actual physical control while having unlawful blood alcohol level or while under the influence of alcoholic beverages or any substances controlled under any state or federal law?
11. Yes No Have you been convicted in the past 5 years of attempting to elude police?

CRIMINAL HISTORY:

12. Yes No Have you ever been involved in the sale, delivery, manufacture, and/or trafficking of any illegal drugs?
13. Yes No Have you possessed any illegal drugs in the past 5 years?
14. Yes No Do you have any criminal wants or warrants pending?
15. Yes No Have you ever been involved in any serious undetected crimes [felony or misdemeanor]? This includes theft from an employer.
16. Yes No Have you ever been convicted of a felony?
17. Yes No Have you ever committed a serious crime [felony or misdemeanor] whether detected or not? This includes theft from an employer.
18. Yes No Have you been convicted of the following crimes within the past 3 years?

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Florida Statutes

316.193.1	Fleeing and attempting to elude officer
409.325.1	Public assistance fraud
784.048	Stalking
790.27	Possession of sale of a firearm with altered serial number
796.07	Prostitution or Lewdness
800.02	Unnatural or Lascivious act
800.03	Exposure of a Sexual Organ
806.101	False Report of a Crime
817.49	False report of a crime
817.235	Removal or altering property identification marks
817.563(2)	Sale or counterfeit controlled substances
817.565	Fraudulent urine drug test
827.04(s)(3)	Child abuse
831.30	Prescription Fraud
831.31(1)(6)	Manufacture of counterfeit controlled substances
837.012	Perjury, not in official proceeding
812.015	Retail theft
837.05	False report to Law Enforcement
837.06	False official statements
843.02	Resisting an officer without violence
843.03	Obstruction by disguised person
843.06	Refusal to aid law enforcement officer
847.01(1)(2)	Pornography Offenses
843.085	Unlawful use of police badge
914.22	Witness tampering



PALM BAY POLICE DEPARTMENT CERTIFIED OFFICER EMPLOYMENT STANDARDS

AGE

Applicant must be at least 19 years old.

CITIZENSHIP

Applicant must be a citizen of the United States.

EDUCATION

Applicant must possess a high school diploma or equivalent.

WORK HISTORY

Applicant must have a stable work history free from a pattern of disciplinary actions, suspensions, terminations or resignations. Terminations for cause will be reviewed on a case-by-case basis and may result in disqualification.

MILITARY SERVICE RECORD

If a Veteran, applicant must possess an Honorable Discharge or General Discharge under Honorable Conditions from any of the Armed Forces of the United States. A dishonorable discharge is not acceptable.

DRIVER'S LICENSE

Applicant must possess a valid Florida Driver's License prior to employment and have an acceptable driving record.

DRIVING RECORD

Applicant will be disqualified for traffic convictions under any of the following conditions:

1. One conviction within five years prior to the date of application, for:

- ❖ Voluntary or involuntary manslaughter resulting from the operation of a motor vehicle; **OR**
- ❖ Failing to stop and render aid [as required under state and federal law], in the event a motor vehicle accident resulting in the death or injury of another; **OR**
- ❖ Driving a motor vehicle or being in actual physical control while having unlawful blood alcohol level or while under the influence of alcoholic beverages or any substances controlled under any state or federal law; **OR**
- ❖ Attempting to elude police.

2. One conviction within three years prior to the date of application, for:

- ❖ Driving a motor vehicle driver's license is suspended or revoked for reasons other than financial responsibility;
- ❖ Reckless driving

3. No more than three moving traffic convictions within three years of date of application, consideration is on a case-by-case basis.

4. A chargeable accident within three years of date of application will be considered on a case-by-case basis.

5. Traffic conviction record, with points accumulated resulting in the suspension of a driver license within three years of the date of application.

6. Suspended or revoked driver's license for one of the following reasons within one year prior to the date of application.

- ❖ Failure to attend court ordered driving school; **OR**
- ❖ Failure to pay two or more traffic fines. The circumstances resulting in the non-payment of only one traffic fine will be evaluated on an individual basis and may not disqualify the applicant; **OR**
- ❖ Financial responsibility (insurance cancellation, etc) will be evaluated on an individual basis and may or may not disqualify an applicant.
- ❖ Failure to submit to a chemical test for intoxication may disqualify the applicant upon review. (Convictions by City definition will include a plea of "no contest," or a judicial decision to withhold adjudication. Cases listed beyond time frame will be considered on a case-by-case basis.)

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CRIMINAL CONDUCT

Applicants will be disqualified if:

1. Applicant has been convicted of a felony crime; OR
2. Applicant has been convicted of any crime, as listed in Section A, within 3 years* of the date of application; OR
3. Applicant has been convicted of ANY offense, which can be considered domestic violence; OR
4. Applicant committed a felony crime within 5 years of the date of application; OR
5. Applicant committed a misdemeanor crime within 3 years*of the date of application, which will be handled on a case-by-case basis.

- Misdemeanor (FS 775.08) shall mean any criminal offense that is punishable under laws of this state, or that would be punishable if committed in this state, by a term of imprisonment in a county correctional facility, except an extended term, not in excess of 1 year. Per F.S. 775.083, a misdemeanor fine shall not exceed \$1,000.
- Felony (F.S. 775.08) shall mean any criminal offense that is punishable under the laws of this state, or that would be punishable if committed in this state, by death or imprisonment in a state penitentiary. A person shall be imprisoned in the state penitentiary for each sentence which, except an extended term, exceeds on year.

(*Applicant will be disqualified if convicted any time of crimes or perjury, lascivious acts/exposure of sexual organs/prostitution, stalking and manufacturing and/or sale /delivery of drugs.)

SECTION A

409.325	Public assistance fraud
784.048	Stalking
790.27	Possession of sale of a firearm with altered serial number
796.07	Prostitution or Lewdness
800.02	Unnatural or Lascivious act
800.03	Exposure of Sexual Organs
806.101	False report of a fire
817.49	False report of a crime
817.235	Removal or altering property identification marks
817.563(2)	Sale or counterfeit controlled substances
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837.012	Perjury, not in official proceeding
812.015	Retail theft
837.05	False report to Law Enforcement
837.06	False official statements
843.02	Resisting an officer without violence
843.03	Obstruction by disguised person
843.06	Refusal to aid law enforcement officer
847.01(1)(2)	Pornography offenses
843.085	Unlawful use of police badge
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DRUG USE

Applicant will be disqualified if they have been involved with drugs under any of the following conditions:

1. Any more than occasional past use of marijuana, and not within three years of the date of application.
2. Any more than experimental past use of cocaine, and not within five years of the date of application.
3. The manufacture or trafficking of any illegal drug substances.
4. Any more than isolated past experiences with amphetamines, barbiturates, inhalants, or designer drugs such as GHB, Rohypnol (Roofies), Ecstasy, Special K (Ketamine), etc., or abuse of any prescription drugs, and not within three years of application.
5. Any more than one cycle of steroids, and not within three years of application.
6. Any past use of heroin or hallucinogens such as LSD, PCP, Ice, Mescaline, Psilocybin (mushrooms), etc.
7. Past sale(s) for profit of any illicit or illegal drug. Delivery not for profit may be cause for disqualification.
8. Any use of illicit or illegal narcotics after having been employed by a police or corrections agency, or in police or corrections capacity (including Military Police Officers).
9. Any use or abuse of any illegal or prescription drug, not specifically identified in this section, may be cause for disqualification.

PLEASE NOTE:

FALSE INFORMATION

An applicant will be disqualified if they have knowingly presented false oral or written information during their consideration for employment. False information detected after employment will be grounds for dismissal.

B-PAD EXAMINATION

Law Enforcement applicants must pass the B-Pad examination as specified by the City of Palm Bay.

BACKGROUND INVESTIGATION

Applicant must complete a background investigation and produce job-relevant information about past behavior, education, performance, and other critical factors that are important in the overall selection process. Candidates are required to produce past performance evaluations and discipline records. Failure to provide agency with requested information and to meet deadlines and appointments may result in application disqualification.

INTERVIEW

Applicant must complete requisite interview(s).

POLYGRAPHY EXAMINATION

Applicant must submit to a polygraph examination and satisfactorily explain any deceptions noted by the examiner.

PSYCHOLOGICAL EXAMINATIONS

Applicant must receive an acceptable psychological evaluation administered by a licensed Psychologist.

MEDICAL EXAMINATION AND DRUG TEST

Applicant must pass a medical examination and drug test as determined by the City of Palm Bay.

CHARACTER

Applicant must demonstrate good moral character with respect to sobriety, maturity, responsibility, loyalty, trustworthiness, reliability, discretion and associations. These characteristics must also be demonstrated during the hiring process.



COMMUNITY PROFILE & BENEFITS

Palm Bay is approximately 80 square miles with a current population of over 100,000. It is recognized as one of the fastest growing communities in the Central Florida area. Geographically, Palm Bay is located on Florida's East Coast, approximately 50 miles south of the Kennedy Space Center, easily accessible from anywhere in Florida by a network of major highways and by two major airports.

We are a professional law enforcement organization that practices proactive, *community-oriented policing*.

We are committed to serving our community. *"United in a spirit of teamwork, the Palm Bay Police Department will be an open, friendly, and community-minded organization devoted to quality public service, unyielding in purpose, and dedicated to live by values reflecting a genuine desire to care for the safety and well-being of the public."*

The Palm Bay Police Department is actively recruiting "team members" who will contribute to achieving our vision.

Career Opportunities

Following a 12-month probationary period of active duty, including the successful completion of the Field Training Program, eligible officers shall be afforded the opportunity to compete for vacancies in the following areas:

- Criminal Investigations
- Special Investigations
- Traffic Unit [Cars/Motorcycles]
- Underwater Recovery Team
- Emergency Response Team
- Field Training Officer Program
- K-9 Program
- Neighborhood Policing Unit
- Crisis Negotiations Team
- School Resource Officer Program

Benefits

- **Health Insurance-** Core benefits and cafeteria plan benefits are effective the first of the month after 90 days from the date of hire.
- **Major Health Insurance-** Choice of PPO Plan or HMO Plan.
- **Short Term Disability** (off the job injury or illness) - Optional, may be purchased through Cafeteria Plan.
- **Long Term Disability-** No cost to employee - Benefits begin after six (6) months of continuous disability to age 70.
- **Life Insurance-** No cost to employee- Group Term Life and AD&D plus additional line of duty death benefits pursuant to FS 112.19. Additional life insurance may be purchased through Cafeteria Plan.
- **Cafeteria Plan-** City provides credits to be used to purchase optional benefits.
- **Vision-** Optional under contract; may be purchased through Cafeteria Plan.
- **Dental Insurance-** May be purchased through Cafeteria Plan. Single/Family Prepaid, Indemnity or PPO Plans provided.

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• Vacation-	<u>Years of Service</u>	<u>Hours/Month</u>	<u>Hours/Year</u>
	00-05	8	96
	06-10	10	120
	11-15	12	144
	16+	14	168

- **Sick**-8 hours per month.
- **Holidays**- 12 per year
- **Probationary Period**-12 months inclusive of the Field Training Programs.
- **Educational Reimbursement**- for approved, job related college or technical courses
100% for Grade of A 80% for Grade of B 60% for Grade of C
- **Academic Achievement**- Can increase an officer's base salary up to \$1,250 annually. An Associate's Degree earns \$500 additional per year; a Bachelor's Degree earns an additional \$750 per year.
- **Outstanding Retirement Program**- 2 ½ % multiplier until 20th year of service; on 20th year anniversary 3% multiplier factored to cover the first 20 years of service; years 20-30 earned at a 4% multiplier. After the third year of retirement, a 3% COLA is given. A DROP PLAN option is available.
- **Deferred Compensation**- 100% employee contribution- offered through ICMA Retirement Group.
- **Work Schedule**-8, 10 or 12 hour daily work schedules.
- **Longevity Bonus**- Up to 7% of base salary at the beginning of the 10th year.
- **All uniforms, equipment, shoes, and duty weapon are provided.**
- Assigned vehicle program.

SALARY

<u>Effective Date</u>	<u>Entry Level</u>	<u>Top of Range</u>
10/01/07	\$35,811	\$57,467

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