

City of Rockledge

Police Department

Employment Application

Applicant: _____ **Date:** _____

AN EQUAL OPPORTUNITY /

APPLICATION FOR EMPLOYMENT

VETERAN'S PREFERENCE EMPLOYER

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

In compliance with the Freedom of Information Act, and existing state law, portions of this application and information contained herein may be considered a matter of public record.

The City of Rockledge prohibits discrimination in hiring on the basis of race, color, religious creed, national origin, sex, age, physical disability, sexual preference, or covered veteran status. No question on this application is intended to secure information to be used for such discrimination.

In the event you feel you have been discriminated against during your application process or at any time you should contact:

Florida Commission on Human Relations
20009 Apalachee Parkway
Suite 200, Oakland Building
Tallahassee, Florida 32301-4857
Phone: (850) 488-7082
Voice Messaging: 1-800-342-8170

or

City of Rockledge Human Resources
1600 Huntington Lane
Rockledge, Florida 32955
Phone: (321) 690-3978

Please return this application to the City of Rockledge, City Hall, 1600 Huntington Lane, Rockledge, FL 32955. If you have any questions, call (321) 690-3988.

An Equal Opportunity Employer

Answer every question on this application. Type or complete in ink. Date: _____

POSITION APPLYING FOR: POLICE OFFICER

PERSONAL INFORMATION

Social

Security No.: _____ Name: _____

FIRST

MIDDLE INITIAL

LAST

Home Telephone Number: _____

Address: _____

Business Telephone Number: _____

NUMBER

STREET

Cell Phone Number: _____

CITY

STATE

ZIP

Email: _____

Any other Name Known as (AKA, Maiden)

Driver License # _____ State: _____

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ANY FALSE OR UNDISCLOSED INFORMATION IN ANY PART OF THE APPLICATION PROCESS WILL RESULT IN AUTOMATIC TERMINATION OF YOUR APPLICATION. THIS INCLUDES, BUT IS NOT LIMITED TO THE FOLLOWING: DRUG USE, ARREST HISTORY, MOTOR VEHICLE HISTORY, WORK HISTORY, PLACE OF RESIDENCE, AND MILITARY SERVICE.

MIMIMUM QUALIFICATIONS (Check all that apply)

- At least 19 years of age on date of employment. ____ YES ____ NO
- A United States citizen. ____ YES ____ NO
- A certified Florida police officer or currently in the police academy. ____ YES ____ NO

If yes to any of the above, attach appropriate documentation (if applicable)

Application Disqualifiers

You are subject to these disqualifiers during the background investigation, including the polygraph:

	YES	NO
Are you currently registered with the selective service? (if required) # _____		
Has your driver license been suspended or revoked for ANY reason other than financial responsibility (case-by-case) in the last 5 years?		
Have you had 4 or more traffic citations in the last 3 years?		
Have you had more than 2 at-fault accidents in the last 3 years?		
Have you been convicted of a Felony?		
Have you been convicted of any misdemeanor involving violence within the last 5 years?		
Have you been convicted of a domestic violence related offense?		
Have you committed any "moral character" crimes? (detected or undetected, as defined in the attached copy of Florida Administrative Code 11B-27.0011)		
Do you have body art that is in violation of the attached Body Art Acknowledgement?		
Have you used any narcotics within the last 5 years? (Cocaine, steroids, prescription pills [illegally], etc...)		
Have you used any cannabis or synthetic cannabis within the last 3 years?		
Have you ever sold or delivered any illegal narcotics?		
Have you had a less than honorable discharge from any branch of the military?		
Have you ever resigned while under investigation, been terminated, or resigned as a result of a sustained internal affairs investigation?		

If you have answered yes to any of the above, your application will not be accepted and will be returned to you.

EDUCATION (List All, Attach Additional sheets if necessary)						
INSTITUTION NAME	ADDRESS	CITY	STATE	MAJOR COURSE OR SUBJECT	CIRCLE LAST YEAR COMPLETED	LIST DEGREE RECEIVED
G.E.D. EQUIVALENCY						
HIGH SCHOOL OR PREPARATORY					1 2 3 4	
COLLEGE					1 2 3 4	
					1 2 3 4	
					1 2 3 4	
GRADUATE WORK					1 2 3 4	

Applicant Questionnaire		YES	NO
If yes to any questions, provide information on a separate sheet			
Have you ever had your name legally changed? (if yes, provide information on a separate sheet)			
If it became necessary in the course of your police duties to lawfully take a human life, would you have any reluctance to do so?			
While in school were you ever suspended or expelled? (if yes, provide information on a separate sheet)			
Have you ever served in any branch of the military (active or reserve)? (if yes, provide information on a separate sheet)			
Have you ever served in any military organization of any foreign government? (if yes, provide information on a separate sheet)			
Were you ever tried, punished, reprimanded, or reduced in rank for any infraction of military rules and regulations? (if yes, provide information on a separate sheet)			
Have you ever been discharged or forced to resign from a place of employment because of misconduct or unsatisfactory service? (if yes, provide information on a separate sheet)			
Have you EVER applied to any other law enforcement agency? (if yes, provide information on a separate sheet [agency, date, rejected or accepted])			
At this time, are you on any employment eligibility list(s)? (if yes, provide information on a separate sheet)			
Are you involved in any clubs, societies, civic or fraternal organizations? (if yes, provide information on a separate sheet)			

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Have you previously applied for the position of Police Officer with the City of Rockledge? (if yes, provide information on a separate sheet)			
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THIS INFORMATION MUST BE ACCURATE AND FULLY REPORTED TO INCLUDE ANY JUVENILE OR EXPUNGED ARRESTS/TRAFFIC VIOLATIONS.

ANY OMISSIONS OR EXCLUSIONS MAY RESULT IN THE TERMINATION OF YOUR APPLICATION. ADDITIONALLY, THESE AREAS WILL BE ADDRESSED AT LENGTH LATER IN THE INTERVIEW AND BACKGROUND PROCESS.

Criminal History

If yes to any questions, provide information on a separate sheet

YES

NO

Have you ever been arrested, detained (excluding civil traffic infractions) or given a court summons?

Have you ever been convicted of any crime in a court of law?

Have you ever had a criminal sentence plea-bargained?

Have you ever had a criminal prosecution deferred?

Have you ever served community service in lieu of a criminal conviction?

Are you currently involved in any civil litigation (lawsuit) of any kind?

Have you ever had any records sealed or expunged?

Are you subject to any pending investigations by local, state, or federal agency or entity for any criminal, civil, or administrative wrongdoing?

Driving History

YES

NO

Can you operate a motor vehicle?

Do you possess a valid driver license?

_____ Class _____ State _____ Exp. _____

Has your driver license ever been suspended, canceled or revoked? (if yes, provide information on a separate sheet to include state, date, pertinent details)

Have you ever been involved in a motor vehicle accident? (if yes, provide information on a separate sheet to include date, location, injuries, fault/charges, final disposition of charges or civil liability)

Have you ever received a traffic citation? (if yes, provide information on a separate sheet to include city/county/state, issuing agency, date, charge(s), final disposition)

Do you have any outstanding unpaid citations or violations? (if yes, provide information on a separate sheet)

EMPLOYMENT RECORD

Provide your employment history beginning with your most recent employer and work back listing ALL previous employers. Include any applicable military and voluntary positions. Use additional sheets of plain paper if you need more space.

May we contact your present employer: Yes _____ No _____

1) Name & Address of Employer: _____

Starting Date: Month _____ Year _____ Ending Date: Month _____ Year _____

Salary: Beginning: _____ Present: _____ Hours per Week: _____

Name and Title of your Supervisor: _____

Reason for leaving: _____

Your present or last job title: _____

Your duties: _____

2) Name & Address of Employer: _____

Starting Date: Month _____ Year _____ Ending Date: Month _____ Year _____

Salary: Beginning: _____ Present: _____ Hours per Week: _____

Name and Title of your Supervisor: _____

Reason for leaving: _____

Your present or last job title: _____

Your duties: _____

3) Name & Address of Employer: _____

Starting Date: Month _____ Year _____ Ending Date: Month _____ Year _____

Salary: Beginning: _____ Present: _____ Hours per Week: _____

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Name and Title of your Supervisor: _____

Reason for leaving: _____

Your present or last job title: _____

Your duties: _____

4) Name & Address of Employer: _____

Starting Date: Month _____ Year _____ Ending Date: Month _____ Year _____

Salary: Beginning: _____ Present: _____ Hours per Week: _____

Name and Title of your Supervisor: _____

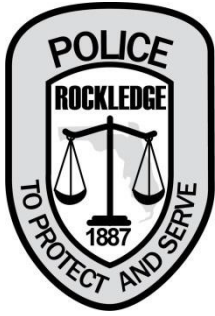
Reason for leaving: _____

Your present or last job title: _____

Your duties: _____

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ROCKLEDGE POLICE DEPARTMENT

1776 Jack Oates Boulevard, Rockledge, Florida 32955 Telephone 321-690-3213
Number 321-690-3996

Fax

To Whom It May Concern:

I, _____ certify the above information is correct and truthful. I realize too, that falsification of any information on this application may be grounds for rejection of this application, or termination of employment, depending upon the materiality or when the falsification is discovered. I further understand that acceptance of this form by the City does not constitute an employment agreement. Failure to completely fill out this application may result in my disqualification from any further consideration for employment

I hereby acknowledge that I have read the above statements and understand them.

Signed: _____

Date: _____

Sworn to and subscribed before me on this _____ day of _____, 20____, by means of ___ physical presence or ___ online notarization, by _____ who is personally known to me, or who produced _____ (Identification) and who did/did not take an oath.

Notary Public: _____

Printed Name of Notary Public: _____

Seal:

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Drug Testing Supplement to Employment Application

It is the policy of the Rockledge Police Department to maintain a safe, healthy and productive work environment for its employees; to provide quality service to the people of the City of Rockledge; to maintain the integrity and security of its facilities and property; and to perform all of these functions in a manner consistent with the interests and concerns of the City.

Pursuant to these goals, the City of Rockledge requires that candidates for the position of Police Officer pass a drug-screening test as part of the pre-employment medical examination. The drug-screening test covers illegal substances and certain legal substances subject to abuse.

The drug test will screen for the following compounds:

- T.H.C. (Cannabis/Synthetic Cannabis)
- Cocaine
- Opiates
- Phencyclidine
- Amphetamines
- Barbiturates
- Benzodiazepines
- Methadone

The testing process requires that candidates sign a separate consent and release statement provided by the City of Rockledge prior to drug testing. Refusal to submit to the testing process will result in the candidate's disqualification for further employment consideration.

My signature below indicates that I have read and understand the above statement regarding drug testing.

Signature

Date

Print Name

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Body Art Acknowledgement

Dear Police Officer Candidate:

As a condition of obtaining and continued employment with the City of Rockledge Police Department, all Police Officers hired on or after June 1, 2013 shall adhere to the following standards regarding Body Art:

- The applicant agrees that as a condition of employment they shall not have any body art (or portion thereof) to an area of skin that is exposed while wearing a short sleeve uniform shirt or uniform shorts.
- Body art which could reasonably be interpreted as advocating violence or other criminal acts or as a symbol of intolerance or hatred is prohibited regardless of whether it is visible or not. Examples include symbols associated with ethnic supremacy, gang symbols, etc... Determination of acceptability is the sole discretion of the Chief of Police.
- Body art above the neckline, to include brandings, piercings and tattoos, is prohibited. (Exception: female applicants are allowed to wear two stud type earrings [1 per ear], no other ear adornments, while working.)
- Prior to the Oral Interview. An applicant will be required to provide a list of all tattoos and/or brandings and their location.

I have read and acknowledge the above by my signature below.

_____ **Name**
(Print)

_____ **Signature**

_____ **Date**

AFFIRMATIVE ACTION QUESTIONNAIRE

INSTRUCTIONS: The completion of this form is voluntary. However, the information is needed for compliance with governmental selection requirements and for EEO reports. It will be detached when your application is filed and the information on it will not be considered in the employment process.

1. Position Applied For: _____

2. Sex:

_____ Male

_____ Female

3. Ethnic Racial Status (Please check **one only**)

_____ White

_____ Hispanic

_____ American Indian/Alaskan Native

_____ Black/African American

_____ Asian _____ Native Hawaiian/Pacific Islander

_____ Two or more races

_____ Disabled Veteran

_____ Vietnam Era Veteran

_____ Other Veteran

4. How did you hear about this job?

_____ a) Minority Agency _____

_____ b.) Female Agency _____

_____ c) Radio/Television

_____ d) A current employee

_____ e) Professional Journal _____

f) Professional Organization

g) _____ Internet

h) Recruiter/Job Fair

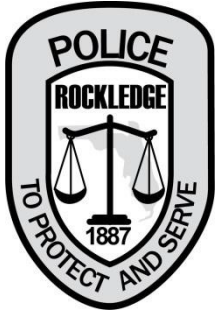
I certify that the above information is true and correct.

NAME _____

_____ CITY _____ STATE _____

ADDRESS _____

SIGNATURE _____



ROCKLEDGE POLICE DEPARTMENT

1776 Jack Oates Boulevard, Rockledge, Florida 32955 Telephone 321-690-3213 Fax Number 321-690-3996

To Whom It May Concern:

I, _____ do hereby give permission to the Chief of Police or his representative of the Rockledge Police Department to check with previous employers and personal references, and release the City, previous employers and personal references from any liability arising from disclosure of information concerning my past employment or personal history. This information is to be used in connection with an investigation being conducted by the Rockledge Police Department in reference to employment by said agency.

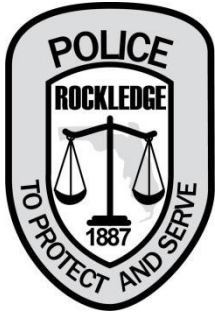
Signed: _____

Date: _____

Sworn to and subscribed before me on this _____ day of _____, 20____, by means of ___ physical presence ___ or online notarization, by _____ who is personally known to me, or who produced _____ (Identification) and who did/did not take an oath.

Notary Public: _____

Printed Name of Notary Public: _____ Seal:



ROCKLEDGE POLICE DEPARTMENT

1776 Jack Oates Boulevard, Rockledge, Florida 32955 Telephone
321-690-3213 Fax Number 321-690-3996

To Whom It May Concern:

I, _____ do hereby give permission to the Chief of Police or his representative of the Rockledge Police Department to obtain a credit check through whatever means necessary. This information is to be used in connection with an investigation being conducted in reference to employment by the Rockledge Police Department.

Signed: _____

Date: _____

Sworn to and subscribed before me on this _____ day of _____, 20____, by means of ___ physical presence or ___ online notarization, by _____ who is personally known to me, or who produced _____ (Identification) and who did/did not take an oath.

Notary Public: _____

Printed Name of Notary Public: _____ Seal:

Attachment A

Moral Character Definitions

11B-27.0011 Moral Character.

(1) For the purpose of certification, employment, or appointment, pursuant to procedures established by paragraph 11B-27.002(1)(g) and Rule 11B-27.00225, F.A.C., the employing agency is responsible for conducting a thorough background investigation to determine the moral character of an applicant, pursuant to Section 943.13(7), F.S.

(2) The unlawful use of any controlled substances pursuant to Rule 11B-27.00225, F.A.C., by an applicant for certification, employment, or appointment, at any time proximate to the submission of application for certification, employment, or appointment, conclusively establishes that the applicant is not of good moral character pursuant to Section 943.13(7), F.S. The unlawful use of any controlled substances specified in Rule 11B-27.00225, F.A.C., by an applicant may or may not conclusively establish that the applicant is not of good moral character pursuant to Section 943.13(7), F.S., depending upon the type of controlled substance used, the frequency of use, and the age

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of the applicant at the time of use. Nothing in this rule chapter is intended to restrict the requirements of Section 943.13(7), F.S., to controlled substance use only.

(3) Upon written request and submission of materials, the Commission shall evaluate the qualification of an applicant to determine compliance with "good moral character" pursuant to this rule section.

(4) For the purposes of the Criminal Justice Standards and Training Commission's implementation of any of the penalties specified in Section 943.1395(6) or (7), F.S., a certified officer's failure to maintain good moral character required by Section 943.13(7), F.S., is defined as:

(a) The perpetration by an officer of an act that would constitute any felony offense, whether criminally prosecuted or not.

(b) Except as otherwise provided in Section 943.13(4), F.S., a plea of guilty or a verdict of guilty after a criminal trial for any of the following misdemeanor or criminal offenses, notwithstanding any suspension of sentence or withholding of adjudication, or the perpetration by an officer of an act that would constitute any of the following misdemeanor or criminal offenses whether criminally prosecuted or not:

1. Sections 316.193, 327.35, 365.16(1)(c), (d), 414.39, 741.31, 784.011, 784.03, 784.047, 784.048, 784.05, 784.046(15), 790.01, 790.10, 790.15, 790.27, 794.027, 796.07, 800.02, 800.03, 806.101, 806.13, 810.08, 810.14, 810.145, 812.014, 812.015, 812.14, 817.235, 817.49, 817.563, 817.565, 817.61, 817.64, 827.04, 828.12, 831.30, 831.31(1)(b), 832.05, 837.012, 837.05, 837.055, 837.06, 839.13, 839.20, 843.02, 843.03, 843.06, 843.085, 847.011, 856.021, 870.01, 893.13, 893.147, 901.36, 914.22, 934.03, 944.35, 944.37, and 944.39, F.S.

2. Any principal, accessory, attempt, solicitation, or conspiracy, pursuant to Chapter 777, F.S., which had the crime been committed or completed would have been a felony offense; or

3. The perpetration of an act in any jurisdiction other than the State of Florida, which if committed in the State of Florida would constitute any offense listed in this rule section.

(c) The perpetration by an officer of acts or conduct that constitute the following offenses:

1. Excessive use of force, defined as a use of force on a person by any officer that is not justified under Section 776.05 or 776.07, F.S., or a use of force on an inmate or prisoner by any correctional officer that would not be authorized under Section 944.35(1)(a), F.S. The Recommended Response to Resistance and Levels of Resistance, form CJSTC-85, revised February 7, 2002, hereby incorporated by reference, is a reference tool to evaluate use of force. Form CJSTC-85 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

2. Misuse of official position, defined by Section 112.313(6), F.S.

3. Having an unprofessional relationship with an inmate, detainee, probationer or parolee, or community controllee. An unprofessional relationship is defined as:

a. Having written or oral communication with an inmate, detainee, probationer or parolee, or community controllee that is intended to facilitate conduct prohibited by this rule section; or

b. Engaging in physical contact not required in the performance of official duties, and is defined as kissing, fondling of the genital area, buttocks, or breasts, massaging or similar touching, holding hands, any other physical contact normally associated with the demonstration of affection or sexual misconduct as applied to all certifications, which is defined in Section 944.35(3), F.S.

c. Engaging in a romantic association with an inmate, detainee, probationer, parolee, or community controllee. "Romantic association" is defined as the exchange of telephone calls, pictures, letters, greeting cards, or any other form of oral or written communication, which expresses feelings or thoughts of affection or the desire to engage in a romantic relationship whether emotional or physical. This subsection shall not apply to an officer who is legally married to an inmate, detainee, probationer or parolee, or community controllee in the community, nor does it apply to any officer who has no knowledge, or reason to believe, that the person with whom the officer has engaged in a romantic association is an inmate, detainee, probationer or parolee, or community controllee.

4. Sexual harassment pursuant to and consistent with decisions interpreting 29 C. F. R. 1604.11, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when the harassment involves physical contact or misuse of official position and when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's

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employment; or

b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

5. Engaging in oral, anal, or vaginal penetration by, or union with, the sexual organ of another person or engaging in anal or vaginal penetration by any other object while on duty, or at any time the officer is acting under the color of authority as a Commission-certified criminal justice officer, and not done for a bona fide medical purpose or in the lawful performance of the officer's duty.

6. False statements during the employment application process.

7. Conduct that subverts or attempts to subvert the State Officer Certification Examination process pursuant to Rule 11B-30.009, F.A.C.

8. Conduct that subverts or attempts to subvert the Basic Abilities Test process pursuant to subsection 11B35.0011(1), F.A.C.

9. Conduct that subverts or attempts to subvert the examination process for Commission-approved training at a Commission-certified training school or an employing agency promotional examination process which shall include the following:

a. Removing from the examination room any of the examination materials.

b. Reproducing or reconstructing any portion of the examination.

c. Aiding by any means in the reproduction of any portion of the examination.

d. Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a past, current, or future examination.

e. Communication with any other examinee during the administration of the examination.

f. Copying answers from another examinee, or intentionally allowing one's answers to be copied by another examinee during the administration of the examination.

g. Having in one's possession during the administration of the examination, any books, notes, written or printed materials, or data of any kind, not supplied as part of, or required for, the test administration.

h. Falsifying or misrepresenting information required for admission to the examination. i. Impersonating an examinee.

j. Having an impersonator take the examination on one's behalf.

k. Disrupting the test administration.

l. Revealing the test questions or other information that would compromise the integrity of the examination.

10. Any overt, conspicuous, or public act of a sexual or simulated sexual nature which is likely to be observed by others.

11. Any willful and offensive exposure or exhibition of his or her sexual organs in public or on the private premises of another or so near thereto as to likely be seen except in any place provided or set apart for that purpose.

12. Willful failure of the agency administrator to comply with Chapter 943, F.S., as it pertains to the Criminal Justice Standards and Training Commission or Commission rules.

13. Intentional abuse of a Temporary Employment Authorization, pursuant to Section 943.131(1), F.S.

(d) A certified officer's unlawful injection, ingestion, inhalation, or other introduction of any controlled substance, as defined in Section 893.03, F.S., into his or her body as evidenced by a drug test in accordance with Sections 112.0455, 440.102, or 944.474, F.S.

(5) A certified officer's failure to maintain good moral character as defined in subsection (4) of this rule section by committing a violation involving perjury or false statement in a court proceeding, shall not include a statement which was recanted. If the violation involving perjury or false statement is alleged to have occurred in the performance of regularly required work duties or the course of an administrative or disciplinary investigation, a certified officer's failure to maintain good moral character as defined in subsection (4) of this rule section shall not include a statement in which the officer making the statement conceded such statement to be false prior to the employing agency's conclusion of the internal affairs investigation in which the false statement related to a material fact. For purposes of this subsection, the employing agency's internal affairs investigation shall be deemed to be at

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a conclusion upon the investigator's execution of the statement required by Section 112.533(1)(a)2., F.S. (6) The employing agency shall forward to the Commission the agency's investigative report pursuant to procedures established in Rule 11B-27.003, F.A.C., when an allegation has been made that an officer has failed to maintain good moral character, as defined in subsection (4) of this rule section, and has been sustained by the employing agency, or an act of conduct by the officer has resulted in the officer's arrest. The report shall be forwarded immediately upon separation of the officer from employment, or, if the officer is not separated from employment, within 45 days from the date an allegation has been sustained, as set forth in this rule section.

(7) Commission staff's decision to initiate presentation of a case for a Commission Probable Cause Determination shall be based upon the following conditions:

(a) Whether the allegations against the officer constitute a violation of subsection (4) of this rule section or Section 943.13(4), F.S.;

(b) Whether there is evidence of probable cause to support the filing of a complaint; and

(c) Whether a Letter of Acknowledgement is warranted pursuant to subsections 11B-27.004(7)-(11), F.A.C.

Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.13(7), 943.1395(7) FS. History—New 1-7-85, Formerly 11B-27.011, Amended 7-13-87, 10-25-88, 12-13-92, 9-5-93, 1-19-94, 8-7-94, 11-5-95, 1-2-97, 7-7-99, 8-22-00, 11-502, 4-11-04, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 4-16-09, 6-3-10, 5-21-12, 3-13-13.