



City of Jacksonville Beach Human Resources

11 North 3rd Street • Jacksonville Beach, FL 32250

www.COJB.jobs personnel@jaxbchfl.net 904-247-6263

Equal Opportunity Employer, Veterans Preference, Drug Free Workplace

Civilian Police Employment Application Requirements

EDUCATION:	High School Diploma or GED
CITIZENSHIP:	Must be authorized to work in the United States without sponsorship.
MILITARY:	Military service is not required, however applicants with prior military service must furnish a full copy of final DD-214 at time of application, regardless of Veterans' Preference claim.
PHYSICAL:	If selected to go further in the hiring process, applicant must satisfactorily pass a physical examination administered by a Police Department Physician
CHARACTER:	Applicant must undergo a thorough background investigation with reference to credit, sobriety, trustworthiness, community standing and loyalty; must be of good moral character as determined by a background investigation under procedures established by the Florida Criminal Justice Standards and the Training Commission, and must not have been arrested or convicted of any felony or misdemeanor that involves perjury, false statements or crimes of moral turpitude. Fingerprints will be checked through the FBI and filed with the Florida Department of Law Enforcement. CVSA, Psychological evaluations and drug testing are also part of the screening process.

Employment Selection Process

Stage one consists of the following:

- Complete a City of Jacksonville Beach Civilian Police Application Package and return to the Human Resources Department
- Take and pass all testing administered by Human Resources
- Pass a structured oral review board (all qualified candidates)

At this point in the selection process, you will be contacted by a member of the Police Department who will make a conditional job offer if everything is satisfactory. If you indicate no further interest, your application will be withdrawn and held in accordance with existing State regulations. On acceptance of this conditional offer, you will be asked to meet with a Departmental representative at a mutually agreed upon date and time to complete documentation allowing the department to proceed to Stage 2

Stage two consists of the following:

- Accept conditional job offer (required to continue processing)
- Pass comprehensive background investigation to include:
 - Criminal History Check
 - Driver's License Check
 - Credit History Report
 - Interview with personal references
 - Check of past and present employment history
 - Neighborhood check
 - Military record check (if applies)
 - Process fingerprints
 - CVSA (Computerized Voice Stress Analysis)
 - Psychological test
 - Medical examination
 - Drug screen
 - Chief of Police Interview(s)

The processing of an applicant is detailed and lengthy and may take two to six months to complete, the length of time required to complete applicant processing is dependent upon the availability of information & documentation.

This page is informational only; please do not submit with application.

Personal Grooming

Tattoos and Body Ornamentation (revised 10/2009) 119.08 (ref portion of 41.3.4, 22.2.5)

- Applicants for employment in the police department will not be automatically rejected for visible tattoos/body ornamentations, except as noted.
- An applicant for employment will be rejected for consideration for employment if tattoo(s)/body ornamentation(s) are garish or excessive in number, style or size; or are located anywhere on the neck, face or head.
- Tattoos/body ornamentations must not depict, describe or otherwise refer to any manner of the following:
 - *Sexual Conduct, acts, organs or preferences
 - *Intolerance of, discrimination against, any race, religion, gender or national origin
 - *Association with organizations or groups which advocate hate, intolerance or discrimination.

Candidate Information

A candidate who is dropped from consideration for employment may be eligible for re-application, re-testing or re-evaluation after one year (beginning with the date dropped from consideration), with the following **exceptions**:

- That the application was not filed within the period specified in the job/examination announcement or was not filed on the prescribed form.
- The applicant lacks any of the required qualifications set forth in the job description/examination announcement
- That the applicant is not physically able to perform the essential functions of the position or poses a direct threat to the health or safety of the applicant or others and that no reasonable accommodation is available which would allow the applicant to perform these essential functions and/or which would reduce any health or safety risk to an acceptable level.
- That the applicant is currently engaged in the illegal use of drugs as evidenced by the applicant testing positive for illegal drugs in a pre-employment drug test or other objective evidence of the applicant's illegal use of drugs.
- That the applicant is addicted to the habitual use of drugs or alcoholic beverages and that, if hired, such addiction would impose a direct threat to the health or safety of the applicant or others, which could not be eliminated by a reasonable accommodation.
- That the applicant has used illegal drugs or used drugs illegally within the past three years and that such illegal drug use would prevent the applicant from effectively performing the essential duties of the position.
- That the applicant is not in compliance with any section of Florida Statue outlining "Minimum Qualifications" for law enforcement officer.

1/14/2002

Civilian Police Application Check Off List

Please be sure to provide clear copies of the following:

- DD-214 (if applicable)
- Notarized CJSTC-58
- Documentation of any legal name changes
- Signed/Completed Pre-Employment Authorization form
- Birth Certificate
- If Naturalized, proof of citizenship must be attached to this application
- Drivers License—color copy
- Social Security card
- High School Diploma/GED (transcripts can be used in place of diploma)
- College transcripts (official transcripts)

We can notarize in our offices. Should you have any questions or need assistance please do not hesitate to contact Human Resources at 904-247-6263. Documents may be hand delivered to Human Resources located at 11 North 3rd St. 2nd Floor, Jacksonville Beach, FL 32250 or emailed to personnel@jaxbchfl.net.

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**AUTHORITY FOR RELEASE
OF INFORMATION
(Background Investigation Waiver)**



**CJSTC
58**

Incorporated by Reference in Rule 11B-27.0022(2)(b), F.A.C.

To: Concerned Person or Authorized Representative of Any Organization, Institution or Repository of Records
APPLICANT'S NAME: _____
DATE OF BIRTH: _____
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

AGENCY REQUESTING BACKGROUND INFORMATION: City of Jacksonville Beach

ADDRESS:

Having made application for certification or employment as a law enforcement, correctional, or correctional probation officer within the state of Florida, I hereby authorize for one year, from the date of execution hereof, any authorized representative of a Florida criminal justice agency or a Regional Criminal Justice Selection Center bearing this release to obtain any information pertaining to my employment, credit history, education, residence, academic achievement, personal information, work performance, background investigations, polygraph examinations, any and all internal affairs investigations or disciplinary records, including any files that are deemed to be confidential and/or sealed.

I also authorize release of any criminal justice records of arrests, citations, detentions, probation and parole records, or any police reports or other police records in which I may be named for any reason, including any files that are deemed to be juvenile and confidential. I hereby direct you to release this information upon the request of the bearer, whether in person or by correspondence. I further authorize the bearer to make copies of these records.

This release is executed with the full knowledge and understanding that these records and information are for the official use of a Florida criminal justice agency or Regional Criminal Justice Selection Center in fulfilling official responsibilities, which may include sharing the records or information with other criminal justice agencies, Regional Criminal Justice Selection Centers or the State of Florida or release to third parties as may be required by Florida public records laws. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A copy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or copies from my military personnel and related medical records, including a copy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

Section 768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. *Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.*

Applicant's Signature _____ Date _____

Applicant's Address _____

AFFIDAVIT

STATE OF _____ COUNTY OF _____ The forgoing instrument was acknowledged before me this date _____

By: _____ who is personally known _____

or who has produced identification. Type of identification: _____

Notary's Signature _____ Print, type, or stamp Commissioned Name of Notary _____

Notary Seal: _____ Upon witnessing the applicant signing of this affidavit, the notary public shall complete the notary block.

Pre-Employment Inquiry Authorization Release

- I. I understand that an investigative report may be generated on me that may include information as to my character, general reputation, personal characteristics, or mode of living; work habits, performance or experience, along with reasons for termination of past employment/professional license or credentials; financial/credit history; or criminal/civil/driving record history. I understand that the City of Jacksonville Beach or its authorized agents may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with the City of Jacksonville Beach's consideration of me for employment, promotion or position re-assignment or contract now, or at any time during my tenure with the City of Jacksonville Beach, and give my full consent for this information to be obtained.
- II. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.
- III. I understand that if I am a resident of **Minnesota or Oklahoma (only)** I may obtain a copy of the report ordered, and now indicate my desire to do so by checking this box .
- IV. I hereby authorize, without reservation, any financial institution, law enforcement agency, information service bureau, school, employer or insurance company contacted by the City of Jacksonville Beach or our authorized agents, to furnish the information described in Section I.

APPLICANT – PLEASE COMPLETE THE FOLLOWING:

Signature	Today's Date
Print Name: (First) _____	(Middle) _____
(Last) _____	(Maiden) _____
Other Names Used _____	
Current Address Since: (Mo/Yr) _____	(Street) _____
(City) _____	(State/Zip) _____
Current Address Since: (Mo/Yr) _____	(Street) _____
(City) _____	(State/Zip) _____
Current Address Since: (Mo/Yr) _____	(Street) _____
(City) _____	(State/Zip) _____

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Date of Birth	Social Security Number
Driver's License Number and State	Name as it appears on License

Have you ever been convicted of a crime? ___ No ___ Yes If yes, please provide city and state of conviction and details of conviction.

FAIR CREDIT REPORTING ACT NOTICE:
 In accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI), this information may only be used to verify a statement(s) made by an individual in connection with legitimate business needs. The depth of information available varies from state to state. Status of updates are available on request. Although every effort has been made to assure accuracy, DirectScreening.com cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. Our authorized agent, DirectScreening.com, has a policy that requires purchasers of these reports to have signed a Service Agreement. This assures DirectScreening.com that users are familiar with and will abide by their obligations, as stated in the FCRA, to the individuals named in these reports. If information contained in this report is responsible for the suspension or termination of an employee or the application process, have the Candidate/employee contact DirectScreening.com at 190 Haverhill Street, Methuen, MA 01844.

NOTICE TO CALIFORNIA CANDIDATES
 You have a right to obtain a copy of any consumer report or investigative consumer report obtained by (enter company name here) by checking the box provided below. The report will be provided to you within (3) business days after we receive the requested reports related to the matter investigated.

I request to receive a free copy of this report by checking this box.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by DirectScreening.com during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at DirectScreening.com in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

FCRA – Summary of Rights

A Summary of Your Rights Under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and a phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688 (1-888-5OPT OUT).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

Notice of Amendments to the Fair Credit Reporting Act

The Summary of Your Rights provided above does not reflect recent amendments contained in the Consumer Reporting Employment Clarification Act of 1998. Of importance to you are the following changes to the law:

- Conviction of a crime can be reported regardless of when the conviction occurred.
- If you apply for a job that is covered by the Department of Transportation’s authority to establish qualifications and the maximum hours for such job and you apply by mail, telephone, computer or other similar means, **your consent to a consumer report may validly be obtained orally**, in writing, or electronically. If an adverse action is taken against you because of such consumer report wherein you give your consent to the consumer reporting agency over the telephone, computer, or similar means, **you may be informed** of such adverse action and the name, address and phone number of the consumer reporting agency, **orally**, in writing, or electronically.

These amendments were retroactive to September 30, 1997.

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States may enforce, the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

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Moral Character Offenses

316.193	Driving Under the Influence
316.1935	Fleeing or Attempting to Elude an Officer
409.325	Public Assistance Fraud
784.011	Assault
784.03	Battery
784.048	Stalking
784.05(2)	Culpable Negligence with Injury
790.01(1)	Carrying a Concealed Weapon
790.1	Improper Exhibition of a Weapon/Firearm
790.27	Possession of Sale of Firearm with Altered Serial Number
794.027	Failure to Report Sexual Battery
796.07	Prostitution/Lewdness
800.02	Unnatural and Lascivious Act
800.03	Exposure of Sexual Organs
806.101	False Alarms of Fires
806.13	Criminal Mischief
810.08	Trespass in a Structure of Conveyance
812.014(d)	Petit Theft
812.015	Retail Theft
812.14	Theft of utilities/Cable Services
817.235	Removing or Altering Property Identification Marks
817.39	Distribution of Fictitious Controlled Substance
817.49	False Report of a Crime
817.563	Sale of Counterfeit Controlled substance
817.565	Fraudulent urine Drug Test
827.04(2)(3)	Child Abuse
827.05	Negligent Treatment of Children
827.06	Persistent Nonsupport of a Child/Spouse
828.122	Fighting or Baiting Animals
831.3	Prescription Fraud
831.31(l)(B)	Manufacture of Counterfeit Controlled Substance
832.05(2)(4)	Passing Worthless Checks
837.012	Perjury not in Official Proceedings
837.05	False Report to Law Enforcement
837.06	False Official Statements
839.2	Refusal to Serve Arrest Warrant
843.02	Resisting an Officer Without Violence
843.06	Refusal to Aid Law Enforcement Officer
843.085	Unlawful use of Police Badges or Other Indicia of Authority
847.011(1)(2)	Pornography Offenses
856.021	Loitering or Prowling
870.01	Affrays and Riots
876.17	Burning a Cross in a Public Place
876.18	Burning a Cross on Property of Another
893.13(1)(a)3(1)(d)1(1)(g) (2)(a) (2)(b)	Controlled Substance Violations
914.22(2)	Witness Tampering
844.35(3)	Malicious Battery on a Prison Inmate
944.35(7)(a)	False Reports Concerning
944.36	Permitting Inmates to Escape
944.37	Acceptance of unauthorized Compensation from an Inmate
944.38	Dealing or Battering with Prisoners
944.39	Visiting under False Pretenses
944.47	Contraband
Rule 11B-27	Sex with an Inmate, Detainee, Probationer, Parolee, or Community Controlled