



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

Police Officer Employment & Reserve Application Requirements

- Possession of current Law Enforcement Certificate issued by the Florida Criminal Justice Standards and Training Commission
- State Exam Results (official copy) (does not apply to Reserve Police Officer position)
- Be at least twenty-one (21) years of age
- Possess a valid Florida Drivers' license
- Be in good physical condition
- U.S. Citizen (proof is required)
- Be of good moral character; no felony arrest(s) or misdemeanor conviction(s) involving moral character, perjury or false statements
- Will not have received a dishonorable or undesirable discharge from any of the Armed Forces of the United States (DD-214 is required)
- Successfully complete our selection/hiring process

For information on becoming a Sworn Officer in the State of Florida, reciprocity or the Florida State Exam contact the Florida Department of Law Enforcement at 850-410-8600

EDUCATION:	High School Diploma or GED, Florida State certification as a Police Officer, <u>Copy of these certificates must be attached to application.</u>
CITIZENSHIP:	Must be a United States Citizen (if Naturalized, proof must be furnished at time of application) <u>Copy of birth certificate must be attached to this application</u>
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.
TOBACCO POLICY	All certified police officer hired after August 27, 2007 are prohibited from using any tobacco products, Including, but not limited to, cigarettes, cigars and smokeless tobacco while on duty. Officers found to be using tobacco products while on duty shall be subject to disciplinary action up to and including termination of employee. (FOP Contract Article XVII Wellness and Fitness)
EXAMINATION:	Jacksonville Beach Police Department will administer a physical abilities test from which applicants may be selected. The examination is required to determine potential as a Police Department Employee.

Selection Process

Stage one consists of the following:

- Complete a City of Jacksonville Beach Police Department Application Package and return to the Human Resources Department
- Pass physical abilities test (all qualified candidates)
- 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 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)
 - Review of police academy records
 - Process fingerprints
 - Florida Criminal Justice Standards and Training Commission check
 - CVSA (Computerized Voice Stress Analysis)
 - Psychological test
 - Medical examination
 - Drug screen
 - Firearms qualification
 - 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 and documentation.

Police Officer and Reserve Police Officer Application Check Off List

Please be sure to provide clear copies of the following:

- Florida State Law Enforcement Certification or other State Certification—(Paid/Sworn officers)
- Florida State Exam Results, official copy (Paid/Sworn officers)
- Reserve Police Officer Agreement (Reserve/Unpaid only)
- Birth Certificate
- If Naturalized, proof of citizenship must be attached to this application
- Documentation of any legal name changes
- Drivers License—COLOR copy to be no less than 150% of original size and no greater than 200% of original size.
- DD-214, must clearly show discharge and re-entry information (if applicable)
- Social Security Card, must be signed
- Physician clearance form, completed no more than 30 days prior to submitting application packet
- Notarized CJSTC-58
- Notarized CJSTC-68
- Signed/Completed Pre-Employment Authorization form
- High School Diploma/GED (transcripts will be accepted)
- College transcripts (official transcripts)
- If you are currently attending Police academy submit a signed note stating Academy name, date entered, proposed graduation date, proposed exam date—you are eligible to apply once you have completed no less than half of a Florida Police Academy.
- Certified in another state? Submit required documents listed above as they apply and completed CJSTC-76 form

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 are accepted by hand or mail delivery to Human Resources at the address listed on this document or emailed to personnel@jaxbchfl.net.

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



Florida Department of Law Enforcement

AUTHORITY FOR RELEASE OF INFORMATION (Background Investigation Waiver)

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



CJSTC 58

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: 11 North 3rd Street, Jacksonville Beach, FL 32250

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

OATH

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF COUNTY OF

Sworn to (or affirmed) and subscribed before me this

day of, year, By

Signature of Notary Public - State of Florida

Print, Type, or Stamp Commissioned name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced

AFFIDAVIT OF APPLICANT
Incorporated by Reference in Rule 11B-27.002(1)(f), F.A.C.



CJSTC
68

Please type or print in black or blue ink and use capital and small letters for names, titles, and addresses

Social Security Number: _____

Applicant's Legal Name: _____

Last

First

MI

Employing agency: City of Jacksonville Beach

Use this form to verify your compliance with the employment requirements of Section 943.13, F.S. I fully understand that to qualify for employment as a law enforcement, correctional, or correctional probation officer, I shall comply with the following provisions of Section 943.13, F.S.:

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Be at least 19 years of age. • Be a citizen of the United States. • Be a high school graduate or equivalent. • 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 | <ul style="list-style-type: none"> shall not be eligible for employment or appointment as an officer, notwithstanding suspension of a sentence or withholding of adjudication. • Have been fingerprinted by the employing agency. • Have passed a physical examination by a licensed medical specialist approved in Rule 11B-27.002(1)(d), F.A.C.. • Be of good moral character. • Have not received a dishonorable discharge from the U.S. Military. |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

True False NA In addition, I attest to the following statements: Each statement shall be checked "True" "False" or "NA"

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. I completed my employment application and it is true and correct, and all other information I furnished in conjunction with my application is true and correct.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. I provided documentation of proof of my qualifications to the above listed employing agency.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. I meet the qualifications as specified above.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. I had a criminal record sealed pursuant to Section 943.059(4)(a), F.S. , or expunged pursuant to Section 943.0585(4)(a), F.S.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. I am under investigation by a local, state, or federal agency or entity for criminal, civil, or administrative wrongdoing to the best of my knowledge and belief.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. I separated or resigned from a previous criminal justice employment while under investigation.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. I am currently serving in good standing in the U.S. Military.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. I previously served in the U.S. Military.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. I received a dishonorable discharge from my previous U.S. Military service.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. I am currently certified as a Florida criminal justice officer in the following area(s): Please check the appropriate box(es). <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Correctional <input type="checkbox"/> Correctional Probation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. I authorize the employing agency listed above to apply for my certification. Please check the appropriate box(es). <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Correctional <input type="checkbox"/> Correctional Probation

NOTICE: This document shall constitute as an official statement within the purview of Section 837.06, F.S., and is subject to verification by the employing agency and the Criminal Justice Standards and Training Commission. Any intentional omission when submitting this application or false execution of this affidavit shall constitute a misdemeanor of the second degree and disqualify the officer for employment as an officer.

PLEASE READ CAREFULLY BEFORE SIGNING. You must complete the remainder of this affidavit in the presence of a notary public. Upon witnessing your signing of this affidavit, a notary public shall complete the notary block by entering the same date the affidavit is signed. I hereby certify that to the best of my knowledge and belief, the information that I've entered on this form is true.

Applicant's Signature _____
Date Signed

AFFIDAVIT

STATE OF FLORIDA, 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 agency administrator or designee's signing of this affidavit, the notary public shall complete the notary block.

*NOTE: Private Correctional facilities must submit original and shall forward the completed affidavit stapled to the Registration of Employment, Affidavit of Compliance Form CJSTC-60 to FDLE, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302-1489, Attention Records Section



Physician's Clearance to Test Form

Name of Applicant: _____

Dear Physician:

The purpose of this communication is to inform you of the above named individual's intentions with regard to participation in the pre-employment physical abilities test for the City of Jacksonville Beach. We are aware of the fact that strenuous physical activity may be inadvisable for some individuals. As such, we request that you indicate whether the above named applicant has any medical condition or disorder that would preclude participation. It must be emphasized that we are not asking you to assume any responsibility for the applicant while participating in this test. Rather, we merely want to have as much information as possible when making decisions concerning applicability of testing.

The testing program will consist of a series of physical abilities tests. The battery of job-related field tests is intended to be completed in the fastest possible time and will require maximum effort by the applicant. Tests are designed to measure balance, muscular endurance, strength, flexibility, anaerobic power and captivity, fine motor skills and aerobic power. Tests will include two 220 yard runs, dragging a 150 pound object 100 feet, jumping over obstacles (12-24 inches high), and climbing over a wall (40 inches high), two 50-foot sprints and movement around a series of pylons.

Ultimately, the primary goal of this testing is to determine whether the applicant is capable of performing minimum standards appropriate to this agency.

I have examined this applicant and his/her medical history, and based upon my evaluation I recommend that:

____ Participation is not advisable at the present time (if you advise against participation, please do not disclose the applicant's medical condition on this form)

____ Within a reasonable degree of probability, no medical condition or disorder exists which precludes this applicant from participation in the physical abilities tests as described.

Signature of Physician

Date

Physician name, printed/stamped: _____

please note, the Applicant is responsible for any fees associated with having this form completed, the City of Jacksonville Beach bears no responsibility financially or otherwise

Thank you for your cooperation

Human Resources
(904) 247-6263

***This form is to be completed no more than thirty (30) days prior to submission of application.**

City of
Jacksonville Beach
City Hall
11 North Third Street
Jacksonville Beach
FL 32250
Phone: 904.247.6263

www.COJB.jobs



Physical Abilities Test Course

Prior to command to begin you will be seated in the vehicle with the seat belt buckled, your hands on the steering wheel (at 2&10), and the door closed.

Your time starts upon the command to begin. You will unbuckle the seat belt, retrieve the trunk key from the closed glove compartment, (leave the glove compartment open) and exit the vehicle moving toward the trunk. (Leave the driver's door open)

With one hand, you will reach behind your back to touch the opposite side flag, then, with the other hand, you will reach behind your back to the opposite side flag. Then you will drop the flag belt.

You will open the trunk, remove the flashlight and firearm from the trunk, close the trunk leaving the key in the trunk lock, and place the firearm on the platform.

While carrying the flashlight, you will run the 220 yard course and return to the area of the vehicle.

You will enter the obstacle course by jumping over the 40" hurdle, stepping over 24", 12" and 18" hurdles, running in a zigzag serpentine fashion around 9 cones and low crawling under three 27" obstacles.

Upon reaching the last 2 cones, you will place the flashlight alongside the cones, and sprint 50' to the dummy, drag the dummy 100' to the opposite cone, then sprint 50' back to retrieve the flashlight.

You will negotiate the obstacle course in reverse order and return to the area of the vehicle.

Then you will run the 220 yard course again and return to the weapon platform.

You will place the flashlight on the platform; pick up the firearm with your arms fully extended, dry fire 6 times with your dominant hand and 6 times with your non-dominant hand in the point shoulder position.

Then you will place the flashlight and the firearm in the trunk, close the trunk lid, remove the trunk key, sit in the driver's seat, close the drivers side door, return the key to the glove compartment, close the glove compartment, buckle your seat belt and place both hands on the steering wheel (at 2&10). At this point your time stops.

The maximum time allowed for this course is 6 minutes and 4 seconds.

Note: Should you fail to negotiate this course within the prescribed time frame you will be dropped from consideration. A candidate who is dropped from consideration for employment as a Police Officer or Police Scholarship Applicant may be eligible for re-application after one year (beginning with the date dropped from consideration).

Reserve Police Officer Fact Sheet

The City of Jacksonville Beach (the City) is offering to provide a scholarship under which the City will pay: The full tuition and related training costs of a Reserve Law Enforcement Academy (Academy) (in an amount solely determined by the City based upon the actual costs provided by the respective Academy)

In exchange for the City's payments on his/her behalf, the candidate must agree to the following terms and conditions:

- **Candidate acknowledges that, as a participant in the City's Scholarship Agreement program, he/she will not be an employee of the City.**
- **Candidate acknowledges that this Agreement is neither a contract of employment nor a guarantee of continued or future employment.**
- **Candidate acknowledges that he/she is not an employee of the City while attending the Academy**
- **Candidate acknowledges that, if he/she successfully completes the Academy, he/she will be considered for an offer of Reserve/Unpaid Officer, at the City of Jacksonville Beach Police Department (Department).**
- **Candidate acknowledges that nothing in this Reserve program agreement constitutes any assurance or promise by the City that Candidate will be hired as an employee, either full-time or part-time, upon completion of the Academy**
- **Candidate understands that any monies that he/she receives related to his/her training is not a wage.**
- **Candidate acknowledges that he/she is not entitled to wages and/or any other benefits normally associated with an employment relationship; including, but not limited to, annual leave, retirement benefits and the payment of social security taxes.**
- **Candidate acknowledges that he/she is solely responsible for satisfying all state, local, and federal tax requirements, and that the City is not in any way responsible for any tax payments relating to Candidate.**
- **Candidate acknowledges that acceptance of the terms of this Reserve Police Officer Agreement does not obligate Candidate to work as a Volunteer/Reserve unpaid police officer at the City's police department. If, however, Candidate accepts this Agreement and is offered a reserve position as a police officer with the City, but does not volunteer for the City's police department a minimum of 10 hours per month continuously for two (2) years following his/her appointment as a reserve police officer, he/she acknowledges that he/she must comply with the following reimbursement provisions:**
 - A. In the event Candidate voluntarily resigns from the Academy, is expelled prior to graduating, or fails to complete required training, the Candidate agrees that the total sum expended by the City on behalf of the Candidate under terms of the Reserve Police Officer Agreement will become immediately due and payable in cash to the City.**
 - B. In the event Candidate is offered a position with the Department upon graduation from the Academy and successful completion of training classes, but declines to accept the position, the Candidate agrees that the total sum expended by the City on behalf of the Candidate under terms of the Reserve Police Officer Agreement will become immediately due and payable in cash to the City.**
 - C. In the event Candidate accepts a volunteer/Reserve position with the Department but voluntarily resigns his or her position, or is terminated for cause, within two years (2) years after Candidate's first day of employment with the Department, the Candidate agrees that the total sum expended by the City on behalf of the Candidate under terms of the Reserve Police Officer Agreement will become immediately due and payable in cash to the City upon the date of Candidate's separation from the City.**

Reserve Police Officer Agreement

After successfully completing the Academy and continuously works for the City as a Reserve Police Officer, (10 hours a month minimum required) for two (2) years with the City, at a performance level of Satisfactory or higher, as solely determined by the Department, the debt encumbered under the Reserve Agreement will be forgiven in its entirety.

- Candidate acknowledges that the specialized training that Candidate will receive at the Academy is a necessary prerequisite for being appointed as a Reserve Police Officer with the City of Jacksonville Beach.
- Candidate acknowledges that acceptance of the Reserve Officer Agreement is not a prerequisite to become a Reserve Police Officer with the City's Police Department. The Candidate may pay his/her own costs leading to his/her completion to be certified in the State of Florida as a full time police officer and, then apply for apposition with the City of Jacksonville Beach Police Department without being subject to the terms and conditions of this Scholarship Agreement.
- Candidate agrees to indemnify the City against any losses incurred, including reasonable counsel fees, owing to the breach of any provision of this Agreement.
- Candidate understands that his/her acceptance of the Reserve Police Officer Agreement is voluntary and does not guarantee future employment with the City.
- Candidate waives (to the fullest extent allowed by law) all requirements of diligence in collection, presentment, notice of nonpayment, protest, notice of protest, demand, suit, notice of dishonor and all other conditions precedent in connection with the collection and enforcement of this Promissory Note.
- The City shall have the right, in addition to all other rights under this Promissory Note or applicable law, to set off against this Promissory Note all money owed by the City in any capacity to Candidate, whether or not due. The City shall be deemed to have exercised such right of set off and to have made a charge against any such money immediately upon the occurrence of any event of default even though such charge is made or entered the books of the City subsequent thereto.

I certify by my signature below that I have read and understand the above,

(Must be signed in front of Notary)

Applicant's printed name: _____

Applicant's Signature: _____ Date _____

STATE OF: _____ COUNTY OF: _____ Before me personally appeared _____

who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this ____ day of _____, 20 ____ . My commission Expires on _____, 20 ____ .

Personally known -or- Produced identification, type of identification produced: _____

Notary Signature: _____

Notary Stamp/Seal:

Reserve Police Officer Fact Sheet

The City of Jacksonville Beach (the City) is offering to provide a scholarship under which the City will pay: The full tuition and related training costs of a Reserve Law Enforcement Academy (Academy) (in an amount solely determined by the City based upon the actual costs provided by the respective Academy)

In exchange for the City's payments on his/her behalf, the candidate must agree to the following terms and conditions:

- **Candidate acknowledges that, as a participant in the City's Scholarship Agreement program, he/she will not be an employee of the City.**
- **Candidate acknowledges that this Agreement is neither a contract of employment nor a guarantee of continued or future employment.**
- **Candidate acknowledges that he/she is not an employee of the City while attending the Academy**
- **Candidate acknowledges that, if he/she successfully completes the Academy, he/she will be considered for an offer of Reserve/Unpaid Officer, at the City of Jacksonville Beach Police Department (Department).**
- **Candidate acknowledges that nothing in this Reserve program agreement constitutes any assurance or promise by the City that Candidate will be hired as an employee, either full-time or part-time, upon completion of the Academy**
- **Candidate understands that any monies that he/she receives related to his/her training is not a wage.**
- **Candidate acknowledges that he/she is not entitled to wages and/or any other benefits normally associated with an employment relationship; including, but not limited to, annual leave, retirement benefits and the payment of social security taxes.**
- **Candidate acknowledges that he/she is solely responsible for satisfying all state, local, and federal tax requirements, and that the City is not in any way responsible for any tax payments relating to Candidate.**
- **Candidate acknowledges that acceptance of the terms of this Reserve Police Officer Agreement does not obligate Candidate to work as a Volunteer/Reserve unpaid police officer at the City's police department. If, however, Candidate accepts this Agreement and is offered a reserve position as a police officer with the City, but does not volunteer for the City's police department a minimum of 10 hours per month continuously for two (2) years following his/her appointment as a receive police officer, he/she acknowledges that he/she must comply with the following reimbursement provisions:**
 - A. In the event Candidate voluntarily resigns from the Academy, is expelled prior to graduating, or fails to complete required training, the Candidate agrees that the total sum expended by the City on behalf of the Candidate under terms of the Reserve Police Officer Agreement will become immediately due and payable in cash to the City.**
 - B. In the event Candidate is offered a position with the Department upon graduation from the Academy and successful completion of training classes, but declines to accept the position, the Candidate agrees that the total sum expended by the City on behalf of the Candidate under terms of the Reserve Police Officer Agreement will become immediately due and payable in cash to the City.**
 - C. In the event Candidate accepts a volunteer/Reserve position with the Department but voluntarily resigns his or her position, or is terminated for cause, within two years (2) years after Candidate's first day of employment with the Department, the Candidate agrees that the total sum expended by the City on behalf of the Candidate under terms of the Reserve Police Officer Agreement will become immediately due and payable in cash to the City upon the date of Candidate's separation from the City.**

APPLICANT COPY

Reserve Police Officer Agreement

After successfully completing the Academy and continuously works for the City as a Reserve Police Officer, (10 hours a month minimum required) for two (2) years with the City, at a performance level of Satisfactory or higher, as solely determined by the Department, the debt encumbered under the Reserve Agreement will be forgiven in its entirety.

- Candidate acknowledges that the specialized training that Candidate will receive at the Academy is a necessary prerequisite for being appointed as a Reserve Police Officer with the City of Jacksonville Beach.
- Candidate acknowledges that acceptance of the Reserve Officer Agreement is not a prerequisite to become a Reserve Police Officer with the City's Police Department. The Candidate may pay his/her own costs leading to his/her completion to be certified in the State of Florida as a full time police officer and, then apply for apposition with the City of Jacksonville Beach Police Department without being subject to the terms and conditions of this Scholarship Agreement.
- Candidate agrees to indemnify the City against any losses incurred, including reasonable counsel fees, owing to the breach of any provision of this Agreement.
- Candidate understands that his/her acceptance of the Reserve Police Officer Agreement is voluntary and does not guarantee future employment with the City.
- Candidate waives (to the fullest extent allowed by law) all requirements of diligence in collection, presentment, notice of nonpayment, protest, notice of protest, demand, suit, notice of dishonor and all other conditions precedent in connection with the collection and enforcement of this Promissory Note.
- The City shall have the right, in addition to all other rights under this Promissory Note or applicable law, to set off against this Promissory Note all money owed by the City in any capacity to Candidate, whether or not due. The City shall be deemed to have exercised such right of set off and to have made a charge against any such money immediately upon the occurrence of any event of default even though such charge is made or entered the books of the City subsequent thereto.

I certify by my signature below that I have read and understand the above,

(Must be signed in front of Notary)

Applicant's printed name: _____

Applicant's Signature: _____ Date _____

STATE OF: _____ COUNTY OF _____ Before me personally appeared _____

who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this _____ day of _____, 20____. My commission Expires on _____, 20____.

Personally known -or- Produced identification, type of identification produced: _____

Notary Signature: _____

Notary Stamp/Seal:

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 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 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.

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

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

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