



## APPLICATION/TESTING PROCESS FOR APPLICANTS

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The following information is provided to you in anticipation of your application for the position of certified Police Officer/Sergeant with the City of Miami Gardens. It is essential that you review this information carefully and in its entirety before completing the application. Many of your questions will be answered in this correspondence.

Part of this application/qualification process is an accurate assessment of the CHARACTER of the candidate. Much emphasis is placed upon your character, and as such, indications of your honesty and integrity begin with the submission of your application. All information must be true, accurate, and without omission on this and all other forms submitted for processing, as well as in all other phases of the testing process. This is a critical facet, which will be verified via a comprehensive polygraph examination and an intensive background investigation. If you desire to become a Miami Gardens Police Officer/Sergeant, your character **MUST** be beyond reproach!

### **HOW TO APPLY**

Official City of Miami Gardens' applications will be accepted and received at the Department of Human Resources, 1515 NW 167<sup>th</sup> Street; Bldg. 5, Suite 200, Miami Gardens, FL 33169 beginning January 2, 2007. Postings will remain open until sufficient applications have been received. Applications may be delivered in person, sent via U.S. mail or courier. **Faxes and emails are not accepted.**

The City of Miami Gardens is an equal employment and drug free employer. We do not discriminate on the basis of age, race, disability, marital status, national origin, religion, gender, or sexual orientation. The City will provide reasonable accommodations in the employment process for any disabled applicant. Please inform us of any special accommodations needed prior to testing and interviews.

### **HIRING PROCESS**

A City of Miami Gardens Application for Employment and supplemental documents must be completed by the applicant. The application will be screened for minimum qualifications by the Human Resources Department and forwarded to the Police Department for further review. The Police Department will review applications in search of applicants who demonstrate the best combination of knowledge, skill and abilities in relation to the needs of the City and the qualifications of other candidates. Those candidates identified initially as meeting the Police Department's needs will be invited to begin the testing process. The testing process will begin with an oral board interview which must then be followed by successful completion of a polygraph examination, comprehensive background check, psychological and physical examination. Meeting the minimum qualifications does not guarantee an invitation to test. The testing and hiring process can move as swiftly as six (6) weeks and may take up to 6 months. How well an applicant does in the process will determine how quickly he or she progresses in the process. Applicants will be contacted by Human Resources or the Police Department to schedule each phase of the testing process. A tentative schedule of the hiring timeline is included in this packet.

### **THE APPLICATION AND ATTACHMENTS**

Application packets can be downloaded from the City's website at [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov) or picked up at the Department of Human Resources, 1515 NW 167<sup>th</sup> Street; Bldg. 5; Suite 200, Miami Gardens, FL 33169. Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Incomplete application packets will **not** be accepted. A checklist is available as a guide and should be attached to the front of your packet.

#### ***Employment History***

Your employment history on the application must **include all positions held since the age of 18 to present.** (Attach additional sheets to application if necessary.) All gaps in employment history longer than 3 months must be explained even if you were attending school full time. "See resume" is **not** acceptable in the Employment History section of the application.

Applications will stay on file for six (6) months. If the applicant has not completed their testing process including their oral board interview within that time period, they will be required to update their application or submit a new one.

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### ***Proof of Education***

In order for an applicant's college education to be considered in the determination of their salary class (II, III); it must be from an accredited college or university. Graduation from the United States Armed Forces Institute (USAFI) or possession of a General Equivalency Diploma (GED) is acceptable only when accompanied by transcript of grades. If a diploma or degree was acquired in a country other than the United States, evidence of equivalence from a recognized agency must be provided. Out-of-state GED or USAFI must be acceptable by the State of Florida Police Standards Council.

### ***Birth Certificate and/or Naturalization Papers***

Submit a copy of your birth certificate for proof of citizenship. If you are a naturalized citizen of the United States of America, you must submit a copy of your naturalization papers as proof of your citizenship or a United States of America passport.

### ***DD214 Military Release Form Member 4 Copy and City of Miami Gardens Veteran's Preference Claim Form (if applicable)***

Your DD214 must show type of separation and character of service to be acceptable. The City of Miami Gardens Veteran's Preference Claim form and a copy of the DD214 must accompany your original application in order for you to receive Veteran's Preference points on the final register. The City of Miami Gardens Veteran's Preference Claim form is available in the Human Resources Department or on our website [www.miamigardens-fl.gov](http://www.miamigardens-fl.gov).

### ***Driving Record***

You must submit a 7-year driving record from the Department of Motor Vehicles. If you have held a driver's license or are holding a driver's license in more than one state, a 7-year driving record must be presented for each state in which a license has been held. List all traffic citations you have received within the last 7 years, include dates, offense, issuing agency, and disposition of ticket. List tickets even if you attended traffic school and no tickets or points are listed against your license. (You must list all tickets "See attached driving records" is not an acceptable alternative.) It is the candidate's responsibility to ensure that all tickets, accidents, and driver license suspensions are documented on their "official" 7-year history. Failure to disclose tickets, accidents (reported and unreported), and suspensions received but not listed on your 7-year history will be grounds for removing the candidate from the testing process.

***Proof of Florida Department of Law Enforcement (FDLE) Certification or Police Officer Certification*** with training curriculum from home/state academy. Out of State Certified candidates must have one year of full-time work experience to be considered for the 92-hour Exam Qualification Course. All out of state certified officers must meet the standards of the Florida Department of Law Enforcement in order to go through the certified officer testing process. To determine whether your training meets the FDLE standards you must submit your training information with your completed application and required documents, or you may access the link [www.fdle.state.fl.us/cjst/OfficerRequirements/equivalency.html](http://www.fdle.state.fl.us/cjst/OfficerRequirements/equivalency.html) and follow the listed steps.

## **ORAL INTERVIEW**

Once your application has been approved, you will be notified by the City of Miami Gardens of the date, time and location of your oral board interview. You must contact Human Resources to confirm your participation in the oral board interview. Failure to confirm your participation will result in your oral board interview being CANCELLED and you will be withdrawn from the testing process. There will be NO exceptions.

A three (3) member panel consisting of two (2) ranking officers from the Police Department and a Human Resources Representative will rate the applicants in a formally structured interview. Applicants will be evaluated on characteristics important to the Police Officer/Sergeant position including, but not limited to, their professionalism, integrity, initiative/interest, communicative ability, tolerance for stress, and judgment/decisiveness. Oral board interviews may not be repeated for a minimum of ninety (90) days. A candidate may not fail the oral interview more than three (3) times. Passing scores on oral interviews are kept on file and will remain effective for up to a six (6) month period. Appropriate business attire is required.

## **POLYGRAPH EXAMINATION**

This will be administered after a conditional offer of employment is made. Areas of questioning will include any past criminal activity on the part of the applicant, completeness and truthfulness of all statements made during the selection process, and past or present use of drugs. The City reserves the right to have any candidate retake a polygraph based on the results of the initial examination. Polygraph examination results are good for six (6) months.

### **PSYCHOLOGICAL EXAMINATION**

This will be administered after a conditional offer of employment is made. An in-depth psychological evaluation will be administered to test the applicant's ability to perform under stress, as well as his or her general mental and emotional suitability for the position of Police Officer/Sergeant. The psychological exam cannot be repeated any sooner than six (6) months from date of testing and only with recommendation from the psychologist.

### **BACKGROUND INVESTIGATION**

The focus on the investigation will include, but not be limited to, verification of education and training, previous employment and work history, driving history, arrest and conviction record and past or present use of drugs. Discrepancies found in the background investigation from information given at any other point in the selection process may be grounds for disqualification from the employment selection process.

### **MEDICAL EXAMINATION**

Prior to being hired, eligible candidates are required to successfully complete a current FDLE standard medical examination by a state licensed physician selected by the City of Miami Gardens. A drug/alcohol test is part of this examination.

### **VISION REQUIREMENTS**

Applicants must be free from color blindness and have no permanent abnormality of either eye; must have at least 20/100 vision in each eye without correction (glasses or contacts) and must have 20/30 vision in each eye with correction. THE VISION REQUIREMENTS CANNOT BE WAIVED UNDER ANY CIRCUMSTANCES.

### **DISQUALIFIERS**

**NOTE:** These are guidelines and are not limited to the drugs listed in this package. A background investigation will be conducted as part of the testing process to determine if the "moral character" of the candidate is appropriate for employment as a Miami Gardens Police Officer/Sergeant. "Moral character" is determined by examination of the life experiences of the candidate including but not limited to the following listed factors. Other factors such as a past illicit narcotic use, history of arrest, incidents of theft, prior work and driving history will also be considered.

The present standards of the Miami Gardens Police Department would disqualify an applicant if any of the following were indicated as a result of the polygraph examination or background investigation:

- Use of illegal or illicit drugs within two years of the submission of an application for employment as a Police Officer.
- Any more than occasional past use of marijuana, and not within two years of application.
- Any more than experimental past use of cocaine, and not within five years of application.
- Any more than isolated past experience with amphetamines, barbiturates, inhalants, or designer drugs such as GHB, Rohypnol (Roofies), Ecstasy, Special K (Ketamine), etc., or hallucinogens such as LSD, PCP, Ice, Mescaline, Psilocybin (Mushrooms), etc., or abuse of any prescription drugs, and not within five years of application.
- Any more than one cycle of steroids, and not within five years of application.
- Past sale or delivery of any illicit or illegal drug may be cause for disqualification.
- Any use of illicit or illegal narcotics after having been employed by a police or corrections agency, or in a police or corrections capacity (including Military Police Officer) automatically disqualifies the applicant.
- Any use or abuse of any illegal or prescription drug, not specifically identified in this section, may be cause for disqualification.

Applicants will not be approved for testing who have the following driving history:

1. Accumulation of eight points or more within the past thirty-six (36) months **OR**  
Four or more moving violations within the past thirty-six (36) months (regardless of adjudication withheld for points) **OR**
2. Suspension of driver's license within the past thirty-six (36) months.
3. A conviction (or case pending) for DUI, DWI, or Hit and Run, within the last five (5) years.
4. Any significant negative driving history, to be determined by management review of all relevant facts.

If you determine that these standards **would not** disqualify you as a candidate, we look forward to your application and wish you well in the examination process.