

POLICE OFFICER (Basic Recruit)

(This position is Non-exempt under FLSA)

***NOTE:** Per Article 18.3 of the FOP contract, "All new hires in the classification of Police Recruit shall be paid five (5%) percent per month less than Step 1 of the salary range of the classification of Police Officer until the recruit graduates from the police academy and passes the state certification exam. At which time such bargaining unit member shall be eligible to be paid at step 1 of salary range. The period of probationary service shall be not less than eighteen (18) months nor more than twenty-four (24) months, unless extended by the department...." **The annualized wage rate during the academy and until the State certification exam is passed is \$42,469.** Applicants will be hired in the classification of Police Officer-Probationary (Occ. Code 5003), and upon successful completion of the academy and the state examination will be promoted to the classification of Police Officer (Occ. Code 5005). Per article 18.2 of FOP contract. **A one time FDLE certification bonus of \$1,648 is to be provided to probationary employees upon completion of probation regardless of when his/her probation ends.**

Starting Salary: \$44,592 annually* (See Note Above) **Maximum Salary:** \$64,582 annually
(Starting Salary does not include \$2,000 Crime Prevention Pay) (Maximum Salary including longevity steps is \$76,410 annually)

Closing Date: Friday, May 16, 2008
(Or the first 750 applicants, whichever comes first)

Exam Data: June 24, 25 or 26, 2008. Location and the time of the examination appointments will be mailed to qualified applicants. Parking will be the full responsibility of the applicant.

REQUIREMENTS:

- 1. Qualifying Tests:** Proof of current passing scores on the FBAT must be submitted with employment application. The FBAT can be taken at Miami-Dade College, North Campus. FBAT test administration will be at the applicant's expense. For information on the FBAT, visit www.mdc.edu/north/f-bat/. **Proof of successful completion of the CJBAT, or FDLE Police examination will also be accepted, however, subject to verification.**
- 2. Citizenship:** Applicants must be U.S. citizens per Florida Statute 943.13.
- 3. Age:** Applicants must be 19 years of age by June 24, 2008.
- 4. Education:** Minimum of a High School Diploma; **Higher degrees welcomed!**
- 5. License:** Applicants must submit a copy of a valid driver's license from any state provided that prior to appointment a valid State of Florida Class E or higher Driver's License is submitted to the Miami Police Department's Recruitment and Selection Unit. Please note that driving records and validity will be checked and may be grounds for disqualification at any time subsequent to application.
- 6. Visual Acuity:** 20/50 each eye, separately without corrective lenses of any kind, including contact lenses. With glasses each eye should be corrected 20/30. Depth and color perception must be within normal limits.
- 7. Convictions:** Per Florida Statute 943.13, applicants must not have been convicted of any felony nor misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. **Criminal history may disqualify applicants from taking the City's entrance examination.**
- 8. Veteran's Preference:** Veteran's Preference points will be awarded in accordance with F.S.S. 295.07 and 295.08.

CONTINUED ON BACK

DOCUMENTATION:

Copies of the following documents must be submitted at the time of application in order to qualify and sit for the City of Miami's Police Officer entrance exam:

- ❖ Proof of passing score on the FBAT, CJBAT or FDLE police examination in the area of Law Enforcement.
- ❖ Valid Driver's License from any State
- ❖ High School Diploma, GED or higher degree from schools accredited by an agency recognized by the U.S. Department of Education
- ❖ Birth Certificate, naturalization certificate or valid U.S. Passport reflecting U. S. Citizenship
- ❖ If claiming veteran's preference, all DD-214 forms, must be submitted with application. In addition to the Form DD-214, applicants who have been awarded combat campaign/expeditionary medals that are not reflected on the Form DD-214 must submit supplemental documents from the Department of Defense that demonstrates possession of a combat campaign/expeditionary medal by the closing date, if seeking veteran's preference points. Veteran's preference points will be awarded in accordance with F.S.S. 295.

SELECTION STEPS:

In addition to meeting the documentation requirements listed above, all applicants must satisfy the following criteria to be considered for appointment: City administered Written Examination; Physical Ability Test; Stringent background investigation including Criminal Records Check; Fingerprint Check; Polygraph Examination; Driving Record Check; Toxicology Screen and a Post-Offer Medical Examination. **Note:** Applicants with DUI convictions will be disqualified. Failure to keep appointments at any phase of the selection process may result in disqualification.

TOXICOLOGY:

APPLICANTS SHALL SUBMIT TO A TOXICOLOGY SCREEN AT THEIR OWN EXPENSE AT A COST OF \$30.00, THOUGH COST IS SUBJECT TO CHANGE. IF THE RESULTS ARE NEGATIVE, THE CITY SHALL REIMBURSE APPLICANTS FOR THE COST OF THE SCREEN. IF THE RESULTS ARE POSITIVE, THE APPLICANT WILL ASSUME THE COST, INCLUDING THAT OF ANY TEST CONFIRMATION.

CITY WRITTEN EXAMINATION:

Eligible applicants will be required to pass a written, entry-level exam that may consist of the following parts: **1)** Recordkeeping and Judgment/Decision-making; **2)** Comprehension and Judgment/Decision-making via written stimuli and **3)** Protective Services Profile. Police Officer Exam Study Skills Tips will be made available at time of application in order to assist in preparing for the examination components.

EXAMINATION TRAINING:

On a first-come, first serve basis, **an optional free training program will be available** to candidates for the purpose of providing additional test preparation. A prerequisite for participating in a test preparation session is to have read the Candidate Preparation Manual. Candidates may sign up for these training courses at the City's Employment Office, and make note of which session he/she has signed up to attend. **Space is limited!**

REASONABLE ACCOMMODATION:

The Department of Employee Relations will make reasonable efforts in the examination process to accommodate persons with disabilities who request same by completing the Affirmative Action Data sheet, and provide current and relevant supporting documentation, on or before 5:00 PM EST on the closing date. Supporting medical documentation that justifies a current need for the requested accommodation that may be available under the law must be provided to the Department of Employee Relations (Employment Office) by the closing date.

DUTIES:

Patrols a designated area of the City to preserve law and order, to prevent and discover the commission of crime, and to enforce traffic regulations. At scene of crime, administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court. Works proactively to resolve neighborhood concerns by establishing partnerships with residents, merchants, schools, churches, community-based organizations, governmental agencies/offices and other groups in the designated patrol area in accordance with the Department's Community Policing mission. Prepares investigative reports and maintains necessary records for presentation in court. Performs related duties as assigned.

OPEN/COMPETITIVE