



Application Instructions for: Police Officer



Mailing Instructions:

Employee Resources

Personnel and Development Bureau
Tallahassee Police Department
234 East Seventh Avenue
Tallahassee, FL 32303
(850) 891-4324

Email: tpdapplicants@talgov.com

URL: www.talgov.com/tpd



An Equal Opportunity Employer
U. S. Military Veterans Preference
IAW Section 295.085, F.S.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT AS A TALLAHASSEE POLICE OFFICER

(If you are unsure whether or not you qualify, please contact the Employee Resources Office)

- Must be a U.S. citizen.
- At the time of hire, be at least 21 years old and a resident of the state of Florida living within a 35-mile radius of the intersection of N. Monroe St. and E. Tennessee St. Tallahassee, FL.
- Possess a valid driver license and have a satisfactory driving record (no more than three total traffic citations within the last three years).
- Have vision correctable to 20/20, and visual ability must fall within normal ranges regarding color distinction and depth perception.
- Have one of the following:
 - At least sixty (60) semester or ninety (90) quarter hours of college, with grades of “C” or better in each course, or
 - 2 years of full-time U.S. military service, or
 - 2 years of full-time sworn law enforcement service.
- Pass a criminal history review:
 - Have no convictions for any felony, perjury, false statement, or domestic violence charge.
 - Have no DUI convictions in the past 10 years.
 - Have no pending/active criminal charges/cases.
(Other arrest histories are reviewed on a case-by-case basis.)
- Pass a drug history review:
 - No sale, distribution, manufacture, or transportation of any illegal drugs/controlled substances (as defined by F.S. 893-03).
 - No use of any other drugs (including anabolic steroids) within 10 years of application.
 - No use of marijuana within 3 years of application.
 - No use of prescription medication or other legally obtainable substance in a manner for which it was not intended within 3 years of application.
- If you are seeking employment as a police officer, you must:
 - Have completed the Florida law enforcement academy basic recruit class AND
 - Have passed the Florida Law Enforcement Officer Certification Exam (to be hired as a Police Officer).
- If you are seeking employment as a police officer trainee, you must:
 - Request sponsorship through the local law enforcement academy
 - Pass the CJBAT prior to entering the local law enforcement academy
- No use of tobacco products upon employment.

**Tallahassee Police Department
Police Officer/Trainee Application Process**

REQUIRED APPLICATIONS:

- The City of Tallahassee Electronic Application
- Personal History and Truth Verification Packet (ALL questions must be answered completely, and then the packet can be attached to the City of Tallahassee Electronic Application)

REQUIRED SUPPORTING DOCUMENTS

All applicants **must submit** the following legal documents within two weeks of application submittal for their application to be processed:

1. **Affidavit of Understanding/Residency Requirement** (Notarized)
2. **FDLE Background Waiver Form CJSTC-58** (Notarized)
3. **Credit Report Authorization and Release**
4. **Birth certificate** – an official copy from the Bureau of Vital Statistics in the state of your birth.
5. **Social Security Card** - a photocopy of your card.
6. **Driver license** - a photocopy of your current driver license (front and back if renewal information is located on the back).
7. **Driver's record**- a recent copy of your 7-year driving history from every state (except Florida) in which you have ever held a valid driver license.
8. **Official College Transcript** reflecting the DEGREE EARNED, or the minimum required hours (90 quarter or 60 semester with a grade of "C" or above in each course) from an accredited college or university. Official transcripts may be sent directly from the institution or may be included with your application in a tamper evident envelope that was sealed by the institution (if applicable).
9. A copy of **Florida law enforcement academy Completion Certificate**. If you are currently attending the academy, a copy of the diploma must be submitted upon graduation (if applicable).
10. Copy of the Florida Department of Law Enforcement (FDLE) Form **CJSTC 516** indicating that you have **PASSED** the **State Officer Certification Examination** (if applicable).
11. **Proof of name change** (if applicable).
12. **U.S. Military Record - DD214 (Member 4 Copy)** reflecting character of service/type of separation for each tour of duty (if applicable).
13. All male applicants under age 27 must submit a copy of their **Selective Service Registration** or Exemption card.
14. Naturalization Papers (if applicable) -**Federal law prohibits copying of naturalization papers. The actual papers must be presented at the time of application.**

Required Documents should be hand-delivered or mailed to the:

**Tallahassee Police Department
Personnel and Development Bureau - Employee Resources
234 East Seventh Avenue
Tallahassee, Florida 32303**

REQUIRED DOCUMENT CHECKLIST FOR APPLICANTS

- ___ 1) Notarized Affidavit of Understanding/Residency Requirement
- ___ 2) Notarized FDLE Background Waiver Form CJSTC-58
- ___ 3) Signed Credit Report Authorization and Release
- ___ 4) Copy of your birth certificate from the Bureau of Vital Statistics in the state you were born. (A hospital certificate will not be accepted)
- ___ 5) Photocopy of your Social Security card
- ___ 6) Photocopy of your current driver license
- ___ 7) Seven-year driver license history/driving record from each state in which you have ever been licensed (except Florida)
- ___ 8) Official college transcript and a photocopy of your degree certificate/diploma (if applicable)
- ___ 9) A copy of your law enforcement/police academy diploma (if applicable)
- ___ 10) A copy of the notification from FDLE that you passed the state certification exam; and, if you have been or are now certified as a law enforcement officer in the State of Florida, a copy of your FDLE certification (if applicable)
- ___ 11) Copy of your marriage certificate, divorce decree, or other court document to verify legal change of name (if applicable)
- ___ 12) U.S. Military Service separation paper (DD214, Member 4 copy), that reflects the "Type Discharge" (if applicable)
- ___ 13) Copy of your Selective Service Registration/Exemption card (if applicable)
- ___ 14) Naturalization papers (if applicable)

The hiring process for police officers is time consuming and requires many hours of background investigation. Many applicants fail to provide proper documents such as birth certificates, diplomas, and transcripts, which adversely impacts the Department's ability to conduct this investigation. Therefore, in order to give every applicant the best opportunity for employment, a preliminary background investigation will not begin until all required documents are delivered to the Police Department's Employee Resources Office. Files not containing all documents are incomplete and will not be processed.

SELECTION PROCESS - POLICE OFFICER

The following steps comprise the selection process for the position of Police Officer:

1. APPLICATION SUBMISSION AND PRELIMINARY BACKGROUND SCREENING

Applicants shall complete and submit their on-line Application and Personal History & Truth Verification Packets for screening by the TPD Background Investigators.

2. WRITING EXERCISE

Applicants will watch a short video and then write a narrative of what they saw on the video. The paper is scored on content, chronological documentation of events, grammar, and spelling. Applicants must score 70% on this exercise to continue in the process.

3. ORAL BOARD

Applicants will answer a series of questions in front of a panel of evaluators. This component is intended to examine applicants' decision-making and communication skills as well as other traits such as character and ethics. Applicants must satisfactorily pass this portion to continue in the process.

4. TRUTH VERIFICATION EXAMINATION

Applicants must complete a truth verification examination administered by a certified examiner. The primary focus of this component is to assist in determining the accuracy of information provided by the applicant during the application process including: use of and involvement with illegal drugs, theft, other criminal activity, driving history, financial information, employment history, reason for applying at TPD, etcetera.

5. BACKGROUND INVESTIGATION

Applicants must pass a thorough background investigation which includes reviews of:

- Criminal and civil records
- Driver license records and driving history
- Credit history
- Employment history
- Current and previous landlord, neighbor, and personal references
- US Military and training history
- Social media and other internet information

Additionally, applicants must participate in the Tallahassee Police Department's Citizen Observer Program and complete two 'ride-alongs' with a patrol officer (see next page).

6. PSYCHOLOGICAL EXAMINATION

Applicants must participate in a psychological assessment. The primary focus of this exam is to evaluate applicants' mental and emotional stability to perform the essential functions of the job.

7. MEDICAL EXAMINATION

Applicants must pass a physical examination to be considered as a finalist. Some components of the examination include an EKG, vision screening, and a urine test for evidence of illicit drug use. The primary focus of this exam is to evaluate the candidate's physical ability to perform essential functions of the job.

8. COMMAND STAFF – FILE REVIEW

Applicants' files will be reviewed to determine their suitability for a position with the agency.

9. CHIEF'S INTERVIEW

Upon successful completion of all the above components in the application process, identified candidates will be scheduled for an interview with the Chief of Police, who will make the final decision regarding employment.

***Should you fail to meet the minimum standards required by the Tallahassee Police Department, you will immediately be discontinued from the hiring process.**

CITIZEN OBSERVER RIDE ALONG

NOTE: All application forms must be completed and turned in to the Recruiting Office prior to scheduling any ride-along.

The Tallahassee Police Department requires all persons applying for Police Officer positions to participate in a minimum of two citizen observer ride-alongs, preferably on the afternoon or midnight shift.

The purpose of participating in the Citizen Observer Program is to become familiar with the duties of Tallahassee Police Department patrol officers.

Ride-along appointments are scheduled through the Watch Commander's Office.

Prior to the ride-along, all participants must complete a Citizen Observer Ride-Along Waiver Form (located at the TPD Duty Office).

Following each ride-along, applicants must submit an After-Action Report (AAR) to the background investigators, summarizing the experiences of the ride-along.

Ride-alongs must be completed, and AARs must be submitted, prior to an applicant's psychological examination. Accommodations can be made for persons residing more than 100 miles from Tallahassee.

APPLICATION PROCESSING TIME:

Depending upon the number of applications being processed, and the anticipated hire date for which your application is being reviewed, the entire selection process could require six months or more to be fully completed. Applications will be valid for one year from the date of receipt.

Ensure the background investigators have up-to-date contact information for you and keep in touch with them for accurate information on when the next projected hiring will occur.

Applicants applying with other agencies should keep the Tallahassee Police Department informed of their progress in a particular agency's hiring process.

Most common disqualifiers

1. Failing to cooperate fully with background investigators, attend all scheduled appointments, and/or supply needed documents within a reasonable amount of time.
2. Making any false statement of fact or being deceptive by statement or omission on the TPD Personal History and Truth Verification Packet, or providing false or misleading information by any means in any part of the selection process.
3. Using/experimenting with marijuana or any other type of drug within the disqualification periods.
4. Having three or more traffic citations within the last three years.

Unsuccessful candidates may reapply after a period of one year, unless disqualified from the application process due to a criminal act or a time specific event or failing the psychological testing. If an applicant fails any psychological testing from any law enforcement agency they will have to wait three years from the date of the report to apply with the Police Department.

The Tallahassee Police Department's Employee Resources Office is open Monday - Friday, 8:00 a.m. - 5:00 p.m. Applicants may come by or call (850) 891-4324 for more information.