

CITY OF MIRAMAR
HUMAN RESOURCES DEPARTMENT
STATE OF FLORIDA CERTIFIED
AND
NON-CERTIFIED POLICE OFFICER
REQUIREMENTS/TEST INFORMATION

STEP # 1- CITY OF MIRAMAR EMPLOYMENT APPLICATIONS:

CLOSING DATE-OPEN

ALL applicants must complete a City of Miramar employment application and return it to the Human Resources Department with **PHOTOCOPIES**, provided by the applicant, of the following documents:

1. High School Diploma, College Degree, transcript, or GED.
2. Driver's License (on separate sheet from other documents)
3. DD214 if claiming veteran's preference
4. F.D.L.E Physical Agility Test Data Collection form (no more than 6mo. old)
5. Swimming test results (Lifetime)
6. C.J.B.A.T PASSING RESULTS (**80%**) – **Expiration Date: two year**, (REQUIREMENTS FOR CERTIFIED/NONCERTIFIED POLICE OFFICER APPLICANT). **NOTE:** IF TAKEN AFTER JUNE 9th, 2008, THEN IT EXPIRES FOUR YEARS AFTER TEST DATE.

CERTIFIED POLICE OFFICERS MUST PROVIDE **PHOTOCOPIES** OF THE ABOVE AND ALSO INCLUDE PHOTOCOPIES OF:

- State of Florida Law Enforcement Certification, **OR**
- Proof of Graduation from a State of Florida Recognized Police Academy, **OR**
- State of Florida Proof of Comparative Compliance

STEP #2-BROWARD COMMUNITY COLLEGE CRIMINAL JUSTICE TESTING CENTER

APPLICANTS MUST APPLY **ONLINE** AT www.broward.edu/ips (SEE ATTACHED INFORMATION SHEET FROM THE ACADEMY).

ALL APPLICANTS must pass the C.J.B.A.T., agility, and swimming tests given at

Broward Community College Criminal Justice Testing Center **OR** from and accredited Florida Criminal Justice Testing Center.

STEP #3- SUBMITTING CITY OF MIRAMAR APPLICATION

Completed application should be submitted online only.

Incomplete applications will be disqualified from consideration.

Applicants with questions are advised to call the City of Miramar Police Department, Human Resources at (954)-602-3823.

Applicants will be given written instructions for the BPAD as well as a Personal History Questionnaire.

Applicants that successfully complete the **B-PAD** are eligible to continue in the selection process, which includes: psychological screening, **CVSA/polygraph examination**, traffic history, physical examination/alcohol and drug screening, and background investigation.

STEP# 4- INTERVIEW WITH POLICE CHIEF AND FINAL RECOMMENDATION

Upon receiving a favorable recommendation by the Chief of Police, a request for employment memorandum shall be prepared and forwarded to HR for processing the applicant.

TESTING SCHEDULES

You must sign in forty-five (45) minutes prior to testing time or you will NOT be permitted to take the C.J.B.A.T, or BASIC MOTOR SKILLS TEST (Agility). If you are late you will be required to make another appointment.

C.J.B.A.T.....Monday.....5:00-8:00PM.....Sign in at 4:15PM

BASIC MOTOR SKILLS...Monday.....10:00AM.....Sign in at 9:15AM

(AGILITY TEST). NOTE: WEATHER PERMITTING

Monday.....1:00PM.....Sign in at 12:15PM

Thursday.....10:00AM.....Sign in at 9:15AM

AGILITY PRACTICE Thursday..... 4:00PM.....Sign in at 3:45PM
(No charge for practice sessions). **NOTE: WEATHER PERMITTING**

SWIM TEST.....Monday.....7:45AM.....Sign in at 7:30AM
(Police Candidates Only). **NOTE: WEATHER PERMITTING.**

NOTE: SWIM TEST REQUIRES CJSTC FORM 75B. SIGN IN AT THE POOL WHICH IS LOCATED NEXT TO BUILDING #10.

RETEST FEES AND RULES

C.J.B.A.T

\$30.00 for each retest.

An applicant who fails to achieve the required score on the C.J.B.A.T may apply for retesting with an ALTERNATE version of the C.J.B.A.T. An applicant who fails to achieve the required score on the retest may apply for a second ALTERNATE retest; however, an applicant who fails to achieve the require score on the second retest will be ineligible for further C.J.B.A.T. testing for six months.

Passing Score: 80%, Expiration Date: Two years or Four years (if taken after June 9th, 2008).

BASIC MOTOR SKILLS (AGILITY)

\$10.00 for each retest

You may pay retest fees and retake this test and unlimited number of times until you pass the Basic Motor Skills Test as long as you meet the 90 days physical examination criteria.

BASIC MOTOR SKILLS (AGILITY)

Expiration Date: No more than 6 months old

SWIM TEST

\$5.00 for each retest

You may pay retest fees and retake this test and unlimited number of times until you pass the Swim Test.

SWIM TEST - Expiration Date: Life time guarantee

Testing Center Address:

Criminal Justice Testing Center, 3501 Davie Road, FL, 33314- 954-201-6790 OR 954-201-6931.

General Information:

The Criminal Justice Testing Center is NOT a hiring agency; it is a testing center for persons wanting to enter Law Enforcement of Corrections positions in Broward County. The criminal Justice Testing Center administers the CRIMINAL JUSTICE BASIC ABILITIES TEST (C.J.B.A.T), BASIC MOTOR SKILLS TEST (AGILITY); AND SWIM TEST two of the required test may make you eligible for consideration of further evaluation by participating agencies.

REGISTRATION

Register online at www.broward.edu/ips. Select the “**TESTING CENTER**” button and then select the “**TESTING CENTER INFORMATION BOOKLET**” link.

FEES

Fees must be paid at the time of check-in by cash or money order (personal checks are not accepted).

Fees are non-refundable.

LAW ENFORCEMENT TESTING FEE:

Fees for law enforcement applicants are \$50.00 and include testing for C.J.B.A.T., Basic Motor Skills (Agility), and Swim Test.

CORRECTIONS TESTING FEE:

Fees for corrections applicants are \$50.00 and include testing for C.J.B.A.T, and Basic Motor Skills (Agility).

TEST INFORMATION:

All testing materials will be provided by the Testing Center. Personal calculators, pens and pencils are not permitted. Do not enter with any papers, books, containers, or bags. Pagers and cell phones must be kept on silent or vibrate mode. Only qualified applicants will be authorized to enter testing areas. Remain seated and quiet during the entire test. If you should need to leave the area for any personal reason please raise your hand and a proctor will authorize your request. Please refrain from wearing any fragrances in consideration of those who suffer from allergies. The swim test, Basic Motor Skills Test (Agility), and Agility practice will not be conducted during inclement weather.

C.J.B.A.T

On the date of your appointment to sit for the C.J.B.A.T. you must arrive 45 minutes prior to testing and present your paid registration receipt and a valid driver's license, state-issues photo I.D., or United States passport. If you are late, you will not be permitted to enter the testing area and will be required to make another appointment.

BASIC MOTOR SKILLS (agility) TEST:

In order to take this test the applicant must present a Physicians statement form (located on page 13 of this booklet) completed and signed by a Medical Doctor (MD), or Doctor of Osteopathy (DO) licensed to practice medicine in the State of Florida. The form remains valid for a period of 90 days and requires that the agility test or subsequent retests must occur within the 90-day time frame. You must arrive 45 minutes prior to testing and present a completed "wavier and release form" (located on the back cover of this booklet), a paid registration receipt and a valid driver's license, state issued photo I.D. or United States passport. Applicants are required to wear athletic shoes and appropriate clothing during testing and practice sessions. If you do not have a qualifying physician, a suggested list is provided on page 14.

SWIM TEST:

The swimming test is conducted at the Broward Community College Aquatic Complex, located on the west side of the campus adjacent to College Avenue near Building 10. Applicants must arrive at the complex by 7:30AM and present photo I.D., and

paid registration receipt. The test requires treading water for 5 minutes and swimming 100 yards in any stroke style except back stroke. Broward Sheriff's Office applicants may take the modified swim test which eliminates treading and requires swimming 50 yards. Appropriate swim attire and personal towels are required.

**CITY OF MIRAMAR
HUMAN RESOURCES DEPARTMENT**

FACTORS WHICH WILL DISQUALIFY YOUR APPLICATION FOR EMPLOYMENT WITH THE CITY OF MIRAMAR POLICE DEPARTMENT:

PRIOR TO BEING CONSIDERED FOR EMPLOYMENT BY THE MIRAMAR POLICE DEPARTMENT, APPLICANTS MUST SUCCESSFULLY PASS THE FOLLOWING: A PERSONAL HISTORY QUESTIONNAIRE REVIEW (TO INCLUDE AN EXTENSIVE CRIMINAL HISTORY AND DRIVING RECORD CHECK); A VIDEO ASSESSMENT TEST; A COMPUTERIZED VOICE STRESS ANALYSIS (C.V.S.A) OR POLYGRAPH EXAM, A PSYCHOLOGICAL EXAM, A THOROUGH BACKGROUND CHECK; DRUG SCREENING; A MEDICAL EXAM; AND AN ADMINISTRATIVE REVIEW. FAILURE TO PASS ANY OF THESE EXAMS WILL RENDER YOU DISQUALIFIED FROM EMPLOYMENT WITH THE POLICE DEPARTMENT.

THE FOLLOWING ARE DISQUALIFIERS ACCORDING TO THE POLICE DEPARTMENTS ESTABLISHED RULES, REGULATIONS, POLICIES AND PROCEDURES. IF YOUR BACKGROUND CONTAINS ANY OF THESE CIRCUMSTANCES, DO NOT APPLY. YOU WILL NOT BE CONSIDERED FOR EMPLOYMENT WITH THE MIRAMAR POLICE DEPARTMENT.

BACKGROUND DISQUALIFIERS (TO INCLUDE, BUT NOT LIMITED TO):

AGE: (19) YEARS OF AGE (FOR SWORN PERSONNEL ONLY)

CRIMINAL: THE APPLICANT MUST MEET THE MINIMUM REQUIREMENTS SET FORTH BY F.D.L.E IN F.S.S. 1989, CHAPTERS 943.13 AND 11B-27.

FINANCIAL: AN APPLICANT'S FINANCIAL HISTORY WILL BE REVIEWED FOR THE FOLLOWING CONDITIONS: OUTSTANDING JUDGEMENTS, DISPROPORTIONATE

AMOUNTS OF INDEBTEDNESS, BANKRUPTCIES, OR SEVERLEY DAMAGED CREDIT
(FOR REASONS OTHER THAN LISTED ABOVE)

DRUG USE: NO USE OF FELONY CLASS DRUGS, AS DEFINED UNDER F.S.S. CHAPTER 893 SCHEDULE I, OR USE OF FELONY CLASS DRUGS, AS DEFINED UNDER F.S.S. CHAPTER 893 SCHEDULE II, WITHOUT PRESCRIPTION OR PROFESSIONAL MEDICAL ADVICE AND SUPERVISION. NO USE OF MISDEMEANOR DRUGS SUCH AS MARIJUANA WITHIN THREE YEARS OF DATE OF APPLICATION. NO HISTORY OF DRUG SALES OR TRANSPORTATION.

DRIVING: OFFENSES INVOLVING LEAVING THE SCENE OF AN ACCIDENT, INVLOVING DEATH, INJURY, OR PROPERTY DAMAGE; FAILURE TO REPORT AN ACCIDENT, FAILURE TO RENDER AID OR INFORMATION AT THE SCENE OF AN ACCIDENT OR VEHICULAR HOMOCIDE, WILLFULLY FLEEING OR ELUDING A POLICE OFFICER, OR WILLFUL AND WANTON RECKLESS DRIVING; DRIVING UNDER THE INFLUENCE OF AN ALCOHOLIC BEVERAGE OR NARCOTICS WITHIN THE PAST SEVEN (7) YEARS.

THE APPLICANT'S DRIVERS LICENSE MUST NOT HAVE BEEN SUSPENDED OR REVOKED IN ANY STATE, WITHIN THE LAST (5) FIVE YEARS FOR REASONS ASSOCIATED WITH MOVING VIOLATIONS, FINANCIAL RESPONSIBILITY, NO AUTOMOBILE INSURANCE, FAILURE TO APPEAR IN COURT, OR FAILURE TO PAY CITATIONS. APPLICANTS WILL BE DISQUALIFIED IF THEY HAVE A DRIVING PATTERN THAT WOULD CAUSE CONCERN FOR THE MIRAMAR POLICE DEPARTMENT.

EMPLOYMENT: APPLICANTS MAY BE DISQUALIFIED FOR AN ESTABLISHED POOR WORK HISTORY, INCLUDING DISCHARGE FOR CAUSE WITHIN FIVE (5) YEARS OF

APPLICATION, PENDING OR DOCUMENTED DISCIPLINARY ACTION WITHIN THE PAST TWO (2) YEARS, OR FORCED TO RESIGN OR TERMINATED FROM ANY LAW ENFORCEMENT AGENCY WITHIN FIVE (5) YEARS, NOT OVERTURNED ON APPEAL.

MILITARY: THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT IF: DISHONORABLY DISCHARGED, OR IF HE/SHE HAS TWO (2) OR MORE ARTICLES 15'S/CAPTAIN MAST, REDUCTION IN RANK DUE TO VIOLATION OF THE UNIFORM CODE OF MILITARY JUSTICE, OR IF THERE ARE ANY CONDITIONS THAT WOULD CAUSE CONCERN TO THE MIRAMAR POLICE DEPARTMENT.

CURRENT CITY OF MIRAMAR POLICY ON VETERAN PREFERENCE POINTS

Veterans of the Armed Forces of the United States, upon presenting their honorable discharge together with proper credentials from the Veteran's Administration, will be entitled to five (5) points which will be added to their total examination ratings if the veteran served during a wartime era, or to three (3) points if not a wartime era (as defined in the rules of the Department of Administration Division of Veteran's Affairs Chapter 22 VP-1).

Other veteran points classification are as follows:

- Five (5) points awarded to the unremarried widow or widower of a veteran who died of a service connected disability.
- Ten (10) points awarded to disabled veterans who are receiving compensation, disability retirement benefits, or pension by Veteran's Administration or Department of Defense.
- Ten (10) points awarded to the spouse of any person who has a total and permanent service-connected disability and who, because of the disability, cannot qualify for employment, or to the spouse of any person who is missing in action or is a prisoner of war. This credit can be allowed only once, that being at the initial or entrance examination. The veteran's preference can be claimed and successfully used to obtain employment with an employer only once after October 1, 1987.

In order to receive veteran preference points, the applicants must submit:

1- completed City of Miramar Veteran's Preference Forms (Available in the Human Resources, Department or city's website at www.ci.miramar.fl.us)

2- copy of DD214

3- proof of disability (if claiming additional preference/points as a disabled veteran).

City of Miramar
Police Benevolent Association of Broward Count (PBA)

Benefits Overview

The City of Miramar offers a generous benefits package to include:

Paid Vacation

Years of Service:

Less than four (4) years / 80 Hours Vacation

Four (4) - ten (10) years / 120 Hours Vacation

Over ten (10) years / 160 Hours Vacation

Over twenty (20) years / 200 Hours Vacation

Holidays*

Employee's Birthday

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans' Day

Thanksgiving Day

Christmas Day

Two (2) Floating Holidays

**Holiday pay is base + 1 ½ times the employee's base rate (MUST WORK THE HOLIDAY TO RECEIVE THE HOLIDAY PAY).*

We also offer:

- Take Home Vehicle Program
 - 25 Year Retirement Plan
 - Deferred Compensation Plan
- Five Year Deferred Retirement Option Plan
 - A generous longevity incentive after thirteen years of service
- An excellent tuition reimbursement plan after one year of employment
 - A flexible PPO and HMO health plan for you and your family
 - Life Insurance
 - Shift Differential
 - Uniform Allowance
 - Military Leave