



Application for:

Police Officer

Mailing Instructions:

Employee Resources
Tallahassee Police Department
234 East Seventh Avenue
Tallahassee, FL 32303
(850) 891-4391/4361

Email: Oscar.Brannon@talgov.com
URL: www.talgov.com/tpd



Revised 12/2009

An Equal Opportunity Employer

**Tallahassee Police Department
Police Officer Application Process**

Applications

The Enclosed Personal History Statement, City Application And Other Required Documents Should Be Mailed To The:

**Tallahassee Police Department
Recruiting Section
234 East Seventh Avenue
Tallahassee, Florida 32303
Internet address: www.talgov.com/tpd**

QUALIFICATIONS

- Must be a U.S. citizen
- At least 19 years old
- Valid Driver's License
- Vision correctable to 20/20
- **Have at least sixty (60) semester or ninety (90) quarter hours of college, with grades of "C" or better in each course**
- **Completion of Florida law enforcement academy basic recruit class****
- **Pass Florida law enforcement certification exam****

The below listed documents must be received before your application can receive active consideration. Applications will not be processed until all items are completed and all required documents are received. Please keep, for your reference, all portions of the application that are provided as general information.

*The Tallahassee Police Department's Recruiting Office is open Monday - Friday, 8:00 a.m. - 5:00 p.m. Applicants may come by or call (850) 891-4254/4391 for more information.

REQUIRED DOCUMENTS

All applicants **must submit** the following legal documents:

1. Birth certificate - a copy of the document must be from the Bureau of Vital Statistics from the state of your birth.
2. Social Security Card - a photocopy of your card.
3. Driver's license - a photocopy of your current driver's license (front and back of driver's license if renewal information is located on the back).
4. A **certified** College Transcript reflecting an A.A. or A.S. degree or the equivalent 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 College or may be included with your application in a tamper evident envelope that was sealed by the College.
5. Copy of Florida law enforcement academy diploma. If you are currently attending the academy, a copy of the diploma must be submitted upon graduation.
6. Copy of the written notification from the Florida Department of Law Enforcement (FDLE) that you have passed the state certification examination. If you will take the exam prior to hire, a copy of the notification must be submitted as soon as it is received from FDLE.
7. Proof of name change (if applicable).
8. Driver's record- a recent copy of your 7-year driver's history transcript from every state (except Florida) in which you have ever held a valid driver's license. (Note: Persons with DUI history are permanently disqualified)

9. Military Record - DD214 (Member 4 Copy) reflecting character of service/type of separation for each tour of duty.
10. All male applicants between the ages of 18 - 26 must submit a copy of their Selective Service Registration or Exemption card.
11. Naturalization Papers (if applicable) -**Federal law prohibits copying of naturalization papers. The actual papers must be presented at the time of application.**

SELECTION PROCESS - POLICE OFFICER

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

1. Review of application to insure that all minimum requirements are met
2. Review of Criminal, Driving and Credit History status
3. Citizen Observer Ride Along
4. Oral Board Interview
5. Polygraph Examination
6. Psychological Interview and Evaluation (MMPI/CPI included)
7. Medical Examination & Drug Screening
8. Background Investigation

CITIZEN OBSERVER RIDE ALONG

The Tallahassee Police Department requires all persons applying for police officer positions to participate in a minimum of two (2) Citizen Observer Ride Alongs to become familiar with the Department's operations and the duties of patrol officers. This **mandatory** requirement can be completed either before or during the selection process. Ride-alongs are recommended, but not required, for applicants with prior law enforcement experience. Appointments are scheduled through the Recruiting Section, email: Oscar.Brannon@talgov.com, or call Recruiting, **(850) 891-4391** for more information. Applicants living more than 50 miles from Tallahassee may complete the required ride-alongs with hometown agencies if they wish to.

**** IMPORTANT FOR PROCESSING**

DO NOT return this document until all of the questions within have been answered completely.

The application must be completed in ink or typed.

If the question does not apply to you, then write "N/A" in the blank.

The recruitment process for police officers is time consuming and requires many hours of background investigation. Many applicants fail to complete the required forms or to bring proper documents such as birth certificates, diplomas, or certificates. Therefore, in order to give every applicant the best opportunity for employment, a preliminary background investigation **will not** begin on an applicant until all forms and documents are returned to the Police Department's Employee Resources Office. Files not containing all documents will be treated as incomplete and will not be processed. Depending upon the number of applications being processed, the entire selection process could require up to six (6) months to fully complete. This does not account for time lapsed while waiting for information requested from the applicant.

Unsuccessful candidates may reapply after a period of one (1) year unless disqualified from the application process based upon a criminal act. Persons who have received a traffic citation in any state for a moving violation, such as speeding or running a red light, are ineligible to apply for six (6) months after the final disposition date of the citation or charge.

POLICE OFFICER

DUTIES AND RESPONSIBILITIES: A Police Officer performs a wide range of tasks to promote public safety, including crime prevention and general enforcement of the law and performing related work as required. The duties of a Police Officer encompass but are not limited to patrolling, crime detection, investigation, and traffic enforcement and control.

MINIMUM REQUIREMENTS: U.S. Citizen, at least 19 years of age, must possess a valid driver's license. Must have a minimum of an A.A. or A.S. Degree from an accredited institution of higher learning or an equivalent number of college credit hours: 90-quarter hours or 60 semester hours with a "C" or better in each course. **Experience will not substitute for the required education.** Visual ability must fall within normal ranges regarding color distinction and depth perception.

Applicants must be of good moral character and have not been convicted of a felony or a misdemeanor involving moral turpitude.

RESIDENCY REQUIREMENT: Upon appointment you must reside within the state of Florida and within a 35-mile radius of the intersection of North Monroe and East Tennessee Streets.

FIELD TRAINING COURSE: Upon hire, recruits will receive approximately 920 hours of Department Orientation and Field Training. Each recruit must successfully complete all phases of training and instruction to obtain permanent employee status.

EMPLOYEE BENEFITS - UNIFORMS: All uniforms and equipment are furnished and all uniform cleaning expenses are borne by the department.

VACATION, SICK LEAVE, HOLIDAYS: Each officer accrues vacation at a rate of eight hours per month. Additional vacation days are earned as the officer's length of service increases. Sick leave is accumulated at a rate of eight hours per month. There are ten paid holidays per year.

RETIREMENT: Officers are eligible for retirement with full benefits with a minimum of 25 years of service to the Department, or with at least 5 years of service and are 55 years of age. Accrual is 3% per year worked and 2% for each year purchased from a prior retirement plan.

GROUP HEALTH, DISABILITY, DENTAL, EYE, AND LIFE INSURANCE: Group health insurance is available with a percentage of the cost of individual/family coverage paid for by the City. The various forms of insurance coverage are available through payroll deduction.

PROMOTIONS: The Tallahassee Police Department offers competitive promotional processes for officers to progress into higher ranks when these positions become vacant.

CREDIT UNION: City of Tallahassee employees are eligible for membership in a credit union that encourages savings and permits loans by authorized employee payroll deductions.

EDUCATIONAL ASSISTANCE: After completion of a one-year probationary period, each employee will be eligible to take courses that are approved in advance by the Chief as being job-related. Upon successful completion of each course (C or better is required for college-accredited or any other grade course), the employee will be reimbursed for tuition and books required by the course in an amount of not more than \$100.00 per quarter course or \$150.00 per semester course or a proportionate amount for a summer session course.

BASIC JOB REQUIREMENTS - PHYSICAL ABILITY: A routine physical examination by a physician is required, including a resting EKG and a vision test.

The City of Tallahassee, concerned for the health and safety of all employees, has adopted a policy of employing only police officer candidates who **do not** use tobacco products. Each applicant will be required to attest to this status with a sworn statement.

EQUAL OPPORTUNITY: The City of Tallahassee is an equal opportunity employer and invites applications without regard to race, sex, religion, or national origin.

PRE-EMPLOYMENT POLYGRAPH EXAMINATION

The following is a list of topic areas to be covered in the polygraph examination.

1. Drinking and Gambling Habits
2. Arrests and Convictions
3. Theft of Merchandise
4. Serious Undetected Crimes
5. Reason for Applying
6. Use of tobacco products (cigars, cigarettes, pipe, chewing tobacco, snuff, etc.)
7. Falsifying Application
8. Usage of Illegal Narcotics
9. Theft of Money
10. Financial Status
11. Traffic Offenses

PRE-EMPLOYMENT DRUG SCREEN

The following is a list of substances covered in the Drug Screen.

1. Amphetamine
2. Barbiturates - long acting
3. Barbiturates - short acting
4. Cocaine
5. Codeine
6. Dihydromorphinone
7. Methaqualone (Quaalude)
8. Methadone
9. Morphine
10. Meperidine (Demerol)
11. Pentazocine (Talwin)
12. Phenothiazine
13. Phencyclidine
14. Propoxyphene (Darvon)
15. Quinine
16. Cannabinoid Screen

CHECKLIST FOR POLICE OFFICER APPLICANTS:

- ___ 1) Birth certificate from the Bureau of Vital Statistics in the state you were born.
(A hospital certificate **will not** be accepted)
- ___ 2) Official college transcript and a photocopy of your degree certificate/diploma.
- ___ 3) Photocopy of your current driver's license.
- ___ 4) 7- year driver's license history from each state in which you have ever been licensed (except Florida).
- ___ 5) Photocopy of your Social Security card.
- ___ 6) Service separation paper (DD214), Member – 4 copy, that reflects the "Type Discharge".
- ___ 7) Marriage certificate, divorce decree, or other court document to verify legal change of name.
- ___ 8) Law enforcement training: a copy of your academy diploma and a copy of the notification from FDLE that you passed the state certification exam; in addition, a copy of your FDLE certification if you have been or are now certified as a law enforcement officer in the State of Florida.
- ___ 9) Naturalization papers if applicable.

**RETIREMENT CREDITS
CITY OF TALLAHASSEE
(25 YEAR/AGE 55 RETIREMENT)**

Buying Previous Retirement Years

(Available options after 5 years tenure with City of Tallahassee)

OPTION #1

Years Tenure	% Accrual/year	Total%
Work 20 years	3%	60%
Buy 5 years from previous retirement plan	2%	10%
Full Retirement benefits		70%

OPTION #2

Years Tenure	% Accrual/year	Total%
Work 25 years	3%	75%
Buy 5 years from previous retirement plan	2%	10%
Full Retirement benefits		85%

OPTION #3(For Military Personnel)

(Example: 10+ years in military with war zone experience)

Years Tenure	% Accrual/year	Total%
Work 15 years	3%	45%
Buy 5 years military as "wartime" benefit	2%	10%
Buy up to 5 years non-wartime military retirement	2%	10%
Full Retirement benefits		65%

NOTE: Military personnel with no service in war zone have the same benefits as Options #1 & #2 above

OPTION #4(For Military Personnel)

(Example: 10+ years in military with war zone experience)

Years Tenure	% Accrual/year	Total%
Work 20 years	3%	60%
Buy 5 years as "wartime" benefit	2%	10%
Buy up to 5 years non-wartime military retirement	2%	10%
Full Retirement benefits		80%

NOTE: Military personnel with no service in war zone have the same benefits as Options #1 & #2 above

OPTION #5(For Military Personnel)

(Example: 10+ years in military with war zone experience)

Years Tenure	% Accrual/year	Total%
Work 23½ years	3%	70%
Buy 5 years as "wartime" benefit	2%	10%
Buy up to 5 years non-wartime military retirement	2%	10%
Full Retirement benefits		90%

NOTE: Military personnel with no service in war zone have the same benefits as Options #1 & #2 above

NOTE: Maximum Retirement percentage is 90%

PERSONAL HISTORY STATEMENT

Police Officer Application Tallahassee Police Department

Date _____
(office use only)

I. Current Personal Data

A. Full Name _____,
(Last) (First) (Middle)

Address (No., Street, Apt., City, State, Zip): _____

Home Phone: ____ - ____ - ____ Cell Phone: ____ - ____ - ____ Best Phone: ____ - ____ - ____

Email Address: _____@_____

Social Security Number: ____ - ____ - ____ Date of Birth: _____

B. Race: _____ Gender: ____ Weight: ____ Height: ____ ft. ____ in. Eye Color: _____ Hair Color: _____

C. Yes No Have you ever had your name changed? If yes:

Previous Name(s): _____

Date and location of change: _____

Reason for change: _____

D. Yes No Have you ever previously applied to the Tallahassee Police Department? If yes, which position _____ Date (Month/Year) _____

II. Citizenship Data

A. Yes No Are you a U.S. citizen?

B. Yes No Did you obtain U.S. citizenship by naturalization?

C. Naturalization: Date _____ Location _____, ____ **Number** _____

III. Law Enforcement Education/Experience

A. Law Enforcement Academy _____

Address (No., Street, Apt., City, State, Zip): _____

Class Coordinator: _____ Phone: _____ - _____ - _____

Yes No Certificate Received? Certification # _____

Date Certified: _____ State _____

B. If not presently working as a Law Enforcement Officer, date last worked as a certified Law Enforcement Officer _____ State _____

C. Years _____ Months _____ "Full-time" Law Enforcement Officer Experience (full-time Military Police experience also counts).

D. Yes No Have you ever applied to the Tallahassee Police Department?
If yes, when? _____

E. Yes No Have you ever applied to another Law Enforcement Agency?
If yes, list the agency below.

1. **Agency Name:** _____

Address (No., Street, Apt., City, State, Zip): _____

Date Applied _____ Status of Application _____

2. **Agency Name:** _____

Address (No., Street, Apt., City, State, Zip): _____

Date Applied _____ Status of Application _____

3. **Agency Name:** _____

Address (No., Street, Apt., City, State, Zip): _____

Date Applied _____ Status of Application _____

4. **Agency Name:** _____

Address (No., Street, Apt., City, State, Zip): _____

Date Applied _____ Status of Application _____

***Attach additional sheets if necessary**

IV. References

- A. Provide three (3) references (not relatives, fellow employees or school teachers) who are responsible adults of reputable standing in their communities, such as heads of households, property owners, business or professional men or women, who have known you well during the past five (5) years.

References must be listed. Do not leave blank.

1. Name: _____ Phone #: _____

Address (No., Street, Apt., City, State, Zip): _____

Occupation: _____ Phone #: _____

2. Name: _____ Phone #: _____

Address (No., Street, Apt., City, State, Zip): _____

Occupation: _____ Phone #: _____

3. Name: _____ Phone #: _____

Address (No., Street, Apt., City, State, Zip): _____

Occupation: _____ Phone #: _____

- B. Provide three (3) social acquaintances that have known you well during the past five (5) years. (Must be different from the three references listed above)

Social acquaintances must be listed. Do not leave blank.

1. Name: _____ Phone #: _____

Address (No., Street, Apt., City, State, Zip): _____

Occupation: _____ Phone #: _____

2. Name: _____ Phone #: _____

Address (No., Street, Apt., City, State, Zip): _____

Occupation: _____ Phone #: _____

3. Name: _____ Phone #: _____

Address (No., Street, Apt., City, State, Zip): _____

Occupation: _____ Phone #: _____

C. Provide the following information about three (3) of your neighbors. **Neighbors must be listed. Do not leave blank.**

1. Name: _____ Phone #: _____
 Address (No., Street, Apt., City, State, Zip): _____
 Occupation: _____ Phone #: _____

2. Name: _____ Phone #: _____
 Address (No., Street, Apt., City, State, Zip): _____
 Occupation: _____ Phone #: _____

3. Name: _____ Phone #: _____
 Address (No., Street, Apt., City, State, Zip): _____
 Occupation: _____ Phone #: _____

NOTE: If references, social acquaintances or neighbors are not listed, the application will not be processed.

V. Driving History

A. Yes No Have you ever had a driver's license in any state other than the state of Florida? If yes, give state, driver's license number and date of expiration. (Submit 7-year driving history from each state.)

State	Driver's License Number	Date of Expiration
—	_____	_____
—	_____	_____
—	_____	_____

B. Yes No Have you ever been given a traffic citation and/or paid a fine for any traffic violation?

List all moving and non-moving traffic citations, (i.e., speeding, running a red light, expired registration, no insurance, etc.), that you have received in the past five (5) years, starting with the most recent citation. Exclude parking tickets.

<u>Month/Year issued</u>	<u>Type of violation</u>	<u>Issuing Agency</u>	<u>Disposition</u>
/	_____	_____	_____
/	_____	_____	_____
/	_____	_____	_____
/	_____	_____	_____

C. Yes No Has your driver's license ever been suspended or revoked?

If yes, for what reason(s)? _____

Length of suspension(s) _____

Month(s) and Year(s) reinstated ____/____

VI. Military Experience

A. **Yes** **No** Have you ever been in the United States Armed Forces?

Branch of Service _____ Dates of Service _____ to _____

Type of Discharge _____

B. **Yes** **No** While in the military service, were you ever reprimanded, convicted or adjudicated guilty of any offense under the Uniform Code of Military Justice?

If yes, explain in detail: _____

Include a copy of your **DD214 - Member 4 Copy** (with characterization of discharge) for each tour of duty.

VII. Employment References

List chronologically **ALL** employments, including part-time employments, beginning with your current or most recent employer. Please include the full address (city/state/zip code)

1. Name of Employer: _____

Supervisor: _____ Dates employed: _____ to _____

Address (Street, City, State, Zip): _____ - _____

Phone # of Employer: _____ - _____ Fax # of Employer: _____ - _____

Reason for Leaving: _____

2. Name of Employer: _____

Supervisor: _____ Dates employed: _____ to _____

Address (Street, City, State, Zip): _____ - _____

Phone # of Employer: _____ - _____ Fax # of Employer: _____ - _____

Reason for Leaving: _____

3. Name of Employer: _____

Supervisor: _____ Dates employed: _____ to _____

Address (Street, City, State, Zip): _____ - _____

Phone # of Employer: _____ - _____ Fax # of Employer: _____ - _____

Reason for Leaving: _____

4. Name of Employer: _____

Supervisor: _____ Dates employed: _____ to _____

Address (Street, City, State, Zip): _____ - _____

Phone # of Employer: _____ - _____ Fax # of Employer: _____ - _____

Reason for Leaving: _____

5. Name of Employer: _____
Supervisor: _____ Dates employed: _____ to _____
Address (Street, City, State, Zip): _____ - _____
Phone # of Employer: _____ - _____ Fax # of Employer: _____ - _____
Reason for Leaving: _____

6. Name of Employer: _____
Supervisor: _____ Dates employed: _____ to _____
Address (Street, City, State, Zip): _____ - _____
Phone # of Employer: _____ - _____ Fax # of Employer: _____ - _____
Reason for Leaving: _____

****Attach additional sheets if necessary***

B. **Yes** **No** If you have Law Enforcement experience, have you ever been or are you currently under internal investigation? If yes, list employer, each incident, dates, and outcome: _____

****Attach additional sheets if necessary***

VIII. Skills

In your own words, explain how you qualify for this position.

IX. Personal Character Background

A. Yes No Do you consume or have you ever consumed alcoholic beverages?
If "YES", in what quantities? _____

B. Beer Wine Liquor Which do you usually drink?

C. When were you last intoxicated? (MM/YY) _____

D. Describe what "intoxication" means to you. _____

E. Yes No Do you use tobacco products now?

Yes No Have you used them in the past?

If yes, what tobacco product did/do you use? _____

F. With respect to **illegal drugs**, including but not limited to marijuana, hashish, speed, cocaine, heroin, ecstasy, mushrooms, PCP, LSD, steroids, etc.:

Yes No Have you ever used, possessed or experimented with illegal drugs?

Yes No Have you ever purchased illegal drugs?

Yes No Have you ever sold (as defined in criminal statutes) illegal drugs?

If "YES" to any of the above, list the type of drug, the frequency of use, sale, purchase and/or possession of each drug. **Please list the month and year of the first and last time used, sold, purchased and/or possessed. If the frequency, month and year are not listed, the application will not be processed.**

Drug Type: _____ Date-Last Use: _____ Frequency of Use: _____

Drug Type: _____ Date-Last Use: _____ Frequency of Use: _____

Drug Type: _____ Date-Last Use: _____ Frequency of Use: _____

Drug Type: _____ Date-Last Use: _____ Frequency of Use: _____

G. When was the last time anyone used illegal drugs/illegal controlled substances in your presence? N/A _____

What illegal drug was it and under what circumstances did you see the illegal drug used?

N/A _____

H. Yes No Have you ever committed a crime, **WHETHER ARRESTED OR NOT**, that would constitute a felony or first-degree misdemeanor? **If "YES", explain below and enclose all related documents, (i.e., police reports, arrest affidavits, court dispositions)**

Offense: _____ Date: _____ Circumstances: _____

Offense: _____ Date: _____ Circumstances: _____

Offense: _____ Date: _____ Circumstances: _____

I. **Yes** **No** Have you ever been arrested or charged with any criminal violation, including notices to appear? If **“YES”**, explain below and enclose all related documents, (i.e., police reports, arrest affidavits, court dispositions)

Offense: _____ Date of Arrest: _____ Arresting Agency: _____

Disposition: _____ Explanation: _____

Offense: _____ Date of Arrest: _____ Arresting Agency: _____

Disposition: _____ Explanation: _____

Offense: _____ Date of Arrest: _____ Arresting Agency: _____

Disposition: _____ Explanation: _____

J. **Yes** **No** Have you ever had a criminal record or an arrest record sealed or expunged? If **“YES”**, list date _____ Location (City, State): _____, _____

SPECIAL NOTE: Criminal records sealed under Florida Statutes, as well as most states' laws, may be available for inspection by a Criminal Justice Agency for the purpose of employment.

K. **Yes** **No** Have you ever been dismissed or asked to resign or had **any** disciplinary action taken against you from any employment or position you have ever held? If **“YES”**, explain in detail:

L. **Yes** **No** Have you ever quit a job without giving sufficient notice? If **“YES”**, how many times? _____

M. **Yes** **No** Have you ever been under investigation by the Tallahassee Police Department or **any other law enforcement agency**? If **“YES”**, what agency and explain in detail: _____

N. **Yes** **No** Have you ever been listed as a defendant or plaintiff in a civil suit? If **“YES”**, please list when, where and a brief explanation. _____

O. When we check your credit history with a credit bureau, how do you think the report will reflect? Excellent Good Fair Poor Why? _____

P. **Yes** **No** Are there any incidents in your life not mentioned herein which may reflect upon your suitability for this job or which might require further explanation? If yes, please explain.

***Attach additional sheets if necessary**

Residential Information

List **all** addresses you have had for the last ten (10) years and the dates lived at each address. **List the name and phone number of the landlord or management company for each rental property.** Attach additional sheets if necessary.

1. Dates: from _____ to _____

Address (Street, City, State, Zip): _____, _____ - _____

If rented, Landlord's name _____ Phone: _____ - _____

2. Dates: from _____ to _____

Address (Street, City, State, Zip): _____, _____ - _____

If rented, Landlord's name _____ Phone: _____ - _____

3. Dates: from _____ to _____

Address (Street, City, State, Zip): _____, _____ - _____

If rented, Landlord's name _____ Phone: _____ - _____

4. Dates: from _____ to _____

Address (Street, City, State, Zip): _____, _____ - _____

If rented, Landlord's name _____ Phone: _____ - _____

5. Dates: from _____ to _____

Address (Street, City, State, Zip): _____, _____ - _____

If rented, Landlord's name _____ Phone: _____ - _____

6. Dates: from _____ to _____

Address (Street, City, State, Zip): _____, _____ - _____

If rented, Landlord's name _____ Phone: _____ - _____

7. Dates: from _____ to _____

Address (Street, City, State, Zip): _____, _____ - _____

If rented, Landlord's name _____ Phone: _____ - _____

8. Dates: from _____ to _____

Address (Street, City, State, Zip): _____, _____ - _____

If rented, Landlord's name _____ Phone: _____ - _____

For our information, how were you made aware of the opening for Police Officer?

Location	
<input type="checkbox"/> Recruiter/Job Fair	_____
<input type="checkbox"/> Acquaintance/Officer	_____
<input type="checkbox"/> Job Advertisement	_____
<input type="checkbox"/> Internet/Website	_____
<input type="checkbox"/> Newspaper	_____
<input type="checkbox"/> Other	_____

Citizen Observer Ride Along Program

Applicants with no previous background in law enforcement are required to complete a minimum of two (2) Patrol ride-alongs with a law enforcement officer. Local applicants must contact the Recruiter at (850) 891-4391 to schedule the ride-alongs. **NOTE: All application forms must be completed and turned in to the Recruiting office prior to scheduling any ride-along.** Prior to the ride-along, all participants will complete a Citizen Observer Ride-Along Waiver Form. Forms are located in the Recruiter's office and at the Duty Officer desk. Applicant should make the ride-along request NLT two days prior to the requested ride date.

Date	No. Hours	District	Officer
1.			
2.			
3.			
4.			
5.			
6.			

WHY APPLICANTS FAIL THE HIRING PROCESS

Most common disqualifiers

1. Failing to cooperate fully with and keep all scheduled appointments and/or failing to supply needed documents within a reasonable amount of time to the Recruiting Office will disqualify an applicant from the hiring process for a minimum of six months.
2. Making any false statement of fact, being deceptive by statement or omission on the Personal History Statement or by any means in any part of the selection process will result in disqualification from the hiring process.
3. If you have been cited for a moving violation in the six months preceding the date of application, you will be automatically disqualified from consideration for employment. At the point in time in which you have maintained a clean driving history (no moving citations) for six months, you may reapply for the position of Police Officer.

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

PRINT THIS PAGE AND GET A NOTARY TO WITNESS YOU AS YOU SIGN IT. THE NOTARY MUST SIGN, DATE AND PLACE THE NOTARY SEAL ON THE FORM. MAIL THIS PAGE, ALONG WITH THE REQUIRED DOCUMENTS, TO THE ADDRESS ON THE FRONT COVER OF THIS APPLICATION.

AFFIDAVIT OF UNDERSTANDING

IF I AM HIRED, IT IS UNDERSTOOD AND AGREED THAT THE FIRST YEAR OF MY EMPLOYMENT WITH THE TALLAHASSEE POLICE DEPARTMENT WILL BE IN A PROBATIONARY OR TRIAL STATUS. IT IS FURTHER UNDERSTOOD THAT WITHIN THE TWELFTH MONTH OF THE FIRST YEAR OF EMPLOYMENT, I WILL BE EVALUATED AND INFORMED OF THE DEPARTMENT'S INTENTION TO EITHER GRANT PERMANENT STATUS, EXTEND THE PROBATIONARY PERIOD OR TERMINATE MY EMPLOYMENT.

ALL STATEMENTS AND INFORMATION GIVEN IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE. I HEREBY AUTHORIZE THE CITY OF TALLAHASSEE POLICE DEPARTMENT TO CONDUCT SUCH INVESTIGATIONS AS ARE NECESSARY TO DETERMINE MY FITNESS FOR ANY POSITION FOR WHICH I HAVE APPLIED. IN THE EVENT THAT I AM EMPLOYED, I UNDERSTAND THAT ANY INFORMATION FOUND TO BE MATERIALLY INCORRECT MAY CONSTITUTE GROUNDS FOR DISMISSAL.

Date _____ Signature _____

STATE OF _____, COUNTY OF _____ The foregoing instrument was acknowledged before me this _____ (date) by _____, who is personally known to me or who has produced _____ as identification. (type of identification)

_____ Notary's signature

_____ Notary's name

_____ Notary's title or rank

_____ Serial number, if any
_____ SEAL

RESIDENCY REQUIREMENT

This is to certify that I understand Article 24 of the Agreement between the City of Tallahassee and the Tallahassee Police Officers/Investigators Bargaining Unit of the Police Benevolent Association.

ARTICLE 24 RESIDENCY REQUIREMENT

Effective October 29, 2002, all bargaining unit members hired after October 2, 1978, no longer have to reside within Leon County, as long as they live in the State of Florida and within a 35-mile radius of the intersection of North Monroe and East Tennessee Streets.

Signature

Witness