



**CITY OF COCONUT CREEK**  
 Department of Human Resources  
 4800 W. Copans Road  
 Coconut Creek, FL 33063

<http://www.coconutcreek.net>

**INVITES APPLICATIONS FOR THE POSITION OF:  
 Police Officer (Certified)**

*An Equal Opportunity Employer*

**SALARY**

\$26.11 /Hour

**OPENING DATE:** 01/09/18

**CLOSING DATE:** Continuous

**THE POSITION**

**GENERAL PURPOSE:**

Performs entry-level specialized work in law enforcement for the Police Department. Work is normally performed under the supervision of a ranking or senior officer; however, a Police Officer is frequently required to use independent judgment and discretion. Quality of performance is reviewed constantly by supervisors. Work involves responsibility for rapid and efficient performance of specialized duties under normal and emergency conditions, and may involve threats to personal safety and/or life.

The selected candidate must have successfully completed the basic recruit training at a certified Police Academy and possess current certification from the State of Florida as a Law Enforcement Officer as described under Chapter 943, Florida Statutes (F.S.) or be currently enrolled in a State of Florida Police Academy and be able to obtain a Florida Law Enforcement Certification prior to employment.

**Job Requirements:** A criminal history check, including FCIC/NCIC, and a driving record check shall be conducted for all applicants as part of the application process. Any applicant who does not meet Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Commission (CJSTC) requirements or City of Coconut Creek Police Department standards shall not be eligible for further consideration.

**Starting Pay Rate:** \$26.11/hourly.

**Minimum:** \$26.11/hourly - \$57,024.24/annually

**Midpoint:** \$33.86/hourly - \$73,950.24/annually

**Maximum:** \$41.61/hourly - \$90,876.24/annually

\*Hourly rate subject to increase due to special assignments and shift differentials per the Collective Bargaining Agreement.

**Please be advised that if you are extended a conditional offer of employment, you will be required to provide information regarding frequency of controlled substance use.**

**The following documents MUST be attached to the online application in order for your application to be considered:**

- **Copy of HS diploma or equivalent**
- **Copy of Law Enforcement Certification, if this is your first sworn employment - copy of passing score on the State Officer Certification Examination or proof**

- currently enrolled in police academy
- Passing test scores on swim test and Basic Motor Skills Test (Agility)
- Copy of valid driver license
- Certified copies of driving history for all driver licenses issues
- [Driving History Form \(Follow Link\)](#)
- Proof of United States Citizenship
  
- Copy of DD214 (if applicable)
- Copies of all court dispositions for criminal and civil law convictions (if applicable)

**Applications received without any of the documents listed above will be considered incomplete. Incomplete applications will not be processed further.**

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Engages in law enforcement patrol functions that includes working rotating shifts, which includes, but is not limited to, days, evenings and overnight, working holidays and weekends, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure.
- Effectively communicating with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
- Demonstrating communication skills in court and other formal settings.
- Reading and comprehending legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.
- Communicates effectively and coherently over police radio channels while initiating and responding to radio communications.
- Preparing investigative and other reports using appropriate grammar.
- Performing rescue functions at crashes, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from hazardous areas.
- Performs other duties as assigned/or required

## **QUALIFICATIONS**

### **MINIMUM QUALIFICATIONS:**

Must possess current certification as a Law Enforcement Officer in the State of Florida as described under Chapter 493 of the Florida Statutes, or be currently enrolled in a commission-approved (CJSTC) basic recruit training program and become certified by the State of Florida as a Law Enforcement Officer as described under Chapter 493 of the Florida Statutes prior to employment.

Must meet the following minimum qualifications for employment or appointment:

1. Minimum of 21 years of age on date of hire.
2. Must be a citizen of the United States.
3. Must have a high school diploma or equivalent. Two (2) years college level coursework in criminal justice or related field **preferred**.
4. Must live in Palm Beach, Broward or Dade County within the first three (3) months of job offer.
5. Cannot have visible tattoos while wearing short sleeve standard issued uniforms.
6. Proof of passing of the swim test and Basic Motor Skills Test (Agility) at any state certified

FDLE/CJSTC Institute.

- Swim test is valid for life.
  - Physical agility results are valid for six (6) months from the date taken.
  - Modified agility test results **will not** be accepted.
  - Local Testing: [Broward College Criminal Justice Testing Center](#)
7. Successful completion of the National Police Officer Selection Test with a passing score.
  8. Must successfully complete a physical examination which will include drug screen and vision testing. This examination will be based on CJSTC specifications as per Florida Statute 943.13(6) and will be provided by a licensed medical provider hired by the City
  9. Must successfully complete a psychological evaluation.
  10. As per Florida Statute 943.13, must successfully complete a background check to determine good moral character which will include, but is not limited to, fingerprinting, criminal history, and employment history verification.
    - **NOTE:** As per Florida State Statute 941.13(4), must not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States. Any person who, after July 1, 1981, pleads guilty or nolo contendere to or is found guilty of any felony or of a misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication. Notwithstanding this subsection, any person who has pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for employment or appointment as an officer.
  11. Must have a good driving record, and possess a State of Florida driver license by date of appointment. **Must** provide certified copies of driving history from each state in which a driver license has been held with application.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of first aid
- Skill in Microsoft Office products (Word, Outlook)
- Skill in providing good customer service
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to understand and carry out complex instructions received verbally or in writing
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule
- Ability to gather information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, and suspects
- Ability to exercise independent judgement
- Ability to operate a law enforcement vehicle during the day and night in emergency situations, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, heavy rains or hurricanes
- Ability to perform searches of people, vehicles, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons

#### **SUPPLEMENTAL INFORMATION**

#### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of

proper techniques and moving equipment.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/ or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and /or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and / or disease, or pathogenic substances

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Tasks may involve identifying and distinguishing colors. Tasks may involve standing and walking for extended periods of time.

**Eligibility List Criteria:**

An eligibility list shall be valid for six (6) months (may be extended up to two (2) years at the City's discretion), or until the list is abolished, whichever comes first. The list is formed based on applicants who meet the minimum qualifications. Applicants on the eligibility list will be given consideration for each vacancy. Veterans' Preference shall be awarded, pursuant to Florida Statutes.

**APPLICANT SELECTED FOR HIRE MUST SUCCESSFULLY COMPLETE A BACKGROUND CHECK INCLUDING FINGERPRINTS, PHYSICAL EXAMINATION, PSYCHOLOGICAL EVALUATION AND DRUG SCREEN.**

Failure to successfully complete or qualify on any of these may result in disqualification for this position.

**NOTE TO APPLICANTS WITH DISABILITIES:** Applicants with disabilities who will need special accommodations for testing must advise Human Resources not later than one (1) week prior to scheduled testing, so that appropriate arrangements can be made.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.coconutcreek.net>

OR

4800 W. Copans Road,  
Coconut Creek, FL 33063

EXAM #2018-00009  
POLICE OFFICER (CERTIFIED)  
JW

**Police Officer (Certified) Supplemental Questionnaire**

- \* 1. Are you at least twenty-one (21) years of age?
  - Yes
  - No
- \* 2. Are you a citizen of the United States by birth or naturalization? As per F.S.S 943.13
  - Yes
  - No
- \* 3. Do you possess a high school diploma, GED or equivalent as the Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Commission (CJSTC) has defined the term by rule? As per F.S.S 943.13
  - Yes
  - No
- \* 4. Can you provide proof that you successfully passed the **swim test (good for life)** and a **(Basic Motor Skills Test (Agility)) (within the last six (6) months)** at any state

certified FDLE/CJSTC Institute from the State of Florida, as required? Note: The test must be the institutes' Standard Agility Test. A Modified Agility Test will not be accepted.

- Yes  
 No

5. Are you currently enrolled in a State of Florida Police Academy?

- Yes  
 No

6. If yes, what's your expected graduation date?

\* 7. Police Officer Certification: Certified applicants are required to provide a copy of their Florida Department of Law Enforcement Certificate of Compliance for Law Enforcement. This should be submitted with your application.

- State of Florida Law Enforcement Certification - FDLE CJSTC Certificate of Compliance (Minimum Standards or Comparative Compliance Certificate)  
 Currently enrolled in the police academy and will complete Florida Department of Law Enforcement State Officer Certification Exam prior to employment  
 Law Enforcement Certification from another state  
 None

8. List any other Law Enforcement Certifications you possess.

\* 9. How many years of prior Law Enforcement Officer experience do you possess?

- None  
 Less than 1 Year  
 1 to 3 Years  
 3 to 5 Years  
 5 or More Years

\* 10. List all employers and dates of employment where noted Law Enforcement Officer experience was obtained. Please note: This information is subject to verification, and must be supported by employment history detailed on employment application.

\* 11. Have you ever been convicted of a felony or of a misdemeanor involving "moral turpitude" as the term is defined by law? As per F.S.S 943.13

- Yes  
 No

\* 12. Do you possess prior Military Service in any branch of service in the United States? **If yes, you are required to provide a DD214 with your application.**

- Yes  
 No

\* 13. Have you ever been released or discharged under other than honorable conditions from any of the Armed Forces of the United States? (if applicable)

- Yes  
 No  
 Not Applicable

\* 14. How many hours of college credits have you completed?

- None  
 Less than 15 credit hours  
 At least 15 credit hours, but less than 30 credit hours

- More than 30 credit hours
- \* 15. Do you possess a college degree?
  - Yes
  - No
- 16. If yes, please list the type of degree (associate, bachelor, master, etc.) and the field of study.
  
- \* 17. I do not have **ANY** tattoos which will be visible when wearing a short sleeve standard issue uniform.
  - I Agree
  - I Do Not Agree
- \* 18. Do you **NOW** or have you **EVER** tried any illegal drugs or controlled substances? (Tried includes smoking, inhaling, swallowing, placing/rubbing on gums, lips or tongue; injecting; or ingesting by any other means.)
  - Yes
  - No
- 19. If yes, when was the last time?
  
- \* 20. Do you **NOW** or have you **EVER** purchased or sold any illegal drugs or controlled substances?
  - Yes
  - No
- 21. If yes, when was the last time?
  
- \* 22. Have you ever used marijuana?
  - Yes
  - No
- 23. If yes, when was the last time you used marijuana? (mm/dd/yy)
  
- \* 24. Have you ever used cocaine?
  - Yes
  - No
- 25. If yes, when was the last time you used cocaine? (mm/dd/yy)
  
- \* 26. Have you ever used any other controlled substance (without a prescription) not listed above, such as but not limited to ecstasy, mushrooms, acid, oxycontin or heroin?
  - Yes
  - No
- 27. If yes, list each controlled substance you used and the last time you used it. (mm/dd/yy)
  
- \* 28. List **ALL** public safety agencies (law enforcement, corrections or fire service) to which you have applied in the last seven (7) years. Include the date you applied, name of the agency,

position for which you applied and final outcome (withdrew; hired; unsuccessful on interview, polygraph/CVSA, psychological, background).

- \* 29. List all states in which you have held a driver license. NOTE: A **certified** copy of your driving history for each of these states MUST to be provided with your application.
  
- \* 30. Is your driver license **CURRENTLY** valid?
  - Yes
  - No
  
- \* 31. Has your driver license **EVER** been revoked or suspended, or have you ever been refused a driver license?
  - Yes
  - No
  
- 32. If yes, please provide details:
  
- \* 33. Have you **EVER** been convicted of any civil or criminal law violation other than minor traffic violations? This includes convictions which may have occurred when you were a juvenile, and any convictions for which records have been expunged or sealed.
  - Yes
  - No
  
- 34. If yes, LIST **ALL CRIMINAL AND CIVIL LAW CONVICTIONS**. Copies of **all** court dispositions must be submitted with application. Be sure to include convictions from all states, regardless of timeframe.
  
- \* 35. Describe why you desire employment in this position. Please also state any additional information you feel may be helpful to us in considering your application.
  
- \* 36. I understand that I must be able to successfully pass a psychological evaluation, physical examination, drug screen test, and background check which includes criminal history and employment verification following a conditional offer of employment.
  - Yes
  - No
  
- \* 37. I understand and meet all of the requirements of the position (including but not limited to education, experience, knowledge, skills, abilities, and physical requirements), and I am willing and able to perform the essential functions of the position, with or without reasonable accommodation.
  - Yes
  - No
  
- 38. Total number of full years currently employed by the City of Coconut Creek:
  
- \* 39. I have not made false statement of material fact, or practiced or attempted to practice any fraud or deception in my application, examinations, or documentation submitted.
  - I Agree
  - I Do Not Agree

\* Required Question