

## **PREFERENCES, REQUIRED DOCUMENTS AND DISQUALIFYING CONDITIONS**

### **PREFERENCES**

**Preference will be given to applicants who possess one or more of the following qualifications:**

- Have at least one (1) year of experience volunteering or working with community organizations that show the applicants' ability to positively and effectively interact with people from a variety of cultures, languages, disabilities and socio-economic situations.
- Have at least one (1) year experience where you had to establish and maintain a positive and effective relationship with others where you worked together as part of a team toward common goal(s).
- Have basic conversational fluency in a language other than English, especially languages frequently used by Fort Lauderdale residents and visitors which include Spanish, French Creole, Asian and Indo-European or other languages.

### **REQUIRED DOCUMENTS**

*The following are required documents for submitting an on-line application:*

#### **BIRTH CERTIFICATE AND/OR NATURALIZATION PAPERS**

A birth certificate may be submitted as proof of United States citizenship. If you are a naturalized citizen of the United States of America, you must submit a copy of your naturalization papers as proof of your citizenship or a United States of America passport.

#### **COLLEGE TRANSCRIPT**

Applicants must submit a copy of their college transcript showing at least sixty (60) semester credit hours toward an Associate's degree or higher from an accredited private or public institution that is accepted by the city, with a minimum G.P.A. of at least a 2.0.

#### **HIGH SCHOOL DIPLOMA OR CERTIFICATE OF EQUIVALENT EDUCATION**

Possession of a GED anywhere other than the State of Florida or graduation from the USAFI is acceptable only if accompanied by an official school transcript with final grades. If a degree was acquired in a country other than the United States, evidence of equivalence from a recognized agency must be provided.

#### **DRIVER'S LICENSE HISTORY**

Applicants must submit a copy of a valid State of Florida driver's license with their on-line application. Information regarding your driving history is also required to be listed on your application, and the pre-job offer questionnaire. Candidates who have held licenses in other states or countries must include a driving history for those States/Countries.

**PRE-JOB OFFER QUESTIONNAIRE (PJO)**

This document must be completed by the applicant and submitted with the on-line application. It is strongly recommended that you complete the PJO **first** before filling out an application on-line so that the PJO is readily available to upload as an attachment with your on-line application. **Failure to submit a complete and accurate questionnaire at the time of the on-line application will result in your application being disapproved. There will be NO exceptions.**

The PJO will be reviewed during the preliminary background review of your application packet and at several stages throughout the selection process. In answering this questionnaire, absolute honesty is important. Exaggerated, misleading or false statements will eliminate the candidate from the employment process. Attention MAC Users: A Mac file or Mac-formatted disk cannot be read by a PC. As a result, please refrain from using the MAC application "Previewer" function when saving your Pre-Job Offer Questionnaire (PJO).

In order for your questionnaire to be reviewed by our agency, it must be saved in an appropriate format, such as Microsoft Word for Windows document (\*.doc) or converted to a Microsoft Word for PDF file. PJOs submitted in any other format are not visible for application screening purposes and, unfortunately, will not be accepted. **The PJO will not be accepted in person or by fax or mail.**

**POLICE OFFICER CERTIFICATION (Certified Applicants only)**

Applicants who are applying for Certified Police Officer must submit their Florida Department of Law Enforcement (FDLE) certification or a certification from another State accompanied by their academy training curriculum.

**DD214 MILITARY RELEASE FORM - MEMBER 4 COPY (if applicable)**

When submitting the DD214 form, make sure that it shows type of separation and character of service. Supporting documentation will not be accepted without this information.

**CITY OF FORT LAUDERDALE VETERAN'S PREFERENCE CLAIM FORM (if applicable)  
(form J204)**

This form must be completed and accompany your original on-line application in order to receive Veteran's preference points on the final eligibility list.

**DISQUALIFYING FACTORS**

Below is a list of factors that will disqualify you from being considered for employment as a police officer for the Fort Lauderdale Police Department. This is not a complete list and other factors may be considered on a case-by-case basis, such as moral character. Moral character may include, but is not limited to, factors such as other criminal activity (e.g., crimes against society, persons, or property) as well as your prior work history or general life experiences. These factors are considered on a case-by-

case basis which may include, among other elements, the facts of each case, when it occurred, and the number of incidents.

- a. Must NOT have been convicted of, pled guilty or *nolo contendere* to any felony offense.
- b. Must NOT have been convicted of, pled guilty or *nolo contendere* to any misdemeanor offense involving perjury, making a false statement or domestic/family violence (including abuse of the elderly or disabled).
- c. Must NOT have any outstanding traffic warrants or pending citations.
- d. Must NOT have received a less than honorable discharge (i.e., Other than Honorable, Bad Conduct, Dishonorable or Entry-level Separation) from any of the U.S. armed services.
- e. Must NOT have any outstanding traffic warrants or pending citations (including unpaid traffic fines).
- f. Must NOT be under criminal investigation or have criminal charges pending.
- g. Must NOT have plead guilty or *nolo contendere* to, or found guilty of a felony, or misdemeanor of any biased-motivated crime including harassment or intimidation of a person or group because of that person's or group's actual or perceived race, color, ancestry, religion, creed, age, national origin, gender, sexual orientation, gender variance, or identity, or physical or mental disability.
- h. Shall be non-users of tobacco products which include, but may not be limited to cigarettes, e-cigarettes or vapor cigarettes, cigars, pipes, smokeless tobacco of any kind at all times (whether on or off duty).

## **TATOO POLICY**

Must NOT have body markings, tattoos, scarifications branding that:

- Are of a nature to bring discredit upon the Police Department. Examples include, but are not limited to, drug-related, gang-related, extremist, obscene, indecent, sexist, or racist.
- Depict intolerance or discrimination against any race, religion, gender, national origin, sexual orientation or gender identification.
- Tattoos, body markings or scarifications not described above should be concealable in a long sleeve shirt and long pant police uniform.
- Any other tattoo, branding or scarification will be evaluated on a case by case basis.

## **DRUG USE**

The following drug use may result in a failed background or disqualification of an applicant:

1. Use of any illegal drugs within three (3) years of the submission of an application for employment as a Police Officer.

2. Marijuana, whether it is used medically or recreationally, used within 3 years of application, as long as it remains a violation of the Federal Controlled Substances Act.
3. Use of Cannabidiol (CBD) and other products containing Tetrahydrocannabinol (THC) within three (3) years of application.
4. Any more than occasional use of marijuana and Adderall XR or Mydayis (non-prescribed) over the applicant's lifetime, and within three years of application. No exception to existing standards shall be provided for marijuana, or its derivatives, as a drug or substance that is prescribed, recommended or dispensed for medical purposes, when such is prohibited under federal law.
5. Other than marijuana, Adderall XR or Mydayis, any past use of a Schedule I or Schedule II drug as defined by the U.S. Drug Enforcement Administration, used in an illegal or recreational manner. (This includes, but is not limited to, cocaine, crack cocaine, crystal meth, heroin, amphetamines, barbiturates, designer drugs, hallucinogens, etc.).
6. Any more than experimental use of steroids not prescribed by a doctor for a medical condition and not within five (5) years of application will result in an automatic failed background.
7. Past sale of any illegal drug as defined by Florida State Statutes will result in an automatic, permanent disqualification.
8. Any use of illegal drugs after having been employed by a police, corrections or law enforcement agency in a police, corrections or law enforcement capacity will result in an automatic, permanent disqualification.
9. Abuse of any prescription drug within five (5) years of application will result in an automatic failed background.

## **DRIVING HISTORY**

Applicants who have one (1) or more of the following driving history will not be approved for testing:

1. Accumulation of eight (8) points or more within the past thirty-six (36) months.
2. Suspension of driver's license within the past thirty-six (36) months.
  - a. Non-traffic related suspensions, such as, insurance related suspension, shall be reviewed on a case-by-case basis.
3. Four (4) or more moving violations within the past thirty-six (36) months (regardless of adjudication withheld for points).
4. A conviction (or case pending) for DUI, DWI, or Hit and Run, within the last five (5) years.
5. Accumulation of more than one (1) moving violation in the six (6) months prior to application.
6. Any significant negative driving history, to be determined by management review of all relevant facts.

**It is the candidate's responsibility to ensure that all tickets, accidents, and driver's license suspensions are documented on their "official" and complete driving history. Failure to disclose tickets, accidents (reported and unreported), and suspensions received but not listed on your history will be grounds for removing the candidate from the testing process.**