

**Town of Ocean Ridge
Police Department
Position Requirements & Information Summary**

Title: Police Reserve Officer

Salary: Volunteer position

Duties: Performs general police work in the protection of life and property through the enforcement of laws and ordinances under direction of sworn personnel.

Requirements: All applicants must:

Be of good moral character pursuant to the Florida Department of Law Enforcement, (FDLE) with no felony convictions. No misdemeanor convictions involving "moral turpitude".

Possess a high school diploma or equivalent, General Education Diploma (GED).

Military applicants must present proof of honorable discharge or release.

Be a U.S. citizen.

Be at least twenty one (21) years of age.

Possess a valid driver's license from any U.S. state at time of application provided, prior to appointment, a valid State of Florida Class E, or higher, Driver License is obtained.

Have a safe driving record.

Have a State of Florida Basic Law Enforcement Certification in good standing.

Minimum three (3) years of sworn law enforcement experience/emphasis given to Florida experience.

Selection:

Applicants meeting the above requirements must successfully pass a Credit check, Computer voice stress analysis (CVSA), Psychological test(s) and interview, Medical examination, Oral interview(s), Complete background investigation.

To Apply:

Only Certified Police Officers with three years sworn law enforcement experience (see requirements) are eligible to apply and must complete and submit the Employment Application for the Ocean Ridge Police Department found on the Town of Ocean Ridge website, www.oceanridgeflorida.com. Deliver the completed application to the Town of Ocean Ridge Police Department, 6450 North Ocean Boulevard, Ocean Ridge, Florida 33435.

Equal Opportunity Employer



Hal C. Hutchins
Chief of Police

The Town of Ocean Ridge Police Department

— Emergency 911 — Business (561) 732-8331 — Fax (561) 732-8676 —

6450 N. Ocean Blvd.
Ocean Ridge, FL 33435-5297

POLICE RESERVE OFFICER APPLICATION APPLICATION INSTRUCTIONS

- This application must be clearly printed in black ink.**
- All information is subject to verification.**
- Any questions which do not pertain to you must be answered with the letters N/A meaning "not applicable".**
- If additional space is needed for any section, or you wish to furnish additional information, attach sheets of the same size as the application (8"x11") and indicate the question to which you are responding. More than one answer may be placed on a separate sheet of paper.**
- If you do not know the whereabouts of persons identified on the application, give an explanation, such as: "Last saw natural father several years ago and have no source of information concerning his whereabouts". If available, provide the last known address and approximate date of this information if current information is unknown.**
- Applications are processed for eligibility only. Successful completion of processing does not guarantee employment. The most qualified applicants will be selected.**
- All documents must be submitted along with the application.**
- Incomplete applications cannot be processed.**
- Processing will not even begin until all documents are submitted and all sections of the application are complete.**
- Expect the background investigation process to take at least sixty (60) days from the time of formal application.**
- Any applicant knowingly providing false information will be subject to immediate disqualification.**
- If you have any further questions regarding this application, please contact us.**
- An Equal Opportunity Employer.**

DOCUMENTS REQUIRED WITH APPLICATION
(DO NOT send originals unless specifically requested to do so)

-Social Security Card.

-Driver's License – All applicants must hold a valid driver's license at the time of application and must possess a valid Florida Driver's License upon employment.

-Certified copy of Birth Certificate issued by the State, County, or Municipal authority bearing a seal or other certification.

(Applicants not born in the United States or Puerto Rico: Your original Naturalization Certificate must be submitted for verification with the Immigration & Naturalization Service. If you are not a naturalized citizen, you must submit your original Alien Registration Card with photograph for copying.)

-Education equivalency.

-Training certification.

-Adoption and/or Legal name Change (If applicable).

-All Marriage Certificates (issued by the State, County or Municipal authority, NOT Church).

-All Final Divorce Decree papers.

-High School Diploma (Certified Transcript and Proof of Accreditation, if non-public school).

-G.E.D. Certificate (scores required if from out of state).

-College Degree(s)

-DD-214 form stating "Honorable Discharge".

-Honorable Discharge Certificate.

-Basic Law Enforcement Training Certificate or Equivalency Certificate from Florida CJSTC.

-Mandatory Retraining Certificate (Florida certified only – CJSTC form #74)

APPLICANT QUESTIONNAIRE

Ocean Ridge Police Department
6450 North Ocean Blvd.
Ocean Ridge, Florida 33435

Hal C. Hutchins, Chief of Police

Position Applied for: _____

Last Name,	First Name	Middle Name
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_____	_____	_____
Social Security #	Date of Birth	Driver's License # and State

Residence Address (Including Apartment Number)

City	County	State	Zip
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Alternative Address (Including Apartment Number)

_____	_____	_____
Residence Phone Number	Cellular Phone Number	Business Phone Number

PERSONAL INFORMATION

Last Name	First Name	Middle Name
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Alias/es, Nicknames, Maiden Name, or other name changes (Include official documents, concerning any changes)

U.S. Citizen: ___ Yes ___ No	Native of U.S. ___ Yes ___ No
Naturalization Cert. #	Court:
Location Date: ___/___/_____ If derived, parent:	

(Enter complete address below including city, county and state)

Date of Birth:			
Place of Birth – City/County/State:			
Height:	Weight:	Eye Color:	Hair Color:
Scars, Tattoos, distinguishing marks: _____			

Answer only those questions below which apply to you

MARITAL STATUS: Single <input type="checkbox"/> Married <input type="checkbox"/> Engaged <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>
If married, are you living with your spouse? ___ Yes ___ No
If not, explain: _____

(Include copy of marriage certificate, separation, and/or divorce decree)

Name of Fiancée:	Date of Birth: ___/___/_____
Address:	
Phone: ()	

Information concerning marriages: (List all marriages)

Date Married: ___/___/_____
Where Performed (City, County, State):

Spouse's Name (wife's maiden name):	
Date of Birth: ___/___/_____	Social Security No.:

Marital Status (Continued):

Name and address of spouse(s) if separated or divorced:

Name:
Address:
Name:
Address:
Name:
Address:

Have you and your spouse ever separated, and if so, explain:

If ever separated, annulled, or divorced, complete the following:

Separated ___ Annulled ___ Divorced ___ Date of Order or Decree:
State, Court and Case No.:

Offending party as decreed by law: _____
Reason: _____

Separated ___ Annulled ___ Divorced ___ Date of Order or Decree:
State, Court and Case No.:

Offending party as decreed by law: _____
Reason: _____

Separated ___ Annulled ___ Divorced ___ Date of Order or Decree:
State, Court and Case No.:

Offending party as decreed by law: _____
Reason: _____

DEPENDENTS

List all of your children, stepchildren, and adoptions:

Name:	Date of Birth: ___/___/___
Complete Address:	
Name:	Date of Birth: ___/___/___
Complete Address:	
Name:	Date of Birth: ___/___/___
Complete Address:	
Name:	Date of Birth: ___/___/___
Complete Address:	
Name:	Date of Birth: ___/___/___
Complete Address:	

Are you supporting any of your children? Yes No

If no, explain: _____

Are you responsible for paying alimony? Yes No

If you are responsible for paying alimony or child support, has legal action every been taken against your for either failing to make payments or delaying payments? Yes No

If yes, explain: _____

Other Dependents

Name:	Relationship:
Complete Address:	
Percentage of Support Provided:	
Name:	Relationship:
Complete Address:	
Percentage of Support Provided:	

FAMILY:

List in order given, showing relationship, parents, guardians, stepparents, brothers and sisters (even if deceased). Include any others you have resided with or with whom a close relationship existed or exists:

Relationship: Father	
Name:	Date of Birth: ___/___/_____
Address:	Phone No.: ()

Relationship: Mother (Maiden Name)	
Name:	Date of Birth: ___/___/_____
Address:	Phone No.: ()

Relationship:	
Name:	Date of Birth: ___/___/_____
Address:	Phone No.: ()

Relationship:	
Name:	Date of Birth: ___/___/_____
Address:	Phone No.: ()

Relationship:	
Name:	Date of Birth: ___/___/_____
Address:	Phone No.: ()

Relationship:	
Name:	Date of Birth: ___/___/_____
Address:	Phone No.: ()

Relationship:	
Name:	Date of Birth: ___/___/_____
Address:	Phone No.: ()

Relationship:	
Name:	Date of Birth: ___/___/_____
Address:	Phone No.: ()

RESIDENCES

List all residences for the past ten years, beginning with your present address. List the name, address, and phone number of present and prior landlord, if applicable. If "Other" is chosen, explain (i.e. live w/parents, aunt, etc.):

Date From:	To	Own/Rent/Other:
Complete Address:		
Landlord's Name	Phone: ()	
Address:		

Date From:	To	Own/Rent/Other:
Complete Address:		
Landlord's Name	Phone: ()	
Address:		

Date From:	To	Own/Rent/Other:
Complete Address:		
Landlord's Name	Phone: ()	
Address:		

Date From:	To	Own/Rent/Other:
Complete Address:		
Landlord's Name	Phone: ()	
Address:		

Date From:	To	Own/Rent/Other:
Complete Address:		
Landlord's Name	Phone: ()	
Address:		

Date From:	To	Own/Rent/Other:
Complete Address:		
Landlord's Name	Phone: ()	
Address:		

Higher Education (Continued):

School:	
Complete Address:	
Dates Attended: _____ to _____	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Credit Hours:	Major:
Degree:	Years Received:

School:	
Complete Address:	
Dates Attended: _____ to _____	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Credit Hours:	Major:
Degree:	Years Received:

Other schools or training (trade, vocational, professional academies, etc.):

School:	
Complete Address:	
Dates Attended: _____ to _____	Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Courses Studied:	

School:	
Complete Address:	
Dates Attended: _____ to _____	Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Courses Studied:	

School:	
Complete Address:	
Dates Attended: _____ to _____	Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Courses Studied:	

Foreign Languages

List all foreign languages and rate abilities by entering 1-5 (with 1 rated as excellent):

Language: _____

Reading: _____ Writing: _____ Speaking: _____ Understanding: _____

Language: _____

Reading: _____ Writing: _____ Speaking: _____ Understanding: _____

Social Organizations

List all clubs, civic or fraternal organizations to which you are, or have been, a member:

Organization:		
Membership Dates:	to	Type Organization:

Organization:		
Membership Dates:	to	Type Organization:

Organization:		
Membership Dates:	to	Type Organization:

Organization:		
Membership Dates:	to	Type Organization:

Special Qualifications and Skills:

A. Indicate any type of special license that you possess such a pilot, radio operator, etc. Identify licensing authority and date current license expires.

License: _____ Authority: _____

Expiration: _____

License: _____ Authority: _____

Expiration: _____

Special Qualifications and Skills (Continued):

B. Indicate special skills that you possess such as pilot, radio operator, etc. Identify licensing authority and date current license expires.

C. Typing Skill: Approximate words per minute: _____

D. Indicate any other special qualifications or honors: _____

EMPLOYMENT

What is your occupation or trade? _____

Are you now, or have you ever been engaged in any business as an owner, partner, or corporate member?
____ **Yes** ____ **No**

If yes, explain: _____

Were you discharged, terminated, fired, or forced to resign from any profession because of misconduct or unsatisfactory service? (Except the Military) ____ **Yes** ____ **No**

If yes, explain and complete the following:

Employer's Name: _____

Employer's Address: _____ Phone No. () _____

Name of Supervisor: _____ Approximate Date: _____

Explanation: _____

Have your employer's treated you fairly? ____ **Yes** ____ **No**

If no, explain: _____

Do you have a problem working rotating shifts, weekends and holidays? ____ **Yes** ____ **No**

If yes, explain: _____

Have you had experience with shift work? ____ **Yes** ____ **No**

If yes to either of the above, list the agency below:

Agency:	
Complete Address:	
Phone No: ()	Approximate Date Applied:

Agency:	
Complete Address:	
Phone No: ()	Approximate Date Applied:

Agency:	
Complete Address:	
Phone No: ()	Approximate Date Applied:

Agency:	
Complete Address:	
Phone No: ()	Approximate Date Applied:

Do you object to your present employer being contacted at this time? ___ **Yes** ___ **No**

MILITARY

Have you ever served in the Armed Forces of the United States including R.O.T.C.? ___ **Yes** ___ **No**

(If yes, include a copy of form DD214)

Branch of Service: _____ Company/Division, etc: _____

Service No: _____ Highest Rank: _____

Periods of Active Service: _____ to _____

List all medals and decorations awarded to you: _____

Type of Discharge (Be exact): _____

Has your discharge or separation ever been corrected? ___ **Yes** ___ **No**

If yes, explain: _____

Military (Continued):

Give date and location of entrance to active duty:

Date: _____ Location: _____

Give date and location of discharge:

Date: _____ Location: _____

Are you now, or were you ever a member of the National Guard? **Yes** **No**

State: _____ Regiment: _____ Unit: _____

Rank: _____ From: _____ to _____

Type of Discharge: _____

What is your present draft classification? _____

Date of Classification: _____ Selective Service No: _____

Draft Board No. and Location:

No: _____ Location: _____

Were you ever Court Martialed, tried on charges, or were you the subject of a Summary Court, Deck Court, Captain's Mast, Company punishment, or any other disciplinary action while a member of the armed forces? **Yes** **No**

If yes, explain: _____

List any disciplinary action taken against you in the National Guard or other Reserve Unit: _____

List any other information pertaining to the military not requested: _____

Have you ever served in a military organization of any foreign nation? **Yes** **No**

If yes, explain: _____

DRIVER'S LICENSE

List all states in which you were ever issued a driver's license:

1. _____ 2. _____
3. _____ 4. _____

Current Driver's License Information:

State: _____ Driver's License No.: _____

License Type: _____ Restrictions: _____

Date Issued: _____ Date Expires: _____

Name exactly as Indicated: _____

Can you operate a standard shift transmission? Yes No

Did you ever have a driver's license suspended, revoked or cancelled? Yes No

If yes, provide state, dates of action, length of action and reason:

State: _____ Dates of Action: _____ Length of Action: _____

Reason: _____

Have you ever been refused a driver's license by any state? Yes No

If yes, explain: _____

Has your driver's license ever been restricted due to traffic offense convictions such as business purposes only or placed on probation? Yes No

If yes, explain: _____

Accidents:

Have you ever been involved in a motor vehicle accident? Yes No

If yes, provide complete details for each accident including the street, city, county and state in the location:

Date:	Location:
Police Report: <input type="checkbox"/> Yes <input type="checkbox"/> No	Injury: <input type="checkbox"/> Yes <input type="checkbox"/> No
Cause of accident: _____	
Was anyone charged with the violation and what was the court disposition? _____	
Date:	Location:

Police Report: ___ Yes ___ No	Injury: ___ Yes ___ No
Cause of accident: _____	
Was anyone charged with the violation and what was the court disposition? _____	

Date:	Location:
Police Report: ___ Yes ___ No	Injury: ___ Yes ___ No
Cause of accident: _____	
Was anyone charged with the violation and what was the court disposition? _____	

Traffic Citations

List below all traffic citations you have received, including parking tickets. (Dates may be approximate. Include street, city and state in location):

Date:	Type of Violation:
Location:	
Penalty/Disposition:	

Date:	Type of Violation:
Location:	
Penalty/Disposition:	

Date:	Type of Violation:
Location:	
Penalty/Disposition:	

Date:	Type of Violation:
Location:	
Penalty/Disposition:	

Traffic Citations (Continued):

Date:	Type of Violation:
Location:	
Penalty/Disposition:	

Date:	Type of Violation:
Location:	
Penalty/Disposition:	

Do you have any outstanding traffic citations or parking tickets? Yes No

If yes, explain: _____

MOTOR VEHICLE INSURANCE

List all vehicles that you currently own or lease:

Year	Make	Model	Color	Tag No.	State

Do you currently have motor vehicle insurance? Yes No

If no, explain: _____

Does your Florida coverage completely comply with the State's legal requirements? Yes No

If no, explain: _____

If you presently have insurance, provide the following information:

Company:	Policy No.:
Agent:	Address:
Phone No.:	Dates of Coverage: From _____ to _____
Type of Coverage(s):	

Have you ever had insurance coverage withdrawn, revoked, or refused? Yes No

If yes, explain: _____

Have you ever had insurance premiums increased due to traffic record? Yes No

ARREST, DETENTION AND LITIGATION

Have you ever committed a crime, whether arrested or not, that would constitute a felony or misdemeanor?

Yes **No**

If yes, explain: _____

Have you ever been arrested, received a notice to appear, charged, convicted, pled Nolo Contendere or pled guilty to any criminal violation, regardless if the record was sealed or expunged? **Yes** **No**

If yes, provide copy of police report, if available. (Include any arrest in which the records were expunged.)

Crime charged: _____ Date: _____

Police agency: _____ Phone No.: () _____

Complete address: _____

Disposition of case: _____

Crime charged: _____ Date: _____

Police agency: _____ Phone No.: () _____

Complete address: _____

Disposition of case: _____

Crime charged: _____ Date: _____

Police agency: _____ Phone No.: () _____

Complete address: _____

Disposition of case: _____

Have you ever been placed on probation or parole? **Yes** **No**

If yes, explain: _____

Have you ever been reported as a missing person or runaway? **Yes** **No**

If yes, explain (include police dept., address and dates): _____

ARREST, DETENTION AND LITIGATION (Continued):

Have you ever unlawfully sold, delivered, manufactured, smuggled, trafficked, or possessed illegal drugs or drug paraphernalia? **Yes** **No**

If yes, explain in detail: _____

Have you ever been advised of your Miranda Warnings? **Yes** **No**

If yes, explain: _____

If you have been fingerprinted by any law enforcement agency for any reason, give details below:

Agency:	Date:
Purpose:	
Agency:	Date:
Purpose:	
Agency:	Date:
Purpose:	
Agency:	Date:
Purpose:	

Have you ever had a polygraph or voice stress examination? **Yes** **No**

If yes, explain: _____

Have you ever been the subject of a police investigation? **Yes** **No**

If yes, explain (include police department address and dates): _____

Have you or any of your immediate family been the victim of a crime? **Yes** **No**

If yes, explain: _____

Has any member of your immediate family ever been arrested? **Yes** **No**

If yes, explain: _____

FINANCIAL INFORMATION

Do you have a checking account? Yes No

Name of Bank:	Account No:
Address:	
Average Balance:	

Do you have a savings account? Yes No

Name of Bank:	Account No:
Address:	
Average Balance:	

Do you have life insurance? Yes No

Company Name:
Address:
Value:

Do you have any investments? Yes No

Company Name:
Address:
Value:

Do you own or are you buying a home? Yes No

Mortgage Co:	
Address:	
Mortgage Payment:	Mortgage Balance:

Do you own or are you buying other real estate? Yes No

Name of Bank:	
Address:	
Type of Real Estate:	Monthly Payment:

Financial Information (Continued):

Are you leasing or buying an automobile? Yes No

Name of Bank:	Account No:
Address:	
Monthly Payment:	Make, Year, Tag No.:

Name of Bank:	Account No:
Address:	
Monthly Payment:	Make, Year, Tag No.:

Name of Bank:	Account No:
Address:	
Monthly Payment:	Make, Year, Tag No.:

Have you or your spouse ever sued anyone (civil court plaintiff)? Yes No

If yes, explain: _____

Do you have a second mortgage or home equity loan? Yes No

Name of Bank:	Account No.:
Address:	
Monthly Payment:	

What income other than your primary salary do you have at present time? _____

Provide spouses occupation, place of employment, and salary. Include address and phone number.

Name of Business:	Occupation:
Address:	
Phone No.:	Salary:

Do you or your spouse have a financial interest in any business? Yes No

Name of Business:	Phone No.: ()
Address:	
Percentage of Interest:	

Financial Information (Continued):

Have you ever had any property repossessed? ___ Yes ___ No

If yes, explain: _____

List all firms with which you have charge accounts:

Name:	Account No.:
Address:	Monthly Payment:
Name:	Account No.:
Address:	Monthly Payment:
Name:	Account No.:
Address:	Monthly Payment:
Name:	Account No.:
Address:	Monthly Payment:
Name:	Account No.:
Address:	Monthly Payment:
Name:	Account No.:
Address:	Monthly Payment:

DRUG, ALCOHOL, TOBACCO USE

Do you use tobacco products? ___ Yes ___ No

If yes, explain: _____

Are you currently using or have you previously used any illegal drugs? ___ Yes ___ No

If yes, explain: _____

Do you currently drink alcoholic beverages? ___ Yes ___ No

If yes, explain: _____

NEIGHBOR REFERENCES

List a total of four (4) neighbors presently residing on each side, behind, and across from your residence. If residing in an apartment complex, provide information on the apartment manager (name, address and phone number):

Neighbors:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Landlord/Apartment Manager:

Name: _____ Phone No.: () _____

Address: _____

CHARACTER/PERSONAL REFERENCES

List five (5) references that have definite knowledge of your qualifications and fitness for the position for which you are applying, and who have known you for at least five (5) years. (Do not include neighbor references, relatives, former employers, or persons residing out of the United States).

Name:	Phone No.: ()
Address:	
How Acquainted:	Known How Long:
Name:	Phone No.: ()
Address:	
How Acquainted:	Known How Long:
Name:	Phone No.: ()
Address:	
How Acquainted:	Known How Long:
Name:	Phone No.: ()
Address:	
How Acquainted:	Known How Long:
Name:	Phone No.: ()
Address:	
How Acquainted:	Known How Long:

Are you acquainted with any members of the Town of Ocean Ridge? **Yes** **No**

If yes, whom? (List below)

SUBVERSIVE ORGANIZATIONS

Are you now or have you ever been a member of any communist organization(s) anywhere? **Yes** **No**

Are you now or have you ever been a member of a fascist organization? **Yes** **No**

Are you now or have you ever been a member of any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seek to alter the form of government of the United States by unconstitutional means? **Yes** **No**

Are you now or have you ever been affiliated with any organization of the type described above, as an agent, official, or employee? **Yes** **No**

Are you now associated with, or have you associated with any individuals, including relatives, who you know or have reason to believe are, or have been members of any of the organizations identified above? **Yes** **No**

Have you ever been engaged in any of the following activities of any organization of the type described above; contribution(s) to, attendance at or participation in any organizations, social, or other activities of said organizations, or of any projects sponsored by them; the sale, gift, or distribution of any written, printed, or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities? **Yes** **No**

If yes, to any of the answers above, describe the circumstances. Attach sheets for a full detailed statement. If associated with any of these organizations, specify nature and extent of association with each, including office or position held, and include dates, places, and credentials now or formerly held. If associations have been with individuals who are members of these organizations, then list the individuals and the organizations with which they were or are affiliated.

CIVIL SERVICE

List below all civil service examinations you have taken. If none, so state. (Exam date may be approximate. Include city and state with agency):

Agency:	
Examination Date:	Position Applied For:
Ranking on List:	Present Status:

Agency:	
Examination Date:	Position Applied For:
Ranking on List:	Present Status:

Agency:	
Examination Date:	Position Applied For:
Ranking on List:	Present Status:

Agency:	
Examination Date:	Position Applied For:
Ranking on List:	Present Status:

If you are presently on any eligibility list, give details below. If not, so state:

If you were ever placed on an eligibility list and were not hired, state why:

Were you ever rejected for any civil service position? Yes No

If yes, explain: _____

GENERAL QUESTIONS

Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which may be required of you in a law enforcement and firefighter capacity or which might require further explanation?
 Yes **No**

If yes, provide details: _____

General Remarks: Any additional information you think is important:

Are you willing to take a polygraph or voice stress examination to verify all information supplied in this application and any other information supplied by you to this Department? **Yes** **No**

If no, provide explanation: _____

(Continue to Next Page)

AFFIDAVIT FOR CERTIFICATION

Full Name: _____

Address: _____

Current or last prior employment (include City, State): _____

Next prior employment (include City, State): _____

Two personal references:

Name: _____ Phone No : (____) _____

Name: _____ Phone No : (____) _____

(Please circle appropriate answer. Any question answered "Yes" MUST be accompanied by a signed, written explanation on a separate sheet of paper.)

- 1. Have you ever been a defendant in a Court Martial (excluding proceedings leading to non-judicial punishment)? Yes No
- 2. Has a judgment ever been issued against you? Yes No
- 3. Have you ever declared bankruptcy? Yes No
- 4. Have you ever been arrested for a crime? Yes No
- 5. Have you ever been found guilty or pled guilty or no contest to a crime? Yes No
- 6. Have you ever been refused a surety bond, or turned down for employment that required a surety bond? Yes No
- 7. Have you ever been involuntarily terminated from employment or asked to resign? Yes No
- 8. Have you ever had a certificate, license, or privilege revoked or suspended under state, federal or other law? Yes No

AFFIDAVIT FOR CERTIFICATION

(OATH)

I swear or affirm that I am a citizen of the United States, by birth or naturalization, that I have never been convicted of a felony or any misdemeanor involving perjury or false statement* that I have a valid high school diploma or its equivalent, that my discharge (if any) from the Armed Forces was under honorable conditions, that I am of good moral character, that I have read all of the information contained in this affidavit and my employment application, and it is correct, and that all other information I will furnish in conjunction with my application is true and correct.

Signature of Applicant

Sworn to and Subscribed before me this _____ day of _____ 20____.

Notary Public My Commission expires _____

*For purposes of this application, a finding of guilt or a plea of guilty or no contest after October 1, 1980, is the equivalent of a conviction, even if sentence is suspended or adjudication of guilt withheld.

SPECIFIC AUTHORITY - Section 943.13(7), 943.133(2), F.S.S.
LAW IMPLEMENTED - Section 943.13, 943.14, F.S.S.



Florida Department of Law Enforcement

AUTHORITY FOR RELEASE OF INFORMATION (Background Investigation Waiver)



CJSTC 58

Incorporated by Reference in Rule 11B-27.0022(2)(b), F.A.C.

To: Concerned Person or Authorized Representative of Any Organization, Institution or Repository of Records
APPLICANT'S NAME:
DATE OF BIRTH:
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:

AGENCY REQUESTING BACKGROUND INFORMATION:

ADDRESS:

Having made application for certification or employment as a law enforcement, correctional, or correctional probation officer within the state of Florida, I hereby authorize for one year, from the date of execution hereof, any authorized representative of a Florida criminal justice agency or a Regional Criminal Justice Selection Center bearing this release to obtain any information pertaining to my employment, credit history, education, residence, academic achievement, personal information, work performance, background investigations, polygraph examinations, any and all internal affairs investigations or disciplinary records, including any files that are deemed to be confidential and/or sealed.

I also authorize release of any criminal justice records of arrests, citations, detentions, probation and parole records, or any police reports or other police records in which I may be named for any reason, including any files that are deemed to be juvenile and confidential. I hereby direct you to release this information upon the request of the bearer, whether in person or by correspondence. I further authorize the bearer to make copies of these records.

This release is executed with the full knowledge and understanding that these records and information are for the official use of a Florida criminal justice agency or Regional Criminal Justice Selection Center in fulfilling official responsibilities, which may include sharing the records or information with other criminal justice agencies, Regional Criminal Justice Selection Centers or the State of Florida or release to third parties as may be required by Florida public records laws. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A copy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or copies from my military personnel and related medical records, including a copy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

Section 768.095, F.S., titled Employer Immunity from Liability: disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Applicant's Signature Date

Applicant's Address

AFFIDAVIT

STATE OF COUNTY OF The forgoing instrument was acknowledged before me this date

By: who is personally known

or who has produced identification. Type of identification:

Notary's Signature Print, type, or stamp Commissioned Name of Notary

Notary Seal: Upon witnessing the applicant signing of this affidavit, the notary public shall complete the notary block.

OCEAN RIDGE POLICE DEPARTMENT- GENERAL ORDER

SUBJECT: JOB CLASSIFICATION/ POLICE OFFICER	DATE OF ISSUE	EFFECTIVE DATE	Number
	02-29-12	02-29-12	1.07

REFERENCE: CFA 8.02

DISTRIBUTION: ALL

INDEX AS: Police Officer

CANCELS/AMENDS: G.O. II-7

Job Class/ Police Officer

Dated : 11-04-91

PURPOSE OF POSITION

The purpose of this position is to perform general law enforcement work in order to preserve public peace; to protect lives, property, and rights of the public; to enforce statutory law and municipal Ordinances; to deter crime; and to respond to calls for law enforcement assistance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties do not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces all Town and State codes, ordinances, laws, and regulations in order to protect life and property and to prevent crime and promote security; apprehends and/or arrests persons who violate Federal, State or Town codes and laws and advises suspects of rights; processes and transports prisoners according to procedure.

Maintains visibility by patrolling assigned areas, Town streets, parks, neighborhoods, and businesses in a marked police vehicle; remains alert to suspicious activities or persons and reacts appropriately; inspects troublesome areas and checks security of business establishments and residences; performs surveillance of various locations and of criminal suspects; collects and reviews data; develops trends and/or patterns pertaining to locations/suspects; files intelligence reports.

Monitors radio and responds to emergency calls/calls for assistance; communicates with radio dispatcher and responds to complaints, reports of criminal events, requests for law enforcement, and domestic or public disputes; assesses situation and takes appropriate actions to bring situation to resolution; follows standard operating procedures when responding to calls; provides backup assistance

OCEAN RIDGE POLICE DEPARTMENT- GENERAL ORDER

to fellow officers as requested/necessary; contacts command/supervisory personnel for emergency response and critical incident communications.

Secures crime scenes; gathers information in criminal investigations by obtaining statements from victims, witnesses and suspects; performs searches of persons, vehicles and buildings; prepares investigative reports of findings, facts, and related information; detects and collects evidence and substances that provide the basis for probable cause for criminal acts; testifies in court.

Determines probable cause to search and/or reasonable suspicion to detain suspects; obtains warrants and performs various search operations; locates missing persons; pursues fleeing and subdues resisting suspects; and effects arrests; serves criminal warrants and legal documents.

Enforces traffic laws and regulations; stops vehicles for traffic violations and issues traffic citations/warnings; directs vehicle and pedestrian traffic around accidents, disabled traffic control devices, or heavily congested areas; establishes road blocks; administers field sobriety tests; identifies wanted persons/vehicles; impounds vehicles; assists disabled motorists; directs traffic for funerals and other public gatherings; ensures roadways are clear of obstacles and hazards.

Responds to accident calls; gathers information at the accident scene; investigates accidents involving serious injury; fatality, or hit-and-run; interviews victims and witnesses; notifies relatives of victims as necessary.

Performs tasks as necessary to assist at the scene of accidents, crimes, or other incidents, including crowd control, first aid, rescue functions, etc.

Completes and/or reviews paperwork documenting shift and incident activities; completes State reports to accurately record criminal offenses; completes and prepares a variety of forms, logs, requests, records, reports, correspondence, and various other documents associated with daily responsibilities of this position; maintains administrative records and files.

Engages in public relations and community service activities and events to promote a positive image for the department and to build cooperative and collaborative relationships with the community; responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.

Enters/retrieves data to/from computer system including stolen property, arrest and wanted persons information, investigation data, and criminal/driving records checks; reviews crime statistics.

Maintains current manuals, policies and procedures, employee handbooks, various maps, and related material for reference and/or review.

Attends shift meetings, seminars, and specialized/update training sessions as required to maintain knowledge of departmental and town operations, to promote improved job performance, and to maintain knowledge of changing policies, procedures, codes, and laws.

Cooperates with Federal, State, and Local law enforcement agencies and their officers or representatives

OCEAN RIDGE POLICE DEPARTMENT- GENERAL ORDER

when activities are related to investigations within Town jurisdiction; assists in the prosecution of offenders; appears in court to present evidence and testimony.

ADDITIONAL FUNCTIONS

Maintains police vehicle and equipment, including firearms; shuttles vehicles for maintenance purposes.

Answers the telephone; provides information, advice and guidance; takes and relays messages and/or direct calls to appropriate personnel; returns calls as necessary.

Substitutes for co-workers in temporary absence of same; may assist with overseeing activities of other police officers as assigned; performs various clerical and administrative duties in support of departmental activities; performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a Police Certificate from the Florida Department of Law Enforcement. Must be certified in firearms usage. Must possess and maintain a valid Florida driver's license. Additional training and certification may be required as appropriate to assignment.

Hal C. Hutchins
Chief of Police