

CERTIFIED POLICE OFFICER

(This position is Non-Exempt from FLSA)

RESTRICTED TO PERSONS *CURRENTLY* CERTIFIED AS LAW ENFORCEMENT OFFICERS BY THE STATE OF FLORIDA DEPARTMENT OF LAW ENFORCEMENT. SEE DOCUMENTATION REQUIREMENTS ON PAGE TWO.

Starting Salary: \$45,707 annually*

* (See Note on In-Hire Rate on page 2)

Maximum Salary: \$64,582 annually**

** (Maximum salary including longevity steps is \$76,410 annually)

Closing Date: Friday, July 18, 2008

Method of Selection: Applicants will be assessed on the basis of training and experience as shown on the application form, and submission of appropriate documents.

REQUIREMENTS:

1. **Age:** In accordance with Florida Statute 943.13 applicants must be a minimum of nineteen (19) years of age by the closing date.
2. **Certification:** Applicants must be currently certified as law enforcement officers by the Florida Department of Law Enforcement by the closing date.
3. **Driver's License:** Applicants must submit a valid driver's license from any state provided that prior to appointment a valid Florida (Class E or higher) driver's license is submitted to the Miami Police Department's Recruitment and Selection Unit.
4. **Visual Acuity:** 20/50 each eye, separately without correcting lenses of any kind including contact lenses. With glasses, each eye should be corrected to 20/30. Depth and color perception must be within normal limits.
5. **Convictions:** In accordance with Florida Statute 943.13, applicants 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.
6. **Other Screening:** Successful completion of a stringent background investigation, which includes a polygraph examination (stringent guidelines as to moral character will be applied); physical ability test, psychological and a post-offer medical examination are required. An interview may also be required during the selection process.

(CONTINUED ON BACK)

DOCUMENTATION:

COPIES OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED AT THE TIME OF APPLICATION:

- **Proof of Certification:** 1) State of Florida Basic Recruit Certificate of Compliance issued by F.D.L.E. **OR** 2) certificate of successful completion of the State of Florida Certification examination for law enforcement officers.
- **Driver's License:** Valid driver's license from any state.
- **Veteran's Preference Documents:** (If applicable), **All** DD-214 forms must be submitted with the application. In addition to the form DD-214, applicants who have been awarded combat campaign/expeditionary medals that are not reflected on the Form DD-214 must submit supplemental documents from the Department of Defense that demonstrate possession of a combat campaign/expeditionary medal by the closing date. (The original will be copied and returned.) For disabled veteran's preference: A letter less than one (1) year old from the V.A. or Department of Defense which includes the percentage of disability must be submitted in addition to the original DD-214. Veteran's preference is awarded in accordance with F.S.S. 295.

NOTE:

ORIGINAL DOCUMENTS FOR PROOF OF CITIZENSHIP (Birth Certificate, U.S. Naturalization Certificate, or U.S. Passport) AND CURRENT LAW ENFORCEMENT CERTIFICATION, HIGH SCHOOL DIPLOMA, EQUIVALENT OR HIGHER AND VALID FLORIDA DRIVER'S LICENSE MUST BE PRESENTED TO THE HIRING DEPARTMENT DURING THE BACKGROUND PROCESS.

IN-HIRE RATE :

PER THE FOP CONTRACT, STARTING SALARY WILL BE BASED UPON THE LEVEL OF EXPERIENCE. SALARY WILL BE AS FOLLOWS:

0-2 YEARS EXPERIENCE	STEP 2	\$45,707 annually
2-4 YEARS EXPERIENCE	STEP 4	\$48,021 annually
4-6 YEARS EXPERIENCE	STEP 6	\$50,452 annually
6 OR MORE YEARS EXPERIENCE	STEP 8	\$53,006 annually

SELECTION PREFERENCE:

IN ACCORDANCE WITH APM 2-02, APPLICANTS FOR CLASSIFIED POSITIONS WHO ARE CITY OF MIAMI RESIDENTS AND NEW HIRES WILL RECEIVE PREFERENCE IN SELECTION FROM INTERVIEW RANKING BANDS PROVIDED THAT 2 OF THE FOLLOWING DOCUMENTS ARE SUBMITTED WITH APPLICATION FORM, AND AGAIN, AT TIME OF INTERVIEW: UTILITY BILL DATED WITHIN 60 DAYS OF THE DATE OF SUBMISSION; FLORIDA DRIVER'S LICENSE OR STATE-ISSUED ID; PROPERTY TAX STATEMENT; PROPERLY EXECUTED LEASE AGREEMENT; HOMESTEAD EXEMPTION; MOTOR VEHICLE REGISTRATION; W-2 (OR 1099) TAX FORM; OR OFFICIAL SCHOOL RECORDS OR TRANSCRIPTS, DATED WITHIN 90 DAYS OF THE DATE OF SUBMISSION. PREFERENCE FOR CITY RESIDENTS SHALL NOT SUPERSEDE PREFERENCE AWARDED TO VETERANS PURSUANT TO F.S.S.295, OR PREFERENCE GIVEN TO CITY EMPLOYEES WITHIN THE SAME RANKING BAND.

TOXICOLOGY:

Prospective employees shall submit to a toxicology screen at their own expense. The cost is \$30.00, though subject to change. If the results are negative, the City will reimburse the candidate for the cost of the screen. If the results are positive, the candidate will assume the cost including that of any test confirmation.

DUTIES:

Patrols a designated area of the City in a radio cruiser car to preserve law and order, to prevent and discover the commission of crime and to enforce traffic regulations. Answers calls and complaints involving homicide, rape, robbery, burglary, larceny and any emergencies or disturbances that arise which may require police intervention. At scene of crime, administers first aid, conducts preliminary investigations, gathers evidence, obtains witnesses, and makes arrests; testifies as a witness in court. Investigates cases involving missing persons and juveniles. Investigates crimes; Conducts accident investigations providing first aid for injured and taking safeguards to prevent further accidents; interviews principals and witnesses; takes written statements; Prepares investigative reports and maintains necessary records for presentation in court. When assigned to assist complaint room sergeant, officer helps screen requests for police and other emergency services, and coordinates requests with available police personnel. From specialized training in the areas of Social, Cultural and Inter-personal relationships, officer will be called upon to mediate family crisis situations to avoid destructive ends. Helps to resolve quality of life issues in the designated patrol area by utilizing problem-solving models such as the Scanning, Analysis, Response, Assessment model (SARA). Works proactively to resolve neighborhood concerns by establishing partnerships with residents, merchants, schools, churches, community-based organizations, governmental agencies/offices and other groups in the designated patrol area in accordance with the Department's Community Policing mission. Utilizes crime analysis data to address crime problems in their assigned districts or zones. Field Training Officers have the responsibility for instructing, supervising and evaluating those novice police officers that have successfully completed their formal academy training, thereby providing them with a period of internship. Performs other work as required.

OPEN/NON-COMPETITIVE