

**Key Colony Beach  
Police Department**



**Preliminary Application**

# PRELIMINARY APPLICATION INSTRUCTIONS

Dear Applicant,

Thank you for your interest in the Key Colony Beach Police Department.

All of the questions in this preliminary application **MUST** be answered. If you answer **YES** to any of the questions, you **MUST EXPLAIN IN DETAIL** on a separate piece of paper all incidents which caused you to say **YES**. Do not misstate or omit material fact. Do not make exaggerated, false or misleading statements. All statements made on this application will be subject to verification.

**In addition, the following documents are required.**

1. If you have **EVER** been arrested or charged with a crime, you must submit to us a copy of the incident report **AND** the Court's disposition for **EACH** charge. This includes **ANY** incident which may have occurred as a juvenile or which may have resulted in the charge being dismissed and/or sealed. Please attach this information to the completed Arrest History Form.

Incident reports are normally available from the arresting agency. Copy of the Court's disposition may be obtained from the Clerk's Office in the County in which you were arrested.

This preliminary application must be returned to this Office within thirty (30) days from the date of receipt. If we do not receive this application with all of the required documents, we will assume that you are no longer interested in employment with this agency. Applications received after the 30 days **WILL NOT** be processed.

If you successfully complete this phase of the Selection Process, you will receive a full application for your completion. However, your failure to comply with any of the above instructions may result in the rejection of your application.

If we can be of any further assistance, please do not hesitate to call this Office at 305-289-1212 ext. 1



# CITY OF KEY COLONY BEACH

## POLICE DEPARTMENT

### APPLICANT QUALIFICATIONS AND BENEFITS

#### MINIMUM ELIGIBILITY REQUIREMENTS

In order to qualify for a SWORN, RESERVE or AUXILARY position, an applicant must:

1. Be at least 24 years of age.
2. Be a U.S. citizen. (Native born or naturalized)
3. Be a high school graduate or have equivalent. (GED)
4. No drug use within 36 months.
5. No hard drug involvement within the past 10 years.
6. Never convicted of a felony or domestic battery
7. Have good moral character.

#### BENEFITS

##### Stating Salary

Starting salary for a police officer is determined by the City Commission and City Administrator.

##### Uniform/Equipment

All uniforms and equipment for police officers will be provided by the Police Department (Patrol boots are not provided by the department).

##### Vacation

Police officers receive two weeks (80 hours) of vacation each year.

### **Sick Leave**

Police officers earn 8 hours of sick leave each month.

### **Health Insurance**

Police officers receive health benefits, paid for by the City. Dependents may be covered at an additional charge.

### **Life Insurance**

Police officers are afforded life insurance and member disability.

### **Incentive Pay**

Incentive pay is provided by the City, mandated by the State of Florida for career development classes and college degrees for certified officers.

### **Overtime Pay**

The City pays police officers overtime when authorized by the Chief of Police.

### **Holiday Pay**

Police officers receive double time for time worked on each of the City's twelve holidays and 8 hours of straight pay when not working on the twelve holidays.

## **SELECTION PROCESS**

- I. **Application Received and Reviewed**– You must fill out the application, complete with full names, addresses, zip codes and telephone numbers and return to this office. Upon return, your application will be reviewed by a Background Investigator and command staff for completeness. If needed, a letter will be sent requesting additional information or clarification.
- II. **Interview** – If applicable, you may be scheduled for an oral board.
- III. **Certified Voice Stress Analysis (C.V.S.A)/Polygraph** – The C.V.S.A/Polygraph consists of interview questions and questions regarding the statements and answers on your application. The length of the analysis is usually one to two hours.
- IV. **Background** – An initial investigation of your background and qualifications will be conducted to further evaluate your experience and personal history. Background investigations include, but are not limited to the following: criminal history, locals check, employment references, and if applicable, a driving history and a neighborhood check.

V. **Conditional Offer** – Once your application has been reviewed and selected by the command staff it is then reviewed by the City Commission, the City Administrator with the recommendation by the Chief of Police. The City Commission has the final decision on all appointments made to the Police Department. If approved, you will be scheduled to complete the testing process.

VI. **Psychological Examination** – Consists of a written test with no time limit and personal interview with a certified psychologist. The length of the examination can vary from two to four hours in length.

VII. **Drug Screening** – You will be required to submit a urine sample.

VIII. **Physical/EKG/TB Test** – Applicants will be required to take a medical examination that will be scheduled with the departments contracted physician during the testing process.

IX. **Completion** – The total time to process your application usually takes 1 -12 weeks from the time the full application is submitted, complete with all of the required documents. Time may vary with test scheduling, complexity of the background investigation and/or the need of the police department.

X. **Applicant Pool** – If your background is judged suitable, you will be notified and placed into the “Applicant Pool.” Based upon the needs of the office and the rate of turnover, your file, along with other qualified applicants will be reviewed by the Administrative Staff. If selected for a position, you will receive a Conditional Offer of Employment.

XI. **Eligibility** – You may remain in the “Applicant Pool” for a period of one (1) year. If you are not chosen for a position during the one year period, you must reapply and go through the selection process again.

XII. **Disqualification** – If the applicant is disqualified at any time during the selection process, the file is placed in an inactive status for a period of one (1) year. After the one year period has expired, the applicant may reapply.

If you need assistance in completing the application or if you have any questions, simply give the background investigator a call. The Key Colony Beach Police Department is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sex, age, handicap, marital status, religion, or any other legally protected status.

## POSTSCRIPT

The waters off the Florida Keys abound with fish, spectacular reefs, shipwrecks and other wonders. For the water sports enthusiasts, the Keys know no equal. The Gulf side of the Keys is actually Florida Bay, the upper reaches of which belong to the Everglades. The Bay side of the Keys is called the "back country". The Atlantic side is really the Straits of Florida, where Hawk Channel runs out from shore to the reef, which stretches the entire length of the Keys. On the other side of the reef is the Gulf Stream, that magnificent ocean river whose presence is clearly seen, the water being a profound and shimmering blue. Beyond the Gulf Stream lies the ocean!

In addition to the diverse scenery, not to forget some of the most spectacular sunsets in the world is the balmy weather. An average high temperature is 80.8 degrees with an average low of 72.9.

The cost of living in Monroe County, unfortunately, is the highest in the State. Rentals for an average two bedroom house start around \$1800.00 a month, plus utilities, depending on where you wish to live.

# KEY COLONY BEACH POLICE DEPARTMENT

## NOTICE

The Key Colony Beach Police Department is looking to fill our position of public trust and confidence with only those applicants who are honest, fair, and trustworthy and respect the law and the rights of others.

In the past, we have found that most people are reluctant to answer questions regarding their past employment, possible drug involvement, criminal activity or other questions which they feel may present them in a negative light. We understand that no one is perfect. For that reason, we will take in consideration all factors (i.e. time frame, severity, age, etc.) surrounding the all incidents.

An applicant will be rejected “who has intentionally made a false statement of a material fact, practiced or attempted to practice any deception or fraud in his/her application, examination or in securing his/her eligibility for appointment”. All information obtained during the selection process will be subject to review for truthfulness and integrity during a polygraph/voice stress examination.

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I certify that all statements made by me on this application and during the remainder of the selection process are true, correct and complete, to the best of my knowledge. You are hereby authorized to make any investigation of my personal history.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Witnessed By: \_\_\_\_\_

.....

All applicants receive consideration for employment without regard to race, age, ancestry, color, marital status, religion, national origin, sex, medical condition or disability.

**THE KEY COLONY BEACH POLICE DEPARTMENT IS COMMITTED TO A DRUG FREE  
WORKPLACE**



# APPLICANT DATA RECORD

As employers, we comply with government regulations and affirmative action responsibilities. Solely to help us comply with government record keeping, reporting, and other legal responsibilities, please fill out this data record. This data record is for periodic government reporting and will be kept in a file separate from the application for employment.

## PLEASE PRINT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

Position applied for: \_\_\_\_\_

### Referral Source:

\_\_\_\_\_ Employment Flyer

\_\_\_\_\_ Employment Agency

\_\_\_\_\_ Friend

\_\_\_\_\_ Current Employee

\_\_\_\_\_ Relative

\_\_\_\_\_ Organization

\_\_\_\_\_ Telephone Inquiry

\_\_\_\_\_ Advertisement

\_\_\_\_\_ College

\_\_\_\_\_ Other

**Please provide a brief description of the above referral source, if chosen:**

\_\_\_\_\_

**CHECK ONE:** \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE

### CHECK ONE OF THE FOLLOWING:

\_\_\_\_\_ White \_\_\_\_\_ Black \_\_\_\_\_ Hispanic \_\_\_\_\_ American Indian/Alaskan Native

\_\_\_\_\_ Other \_\_\_\_\_ Asian/Pacific Islander

**THE KEY COLONY BEACH POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER**



**KEY COLONY BEACH POLICE DEPARTMENT  
PRELIMINARY APPLICATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
City Zip

DATE OF BIRTH: \_\_\_\_\_ SEX: \_\_\_\_\_

TELEPHONE: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

YEARS OF EDUCATION: \_\_\_\_\_

HIGHEST DEGREE: \_\_\_\_\_

FLORIDA CERTIFIED LAW ENFORCEMENT: \_\_\_\_\_ YES \_\_\_\_\_ NO

CURRENT EMPLOYER: \_\_\_\_\_

POSITION WITH CURRENTY EMPLOYER: \_\_\_\_\_

YEARS WORKING IN RELATED FIELD IN WHICH YOU ARE APPLYING: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Review Date: _____	Initials: _____
_____ Acceptable: Completed Application Sent	Date Received: _____
_____ Not Acceptable: _____	

## READ AND ANSWER EVERY QUESTION

If you answer YES to any of the following questions, explain in detail, on a separate sheet of paper, ALL incidents which caused the answer to be YES. THINK CAREFULLY before answering these questions. If applicable, submit to us a copy of the incident report, and court disposition for each charge. DO NOT make exaggerated, false or misleading statements.

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|--|-----|----|
| 1. Have you ever been arrested?  | YES | NO |
| 2. Have you ever been convicted of a misdemeanor?  | YES | NO |
| 3. Have you ever been convicted of any felony or a misdemeanor involving perjury or a false statement, not withstanding suspension sentence or withholding adjudication?               | YES | NO |
| 4. Have you ever been arrested, charged or received a notice or summons to appear for any criminal violation? (including sealed or expunged records)                                   | YES | NO |
| 5. Have you ever been detained by any law enforcement officer for investigation purposes or to your knowledge have you ever been the subject or suspect in any criminal investigation? | YES | NO |
| 6. Have you ever been terminated OR asked to resign from ANY law enforcement agency?   | YES | NO |
| 7. Have you ever received a dishonorable discharged or undesirable discharge from the Armed Forces?  | YES | NO |
| 8. Have you ever sold, purchased or offered for sale any illegal drug?   | YES | NO |
| 9. Have you ever persuaded or attempted to persuade another person in the use of illegal drugs?  | YES | NO |
| 10. Have you currently used any illegal drug within the last 36 months?  | YES | NO |
| 11. Have you had in your possession, care, custody or control ANY illegal drugs in the last 36 months?   | YES | NO |

12. Have you ever been involved with any of the following drugs other than those prescribed for you by a licensed physician:

Drug	Slang	# Times	First Time/Last Time Mo/Yr	Circle One
Marijuana Any type of derivative	Pot, Grass, Hash, THC			YES NO
Cocaine, Crack or Any type of Cocaine	Snow, Powder, Nose Candy, Toot			YES NO
LSD	Acid, Blotter Orange Sunshine			YES NO
PCP	Angel Dust			YES NO
Opium				YES NO
Barbiturates	Phennies, Yellow Jackets, Quaaludes			YES NO
Amphetmines	Speed, Bennies, Uppers, White Crosses			YES NO
Methanphetamines	Crank, Crystal, Ice			YES NO
Psilocybin	Mushrooms			YES NO
Steriods	Human Performance Drugs			YES NO
Inhalants	Glue, Paint, Etc.			YES NO
Other				YES NO

IF YOU ANSWERED YES TO THE ANY OF THE ABOVE QUESTIONS, PLEASE PROVIDE COMPLETE DETAILS:

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