

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

**Title:** Police Officer

**Salary:** \$49,395.53 minimum. Adjustable with experience.

**Duties:** Performs general police work in the protection of life and property through the enforcement of laws and ordinances.

**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.

Three (3) years sworn law enforcement experience preferred. Preference 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.

**Benefits:**

Includes: health, dental, vision, disability and life insurance.

Uniforms and equipment

Educational and career training (assignment) salary incentive

Personal Absence Leave

Eleven (11) paid holidays

Paid Vacation Leave based upon tenure

Bereavement leave

Florida Retirement System (FRS)

**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](http://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



# The Town of Ocean Ridge Police Department

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

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

Hal C. Hutchins  
Chief of Police

## POLICE OFFICER APPLICATION

### APPLICATION FOR EMPLOYMENT 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: <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	Native of U.S. <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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? <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
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):**

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

<b>Name:</b>
Address:
<b>Name:</b>
Address:
<b>Name:</b>
Address:

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

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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:		

List the City and County Law Enforcement agencies where you presently reside:

City Agency:	Phone: (    )
Address:	

County Agency:	Phone: (    )
Address:	

**EDUCATION**

List all high schools attended. Include copies of high school diploma or GED certificate and scores required if out of state:

School:	
Complete Address:	
Dates Attended:                    to	Graduated? ___ Yes ___ No

School:	
Complete Address:	
Dates Attended:                    to	Graduated? ___ Yes ___ No

School:	
Complete Address:	
Dates Attended:                    to	Graduated? ___ Yes ___ No

School:	
Complete Address:	
Dates Attended:                    to	Graduated? ___ Yes ___ No

**HIGHER EDUCATION**

List information below for all colleges or universities attended. Include official transcripts from last institution attended:

School:	
Complete Address:	
Dates Attended:                    to	Graduated? ___ Yes ___ No
Credit Hours:	Major:
Degree:	Years Received:

**Higher Education (Continued):**

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School:	
Complete Address:	
Dates Attended: _____ to _____	Graduated? ___ Yes ___ No
Credit Hours:	Major:
Degree:	Years Received:

School:	
Complete Address:	
Dates Attended: _____ to _____	Graduated? ___ Yes ___ No
Credit Hours:	Major:
Degree:	Years Received:

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

School:	
Complete Address:	
Dates Attended: _____ to _____	Certificate? ___ Yes ___ No
Courses Studied:	

School:	
Complete Address:	
Dates Attended: _____ to _____	Certificate? ___ Yes ___ No
Courses Studied:	

School:	
Complete Address:	
Dates Attended: _____ to _____	Certificate? ___ Yes ___ 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):**

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

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**C.** Typing Skill: Approximate words per minute: \_\_\_\_\_

**D.** Indicate any other special qualifications or honors: \_\_\_\_\_

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**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: \_\_\_\_\_

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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: \_\_\_\_\_

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

If no, explain: \_\_\_\_\_

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

If yes, explain: \_\_\_\_\_

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Have you had experience with shift work? \_\_\_\_ **Yes** \_\_\_\_ **No**

**Employment (Continued):**

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Have you ever received unemployment, or other Federal, State, or Local benefits or assistance? \_\_\_\_ **Yes** \_\_\_\_ **No**

Type of Assistance: \_\_\_\_\_

Office and Address: \_\_\_\_\_

Dates: \_\_\_\_\_ to \_\_\_\_\_

List all period of employment. Include all law enforcement experience. Place your present or most recent job first. Include all part time temporary, seasonal and voluntary jobs. If you were self-employed, so indicate:

Employer:	
Complete Address & Zip:	
Phone No. ( )	Job Title:
Describe Duties:	
Dates of Employment: to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving: (If presently employed, why are you leaving?):	

Employer:	
Complete Address & Zip:	
Phone No. ( )	Job Title:
Describe Duties:	
Dates of Employment: to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving: (If presently employed, why are you leaving?):	

Employer:	
Complete Address & Zip:	
Phone No. (    )	Job Title:
Describe Duties:	
Dates of Employment:                    to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving:	

Employer:	
Complete Address & Zip:	
Phone No. (    )	Job Title:
Describe Duties:	
Dates of Employment:                    to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving:	

Employer:	
Complete Address & Zip:	
Phone No. (    )	Job Title:
Describe Duties:	
Dates of Employment:                    to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving:	

Employer:	
Complete Address & Zip:	
Phone No. (    )	Job Title:
Describe Duties:	
Dates of Employment:                      to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving:	

Employer:	
Complete Address & Zip:	
Phone No. (    )	Job Title:
Describe Duties:	
Dates of Employment:                      to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving:	

Employer:	
Complete Address & Zip:	
Phone No. (    )	Job Title:
Describe Duties:	
Dates of Employment:                      to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving:	



Employer:	
Complete Address & Zip:	
Phone No. (    )	Job Title:
Describe Duties:	
Dates of Employment:                      to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving:	

Employer:	
Complete Address & Zip:	
Phone No. (    )	Job Title:
Describe Duties:	
Dates of Employment:                      to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving:	

Employer:	
Complete Address & Zip:	
Phone No. (    )	Job Title:
Describe Duties:	
Dates of Employment:                      to	Salary:
Full Time, Part time, other:	Supervisor:
Reason for leaving:	

If any of the employers listed are relatives, indicate which ones: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever applied for employment with law enforcement agency in this state or out of state? \_\_\_ **Yes** \_\_\_ **No**

Are you currently on any law enforcement employment eligibility list? \_\_\_ **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):**

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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):**

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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)

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### **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.

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**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:

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

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

If yes, explain: \_\_\_\_\_

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**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)

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



CJSTC 58

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

OATH

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF COUNTY OF

Sworn to (or affirmed) and subscribed before me this

day of, year, By

Signature of Notary Public - State of Florida

Print, Type, or Stamp Commissioned name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced

OCEAN RIDGE POLICE DEPARTMENT- GENERAL ORDER

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

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REFERENCE: CFA 8.02

DISTRIBUTION: ALL

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INDEX AS: Police Officer

CANCELS/AMENDS: G.O. II-7

Job Class/ Police Officer

Dated : 11-04-91

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**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.

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Hal C. Hutchins  
Chief of Police