



CITY OF AVENTURA
invites applications for the position of:

Certified Police Officer

SALARY:

\$65,845.12 - \$100,688.11 Annually

OPENING DATE: 06/08/22

CLOSING DATE: 08/01/22 12:00 AM

DESCRIPTION:

The City is accepting applications for F/T Certified Police Officers for openings and to establish and eligibility list for future openings.

Please review the job description and the documentation requirements indicated below

APPLICATIONS WILL ONLY BE ACCEPTED IN THEIR ENTIRETY. APPLICATIONS SUBMITTED WITHOUT PROPER REQUIRED DOCUMENTATION WILL BE DEEMED INCOMPLETE AND WILL NOT BE CONSIDERED.

Performs police patrol, preliminary investigations, traffic regulation and enforcement, enforces criminal laws and makes arrests for felony and misdemeanor offenses and other law enforcement activities. Police officers may be assigned to various units within the police department to include but not limited to: Road Patrol, Detective Bureau, Traffic Unit, Training Unit, Street Crimes Unit, Marine Patrol, etc.

DUTIES & RESPONSIBILITIES:

A Police Officer may work rotating shifts and perform the following functions utilizing his/her judgment in conjunction with their training, experience and the Florida State Statutes, departmental General Orders or other legal or guiding directives in deciding a course of action that will be taken while acting in their official capacity. Their duties also may include, but are not limited to, the below activities:

- Patrols Streets, parks, commercial and residential areas to detect crime, traffic violations or other violations or incidents requiring police action
- Writing reports, field interrogations cards and any other reports as the case or incident may require
- Conducting preliminary investigations on all crimes/crashes, incidents and any other law violations
- Responding to routine, emergency or difficult calls for service. May also initiate a call for service if viewed or come upon during patrol duties
- Interview and/or interrogate suspects, witnesses and drivers of vehicles involved in crimes or crashes
- Gathering and preserving physical evidence.
- Making arrests or taking persons into custody and carrying out their duties in conjunction with Federal, State, County and City Laws and Ordinances
- Preparing cases for court presentations and testifying when required in all proceedings
- Patrols the city to preserve the peace and enforce criminal and traffic laws

- Summon paramedics, tow trucks, other law enforcement officers, and other assistance as appropriate. Takes measurements and draws diagrams of a scene such as crashes or as may be required.
- Conducts follow up investigations of crimes as time, policy and/or manpower permit.
- Accepts responsibility and ownership of their work product. Strives to control and resolve conflict and defuse tense situations when possible.
- Prepares a variety of reports and records including, reports of investigation, field interrogation report, property receipts, alcohol influence reports, bad check form, vehicle impoundment form, Offense Incident and accident reports, etc.
- Maintains normal availability by radio, laptop or telephone for dispatch to emergencies or calls for service.

The position of Police Officer requires carrying and demonstrating competence with a firearm and/or other less than lethal devices and defensive tactics. The position requires carrying a firearm and less lethal devices at all times while on duty and working off duty details.

Carries out duties in accordance with accepted police procedures and/or policy to ensure personal safety and safety of fellow Officers.

Coordinates activities with other officers or other City departments as needed, exchanges information with officers in other law enforcement agencies, and obtains advice from the City Attorney, and Prosecutor's Office regarding cases, policies and procedures, as needed and assigned.

PERIPHERAL DUTIES

Maintains departmental equipment, supplies and facilities. Reports damaged or missing equipment to supervisor.

Maintains contact with general public, court officials, and other City officials in the performance of police operating activities.

May serve as a member of various employee committees.

Performs other duties as assigned or as may be necessary.

QUALIFICATIONS & REQUIREMENTS:

Must pass thorough background investigation, polygraph, psychological, medical and drug screen. Must successfully pass a physical agility test within the last 6 months prior to application as administered by a certified FDLE training center. Applicants must have successfully completed a swim test administered by a certified FDLE training center.

A list of FDLE Training Centers can be found on [FDLE Training Centers](#).

Passing scores must be submitted at time of application.

Out of State applicants must submit written statement indicating an acknowledgement of requirements for physical agility and swim test to be completed at a later date when uploading the required documents with application.

Candidates currently enrolled in a Law Enforcement Academy/Basic Recruit Class may apply to the position meeting the basic requirements. All required documents must be submitted with the application with the exemption of the state certification. Candidates are required to submit verification of enrollment at Law Enforcement Academy/Basic Recruit Class (i.e. Acceptance letter).

MINIMUM QUALIFICATIONS

Entry Level

General:

- A. Must be a minimum of 21 years old at the time of employment;
- B. Must possess, or be able to obtain by time of employment, a valid FL State driver's license without record of suspension or revocation in any State;
- C. No Felony convictions and disqualifying criminal histories
- D. Must be a U.S. citizen;
- E. Must be able to read and write the English language;
- F. Must be of good moral character and of temperate and industrious habits
- G. Applicants that reside within Miami-Dade, Broward, Monroe or Palm Beach counties must pass a full physical agility test (modified agility test not accepted) and swim test prior to application. Swim test is waived for a lateral if the candidate has taken and passed a swim test at least once in their career. Applicants who reside outside of the aforementioned counties must pass a full physical agility test and swim test as part of the second phase of their background investigation. ***Out of State applicants must submit written statement indicating an acknowledgement of requirements for physical agility and swim test to be completed at a later date when uploading the required documents with application.***
- H. Must attend and successfully complete a basic Police Officer Academy and successfully take and pass the State Police Officer Exam

Lateral Entry:

- A. Must be able to meet all Entry Level requirements listed above; to include a valid certification as a Police Officer as required by FDLE and/or CJSTC guidelines.

EDUCATION AND EXPERIENCE

- A. Must possess a two year college degree (AA or AS); or, a High School diploma/GED **and** have three (3) or more years of military service with an Honorable Discharge; or three (3) years law enforcement experience as a Certified Police Officer.
- B. Applicants at state universities must submit transcripts with notation that Associates in Arts or Science degree/certificate has been awarded pursuant to s. 1007.25

The following documents are required with employment application:

- **AA/AS Degree (copy of diploma) or High School Diploma and 3 years Military Service (DD214);**
- **Physical Agility Test results taken in the six (6) months prior to application;**
- **Swim test results;**
- **State of Florida Law Enforcement Officer certification.**
 - Candidates currently enrolled in Law Enforcement Academy must submit verification of enrollment.
 - Out of State candidates must submit a copy of their State Law Enforcement Certification.
- **Applicants claiming Veteran's Preference must complete the City's Veteran's Preference Claim form and upload a DD214.**

Applications missing any required documents at the time of application will not be reviewed and considered incomplete.

SUPPLEMENTAL INFORMATION:

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A. Knowledge of law enforcement principles, procedures, techniques, and equipment if already a certified law enforcement officer;
- B. Skill in operating the tools and equipment listed below;
- C. Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to follow verbal and written instructions; Ability to meet the special requirements listed below; Ability to learn the City's geography.
- D. Knowledge of safety procedures associated with risks and hazards inherent to the job

SPECIAL REQUIREMENTS

Successful completion of any required FDLE or CJSTC and/or School of Justice requirements, i.e. Police Academy, FBAT and any other test or requirement that is required.

We are an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofaventura.com/jobs>

Job #006
CERTIFIED POLICE OFFICER
GC

19200 W Country Club Drive
Aventura, FL 33180
305-466-8900
305-466-8900

jobs@cityofaventura.com

Certified Police Officer Supplemental Questionnaire

- * 1. I affirm that I have read the complete job posting, verify that I meet the requirements for the position and have uploaded the required documents as listed on the job posting.
 Yes No
- * 2. Your application will be considered complete if all required documents are submitted with the application. Did you submit the results of swim test?
 Yes No
- * 3. Did you submit the results of a physical agility test taken within the last six (6) months prior to application?
 Yes No
- * 4. Did you submit the copies of your AA/AS degree (or transcripts) **OR** High School Diploma **and** three (3) years Military service?
 Yes No
- * 5. Did you submit a copy of your State of Florida Law Enforcement Certification or Law Enforcement Academy acceptance letter?

Certified Police Officer Supplemental Questionnaire

Yes No

- * 6. As an applicant for employment in a law enforcement agency, your background will be thoroughly investigated. Aspects of your life that you consider sensitive or confidential may be explored. Do you understand that you must answer all questions on the application accurately and completely? If the questions does not apply to you, enter N/A in the text box.
 Yes No
- * 7. Do you now or did you ever possess a valid driver's license from the State of Florida?
 Yes No
- * 8. Driver's License #
- * 9. DL Restrictions:
- * 10. Class or Type D/L:
- * 11. List each and every moving violation you have received in your driving history. Include moving and parking tickets from any state. Include parking tickets and citations which were dismissed, or for which you were found or pleaded not guilty or nolo contendere, regardless of suspension of sentence or withholding of adjudication. Include location, approximate date, nature of violation and penalty or disposition.
- * 12. Some convictions are not an automatic bar to appointment. The circumstances surrounding the conviction are considered such as: the nature, number, severity, subsequent work history, efforts at rehabilitation, date of offense, and relation of the offense to the requirements of the position for which you applied. Do you understand the above statement regarding the selection process.
 Yes No
- * 13. List all instances in which you were arrested or detained by ANY law enforcement agency. The list should include traffic arrests, those offenses to which you pleaded nolo contendere, regardless of suspension of sentence or withholding of adjudication, and those adjudicated in a juvenile court. Details should include the crime charge, police agency, date and disposition of case.
- * 14. Have you ever been placed on probation and/or been required to pay a fine?
 Yes No
- * 15. If yes, give details.
- * 16. If you have been fingerprinted by a law enforcement agency for any reason, give details below. (i.e. employment, licenses, arrests, etc.) Your answers will be checked with the FBI and other agencies. Include agency, date and purpose.
- * 17. Have you ever been advised of your Miranda rights?
 Yes No
- * 18. If yes, give details.
- * 19. Have you ever been the subject of a police investigation? (including those while a police officer, i.e. Internal Affairs, Investigations, Citizen Complaints, etc.)
 Yes No
- * 20. If yes, give details.
- * 21. Have you ever had a polygraph examination? (i.e. for employment or during an investigation, etc.)
 Yes No

Certified Police Officer Supplemental Questionnaire

- * 22. If yes, list date, examiner's name, location, and purpose for each examination.
- * 23. Have you ever had accounts placed in the hands of a collection agency?
 Yes No
- * 24. If yes, give details.
- * 25. Have you ever filed for bankruptcy?
 Yes No
- * 26. If yes, give details, including date and Court filed:
- * 27. During your entire lifetime, have you ever possessed and/or experimented with marijuana, cocaine, hashish, opiates, pills, steroids, any other illegal substance, or drug not prescribed to you?
 Yes No
- * 28. If you answered yes, list the substance, the first and last time you used it, and how many times the total use of each was:
- * 29. Have you ever bartered, sold, supplied, transferred or transported, or arranged or acted as an intermediary for sale or deliver of an illegal substance to another person? This applies to all instances, regardless of whether or not you profited from the transaction or were arrested.
 Yes No
- * 30. Have you ever possessed any such illegal substance in a quantity greater than might reasonably be construed as intended for experimentation?
 Yes No
- * 31. If yes, explain each incident in detail:
- * 32. Do you currently use any narcotic or controlled substance such as those listed in (a) or have you used such a narcotic or controlled substance within the last year?
 Yes No
- * 33. If yes, give details:
- * Required Question