

Boca Raton Police Services Department

100 NW 2nd Ave • Boca Raton, Florida • 33432 • Phone: 561.338.1234 • Internet: www.BocaPolice.com



SUMMARY OF THE HIRING PROCESS

Step 1. The applicant is required to schedule, complete, and pass the PAT/BMST at Palm Beach State College or Broward College Police Academies.

2. If the applicant passes the Pat/BMST; the applicant is then required to visit the city website at www.bocapolice.com to submit an online application.

Step 3. After it has been determined that the candidate's application meets the minimum qualifications and department standards; Human Resources will refer the candidate's application to the Professional Standards Bureau. At the same time, Human Resources will email the referred candidate advising them to complete the Police Department's Background Information Packet and providing candidates a link to access the document. It is the responsibility of the applicant to thoroughly complete and submit the packet in its entirety, including all applicable documents and waivers by the date indicated in this email. The timeframe is two (2) calendar weeks from the referral date. The applicant is required to download all of the waivers attached to the background form and complete the forms to include notaries where required and signatures. Completed packets and all required supporting documentation listed should be mailed or delivered to:

Professional Standards Bureau
6500 Congress Ave Suite 100
Boca Raton, Florida 33487

Step 4. If the applicant is selected to continue in the process the applicant is then scheduled for an Oral Board.

Step 5. If the applicant is selected to continue in the process the applicant is then scheduled to take the B-Pad test.

Step 6. If the applicant is selected to continue in the process the applicant is then schedule for a polygraph exam.

Step 7. If the applicant is selected to continue in the process a complete background investigation is conducted.

Step 8. If the applicant is selected to continue in the process the applicant will be scheduled to meet with Chief of Police.

Step 9. If the applicant is selected to continue in the process the applicant will be given a conditional offer of employment and then scheduled for a psychological exam.



Step 10. If the applicant is selected to continue in the process the applicant will be scheduled for a medical exam.

Step 11. If the applicant successfully completes all of the steps above the applicant will be given an offer of employment and a start date.

Boca Raton Police Services Department

100 NW 2nd Ave • Boca Raton, Florida • 33432 • Phone: 561.338.1234 • Internet: www.BocaPolice.com



QUALIFICATIONS FOR POLICE OFFICERS

To apply for the position of Police Officer/Candidate, applicants must meet the following MINIMUM QUALIFICATIONS:

1. Applicant must be at least 19 years of age.
2. Applicant must be a United States Citizen.
3. Applicant must have a minimum of 60 credits from an accredited college OR two (2) years active military duty with an honorable discharge, OR, two (2) years certified law enforcement experience. (Not correctional officer).
4. Applicant must not have been convicted of any felony, or of a misdemeanor involving perjury, or a false statement. Any person who, after July 1981, pleads guilty or nolo contendere to, or is found guilty of a felony or a misdemeanor involving perjury, is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding adjudication.
5. Applicant must be of good moral character as determined by a background investigation.
6. Applicant must possess, before date of hire, a valid Florida driver's license, with no more than six (6) points within the last three (3) years.
7. Applicant must be drug free (illegal use) within the past three years.
8. A credit check will be requested and used for employment purposes on all candidates.
9. While on duty, employees are not permitted to have any tattoos visible.

It is a condition of employment that persons appointed as sworn Police Officers with the City of Boca Raton on or after 01/09/91, shall not use tobacco products either on or off duty. Noncompliance will result in termination of employment. Upon submission of an application for the position of Police Officer, candidates must affirm, by oath, that as of their date of hire, they will not use tobacco products on or off duty.

Non-certified candidates will be required to attend a Florida Criminal Entry Level Training Program (police academy) selected by the department. In addition to the department's established hiring criteria, candidates must meet all training center entrance requirements and maintain academic and performance standards throughout the course of study.



VISIBILITY | INTELLIGENCE | PARTNERSHIPS | EDUCATION | RESPONSIVENESS

You must arrange to take these tests according to the Criminal Justice Center's established testing schedule. For a copy of the Broward Community College Criminal Justice Testing Center's Information Booklet please follow this link. www.broward.edu/ips then click on "testing center" and the "testing center information booklet" is available in .pdf form. For the Palm Beach State College Criminal Justice Testing Center visit their website at <http://www.palmbeachstate.edu/testing/Documents/LWtestschedFS.pdf>.

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED.

After completing the above tests, please submit the test scores, a copy of your birth certificate, driver's license, Social Security card, non-smoking affidavit, copy of driver's license history, high school diploma, official college transcripts (must have a minimum of 60 credits), and/or military discharge papers.

The balance of the selection process is as follows:

1. Completion of Sworn Personnel Background Information Form
2. Oral Interview & B-PAD Video Test
3. Polygraph
4. Background Investigation
5. A psychological evaluation
6. A medical examination

Once an application is accepted, it can take up to 90 days to complete the process.

Boca Raton Police Services Department

100 NW 2nd Ave • Boca Raton, Florida • 33432 • Phone: 561.338.1234 • Internet: www.BocaPolice.com



POLICE OFFICER BENEFITS

ANNUAL LEAVE: Eligible one year from date of employment. Maximum accrual of 360 hours.

0 through 5 full years	8 hours per month
5 to 10 full years	10 hours per month
10 to 15 full years	12 hours per month
15 years and over	14 hours per month

HEALTH INSURANCE (Premiums): Employee Medical HRA - Paid 100% by City. Employee contributions is required for PPO employee coverage; Employee Dental and Vision paid by the employee.

CONTINUOUS SERVICE BENEFIT: As of December 2015 each year- paid during the month of December.

10 to 15 full years	\$1,500 annually
15 full years and over	\$2,000 annually

WORKER'S COMPENSATION/DISABILITY LEAVE: Regular rate of pay except where applicable State law provides a greater benefit. If granted Worker's Compensation, Social Security or other benefit, employee will be paid the difference between those benefits and the regular rate of pay for the hours the employee would otherwise have been regularly scheduled to work.

ACCIDENTAL DEATH & DISMEMBERMENT: (maintained by the City) - \$25,000. Wrongful Death - \$75,000.

PENSION PLAN: (Required) Defined Benefit Plan upon hire. Vested after 10 years. Retirement eligibility: 20 years of service or age 55 with 10 years of service, a 5-year Deferred Retirement Option Plan (DROP) and retirement supplement of \$10.50/month for each year of service. Mandatory employee contribution: 11.5%. City contributes actuarially determined amount.

Optional: 457 Deferred Compensation Saving Plan is available.

HOLIDAYS: 12 per year: 10 recognized holidays and 2 floating days.

FUNERAL LEAVE: If in State- up to 3 workdays If out of State- up to 5 workdays



PERFORMANCE EVALUATION: Employees receive an annual performance evaluation on their anniversary date of employment or last promotion. Provided the evaluation is satisfactory or above, the employee's base salary shall be moved up to the next applicable step.

TUITION REIMBURSEMENT: Eligible when employed a minimum of 12 months, subject to available department funds. Must be approved prior to enrollment.

PROFESSIONAL DEVELOPMENT & BONUS: An officer who has or acquires at least 90 semester hours toward a baccalaureate degree in Public Administration, Business Administration, or Criminal Justice shall receive a professional development bonus of \$150 annually.

UNIFORM ALLOWANCE

ACCIDENT-FREE BONUS

DETECTIVE ASSIGNMENT PAY

MILITARY LEAVE: Not to exceed 30 days each calendar year.

This summary is an overview of information contained in the City of Boca Raton Ordinances, Policies, Procedures, and collective bargaining agreement. Please refer to the appropriate document for specific explanation.