

**Application Process
For Employment With The
St. Petersburg Police Department**
(Non-Sworn Positions)

Please read all of the following information carefully *before* submitting an application.

Applicants *must fully disclose* criminal history on each employment application.

Applicants' criminal records may be verified prior to:

- Employment or Re-employment
- Promotion, Transfer or Demotion

A prior criminal record will not necessarily disqualify the selected applicant from employment.

The City of St. Petersburg has adopted policies for:

- Drug Free Workplace
- Department of Transportation (DOT) drug testing

Applicants may be required to successfully complete:

- Pre-employment Drug Testing and/or
- Medical Exams

The estimated selection process time ranges from three to eight weeks.

The City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, religion, age, national origin, disability, marital status, sexual orientation or other non-merit factors.

I. ELIGIBILITY FOR EMPLOYMENT IN NON-SWORN POLICE POSITIONS

To be eligible for employment, an applicant must:

- A. Meet the applicable educational and residency¹ requirements.**
- B. Possess a valid driver's license at time of application; and possess and maintain a valid State of Florida driver's license at time of appointment, if required.**
- C. Successfully complete the written test or assessment given by the City, if required.**
- D. Successfully complete a pre-employment medical examination and/or drug testing, as required for the position.**

¹ Certain positions require the employee to be a resident of the corporate City limits. Information is provided in the job announcement, or can be obtained from the Employment office staff.

- E. If applying for Complaint Writer, successfully complete a psychological examination given by a licensed psychologist designated by the City.
- F. Successfully complete a polygraph examination administered by the City's polygrapher.
- G. Be of good moral character as determined by the background investigation.

II. REMOVAL FROM ELIGIBILITY

The decision to remove an applicant's name from employment consideration and to provide notice to the unsuccessful applicant shall be the responsibility of the Human Resources Director (or designee). In addition to the examples provided below, the basis for removal from eligibility may be a pattern of behavior not conducive to successful job performance, or the severity of any one problem. Items that will disqualify an applicant from employment include, but are not limited to:

- A. Falsification of application materials (e.g. Personal History Questionnaire, Statement of Employability, and Employment Application) will disqualify an applicant from applying for five years. Falsification includes the applicant providing any incomplete, inaccurate or misleading information.
- B. Conviction of a felony crime, in accordance with Florida Statutes, 23.068 (4), regardless of adjudication will disqualify an applicant.
- C. Committing a misdemeanor which involves "moral turpitude" will disqualify an applicant. Such an act is considered contrary to the moral conscience of the general public. Standards applied are in accordance with the rules established by the Florida Police Standards Council. Intent, malice, knowledge of the gravity of the offense, and provocation will be considered in any determination of moral turpitude.
- D. The following drug uses shall disqualify an applicant:
 - 1. Any use of marijuana within the six months immediately preceding application for employment, and any past use of marijuana is deemed acceptable by the department.
 - 2. Any use or experimentation with drugs classified as controlled substances, or any other illegal drugs, except marijuana unless under the care of a licensed physician, within the last three years; and then only for limited experimental use. The Department reserves the final decision as to what constitutes limited experimental use.
 - 3. Having inhaled, ingested, used, tried or experimented with any harmful chemical substances, within the last twelve months for the purpose of inducing intoxication or which distorts or disturbs the auditory, visual or mental processes, with the exception of those substances used under the care of a licensed physician and only as prescribed under a current valid prescription.
- E. Any applicant with an established pattern of using harmful chemical substances in the past will not be considered for employment.
- F. Any person who has sold, offered for sale, induced or attempted to induce another person in the use of illegal drugs may be disqualified.

G. An applicant will be rejected who has present or past associations, voluntarily or involuntarily, with persons involved in illegal activities, if such involvement could be detrimental to police operations.

H. A person who cannot perform the essential functions of the job, with or without reasonable accommodations, will not be considered.

I. A determination that an applicant is not of good moral character will result in his/her removal from consideration.

J. An applicant will be removed from consideration whose overall fitness is deemed undesirable. Examples of issues which may affect this determination include, but are not limited to: illegal gambling; poor employment record; poor credit rating; poor driving record; unlawful sexual behavior; excessive drinking; beliefs which conflict with job duties; and deception or a pattern of deceptive practices.

III. DISCONTINUATION FROM THE SELECTION PROCESS

A. Applicants may be discontinued from the pre-employment process for failure to meet eligibility criteria, including but not limited to:

- 1. Unsuccessful completion of the polygraph examination or psychological evaluation**
- 2. Failure to meet other minimum requirements**

B. Any applicant who is discontinued from the selection process due to unsuccessful completion of the polygraph examination or psychological evaluation may re-apply one (1) year from the date of notification of removal from consideration, or

C. Any applicant discontinued from this process may apply for any other posted City vacancies provided he or she meets the eligibility criteria.

IV. PRELIMINARY APPLICATION PROCESS

Applicants must successfully complete the following preliminary process:

A. Complete the standard City employment or promotional application. In most cases, a resume is also required.

B. Take a written test (if applicable). If there is no written test, all applications will be submitted to the department for consideration. The names of applicants who pass a written test will be placed on the eligibility list for future consideration.

C. One or more top qualifying individuals will be contacted to participate in the initial interview screening process.

D. If selected to go forward in process following the interview, completion of a Police Civilian Personal History Questionnaire packet is required.

V. SELECTION PROCESS

If the applicant is “continued” (having met all eligibility standards and successfully completed the foregoing preliminary steps) the following additional process steps must be successfully completed:

- A. Review of Personal History Questionnaire with the Background Investigator**
- B. Conditional Employment Offer (provisional upon subsequent successful completion of all other steps).**
- C. Polygraph Examination**
- D. Medical Examination (if required for the position)**
- E. Drug Test (if required for the position)**
- F. Background Investigation**

VI. REQUIRED DOCUMENTS

The documents listed below as applicable should be provided upon turning in your Police Civilian Personal History Questionnaire packet to the City’s Employment office. Birth Certificate or original copy of naturalization certificate (copies of the naturalization certificate cannot be presented as federal law prohibits copying the certificate)

- A. Social Security Card² (must be signed)**
- B. Proof of education to meet applicable requirements**
- C. Marriage certificate(s) (if applicable)**
- D. Divorce decree(s) (if applicable)**
- E. Driver’s License (and any endorsements, if applicable)**
- F. Selective Service Card (if applicable)**
- G. Military Record-Discharge DD214 (if applicable)**
- H. Any other certificates that may reflect job qualifications**

² The City of St. Petersburg Human Resources Department may request your Social Security number as part of our employment process. In accordance with Florida State Statute 119.071, this is to advise you that, if taken, your Social Security number will be used for one or more of the following purposes: tax reporting as provided under the United States Tax Code Title 26, Chapter 61, Section 6109; as a unique identifier to verify Employment Eligibility as provided under Code of Federal Regulations Title 8, Part 1274a.2; for search purposes to verify information such as former employment, criminal records and credit worthiness as authorized and/or mandated under Florida Statutes Chapter 166-Section 166.0442, Chapter 435-Sections 435.03 and 435.04, Chapter 633-Section 633.34, Chapter 943-Sections 943.13 and 943.133; and for reporting to other government agencies, as required to accomplish the foregoing purposes.