

Miami-Dade Police Department
Police Officer (Non-Certified Candidate)
Job Opportunity



SALARY RANGE

\$50,490.79 - \$85,775.22

SHIFT

Ability to work any shift including nights, weekends and holidays

OVERVIEW

Law enforcement is the protection of life and property through the enforcement of laws and ordinances in the Miami-Dade Police Department. Tasks involve the intermittent performance of extremely physically demanding work, typically some combination of reaching, bending, stooping, kneeling, crouching, running, and climbing, as well as involve the lifting, carrying, pushing, and / or pulling of extremely heavy objects. Tasks may involve standing, sitting, or walking for long periods of time.

REQUIREMENTS

- Minimum age of 19 years.
- United States Citizen at time of application (F.S.S. 943.13(2)).
- High school diploma or equivalent. An evaluation of foreign high school diploma may be required.
- Must not have been convicted of any felony. All candidates must not have been convicted of any perjury or a false statement charge as an adult. All other arrests and convictions will be reviewed on a case-by-case basis. Must have good moral character as determined by a background investigation (F.S.S. 943.13).
- If ever arrested, candidates must submit an official court disposition with the application. Official court dispositions can be obtained from the Clerk of the Court in the county in which the incident occurred.
- Must possess and maintain throughout employment, a valid Florida Driver's License without any restrictions affecting job performance. Out of state participants will be required to obtain a Florida Driver's License upon acceptance of employment. Driver's license must show current address. All candidates must submit with the application, a Certified Department of Motor Vehicles "entire" driving history for every state in which a driver license was held within the last 7 years. The search date must be within one month of the date the application is received by Human Resources.
- If claiming Veteran's Preference, candidates must provide a DD-214 Member 4 form at time of application.

PREFERENCES

- Vocational/College/University Education
- Military experience (2 years)
- Demonstrated foreign language proficiency

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APPLICATION PERIOD

Monday, December 28, 2015, at 8:00 a.m. through Thursday, June 30, 2016, at 11:59 p.m. All applications must be completed and submitted by 11:59 p.m. Eastern Daylight Time (EDT), on Thursday, June 30, 2016. **Applicants that applied since February 15, 2015 need not reapply.**

HOW TO APPLY

Applicants must have a valid email address with no spam or email blocking activated. Applicants must log in to <http://www.miamidade.gov/jobs> and click on the "How to Apply to Miami-Dade County Government Jobs". **Completed applications must be submitted by the closing date of June 30, 2016.** If successfully submitted, you will receive a verification email. **Applicants that applied since February 15, 2015 need not reapply.**

Applicants who qualify will be subject to an extensive selection process and screening program, which may include, but not be limited to, evaluation of training and experience, interview, polygraph examination, psychological evaluation, employment record, fingerprint and background check, medical examination, and drug screen. The expected duration of the selection process varies and could last 12 to 16 weeks.

Miami-Dade Police Department is an equal opportunity employer and does not discriminate on the basis of age, color, disability, marital status, national origin, race, religion, sex, or sexual orientation. Veterans' preference per Florida law.

GENERAL DESCRIPTION OF DUTIES

This is law enforcement and public safety work in the protection of life and property through the enforcement of laws and ordinances. Employees in this classification perform work in varied law enforcement assignments, including but not necessarily limited to, motorized patrol, traffic control and enforcement, preliminary and follow-up investigation at crime scenes, courthouse and port security, vessel patrol, scuba diving, K-9 handling, serving warrants, other court process actions, and assistance in public safety education and community service programs. Work involves an element of personal danger, and employees must be able to act without direct supervision and to exercise independent discretion in addressing emergency situations. Work assignments and instructions are received from superiors, who review work methods and results through observation, reports and conferences. Incumbents perform essential functions as outlined herein according to functional area of assignment. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein, if such functions are a logical assignment to the position.

Performs **law enforcement patrol activities** including, but not necessarily limited to, teletype checks of property or person; records checks on firearms, stolen equipment or wanted/stolen vehicles; assessments of driver's operational capacities; transportation of mental patients, prisoners or suspects; felony stops; Be On the Look Out (BOLO) reviews; searches for missing, lost or wanted persons; separation of persons involved in domestic disputes; dwelling, building or grounds inspections; detainment of suspect vehicle drivers; alarm responses; arrest approach and methods planning; arrests of

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persons; searches of persons, places and property; riot control; subdues resisting offenders using force where appropriate up to and including deadly force.

Performs **law enforcement investigations** including, but not necessarily limited to, recording identifying marks on vehicles, firearms and other objects; preparing and distributing BOLO reports of wanted notices; coordinating activities at accident, crime or investigation scenes; searching buildings or grounds for suspects; establishing identity of suspects; selecting approach and methods for conducting searches; collecting and transporting of crime scene evidence or property; protecting or securing accident, crime or investigation scenes; identifying persons through records, pictures, or identification media; showing mug shots to witnesses or victims; conducting photo lineups; researching agency records; checking establishments for wanted or missing persons; gathering intelligence on known or suspected offenders; conducting interviews; interrogating suspects; recording sworn statements, formal confessions or depositions; preparing reports or affidavits; presenting testimony and evidence in both civil and criminal court.

Functions in a **public safety capacity** including, but not necessarily limited to, moving abused persons to safe environments; obtaining information on injuries to victims and suspects for reports; conducting presentation before public groups; assisting and referring mentally ill, indigent and other persons evidencing need of assistance; physically moving persons, vehicles and other property from unsecured locations; administering first-aid to injured persons; administering CPR procedures on appropriate persons; providing security for special functions.

Performs **traffic related activities** including, but not necessarily limited to, examining abandoned vehicles; investigating requests for vehicle tows; informing vehicle owners of legal obligations or procedures regarding vehicle removal; gauging speed of moving vehicles; directing traffic on land or water; observing traffic for violations; conducting traffic stops; investigating and reporting hazardous roadway or waterway damage; controlling parking; issuing citations or warnings; rescuing or assisting in rescues of trapped persons; informing persons in accidents regarding reporting and information exchange procedures; explaining legal obligations to vehicle operators; conducting accident investigations; administering field checks to drivers suspected of being under the influence of alcohol or controlled substances.

Performs **court process actions**, including but not necessarily limited to, serving and accounting for ex-parte injunctions, eviction notices, enforceable writs and other process actions within the area of assignment; reading and comprehension of legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants.

When applicable to area of assignment, operates a law enforcement vehicle; may be assigned to operate aircraft; may be assigned to operate marine vessels; may be assigned to mounted unit.

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SELECTION PROCESS

The following is a summary of the selection process for the position of Police Officer.

1.	Completion of on-line preliminary application	The on-line preliminary application will determine if the applicant has the minimum requirements necessary to apply for the position. It will create an applicant listing for the Miami-Dade Police Department's Personnel Management Bureau (PMB).
2.	Completion of Personal History Questionnaire (PHQ)	The applicant's completed PHQ is submitted and reviewed. Supervisors will determine approval or disapproval of the file for further processing.
3.	Orientation	If the applicant is selected to attend an orientation session at the Personnel Management Bureau (PMB), the applicant is notified via e-mail or U.S. Mail.
4.	Polygraph Examination	Polygraph examinations are administered and interpreted by experienced polygraphists. Areas of questioning will include, but not be limited to: past criminal activity, completeness and truthfulness of all statements made during the selection process, and any past or present use of drugs.
5.	Background Investigation	Investigations will include verification of an applicant's qualifying credentials to include: educational requirements, employment history, residence and neighborhood checks, citizenship, review of criminal history, driver license history, personal and neighbor references, credit history and military service, if applicable.
6.	Psychological Evaluation	After a conditional offer of employment is extended, pre-employment psychological evaluations are conducted by experienced, licensed psychologists contracted by MDPD for this purpose.
7.	Medical Examination	Prior to the final job offer, all candidates are required to successfully complete a job-related medical examination. Exams are performed by a licensed physician.
8.	Final File Review	The final file review is conducted by the commanding officer of the Personnel Management Bureau and Division Chief. An applicant's file is reviewed in totality and in a competitive manner. Determination for placement of the best-qualified candidates is made among eligible candidates.
9.	Pre-employment Orientation	Applicants attend an orientation where they are provided information on employee benefits and preliminary police academy information. Applicants are issued equipment and uniforms, and are officially "hired" as police trainees.