



NOTICE TO APPLICANTS

The Brevard Police Testing and Selection Center is not an employing agency, or job placement service.

The BPTC's primary mission is to test and screen law enforcement applicants for the Eastern Florida State College Basic Law Enforcement Academy and the BPTC Employment Pool. Obtaining employment is a separate and distinct process, which is solely the responsibility of the applicant.

Simply passing the Criminal Justice Basic Abilities Test (CJBAT) does not mean that an applicant is automatically eligible to enter BPTC's selection process.

Applicants must review the attached BPTC Minimum Admission Standards very carefully before submitting non-refundable exam or administrative fees.

Admission into the BPTC process also includes an evaluation of an applicant's past personal conduct over the course of their lifetime.

A history of any type of illegal activity that affects moral character, or demonstrates a substantial history of poor judgment, could have a negative impact on an individual's ability to get hired as a law enforcement officer. Such a history might also result in disqualification from the BPTC process. Substance use, driving history, criminal activity, and any other forms of misconduct or illegal activity will be evaluated on the basis of the type of activity, frequency of occurrence, and age or length of time since the last act.

Meeting BPTC's admission standards does not mean that an applicant is automatically eligible for employment with a Florida law enforcement agency.

A law enforcement agency might be able to show that excluding an individual with a history of illegal drug abuse from a position as a police officer was necessary because illegal conduct would undermine the credibility of the officer as a witness for the government in a criminal or civil matter. (Chapter 29 Code of Federal Regulations, Section 1630.3, Interpretive Guidance.)

All applicants are strongly urged to check with the agencies that they are interested in to determine if they meet specific agency standards before submitting any non-refundable exam or administrative fees to the BPTC.

Pursuant to Florida State Statute §943.137, hiring agencies are permitted to establish qualifications and standards for employment that are higher than the State minimum.

Applicants must be able to effectively communicate both orally and in writing in order to be considered for employment.

Being able to communicate effectively, both orally and in writing, is an essential skill for a successful career as a law enforcement officer. All applicants will be given a writing exercise that will be made available to hiring agency recruiters.

All basic academy Applicants must be medically able and physically fit to participate in strenuous physical activity.

Applicants will be required to participate in a minimum of 60 hours of strenuous physical training while attending the academy. Physical training will include conditioning activities such as running, jumping, push-ups, sit-ups, and defensive tactics, as well as exposure to chemical agents such as Oleo-resin Capsicum (OC) and/or Orthochlorobenzal-malononitrile (CS). The BPTC administers a Physical Abilities Test (PAT) to all applicants prior to admission into the academy. The PAT consists of a timed course designed to measure balance, muscular endurance strength, flexibility, anaerobic power and capacity, fine motor skills and aerobic power. A passing time score of 3:59 or less is required for academy acceptance. A medical clearance signed by a physician is required before participating in the PAT.

FINGERPRINT-BASED BACKGROUND INVESTIGATION REQUIREMENT

Florida law requires that all students attending a Basic Law Enforcement or Correctional training academy, must be fingerprinted pursuant to Florida Statute §943.14 (8). Fingerprints will be submitted to the FBI through the Florida Department of Law Enforcement (FDLE) for a national criminal history record search. To be fingerprinted, you must provide a valid state-issued photo Identification Card or Driver License in order to establish your identity. Your investigator will notify you of the results of your fingerprint submission. Upon request, you may review your processed fingerprint response in order to challenge the record, or to provide information to complete the record. Any challenges/completion will be processed according to procedures and policies established by the FDLE & FBI.

SSN Notice:

Should you elect to participate in any training described herein, please understand that you will be asked to provide your Social Security Number (SSN). The decision to provide your SSN is at your option, but failure to provide you SSN may result in a delay in processing your application or request. If you provide your SSN, FDLE will use it for purposes of identification, and may share the information with other agencies for the same purpose. FDLE's request for your SSN is authorized by state law because it is imperative for the performance of FDLE's duties and responsibilities pursuant to Section 119.071(5) (a) 2.a.II, F.S.

I have been given an opportunity to read this Notice to Applicants prior to registering or paying any non-refundable fees. By my signature below, I acknowledge that I have read and understand the contents of this form.

(Applicant's Printed Name)

(Applicant's Signature)

(Today's Date)



BREVARD POLICE TESTING AND SELECTION CENTER Minimum Standards for All Applicants

Please review the moral character standards established for applicants by law and the Brevard Police Testing and Selection Center (BPTC) Board of Directors. Should an applicant have questions about specific facts and circumstances, ask to speak to a BPTC staff member. These standards supplement the basic certification requirements of Florida Statute 943.13, and the Florida Administrative Code (FAC) Rule 11B-27. **All applicants should review these standards carefully before submitting non-refundable exam or administrative fees.**

Statutory Requirements (FS 943.13)	CONSEQUENCES
Not 19 Years old at time of appointment.	Will Disqualify
Not a United States Citizen.	Will Disqualify
Not a High School Graduate or Equivalent	Will Disqualify
Felony Conviction	Will Disqualify
Misdemeanor Conviction for Perjury or False Statement	Will Disqualify
After July 1, 1981, Guilty plea, nolo contendere, or found guilty of any felony or misdemeanor Involving perjury or false statement.	Will Disqualify
Dishonorable Discharge from Military Service	Will Disqualify
Not of Good Moral Character (Pattern of Criminal Activity or history of rule-breaking misconduct)	Will Disqualify
GENERAL BPTC CONDUCT STANDARDS	CONSEQUENCES
Cheating or Falsification on any component of the screening/testing/background process	Will Disqualify
Disrespectful conduct towards any staff or agency member, which includes but is not limited to: dishonesty, refusing or failing to follow direction, disruptive or unprofessional behavior, disrespect, insolent or abusive language or gestures, etc.	Will Disqualify
Incomplete Application or Failure to produce required documents within 14 days after written request	Will Disqualify
Significant Omission or Misrepresentation of Biographical/Background Information	Will Disqualify

Moral Character Issues (Rule 11B-27.0011 F.A.C.)	
SUBSTANCE USE	CONSEQUENCES
Any more than 10 times use * of marijuana, hashish or their derivatives and synthetics, including simple delivery and paraphernalia.	May Disqualify
Any illegal use within three (3) years of application.	Will Disqualify
Any more than experimental * past use of cocaine, amphetamines, barbiturates, or designer drugs such as GHB, Rohypnol (Roofies), Ecstasy (MDMA), Special K (Ketamine), LSD, Mescaline, Psilocybin (Mushrooms), and any use within five (5) years of application.	Will Disqualify
Delivery of any controlled or illegal substance other than marijuana ever.	Will Disqualify
Illegal possession or use of any prescription drug ever.	May Disqualify
Any past illegal use of opium, heroin, and its derivatives and synthetics, including abuse of morphine, codeine, hydrocodone, methadone, oxycodone, fentanyl, or other serious drugs of abuse such as PCP, crack cocaine, methamphetamine, etc.	Will Disqualify
Manufacture, sale, or trafficking of any controlled substance, or fraudulent procurement involving prescription medications ever.	Will Disqualify
Any use of any illegal drug not specifically identified in this section, or abuse of <u>any substance</u> , including unidentified drugs (i.e. "trail mix", pharm parties, etc.) inhalants and non-prescription medications with intent to become intoxicated or "high". *	May Disqualify
Use of alcohol that resulted in alcohol related arrests or other alcohol related illegal conduct that affects moral character or demonstrates a substantial history of poor judgment.	May Disqualify

* Denotes that the Director shall determine eligibility and/or sanctions based on the extent of experimentation or occasional use, or delivery of drugs without sale, in accordance with the following drug use guidelines per FAC 11B27 (emphasis added): (2) The unlawful use of any controlled substances pursuant to Rule 11B-27.00225, F.A.C., by an applicant for certification, employment, or appointment, **at any time proximate** to the submission of application for certification, employment, or appointment, conclusively establishes that the applicant is not of good moral character pursuant to Section 943.13(7), F.S. The unlawful use of any controlled substances specified in Rule 11B-27.00225, F.A.C., by an applicant may or may not conclusively establish that the applicant is not of good moral character pursuant to Section 943.13(7), F.S., **depending upon the type of controlled substance used, the frequency of use, and the age of the applicant at the time of use.**

DRIVING	CONSEQUENCES
No valid Driver's License at time of application.	Will Disqualify
Conviction of a criminal traffic charge includes Driving with suspended license, DUI/DWI, Reckless, Fleeing, Leaving the scene, within the past five (5) years.	Will Disqualify Until Time Limits Expire
More than five (5) moving traffic violation convictions in the past five (5) years whether convicted or adjudication withheld.	Will Disqualify Until Time Limits Expire
Suspension of License for excessive points in the past three (3) years	Will Disqualify Until Time Limits Expire
Suspension of License more than one (1) time for failure to pay traffic fines in the past three (3) years.	Will Disqualify Until Time Limits Expire
Pattern of traffic citations that demonstrates a substantial history of rule-breaking and/or poor judgment.	May Disqualify

CRIMINAL	CONSEQUENCES
Commission of any criminal act (s) at any time, whether prosecuted or not, if the behavior evidences a continuing pattern of criminal conduct and/or demonstrates a substantial history of poor judgment.	May Disqualify
Domestic Violence conviction	Will Disqualify
Currently under injunction for domestic violence	Will Disqualify
Currently under investigation for a criminal act in any jurisdiction	Will Disqualify Until Cleared
CIVIL ACTIONS	CONSEQUENCES
Failure to Pay Child Support, Civil Fines, Failure to Appear, Unsatisfied judgments, etc.	Deferment Until Satisfied
CERTIFIED LAW ENFORCEMENT ONLY (Rule 11B-27.0011(4))	CONSEQUENCES
Theft from a crime scene, victim, offender or employing agency.	Will Disqualify
Any illegal use of a controlled substance while certified as a law enforcement officer.	Will Disqualify
On-duty consumption of alcoholic beverage, unless such consumption was permitted by the employing agency.	Will Disqualify
Any falsification of an official report, record or document.	Will Disqualify
Acceptance of any bribe, or accepting a gratuity in violation of the employing agency's regulations.	Will Disqualify

APPEAL OF DISQUALIFICATION

Applicants may be disqualified from BPTC processing for failing to meet the minimum moral character standards as set forth in Florida Statute 94.13, FAC 11B-27 and any other additional admissions requirements or policies of Eastern Florida State College or other accrediting agency or department. Applicants who are disqualified from the BPTC process are thereafter ineligible for admission to the Eastern Florida State College Law Enforcement Academy. Applicants who have been disqualified from BPTC processing may submit a written appeal to the BPTC Board of Appeals, requesting reconsideration and reinstatement. Disqualification for not meeting other statutory certification requirements may not be appealed. All decisions of the Board are final. Disqualification based on dishonesty or other misconduct during the BPTC process is not subject to appeal. If a polygraph examination is required in support of an appeal, the board shall select the examiner and the applicant shall pay the cost of the exam and authorize release of all results to BPTC. Deferments or other sanctions, short of disqualification, are at the discretion of the Director and not subject to appeal.

Signature: _____ **Date:** _____

Brevard Police Testing and Selection Center
ADVISEMENT TO CANDIDATE
REGARDING FALSE STATEMENTS

CANDIDATE NAME:

The overall purpose of the pre-employment background investigation is to verify that your application and any statements you have made to your prospective employer concerning your qualifications are true.

The Florida courts have held that an employer has a legal duty to know the persons whom it employs. In some cases, Florida law may mandate a background investigation before employment, while in other cases it is merely a case of public policy or prudence before placing someone in a position of public trust.

Both State and Federal courts have also held that there is an absolute necessity for public employees to be truthful. You must understand that a lack of truthfulness or deception of any type on your part will automatically and irrevocably result in your application being rejected from further consideration.

For some people, there may be one or more incidents or occurrences in their background which they regret or over which they may feel some embarrassment. A prospective employer will not make inquiries into areas of a person's background that have no legitimate bearing on their qualifications for the job. You should understand that the mere presence of so-called "negative" information in your background is not automatically disqualifying. For example, an applicant may have engaged in petty thievery as a child, used illegal drugs, been fired from a job or been convicted of a crime as an adult. While these things in and of themselves may not automatically remove that person from consideration for a job, lying about them will.

A pre-employment background investigation is not intended to be an intimidating experience or an unwarranted invasion into your privacy. Your background investigator will contact persons who know you, including present and/or former employers, and will examine official documents and records concerning you to assure that you have been honest in your application and to fulfill the legal mandates imposed by the courts and legislature. The more forthright you have been, the greater the likelihood that your background can be completed in a timely and successful manner.

CERTIFICATION

I understand that any false statement and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement, understand its contents and have been furnished a copy of it.

Signature: _____ **Date:** _____



Please carefully review the following list of Florida offenses. If you have ever been involved in any of the listed offenses, whether or not you were ever arrested or charged, circle the appropriate statute number. After completing and signing the form, request to speak with an investigator before completing your registration.

STATUTE	OFFENSE
316.193	Driving Under the Influence
327.35	Boating Under the Influence
414.39	Fraud
741.31	Violation of an Injunction for Protection against Domestic Violence
784.011	Assault
784.03	Battery and Felony Battery
784.046(15)	Dating Violence
784.047	Violating Protective Injunction Against Violators
784.048	Stalking
784.05	Culpable Negligence
790.01	Carrying a Concealed Weapon
790.10	Improper Exhibition of Dangerous Weapons or Firearms
790.15	Displaying Firearms in Public
790.27	Altering Firearm Serial Number or Possession of Firearm So Altered
794.027	Failure to Report Sexual Battery
796.07	Prostitution and Lewdness
800.02	Unnatural and Lascivious Acts
800.03	Exposure of Sexual Organs
806.101	False Alarm of Fires
806.13	Criminal Mischief
810.08	Trespass in Structure or Conveyance
810.14	Voyeurism
810.145	Video Voyeurism
812.014	Theft
812.015	Retail & Farm Theft; Transit Fare Evasion
812.14	Trespass & Larceny with Relation to Utility Fixtures
817.235	Personal Property – Removing or Altering ID Marks
817.49	False Reports of the Commission of Crimes
817.563	Sale of Controlled Substance or Counterfeit Substance

817.565	Fraudulent Urine Testing
817.567	False Claims of Academic Degree or Title
817.61	Fraudulent Use of Credit Cards
817.64	Receipt of Money From Fraudulent Use of Credit Cards
827.04	Contributing to the Delinquency or Dependency of a Child
828.12	Cruelty to Animals
831.30	Fraud in Obtaining Medicinal Drugs
831.31	Counterfeit Controlled Substance; Sale, Manufacture, Delivery or Possession with Intent to Sell, Manufacture or Deliver
832.05	Giving Worthless Checks, Drafts and Debit Card Orders
837.012	Perjury When Not in an Official Proceeding
837.05	False Reports to Law Enforcement Authorities
837.055	False Information to Law Enforcement During Investigation
837.06	False Official Statements
839.13	Falsifying Records
839.20	Refusal to Execute Criminal Process
843.02	Resisting an Officer Without Violence
843.03	Obstruction by Disguised Person
843.06	Neglect or Refusal to Aid a Peace Officer
843.085	Unlawful Use of Police Badges or Other Indicia of Authority
847.011	Prohibition of Acts in Connection with Obscene, Lewd. Etc. Materials
856.021	Loitering or Prowling
870.01	Affrays and Riots
893.13	Prohibited Acts – Controlled Substances
893.147	Use, Possession, Manufacture, Delivery, Transportation or Advertisement of Drug Paraphernalia
914.22	Tampering with a Witness, Victim or Informant
934.03	Interception and Disclosure of Wire, Oral or Electronic Communications
944.35	Authorized use of Force; Malicious Battery & Sexual Misconduct Prohibited
944.37	Acceptance of Unauthorized Compensation
944.39	Interference with Prisoners

I have carefully reviewed the preceding list of offenses and certify that I have circled the appropriate citation numbers, or I have never been involved in any of the offenses listed. I understand that any intentional lie, omission or misrepresentation of fact will lead to my disqualification from the BPTC Selection Process and forfeiture of all my registration fees.

Applicant Signature

Applicant Printed Name

Intake Review Date

Investigator

Florida Criminal Traffic Violations

Please review the following list of violations and circle the appropriate statute number if you have ever been cited, or involved, whether detected or not, in the violation.

MOTORCYCLE VIOLATIONS:

Drag race, speed competition, acceleration contest
on any highway, roadway, or parking lot.....316.191(2) (a)
Motorcycle endorsement required..... 322.03(4)
Violation of three-wheel motorcycle only restriction....322.16

CRASHES:

Leaving scene (injury or death)..... 316.027(1)
Leaving scene (attended property damage).....316.061(1)
Leaving scene or failed to leave info
(unattended property damage) 316.063(1)
False information..... 316.067

DRIVER LICENSE VIOLATIONS:

Allowing unauthorized minor to drive
(parent or guardian)..... 322.35
Allowing unauthorized person to drive.....322.36
CDL required when operating CMV..... 322.54(4) (a)
Displaying of another's..... 322.32(3)
Expired (more than 6 months).....322.03(5)
No or improper..... 322.03(1)
Motorcycle endorsement required..... 322.03(4)
Operating while suspended/revoked
With knowledge..... 322.34(2)
Habitual Traffic Offender.....322.34(5)
Financial Responsibility..... 324.201(2)
Possession of forged or fictitious DL..... 322.212(1)
Unlawful use or possession322.32

DUI & ALCOHOL:

Driving while under the influence of alcoholic beverages/
drugs/controlled substance..... 316.193(1)
DUI crash-property damage..... 316.193(3) (a) (b) (c) (1)
DUI crash-serious injury to another..... 316.193(3) (a) (b) (c) (2)
DUI manslaughter..... 316.193(3) (a) (b) (c) (3)
Refusal to submit to test (2nd or subsequent refusal).. 316.1939

TAG VIOLATIONS:

Expired (more than 6 months/2nd offense).....320.07(3)(c)
Temporary tag must be displayed on exterior
in license plate bracket..... 320.131(4)(a)

TRAFFIC CONTROL DEVICES:

Interference with (i.e., STOP Signs)..... 316.0775(1)

MISCELLANEOUS VIOLATIONS:

- Fleeing & eluding police officer.....316.1935
- Giving false proof of insurance..... 316.646(4)
- Using another's permit.....320.0848(7)

RACING:

- Driving vehicle in a race..... 316.191(2)(a)*
- Knowingly riding as passenger in race..... 316.191(2)(c)*
- Participating in or coordinating race..... 316.191(2)(b)*
- Slowing or stopping traffic for race..... 316.191(2)(d)*
- Reckless driving..... 316.192(1)
- Soliciting in the roadway..... 316.2045(2)

MISCELLANEOUS CRIMINAL VIOLATIONS:

- Alcoholic beverages
- Possession under 21yrs..... 562.111(1)
- Misrepresenting age to obtain..... 562.11(2)
- Serve/give to person under 21..... 562.11(1)(a)
- Aggravated assault..... 784.021(1)
- Aggravated battery..... 784.045(1)
- Battery..... 784.03(1)
- Corruption by threat against public servant.....838.021
- Criminal mischief..... 806.13
- Cruelty to animals..... 828.12
- Disorderly conduct..... 877.03
- Disorderly intoxication..... 856.011
- Drug paraphernalia..... 893.147
- Escape..... 944.40
- Escape (aiding)..... 843.12
- Failed to obey lawful command..... 316.072(3)
- Failure to sign traffic summons..... 318.14(3)
- Falsely personating officer.....843.08
- Obstructing justice
- Resisting arrest w/violence..... 843.01
- Resisting without violence..... 843.02
- Personal identity theft..... 817.568
- Prostitution/Lewdness involving a motor vehicle...796.07
- Theft of gas from retail business..... 812.014(5) (a)

I certify that I have carefully reviewed the preceding list of criminal traffic violations and that I (Please check appropriate line):

_____ have not been involved in any of the violations listed.
 _____ have circled the violations that I have been involved with.

Applicant Signature

Applicant Printed Name

Date



IMPORTANT NOTICE

Please be advised that a misdemeanor arrest or conviction will not necessarily disqualify you from employment.

As a criminal justice applicant, you must realize that, for purposes of criminal justice employment, an arrest or conviction sealed or expunged under Florida law may not be lawfully denied.

Sealed and Expunged Records: A criminal history check conducted by a criminal justice agency may reveal the existence of sealed or expunged records. ***Criminal records sealed under Section 943.059, F.S., are available for inspection by a criminal justice agency for purposes of criminal justice employment. The contents of criminal records expunged under Section 943.0585, F.S., are not available without a court order, although a criminal justice agency will be advised of the existence of the expunged record for criminal justice (including employment) purposes.***

Applicant Signature

Date

Applicant Printed Name



FERPA Authorization for Release of Information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records.

As an applicant for admission to the Basic Law Enforcement or Corrections Academies, Advanced and Specialized Training, or to gain or maintain officer certification, I recognize that my education records will be maintained by **Eastern Florida State College (EFSC)**, as well as the **Brevard Police Testing and Selection Center (BPTC)**.

I recognize that there may be a need for **EFSC** and **BPTC** to share my education records in order to determine my suitability to attend the academies or for pre-employment screening to establish officer certification eligibility by the Florida Department of Law Enforcement. Furthermore, I recognize that my education records may also be shared by **EFSC** and **BPTC** for other legitimate educational interests or purposes.

I recognize that my education records include, are not limited to:

- Student registration records
- Applicant background screening questionnaires
- Attendance reports
- Grades / Transcripts
- Disciplinary reports
- Submitted memoranda
- Public Safety Coordinator/Instructor evaluations or written comments on any topic
- Student proficiency scores
- Injury reports
- Any other reports, written, emailed, or orally communicated, that may assist an employing agency or prospective employing agency in determining the suitability of the student for a law enforcement or corrections officer position

I understand that by signing this document, I am granting permission to **EFSC** and **BPTC** to release my education records to one another, on a need-to-know basis, for the purpose of determining my suitability to enroll or remain in the academies, or for establishing certification eligibility and suitability for criminal justice employment. In addition, I grant permission to **BPTC** to release my education records to prospective employing agencies for the purpose of assessing my eligibility and suitability for criminal justice employment.

Furthermore, in exchange for consideration of my application for admission to the Basic Law Enforcement or Corrections Academies, Advanced and Specialized Training, or to gain or maintain officer certification, I agree to hold harmless **EFSC**, **BPTC**, and all members of their respective staffs from any and all liability arising from the release of my education records.

Applicant's Signature

Date

Applicant's Printed Name

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