

# Cocoa Beach Police Department

## Standard Operating Procedure



<b>Effective Date:</b> June 20, 2023	<b>Replaces:</b> November 09, 2020	<b>Number:</b> 032.00
<b>Subject:</b> Recruiting, Selection and Hiring Process		<b>Re-evaluation Date:</b>
<b>Distribution:</b> All Personnel	<b>Related Standards:</b> 8.01M, 8.02, 9.01	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Recruitment Activities
5. Requirements
6. Procedure
7. Appendix
8. References

### 1. PURPOSE

The purpose of this policy is to outline the process for selecting applicants for the position of Police Officer and non-sworn positions within the City of Cocoa Beach Police Department and to provide members with the procedures concerning the hiring of new officers and civilian/non-sworn employees.

### 2. POLICY

The City of Cocoa Beach is an equal opportunity employer. It is the intent of the Cocoa Beach Police Department to select the best qualified and most appropriate candidates for employment. All applicants will receive full consideration without discrimination on the basis of race, national origin, color, creed, sex, handicap or religious beliefs. (CFA 9.01A)

### 3. DEFINITIONS

**MEMBERS** – All law enforcement and civilian personnel appointed by, and under the jurisdiction of the Chief of Police or designee.

**RECRUITMENT ACTIVITIES** – A systematic method of seeking potentially qualified job candidates.

**SELECTION BOARD** – A Selection Board will consist of, but not limited to, three (3) members for Police Officer applicants and two (2) members for civilian applicants. Members of the Selection Board are chosen by the Chief of Police or designee. The responsibility of the Applicant Selection Board is to determine the final candidates eligible to complete the hiring process.

**SELECTION** – The combination of elements and procedures utilized to make the final decision in filling a position.

### 4. RECRUITMENT ACTIVITIES

#### A. RECRUITMENT TEAM (CFA 8.01M)

1. Members assigned to the recruitment team shall be properly trained in personnel matters as well as the rules and procedures governing equal employment opportunity.
2. Recruitment programs of the Cocoa Beach Police Department will include, but not be limited to, presentations to local groups on department career opportunities, presentations before Basic Law Enforcement Academies, and advertisements or media articles as appropriate.

#### B. RECRUITMENT PLAN (CFA 8.02)

1. The Cocoa Beach Police Department recognizes the importance of developing the racial, ethnic, and gender composition of its full time sworn members, which are in approximate proportion to the composition of the citizens of the City of Cocoa Beach
2. Recruitment Goals – The following recruitment goals and objectives will be used to ensure the achievement of the recruitment plan.
  - a. Recognize and maintain those guidelines as stated in the City of Cocoa Beach Equal Opportunity Employment program. (CFA 8.01M)
  - b. Attract a sufficient number of applicants for employment who meet all employment criteria and who possess the personal traits and high integrity which reflect the Department core values, professionalism, excellence, dedication, integrity and courage.
  - c. Improve the effectiveness of recruiting techniques that result in an overall increase in the number of qualified applicants over the previous year.
  - d. The Staff and Administrative Services Lieutenant or designated Recruitment Team member shall complete an annual evaluation and report of the selection and recruiting process.
  - e. The Staff and Administrative Services Lieutenant or designated Recruitment Team Member will make appropriate recommendations to Command staff relating to appropriate modifications or revisions to the Sworn Recruitment Plan.

## **5. REQUIREMENTS**

### **A. OFFICERS' MINIMUM QUALIFICATIONS FOR EMPLOYMENT (CFA 9.01A)**

In order to be considered for employment as a Police Officer, Florida law mandates that any person employed or appointed as a Police Officer or Corrections must possess the following minimum qualifications; FSS 943.13

1. Must be at least 19 years of age.
2. Must be a citizen of the United States at the time of application submitted to Personnel Department
3. Must possess a high school diploma or its equivalent as defined by the Criminal Justice Standards and Training Commission. Refer to CJSTC requirements.
4. Must not have been convicted of any felony or misdemeanor involving perjury or false statement. After July 1, 1981, any person who pled guilty or Nolo Contendere to or was found guilty of a felony or misdemeanor involving perjury or a false statement is not eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
5. Must not have received a Dishonorable or Undesirable Discharge from any branch of the United States armed forces.
6. Will have his/her processed fingerprints on file with the Agency. If administrative delays are caused by the Agency or the Federal Bureau of Investigation and they have complied with all other provisions of FSS 943.13, they may be employed or appointed for a period not to exceed one calendar year from the date they were employed or appointed as a police officer or until return of the processed fingerprints documenting non-compliance with FSS 943.13, whichever occurs first.
7. Must have passed a physical examination by a licensed physician based upon requirements established by the Criminal Justice Standards and Training Commission.
8. Must be of good moral character, as determined by a background investigation, under procedures established by the CJSTC.
9. Must execute and submit to the Agency an Affidavit of Applicant adopted by the Commission, attesting to his/her compliance with items 1 through 8 above. The affidavit will be executed under oath and constitutes an official statement within the purview of FSS 837.06. The affidavit will include conspicuous language that the intentional false execution of the affidavit constitutes a misdemeanor of the second degree.
10. Will complete a course of basic recruit training or equivalency of training as established by the Criminal Justice Standards and Training Commission in the accordance with 943.17 FSS or be exempt under 943.131 FSS, or exceptional non-certified applicants may, at the discretion of the Chief of Police and approved by the City Manager or designee, be selected and sponsored through the basic recruit academy by the City of Cocoa Beach as a Police Officer Trainee and receive pay and benefits from the City while attending a basic recruit academy.
11. Must successfully complete the State Officer's Certification Examination (SOCE) established pursuant to FSS 943.17.
12. Comply with the continuing training or education requirements of FSS 943.135
13. Must meet the eligibility requirements provided in the City of Cocoa Beach Job Description for Police Officer.

## **6. PROCEDURE**

### **A. APPLICATION PROCESS (CFA 9.01B)**

1. The City of Cocoa Beach Personnel Department will open the Employment Opportunity Portal on the City's website.
  2. Applications for employment will only be accepted when vacancies exist or are anticipated.
  3. Applications can only be completed on-line utilizing the City's website with options to attach documents.
  4. Filed applications will remain active for 6 months from the date signed. Reapplying and retesting will apply if: a vacancy exists or is anticipated at the time; the candidate's history does not indicate he or she is unfit for employment; and the candidate is not employed by the City within the 6 months provided.
  5. All records of an applicant's application shall be maintained by the City of Cocoa Beach Personnel Department for a period of time prescribed in F.S.S. public records law.
- B. ADMINISTRATIVE PROCESS**
1. All applications will be forwarded to a Selection Board Member designated by the Chief of Police or designee for review.
  2. Members who are assigned and actively involved in selection activities shall be trained in personnel matters as well as the rules and procedures governing equal employment opportunity/affirmative action.
  3. The Selection Board Member shall carefully review all applications and ensure that a qualified candidate is received, processed, and properly considered for employment and dismiss/reject unqualified applicants.
  4. Candidates rejected for employment shall be notified by City of Cocoa Beach Personnel Department.
  5. Candidates eligible to continue in the selection process will be contacted by a designated Board member, via telephone, and informed of their continued consideration in the selection process and schedule an interview with the candidate.
  6. The Communications Center shall conduct the following records checks on candidates/applicants in compliance with applicable CJSTC rules and regulations for Civilian/Non-Sworn applicants to include but not limited to:
    - a. Driving History/Driver's License Check
    - b. Warrants Check
    - c. Criminal History Check
  7. The Personnel Department shall conduct a prior employment check for Civilian/Non-Sworn applicants if the applicants are to be interviewed.
- C. INTERVIEW AND SELECTION PROCESS**
1. Only those applicants who meet minimum standards of job requirements, qualifications, and other selection criteria shall attend the Oral Interview process with the Selection Board.
  2. Telecommunicator applicants who are selected to continue in the process will be required to complete the "Criticall" testing to demonstrate proficiency at a minimum rate for a specific position requiring typing, memory retention and computer skills.
  3. The Selection Board will interview each Police Officer candidate and Civilian/Non-Sworn applicant in the same or similar setting. Questions utilized by Board members will be the same for all applicants relevant for the position applied for;
    - a. Questions may not require only a "yes" or "no" answer; additional elaboration can become necessary for adequate insight.
    - b. Follow-up questions may be asked when necessary.
    - c. If an applicant's responses are not clear, any member may ask for an immediate explanation or clarification.
  4. The goal of the Selection Board interview is to evaluate each applicant in the following areas:
    - a. Appearance and grooming
    - b. Maturity
    - c. Judgment
    - d. Decision making ability
    - e. Communication and verbal skills
    - f. Ability to organize thoughts and ideas
    - g. Confidence/demeanor
    - h. Ability to answer questions in a forthright manner
  5. When considering the above characteristics, Board members shall assess the applicant's preparation, logic, and the thoroughness of each response.
  6. The scoring used will be uniform, applied consistently and impartially. Board members will evaluate each applicant individually, without discussion, with other members. Responses and notes will be documented by, but not limited to, at least one board member.
  7. Each individual Board member will independently score each applicant on the Applicant Interview Rating form on a scale of zero to five as follows: **(CFA 9.01B)**
    - a. 0 is unacceptable

- b. 1 is weak
  - c. 2 is fair
  - d. 3 is satisfactory
  - e. 4 is good
  - f. 5 is excellent
8. After all the applicants have been interviewed, each Board member will total the scores on each applicant's interview form. The maximum number of points possible is 50.
  9. Veterans' Preference points/percentage and the amount awarded will be based upon their eligibility category and added to the total score. (CFA 9.01)
  10. After the applicants have completed their interview, the Board members will meet and discuss the applicant's scores and recommendations to present to the Chief of Police. When the Selection Board approves an applicant, a Board member will meet with the Chief of Police and present their recommendations. If the Chief of Police approves the applicant, the applicant's potential for hire will be discussed with the Personnel Department and the City Manager. The City Manager or designee will have the option of meeting the applicant for further review.

#### D. HIRING PROCESS

1. Once approval to proceed with an applicant is granted, the applicant will be referred to the City of Cocoa Beach Personnel Department to receive a Conditional Offer of Employment. Exceptional non-certified applicants will not receive a Conditional Offer of Employment until they have successfully completed a basic recruit academy.
2. After the applicant has agreed and signs the Conditional Offer of Employment, the Personnel Department will refer Police Officer applicant(s) to Brevard Police Testing and Selection Center where an investigator will be assigned to complete a full background investigation on the applicant.
3. Cocoa Beach Police Department will accept a background check as supporting documentation completed by an FDLE CJSTC approved Law Enforcement Academy. (CFA 9.01)
4. The Communications Manager or designee will conduct a fingerprint background check for all Civilian/Non-Sworn Applicants.
5. Background investigation results may be used as a single determinant of employment status, depending on the nature of the problem identified.
6. Upon completion of the applicant's background investigation, all documents will be forwarded to the Chief of Police for review. The Chief of Police will make a final determination if the applicant should proceed further in the hiring process or be disqualified.
7. Upon approval by the Chief of Police, a member from the Personnel Department will coordinate with the applicant to schedule a medical examination and drug screening test by a licensed physician as mandated by State standards. The applicant will also be required to complete the following examinations prior to employment, which are: (CFA 9.01)
  - b. Psychological Examination (sworn)
  - c. Medical Examination (sworn and civilian)
  - d. Drug Screening (sworn and civilian)
8. Upon the successful completion of the entire selection process and all requirement results are received and have been met and approved, the applicant will be provided a date and time to report for work by the Personnel Department and shall be appointed to his/her respective position. The sworn and civilian member shall serve a probationary period as outlined in the Collective Bargaining Agreement (if applicable), Department Standard Operating Procedures, and/or the City Employee Guide. (CFA 9.03)

#### 7. APPENDIX

1. [Applicant Interview Rating Form](#)

#### 8. REFERENCES

[City of Cocoa Beach Employee Guide. Equal Employment Opportunity, Discrimination, and Harassment. Florida Senate \(2022\). Chapter 943 – Department of Law Enforcement: Section 13; Florida Statute 943.13 – Officers' minimum qualifications for employment or appointment.](#)  
[Collective Bargaining Agreement between the City and the FOP](#)  
[Cocoa Beach Police Department Recruitment Plan](#)



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