



Instructions for Police Supplemental Packet

General Instructions:

Police Officer applicants must submit an Online Application and Supplemental Packet to be considered for the position. Supplemental Packets are due within 60 days of applying online. Applicants who submit a packet with deficiencies or omissions may be disqualified. The Supplemental Packet must be completed according to the instruction provided in this instructional packet. Supplemental Packets must be mailed to the City of Coral Gables Human Resources Department at 2151 Salzedo Street, Coral Gables, FL 33134. At this time, only mailed submissions are accepted.

IMPORTANT NOTES:

- Print the Police Supplemental Packet Single-Sided
- Type or print legibly in black or blue ink
- Organize the required items in the order of the checklist
- Submitting an incomplete packet may result in disqualification from the selection process
- Applicant is responsible for exam fees. Required exams are listed under Item 9, 17, 18 and 19

Specific Instructions:

Required Forms and Attachments	
Title / Instructions	
1. FDLE 68 Affidavit of Applicant	Page 4 of Supplemental Packet. Notarize.
2. FDLE 58 Authority for Release of Information	Page 5 and 6 of Supplemental Packet. Notarize. Submit 2 originals.
3. Criminal Records Disclosure	Page 7 of Supplemental Packet. Notarize.
4. Waiver of Consumer	Page 8 of Supplemental Packet. Notarize.
5. Attestment of Military Service	Page 9 of Supplemental Packet. Notarize. Required. <u>All applicant</u> must attest to either serving or never serving in the Armed Forces of the United States.
6. Request Pertaining to Military Records (Standard Form 180)	Page 10 of Supplemental Packet. <u>Only required if</u> applicant has served in the Armed Forces of the United States.
7. Notification of Social Security Number Collection and Usage	Page 11 of Supplemental Packet. Required.
8. Notice for Police Recruit Candidates <u>NON-CERTIFIED APPLICANTS ONLY</u>	Page 12 of Supplemental Packet. Before signing, review Appendix A on page 5-9 of this instruction packet. Upon hire, Police Officer Recruits are required to agree to the terms outlined in the documents in Appendix A.

Title / Instructions
<p>9. Vision Acuity Exam</p> <ul style="list-style-type: none"> • Page 13 of Supplemental Packet. • Required. Submit Original. Results must be provided on the form included in the Supplemental Packet. • Applicant is responsible for exam fee. • Form must be completed by an Optometrist/Ophthalmologist. • The exam must be current, within 3 months of Supplemental Packet submission. • Vision must be binocular and monocular of 20/100 <u>uncorrected</u>, 20/30 or better corrected, and <u>must have color vision</u>. • If a candidate's uncorrected "far/distant vision" is greater than 20/100 (for example 20/200), they <u>do not meet our minimum requirements</u>. • Uncorrected "far vision" of 20/100 or better (for example 20/80), which is correctable to 20/30 or better by the use of eye-glasses or contacts, is <u>acceptable within our policy</u>.
<p>10. Honorable Discharge DD214-Long Form (If applicable) Submit a copy. If claiming Veteran's Preference must submit original.</p>
<p>11. Birth Certificate Submit a copy of birth certificate. If foreign birth certificate, provide translation paperwork by a certified translation company or notary.</p>
<p>12. Driver's License Submit a copy.</p>
<p>13. Social Security Card Submit a copy. In compliance with the Florida Statutes 119.071 (5), the City of Coral Gables Human Resources Department collects and uses Social Security numbers only for legitimate employment business purposes.</p>
<p>14. Proof of Citizenship (If applicable) If born outside the United States, submit a copy of US Passport and Naturalization Certificate.</p>
<p>15. High School Diploma or Equivalent GED Submit a copy. If high school diploma cannot be located, submit a copy of high school transcripts which may be obtained from the appropriate school district.</p>
<p>16. College Transcripts</p> <ul style="list-style-type: none"> • Applicant <u>must possess at least one</u> of the following: <ul style="list-style-type: none"> ◊ Satisfactorily completed a minimum of 54 accredited college credits recognized by the US Dept. of Education ◊ Three (3) year of prior full-time continuous military service ◊ Three (3) years of prior full-time continuous service as a sworn police officer ◊ Combination of college credits and acceptable service. See document titled <i>Police Officer Applicant Minimum Requirements</i> for more details about using years of service to satisfy this requirement. • Submit <u>certified sealed transcripts</u> for every college attended. • Electronic Transcripts are <u>not accepted</u>. • If foreign education, candidate must submit credential equivalency documents. • Transcripts <u>must be attached</u> to the supplemental packet. <u>Do not</u> request for the college to mail transcripts directly to the Human Resources Department. Sealed transcripts should be attached to the supplemental packet.

Title/Instructions

17. Test of Adult Education (TABE) NON-CERTIFIED APPLICANTS ONLY

Candidates who possess a Bachelor's degree, will receive a waiver for the TABE test.

Candidates who do not possess a Bachelor's degree must take Reading, Language and Math areas of TABE test.

- Submit a copy.
- Applicant is responsible for exam fee.
- The TABE is a national test which is offered in most states. Candidate may take the TABE at any location.
- A passing score in Reading and Language is a scale score equivalent to 12th grade.
- There is no minimum score for the Math section.
- For *Grade Range and Scale Score Guide* See Appendix B on page 10-11 of this instruction packet.
- The TABE is valid for two (2) years. TABE must be valid upon submission of the Supplemental Packet.
- Some testing sites require candidates to wait 30 days to retake the exam.

18. Criminal Justice Basic Abilities Test (CJBAT) OR Florida Basic Abilities Test (FBAT)

Veterans and candidates who hold an Associate's degree or higher from an accredited college are exempt from this test. Please note that veteran is defined as being honorably discharged from military service.

Non-Certified Applicants:

- Submit a copy. Applicant is responsible for exam fee.
- To register for CJBAT, visit Pearson Vue <https://home.pearsonvue.com/fdle/bat>
- This CJBAT is valid for four (4) years. The CJBAT must be valid upon enrolling into a police academy.
- Candidates can retake the exam only three times per year.
- Out of state candidates may apply without CJBAT score but must pass test prior to being offered a position.
- NOTE: August 14, 2019 was the last day the FBAT was administered throughout the State of Florida. Candidates who previously took FBAT may use the test results. However, the test is valid for 4 years and must be valid upon enrolling into a police academy.

Certified Applicants:

- Submit a copy.
- CJBAT scores are not required for Out-of-state Certified Police Officers.

19. Physical Agility Test (PAT)

Non-Certified Applicants:

- Write the test date on Supplemental Packet Checklist. The test date is needed to retrieve the test results.
- Applicant is responsible for exam fee (\$30 money order only). Payments are handled through The City of Miami Police College.
- PAT must be taken at The City of Miami Police College. No other location is accepted.
- To register candidates must email 29296@miami-police.org.
- Contact telephone number for the City of Miami Police College: (305) 603-6616.
Office Hours are Monday – Friday from 6:00 am to 2:30 pm.
- The PAT is only offered twice a month so reserve a spot early.
- The required PAT utilizes the Cooper Test to measure physical fitness. See Appendix C for Test Guide. Appendix C is on page 12 of this instruction packet for Test Guide.
- This test is valid for six (6) months. PAT test must be valid upon the submission of the *Supplemental Packet*.
- Candidates may retake an exam only three times within a 1-year period.
- Out of state candidates must provide PAT results from a Police Training Facility, Police Academy, or Institute of Public Safety which follow the same testing measures which are administered by The City of Miami Police College.

Certified Applicants:

- Submit a copy.
- Certified Police Officers applicants may take the PAT at any FDLE recognized police academy, training facility or public safety institute.
- This test is valid for six (6) months. The PAT test must be valid upon the submission of the Coral Gables Police Supplemental Packet.

CERTIFIED APPLICANTS ONLY

Title / Instructions

20. State Certificate of Compliance

Submit a copy.

Proof of passing the state exam which demonstrates that the applicant is certified in a US State.

21. Minimum Standards Training Certificate

Submit a copy.

Proof of successfully completing a Police Academy.



AGREEMENT FOR REIMBURSEMENT OF HIRING AND TRAINING EXPENSES

WHEREAS, the City of Coral Gables will incur substantial expenses in the process of training the undersigned Applicant to be a commissioned and competent Police Officer; and

WHEREAS, these training expenses can only be recovered through the services of the Applicant with the Coral Gables Police Department after completion of training; and

WHEREAS, the City of Coral Gables will suffer substantial damages if the undersigned Applicant should leave the Coral Gables Police Department at any time between the signing of this Agreement and thirty-six months (156 weeks) from state certification of the Applicant as a police officer;

NOW, THEREFORE, it is hereby agreed between the City of Coral Gables and the undersigned Applicant as follows:

1. REIMBURSEMENT OBLIGATION

I, _____, hereafter "the Applicant" in consideration of the agreement by the City of Coral Gables, hereinafter "the City," to provide me with formal police training through the Miami Police College to be followed upon successful completion thereof by a period of field training under the supervision of experienced Coral Gables Police Officers, do hereby agree that in the event my employment with the City ceases due to any cause other than "termination" as defined below, at any time between the signing of this Agreement and thirty-six months (156 weeks) from state certification of me as a Police Officer, I will reimburse the City of Coral Gables for all expenses incurred in connection with the hiring and training, as provided in paragraph 3 below. Note: Any absence from work due to illness, non-duty related injury or other cause for a period greater than two (2) weeks shall be excluded from the period of service for which credit will be given.

2. DEFINITION OF "TERMINATION"

Termination, as used in this Agreement, shall mean any discontinuance of the Applicant's employment initiated by the City except for discontinuance caused by disability (as confirmed by physicians selected by the Department).

3. EXPENSES INCURRED FOR REIMBURSEMENT OBLIGATION

It is agreed that the expenses which the City will incur in connection with the Applicant's reimbursement obligation, shall consist of all amounts expended or incurred by the City in hiring and training the Applicant through field training with the City, including but not limited to the following:

- (a) Expenses for background investigation and other entrance check expenses;
- (b) Pre-employment testing, including psychological evaluation, drug testing, polygraph examination, physical and medical examination;
- (c) Police academy tuition and training, plus any other expenses paid, including cost of uniforms and equipment.
- (d) Expenses for providing field training, including equipment and materials plus Assignment Pay paid to the Field Training Officer during the entire period of time the Applicant is in the first four (4) phases of field training.
- (e) Interest on unpaid balance and Attorney Fees and Court costs if collection action becomes necessary.

4. TERMS OF REPAYMENT

If the applicant leaves the employment of the City prior to twenty-four (24) months from his/her date of being certified by the state as a law enforcement officer, he/she shall reimburse the City one hundred percent (100%) of the hiring and training expenses. If the applicant leaves the employment of the City between twenty-four (24) months and thirty-six (36) months of being certified by the state as a law enforcement officer, he/she shall reimburse the City fifty percent (50%) of the hiring and training expenses. The reimbursement obligation shall be made by the Applicant within six (6) months of cessation of employment in monthly installments of no less than one sixth of the total reimbursement obligation, plus interest, commencing on the first day of the month following the month during which cessation of employment occurs, and payable on or before the first of each month thereafter. The Applicant agrees that in the event of his/her failure to make any payment required pursuant to the agreement in a timely manner, the total amount of the reimbursement obligation then remaining unpaid shall immediately become due and payable. The Applicant further agrees that in the event the City of Coral Gables incurs court costs, attorney's fees or other costs of collection in an effort to collect any delinquent sums owing pursuant to this agreement, the Applicant will pay such expenses in addition to the portion of the reimbursement obligation then due.

5. The City of Coral Gables is not obligated to provide training to the Applicant by the Applicant's execution of this agreement. The commencement of actually providing police academy training for the Applicant by the City of Coral Gables is the City's acceptance of this agreement.
6. For informational purposes: The amount of the reimbursement obligation may be in excess of \$10,000. Please note this is an *estimated amount*, actual costs may be less or more depending on individual circumstances. Please familiarize yourself with the agreement prior to signing.

DATED this _____ day of _____, 20____.

Human Resources Director, City of Coral Gables

Signature of Applicant

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

THE FOREGOING INSTRUMENT was acknowledged before me this _____
day of _____, 20____ by _____,
who is personally known to me or who has produced _____
as identification and who did take an oath.

Notary Public

(SEAL)

Commission Number



The City of Coral Gables

AGREEMENT FOR TEMPORARY EMPLOYMENT AS A POLICE RECRUIT

DATE: _____

I, _____, do hereby accept temporary employment as a Police Recruit with the City of Coral Gables/Coral Gables Police Department under the terms and conditions, policies, procedures, administrative rules and regulations as promulgated by the Police Department and the City of Coral Gables.

I further understand that my initial appointment is dependent upon the following:

1. Successfully passing all pre-employment testing;
2. Successfully passing the State of Florida police officer certification examination;
3. Immediately notifying the Coral Gables Police Department, in writing the results of the certification examination;
4. Presenting the original proof of passing of the certification examination immediately following receipt of same.

I understand that if I do not successfully meet all requirements, I will be subject to termination. I also understand that certified police officer salary will be paid only after the City of Coral Gables receives written verification of a passing score on all sections of the state certification examination for police officer.

Under no circumstances shall the City of Coral Gables be obligated in any manner to continue to retain the Applicant for the term described above. The Applicant's continued service shall be at the will of the City of Coral Gables.

I, as the Applicant for the position of Police Cadet for the City of Coral Gables, Florida hereby certify that I have read this agreement and that I find it to be fair and reasonable and agree to be fully bound by its terms in the event that I am accepted for this position.

DATED this _____ day of _____, 20_____.

Human Resources Director, City of Coral Gables

Signature of Applicant

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

THE FOREGOING INSTRUMENT was acknowledged before me this _____
day of _____, 20_____ by _____,
who is personally known to me or who has produced _____
as identification and who did take an oath.

Notary Public

(SEAL)

Commission Number



The City of Coral Gables

PAYBACK AGREEMENT

Date

Name

Address

City/State/Zip

Dear _____,

I hope you are doing well in your new job and adjusting to your new surroundings. As you are aware, due to your separation from the City:

☐ prior to twenty-four (24) months from the date of being certified by the state as a law enforcement officer,

or

☐ between twenty-four (24) months and thirty-six (36) from the date of being certified by the state as a law enforcement officer,

The amount owed to the City is \$_____. This amount may be paid in a lump sum or in monthly installments of \$_____ over the next 24 months, beginning on _____.

Attached, please find a breakdown of expenses for your review. Please make the checks payable to the City of Coral Gables and forward the checks to the following address. If you have any questions regarding your reimbursement, please contact our Finance Director, Diana Gomez at (305) 460-5275.

City of Coral Gables
Finance Department
405 Biltmore Way
Coral Gables, Florida 33134

I want to wish you much luck and success in your future career endeavors. It has truly been a pleasure having you as a member of the Coral Gables Police Department even though for just a short time. If I can be of any service to you in the future, please do not hesitate to contact me. Sincerely,

Karla Green, MPA.
Human Resources Director

C: Diana Gomez, Finance Director



The City of Coral Gables

REIMBURSEMENT OBLIGATION WORKSHEET

EMPLOYEE NAME: _____

CERTIFICATION DATE: _____ TERMINATION DATE: _____

A. Background Investigation:	\$ _____	
B. Pre-employment Testing:	\$ _____	
C. Tuition and Training:	\$ _____	
D. Uniforms and Equipment:	\$ _____	
E. FTO Phase Payments:	\$ _____	
Subtotal	\$ _____	x _____ /6 = \$ _____
F. *Attorney/Court Costs:	\$ _____	
G. Interest Fees:	\$ _____	
Less Amount Withheld	\$ _____	Specify: _____
Total Amount Due:	\$ _____	

Monthly Obligation (1/6th): \$ _____ **First payment due:** _____

Send Payment to: *City of Coral Gables, 405 Biltmore Way, Coral Gables, FL 33134, Attn: Finance Director*

EXPENSES INCURRED FOR REIMBURSEMENT OBLIGATION:

- (a) Expenses for background investigation and other entrance check expenses;
- (b) Including psychological evaluation, drug testing, polygraph examination, physical and medical examinations;
- (c) Police academy tuition & training; plus any other expenses paid;
- (d) Uniform and equipment;
- (e) Expenses for providing field training, including equipment and materials plus assignment pay paid to the Field Training Officer during the entire period of time the Applicant is in the first four (4) phases of field training;
- (f) *Attorney Fees, court costs (These fees will be added to the total due if collection action becomes necessary)
- (g) Interest on the unpaid balance.

Complete payment of the reimbursement obligation shall be made by the Applicant within six (6) months of cessation of employment in monthly installments of no less than one sixth of the total reimbursement obligation, commencing on the first day of the month following the month during which cessation of employment occurs, and payable on or before the first of each month thereafter.

PREPARED BY: _____

TITLE: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____



TABE 11&12 Grade Range Scale Score Guidance

To help programs and agencies transition from Grade Equivalent scores to Scale Scores, DRC is providing the following TABE 11&12 Scale Score guidance.

The information below is intended to help programs that previously used Grade Equivalent scores identify appropriate Scale Scores or Scale Score ranges as the programs transition to TABE 11&12. TABE 11&12 Scale Scores will continue to be used to track educational gains under the U.S. Department of Education's National Reporting System (NRS). Other uses of TABE 11&12 Scale Scores, such as acceptance into a program, hiring, or promotion, are at the discretion of state or local agencies.

TABE 11&12 Grade Range guidelines were determined by reviewing the NRS Implementation Guidelines, TABE Performance Level Descriptors, College and Career Readiness Standards for Adult Education, Adult Basic Education Levels, and TABE Cut Scores. To obtain grade range guidelines, DRC created a linear interpolation of the NRS cut score ranges. The grade range guidelines should be used only when a student is assessed at the appropriate NRS level.

READING

NRS Level	Grade Range Guideline	Grade	Scale Score Range
1	K-1	K	300-371
		1	372-441
2	2-3	2	442-471
		3	472-500
3	4-5	4	501-518
		5	519-535
4	6-8	6	536-549
		7	550-562
		8	563-575
5	9-10	9	576-596
		10	597-616
6	11-12	11	617-709
		12	710-800

MATHEMATICS

NRS Level	Grade Range Guideline	Grade	Scale Score Range
1	K-1	K	300-374
		1	375-448
2	2-3	2	449-472
		3	473-495
3	4-5	4	496-516
		5	517-536
4	6-8	6	537-556
		7	557-576
		8	577-595
5	9-10	9	596-626
		10	627-656
6	11-12	11	657-729
		12	730-800

LANGUAGE

NRS Level	Grade Range Guideline	Grade	Scale Score Range
1	K-1	K	300-379
		1	380-457
2	2-3	2	458-484
		3	485-510
3	4-5	4	511-529
		5	530-546
4	6-8	6	547-559
		7	560-571
		8	572-583
5	9-10	9	584-607
		10	608-630
6	11-12	11	631-716
		12	717-800



PHYSICAL ASSESSMENT TEST

Room 327 ~ 400 NW 2 Ave ~ Miami, Florida 33128 ~ Office (305) 603-6616 ~ FAX (305) 579-6143

ATTEMPT#: 1 2 3

DATE: _____ TIME: _____ PROCTORING OFFICER: _____

NAME: _____ SEX: M F DOB: _____
 (Last) (First)

D.L.#: _____ STATE: _____ AGE: _____

TASK #1		1.5 MILE RUN (AEROBIC CAPACITY)				
MALE PASS FAIL		19-29	30-39	40-49	50-59	60+
		TIME	13:08 min.	13:48 min.	14:33 min.	16:16 min.
		MAXIMUM TIME				
FEMALE PASS FAIL		19-29	30-39	40-49	50-59	60+
		TIME	15:56 min.	16:46 min.	18:26 min.	20:17 min.
		MAXIMUM TIME				

TASK #2		PUSH-UPS, 1 MIN. TIME LIMIT (UPPER BODY MUSCULAR STRENGTH/ENDURANCE)				
MALE PASS FAIL		19-29	30-39	40-49	50-59	60+
		REPETITIONS	26	20	15	10
		MINIMUM REPETITIONS				
FEMALE PASS FAIL		19-29	30-39	40-49	50-59	60+
		REPETITIONS	13	9	7	7
		MINIMUM REPETITIONS				

TASK #3		SIT-UPS, 1 MIN. TIME LIMIT (CORE BODY MUSCULAR ENDURANCE)				
MALE PASS FAIL		19-29	30-39	40-49	50-59	60+
		REPETITIONS	35	32	27	21
		MINIMUM REPETITIONS				
FEMALE PASS FAIL		19-29	30-39	40-49	50-59	60+
		REPETITIONS	30	22	17	12
		MINIMUM REPETITIONS				

TASK #4		300 METER RUN (ANAEROBIC CAPACITY)				
MALE PASS FAIL		19-29	30-39	40-49	50-59	60+
		TIME	62.1 sec.	63 sec.	77 sec.	87 sec.
		MAXIMUM TIME				
FEMALE PASS FAIL		19-29	30-39	40-49	50-59	60+
		TIME	75 sec.	82 sec.	106.7 sec.	106.7 sec.
		MAXIMUM TIME				

EXAMINEE: _____ PROCTOR: _____ IBM: _____
 Signature Signature

Revised 10/2/2012