



# City of Coral Gables

## Police Officer Applicant Minimum Requirement

The purpose of this document is to inform Police Officer applicants about the minimum requirement and standards for the position. Applicants not meeting these requirements and standards may be disqualified from employment.

### Minimum Requirements:

- **Age:** 21 years of age (Candidates may apply 6 months prior to their 21<sup>st</sup> birthday)
- **Citizenship:** United States Citizen
- **Secondary Education:** High school diploma or equivalent GED.
- **Higher Education/Military:** Applicants for sworn positions must possess at least one of the following:
  - ❖ Satisfactorily completed a minimum of fifty-four (54) accredited college credits recognized by the U.S. Department of Education;
  - ❖ Three (3) years 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. Applicants who do not possess 54 college credits may use military service or experience as a sworn police officer to satisfy this requirements.

### *Exchange Equivalents*

Acceptable Military Service or Police Office Experience	College Credits
3 months is equivalent to	4.5
6 months is equivalent to	9
9 months is equivalent to	13.5
1 Year is equivalent to	18
1 Year and 3 months is equivalent to	22.5
1 Year and 6 months is equivalent to	27
1 Year 9 months is equivalent to	31.5
2 Years is equivalent to	36
2 Years and 3 months is equivalent to	40.5
2 Years and 6 months is equivalent to	45
2 Years and 9 months is equivalent to	49.5
3 Years is equivalent to	54

- **Valid Florida Driver's License:** Applicant must possess a valid Florida Driver's License along with the appropriate endorsement, class, rating, etc. Out of state applicants must be able to possess a valid Florida Driver's License upon hire date.

- **Required Examinations:** Applicant must undergo and successfully pass the exams listed below. Detailed information about required exams are found in the *Police Officer Supplemental Packet*.
  - ❖ **Physical Agility Test (PAT)** - All applicants are required to take a PAT.
  - ❖ **Criminal Justice Basic Abilities Test (CJBAT)** - Veterans and candidates who hold an Associate's degree or higher are exempt from this test.
  - ❖ **Test of Adult Education (TABE)** - Candidates who possess an Associate's degree or higher are exempt from this test.
  - ❖ **Vision Acuity Exam** - In order to meet the vision standard, the candidate must have color vision and have an uncorrected far vision of 20/100 or better for each eye. An uncorrected far vision of 20/100 or better means that the denominator must be 100 or less (such as 20/80, 20/60, 20/40 or 20/20). In addition, the far vision must be correctable to 20/30 or better by the use of eyeglasses or contacts.

**Minimum Standards and Disqualifying Factors:**

- **Drug Usage:** The City of Coral Gables Police Department has a strict policy regarding past and present drug usage for all applicants for employment. Applicants must not have used any illegal substance, including prescription drugs without a prescription. The use of marijuana may be accepted if it was only experimental in nature.
- **Florida Driver's License and Driving/Traffic History:** Police Officer applicants must possess a valid Florida Driver's License along with the appropriate endorsement, class, rating, etc. Out of state applicants must be able to possess a valid Florida Driver's License upon hire date. Additionally, an unfavorable driving history may be grounds for disqualification. Including but not limited to: History of suspended and/or revoked driver's license (not insurance or toll related); automobile accidents and any other traffic related violations. The applicant must demonstrate a good and safety-oriented driving history.
- **Military Discharge:** Must be "Honorable". Discharges other than honorable may be evaluated on a case by case basis. Dishonorable discharge will be disqualified.
- **Moral Character:** An applicant, who, at any time during the employment application process, demonstrates dishonesty, untruthfulness, withholds requested information (omissions), makes false statements, or whose background investigation reveals derogatory information or moral turpitude issues, will be disqualified.
- **Termination by Another Police Agency:** Any applicant who has been terminated by another law enforcement agency will be disqualified unless he/she has been exonerated through a review process, or the circumstances have been resolved to the satisfaction of CGPD.

**Other Disqualifying Factors Include, but are NOT Limited To:**

- Financial/credit irresponsibility.
- Immoral/unethical conduct
- Criminal conduct
- An applicant who is the subject of any legal action (civil or criminal) may be ineligible for consideration until the action is concluded, with the exception of employment discrimination claims and claims of a similar nature.
- Any applicant that currently has an unresolved or pending case on file with FDLE or any other state standards board that revolves around discipline, standards, or training as a law enforcement officer may be disqualified.
- Any applicant who fails to appear for a test during the application process and does not contact HRD and/or the Personnel Selection Section in writing within thirty (30) days.