

INDIAN RIVER STATE COLLEGE

Criminal Justice Institute

Region XI Selection Center

Policy and Procedure Manual



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Criminal Justice Basic Recruit Training- Entrance Criteria

I. Purpose

The purpose of this Policy and Procedure Manual is to establish the criteria under which an applicant's suitability for a Basic Recruit Training program will be decided.

II. Scope

The Policy and Procedure Manual applies to all applicants of Indian River State College's (IRSC) Criminal Justice Institute (CJI) Selection Center who apply for Basic Recruit Training (BRT) in Law Enforcement or Corrections.

III. Discussion

It is the intent of the Criminal Justice Institute's Selection Center to seek out those applicants who possess the best qualities available for candidates seeking future employment in the law enforcement and corrections occupations. For this reason, criteria has been established which must be met by an applicant prior to entering any BRT program.

The Selection Center is an affiliate of IRSC's/CJI. A primary purpose of the Selection Center is to test applicants through various means to determine if the applicants are trainable and possess those traits that might make them hireable after completing a BRT program.

Neither IRSC, the CJI nor the Selection Center does any hiring. The hiring of individuals who have entered into or graduated from a BRT program is the responsibility of the criminal justice agencies that may become interested in an applicant. The CJI makes no promise of employment, but as a result of the training provided, it is hoped it will make an applicant desirable for future employment.

The CJI's Selection Center follow guidelines established by the Criminal Justice Standards and Training Commission (CJSTC), the Florida Department of Law Enforcement, the Region XI Training Council, and applicable Florida State Statutes (FSS) and Florida Administrative Codes (FAC) pertaining to officer employment guidelines.

Each BRT program applicant will undergo a background investigation, as required by the CJSTC and FSS for an officers' minimum qualifications for employment or appointment (FSS 943.13).

It will be the responsibility of the Selection Center Coordinator to verify the following for completeness, suitability, and/or make appointments for the same:

1. Basic Ability Test
2. Physical Ability Test
3. Personal History Questionnaire
4. Birth Certificate, naturalization papers, or United States passport
5. Social Security Card
6. High School Diploma or GED Equivalency
7. Driver's license
8. Driving report from each state where the applicant is/was licensed
9. Fingerprint check on state and national level
10. Present/past employment checks
11. Interviews with at least three (3) neighbors either by mail, phone, or in person.
12. Polygraph report
13. Psychological report
14. FDLE medical report
15. 7 panel drug test
16. Military form DD214 (if applicable)
17. On-site, handwritten autobiography of 750 words or more

IV. Criteria for BRT Program Entrance

A. Age requirement

The applicant will be permitted to make application prior to their 19th birthday for a BRT program **IF** that applicant will turn 19 before the scheduled graduation of the BRT class attended.

B. Citizenship

The applicant must be a citizen of the United States. Verification may be accomplished by a copy of a birth certificate, naturalization papers, or passport.

C. Education

A high school diploma or an equivalency diploma or certificate (GED) recognized by the CJSTC is required prior to being considered for admission into a BRT program.

D. Criminal Conduct

An applicant shall be disqualified if he/she:

1. has been convicted of
 - a. **ANY** felony, or
 - b. of a misdemeanor involving perjury, a false statement, or domestic violence, or

2. has committed a misdemeanor which involves “*moral turpitude.*” Legally, moral turpitude has been defined as “*conduct contrary to justice, honesty, modesty, or good morals.*”

E. Gang affiliation-

Applicants shall not:

1. *have been, or currently be, members of any formal or informal criminal gang, as defined by FSS 874.03;*
2. *associate with known gang members.*
3. *Affiliation or membership in or with any formal or informal gang, as defined by FSS 874.03, shall be cause for immediate rejection of application.*

F. Felon affiliation-

Applicants shall have no immediate and/or ongoing affiliation with convicted felons. This may be cause for rejection of application.

G. Medical requirements

An applicant will be disqualified if unable to meet the requirements as stated in FSS 943.13(6), “*Have passed a physical examination by a licensed physician, physician assistant, or certified advanced registered nurse practitioner, based on specifications established by the commission.*”

H. Military service record

An applicant will be disqualified if released or discharged under dishonorable conditions from any of the Armed Forces of the United States.

I. Drug abuse

Applicants will be disqualified if they test positive on the 7 panel drug screen test or for any drug not prescribed under a doctor’s order.

Illegal drug use

An applicant shall also be disqualified from the admissions process if, during the prior two (2) years, the applicant has:

1. *used marijuana. Usage prior to that period must have been either experimental, occasional or casual in nature (used no more than 25 times prior to the two year period,) and/or*
2. *grown, cultivated, distributed or delivered marijuana, and/or*
3. *illegally: used, possessed with or without the intent to sell, or has illegally: sold, manufactured, or delivered any Schedule I, II, III, IV or V drug as listed in FSS 893.01, or any non-prescribed steroids, or other controlled legal or illegal substances, and/or*
4. *abused any prescription drug, and/or*
5. *used any prescription drug not prescribed to the applicant.*

The Director has the option to exercise limited discretion in enforcing this section but only under highly restricted circumstances and in consideration

of the totality of the violation. Examples may include a recent or one-time experimental use of a Schedule I-V drug, or if a parent or guardian administered a one-time use of a prescription drug not prescribed to the applicant.

J. Tattoos

Tattoos include any tattoo, scar, branding, mark or other permanent body art or modification deliberately placed on the body for purposes of decoration, ornamentation or adornment. Any of the following will be cause for an applicant's denial into any BRT program:

1. *Tattoo(s) on the fingers, hands, neck (visible when wearing a collared shirt), face or head; and/or*
2. *Tattoo(s) commonly associated with gangs, organizations or groups which advocate hate, intolerance or discrimination; and/or*
3. *Tattoo(s) which depict, describe or otherwise refer to sexual conduct, acts, organs or preferences; and/or*
4. *Tattoo(s) which depict, describe, or refer to intolerance of, or discrimination against any race, religion, gender or national origin.*

K. False information

The applicant will be disqualified if they knowingly present false, inaccurate, misleading, exaggerated or untruthful oral or written information, or omit essential information for consideration during the entrance processes into any BRT program.

L. Written and physical selection profile

An applicant will be disqualified if unable to show competence in the writing and physical assessment profiles as administered by the CJI/Selection Center or any other Selection Center.

The applicant will be required to take and successfully pass the Basic Ability Test, per FSS 943.17. The results of this test will be valid for four years from the date of the test.

The applicant will be required to take a Physical Agility Test (PAT) as outlined by the Selection Center and must complete the PAT in six (6) minutes four (4) seconds or less. The PAT test will be valid for six months from the date of the test.

M. Work history record

An applicant's employment history will also be considered for application purposes; for example, if the applicant's employment history indicates an inability to maintain consistent work, or if an undue number of separations exist, the applicant may be at risk of disqualification due to future employment potential.

An applicant may also be disqualified if, during the prior three (3) years, the applicant has been terminated, otherwise discharged, or resigned to avoid discharge for:

1. neglect of duties or violation of work procedures; or
2. violation of rules or standards regarding: job safety, conduct towards the public or coworkers, or punctuality and dependability; or
3. an inability to meet established performance standards.

N. Moral character

The applicant will be disqualified if satisfactory evidence exists to show that their moral character, as it relates to sobriety, honesty, loyalty, trustworthiness, reliability, discretion, and associations, is beyond the bounds of acceptable moral standards. **FAC 11B-27.0011** defines moral character as it applies to applicants for positions as law enforcement and corrections officers.

O. Driver's license:

The applicant will be disqualified if they have not possessed a valid operator's license for one (1) year prior to the date of their application. The applicant must possess a valid Florida operator's license or chauffeur license by the date of their entrance to the BRT program.

P. Traffic convictions

Applicants with traffic convictions may be rejected, based on type and number of convictions reported in the driver's license history report.

1. Court rulings of "adjudication withheld" for certain traffic offenses (e.g.: moving violations, careless or reckless driving, DUI, etc.) will be considered the same as a conviction or plea of guilty.
2. Applicants with **ANY** felony traffic conviction will be disqualified immediately.
3. Applicants will be disqualified if, within the past three (3) years, the applicant has:
 - a) Multiple convictions singly or in combination which demonstrates a pattern of speeding, carelessness, recklessness or driving negligence;
 - b) A suspension or revocation of their driver's license, unless the suspension/revocation was due to an administrative error;
 - c) Driven a motor vehicle while their driver's license was suspended or revoked;
 - d) Been convicted of, pled guilty to, pled no contest/nolo contendere to: reckless driving, DUI, attempting to elude the police, or any other misdemeanor driving offense.

Q. Resolution of disqualifying background information

The applicant will be disqualified if they fail to successfully resolve potentially disqualifying information that has surfaced as a result of the background investigation.

R. Polygraph

As a condition for entry into any BRT program, applicants shall be administered a polygraph examination by a qualified examiner skilled in the evaluation of data resulting from the exam. The polygraph results will be valid for six months.

Results of the polygraph examination will not stand alone as a single reason for rejection, except in cases where admissions by the applicant clearly fall beyond the standards established in this policy manual.

If an applicant fails the polygraph, they can request a follow-up polygraph at their own additional expense; the polygraphist will be assigned by Selection Center personnel.

S. Psychological examination

All applicants will receive a psychological evaluation by a licensed psychologist or other qualified medical professional. The evaluations are designed to screen applicants for emotional stability, maturity, suitability for a career in law enforcement or corrections, AND the ability to function under stressful conditions. Results of the psychological exam will be valid for six months.

A low suitability rating on the psychological exam CANNOT BE APPEALED. If an applicant scores a low suitability rating, they may request a secondary psychological exam at their own expense; the psychologist will be assigned by Selection Center personnel.

V. Records

Each applicant will have a separate file which will contain all of the background information gathered, to include the results of the polygraph and psychological exams.

The applicant files will be kept in a secured place under the control of the Selection Center Coordinator and/or the Training Center Director or applicable staff.

Each applicant will sign a waiver to allow criminal justice agencies the opportunity to review the applicant's file for employment consideration.

Once an applicant has finished a BRT program, their Selection Center file will be moved to the secured Records Room within the Selection Center.

Applicants will only be allowed copies of documents/materials by request and limited to those documents/materials submitted by the applicant. Applicants will **NOT** receive copies of the polygraph or psychological reports or FCIC/NCIC background checks.

VI. Appeals Board

If the Training Center Director determines through the Selection Center testing processes and investigation that an applicant is not suited for entrance into a BRT program, the applicant will be notified of the same.

If an applicant disagrees with the findings of the Selection Center and Training Center Director, **EXCEPT** for a low suitability rating on the psychological exam, the applicant has the option to file a written appeal within ten (10) working days of notification of denial and request that the Selection Center Board of Directors review their file to render a final decision. Applicants may file only **ONE** appeal in the entire application process.

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ACKNOWLEDGEMENT OF UNDERSTANDING

I, _____ (print name) have received the Selection Center Policy and Procedure Manual.

Print Name

Signature

Witness Signature

Date