

# **INDIAN RIVER STATE COLLEGE**

## **Criminal Justice Institute**

**Region XI Selection Center**

**Policy and Procedure Manual**





# Academy Criteria

## I. Purpose

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

## II. Scope

The Policy and Procedure Manual applies to all applicants of the Indian River State College (IRSC) Criminal Justice Institute's Selection Center who apply for Basic Law Enforcement or Corrections Academy training at the Criminal Justice Institute.

## III. Discussion

It is the intent of the IRSC 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 criminal justice training.

The Selection Center is an affiliate of the IRSC Criminal Justice Institute. The sole 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 academy training.

Neither the Selection Center, nor the Criminal Justice Institute of IRSC, does any hiring. The hiring of individuals who have entered into or graduated from the Criminal Justice Institute is the responsibility of the criminal justice agencies that may become interested in an applicant. The Criminal Justice Institute 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 Selection Center and Criminal Justice Institute follow guidelines established by the Florida Department of Law Enforcement (FDLE), the Criminal Justice Standards and Training Commission (CJSTC), the Region XI Training Council, and applicable Florida State Statutes (FSS) and Florida Administrative Codes (FAC) pertaining to officer employment guidelines. Each Selection Center applicant will undergo a background investigation, as required by FDLE and FSS.

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. FDOE Accredited High School Diploma or GED Equivalency with Transcripts
7. Driver's license
8. Driving report from each state where licensed
9. Fingerprint check on state and national level
10. Present employment checks
11. Interviews with neighbors either by mail, phone, or in person.
12. CVSA evaluation report
13. Integrity Testing
14. FDLE medical report
15. Drug test
16. Military form DD214 (if applicable)
17. Autobiography of 750 words or more - See Section K

#### **IV. Criteria for Basic Academy Entrance**

**A. Age requirement**

Law Enforcement applicants will be permitted to submit their application prior to the applicant's 19<sup>th</sup> birthday for Academy training if that applicant will turn 19 during the Academy applied for. Corrections Recruits will be permitted to submit their application on or after their 18<sup>th</sup> birthday.

**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 (non-expired).

**C. Education**

An FDOE accredited high school diploma or an equivalency diploma or certificate (GED) with transcripts recognized by the CJSTC is required prior to being considered for admission into the basic recruit academy.

**D. Criminal conduct**

An applicant shall be disqualified if the applicant has been convicted of ANY felony, or of a misdemeanor involving perjury, a false statement, or domestic violence. An applicant, likewise, shall be disqualified if the applicant 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 rejection of application.

**F. Felon affiliation-**

Applicants shall have no ongoing affiliation or contact with convicted felons. This shall be cause for rejection of application.

**G. Medical requirements**

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

**I. 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 shall be cause for an applicant's denial into any BRT program:

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

**J. Drug Policy -** An applicant shall also be disqualified from the admissions process if:

- i) During the prior one (1) years, the applicant has:
  - Used marijuana (including medical marijuana).
- ii) During the prior three (3) years, the applicant has:
  - Abused any prescription drug prescribed to the applicant.
  - Used any prescription drug not prescribed to the applicant.
  - Illegally used any Schedule I, II, III, IV or V drug, as listed in FSS 893.01 or, any non-prescribed steroids.
  - Grown or cultivated marijuana
- iii) An applicant will be permanently disqualified if they distributed, sold, manufactured, or delivered, any Schedule I, II, III, IV or V drug, to include, marijuana.
- iv) During the application process or while at the academy, an applicant is subject to a random drug test at anytime. Failure to comply will result in the dismissal of the applicant from the pre-admissions process or academy.
- v) A failure of the drug test will result in the disqualification of the applicant for a three (3) year period of time, even if the positive results are for marijuana.

**K. False information**

The applicant will be disqualified if they knowingly presented false, inaccurate or untruthful oral or written information, or omitted essential information for consideration during the applicant's entrance processes into the Academy.

**L. Written and physical selection profile**

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

The applicant will be required to take and successfully pass the Basic Ability Test. Per FDLE, 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), see selection center website for test details. The PAT test will be valid for six months from the date of the test. The selection center will only accept PAT tests given at IRSC. The PAT will be given by members of the selection center or designated instructors approved by the Criminal Justice Institute Director or the Selection Center Coordinator.

**M. Work history record**

An applicant's employment history may 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, or resigned in lieu of termination. This can include:

- ^ neglect of duties or violation of work procedures.
- ^ violation of rules or standards regarding job safety, inappropriate conduct towards the public or coworkers, or issues of punctuality and dependability.
- ^ an inability to meet established performance standards.

**N. Moral character**

The applicant will be disqualified if satisfactory evidence exists to show that an applicant's moral character, as it relates to sobriety, honesty, loyalty, trustworthiness, reliability, discretion, and associations, is beyond the bounds of acceptable moral standard.

**O. Driver's license:**

The applicant may 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 Academy.

**P. Social Media**

A thorough review of all social media accounts shall be conducted as part of the background investigation. Failure to provide all account information shall be grounds for disqualification.

An applicant shall not have had, or currently have, any postings in any social media that could reasonably be considered by the public as offensive, discriminatory, defamatory, obscene, illegal, or damaging to the reputation, confidentiality, or interests of Indian River State College or its affiliates.

**Q. 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 shall be disqualified if, within the past three (3) years, the applicant has:
  - i. Multiple convictions singly or in combination which demonstrates a pattern of recklessness or driving negligence;
  - ii. A suspension or revocation of their driver's license, unless the suspension/revocation was due to an administrative or financial error;
  - iii. Driven a motor vehicle while their driver's license was suspended or revoked with knowledge;
  - iv. 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.

**R. Resolution of disqualifying background information**

- i. The applicant will be disqualified if they fail to successfully resolve potentially

disqualifying information that has surfaced as a result of the background investigation to include, resolving any outstanding debt with creditors.

**S. CVSA**

As a condition for entry into the Academy, all applicants shall be administered a CVSA examination by a qualified examiner skilled in the evaluation of data resulting from the exam. The results will be valid for six months. The Selection Center Coordinator has the authority to extend the validity of results. The results of the examination will not stand alone as a single detriment for selection, except in cases where admissions by the applicant clearly fall beyond the standards established by the Selection Center.

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

**T. Integrity examination**

All applicants will receive a Integrity test. The evaluations are designed to screen the 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 exam will be valid for six months. The Selection Center Coordinator has the authority to extend the validity of results.

A low suitability rating on the Integrity exam CANNOT BE APPEALED.

## **V. Records**

Each applicant will have a separate file which will contain all of the background information gathered, to include the CVSA and Integrity exams. The applicant files will be kept in a safe place under the control of the Selection Center Coordinator and/or the Training Center Director or designee, such as the Academy Coordinators.

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 basic recruit training, the applicant's Selection Center file will be moved to the records room.

## **VI. Appeals Committee**

If the Selection Center Coordinator determines, in their absolute discretion based upon the Selection Center testing and investigation, that an applicant is not suited for entrance into a criminal justice career, the applicant will no longer be considered for Academy entrance and shall be notified in writing thereof and a summary of the reasons for the finding (the "Discontinuance Notice").

If an applicant disagrees with the Selection Center Coordinator findings, You may request to appeal this decision with the Criminal Justice Institute Director, pursuant to the Selection Center Policy and Procedure Manual. Exceptions to this policy are for any failure on the psychological evaluation/Integrity Inventory, a violation of F.S.S. 943.13, or F.A.C. 11B-27. The applicant may file one written appeal, email is acceptable, to the Selection Center Coordinator within five (5) business of the date of the applicant's Notice of Discontinuance. Notification of an appeal request can be made by emailing the Selection Center Coordinator.

## **VII. Selection Center Notification by Academy Applicants**

If after being being notified by email by the Criminal Justice Institute of being accepted into a law enforcement or correction academy, ANY law enforcement contact thereafter must be reported to a staff member. This contact will include but is not limited to arrests, traffic stops, pedestrian stops, calls for assistance, or the police being dispatched to your location.

This notification will be done within 24 hours. It will be made by calling the selection center at 772-462-7943. The notification will include a complete overview of the law enforcement interaction. Failure to follow this guideline may result in the revocation of your acceptance into the academy.



# INDIAN RIVER STATE COLLEGE

## *Criminal Justice Institute*

### ACKNOWLEDGEMENT OF UNDERSTANDING

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date