



CITY OF ALTAMONTE SPRINGS

JOB POSTING

POSTING #: 2012-006

**APPLICATIONS AND SUPPLEMENTAL PACKETS FOR POLICE OFFICER CAN ONLY BE
SUBMITTED IN PERSON BY 2PM ON 2/15/12
OR BY MAIL TO HUMAN RESOURCES**

**225 NEWBURYPORT AVENUE ALTAMONTE SPRINGS, FLORIDA 32701
IF POSTMARKED NO LATER THAN MIDNIGHT ON 2/14/12.**

APPLICATIONS WILL NOT BE ACCEPTED VIA EMAIL OR FAX

TITLE: Police Officer

STARTING SALARY: 5/A) \$38,000.00/yr

DEPT/DIVISION: Police/Operations (505)

City Applications will be accepted for Posting #2012-006 if postmarked no later than midnight on 2/14/12 or if received prior to 2:00 P.M. on 2/15/12.

MINIMUM

QUALIFICATIONS:

Certification form or a letter of proof of current enrollment in a State of Florida Criminal Justice Standards and Training Basic Law Enforcement Academy.

High School Diploma or G.E.D.

Valid driver license.

Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed nine (9).

PREFERABLE

QUALIFICATIONS:

Associates or Bachelors Degree.

Previous law enforcement experience.

Completion of the following NIMS Courses:

Basic IS-700 (6 months)

Basic ICS-100 (6 months)

POSITION

FUNCTION:

Operations position, which encompasses the day to day law enforcement work of the department. The primary duty shall be the prevention and detection of crime offenses at that street level.

PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION OR DISABILITY.

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

WE ARE PEOPLE WHO CARE ABOUT PEOPLE

TASK/DUTY OF POLICE OFFICER

Below is a summary of the Tasks and Duties of this position. For a complete listing of duties and responsibilities for this position, please see the Job Specification/Task Analysis included under the job listing for this position on the City's Web Page @www.altamonte.org, or the job posting for this position displayed under Job Opportunities in the City Hall Lobby.

Effect an arrest, forcibly if necessary, using handcuffs and other restraints.
Prepare investigative and other reports, including sketches.
Operate a law enforcement vehicle during both day and night.
Pursue fleeing suspects and perform rescue operations.
Adhere to the requirements of the department's Drug Free Workplace Program including non-use of tobacco products during working hours. (DRUG TEST WILL BE REQUIRED)
Complete and maintain physical fitness as prescribed by department standards. (PHYSICAL FITNESS ASSESSMENT WILL BE REQUIRED)
Participate in Defensive Tactics as required.

****ATTENTION APPLICANT****

Per State Statute 943.13 if you have been convicted of any felony or of a misdemeanor involving perjury of a false statement or if after July 1, 1981, you pled guilty or nolo contendere to or have been found guilty of any felony or a misdemeanor involving perjury or a false statement you are not eligible for employment or appointment as a Police Officer, notwithstanding suspension of sentence or withholding of adjudication.

The selection process for positions in the Altamonte Springs Police Department will include Drug Testing and a Truth Verification Examination/Computer Voice Stress Analysis (CVSA) and an in depth Background Investigation to include a Level 2 nationally fingerprint-based records check.



CITY OF ALTAMONTE SPRINGS
JOB SPECIFICATIONS
 (see Demand Analysis on reverse side)



BAND/BLOCK: 5/A
DEPT/DIV: Police/Operations
NUMBER: 5A.505.1 **REV. #** 9

TITLE: Police Officer
RESPONSIBLE TO: Watch Commander
EFF DATE: 11/11 **SUPERSEDES:** 08/11

Each section briefly describes the position's key areas of responsibility. This is not a list of all duties performed, and is limited to those functions or responsibilities that are significant elements of the job.

TASK/DUTY
Effect an arrest, forcibly if necessary, using handcuffs and other restraints.
Prepare investigative and other reports, including sketches.
Operate a law enforcement vehicle during both day and night.
Pursue fleeing suspects and perform rescue operations.
Adhere to the requirements of the department's Drug Free Workplace Program including non-use of tobacco products during working hours. (DRUG TEST WILL BE REQUIRED)
Complete and maintain physical fitness as prescribed by department standards. (PHYSICAL FITNESS ASSESSMENT WILL BE REQUIRED)
Participate in Defensive Tactics as required.
POSITION FUNCTION:
Operations position, which encompasses the day to day law enforcement work of the department. The primary duty shall be the prevention and detection of crime offenses at that street level.

REQUIRED MINIMUM QUALIFICATIONS:

- Certification form or a letter of proof of current enrollment within two (2) months of graduation from a State of Florida Criminal Justice Standards and Training Basic Law Enforcement Academy.
- High School Diploma or G.E.D.
- Valid driver license. Must obtain State of Florida driver license within thirty (30) days of employment.

PREFERABLE QUALIFICATIONS:

- Associates or Bachelors Degree.
- Previous law enforcement experience.
- Completion of the following NIMS Courses:
 Basic IS-700 (6 months)
 Basic ICS-100 (6 months)

(Employees hired after 11/1/11 must complete the NIMS training requirements within the specified time period)

Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed nine (9).

****ATTENTION APPLICANT****

Per State Statute 943.13 if you have been convicted of any felony or of a misdemeanor involving perjury of a false statement or if after July 1, 1981, you pled guilty or nolo contendere to or have been found guilty of any felony or a misdemeanor involving perjury or a false statement you are not eligible for employment or appointment as a Police Officer, notwithstanding suspension of sentence or withholding of adjudication.

NOTE: Applicants will be requested to answer the following questions:

Are you willing and able to work in any of the following assignments during your career?

- ___ Motorcycles
- ___ Special Investigations Unit (Narcotics & Vice)
- ___ Bicycle Patrol
- ___ K-9
- ___ Detectives

The selection process for positions in the Altamonte Springs Police Department will include Drug Testing and a Truth Verification Examination/Computer Voice Stress Analysis (CVSA) and an in depth Background Investigation to include a Level 2 nationally fingerprint-based records check.

CITY OF ALTAMONTE SPRINGS
JOB ANALYSIS

EMPLOYEE:

JOB TITLE: Police Officer
EMPLOYER: City of Altamonte Springs Police Department
TELEPHONE: 407-571-8192
ADDRESS: 175 Newburyport Avenue, Altamonte Springs, FL 32701
CONTACT: Jayna Hurley, Field Training Instructor/Patrolman 1st Class

Job Summary/Description of Tasks:

Drives police car (or jail van on occasion) about the City patrolling areas to deter/prevent crime, enforce traffic or other laws, control traffic, issue tickets and arrest violators or those engaged in criminal activity. Visually observes traffic in operation for infractions, damage to vehicles and signage and roadways for debris. Pulls over/stops violators/offenders in vehicles (using hand gesture, lights, siren), walks to vehicle stopped, verbally interacts with driver or passenger(s), reviews motor vehicle documents requested and may write/issue ticket for infraction/offense. May run/chase, handcuff, spray chemicals, blow a whistle, remove and/or use and expandable baton or weapon to arrest/subdue defendants. May investigate traffic crashes/accidents. Interviews victim, defendants and witnesses. Records information regarding offense and disposition into computer in police car or manually as notes for completion of reports. May direct traffic and crowds using hand gestures or whistle. May clear the roadway of debris and disabled vehicles. Inputs/retrieves information into/from computer regarding incidents, investigations and for reports requested. Fuels and washes vehicle operated. Provides testimony in court proceedings as required.

Education/Training/Qualifications:

Per City of Altamonte Springs Police Department hiring requirements.

Physical Demands/Frequency of Activity:

(C=Constant: 2/3 of time and above; F=Frequent: 1/3 to 2/3 of time; O=Occasional: Up to 1/3 of time; N=Never)

- [X] Standing: O-on concrete, asphalt, tile, carpet, grass, dirt, gravel, wet/slippery/dry/uneven surfaces.
- [X] Walking: F-on concrete, asphalt, tile, carpet, grass, dirt, gravel, wet/slippery/dry/uneven surfaces.
- [X] Sitting: F to C-on padded, backed seat of patrol car/varied types of chairs.
- [X] Maximum Lifting :O-up to 100# (shared lift of defendant/assistance with lifting heavy bulky weights/objects available); F-up to 15#
- [X] Carrying: O-up to 100# (shared lift of defendant/assistance with lifting heavy/bulky weights/objects available); F-up to 15#.
- [X] Pushing/Pulling: C-doors to open/close; left/right sided foot/hand controls; buttons, clasps, knobs, switches, levers; keys on keyboard; pistol trigger; pushes disabled vehicles from roadway.
- [X] Climbing: F-into/out of vehicle; O-stairs, ladder, fence (if in pursuit of defendant).
- [X] Balancing: O-on ladder.
- [X] Bending: O-dependent on duties performed.
- [X] Crouching: O-dependent on duties performed.
- [X] Twisting: F-at waist/neck to view traffic and surroundings; O-at wrist to turn keys/knobs.
- [X] Crawling: O-to investigate and view/collect evidence underneath objects.
- [X] Kneeling: O-to investigate/view evidence or subdue suspect on ground.
- [X] Reaching: C-forward; F-sideways; O-downward and overhead.
- [X] Handling: C-seizing, holding, grasping and turning of objects.
- [X] Fingering: C-use of computer/equipment operation (thumb control to operate shoulder microphone); trigger on weapon.
- [X] Hearing: C-to perceive nature of sounds by ear.
- [X] Talking: F to C-speaks loudly, clearly, and distinctly to convey information to others.
- [X] Vision: near/far acuity; depth perception; color discrimination; peripheral; accommodation

Environmental Conditions

Inside: 50% Outside: 50% Temperature Extremes: Climate-controlled when inside; seasonal when outside.
Fumes: Yes Dust: Yes Gases: Yes Odors: Yes

Noise/Vibration: Traffic, engine, siren, whistle, radio transmission noise; minimal vibration when operating patrol vehicle.

Hazards: Traffic; non complaint persons requiring the use of force necessary to effect lawful objectives; weather; use of chemical spray/weapon.

Machines/Tools/Equipment: Automatic transmission patrol car/jail van; hand held/shoulder microphone (2.5#); vest (3.5#); expandable baton (1.5#); belt (3.5#); 9mm weapon (2#); magazine/flashlight/handcuffs/Leatherman/pocket knife/keys/pepper spray (1# or less); ticket book (2.5#); clipboard (5#); map/statute books (up to 5#); evidence sealing machine; laptop computer (9#); shotgun/rifle.

Comments:

The employee=s shift encompasses 12 hours with two (2) one-half hour breaks for lunch/dinner, and breaks dependent upon workload and manpower availability. Police Officers drive/operate automatic transmission police car which is obtained and returned daily to the police department parking lot. A briefing/meeting of up to 30 minutes is held prior to each shift. Defensive and/or driving at high rates of speed may be required. Police Officers may use the degree of force necessary to effect their lawful objectives when apprehending and subduing a suspect. (Shift information updated on 3/5/04 per PD)

Physician Comments:

Analyzed by: Sandra Sweeney, CDMS, CCM	Date: 08/10/99
Physicians Signature: _____	Date: _____
Medical Approval to return to work: _____	Date: _____
Medical Disapproval: _____	Date: _____

ALTAMONTE SPRINGS POLICE DEPARTMENT

Defensive Tactics/Physical Demand Requirements

(Added 5/04)

Employee/SSN: _____

Definitions of Activity

Standing	Remaining upright on one's feet generally in one place (forward or sideways).
Walking	Moving about on foot.
Pushing	Exerting force upon an object so that the object moves away from the force (includes slapping, striking, kicking).
Pulling	Exerting force upon an object so that the object moves toward the force (includes jerking).
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.
Stooping	Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscles.
Kneeling	Bending at knees to come to rest on knee or knees.
Crouching	Bending body downward and forward by bending legs and spine.
Crawling	Moving about on hands and knees or hands and feet.
Climbing	Ascending or descending ladders, stairs, ramps, poles & the like using feet & legs or hands & arms
Lift/Carry	Exerting pounds of force to lift/carry to move objects weighing a certain amount of weight (Sedentary – up to 10 pounds; Light – up to 20 pounds; Medium – up to 50 pounds; Heavy – 50 to 100 pounds occasionally; Very Heavy – exerting in excess of 100 pounds occasionally).
Reaching	Extending hand(s) and arm(s) in any direction.
Handling	Seizing, holding, grasping, turning or otherwise working with hand or hands.
Fingering	Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
Talking	Expressing or exchanging ideas by means of the spoken word to impart oral information and convey detailed spoken instructions to others accurately, loudly, or quickly.
Hearing	Perceiving the nature of sounds by ear.
Seeing	Near acuity (clarity of vision at 20 inches or less); Far acuity (clarity of vision at 20 feet or more); Accommodation (adjustment of lens of the eye to bring an object into sharp focus); Color Vision (ability to identify and distinguish colors); Field of Vision (observing an area that can be seen up and down or to the right or left while eyes are fixed on a given point); Depth Perception (three dimensional vision ability judge distances and spatial relationships so as to see objects and as they actually are).
Feeling	Perceiving attributes of objects (size, shape, temperature or texture by touching with skin, particularly that of fingertips).

Physical Demands: Officer Presence

Body movements (to include reactionary gap, danger zone and relative positioning) such as Evasion, Interview/Ready/Offensive Ready Stance). Generally stands with feet shoulder width apart, strong foot forward, balance on back foot with weapon away at an accepted distance from the subject while communicating verbally or through touch. May need to move quickly to redirect, counter, evade or possibly apprehend and subdue, the subject.

Requires: Walking, standing, balancing, pushing, pulling, handling, lifting, carrying, handling, fingering (if using weapon, writing), seeing, talking, hearing.

Physical Demands: Communication

Includes giving Verbal Direction and Touch. Speaks clearly and distinctly to convey information and/or using “light” touch (not a grab or a shove) with the weak hand to get the subjects attention, have them understand and comply with the requests being made.

Requires: Talking, feeling, seeing, hearing, standing, reaching.

Physical Demands: Falling

Front/Rear/Side Fall and Forward Roll as defensive tactics to evade or apprehend subject. Examples: the officer will use upper and lower body including arms/forearms/hands (to break the fall), legs (to squat/crouch), neck (tucks chin to chest before rolling), shoulder or back (to tumble or roll onto).

Requires: Balancing, crouching/squatting, stooping/bending, reaching, seeing, hearing.

Physical Demands: Restraint Devices

Use various tactics and devices to restrain and individual. Includes handcuffing subject while standing, kneeling or prone, using waist chains, leg irons and leg restraints (a hobble).

Requires: Standing, stooping/bending, crouching/squatting, kneeling, reaching (forward, sideways, downward, behind officer's back to access handcuffs depending on location kept on belt), handling, fingering, feeling, pushing/pulling, lifting, carrying, seeing, talking.

Physical Demands: Physical Frisk/Search

Performs Physical Frisk and Custodial/Institutional Searches. Performs searches in orderly and systemic fashion. Visual Search includes looking for bulges or items that seem out of place. Standing Search includes handcuffing the subject, using strong hand to search the same side upper and lower quadrants of the subjects body both front and rear. Physical Frisk (subjects hands may be secured by a finger lock or wrist lock). Officer uses weak hand for frisk allowing strong hand to be available for reaction or defense if needed. If Officer loses control, he/she will push away or disengage.

Requires: Standing, walking, stooping/bending, squatting/crouching, handling, feeling, pushing/pulling, balance, seeing, talking, hearing.

Physical Demands: Pressure Points

Uses pressure points to subdue subject. Applies pressure by pushing with closed fist or thumb on areas of a subject's body such as under the jaw, in the hollow behind the ear or collarbone.

Requires: Handling, fingering (using hand/fingers to apply pressure), reaching, feeling, seeing, talking.

Physical Demands: Transporters/Prisoner Transport

Uses various means to move the subject using techniques including the Escort Position (grabbing the elbow and/or using the arm to grab or maneuver the subject), Bent Wrist (bending the subject's wrist down), Hammer Lock (putting the subjects arm behind their back) or Shoulder Lock (bringing one's arm around the subject's shoulder to maneuver them about).

Requires: Pushing, pulling, reaching, handling, fingering, feeling, seeing, balance, stooping/bending, standing, walking, seeing, talking, hearing.

Physical Demands: Take Downs

Uses various moves and techniques to apprehend, subdue or physically control a subject (from a standing position to putting the subject on the ground) including arm bar takedown, leg sweep, outside wrist, inside wrist, shoulder lock and bent wrist tactics. Officers will use upper and lower extremities (arms, hands, elbows, feet and legs) to strike a blow to the body part of a subject. Officers may walk quickly, run at full speed or jog at a slowed pace to affect the takedown maneuver.

Requires: Reaching, handling, pushing, pulling, balance, standing, walking/running, kneeling, crouching, stooping/bending, crawling, lifting, carrying, seeing, talking, hearing.

Physical Demands: Counter Moves/Escape and Distraction

Uses various moves and techniques to apprehend/subdue a subject (to the ground) or defend against an attack, including redirection, high forearm block, mid forearm block, low block, vertical punch, hammer fist, forearm strike, palm heel strike, backhand strike, elbow strike (front), elbow strike (rear), knee strike, front/angle kick, shin scrape, head butt, foot stomp, groin or knuckle strike. Officers may pivot, twist and move quickly from one direction to another to evade or subdue the subject. Officers use upper and lower extremities (arms, hands, elbows, feet and legs) to strike a blow to the body part of a subject for purposes of offense, defense or evasion.

Requires: Reaching, handling, pushing, pulling, balance, standing, walking, handling, stooping/bending, crouching, seeing, talking, hearing, punching, kicking, striking, kneeling.

Physical Demands: Ground Control and Defense Techniques

Uses various moves to apprehend/subdue and/or escape from a subject while officer or subject is on the ground. Includes officer upper and lower extremities such as using his legs to kick the subject away.

Requires: Pushing, pulling, kneeling, crawling, stooping/bending, crouching, seeing, reaching, talking, hearing.

Physical Demands: Defense Against Impact/Edged Weapons

Uses techniques and equipment to defend against a subject's weapon. Officers will utilize an expandable baton, taser, chemical spray or firearm.

Requires: Pushing, pulling, lifting, carrying, reaching, handling, fingering, standing, walking, balancing, seeing, talking, hearing.

The employee ____ can ____ cannot perform the above listed defensive techniques and tactics. Comments:

Physician Name/Signature

Date



CITY OF ALTAMONTE SPRINGS

225 NEWBURYPORT AVENUE
ALTAMONTE SPRINGS, FLORIDA, 32701-3697

Dear Applicant:

Thank you for your interest in obtaining employment with the City of Altamonte Springs. In order to determine your specific skills and aid in placing you in a position for which you are both interested and qualified:

1. Complete the application, typing or printing in ink, answering all questions. For questions that do not apply, enter "N/A". List all experiences and skills in detail in the work history section of the application to receive proper credit for your experiences.
2. Complete the Qualification Verification Form. An explanation page has been provided for any additional comments.
3. Sign the application and Qualification Verification form.
4. Submit a completed application by the closing date (if applicable) In person at the Human Resources at City Hall or via Fax to 407.571.8010 or via Email to gr82b@altamonte.org or Mail complete application to Human Resources.

A complete ten-year employment history is required. **Resumes are not accepted** (if you are called for an interview, you are welcome to bring a resume at that time).

The City of Altamonte Springs is dedicated to employing the best qualified applicants available. We cannot over-emphasize the importance of carefully and honestly completing the Application for Employment and the Qualification Verification form.

Our selection process for positions outside of the Police Department is as follows: The Applicant's eligibility for a position is determined by the data provided on the Qualification Verification Form ONLY. Applications reflecting the required qualifications and/or preferables noted are sent to the hiring supervisor for further review. The supervisor will determine and contact applicants for interviews. Although we attempt to expedite the process, it may take a minimum of 2 weeks after the application is reviewed or after the closing date before you are contacted.

A conditional offer of employment will be made to the selected candidate contingent upon successful completion of the Employment Entrance Evaluation. The City uses E-Verify to confirm work authorization with the Social Security Administration (SSA) & the Department of Homeland Security (DHS), with information from the Form I-9.

If you are not selected for the position or did not meet the minimum qualifications, you will be notified by mail or e-mail. Please do not be discouraged if you do not receive an interview or are not selected for the position for which you apply. We appreciate your interest in the City of Altamonte Springs and invite you to apply for any positions for which you feel you are qualified. To obtain employment information on positions available throughout the year, please call our 24-hour job opportunity line at (407) 571-8011 or log on to our website at www.altamonte.org.

WORK HISTORY

This work history must be completed. List most recent employer first and provide a **TEN** year work history. Gaps in employment must be fully explained. You are encouraged to be specific. Include voluntary unpaid work experience as well as military service, if any. **NOTE: RESUMES WILL NOT BE ACCEPTED. THE QUALIFICATION VERIFICATION FORM MUST BE COMPLETED AND SIGNED.** Additional information must be on form available from the Department of Human Resources.

PRESENT EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
JOB TITLE:	NUMBER OF HOURS PER WEEK: _____
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	STARTING SALARY: \$ _____
EMPLOYERS TELEPHONE: ()	LAST SALARY: \$ _____
SUPERVISOR'S NAME:	
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
JOB TITLE:	NUMBER OF HOURS PER WEEK: _____
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	STARTING SALARY: \$ _____
EMPLOYERS TELEPHONE: ()	LAST SALARY: \$ _____
SUPERVISOR'S NAME:	
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
JOB TITLE:	NUMBER OF HOURS PER WEEK: _____
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	STARTING SALARY: \$ _____
EMPLOYERS TELEPHONE: ()	LAST SALARY: \$ _____
SUPERVISOR'S NAME:	
DUTIES IN DETAIL:	
REASON FOR LEAVING:	

WORK HISTORY

PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
JOB TITLE:	NUMBER OF HOURS PER WEEK: _____
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
JOB TITLE:	NUMBER OF HOURS PER WEEK: _____
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
JOB TITLE:	NUMBER OF HOURS PER WEEK: _____
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	

WORK HISTORY

PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
JOB TITLE:	NUMBER OF HOURS PER WEEK: _____
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
JOB TITLE:	NUMBER OF HOURS PER WEEK: _____
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	
PREVIOUS EMPLOYER:	FROM: _____ / _____ / _____ (MO.) (DAY) (YEAR)
EMPLOYER ADDRESS:	TO: _____ / _____ / _____ (MO.) (DAY) (YEAR)
CITY/STATE/ZIP:	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
JOB TITLE:	NUMBER OF HOURS PER WEEK: _____
MAY WE CONTACT THE EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO EMPLOYERS TELEPHONE: ()	STARTING SALARY: \$ _____
SUPERVISOR'S NAME:	LAST SALARY: \$ _____
DUTIES IN DETAIL:	
REASON FOR LEAVING:	

NOTE: IF YOU WISH TO CLAIM VETERAN'S PREFERENCE, COMPLETE THE FOLLOWING SECTION:

Check the appropriate block if you are claiming Veteran's Preference. Documentation substantiating your claim **must be furnished prior to final selection of applicant**, i.e., *DD214, Certificate of Service-Related Disability, Evidence of Marriage, etc.*

- 1. A Veteran with a compensable service-connected disability or receiving compensation, disability retirement benefits or pension under public laws administered by the U.S. Veterans Administration and the Department of Defense, **OR**
- 2. The spouse of a Veteran who cannot qualify for employment because of total and permanent service connected disability, or the spouse of a person missing in action, captured or forcibly detained by a foreign power, **OR**
- 3. An honorably discharged veteran who has served at least one day during the following periods of wartime service: a) World War II: **December 7, 1941 to December 31, 1946**; b) Korean Conflict: **June 27, 1950 to January 31, 1955**; c) Vietnam Era: **February 28, 1961 to May 7, 1975**; d) Persian Gulf War **August 2, 1990 to January 2, 1992**, e) Operation Enduring Freedom; October 2001 – present f) Operation Iraqi Freedom; March 19, 2003-present **OR**
- 4. An honorably discharged veteran awarded a qualifying U.S. Combat Campaign/Expedition medal.

List: Campaign/Expedition _____

Inclusive dates _____

- 5. The un-remarried widow or widower of a Veteran who died of a service connected disability.

NOTE: Under Florida law, preference in appointment and employment shall be given, by the state and its political subdivisions, first to those persons in 1 and 2 above, and second to those persons included under 3, 4 and 5 above. If any applicant claiming Veteran's Preference for a vacant position is not selected for the position, they may file a complaint with the Division of Veteran's Benefits and Assistance, P.O. Box 1437, St. Petersburg, FL 33731. If notice is not received within two months from the employer's acceptance of the application, the applicant must contact the employer to determine if the position has been filled by a non-preferred applicant. If a non-preferred applicant has been appointed, the preferred applicant may file a complaint within three (3) calendar months of the date the employer received the application. If the position is not filled, the preferred applicant has one (1) additional month after determining the position is filled to file a complaint.

ATTENTION - THIS STATEMENT MUST BE READ

A false answer to any question(s) in this application may be grounds for non-selection, or for termination after you are hired. All statements are subject to investigation, including a check of your training and experience statements. All information you give will be considered in reviewing your application. Also, your application may be subject to public inspection in accordance with the Florida Public Records Law, Chapter 119, Florida Statute.

TO BE COMPLETED BY APPLICANT			TO BE COMPLETED BY HUMAN RESOURCES		
Lowest Acceptable Salary	Date Available For Work	Position	Department/ Division	Human Resources Initials	Posting Number

CERTIFICATION

I hereby certify that all statements made in this application are true. I agree and understand that any misstatement or falsification of facts will cause forfeiture of all rights to employment with the City of Altamonte Springs. I certify I have read the statement above. The Department of Human Resources or other designated City Office is authorized to verify any or all information contained herein. If employed, I agree to abide by and comply with all the rules, regulations, policies and procedures of the City of Altamonte Springs.

Signature

_____/_____/_____
Date

QUALIFICATIONS VERIFICATION FORM

The following are minimum and/or preferable requirements for the position of **POLICE OFFICER** in Police/Operations (505). Starting Salary: (5/A) **\$38,000.00/yr.** Indicate which minimum and/or preferable skills you have by answering yes or no:

If you answer yes to any of the following qualifications and your application's work history does not reflect these, you must explain in detail on attachment what past experience you feel would qualify you for this position.

MINIMUM REQUIREMENTS:

Do you have Certification from or a letter of proof of current enrollment in a **State of Florida** Criminal Justice Standards and Training Basic Law Enforcement Academy? (122/Ccertification)

(Include Certificate of Completion or letter of enrollment) _____

Do you possess a High School Diploma or G.E.D.? (02 /High school Diploma or G.E.D.) _____

Do you have a valid driver license? (44/ Class "E" Driver License) _____

PREFERABLE QUALIFICATIONS:

Do you have an Associates or Bachelors Degree? (114/Degree)

Associates Degree _____

Bachelors Degree _____

Do you have previous law enforcement experience? (24/Specialized Experience) _____

Which Employer? _____
(Skill must be clearly noted in work history or explained in detail on attachment)

Have you completed the following NIMS Courses: (406/Spec Courses)

Basic IS-700 (6 months) _____

Basic ICS-100 (6 months) _____

(Employees hired after 11/1/11 must complete the NIMS training requirements within the specified time period)

NOTE: All minimum requirements must be met to be considered for the position. **Your response will determine your eligibility for the position.**

City Applications will be accepted for Posting #2012-006 if postmarked no later than midnight on 2/14/12 or if received prior to 2:00 P.M. on 2/15/12.

Signature required and additional space available, please see attachment



TASK/DUTY OF POLICE OFFICER

Below is a summary of the Tasks and Duties of this position. For a complete listing of duties and responsibilities for this position, please see the Job Specification/Task Analysis included under the job listing for this position on the City's Web Page @www.altamonte.org, or the job posting for this position displayed under Job Opportunities in the City Hall Lobby.

Effect an arrest, forcibly if necessary, using handcuffs and other restraints.
Prepare investigative and other reports, including sketches.
Operate a law enforcement vehicle during both day and night.
Pursue fleeing suspects and perform rescue operations.
Adhere to the requirements of the department's Drug Free Workplace Program including non-use of tobacco products during working hours. (DRUG TEST WILL BE REQUIRED)
Complete and maintain physical fitness as prescribed by department standards. (PHYSICAL FITNESS ASSESSMENT WILL BE REQUIRED)
Participate in Defensive Tactics as required.

If selected for the position of Police Officer, are you willing and able to work in any assignment during your career? **(Please initial)**

<u>Yes</u>	<u>or</u>	<u>No</u>	
___	___	___	Motorcycles
___	___	___	Special Investigations Unit (Narcotics & Vice)
___	___	___	Bicycle Patrol
___	___	___	K-9
___	___	___	Detectives
_____			_____
Signature			Date

****ATTENTION APPLICANT****

Per State Statute 943.13 if you have been convicted of any felony or of a misdemeanor involving perjury of a false statement or if after July 1, 1981, you pled guilty or nolo contendere to or have been found guilty of any felony or a misdemeanor involving perjury or a false statement you are not eligible for employment or appointment as a Police Officer, notwithstanding suspension of sentence or withholding of adjudication.

The selection process for positions in the Altamonte Springs Police Department will include Drug Testing and a Truth Verification Examination/Computer Voice Stress Analysis (CVSA) and an in depth Background Investigation to include a Level 2 nationally fingerprint-based records check.

CERTIFICATION

I hereby certify that all statements made in this application are true. I agree and understand that any misstatement or falsification of facts shall cause forfeiture of all rights to employment with the City of Altamonte Springs. The Department of Human Resources or otherwise designated City Office is authorized to verify any or all information contained herein. If employed, I agree to abide by and comply with all rules, regulations, policies and procedures of the City of Altamonte Springs.

Signature: _____

Date: _____



**EQUAL EMPLOYMENT OPPORTUNITY SURVEY
FOR THE POSITION OF**

(Please fill in the position for which you are applying)

NAME: _____

DATE: _____

The following information is requested for Equal Employment Opportunity record keeping and reporting compliance purposes only as specified by Title VII of the Civil Rights Act of 1964, as amended by the Equal employment Opportunity Act of 1972, Section 709c.

**THIS INFORMATION WILL NOT BE USED TO EVALUATE YOUR
APPLICATION, AND IS VOLUNTARY.**

SEX: (Check One) _____ Male _____ Female

NATIONAL ORIGIN: (Check One)

_____ **CAUCASIAN** (not of Hispanic origin)

_____ **BLACK** (not of Hispanic origin)

_____ **HISPANIC**

_____ **AMERICAN INDIAN** or **ALASKAN NATIVE**

_____ **ASIAN** or **PACIFIC ISLANDER**

_____ **OTHER** (please specify) _____

ATTENTION POLICE OFFICER APPLICANT

**PLEASE READ THIS ENTIRE SHEET CAREFULLY
PRIOR TO COMPLETING THE APPLICATION**

In order to be eligible to apply for the position of Police Officer you must:

- ▶ Submit certification from a State of Florida Police Standards and Training Basic Law Enforcement Academy or proof of current enrollment
- ▶ Possess a high school diploma, GED or equivalency.
- ▶ Complete and maintain physical fitness as prescribed by Department standards
- ▶ Possess a valid driver's license and have a safe driving record. *(Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three(3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed nine (9) for the position of Police Officer)*

YOUR APPLICATION WILL NOT BE PROCESSED FURTHER AND YOU
CANNOT BE CONSIDERED FOR THE POSITION OF POLICE OFFICER
UNLESS ALL FOUR OF THE ABOVE QUALIFICATIONS ARE MET.

If you have met all four of the above qualifications:

Complete the attached application and carefully read the included information which outlines the selection process- including the physical fitness assessment.

This assessment requires that you be examined by a physician in order to participate. Two waiver forms are included; one to be signed by the physician and the other by the applicant. **These waivers must be signed and turned in with your completed application. Substitute waiver forms or forms from another agency, etc., will not be accepted.**

When you have completed the application, waiver forms and certification of State of Florida Police Standards return the packet to Human Resources. You will be contacted by the Administrative Assistant in the Management Support Division of the Police Department to schedule your Physical Fitness Assessment and written exam.

Police Officer Selection Process

The selection process for the position of Police Officer begins with the **Physical Fitness Assessment**. This test will take approximately three (3) hours. The test proctor will meet you in the lobby of the Police Department at the scheduled date and time. **Tardiness will not be tolerated.**

The fitness assessment consists of the strenuous physical exercise, to include a 1.5 mile run or 1-mile walk, flexibility test, bench press, leg press, sit-ups, and body fat composition test. The assessments are administered at the Police Department, with the run/walk taking place at a local school track.

The passing score for each component of the assessment is 50% in compliance with the ASPD Wellness Standards policy. Should you score 40% to 50% in any category you will be allowed to continue in the process. Should you be offered employment, you would be required to sign a contract with the Department stating that you will meet the 50% score within one year of your hire date.

Your failure to complete any portion of the Physical Fitness assessment after two (2) attempts is grounds for disqualification from the remainder of the selection process for one year. If position is not filled within six (6) months of the testing; a retest must be taken before employment.

Each Physical Fitness Assessment is age and sex adjusted. The protocol and requirements for the 50% passing score for each component by age and sex are attached.

Those who pass the Physical Fitness Assessment will be given a study guide for the **National Criminal Justice Office Selection Inventory (NCJOSI) written examination**. This examination tests five areas that have been identified as essential to the performance of a **Police Officer**. These areas are: problem solving ability, reading comprehension, mathematics, writing ability and personality characteristics.

The NCJOSI consists of eighty-seven (87) questions (T/F, multiple choice, rating scales) and one and half hours are given to complete examination.

The NCJOSI examination will be scheduled the same day as the Physical Fitness Examination.

Upon completion, the tests are sent to I/O Solutions for scoring. Those applicants successfully passing the NCJOSI will be contacted by the Administrative Assistant in the Management Support Division. You are given three (3) opportunities (within a year) to pass the NCJOSI before being disqualified from further processing for one year.

The remainder of the selection process includes an Oral Interview and Background Investigation. Falsification or omission of information will result in rejection of your application.

**AGREEMENT FOR REIMBURSEMENT OF
LAW ENFORCEMENT OFFICER TRAINING EXPENSES**

THIS AGREEMENT, made and entered into on the ____ day of _____, A.D., 20____, by and between the CITY OF ALTAMONTE SPRINGS, a municipal corporation organized and existing under the laws of the State of Florida, hereinafter referred to as "the City" and _____, an individual, hereinafter referred to as "the Employee."

WITNESSETH THAT:

WHEREAS, the City is desirous of augmenting its workforce with Law Enforcement Officers who are currently certified pursuant to Chapter 943, Florida Statutes, and will provide Law Enforcement Officer field training to the Employee, initially free of charge, in consideration of the Employee's agreement to complete the training and remain employed by the City of Altamonte Springs as a Law Enforcement Officer and use these skills to the City's benefit for a period of at least two years; and

WHEREAS, the Employee is currently certified pursuant to Chapter 943, Florida Statutes, and is desirous of obtaining Law Enforcement Officer field training and employment with the City as a Law Enforcement Officer.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH:

1. The City hereby agrees to provide Law Enforcement Officer field training to the Employee during the Altamonte Springs Police Department field training program.
2. The Employee understands that he/she will receive this training at no charge to him/her.
3. The Employee agrees and acknowledges that should he/she choose to leave City employment on his/her own initiative after successfully completing the field training program, except for the amount deducted The amount of salary over and above the Florida minimum wage paid to the Employee for each hour of the field training program he/she received pursuant to paragraph 5, the Employees shall reimburse the City for:

The above amount shall be paid in full within the first thirty (30) days from the date of the Employee's termination. Any balance of monies due the City under this section unpaid after the first thirty (30) days from the date of the Employee's termination/separation shall be payable together with interest, at the rate 1.25% per month outstanding balance, plus collection fees.

4. The Employee agrees and acknowledges that should he/she complete the field training program but on his/her own initiative fail to remain in the City employment as a Law Enforcement Officer for a period of two years after completion of such training, the Employee shall reimburse the City for the amount of salary over and above the Florida minimum wage paid to the Employee during the field training program in accordance with the following schedule:

Continued Employment from date of completion of training	Percentage of Pay Back due to City
Less than one (1) year	100%
Less than two (2) years	50%
Over two (2) years	0%

These above amounts shall be paid in full within the first thirty (30) days from the date of the Employee's termination. Any balance of monies due to the City under this section unpaid after the first thirty (30) days from the date of the Employee's termination/separation shall be payable together with interest, at the rate of 1.25% per month on the outstanding balance, plus collection fees.

5. The Employee further agrees and acknowledges that at the time of his/her termination, reimbursement for the training costs may be taken from any monies due to the Employee, including but limited to salary, paid leave time, and wellness pay.

6. Any legal action to collect amounts owed pursuant to this agreement shall be in the appropriate court in Seminole County, and the parties hereby agree to jurisdiction and venue therein. The successful party in any such legal action shall be entitled to an award of its/his/her attorney's fees and costs.

PHYSICAL FITNESS ASSESSMENT TESTING PROCEDURES

BODY FAT COMPOSITION TEST

SKINFOLD MEASUREMENT

Skinfold measurement is an accurate field method of determining body fat percentage. In doing the skinfold test, consider the comfort of the participant in terms of using private room with warmth. In some cases when measuring a member of the opposite sex, you may want to use a witness.

EQUIPMENT

1. Skinfold Calipers

PROCEDURE

1. Use the right side of the participant's body
2. Be sure of each anatomical site tested
3. Pinch from the top and measure from the bottom
4. Measure each site three times and select the two which agree
5. Sum the sites and use the chart

ABSOLUTE STRENGTH TEST

1 RM BENCH AND LEG PRESSES

Muscular strength is defined as the amount of tension a muscle can exhibit in one maximal contraction. Two strength tests, which go through the full range of motion, correlating well with a total body strength criterion, are the one repetition maximum bench press and leg press.

PROCEDURE

1. Estimate the weight the participant can press in one maximum effort.
2. For the bench press, load the weight to approximately one-half of the estimated maximum weight or to the following:
 - a. Male – 2/3 body weight
 - b. Female – 1/2 body weight
3. Instruct the participant to press this weight once for an easy warm up.
4. Increase the loading of the weight in ten pound or more increments to the maximum. Instruct the participants to lift each additional weight increment for one repetition and load the next increment. The first three to four repetitions serve as warm up lifts to prevent muscle injury and prepare the participant for a maximal lift on the fifth or sixth effort.
5. The score for this test is the maximum number of pounds lifted in one repetition.

MUSCULAR STRENGTH ENDURANCE TEST

SIT UP TEST

Muscular endurance is defined as the ability to contract the muscle repeatedly over a period of time. Low levels of muscular endurance indicate inefficiency in movement and a low capacity to perform work. This test indicates the muscular endurance of the abdominal muscle group.

PROCEDURE

1. To assume the starting position, the participant lies on his/her back with the knees flexed, feet on the floor, with the heels 12 to 18 inches from the buttocks
 2. The arms are crossed over the chest with each hand on the opposite shoulder. The arms must be folded across and flat against the chest
 3. The feet are held by a partner to keep them firmly on the ground
 4. During the sit-up, arm contact with the chest must be maintained. This is critically important. Another important rule is the buttocks must remain on the mat and no more than 18 inches from the heels
 5. In the up position, the elbow-forearm must touch the thighs, without the arms pulling away from the chest
 6. In the down position the mid-back makes contact with the floor
-

FLEXIBILITY TEST

SIT AND REACH

Flexibility is defined as the range of possible movement in a joint or group of joints. It is included in the total fitness assessment because of the widespread problems due to lower back pain and joint soreness. Many of these problems are related to sedentary living and it is necessary to determine the functional ability of the joints to move through a full range of motion. No general flexibility test measures the flexibility of all joints; however, the trunk flexion of the sit and reach test serves as an important measure of hip and back flexibility. Primarily, the elasticity of the muscles in the back of the legs and trunk is tested in the sit and reach position.

EQUIPMENT

1. One box
2. Yardstick on box with 15" mark at edge

PROCEDURE

1. The participant should warm up slowly by practicing the test
 2. The participant sits on the floor or mat with legs extended at right angles to a taped line on a box
 3. The heels touch the near edge of the box and are eight inches apart
 4. A yardstick is placed on the box with the 15" mark on the edge of the box.
 5. The participant slowly reaches forward with both hands as far as possible and holds the position momentarily.
 6. The distance reached on the yardstick by the fingertips in inches is recorded.
 7. The best of three trials is considered as the flexibility score.
-

AEROBIC POWER TESTING

1.5 MILE RUN/1 MILE WALK

The test requires a nearly exhaustive effort. Individuals should not necessarily run/walk to complete exhaustion when taking this test, but should use some caution in how hard they push themselves.

EQUIPMENT

1. Stopwatch or clock with a sweep second hand
2. Indoor or outdoor track or suitable running area measured to 1.5 mile or walking area 1 mile
3. Testing forms to record data

PROCEDURE

1. Utilize a track or suitable running/walking area so that exact distances are indicated.
2. Score should be timed for six laps when running or four laps when walking on a 440-yard track.
3. If possible, each subject should have experienced some practice in pacing prior to the test. Often subjects run/walk at too fast a pace early in the run and become fatigued too soon.
4. On the day of the test, participants should refrain from smoking or eating 2 hours prior to the test.
5. It is advisable to allow adequate time prior to testing for stretching warm-up exercises.
6. During the administration of the test, participants can be informed of their lab times. If several participants run/walk at once, their individual times can be called out at the finish and recorded later.
7. If the subject chooses to walk immediately upon completion of the one-mile course, the subjects' time is recorded, and an accurate 10-second heart rate is taken at the wrist (radial artery) or neck (carotid artery).
8. It is critical that the pulse be taken as soon as the subject crosses the finish line in order to get an accurate exercise heart rate. Multiply the 10 second count by 6 to get the exercise heart rate in beats per minute.
9. An important consideration at the end of the run/walk is the "cool down" period. Participants should be cautioned about standing around immediately after the run/walk to prevent venous pooling (i.e. pooling of the blood in the lower extremities which reduces the return of the blood to the heart). Instead they should be instructed to walk for an additional five minutes or so in order to enhance venous return and aid in recovery.
10. The time for the 1.5-mile run and 1-mile walk are compared to the norm tables below.

PHYSICAL FITNESS ASSESSMENT PASSING REQUIREMENTS - MALE					
Assessment	Ages 20-29	Ages 30-39	Ages 40-49	Ages 50-59	Ages 60+
1.5 mile run	12:18 or less	12:51 or less	13:53 or less	14:55 or less	16:07 or less
1 mile walk	See below for formula	See below for formula	See below for formula	See below for formula	See below for formula
Body Fat	15.9% or less	19% or less	21.1% or less	22.7% or less	23.5% or less
Sit & Reach	17.5 in or more	16.5 in or more	15.3 in or more	14.5 in or more	13.5 in or more
Sit-ups	40 in one min.	36 in one min.	31 in one min.	26 in one min.	20 in one min.
Bench Press	1.06*	.93*	.84*	.75*	.68*
Leg Press	1.91*	1.71*	1.62*	1.52*	1.43*

PHYSICAL FITNESS ASSESSMENT PASSING REQUIREMENTS - FEMALE					
Assessment	Ages 20-29	Ages 30-39	Ages 40-49	Ages 50-59	Ages 60+
1.5 mile run	14:55 or less	15:26 or less	16:27 or less	17:24 or less	18:16 or less
1 mile walk	See below for formula	See below for formula	See below for formula	See below for formula	See below for formula
Body Fat	22.1% or less	23.1% or less	26.4% or less	30.1% or less	30.9% or less
Sit & Reach	20 in or more	19 in or more	18 in or more	17.9 in or more	16.4 in or more
Sit-ups	35 in one min.	27 in one min.	22 in one min.	17 in one min.	8 in one min.
Bench Press	.65*	.57*	.52*	.46*	.45*
Leg Press	1.44*	1.27*	1.18*	1.05*	.99*

*= weight pushed in pounds, divided by body weight

ONE MILE WALK FORMULA

This formula will estimate VO₂ max in units of ml/kg/min.

A. Estimated VO₂ max equals:

$$132.853 - (0.0769 \times \text{WT}) - (0.3877 \times \text{AGE}) + (6.3150 \times \text{SEX}) - (3.2649 \times \text{TIME}) - (0.1565 \times \text{HR})$$

B. Where: WT = Weight in pounds, AGE = Age in years, SEX = Female=0 Male=1, Time = Walk time in minutes to the nearest 100th of a minute, HR = Heart rate: beats per minute at the end of the mile walk

SUPERSEDES: 83-14, Uniform Replacement Policy DATE: 04/04/83
84-07, Clothing Allowance

PAGE 1 of 16

CFA STANDARDS: 11.01M

SUBJECT: Uniform Standard of Dress, Personal Appearance,
and Clothing Allowance

REVISION: #16 (02/01/2011)

CONTENTS:

This policy and procedure shall consist of the following numbered sections:

- I. Policy
- II. Standard of Dress
- III. Personal Appearance
- IV. Uniform Replacement
- V. Clothing Allowances

I. POLICY

It shall be the policy of the Altamonte Springs Police Department to maintain a uniform standard of dress and professional appearance for its members. The complete prescribed uniform shall be worn by all members while on duty and while employed at approved off duty assignments, except when civilian clothing is authorized. No part of the uniform shall be worn while off duty. Civilian members and sworn members authorized to wear civilian clothing shall maintain a professional appearance.

II. STANDARD OF DRESS

A. Uniformed Members

Every police officer, except for officers authorized to wear civilian clothing, shall wear uniforms, badges and insignia of office and carry such arms as the Chief of Police may direct. Uniform clothing items shall not be worn with civilian clothing.

Equipment and accessories shall be worn as directed. No item may be worn on the uniform, which is not specifically authorized by the Chief of Police.

Uniforms shall be properly maintained. Garments shall be clean and pressed. Footwear and leather accessories shall be clean and polished to protect the surface and to present a professional appearance.

1. Class A Dress Uniform

The Class A Dress Uniform is worn by members holding the rank of Commander and higher. The Class A Uniform is worn for special occasions or

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 2 of 16

REVISION: #16 (02/01/2011)

at the direction of the Chief of Police. The Class A Dress Uniform consists of the following components:

- a. Midnight navy blue blouse. The blouse shall display the appropriate rank designation, award ribbons, badge and nameplate.
Rank designation on the dress uniform blouse shall be as follows:
Commander – one two-inch gold braid and one one-half inch gold braid
Deputy Chief – one two-inch gold braid and two one-half inch gold braids and one gold star
Chief of Police – one two-inch gold braid and three one-half inch gold braids and two gold stars
- b. Dress white uniform shirt, without department shoulder patches. The dress white uniform shirt shall display the small rank insignia on each collar, one-half inch from the leading edge and centered top to bottom.
- c. Midnight navy blue trousers of material matching the uniform blouse.
- d. Black, low-quarter shoes, leather or high gloss
- e. Midnight navy blue service cap with gold braid strap and gold oak leaf decoration on the visor.
- f. Midnight navy blue necktie.

2. Class B Dress Uniform

The Class B Dress Uniform shall be worn by all sworn members for special events or when directed by the Chief of Police.

The Class B Dress Uniform consists of the following components:

- a. A long sleeved, midnight navy blue shirt. The shirt shall display the appropriate insignia, patches, and badges. The Dress Uniform shirt shall display gold trimmed department shoulder patches.
- b. A midnight navy blue necktie.
- c. Midnight navy blue trousers.
- d. Black, low-quarter shoes, leather or high gloss.
- e. The police equipment belt and accessories. The equipment belt and its accessories shall be worn as prescribed in this directive.

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 3 of 16

REVISION: #16 (02/01/2011)

- f. The dress hat will be worn during funerals and other special occasions as directed by the Chief of Police or designee.

3. Class C Service Uniform

The Class C Service Uniform is the prescribed uniform of the day for all uniformed members. The Class C Service Uniform consists of the following components:

- a. A short sleeved, midnight navy blue shirt. The shirt shall display the appropriate insignia, patches, and badges. Undershirts visible beneath the short sleeved shall be white or black. Long sleeved shirts are not permitted under the short sleeve shirt.
- b. Midnight navy blue trousers, with a black basket-pattern belt. Officers assigned to operate motorcycles shall wear midnight navy blue riding breeches.
- c. Approved footwear. Only those members assigned to motorcycle duty are authorized to wear riding boots.
- d. The police equipment belt and accessories. The equipment belt and its accessories shall be worn as prescribed in this directive.

4. Hot-Weather Uniform

The Hot-Weather Uniform shall only be worn with the approval of the Chief of Police. The Hot-Weather Uniform is specifically authorized for Marine Patrol Officers. The Hot-Weather Uniform shall consist of the following components:

- a. A department-issued short sleeved, polo-type shirt. The type/style of the shirt to be worn shall be designated in the announcement authorizing the wear of the Hot-Weather Uniform.
- b. Department issued midnight navy blue shorts.
- c. Approved footwear.
- d. The police equipment belt and accessories. The equipment belt and its accessories shall be worn as prescribed in this directive.

5. Community Service Officers' Uniform

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 4 of 16

REVISION: #16 (02/01/2011)

The Community Service Officers' uniform shall be of a style and color to clearly distinguish it from the uniform of sworn police officers. The Community Service Officers' uniform consists of the following components:

- a. Long or Short sleeved, Sky blue shirt. The shirt shall display the department shoulder patch, the CSO badge, nameplate, and "Community Service Officer" patch, worn 1", centered, above the right pocket.
- b. Midnight navy blue trousers
- c. Approved footwear
- d. The police equipment belt and approved accessories. The equipment belt and its accessories shall be worn as prescribed in this directive.

6. Inclement Weather Gear

- a. Cold Weather Gear

Uniformed members are authorized to wear department issued coats, jackets and other outer garments during times of cold weather.

Uniformed members may wear black leather or synthetic gloves during times of cold weather if the gloves do not interfere with the operation of assigned police equipment.

Uniformed members are authorized to wear the long-sleeve shirt, without a tie, during cold weather. Collar insignias will be worn on the long-sleeve shirt during cold weather applications. A black or dark navy blue t-shirt shall be worn beneath the long-sleeve shirt.

- b. Wet Weather Gear

Uniformed members are authorized to wear department issued raincoats, rain suits, and other foul weather gear as may be provided.

7. Specialty Uniforms

- a. Honor Guard

The uniform specified for Honor Guard members is detailed in P/P 85-03.

- b. Canine Officer's Uniform

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 5 of 16

REVISION: #16 (02/01/2011)

The canine officer's uniform shall be worn during duty or training activities when the police dog is present. Only officers assigned to canine duty are authorized to wear the canine uniform. The canine officer's uniform consists of the following components:

- 1) Navy blue BDU-style shirt
- 2) Navy blue BDU-style trousers
- 3) Appropriate footwear
- 4) The police equipment belt and accessories. The equipment belt and its accessories shall be worn as prescribed in this directive

c. Department Issued Polo Shirts

The department provides a number of different styles of polo-type shirts, either as issued items or given as reward for various achievements. These shirts shall be worn in lieu of the Service Uniform only when authorized by the member's Deputy Chief or the Chief of Police

d. Street Crime Unit

- 1) Black/navy blue t-shirt or polo, identifiable with POLICE on back.
- 2) Neck lanyard for badge
- 3) Khaki BDU's
- 4) Black boots/shoes
- 5) Tactical vest and web gear.

e. Motorcycle Officer

Motorcycle officers participating on the motorcycle in events normally requiring the wearing of a Class B uniform shall wear a long sleeved, white uniform shirt with a yellow ascot, along with riding breeches and boots. When conducting certain funeral escorts or dignitary escorts, the Traffic Section Watch Commander may also mandate wearing of the motorcycle officer specialty uniform.

8. Headgear

Headgear is authorized for appropriate uniforms and activities.

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 6 of 16

REVISION: #16 (02/01/2011)

Officers and CSOs may wear the department issued baseball-style cap with the Class C Service Uniform. When worn, the baseball cap will sit squarely on the head.

Command staff members may as appropriate wear the service cap with the Class A Dress Uniform. When worn, the service cap will sit squarely on the head.

Officers assigned to motorcycle duty shall wear the department issued helmet when operating the motorcycle.

Members shall wear safety headgear as directed by competent authority.

9. Uniform Accessories

Award Ribbons – Award ribbons shall be worn with the Class A and Class B uniforms. Wearing of the medal ribbons with the Class C uniform is optional. Award ribbons are worn on the right breast of the uniform shirt or blouse, directly above the name plate.

Badges - Members shall wear the official badge according to rank, title or assignment. The badge shall be affixed to the left breast of the outermost garment.

Name Plates, Name Strips - Members shall wear the official name plate or name strip on the right breast of the uniform shirt, even with the upper edge of the pocket and centered.

Footwear - All uniform personnel shall wear either the issued shoes or a like style and color. Exceptions to this order may be reasonably granted by the Chief of Police based on assignment or documented medical problems which may require the wearing of another style of footwear. Black or dark blue socks shall be worn with the uniform shoes.

Department Shoulder Patches - Department shoulder patches shall be worn on both the left and right shoulders of Class B and Class C uniform shirts and uniform jackets, one inch below the shoulder seam. Shoulder patches on the Class B uniform shall have gold thread trim.

ASPD Collar Insignia - ASPD collar insignia shall be worn centered, parallel with and within one-half inch of the bottom both collars of the Class C Service Uniform. Members holding the rank of Police Officer, Police Officer First Class or Senior Police Officer, and Community Service Officers shall wear silver colored ASPD insignia. Master Police Officers shall wear gold colored ASPD

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 7 of 16

REVISION: #16 (02/01/2011)

insignia. Traffic officers shall wear the appropriate colored traffic wing insignia on the left collar.

Rank Insignia - Sworn members shall wear the appropriate insignia of their rank on their uniform as prescribed below:

Police Officer – no insignia
Police Officer First Class – one stripe
Senior Police Officer – two stripes
Master Police Officer – two stripes with one rocker
Lieutenant– gold bar
Commander – gold oak leaf
Deputy Chief – two gold stars
Chief of Police – four gold stars

The appropriate rank insignia shall be displayed as follows:

Class A Dress Uniform – Small rank insignia on each collar, centered, one-half inch from the collar leading edge.

Class B Dress Uniform – Lieutenants and above shall wear the small rank insignia on each collar, centered, one-half inch from the collar leading edge.

Master Police Officer and below shall wear the appropriate stripes on both sleeves, centered on the crease of the sleeve, within one inch of the bottom of the department shoulder patch.

Class C Service Uniform - Lieutenants and above shall wear the small rank insignia on each collar, centered, one-half inch from and parallel to the collar's leading edge. Master Police Officer and below shall wear the appropriate stripes on both sleeves, centered on the crease of the sleeve, within one inch of the bottom of the department shoulder patch

Coats and Jackets - Lieutenants and above shall wear the large rank insignia on each epaulette, centered, one-half inch from the outer seam of the epaulette. Master Police Officer and below shall wear the appropriate stripes on both sleeves, centered on the crease of the sleeve, within one inch of the bottom of the department shoulder patch

Service Stripes - shall be worn on the left sleeve of the Class B Dress Uniform shirt. Wearing service stripes on coats and jackets is optional. The leading point of the service stripes shall be six inches from the bottom of the sleeve with the trailing edge parallel to and touching an imaginary line

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 8 of 16

REVISION: #16 (02/01/2011)

extending downward from the lower point of the shoulder patch. Each service stripe shall represent three years of service.

High Visibility Equipment - For safety reasons when directing traffic, members shall wear the reflective vest and gloves. The flashlight wand with the flashlight shall be used at night and when weather conditions are such that visibility is impaired.

Sunglasses - Mirror type or reflector lenses and brightly colored frames are prohibited while in uniform. Members may wear a black athletic type strap to hold their sunglasses or prescription glasses in place. Long type cords or brightly colored straps are prohibited while in uniform.

Police Equipment Belt and Accessories – Members shall wear the police equipment belt with the Class B and Class C uniforms. Members shall wear on the police equipment belt such accessories as directed by the Chief of Police. Accessories shall be arranged so as to be readily accessible and to present a professional appearance. No non-issued accessory or equipment may be worn on the belt without the approval of the Chief of Police.

Utility Knife/Multi-purpose Tool – Members may, at their own expense, carry a utility knife/multi-purpose tool on the police equipment belt. Utility knives/multi-purpose tools carried on the equipment belt must comply with the following restrictions:

The utility knife/multi-purpose tool and its case shall be inspected by the member's immediate supervisor.

The utility knife/multi-purpose tool shall have a folding blade not to exceed four inches in length. In the open position the utility knife/multi-purpose tool shall not exceed nine inches in total length. The blade shall have a locking device to secure it in the open position. Fixed blade knives are not authorized.

The utility knife/multi-purpose tool shall be carried in a black case with a flap-type closure, which can be securely closed. Utility knife/multi-purpose tool cases shall be made of an approved leather or synthetic material. The utility knife/multi-purpose tool case may not exceed six inches in length.

The utility knife/multi-purpose tool will be used in a safe and responsible manner. The knife may be used as a rescue tool and shall only be used as a weapon against an aggressive, life-threatening subject when the officer has a reasonable belief that he or she is in imminent danger of death or great bodily harm and other department authorized weapons/techniques have proven ineffective or are not accessible.

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 9 of 16

REVISION: #16 (02/01/2011)

B. Non-Uniformed Members

Male members permitted to wear civilian clothing during a tour of duty shall wear business-like attire. A dress-type shirt, tie and slacks or if appropriate an approved departmental embroidered shirt shall be worn. Commanding officers may prescribe other types of clothing when necessary to meet a particular police objective. Females permitted to wear civilian clothing shall wear appropriate business-like attire or if appropriate may also wear an approved departmental embroidered shirt.

The Chief of Police will designate, at his discretion, certain assignments for which civilian clothing will be the authorized mode of dress. Persons in other assignments will be required to wear the department uniform unless given the option to do otherwise by the Chief of Police or the member's division commander or deputy chief.

III. PERSONAL APPEARANCE

A. General Appearance

1. At all times members shall present a neat, well-groomed, professional appearance. The Chief of Police may designate certain positions within the department, which may deviate from grooming standards due to the nature of the duties performed.
2. Members shall maintain an acceptable level of personal hygiene.
3. Cosmetics, if worn, shall be subdued and shall match the member's natural skin tone and color. The use of cosmetics shall not detract from the member's professional appearance.
4. False eyelashes are not authorized for uniformed members.
5. Fingernails shall be in a natural state, clean and trimmed.
 - a. For sworn members and uniformed civilian members, fingernails may not extend more than $\frac{1}{4}$ inch from the tip of the finger. Fingernail polish, if worn, shall be clear or neutral colored.
 - b. For non-uniformed civilian members, fingernails may not detract from the member's professional appearance and the ability to perform job

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 10 of 16

REVISION: #16 (02/01/2011)

duties. Fingernail polish or decorations, if worn, shall not detract from the member's professional appearance.

6. Members assigned to undercover or special operations shall be groomed in accordance with the standards set by the Chief of Police or the member's division commander or deputy chief.
7. Any exemption from these restrictions must be approved, in writing, by the Chief of Police.

B. Hair Styles

1. Members shall at all time maintain clean and well groomed hairstyles. Hair color shall be restricted to natural tones.
2. Hair shall have a professional appearance not to interfere with normal police activities.
3. Radical or faddish hairstyles which detract from the member's professional appearance are prohibited.
4. Wigs or hairpieces may be permitted if they conform to the above standard for natural hair.

C. Facial Hair

1. Sworn and uniformed civilian members shall report to work clean shaven unless approved by the Chief of Police.
2. Mustaches are permitted and, when worn, will be kept neatly trimmed. Extremely curly or bushy styles will not be worn. A mustache may not extend more than one-half inch beyond the corners of the mouth.
3. Sideburns will be tapered to the contour of the head and neatly trimmed. Sideburns cannot extend below the bottom of the earlobes and must be squared at the bottom.
4. Sworn and uniformed civilian members are prohibited from wearing beards unless approved by the Chief of Police.

D. Tattoos, Brands, Body Mutilation, Dental Ornamentation, and/or Body Ornamentations

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 11 of 16

REVISION: #16 (02/01/2011)

1. Visible tattoos, brands, body mutilation, dental ornamentation, body piercings, and other body ornamentations (hereafter referred to as "body ornamentations") shall be strictly regulated.
2. Visible includes visible through the uniform clothing.
3. Body ornamentations that are prejudicial to good order and discipline, or that are otherwise harmful to the reputation of the Altamonte Springs Police Department, are prohibited.
4. Body ornamentations on any area of the body that is likely to associate the member with, or be interpreted as associating the member with, or be interpreted as the member advocating, any racist, sexist, extremist, gang, criminal, or drug activity or affiliation are prohibited.
5. Visible body ornamentation shall not be excessive, obscene, indecent, sexually explicit, or advocate or symbolize sex, gender, racial, religious, ethnic, or national origin discrimination.
6. Visible body ornamentation shall not be permitted on the head, face, neck, or scalp.
7. The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited. Teeth, whether natural, capped, or veneer, will not be ornamented with designs, jewels, initials, etc.
8. Intentional body mutilation, piercing, branding or intentional scarring are prohibited. Examples of prohibited intentional mutilation include: split or forked tongues; foreign objects inserted under the skin to create a design or pattern; enlarged or stretched out holes in the ears (other than normal piercing); and intentional scarring that is visible.
9. Visible body ornamentation shall not be excessive. Excessive is defined as any body ornamentation that is brightly colored or multi-colored and easily seen, or any body ornamentation that exceeds $\frac{1}{4}$ of the exposed body part, and those above the collarbone and readily visible when wearing an open collar uniform.
 - a. Members employed prior to March 1, 2005, with existing visible body ornamentation on the arms and legs that is excessive by the above definition, but not otherwise prohibited by this policy, may wear long sleeved uniform shirts and/or pants, or an approved undergarment, at all times while on duty, regardless of the season or weather conditions, to comply with this policy.

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 12 of 16

REVISION: #16 (02/01/2011)

Members employed prior to March 1, 2005, shall notify the Chief of Police in writing via the chain of command, of any body ornamentation that does not currently meet with the above requirements. The Chief of Police shall be the final determining authority whether body ornamentation is considered in violation of this policy.

- b. Members employed prior to March 1, 2005, will not be permitted to add any body ornamentation that does not comply with the requirements of this directive.
- c. Members employed prior to March 1, 2005, with existing visible body ornamentation on the arms and legs that is excessive by the above definition, but not otherwise prohibited by this policy, may be allowed to display such body ornamentation when assigned to an undercover position. Members shall seek a waiver from the Chief of Police through channels.
- d. Members who are employed after March 1, 2005, must comply with all aspects of this policy at the time of hire without the need to wear alternate uniform clothing as outlined in "a." above.

Note: Applicants will be required to sign a form acknowledging that they are in compliance.

- 10. Sworn and uniformed civilian members employed after March 1, 2005, shall not have any visible body ornamentation while wearing the Class C or daily uniform. Sworn and uniformed members employed after March 1, 2005, will not be permitted to wear uniform shorts if visible body ornamentation would be revealed.

Civilian members employed after March 1, 2005, into non-uniformed positions shall not have excessive visible body ornamentation. Excessive is defined as any body ornamentation that is brightly colored or multi-colored and easily seen, or any body ornamentation that exceeds $\frac{1}{4}$ of the exposed body part, or any body ornamentation above the collarbone and readily visible while wearing appropriate clothing for the assignment.

Exception: Women may wear earrings as authorized in section E. below.

E. Jewelry and Piercings

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 13 of 16

REVISION: #16 (02/01/2011)

1. Jewelry worn by members shall not be distracting, offensive or hinder the work function. Any other visible jewelry associated with body piercing is prohibited, including jewelry or piercings that are visible through the uniform or prescribed business attire, regardless of gender. Male members are prohibited from wearing earrings. Women in uniform are authorized to wear small spherical, conservative, diamond, gold, white pearl, or silver pierced or clip earrings. Women in non-uniformed assignments may wear small hoops or small dangling earrings. Earring(s) worn in opposing earlobes must match. A maximum of three earrings may be worn in any one lobe.

Ankle bracelets, if worn, may not be visible.

2. Any member who comes into contact with the public is prohibited from wearing any earrings and/or body jewelry piercings in the tongue, lips, nose, cheeks, eyebrows, or fingernails.

F. Practical Application of Body Ornamentation, Jewelry, and Piercings Sections.

1. Our intent is to enforce Altamonte Springs Police Department uniform standards of appearance and also prohibit members from having body ornamentation that is indecent, racist, sexist, or that shows an alliance with extremist or criminal organizations, or is otherwise prejudicial to good order and discipline or harmful to the reputation of the Department.
2. Members with non-conforming body ornamentation have the option to remove the ornamentation, or have it altered so that it is no longer non-conforming, at their own expense. Any member who refuses to remove or alter the ornamentation, may face disciplinary action up to and including termination.
3. Body ornamentation that is normally concealed by clothing, but is nonetheless offensive such as racist, sexist, discriminatory, etc., cannot be tolerated as it reflects an attitude contrary to the core values of this organization.
4. Body ornamentation that is excessive, but approved to be covered as outlined in D. 10. a., will be by long sleeve shirt or undergarment. If the undergarment is chosen, the Department will purchase the approved item. Such undergarment must be black in color and tight fitting if it extends below the uniform sleeve, such as a three quarter or full-length tee shirt.

If the long sleeved shirt is chosen, it will be provided at the Department's

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 14 of 16

REVISION: #16 (02/01/2011)

expense, however the uniform tie must be worn with it at all times.

The long sleeved shirt or long pants must match the uniform being worn. For instance, the Class C uniform shirt may not be worn with bicycle shorts.

G. Casual Fridays

1. Members that perform line of duty functions, i.e. Patrol Section, Traffic Section, are not eligible for Casual Fridays.
2. All other members shall adhere to the following guidelines:
 - a. Clothing must be in good taste;
 - b. Jeans are not permitted;
 - c. Shorts are not permitted;
 - d. Tee shirts are not permitted;
 - e. Clothing depicting offensive language or gestures is prohibited;
 - f. Shoes will be worn in good taste and safe. Tennis shoes are not allowed; unless by medical clearance. Sandals are allowed for women (beachwear sandals are not permitted). Beach-type flip-flops of any kind are not allowed;
 - g. No tank tops, halter tops, nor overly revealing or "see-through" clothing is allowed;
 - h. No spandex, lycra, nor overly tight clothing is allowed;
 - i. No athletic wear, or sweat pants are permitted.

IV. UNIFORM REPLACEMENT

Uniform and equipment items shall be replaced as necessary due to loss, damage, or normal wear. Instances of loss or damage to items through a member's negligence shall be addressed in accordance with P/P 82-07.

A. Uniform Replacement

1. Replacement of items due to condition, age, or other reasons shall be requested, in writing, to the member's immediate supervisor via chain of command.
2. The immediate supervisor and the division commander shall review these requests, and shall include a recommended determination of negligence or non-negligence, in accordance with Policy 82-7, Section XIII, A.

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 15 of 16

REVISION: #16 (02/01/2011)

3. Once replacement of the uniform item has been identified, the immediate supervisor shall forward the request, via e-mail, to the Budget Manager to complete the final approval process.
 - a. Budget Manager shall confirm the uniform budget line and that funds are available, then forward request via e-mail to the Chief of Police for an APPROVED or DENIED reply.
 - b. Once approved by the Chief, the Budget Manager will process the uniform request and notify the affected employee with any special instructions for purchase.

B. Newly-Issued / Replacement Footwear

Replacement of shoes and other footwear shall be done with approval from the Chief of Police. Standard issued and specialty uniform footwear is replaced on an as-needed basis.

1. The member shall submit a request with justification to his/her immediate supervisor via e-mail.
2. The immediate supervisor shall review member's request and confirm the need to purchase uniform footwear either through normal use of neglect/carelessness.
3. After authorization, the supervisor shall forward footwear request to the Budget Manager for approval process.
 - a. The Budget Manager shall forward the request via e-mail to the Chief of Police for an APPROVED or DENIED reply, and inform member of such.
 - b. Once notified by the Budget Manager, the member shall purchase footwear at the approved Department vendor. Member is responsible for discarding old footwear.
 - c. Member must submit the original receipt/invoice to the Budget Manager immediately after purchase.
 - d. Once all documents are received, the Budget Manager shall process the purchase order and payment.

C. Alterations

Any necessary alterations to city-owned property require the prior approval of the member's immediate supervisor. A copy of the approved request shall be maintained in the member's personnel file.

ALTAMONTE SPRINGS POLICE DEPARTMENT

MANUAL: P/P 83-08, Uniform Standard of Dress, Personal Appearance, and Clothing Allowance

PAGE: 16 of 16

REVISION: #16 (02/01/2011)

V. CLOTHING ALLOWANCES

Certain members are authorized by the Chief of Police to wear civilian attire. The Chief of Police may designate those members who are eligible to receive a clothing allowance in lieu of issued uniforms. The Chief of Police shall publish a list of those positions authorized to receive clothing allowances.

- A. Clothing allowances shall be paid quarterly to members authorized by the Chief of Police.
- B. Clothing allowances shall be paid quarterly and shall cover the affected time period retroactively.
- C. Members leaving a position authorized to receive clothing allowance shall receive a pro rata share of the clothing allowance covering the eligible time period.
- D. Pro rata shares shall be paid quarterly in the same payment cycle, except in termination cases.
- E. Clothing allowances shall be made in accordance with the approved department budget. Thus, the allowance may periodically be altered to conform to budget constraints.

**ALTAMONTE SPRINGS POLICE DEPARTMENT
PHYSICAL FITNESS ASSESSMENT WAIVER**

PHYSICIANS STATEMENT

I have read and understand the requirements and standards of the physical fitness assessment process as it is administered by the Altamonte Springs Police Department.

It is my opinion that _____, who is a patient under my care, has no physical condition preventing him/her from safely participating in this rigorous testing.

Signature of Physician

Print name and Title

Date

**REMINDER:
THIS FORM MUST BE RETURNED WITH YOUR COMPLETED APPLICATION IN ORDER TO
PARTICIPATE IN THE PHYSICAL FITNESS ASSESSMENT.**

CONDITION OF EMPLOYMENT
ALTAMONTE SPRINGS POLICE DEPARTMENT
TOBACCO USE AGREEMENT
(POLICE & COMMUNITY SERVICE OFFICERS)

APPLICANT NAME: _____

Effective August 1, 1994, in compliance with the Florida Clean Indoor Air Act and the Federal Clean Indoor Air Act, and in conjunction with the philosophy of the Altamonte Springs Police Department toward fitness and health related smoking problems, and their potential impact on the liability to provide the desired level of emergency service, I, the undersigned applicant, do hereby agree that during my tenure of employment with the Altamonte Springs Police Department (hereinafter department), that I will not use tobacco products while on duty. (For the purpose of this policy statement, "on duty" also includes lunch breaks and all other breaks taken during "on duty" time, special assignments, and off duty details.) I understand that I am subject to termination from the department if it is substantiated that I have used tobacco products while on duty while employed by the department. I further understand that it has been suggested that I do not use tobacco off duty as well.

Signature of Applicant

____/____/____
Date

State of _____

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____, who is personally, known to me or has produced _____ as identification and who did (or did not) take an oath.

Signature of Acknowledger/Notary

Rank/Title Acknowledger

Serial # or Notary Stamp

CONDITION OF EMPLOYMENT
ALTAMONTE SPRINGS POLICE DEPARTMENT
PHYSICAL FITNESS ASSESSMENT
WAIVER OF LIABILITY AND CONSENT

APPLICANT NAME: _____

I hereby agree to waive all liability, rights, claims and causes of action against the City, its employees and representatives, successors and assignees in the event that I am disabled or injured, whether temporarily or permanently, while participating in the physical fitness assessment/agility test conducted at the Public Safety Complex/and or designated testing areas in Altamonte Springs, Florida, as part of the testing and selection process by the City of Altamonte Springs.

Signature of Applicant

____/____/____
Date

Emergency Contact _____ Phone _____

State of _____

County of _____

The foregoing instrument was acknowledge before me this _____ day of _____, 20____ by _____, who is personally, known to me or has produced _____ as identification and who did (or did not) take an oath.

Signature of Acknowledger/Notary

Rank/Title Acknowledger

Serial # or Notary Stamp

CONDITION OF EMPLOYMENT

ALTAMONTE SPRINGS POLICE DEPARTMENT

**TATTOOS, BRANDS, BODY MUTILATION, DENTAL ORNAMENTATION,
AND/OR BODY ORNAMENTATIONS**

APPLICANT NAME: _____

Effective March 1, 2005, the Altamonte Springs Police Department has implemented a policy regarding Tattoos, Brands, Body Mutilation, Dental Ornamentation, and/or Body Ornamentations. Pursuant to this policy (a copy of which is attached), an applicant for employment or a current employee may be disqualified from employment if the aforesaid tattoos and other body ornamentation are (or would be) visible while wearing the Department-issued uniform or other clothing required for particular department assignment. To ensure compliance with Departmental policy I, the undersigned applicant do hereby agree that during my tenure of employment with the Altamonte Springs Police Department (hereinafter department) that I will disclose any tattoos, brands or body ornaments, which maybe visible while wearing the Department-issued uniform or other clothing required for particular department assignment. I understand that I am subject to termination from the department if it is substantiated that I have withheld any of the any of the above mentioned during my employment.

Signature of Applicant

____/____/____
Date

State of _____

County of _____

The foregoing instrument was acknowledge before me this ____ day of _____, 20____ by _____, who is personally, known to me or has produced _____ as identification and who did (or did not) take an oath.

Signature of Acknowledger/Notary

Rank/Title Acknowledger

Serial # or Notary Stamp



Florida Department of Law Enforcement

AUTHORITY FOR RELEASE OF INFORMATION (Background Investigation Waiver)



CJSTC 58

Incorporated by Reference in Rule 11B-27.0022(2)(b), F.A.C.

To: Concerned Person or Authorized Representative of Any Organization, Institution or Repository of Records
APPLICANT'S NAME:
DATE OF BIRTH:
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:

EMPLOYING AGENCY REQUESTING BACKGROUND INFORMATION: ALTAMONTE SPRINGS POLICE DEPARTMENT

I hereby authorize any employee or authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my employment records including, but not limited to, achievement, attendance, personal history, disciplinary records, medical records, credit records, and criminal history records.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or photocopies from my military personnel and related medical records, including a photocopy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

ALTAMONTE SPRINGS POLICE DEPARTMENT

Section 768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes.

Applicant's Signature Date

Applicant's Address

AFFIDAVIT

STATE OF COUNTY OF

Before me personally appeared who says that he/she executed the above instrument of his or her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this day of, 20. My Commission expires on

, 20. Personally Known - or -

Produced Identification Notary Public:

Type of identification produced:

CONDITION OF EMPLOYMENT

ALTAMONTE SPRINGS POLICE DEPARTMENT

RESIDENCY REQUIREMENT

APPLICANT NAME: _____

The Altamonte Springs Police Department has a Residency Requirement for the position of Police Officer and certain civilian positions. All sworn police officers and non-sworn civilians (Crime Scene Analyst and Investigative Support Technician) who are subject to call-out, shall maintain a permanent residence within thirty (30) miles of the Altamonte Springs Police Department.

To ensure compliance with Departmental Policy, I do hereby understand and agree, that during my tenure of employment with the Altamonte Springs Police Department, I will maintain a permanent residence within thirty (30) miles of the Altamonte Springs Police Department. If I do not meet the residency requirement prior to my employment with the Altamonte Springs Police Department, I understand I will be required to move my permanent residence to a location within the thirty (30) miles of the Altamonte Springs Police Department prior to the end of my probationary period. I also understand that I will be subject to termination from the department if I fail to meet this requirement by the end of my probationary period.

Signature of Applicant

____/____/____
Date

State of _____

County of _____

The foregoing instrument was acknowledge before me this ____ day of _____, 20____ by _____, who is personally, known to me or has produced _____ as identification and who did (or did not) take an oath.

Signature of Acknowledger/Notary

Rank/Title Acknowledger

Serial # or Notary Stamp



225 Newburyport Avenue
Altamonte Springs, Florida 32701-3697

COLLECTION OF A SOCIAL SECURITY NUMBER

Your social security number is collected and may be used by the City of Altamonte Springs for the following purposes:

- Tax reporting: (IRC sections 3402(f)(2)(A) and 6109 and their regulations – Mandatory)
- Form I-9 – Employment Eligibility Verification (Department of Homeland Security – Authorized)
- Workers' Compensation: (Chapter 440, FS, Section 440.185; & MMSEA Section 111 – Mandatory)
- Unemployment Reports (Florida Department of Revenue – Authorized)
- Group Health plans (MMSEA Section 111 – Mandatory)
- Educational Enrollment; (FI Statute 119.071(5) Mandatory)
- Retirement: (VII, chapter 112, F.S., for all local government plans, Internal Revenue Code, Title 26, Subtitle F, Chapter 61, Subchapter A, Part III, Subpart B, Section 6041. - Mandatory)
- Background Checks; (FCRA – Authorized)

Note: Some of the above forms pertain to full time positions.

You will be informed if there are other circumstances not listed above where your social security number may be used.

Applicant's Name (Please print)

Date

Applicant's Signature

DHR 104-53 03/10

S:\HR\Employee Relations\Current DHR Forms\Collection of a Social Security Number.doc