



# PLEASE NOTE

Prior to submitting your application on-line,  
please read all attached documents.

# SWORN

**Palm Beach County Sheriff's Office is an Equal Opportunity Employer.  
Veterans' Preference to be requested at the time application is submitted.**

**Applicants with a disability who require accommodation within the  
application/interview process should direct a request in advance to Human  
Resources.**



## Requirements for Sworn Positions

Applicants, including out-of-state applicants, must successfully complete the required test components **before** submitting the on-line application to Human Resources at the Palm Beach County Sheriff's Office.

Testing is administered by Palm Beach Community College (PBCC) - Lake Worth, Florida, Campus, call 561-868-3012. Out of County/State Applicants call 561-688-3620 for additional assistance.

SHIELD Test scores are sent directly to Human Resources at the Palm Beach County Sheriff's Office. Passing SHIELD scores are valid for one year. Unsuccessful candidates must wait three (3) months to retake the test(s). To obtain results contact 688-3540. Testing requirements vary based on position.

### Law Enforcement Recruit or Reserve Deputy Must:

Successfully complete the following **3 Components** of the SHEILD (Strategic Hiring instruments for Entry Level Decisions).

Reading/English/Spelling	\$12.00
Self Integrity	\$25.00
<u>Entry Level Police Exam</u>	<u>\$25.00</u>
<b>Total Cost -</b>	<b>\$62.00</b>

Successful completion of the SHIELD test components, as outlined above, is a prerequisite for the Physical Agility test.

PBCC Criminal Justice Institute administers the Physical Agility Test. PBCC will provide date (s) and schedule (s) for the Physical Agility test (s) and paperwork that must be completed by **YOUR** Doctor prior to taking the test. **Physical Agility Cost \$20.00.**

Copy of the Physical Agility scores (results are valid for six (6) month and must be attached to the on-line application. *To schedule an appointment contact 561-868-3398.*

### Corrections Recruit Must:

Successfully complete the following **3 Components** of the SHEILD (Strategic Hiring instruments for Entry Level Decisions).

Reading/English/Spelling	\$12.00
Self Integrity	\$25.00
<u>CJBT (Criminal Justice Basic Abilities Test)</u>	<u>\$25.00</u>
<b>Total Cost -</b>	<b>\$62.00</b>

Successful completion of the SHIELD test components, as outlined above, is a prerequisite for the Physical Agility test.

PBCC Criminal Justice Institute administers the Physical Agility Test. PBCC will provide date (s) and schedule (s) for the Physical Agility test (s) and paperwork that must be completed by **YOUR** Doctor prior to taking the test. **Physical Agility Cost \$20.00.**

Copy of the Physical Agility scores (results are valid for six (6) month and must be attached to the on-line application. *To schedule an appointment contact 561-868-3398.*

## Certified Law Enforcement or Corrections MUST:

Successfully complete the following **2 Components** of the SHEILD (Strategic Hiring instruments for Entry Level Decisions).

Reading/English/Spelling	\$12.00
<u>Self Integrity</u>	<u>\$25.00</u>
<b>Total Cost - \$37.00</b>	

*To schedule an appointment contact 561-868-3398.*

# S.H.I.E.L.D. ®

Strategic Hiring Instruments for Entry-Level Decisions.

S.H.I.E.L.D. ® was designed by Morris & McDaniel, Inc., to help decision-makers in the selection of entry-level law enforcement officers. Each component of this test battery assesses specific skills and abilities needed to be a successful law enforcement officer. The S.H.I.E.L.D. ® test battery has been validated to predict the success of an entry-level law enforcement officer.

The S.H.I.E.L.D. ® Test Battery is comprised of three (3) separate components; each one designed to focus on the assessment of specific skills and abilities.

## READING ABILITY FOR LAW ENFORCEMENT TEST (RA-LE)



Screens out those who are not able to read at the level required for successful performance.

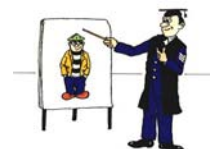


## CANDIDATE SELF REPORT FOR LAW ENFORCEMENT (CSR-LE)

ASSESSES THE INTEGRITY, WORK ETHIC, AND SERVICE ORIENTATION OF LAW ENFORCEMENT OFFICER CANDIDATES.

*Multiple Choice Format*

## FLORIDA BASIC ABILITIES TEST (F-BAT) ENTRY-LEVEL LAW ENFORCEMENT OFFICER TEST (ELP)



Identifies those individuals who possess the abilities needed to be successful as a Police Officer.

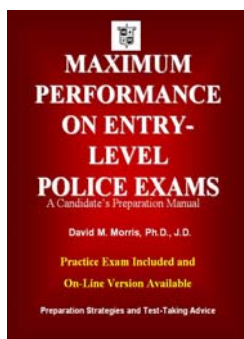
**The skills and abilities measured are:**

Spatial Orientation	Verbal Comprehension
Problem Sensitivity	Visualization
Semantic Ordering	Memorization
Flexibility of Closure	Inductive Reasoning

**100 Multiple Choice Questions**

## PREPARATION FOR THE ELP TEST

The Maximum Performance on Entry-Level Police Exams, written by Dr. David Morris, President of Morris & McDaniel, gives the candidate an ideal opportunity to prepare for the ELP Test. This manual contains preparation strategies, test taking advice, and a practice test. This manual may be purchased with a credit card at [www.morrisandmcdaniel.com](http://www.morrisandmcdaniel.com) or ordered over the telephone by contacting Lamar Publishing at 1-800-227-9215.



\$17.95

Plus shipping

For more information about the S.H.I.E.L.D. ®, please visit  
[WWW.MORRISANDMCDANIEL.COM/POLICE.HTM](http://WWW.MORRISANDMCDANIEL.COM/POLICE.HTM)



**SWORN AND CIVILIAN  
 DOCUMENTS REQUIRED**

**PLEASE NOTE**

**For your current status or for more detailed information check your PBSO online account or contact us at the address listed on our website.**

**SUBMIT ORIGINAL DOCUMENTS ONLY WHEN REQUESTED**

**NOTE: Please upload COPIES of original documents to your PBSO online account. Original documents will be required later.**

Certified Birth Certificate	Issued by the State, County or Municipal Authority bearing raised Seal. <b>NOTE: Hospital records do not meet this requirement!</b>
Naturalized Citizens	Submit your <b>original</b> alien registration card with photograph.
Legal Aliens	Bring your naturalization certificate in lieu of your foreign birth certificate.
Names Used	Adoption or legal name changes.
Original Social Security Card	In your full legal name.
Florida Driver's License	In your full legal name.
High School Diploma	From a public school or GED Certificate. If not a public school, or original diploma is not available, have a certified copy of transcript and proof of accreditation sent directly to the Palm Beach County Sheriff's Office, ATTN: Employment Section.
College Transcripts	Original certified transcripts must be sent in a sealed envelope to both Palm Beach Sheriff's Office and Palm Beach Community College.
Letter of Good Standing	If in active Reserves and mailed directly from applicants Commanding Officer to PBSO.
<b>Please upload COPIES of the following documents that apply to you onto your iRecruitment account.</b>	
Current Marital Status Certificate	Must be issued by State, County or Municipal authority, not church. Divorce papers must have judge's signature and date.
Automobile Insurance	Proof of state required automobile insurance for all automobiles owned by the applicant. (If required)
Current College Schedule	If applying for Cadet position. Also, must maintain a 2.5 GPA while employed by PBSO.
Discharge	DD-214-Stating Honorable Discharge
Driving History From The CLERK OF THE COURT	If out of state, contact your Department of Motor Vehicles. The Driving History should be a lifetime history or at least seven years.
Basic Training	Basic Training Certificate from CJSTC or from the state of certification. State exam scores required if you have not yet received your CJSTC Certificate, (Sworn only) Curriculum from Basic Training, if from a state other than Florida.

**ORIGINAL DOCUMENTS WILL BE REQUIRED AT THE TIME OF YOUR INTERVIEW**

# APPLICANT'S CERTIFICATION

I understand my appointment or employment will be contingent upon the results of a complete background investigation. I am aware any omissions, falsification, misstatement or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the Sheriff's Office. I agree to the conditions and certify all statements made by me on this application are true, correct and complete, to the best of my knowledge. I further fully understand and consent to a polygraph and/or CVSA (certified voice stress analysis) examination concerning the veracity of my responses to the information requested on the application or which is discovered as a result of the background investigation, or any medical or psychological, or drug test. I also understand I will be fingerprinted.

I understand the Palm Beach County Sheriff's Office has no funds available to reimburse any expenses I may incur in seeking this position. I recognize the time required to process and select applicants is lengthy and time consuming. No promises or commitments are expected as to a time when a hiring decision and/or actual hiring will take place.

I understand this application is the property of the Palm Beach County Sheriff's Office. Once submitted for pre-employment processing, it will not be returned to me.

I am also aware any and all documents or information (including this application) submitted to the Palm Beach County Sheriff's Office will be subject to Public Records Law with the exception of certain personal information which is exempted under Florida Statute (s), Chapter 119.

I further understand and agree my employment/appointment will be contingent upon the results of a complete drug test and I may be required to take drug tests during the term of my employment/appointment with the Sheriff's Office.

I understand the Palm Beach County Sheriff's Office offers employment/appointment to those persons most qualified for a position.

I understand the use of alcohol by employees or appointees is prohibited during work or duty time, whether paid or unpaid, in any work area within the Palm Beach County Sheriff's Office, including Sheriff's Office vehicles.

I understand the use or possession of illegal drugs by employees or appointees is prohibited at any time, whether on or off duty.

I understand that employees or appointees are required to notify their immediate supervisors prior to or at the start of their work shift when they are either taking prescription medicine, or other medication which may impair their normal faculties.

I understand my continued employment/appointment may be contingent upon the results of medical or psychological examinations which I may be required to take during the term of my employment/appointment and the maintenance of personal physical fitness, to the degree necessary, to satisfactorily perform the essential duties of my position or assignment with the Sheriff's Office.

I understand and agree my acceptance for employment/appointment does not offer or guarantee any proprietary rights for continued employment/appointment.

I understand and agree any employment/appointment offered to me will be contingent upon my acceptance of compensatory time off, instead of cash, in payment for overtime hours that I work, to the extent allowed by law. I understand, however, the Sheriff has the absolute discretion to periodically substitute cash, in whole or part, for my accrued compensatory time.

I agree to conform to the rules, regulations and orders of the Sheriff's Office and acknowledge that these rules, regulations and orders may be changed, interpreted, withdrawn or added to by the Sheriff's Office, at its discretion, at any time and without any prior notice to me.

Applicant Signature \_\_\_\_\_  
Date Signed \_\_\_\_\_

**STATE OF FLORIDA**  
**COUNTY OF PALM BEACH**

The forgoing instrument was acknowledged before me this \_\_\_\_\_ by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

**NOTARY SIGNATURE** \_\_\_\_\_ **TITLE OR RANK**  
\_\_\_\_\_

**NOTARY NAME** \_\_\_\_\_ **SERIAL NUMBER** \_\_\_\_\_



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: \_\_\_\_\_

SOCIAL SECURITY NUMBER (Optional): \_\_\_\_\_

EMPLOYING AGENCY REQUESTING BACKGROUND INFORMATION: \_\_\_\_\_

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 direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the requesting agency. Consent is granted for the agency to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A photocopy of this form will be as effective as the original.

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, to: \_\_\_\_\_ the Palm Beach County Sheriff's Office, Att: Human Resources, 3228 Gun Club Road, West Palm Beach, FL 33406

768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former employees states: An employer who discloses information about a former employee's job performance to a prospective employer of the former employee upon request of the prospective employer or of the former employee is presumed to be acting in good faith and, unless lack of good faith is shown by clear and convincing evidence, is immune from civil liability for such disclosure of its consequences. For the purposes of this section, the presumption of good faith is rebutted upon a showing that the information disclosed by the former employer was knowingly false or deliberately misleading, was rendered with malicious purpose, or violated any civil right of the former employee protected under chapter 760. **Pursuant to Sections 943.13 (4), (5), and (7), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.**

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: \_\_\_\_\_