Mike Scott
Office of the Sheriff

PRESCREEN
State of Florida
County of Lee

To all Potential Applicants:

Thank you for your interest in the Lee County Sheriff's Office (hereinafter referred to as "LCSO"). It is our pleasure to be able to provide you with Part I of the application packet.

We take great pride in our employees. Therefore, we carefully seek the best applicants who will fit well within our organization.

Our process consists of two phases. Part I is a "Pre-Screen." This process helps us identify who you are and whether you will meet our organization's policies regarding alcohol, drugs, domestic violence, and driving. Upon completion of this packet, you should return the Part I packet **in person to our Human Resources Division**. If you are an out-of-county or out-of-state applicant, you may mail Part I to us after you have signed the appropriate section. Once we have received the completed Part I, one of our Background Investigators will contact you for a background interview. Our Background Investigator will then determine if you qualify to continue with Part II of our process, the actual application and testing requirements. Once approved, we will send you Part II.

You will be exempt from taking the Test of Adult Basic Education (T.A.B.E.) if you have a High School Diploma certified by the Department of Education in the United States or if you are a College Graduate.

Those applying for certified positions will be required to take the Florida Basic Abilities Test for Law Enforcement and Corrections Officers (F.B.A.T.) and the Physical Agility Test. Information about the tests will be included in the Part II packet.

After you have taken and passed the T.A.B.E. or F.B.A.T. (if applicable) and agility tests, you should call Human Resources to make an appointment to turn in all required documents. At the time of your appointment, bring in results of all your testing along with your completed application and required originals, including your Birth Certificate, DD214, High School or G.E.D. diploma, etc., to the Human Resources Division of the LCSO at 14750 Six Mile Cypress Parkway, Fort Myers, Florida. During the next 30 to 90 days, your application will be processed and your background will be thoroughly investigated. Upon completion of a favorable investigation you will be scheduled for an oral interview. If your application is denied, you ***may*** be eligible to reapply after a period of one (1) year.

As soon as any decision is made regarding your application, you will be notified. Should you have any questions concerning any phase of this application process, please contact the Human Resources Division at (239) 477-1323.

Sincerely,

Michael J. Scott, Sheriff
Lee County Sheriff's Office

Mike Scott
Office of the Sheriff

State of Florida
County of Lee

IMPORTANCE OF HONESTY STATEMENT

The Lee County Sheriff's Office is seeking applicants who demonstrate certain characteristics. Honesty is the most important characteristic you must demonstrate. It is extremely important that you are completely honest in all of your answers. The importance of honesty from the time of pre-screen, part I of application, completion of all documents and questionnaires, as well as during all interviews cannot be overemphasized. Failure to respond to any question truthfully, whether orally or in writing, will result in disqualification. Many applicants have been disqualified for dishonesty. While filling out documents, you are cautioned to take your time, to be thorough, and to be specific in all your answers. If you have any doubt in your mind concerning a particular question or if you are unsure whether to include certain information, the answer is "Yes"; include it.

You may think that something you have done will disqualify you from further consideration; it may or may not. What will certainly disqualify you is lying or distorting the truth. For example, an arrest (either when you were a juvenile or as an adult) may or may not disqualify you. However, lying about the arrest will disqualify you from further consideration. You may have been fired from a job that, by itself, may or may not disqualify you; however, lying about it will disqualify you from further consideration. The illegal use of drugs may or may not disqualify you; however, lying about it will disqualify you from further consideration.

Applicant's interviews may be recorded.

Applicants should be aware that per Florida Administrative Code 11B-27.0011, titled "Moral Character" that falsifying an employment application may result in the suspension or revocation of your Florida law enforcement certification, thereby disqualifying you from employment as a law enforcement/correctional officer within the state of Florida.

I have read and understand the contents of this paper.

Applicant's Signature: _____
Date: _____

Human Resources Personnel: _____
Date: _____

FOR OFFICE USE ONLY

_____
(Initials)

_____
(Initials)

_____
Applicant's Signature

_____
Polygrapher's Signature

_____
Date

LEE COUNTY SHERIFF'S OFFICE
PRESCREEN QUESTIONNAIRE

Human Resources Division, 14750 Six Mile Cypress Parkway, Fort Myers, FL 33912
Phone: (239) 477-1323; Fax: (239) 477-1305; Visit us online at http://www.sheriffleefl.org

Date:					
Name					
Date of Birth:		SSN:			
Address:					
City:		State:		Zip:	
Home Phone:		Cell Phone #:			
Email Address:					

Position Applying For:

☐ **Deputy (Law Enforcement)**	☐ *FL Certified*	☐ *Out of State Certified*	☐ *Non-Certified*
☐ **Deputy (Court Operations)**	☐ *FL Certified*	☐ *Out of State Certified*	☐ *Non-Certified*
☐ **Deputy (Corrections)**	☐ *FL Certified*	☐ *Out of State Certified*	☐ *Non-Certified*

☐ **Communications Operator (911)**	☐ **Corrections Clerk**	☐ **V.O.I.C.E. (Volunteer)**

☐ **Other**	

This area for office use only:

Investigator:		IN:		OUT:	

Comments:

☐ **Approved** for further consideration	☐ **Not Approved** for further consideration (See Comments)

EQUAL OPPORTUNITY EMPLOYER
The Lee County Sheriff's Office does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

INSTRUCTIONS: A thorough background investigation, which will include a polygraph examination, is a part of the screening process the Lee County Sheriff's Office uses to ensure that the employees/appointees it hires are worthy of the trust and authority vested in them. This prescreen questionnaire is the first step of that process. Please read the following questions carefully and answer them honestly. Where appropriate, if you answer "yes" to any question, please provide details in the section provided under each question.

If it is later determined that the information you have supplied is inaccurate or incomplete, you may be disqualified for the subject issues and for dishonesty during the background investigation. This is a serious matter to the Lee County Sheriff's Office because honesty is imperative to this agency.

1	Do you understand that the application process will include a thorough investigation of your background?	☐ Yes	☐ No
2	Have you ever applied with the Lee County Sheriff's Office?	☐ Yes	☐ No
3	Are you a United States Citizen? (If no, go to question 4)	☐ Yes	☐ No
4	Are you a Permanent Resident and possess a "Permanent Resident Card"?	☐ Yes	☐ No
5	Did you receive a High School Diploma or GED in the United States?	☐ Yes	☐ No
6	Do you have a College Degree? (Associates, Bachelors, Masters, Doctorate)	☐ Yes	☐ No
7	Do you have any tattoos?	☐ Yes	☐ No
8	Have you ever been denied employment, for any reason, by any law enforcement or corrections agency?	☐ Yes	☐ No
9	Have you ever been fired or forced to resign from any law enforcement or corrections agency, or have you ever resigned while under investigation?	☐ Yes	☐ No
10	What other law enforcement or corrections agencies have you applied with?	☐ Yes	☐ No
11	Have you ever been fired or forced to resign from ANY job?	☐ Yes	☐ No
12	Have you ever attended a law enforcement or corrections academy (in any state)?	☐ Yes	☐ No
13	Have you ever been physically arrested or given a Notice to Appear or summons anywhere for any crimes or violation (including as a juvenile)?	☐ Yes	☐ No
14	Have you ever appeared in any court (including juvenile) as a defendant to answer any city, county, state or federal charges or local ordinance?	☐ Yes	☐ No

15	Have you ever been detained, questioned, or taken into custody by any law enforcement officer (even if released), been the subject of any criminal investigation, or been named as the accused on a warrant?	☐ Yes	☐ No
16	Have any of your immediate relatives (Spouse, Parent, Child) been convicted of a felony?	☐ Yes	☐ No
17	Do you currently live with or associate with persons that have criminal records or are known to commit crimes?	☐ Yes	☐ No
18	Have you ever committed a crime, or participated in any activities which if uncovered by police, would have led to your arrest?	☐ Yes	☐ No
19	Have you ever stolen anything that did not belong to you, including retail theft/shoplifting?	☐ Yes	☐ No
20	With the exception of pencils and pens, have you ever stolen or taken money or other items, without authorization, from any employer?	☐ Yes	☐ No
21	Have you ever committed or been accused of committing any act of domestic violence?	☐ Yes	☐ No
22	Have you ever been named in or served with an injunction for protection, no contact order, or restraining order?	☐ Yes	☐ No
23	Have you ever viewed or possessed any child pornography?	☐ Yes	☐ No
24	Have you ever received a traffic ticket(s) in any state?	☐ Yes	☐ No
25	Have you ever had a driver's license suspended or revoked <u>for any reason in any state</u>?	☐ Yes	☐ No
26	Have you ever driven under the influence of alcohol or drugs? (For the purpose of this question, "under the influence" means that you may have been arrested by police if you had been stopped.)	☐ Yes	☐ No
27	Have you ever been arrested for DUI/DWI (driving under the influence) even if the charge was reduced to a lesser offense?	☐ Yes	☐ No

28	During the past five (5) years, have you been involved in any traffic crashes in which you have been at fault – in any state?	☐ Yes	☐ No
29	Have you ever attempted to enlist or served in any branch of the U.S. Military? (Air Force, Army, Marines, Navy, Coast Guard, National Guard, Reserves)	☐ Yes	☐ No
30	If you served in the armed forces, were you ever disciplined (verbal or documented)?	☐ Yes	☐ No
31	If you served in the armed forces, did you receive an honorable discharge?	☐ Yes	☐ No
32	Have you ever personally used, tried or experimented with marijuana or synthetic marijuana (including as a juvenile)?	☐ Yes	☐ No
33	Have you ever personally experimented with, used, tried, ingested, inhaled or injected ANY other type of illegal drugs ever in your lifetime? This could include (but not limited to): cocaine, heroin, hashish, acid, speed, LSD, methamphetamine, ecstasy, illegal anabolic steroids or designer drugs (such as bath salts, Bubbles, Bounce, Energy-1, Ivory Wave)?	☐ Yes	☐ No
34	Have you ever bought, sold, transported, delivered or obtained illegal drugs for any purpose, or directed another person where to buy drugs?	☐ Yes	☐ No
35	Have you ever purchased, obtained or used prescription drugs for non-medical purposes?	☐ Yes	☐ No
36	Are you delinquent in any payments you're responsible for, including: credit cards, loans, utility bills, taxes or other debts?	☐ Yes	☐ No
37	Have you ever filed for bankruptcy, had a judgment against you, or had an account turned over for collections?	☐ Yes	☐ No
38	Are you delinquent on any court ordered payment(s)?	☐ Yes	☐ No

IMPORTANT:

I do solemnly swear and affirm that I have read and understand these questions and that the information I provided is true and correct to the best of my knowledge.

_____

Signature

THE FOLLOWING QUESTIONS TO BE COMPLETED ONLY BY APPLICANTS WHO ARE CURRENTLY CERTIFIED LAW ENFORCMENT OR CORRECTIONS OFFICERS

39	Are you a certified law enforcement officer?	☐ Yes	☐ No
40	Are you a certified corrections officer?	☐ Yes	☐ No
41	Have you ever been the target of, focus of, or witness in any internal investigation?	☐ Yes	☐ No
42	Are you presently under investigation by your agency or any other law enforcement or corrections agency?	☐ Yes	☐ No
43	Did you ever take a pre-employment polygraph or voice stress exam prior to being hired in law enforcement or corrections?	☐ Yes	☐ No
44	Have you ever been sued or caused any law enforcement agency to be sued as a result of your actions or lack of actions?	☐ Yes	☐ No
45	Have you ever been found to be at fault in any vehicle crash with a department vehicle?	☐ Yes	☐ No
46	Have you ever been suspended or demoted as a result of any discipline?	☐ Yes	☐ No
47	What law enforcement or corrections agencies have you worked for?	☐ Yes	☐ No

IMPORTANT:

I do solemnly swear and affirm that I have read and understand these questions and that the information I provided is true and correct to the best of my knowledge.

_____

Signature

Drug Use Questionnaire

Other than your own prescriptions, have you ever used or experimented with any of the following substances, drugs, or narcotics?					
Have you ever used:			**Last Time Used** (Please list the Month and Year)		
Substance	**Yes**	**No**	**This Past Year**	**1-10 Years Ago**	**More than 10 Years Ago**
Marijuana	☐ Yes	☐ No			
Cocaine Powder	☐ Yes	☐ No			
Anabolic Steroids	☐ Yes	☐ No			
Quaaludes	☐ Yes	☐ No			
Hashish	☐ Yes	☐ No			
Ecstasy (MDMA)	☐ Yes	☐ No			
Rohypnol (Roofies)	☐ Yes	☐ No			
P.C.P.	☐ Yes	☐ No			
Heroin (other opiates)	☐ Yes	☐ No			
Crack Cocaine	☐ Yes	☐ No			
LSD or other Hallucinogens	☐ Yes	☐ No			
PCP (Angel Dust)	☐ Yes	☐ No			
Barbiturates (downers)	☐ Yes	☐ No			
Amphetamines (uppers)	☐ Yes	☐ No			
Methamphetamines	☐ Yes	☐ No			
Fraudulent use of Prescription drugs	☐ Yes	☐ No			
Designer Drugs (Synthetic Marijuana, K2, Spice, Potpourri, Bath Salts, Bubbles, Bounce, Energy-1, Ivory Wave)	☐ Yes	☐ No			

LEE COUNTY SHERIFF'S OFFICE
APPLICANT REFERRAL FORM

Applicant's Name:	**Date:**

How Did You Learn About This Vacancy?

A.	☐	Newspaper Ad Name of Paper:	
B.	☐	Referred by LCSO member	
C.	☐	Walk-In	
D.	☐	Called Human Resources for Job Openings	
E.	☐	Criminal Justice Academy	
F.	☐	College/University	
G.	☐	High School/Technical School	
H.	☐	Radio:	T.V.:
I.	☐	Government Employment Agency	
J.	☐	Minority Group Organization	
K.	☐	Professional Publication/Magazine	
L.	☐	Job Fair	Where
M.	☐	Web – Lee County Sheriff's office internet web site	

Ethnic/National Origin

☐ Black / African American	☐ White	☐ Hispanic / Latino	☐ Asian
☐ Native Hawaiian / Pacific Islander		☐ American Indian / Alaska Native	
☐ Two or More Races:			

Mike Scott
Office of the Sheriff

State of Florida
County of Lee

COLLECTION AND USE OF SOCIAL SECURITY NUMBERS

Effective October 1, 2007, in accordance with FSS 119.071, the Lee County Sheriff's Office may collect Social Security numbers for the following purposes:

- Application Process – for the purpose of collecting information related to background investigations, to include fingerprints, NCIC/FCIC checks, Credit Bureau reports, verification of employment, local and state records checks, clarification for duplicate names, verification of Military Service.

- Payroll – for reporting wages to Internal Revenue Service, Division of Retirement and New Hire Reporting.

- Insurance – for medical, dental, flexible spending, life insurance policies, and long-term disability enrollment and reporting.

- Medical Leave – for Worker's Compensation reporting and medical purposes associated with Workers' Compensation.

ACKNOWLEDGMENT: I, _____, do solemnly attest that I have read the above and understand the Waiver for Social Security Number Notice of as set forth above.

_____ _____
(Applicant's Signature) (Date)

_____
(Witness)

"The Lee County Sheriff's Office is an Equal Opportunity Employer"

14750 Six Mile Cypress Parkway • Fort Myers, Florida 33912-4406 • (239) 477-1000

Mike Scott
Office of the Sheriff

State of Florida
County of Lee

STATEMENT BY POTENTIAL LCSO EMPLOYEE REGARDING TATTOOS

Applicant's Name:		
Social Security Number:		
I hereby certify, by the block(s) checked that:		
☐	I have read the Lee County Sheriff's Office Policy (LCSO Operations Manual 22.3.1 & 221.3.2)	Initial
☐	I have tattoos as described below.	Initial
☐	I authorize ID photographs.	Initial

Location	Description

Signature

Name Printed

Applicant For

Date

The above statement witnessed by:

Investigator

Date

22.3.1 CERTIFIED UNIFORM AND NON-UNIFORMED CERTIFIED MEMBERS

22.3.2 CIVILIAN UNIFORMED AND NON-UNIFORMED CIVILIANS

The purpose of this order is to establish official agency appearance, grooming, and uniform standards for certified uniformed and non-uniformed members. The appearance and grooming of certified uniformed and non-uniformed members influences the prestige of the service and the status of the agency in the eyes of the public.

Tattoos:

A. All members are prohibited from obtaining any new tattoo that would be visible in any required uniform or work attire.

B. Members who were hired with existing tattoos are not required to remove or cover those tattoos unless deemed to be in violation of this policy.

C. Tattoos that shall be considered to be in violation of this policy are those that are deemed to detract from the professional appearance of the member or the uniform and/or are deemed racist, sexist, offensive, obscene, or excessive.

D. Any tattoo deemed to be in violation that was obtained prior to hire, shall be removed or covered completely by standard issued long sleeved uniform shirt, bandages or cover up make-up or material.

E. Examples of prohibited tattoos include, but are not limited to, the following:

   1) Tattoos that depict nudity or sexual acts;

   2) Tattoos that display obscene, racist, sexist, or vulgar words or illustration;

   3) Tattoos that promote, support, or identify gangs, gang activity, or gang affiliation; and

   4) Any tattoo on the head, face, neck, scalp, or hand.

   5) Faux or fake tattoo type applications, adornments, stickers, ornaments and appliqués are not permitted.

F. The Human Resources Division Director or designee shall retain the right to evaluate the appropriateness of all visible tattoos as defined by this policy for hiring.