

Mike Scott
Office of the Sheriff



State of Florida
County of Lee

To all Potential Applicants:

Thank you for your interest in the Lee County Sheriff's Office. 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: prescreen questionnaire and application.

This prescreen questionnaire 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 questionnaire, you should return it **in person to our Human Resources Division, Monday through Friday, 8:00 a.m. through 4:00 p.m.** At this time you will meet with a Background Investigator for a preliminary interview.

Lee County Sheriff's Office
Human Resources Department
14750 Six Mile Cypress Parkway
Fort Myers, FL 33912
239-477-1323

Out-of-county or out-of-state applicants may mail, fax (239-477-1305), or scan and email (recruiter@SheriffLeeFL.org) the completed prescreen questionnaire. Once we have it, one of our Background Investigators will contact you for a preliminary interview.

Our Background Investigator will then determine if you qualify to receive the application packet.

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 Abilities Test (P.A.T.). Information about the tests will be included in the application packet.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Scott".

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

“The Lee County Sheriff’s Office is an Equal Opportunity Employer”

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





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: X
Date: X

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; Email: recruiter@sheriffleefl.org

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:							
<input type="checkbox"/> Deputy (Law Enforcement)	<input type="checkbox"/> FL Certified		<input type="checkbox"/> Out of State Certified		<input type="checkbox"/> Sponsorship		
<input type="checkbox"/> Deputy (Court Operations)	<input type="checkbox"/> FL Certified		<input type="checkbox"/> Out of State Certified				
<input type="checkbox"/> Deputy (Corrections)	<input type="checkbox"/> FL Certified		<input type="checkbox"/> Out of State Certified		<input type="checkbox"/> Sponsorship		
<input type="checkbox"/> Communications Operator (911)	<input type="checkbox"/> Corrections Clerk		<input type="checkbox"/> V.O.I.C.E. (Volunteer)				
<input type="checkbox"/> Other							
This area for office use only:					Date/Time		Date/Time
Investigator:			IN:		OUT:		
Comments:							
<input type="checkbox"/> Telephone Conference. <input type="checkbox"/> Please mail Part 2							
<input type="checkbox"/> Approved for further consideration			<input type="checkbox"/> Not Approved for further consideration (See Comments)				
Entered Date:	By:			Mailed Part 2		Gave Part 2:	
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.

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.

Where appropriate, if you answer "yes" to any question, please PROVIDE DETAILS in the section provided under each question.

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 If you are not a US Citizen, 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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16	Have any of your immediate relatives (Spouse, Parent, Child) been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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17	Do you currently live with or associate with persons that have criminal records or are known to commit crimes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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18	Have you ever committed a crime, or participated in any activities which if uncovered by police, would have led to your arrest?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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19	Have you ever stolen anything that did not belong to you, including retail theft/shoplifting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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20	With the exception of pencils and pens, have you ever stolen or taken money or other items, without authorization, from any employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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21	Have you ever committed or been accused of committing any act of domestic violence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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22	Have you ever been named in or served with an injunction for protection, no contact order, or restraining order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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23	Have you ever viewed or possessed any child pornography?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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24	Have you ever received a traffic ticket(s) in any state?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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25	Have you ever had a driver's license suspended or revoked <u>for any reason in any state</u> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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27	Have you ever been arrested for DUI/DWI (driving under the influence) even if the charge was reduced to a lesser offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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- 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 OR HAVE BEEN IN THE PAST CERTIFIED LAW ENFORCEMENT 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)		
<u>Substance</u>	Yes	No	This Past Year	1-10 Years Ago	More than 10 Years Ago
Marijuana	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Cocaine Powder	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Anabolic Steroids	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Quaaludes	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Hashish	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Ecstasy (MDMA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Rohypnol (Roofies)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
P.C.P.	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Heroin (other opiates)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Crack Cocaine	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
LSD or other Hallucinogens	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
PCP (Angel Dust)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Barbiturates (downers)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Amphetamines (uppers)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Methamphetamines	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Fraudulent use of Prescription drugs	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Designer Drugs (Synthetic Marijuana, K2, Spice, Potpourri, Bath Salts, Bubbles, Bounce, Energy-1, Ivory Wave)	<input type="checkbox"/> Yes	<input type="checkbox"/> No			



LEE COUNTY SHERIFF'S OFFICE APPLICANT REFERRAL FORM

Applicant's Name:	Date:
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How Did You Learn About This Vacancy?

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

Ethnic/National Origin

<input type="checkbox"/> Black / African American	<input type="checkbox"/> White	<input type="checkbox"/> Hispanic / Latino	<input type="checkbox"/> Asian
<input type="checkbox"/> Native Hawaiian / Pacific Islander		<input type="checkbox"/> American Indian / Alaska Native	
<input type="checkbox"/> Two or More Races:			



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”



22.4. PROVISIONS OF CLOTHING, APPEARANCE, AND EQUIPMENT (22.2.5)

22.4.1. TATTOO, BODY PIERCING, AND BODY MUTILATION PROVISIONS FOR ALL CERTIFIED AND CIVILIAN PERSONNEL:

22.4.1.1. Tattoo Policy

1. All members are prohibited from obtaining **any** new tattoo that would be visible in any required uniform or work attire.
2. Members who were hired with existing tattoos are not required to remove or cover those tattoos unless deemed to be prohibited (see Section 4) or distract from the professional appearance of the member or uniform (to be determined by the employee's Bureau Commander).
3. Tattoos that shall be considered to be in violation of this policy are those that are deemed to distract from the professional appearance of the member or the uniform (to be determined by the employee's Bureau Commander) and/or are deemed racist, sexist, offensive, obscene, or excessive.
4. Applicants with any tattoo deemed to be in violation of this policy shall be required to either remove (applies to Section 4-D) or cover the tattoo(s) completely by standard issued long sleeved uniform shirt, bandages or cover up make-up or material.
5. Examples of prohibited tattoos include, but are not limited to, the following:
 - A. Tattoos that depict nudity or sexual acts;
 - B. Tattoos that display obscene, racist, sexist, or vulgar words or illustration;
 - C. Tattoos that promote, support, or identify gangs, gang activity, or gang affiliation; and
 - D. Any visible tattoo on the head, face, neck (which includes the visible skin while wearing a collared uniform shirt with an unbuttoned top button), scalp, or hand.
 - E. Faux or fake tattoo type applications, adornments, stickers, ornaments and appliqués are not permitted.
6. The Human Resources Division Commander or designee shall retain the right to evaluate the appropriateness of all visible tattoos as defined by this policy for hiring.

22.4.1.2. Body Piercing

The wearing of any earrings and/or body jewelry piercing in the tongue, lips, nose, cheeks, eyebrows, fingernails, and ears (with the exception of the member's earlobes) or any other location that can be seen by another is prohibited.

22.4.1.3. Intentional Visible Body Mutilation, Piercing, Branding, Dental Ornamentation or Intentional Scarring

Intentional visible body mutilation, piercing, branding, dental ornamentation or intentional scarring is prohibited. Examples include, but are not limited to: split or forked tongues; foreign objects inserted under the skin to create a design or pattern; enlarged or stretched out holes in the ears; intentional scarring that is visible; use of gold, platinum, or other veneers or caps on teeth for the sole purpose of ornamentation, Teeth; whether natural, capped or veneer will not be ornamented with designs, jewels or initials.