

Carmine Marceno
Sheriff



State of Florida
County of Lee

"Proud to Serve"

Thank you for your interest in a career with the Lee County Sheriff's Office. Service members, veterans and the spouse and family members of such, may be entitled to preference, priority and waivers for postsecondary educational requirements and are encouraged to apply. The expected duration of the selection process is 90 days or more. Elements of the selection process could include fingerprinting, oral interview, background investigation, physical abilities test, criti-call testing and polygraph, psychological and medical examination.

APPLICATION PACKET

Complete the application in its entirety. If the position applied for requires testing arranged by you, such as CJBAT testing, please be sure to schedule and complete the test as soon as possible.

- ★ In order to process the application in a timely manner and enhance the efficiency of the hiring process, it is imperative that you provide accurate and complete information on the application. **Applications that are incomplete or missing signature will be rejected.** If your application is denied, you *MAY* be eligible to reapply after a period of one (1) year.
- ★ At a later date during the application process, you will need to provide **ORIGINALS** of the following documents, if applicable. Human Resources will notify you when you are to provide these.

☐ Valid Florida Driver's License	☐ United States Passport Expired passports not accepted
☐ Social Security Card	☐ Naturalization papers or Permanent Resident Card
☐ Birth Certificate. Must be from Vital Statistics. If from another country, must be translated by a certified translator.	☐ Proof of marriage(s), divorce(s), adoption, or legal name change(s). Can be obtained from the Clerk of Court's Office in the county the paperwork was filed/occurred in. If from another country, must be translated by a certified translator.
☐ High School Diploma or Official High School Transcripts in a Sealed Envelope; and/or G.E.D. If you do not have the original, you will need to order sealed high school transcripts from the school you attended. If you attended high school in another country and have no college in the United States, your paperwork will need to be evaluated by Joseph Silny & Associates (www.jsilny.org).	☐ All Military discharge(s) documents, including but not limited to DD-214 (Service-2 or Member-4 copy), DD-256, or NGB22. In the absence of a DD214, provide Military Enrollment documents
☐ Official Sealed College Transcripts. Contact the college(s) you attended to order sealed college transcripts. When you receive them, DO NOT OPEN them.	☐ Selective Service Card https://www.sss.gov/Home/Verification
	☐ If LE/CO certified, copies of certification

Complete all paperwork in the application packet, then email the packet to ApplyLCSO@sheriffleefl.org; or mail or drop off your application to Human Resources, Lee County Sheriff's Office, 14750 Six Mile Cypress Parkway, Fort Myers, FL 33912.

Sincerely,

Carmine D. Marceno, Jr., Sheriff



"The Lee County Sheriff's Office is an Equal Opportunity Employer"
14750 Six Mile Cypress Parkway • Fort Myers, Florida 33912-4406 • (239) 477-1000

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Sheriff



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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 as you complete paperwork and 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.

Applicant's interviews may be recorded.

It is the applicant's responsibility to ensure their application is up-to-date at all times. **If any changes occur on the application after submission to the Lee County Sheriff's Office and/or during your application process, you, the applicant, must notify us in writing of such changes immediately.** Examples include but are not limited to the following: personal contact information, Driver License status, arrests, employment, discipline at work, employment investigations, civil or criminal investigations, etc.

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.

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, 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.

Take-Home Vehicle Policy

If you are hired and live *outside* of one of the following counties—Charlotte, Collier, Glades, or Hendry—you will be required to leave your take-home vehicle at your assigned office location.

ACKNOWLEDGMENT:

I, _____, do solemnly attest that I have read and agree to the above information.

Applicant's Signature: X _____

Print Applicant's Name: X _____

Date: X _____



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LEE COUNTY SHERIFF'S OFFICE APPLICATION FORM

Date Received: _____

Rev 6/20/2024 Office Use Only

The Sheriff's Office is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, national origin, sex (including gender identity and expression, sexual orientation, and pregnancy), age, disability, marital status, religion or any other legally protected status. Service members, veterans and the spouse and family members of such, may be entitled to preference, priority and waivers for postsecondary educational requirements and are encouraged to apply.

This employment application shall become the property of the Sheriff's Office and the information received in the application process are public record, pursuant to Florida State Statute 119.071

INSTRUCTIONS

Application must be handwritten legibly in ink or typed by the applicant. **All questions must be answered completely. If any sections are left incomplete your application will be rejected.** If space provided is not sufficient for complete answers or if you wish to furnish additional information, please utilize page 10.

POSITION APPLYING FOR:

Certified Positions	☐ Law Enforcement Deputy Sheriff	☐ Law Enforcement Academy Sponsorship
	☐ Correctional Officer	☐ Corrections Academy Sponsorship
	☐ School Resource Officer	☐ Court Operations Deputy
	☐ Auxiliary Deputy	☐ Other: _____
Civilian Positions	☐ Communications Call Taker	☐ Corrections Clerk
	☐ Community Service Officer	☐ Records Clerk
	☐ Technology Specialist	☐ Part Time Outreach Coordinator
	☐ Warrants Clerk	☐ Other: _____

Each position within the agency may require that you work Nights/Weekends/Holidays/Emergency Events, as the needs of the agency are at the discretion of the Sheriff and there is the possibility that you will be placed on any of those shifts listed. Are you willing to work all of these shifts? ☐ Yes ☐ No

Are you now able to participate with or without accommodation in defensive tactics, firearms, physical training, operation of a motor vehicle, or otherwise perform the duties set forth in the job description of the position for which you applied? ☐ Yes ☐ No

Would you need special accommodations to perform a physical abilities test, if required? ☐ Yes ☐ No

Explain what accommodations you would need to perform these tasks or take the test/examination.

PERSONAL HISTORY

1. Full Name (as it appears on your Social Security Card):

Last Name

First Name

Middle

Suffix (Jr, Sr, III, etc.)

2. Social Security Number: _____

3. Date and Place of Birth:

Date of Birth	City	County	State	Country (If not USA)

4. Aliases: List all other names you have used including circumstances and time periods you used them (for example: maiden name, former names, aliases, or nicknames). ☐ N/A

Name	Circumstances	Dates From MM/YY	Dates To MM/YY

5. Are you a United States citizen? ☐ Yes ☐ No If naturalized, please complete:

Date	Place	Court	Naturalization No.

6. Current Address, Phone Number and Email Address:

Address:			
City:	County:	State:	Zip:
Home Phone:		Cell Phone:	
Email Address:			

7. Alternate Address, Phone Number and Email Address: ☐ N/A

Address:			
City:	County:	State:	Zip:
Home Phone:		Cell Phone:	
Email Address:			

8. Marital Status: ☐ Married ☐ Divorced ☐ Single

9. Spouse's Name, Current Address, Phone Number and Email Address: ☐ N/A

Name:			
Address:			
City:	County:	State:	Zip:
Home Phone:		Cell Phone:	
Email Address:			

10. Children's Names, Ages and Address: ☐ N/A

Name	Age	Address

11. Are you currently related to any person employed by the Lee County Sheriff's Office? ☐ Yes ☐ No

Name	Current Position Held	Relationship

DRIVING HISTORY

12. Do you have a Florida driver's license? ☐ Yes ☐ No

License Number	Expiration Date	Restrictions	License	CDL
			☐	☐

13. Do you hold or have you ever held a driver's license in another state? ☐ Yes ☐ No

License	CDL	State	Name Used / License Number (if available)	Approximate Date License Held
☐	☐			
☐	☐			
☐	☐			

14. Have you ever been denied issuance of a driver's license or have you ever had a license suspended or revoked?
☐ Yes ☐ No

Details:

RESIDENCES

15. Provide **ALL** addresses for the last **ten (10) years**. Account for all time periods, there shouldn't be gaps in dates. Start with your current address and work backwards. If you cannot provide the exact address, please provide at the least the approximate years you lived at the residence, including the city, state and country other than the United States.

Dates Month/Year From To		Apt. #	Street Address	City	County	State	Country (not U.S.)
	Current						

EDUCATION/TRAINING

16. Please complete **all** fields below regarding your education:

High School Name and Address (City & State/Country)	Dates Attended		Did You Graduate?	Type of Diploma	
	From (MM/YY)	To (MM/YY)			
College/University Name and Address (City & State/Country)	Dates Attended		Did You Graduate?	Type of Diploma	
	From (MM/YY)	To (MM/YY)			
Major:		Minor:			
Other Schools (Trade, Vocational, Business or Military) Name and Address (City & State/Country)	Dates Attended		Area Of Study	Did You Graduate?	Type of Diploma
	From (MM/YY)	To (MM/YY)			

LANGUAGES

Do you speak, read or write any other languages besides English? ☐ Yes ☐ No

If so please list:

EMPLOYMENT HISTORY

17. **Provide employment history for the last ten (10) years, including self-employment, temporary, seasonal or contract work, unemployment, schooling and volunteer work.**

- Start with today and work backwards in date order
- **Account for all time periods; there should not be any gaps in dates**
- Complete **ALL** fields below
- If the “Do Not Contact” box is checked, your current employer will not be contacted until after you have been made a contingent job offer.

Name & Address of Employer		Dates Worked Month/Year From To		Salary	Your Title/Position	Name of Supervisor	Reason for Leaving
CURRENT	Name						
	Address						
	City, State, Zip				☐ Part Time		
	Area Code & Phone				☐ Full Time		
	Name						
	Address						
	City, State, Zip				☐ Part Time		
	Area Code & Phone				☐ Full Time		
	Name						
	Address						
	City, State, Zip				☐ Part Time		
	Area Code & Phone				☐ Full Time		
	Name						
	Address						
	City, State, Zip				☐ Part Time		
	Area Code & Phone				☐ Full Time		
	Name						
	Address						
	City, State, Zip				☐ Part Time		
	Area Code & Phone				☐ Full Time		
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	City, State, Zip				☐ Part Time		
	Area Code & Phone				☐ Full Time		
	Name						
	Address						
	City, State, Zip				☐ Part Time		
	Area Code & Phone				☐ Full Time		
	Name						
	Address						
	City, State, Zip				☐ Part Time		
	Area Code & Phone				☐ Full Time		
	Name						
	Address						
	City, State, Zip				☐ Part Time		
	Area Code & Phone				☐ Full Time		

18. Have you ever been fired or dismissed from any employment or position you have held? ☐ Yes ☐ No

Details:

19. Have you ever had any disciplinary action taken against you from any employment or position you have held, to include written or oral reprimands, suspensions, demotions, loss of pay?

☐ Yes ☐ No

Details:

20. Have you ever been forced to resign from a job (or else be fired), or left a job by mutual agreement after alleged misconduct or unsatisfactory performance? ☐ Yes ☐ No

Details:

21. What other law enforcement agencies have you applied to? ☐ N/A

Name of Agency	State	Application Date	Application Status

22. Have you ever been a volunteer in any capacity for a law enforcement agency, i.e. Explorer, Auxiliary, Internship, or Community Volunteer? ☐ Yes ☐ No

Name of Agency	Year	Position Held

MILITARY HISTORY

23. Have you ever enlisted for active duty in the Armed Forces of the United States? ☐ Yes ☐ No

Branch of Service	Highest Rank	Duty Dates		Type of Discharge
		From	To	

24. Have you ever enlisted in a Reserve unit or the National Guard? ☐ Yes ☐ No

Branch of Service	Date of Entry	Reserve Obligation Term. Date	Address and Phone for Command of Current Duty Assignment and Non Commissioned Officer in Charge	Active	Inactive	Type of Discharge

25. Have you ever been subject to a trial by court-martial (general, special, or summary)? ☐ Yes ☐ No

Date	Location of Court	Charge/Offense	Disposition/Punishment

26. Have you ever been subject to, or accepted, any non-judicial punishment (NJP) following allegations of misconduct, including: Article 15, Captain's Mast, Office Hours, or any other form of NJP? ☐ Yes ☐ No

Date	Location	Offense	Punishment

27. **VETERANS' PREFERENCE:** Do you claim Veteran's Preference? ☐ Yes ☐ No

If yes, please provide a detailed explanation of what qualifies you for Veteran's Preference:

BUSINESS INTERESTS AND LICENSES

28. Do you currently possess a firearms license in any state? ☐ Yes ☐ No List state(s): _____

29. Do you currently own a business or have a partnership in a business? ☐ Yes ☐ No

	Business 1	Business 2
Name of Business:		
Type of Business:		
Website/URL:		
Address:		
Phone:		
Email:		
Business License Number:		

ARREST HISTORY/COURT DATA

30. Have you ever received a ticket or been charged with a traffic violation (excluding parking tickets)? ☐ Yes ☐ No

Date	City & Department	Charge/Offense	Disposition/Result

31. Have you ever been arrested, charged or received a notice or summons to appear for any criminal violation, **regardless** if the record was sealed or expunged? ☐ Yes ☐ No

If yes, provide details, including disposition paperwork for any arrests, which needs to be obtained from the Clerk of Courts in the County where you were arrested. Include your juvenile record and records of your arrest(s), which have been sealed or expunged, if any. F.S. 943.0585(4)(a) expunged criminal records shall be made available to criminal justice agencies when the subject of record is a candidate for employment with a criminal justice agency. **An applicant whose record is expunged may NOT deny or fail to acknowledge the arrest and the charge covered by the expunged record.**

Date	City & Department	Charge/Offense	Disposition/Result

Details of arrest(s):

32. To your knowledge, has any member of your family ever been arrested for anything other than traffic violations? ☐ Yes ☐ No

Relative's Name	City, State & Department (if Available)	Charge/Offense	Disposition/Result

33. Have you or your spouse ever had to appear in civil court (For: Family Court, Divorce, Adoption, Small claims, Bankruptcy, Eviction, Injunction, Restraining Order, etc.)? ☐ Yes ☐ No

Details:

34. Have you ever been fingerprinted for any reason (arrest, job application, military, etc.)? ☐ Yes ☐ No

Details:

DRUG USE AND HISTORY

35. In the past ten (10) years, have you **EVER** used what you knew or believed to be, **an illegal substance/drug, including synthetic drugs OR medical marijuana**? ☐ Yes ☐ No

Drug	First Used Month/Year	Last Used Month/Year	# of Times Used

36. In the past ten (10) years, have you **EVER** possessed, bought, sold, delivered, made/grown, packaged/weighed what you knew, or believed to be, **an illegal substance/drug including synthetic drugs**? ☐ Yes ☐ No

Drug	First Occurred (Month/ Year)	Last Occurred (Month/ Year)	# of Times	Bought		Sold		Delivered		Made / Grown		Weighed/ Packaged	
				Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

37. In the past ten (10) years, have you **EVER** used what you knew or believed to be, **prescription drugs for non-medical purposes, including another individual's medical marijuana**? ☐ Yes ☐ No

Drug	First Used Month/Year	Last Used Month/Year	# of Times Used

38. In the past ten (10) years, have you **EVER** possessed, bought, sold, delivered, packaged/weighed what you knew, or believed to be, **prescription drugs for non-medical purposes**? ☐ Yes ☐ No

Drug	First Occurred (Month/ Year)	Last Occurred (Month/ Year)	# of Times	Bought		Sold		Delivered		Made / Grown	
				Yes	No	Yes	No	Yes	No	Yes	No

I understand that the submission of this application does not constitute acceptance of employment or appointment with the Lee County Sheriff's Office. Moreover, I understand the Lee County Sheriff's Office is under no obligation to sponsor me as a candidate for any law enforcement OR correctional training program.

Applicant Signature: _____ **Date:** _____

Q #	Additional Information



LEE COUNTY SHERIFF'S OFFICE APPLICANT REFERRAL FORM

Applicant Name:

Date:

The Sheriff's Office is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, national origin, sex (including gender identity and expression, sexual orientation, and pregnancy), age, disability, marital status, religion or any other legally protected status.

The below information is voluntary and used for reporting purposes only.

How did you learn about this vacancy?

☐ Social Media: ☐ Facebook ☐ Instagram ☐ Twitter/X ☐ YouTube
☐ Tik Tok ☐ Radio ☐ TV ☐ Other:

☐ Referred by LCSO Employee (Name):

☐ Job/Career Website (Name):

☐ Walk-in:

☐ Called Human Resources for Job Openings:

☐ Web – Lee County Sheriff's Office website:

☐ Criminal Justice Academy (Name):

☐ College/University (Name):

☐ High School/Technical School (Name):

☐ Government Employment Agency (Name):

☐ Minority Group Organization (Name):

☐ Professional Publication/Magazine (Name):

☐ Job Fair:

Location Held:

Ethnic/National Origin

☐ Black/African
American

☐ White

☐ Hispanic/Latino

☐ Asian

☐ Native
Hawaiian/Pacific
Islander

☐ American Indian/Alaska Native

☐ Two or More Races:

Sex/Gender

☐ Male

☐ Female

☐ Other

Carmine Marceno
Sheriff



"Proud to Serve"

State of Florida
County of Lee

Lee County Sheriff's Office Physical Abilities Test (PAT)

Pre-Employment Fitness Screening

Applicants for certified positions (Law Enforcement and Corrections) are required to complete a Physical Abilities Test (PAT) conducted by the staff of the Lee County Sheriff's Office Training Division.

In order to simulate essential functions of an entry level criminal justice officer, certain skills were identified and incorporated into the PAT; a summary of the test is below.

Applicants must complete the course in a time of 6:04

Course Summary:

Exiting a vehicle/opening a trunk; Running 220 yards; Completing an obstacle course; Dragging a 150 pound dummy; Obstacle course; Running 220 yards; Dry firing a weapon six times with each hand; and Placing items in a trunk/entering vehicle.

Once the application is processed, Human Resources personnel will contact you to schedule the PAT.

Attached forms:

- Test Course description - explains the test in detail

Instructions for your PAT appointment:

- ★ **Failure to comply with instructions could result in disqualification**
- ★ Please arrive ten (10) minutes early. Late arrivals will not be considered unless contact with Human Resources or the Training Division is made, identifying the reason you are tardy
- ★ Bring a photo ID (Driver's License or Equivalent); you may not participate in testing without a photo ID
- ★ Wear appropriate workout clothing/footwear; attire should remain professional – shirt over sports bra, tasteful length shorts, proper fitting clothes, etc.
- ★ Bring water/sport drink the day of testing and properly hydrate prior to the PAT
- ★ No jewelry should be worn
- ★ You must provide adequate notice should you need to cancel your appointment; call the Human Resources Division at 239-477-1323 (leave a message if calling before/after business hours)

Human Resources: (239) 477-1323 Training Division: (239) 258-3900



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PHYSICAL ABILITIES TEST

The Physical Abilities Test (PAT) OF Florida is consistent with national models and industry standards and is locally validated based on statewide statistics. Components of the test were designed to simulate actual tasks and essential knowledge, skills and abilities required of the job and are conducted in a continuous flow manner that is time-dependent in order to determine the participant's level of physical condition and aerobic capacity while simulating the physical aspects of the job. These skills were identified through job task analysis and a review of critical job responsibilities requiring physical proficiency. Five primary components, in order to simulate essential functions of an entry level criminal justice officer, were identified and incorporated into the PAT:

1. exiting a vehicle/opening a trunk;
2. running 220 yards;
3. completing an obstacle course;
4. dragging a 150 pound dummy;
5. obstacle course;
6. running 220 yards;
7. dry firing a weapon six times with each hand; and
8. placing items in a trunk/entering a vehicle.

Applicants begin the PAT seated in a full size automobile with their seat belt on, their hands on the steering wheel at the ten and two o'clock positions. Each applicant wears a pull away flag belt, with a flag over each hip, around his or her waist. The trunk key is in the vehicle's closed glove compartment. A handgun and a baton are lying in the vehicle's closed trunk.

Task 1:

Remove your hands from the steering wheel, unfasten the seat belt, open the glove box compartment and take the key out. Get out of the car and go to the trunk (the glove box and door are left open), insert the key, unlock and open the trunk. You must use the key to open the trunk.

Touch each flag with the opposite hand from behind your back and take the belt off. Remove the handgun and baton from the trunk. Close the trunk, leaving the key in the lock. Move toward the bench or stool. Place handgun on the stool; keep baton.

Task 2:

Run 220 yards on a flat surface toward the obstacle course

Task 3:

Enter the obstacle course, climb over a 40" wall, run ten feet, and jump over three hurdles (24", 12" and 18") spaced five feet apart. Run ten feet and enter the serpentine.

Run through nine pylons placed in a single row, five feet apart. Run ten feet toward the low crawl, drop to the ground and crawl eight feet under a 27" open air barrier; drop the baton beside the last low crawl pylon.

You must stop and repeat any portion of the obstacle course if you knock over a hurdle or pylon.

Task 4:

Stand up and sprint 50 feet. Grab the 150 pound dummy and drag it 100 feet on a cut grass surface.

Task 5: Drop the dummy and sprint 50 feet toward the pylons. Drop into a low crawl and pick up the baton. Enter the obstacle course in reverse; low crawl eight feet under a 27 inch high open air barrier, stand up and run ten feet toward the serpentine. Run in a serpentine manner through nine pylons placed in a single row, five feet apart. Run ten feet and jump over three hurdles (18", 12" and 24"). Run ten feet and climb over a 40" wall.

Task 6:

Run 220 yards

Task 7:

Place the baton on the bench, pick up the handgun and assume proper firing position. Fire six rounds, first using dominant hand and then firing six rounds with supporting hand.

Task 8:

Pick up the baton (keeping the gun) and run to the trunk, turn the key and open the trunk.

Place the weapon and baton inside the trunk, close trunk and remove the key from the lock. Run to the driver's side door and enter the vehicle. Close the door, place the key in the glove compartment and close it. Securely fasten your seat belt and place your hands on the steering wheel at the ten and two o'clock positions

Applicant must complete the course in 6:04

Academy Sponsorship Applicants Only

Criminal Justice Basic Abilities Test

The Florida Criminal Justice Basic Abilities Tests (CJBATs) were developed to ensure that trainees entering into Florida certified criminal justice training centers possess the requisite abilities to master the curricula and understand the materials that are presented to them in training. Prior to attending a Law Enforcement, Corrections, Auxiliary, or Crossover Academy, a candidate MUST obtain a passing score on the appropriate CJBAT exam.

All testing is coordinated through www.pearsonvue.com

Select *for Test Takers*. Under *Start Here*, select your program, type FDLE and select Florida Department of Law Enforcement.

Start here: select your program

Enter the name or acronym of your testing program:

Florida Department of Law Enforcement (FDLE)

Select the Basic Abilities Test (BAT) and follow the instructions.

- ★ Law Enforcement (candidates expecting to attend a Law Enforcement Academy, Law Enforcement EOT Academy, Law Enforcement Auxiliary Academy, or Crossover from Corrections to Law Enforcement Academy must pass the Law Enforcement CJBAT.)
- ★ Candidates with prior military service or college degrees *may* qualify for an exemption. Exemptions are only applicable to candidates for **Law Enforcement**.
- ★ Corrections (Candidates expecting to attend a Corrections Academy, Corrections EOT Academy, or Crossover from Law Enforcement to Corrections Academy must pass the Corrections CJBAT.)