

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, critical testing and polygraph, psychological and medical examination. If your application is denied, you **MAY** be eligible to reapply after a period of one (1) year.

APPLICATION PACKET

Complete the packet 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.

★ 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.

<input type="checkbox"/> Valid Florida Driver's License	<input type="checkbox"/> Official Sealed College Transcripts. Contact the college(s) you attended to order sealed college transcripts. When you receive them, DO NOT OPEN them.
<input type="checkbox"/> Social Security Card	<input type="checkbox"/> 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
<input type="checkbox"/> Birth Certificate. Must be from Vital Statistics. If from another country, must be translated by a certified translator.	<input type="checkbox"/> Selective Service Card https://www.sss.gov/Home/Verification
<input type="checkbox"/> 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).	<input type="checkbox"/> Naturalization papers or Permanent Resident Card
<input type="checkbox"/> 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.	<input type="checkbox"/> United States Passport (Expired passports not accepted)
	<input type="checkbox"/> If LE/CO certified, copies of certification
	<input type="checkbox"/> Have all documents from another country translated by a certified translator.

If something does not apply, please write **N/A** acknowledging that you have read the question and it does not apply to you.

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.

Complete all paperwork in the application packet, then email the packet to ApplyLCSO@sheriffleefl.org; mail; or submit 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

Carmine Marceno
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.

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.

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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Application

You are about to begin the application.

1. Required fields are boxed in red.
2. Be sure to complete all fields.
3. If the question allows for only one answer, you will not be able to check multiple answers.
4. Save this to your local device before you begin.
5. Use Adobe Acrobat Reader to complete this form. This link will guide you through downloading the most recent version of Adobe Reader. If already installed on your device, this is not necessary to repeat.
 - a. <https://get.adobe.com/reader/>
6. Adobe Acrobat Reader has a feature where you can build a signature, then place it wherever we request your signature.
 - a. <https://helpx.adobe.com/reader/using/sign-pdfs.html>
 - b. Once you have added a signature, it will be available for any other documents you complete that require signatures.
 - c. Each time you add the signature, Adobe will force you to save the document.
7. Start on the first page and work through all pages until you are at the end page, where there is a submit button. Click submit to:
 - a. Verify you have completed required fields.
 - b. Send an email with this PDF form attached to ApplyLCSO@sheriffleefl.org
8. If you have questions about the success of transmission or any part of this application, please call 239-477-1323.



Date Received: _____
Rev 7/21/2021 Office Use Only

LEE COUNTY SHERIFF'S OFFICE APPLICATION FORM

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

POSITION APPLYING FOR:

Certified Positions	<input type="checkbox"/> Law Enforcement Deputy Sheriff	<input type="checkbox"/> Law Enforcement Academy Sponsorship
	<input type="checkbox"/> Correctional Officer	<input type="checkbox"/> Corrections Academy Sponsorship
	<input type="checkbox"/> Auxiliary Deputy	<input type="checkbox"/> Other:
Civilian Positions	<input type="checkbox"/> Corrections Clerk	<input type="checkbox"/> Community Service Aide
	<input type="checkbox"/> Communications Call Taker	<input type="checkbox"/> Other:

Are you willing to work the following:

	Days	Nights	Emergency Events (i.e. Hurricanes)	Weekends	Holidays	Evenings
Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

This position may require a physical abilities test. If such a test is required, would you need special accommodations to perform the physical abilities test? ☐ Yes ☐ No

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

INSTRUCTIONS

Application must be handwritten legibly in ink or typed by the applicant. All questions must be answered. **If space provided is not sufficient for complete answers or if you wish to furnish additional information, please utilize page 10.**

☐ 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.

PERSONAL HISTORY

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

Last Name

First

Middle

Suffix

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).

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:

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:

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

10. Children's Names, Ages and Address:

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
			<input type="checkbox"/>	<input type="checkbox"/>

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
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

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**. 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	Dates Attended		Did You Graduate?	Type of Diploma	
	From (MM/YY)	To (MM/YY)			
College/University Name and Address	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	Dates Attended		Area Of Study	Did You Graduate?	Type of Diploma
	From (MM/YY)	To (MM/YY)			

EMPLOYMENT HISTORY

17. Provide employment history for the last **ten (10) years**, including **employment, unemployment, and schooling**.

- Start with today and work backwards in date order
- Account for all time periods.
- 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							
	Area Code & Phone							
							<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	<input type="checkbox"/> Do Not Contact
	Name							
	Address							
	City, State, Zip							
	Area Code & Phone							
	Name							
	Address							
	City, State, Zip							
	Area Code & Phone							
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	Name							
	Address							
	City, State, Zip							
	Area Code & Phone							
	Name							
	Address							
	City, State, Zip							
	Area Code & Phone							

18. Have you ever been fired or dismissed from a job or had any disciplinary action taken against you from any employment or position you have held? ☐ Yes ☐ No

Details:

19. 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:

20. What other law enforcement agencies have you applied to?

Name of Agency	State	Application Date	Application Status

21. Have you ever been a volunteer in any capacity for a law enforcement agency, i.e. Explorer, Auxiliary, Internship, or Community Volunteer? ☐ Yes ☐ No If yes, please provide details:

Name of Agency	Year	Position Held

MILITARY HISTORY

22. 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	

23. 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

24. 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

25. 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

26. **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

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

28. 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

29. 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

30. 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):

31. 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

32. Have you or your spouse ever been a plaintiff or defendant in a civil court action? ☐ Yes ☐ No

Details:

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

Details:

DRUG USE AND HISTORY

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

If you answered yes, please list all drugs and check **ALL** yes or no boxes.

Drug	First Used MM/YY	Last Used MM/YY	# of Times Used	Bought		Sold		Delivered		Made / Grown		Weighed/ Packaged	
				Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

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

If you answered yes, please list all drugs and check **ALL** yes or no boxes.

Drug	First Used MM/YY	Last Used MM/YY	# of Times Used	Bought		Sold		Delivered		Weighed/ Packaged	
				Yes	No	Yes	No	Yes	No	Yes	No

Applicant Signature: _____ Date: _____

Q #	Additional Information



LEE COUNTY SHERIFF'S OFFICE APPLICANT REFERRAL FORM

Applicant's Name:		Date:	
How Did You Learn About This Vacancy?			
<input type="checkbox"/>	Social Media: <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Twitter <input type="checkbox"/> YouTube Other:		
<input type="checkbox"/>	Referred by LCSO member name:		
<input type="checkbox"/>	Radio:	T.V.:	Job/Career Websites:
<input type="checkbox"/>	Walk-In		
<input type="checkbox"/>	Called Human Resources for Job Openings		
<input type="checkbox"/>	Web – Lee County Sheriff's office internet web site		
<input type="checkbox"/>	Criminal Justice Academy		
<input type="checkbox"/>	College/University		
<input type="checkbox"/>	High School/Technical School		
<input type="checkbox"/>	Government Employment Agency:		
<input type="checkbox"/>	Minority Group Organization:		
<input type="checkbox"/>	Professional Publication/Magazine:		
<input type="checkbox"/>	Job Fair	Where:	
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:		

Carmine Marceno
Sheriff



State of Florida
County of Lee

"Proud to Serve"

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:

- ★ Please arrive ten (10) minutes early
- ★ Bring a photo ID; you may not participate in testing without a photo ID
- ★ Wear appropriate workout clothing/footwear
- ★ Bring water/sport drink the day of testing and properly hydrate prior to the PAT
- ★ 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)

Failure to comply with instructions could result in disqualification.

Applicants are given 2 opportunities to pass the PAT within a 30 day period in order to be considered an eligible candidate.



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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 Positions Only

Criminal Justice Basic Abilities Test

The Florida Criminal Justice Basic Abilities Tests (CJBATs) were developed to insure 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.



- ★ 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.)
- ★ Corrections (Candidates expecting to attend a Corrections Academy, Corrections EOT Academy, or Crossover from Law Enforcement to Corrections Academy must pass the Corrections CJBAT.)

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.

The screenshot shows a web interface with the heading "Start here: select your program" in blue. Below it, a prompt says "Enter the name or acronym of your testing program:". There is a text input field containing "FDLE". Below the input field, a dropdown menu is open, showing the selected option "Florida Department of Law Enforcement (FDLE)" in white text on a blue background. A mouse cursor is visible over the dropdown arrow.

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

Finalize The Application and Send to Lee County Sheriff's Office

1. Have you gone through all of the pages a couple of times, making sure you are satisfied with what you are submitting?
2. Have you completed all required fields?
3. Please click the submit button below.