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, criticall 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

🔅 At a later date, during the application process, you will need to provide ORIGINALS of the following documents if

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.

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



Carmine Marceno 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 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:	
<u> </u> ,	,
do solemnly attest that I have read and agree to the above information.	
Applicant's Signature: _x_	
Print Applicant's Name: x	
Date: X	



Application

You are about to begin the application.

- 1. Required fields are boxed in red.
- 2. Be sure to complete all fields.
- 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.
- 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 7/21/2	021	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

			POSI	TION AP	PLYING F	OR:				
Certi	(f: - 4	Law Enforceme	nt Deputy Sheri	ff [Law En	forceme	nt Academy	/ Sponsorship		
Positi		Correctional Off	icer		Correct	ions Aca	ademy Spon	sorship		
1 0310	10113	Auxiliary Deputy	/		Other:					
Civil		Corrections Cler				ınity Ser	vice Aide			
Posit	ions	Communication	s Call Taker		Other:					
Are you	ı willing to	o work the following	:							
	Day		Emergency	Events (i.e.	Hurricane	s) \	Neekends .	Holidays	Evenings	s
Yes										
No										
of a moto Yes This posit	or vehicle No tion may	to participate with e, or otherwise perform require a physical a cal abilities test?	orm the duties abilities test. If	set forth i	n the job (descript	ion of the po	osition for whic	h you applie	ed?
		be handwritten leg		•	applicant	•				
☐ I und with	erstand t the Lee (Ifficient for comple that the submission County Sheriff's Offi s a candidate for an	of this applicatice. Moreover, by law enforcem	tion does i I understa nent OR co	not constituded the Leorrectional	tute acc e Count training	eptance of e y Sheriff's O	employment or	appointme	nt
			P	ERSONAL	. HISTOR	1				
1. Full	l Name (a	is it appears on you	r Social Securit	y Card):						
La	ast Name		First			Middle		Suffix		
2. Soc	ial Securi	ity Number:								
3. Dat	e and Pla	ace of Birth:								
Date of I	Birth	City		County		State	Country (If	not USA)		ļ
		_		,			, , ,	•		

	ist all other names you		_	ircumstances ar	nd time periods yo	u used	them (for example
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Name		Circumstance	<u> </u>		Dutes From Wilvin	/	Dates 10 Willy 11
. Are you a	United States citizen?	Yes No	o If nat	uralized, please	complete:		
Date	Place			Court		Natur	alization No.
. Current A	ddress, Phone Number	and Email Ad	dress:				
Address:		r					
City:		Co	ounty:	1	State:		Zip:
Home Phone:				Cell Phone:			
Email Address:							
7. Alternate	Address, Phone Numb	er and Email A	Address:				
Address:		1 -			1		l
City:		Co	ounty:	T 0 11 01	State:		Zip:
Home Phone:				Cell Phone:			
Email Address:							
3. Marital St	tatus: 🗌 Married 📗 🛭	Divorced 🗌 S	ingle				
9. Spouse's	Name, Current Address	s, Phone Numl	per and	Email Address:			
Name:							
Address:							
City:		Co	ounty:		State:		Zip:
Home Phone:			· · · ·	Cell Phone:			<u> </u>
Email Address:							
.0. Children's	s Names, Ages and Add	rocc:					
	s ivailles, Ages allu Auu		1	ı			
Name			Age	Address			
.1. Are you c	urrently related to any	nerson emplo	ved by t	he Lee County S	Sheriff's Office?	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	 No
Name	arrently related to ally	Current Pos			Relation		
1441110		Carrent r US		<u>~</u>	Relation	p	

DRIVING HISTORY

12. Do y	ou have a	Florida dr	iver's licer	nse? 🗌 Yes 🗌 No					
	License N	lumber		Expiration Date	Restriction	S	License	CDL	
13. Do y	ou hold or	have you	ever held	a driver's license in anothe	r state? 🗌 Yes 📗	No			
License	CDL	State	N	lame Used / License Number	(if available)	Approxim	ate Date Li	cense Held	
	e you ever es	been den	ied issuan	ce of a driver's license or ha	ve you ever had a li	cense suspe	nded or re	voked?	
Details:									
				RESIDENCES					
canr inclu	not provide Iding the c	the exact	t address,	ten (10) years. Start with y please provide at the least t ry other than the United Sta	the approximate yea				
Da Month					Country				
From	To	Apt. #		Street Address	City	County	State	(not U.S.)	
	Current								

EDUCATION/TRAINING

16. Please complete all fields below regarding your education:

		Dates A	ttended		Did You	Type of
High School Name and Address	From (MM	/YY)	1	Γο (MM/YY)	Graduate?	Diploma
		Dates A			Did You	Type of
College/University Name and Address	From (MM/	YY)	1	Γο (MM/YY)	Graduate?	Diploma
Major:	<u> </u>	Minor				
Wajor.		IVIIIIOI	•			
Other Schools (Trade, Vocational, Business or Military) Name and	Dates A	ttandad		Area Of	Did You	Type of
Address	From (MM/YY			Study	Graduate?	Diploma
Addicas	TTOIT (WINT) TT) 10 (IVII	•., ,	Study	Graduate:	Diploma

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 V Month From	Vorked n/Year To	Salary	Your Title/Position	Name of Supervisor	Reason for Leaving
CURRENT	Name Address City, State, Zip Area Code & Phone	-			Part Time		Do Not Contact
	Name Address City, State, Zip Area Code & Phone	-			Part Time		
	Name Address City, State, Zip Area Code & Phone	-			Part Time		
	Name Address City, State, Zip Area Code & Phone	-			Part Time		
	Name Address City, State, Zip Area Code & Phone	-			Part Time		
	Name Address City, State, Zip Area Code & Phone	-			Part Time		
	Name Address City, State, Zip Area Code & Phone	-			Part Time		
	Name Address City, State, Zip Area Code & Phone	-			Part Time		
	Name Address City, State, Zip Area Code & Phone	-			Part Time Full Time		

18.	Have you eve employment						•	ciplinary act	ion ta	aken a	against you from any
Det	ails:										
19.	Have you eve			_				, or left a jo	b by ı	mutu	al agreement after alleged
Det	ails:										
20.	What other la	aw enforceme	ent age	encies h	nave yo	u appli	ed to?				
		Name of Ag	ency				State	Applica	tion D	ate	Application Status
21.	Have you eve		_			-		_	cy, i.e	e. Exp	lorer, Auxiliary, Internship, or
	ľ	Name of Agenc	у			١	/ear			Po	sition Held
22.	Have you eve	r enlisted for	active	duty ir			Y HISTOR		ites?	Y	es 🗌 No
	Duomah a	of Service			Hiak	act Don	.le	Duty			Tune of Dischause
	Branch C	or Service			Higr	nest Ran	ıĸ	From	T	0	Type of Discharge
23.	Have you eve	r enlisted in a	Rese	rve unit	or the	Nation	al Guard?	Yes	No		
Bra	inch of Service	Date of Entry	Oblig	serve gation i. Date	Curre	ent Duty	Phone for Co Assignmen		Active	Inactive	Type of Discharge

Date	Location of Court	Charge/Offense	Disposition/Punishment
	n subject to, or accepted, any no 15, Captain's Mast, Office Hours,		ollowing allegations of misconduct, Yes No
Date	Location	Offense	Punishment
26. VETERANS' PREFE	RENCE: Do you claim Veteran's P	reference? Yes No	
		RESTS AND LICENSES	
	oossess a firearms license in any s		_
28. Do you currently o	wwn a business or have a partners Business 1	hip in a business? Yes	No Business 2
Name of Business:	Dusiness 1		Dusiness 2
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 t	traffic violation (excluding p	parking tickets)? Yes No
Date	Ci	ity & Department		Charge/Offense	Disposition/Result
		ested, charged or receive was sealed or expunged?		ice or summons to appear	for any criminal violation,
Courts in the County sealed or expunged, agencies when the su	where you if any. F.S ubject of re	u were arrested. Include 5. 943.0585(4)(a) expunge ecord is a candidate for e	your ju ed crim employi	venile record and records or inal records shall be made ment with a criminal justice	obtained from the Clerk of of your arrest(s), which have been available to criminal justice e agency. An applicant whose red by the expunged record.
Date	Ci	ity & Department		Charge/Offense	Disposition/Result
31. To your knowl ☐ Yes ☐ No	_	any member of your fam	nily eve	r been arrested for anythin	g other than traffic violations?
Relative's Nar	ne	City, State & Departmo	ent	Charge/Offense	Disposition/Result
		, , , , , ,			
32. Have you or yo	our spouse	e ever been a plaintiff or	defend	ant in a civil court action? [Yes No
Details:					
33. Have you ever	been fing	erprinted for any reason	(arrest	, job application, military, e	etc.)?
Details:					

	First	Last	# of							Ma	ide /	Wei	ghed
	Used	Used	Times	Воц	ught	Sc	old	Deli	vered	Gro	own	Pac	kage
Drug	MM/YY	MM/YY	Used	Yes	No	Yes	No	Yes	No	Yes	No	Yes	N
	(10)		- 5\/5D					d a line a s		l d /			
In the past t knew, or be If you answe	lieved to be	, prescripti	on drugs f	or non-	-medic	al purp	oses?			_	weighe	ed what	you
knew, or be	lieved to be	, prescripti	on drugs f	or non-	-medic	al purp	oses?			_	weighe	ed what	
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knew, or be If you answe	lieved to be	, prescripti ease list all First Used	on drugs f drugs and Last Used	or non- check A # of 1	-medic ALL yes Times	al purpe or no b	oses? ooxes.	Yes	□ No	Deliv	vered	Wei Pac	ghe kag
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knew, or be If you answe	lieved to be	, prescripti ease list all First Used	on drugs f drugs and Last Used	or non- check A # of 1	-medic ALL yes Times	al purpe or no b	oses? ooxes.	Yes	□ No	Deliv	vered	Wei Pac	ghe kag

Q #	Additional Information



LEE COUNTY SHERIFF'S OFFICE APPLICANT REFERRAL FORM

Applicant's Name:				Date:			
How Did You Learn About This Vacancy?							
	Social Media: Facebook Instagram Twitter YouTube Other:						
	Referred by LCSO member name:						
	Radio:	T.V.:		Job/Care	er Websites:		
	Walk-In						
	Called Human Resources for Job Openings						
	Web – Lee County Sheriff's office internet web site						
	Criminal Justice Academy						
	College/University						
	High School/Technical School						
	Government Employment Agency:						
	Minority Group Organization:						
	Professional Publication/Magazine:						
	Job Fair	Where:					
Ethnic/National Origin							
ВІа	ack / African American	Hispanic /	Latino	Asian			
☐ Native Hawaiian / Pacific Islander ☐ American Ind					aska Native		
Two or More Races:							

Carmine Marceno Sheriff



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:

- 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.



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
- 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 though 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 <u>MUST</u> 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.



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.