



# NORTH BAY VILLAGE POLICE DEPARTMENT

1666 JOHN F KENNEDY CAUSEWAY, SUITE 300, NORTH BAY VILLAGE, FL 33141 305.758.2626



## Job Announcement

### **CERTIFIED K-9 POLICE OFFICER (Full-Time)**

#### **POSITION SUMMARY**

North Bay Village Police Officers are entrusted and responsible for maintaining peace and safety, protecting life and property, and promoting community engagement and trust. North Bay Village Police Officers serve a highly diverse multi-cultural community of approximately 9,000 residents, which fluctuates throughout the year. North Bay Village Police Officers are required to exercise initiative and discretion when faced with emergency conditions.

#### **POSITION SCOPE**

All North Bay Village Police Officers will perform a variety of skilled police work under the general supervision of a Uniform Patrol Sergeant, while patrolling our jurisdiction. North Bay Village Officers are fully sworn to enforce laws, and ordinances, while maintaining order. North Bay Village Officers investigate a variety of criminal offenses, provide crime prevention information, direct traffic, patrol areas of Biscayne Bay; and perform related work as required.

The purpose of this class is to perform general police duties specifically with a specially trained police canine. Specific tasks associated with this position include but are not limited to tracking, article searches, building searches, illicit substance odor detection, search and rescue, apprehension, and other areas according to the assigned role and training of the police canine.

#### **Minimum Requirements**

- Birth Certificate and/or Naturalization Papers
- Must be a US Citizen per Florida Statute 943.13
- Applicant must be at least 19 years of age
- Must possess a valid Florida Driver's License

**Criminal Convictions:** Pursuant to Florida Statute 943.13, applicants must not have been convicted of any felony nor misdemeanor involving perjury or a false statement or have received a dishonorable discharge from any of the Armed Forces of the United States. Criminal History may disqualify applicants.

#### **EDUCATION & EXPERIENCE**

Passed - State Officer Certification Examination (SOCE)  
CJSTC K-9 Team Certificate (Preferred)



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## Non-Lateral Applicants must submit proof of the following documentation at the time of application:

- High school diploma or general education degree (GED)
  - Associate Degree or higher from an accredited college or university (Preferred)
  - Certified College Transcript (If Applicable)
  - Successful completion of basic canine handler certification course upon appointment.
  - Successful completion of annual canine proficiency certifications upon appointment.
  - Must display a positive attitude and a calm, professional demeanor.
  - Requires patience and dedication to working with police canines.
  - Pass the Physical Abilities Test (PAT) (Accepted results within 6 months)
  - FDLE Basic Abilities Test (Register via: <https://home.pearsonvue.com/fdle/bat>)
  - DD214 Military Release Form (If Applicable)
- Special Notice: Veteran is defined as being Honorably Discharged from Military Service.  
(No other discharge classifications qualify)
- North Bay Village Veteran's Preference Claim Form (If Applicable)
  - Must have completed or scheduled to attend a CJSTC Commission-certified Training School.

## **EXCEPTIONS / WAIVER**

As of July 1, 2022, section 943.17(1)(g) states that any candidate wishing to enter a law enforcement academy that either (i) is a veteran as classified in section 1.01(14), F.S., or (ii) holds an associate degree or higher from an accredited college or university is not required to take the Law Enforcement Basic Abilities Test.

## Lateral Applicants must submit proof of the following documentation at the time of application:

- Resume (Updated)
  - High school diploma or general education degree (GED)
  - Associate Degree or higher from an accredited college or university (Preferred)
  - Certified College Transcript (If Applicable)
  - DD214 Military Release Form (If Applicable)
- Special Notice: Veteran is defined as being Honorable Discharged from Military Service.  
(No other discharge classifications qualify)
- North Bay Village Veteran's Preference Claim Form (If Applicable)
  - Furnish a copy of all training records.
  - If employed as a law enforcement officer outside of Florida, must have successfully completed the FDLE Equivalency of Training (EOT) and successfully passed the State Officer Certification Examination (SOCE)
  - Must complete a Certification Examination within one year of receipt of the approved FDLE Equivalency of Training (EOT)



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## POLICE APPLICANT TESTING AND BACKGROUND

In addition to the minimum requirements, and a successful Comprehensive Background Check. Applicants may be required to successfully complete the following testing and background requirements:

- Oral Board Interview with Police Department Administration
- Polygraph Examination
- Psychological Evaluation
- Medical Examination
- Toxicology Examination

**\*\*Comprehensive Background Check\*\***

(Includes but is not limited to: Criminal History, Driving History, Credit Check, and Neighborhood Canvass)

## PROBATIONARY PERIOD

### Non-Lateral Applicants

Pursuant to NBVPD General Order #13 Selection Process, Non-Lateral Applicants shall complete a probationary period of 18 months from date of hire.

### Lateral Applicants

Pursuant to NBVPD General Order #13 Selection Process, Lateral Applicants shall complete a probationary period of 12 months from date of hire.

## BARGAINING UNIT

Fraternal Order of Police (Lodge #81)

## EXAMPLES OF ESSENTIAL DUTIES

The below list is not intended to represent a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. All North Bay Village Police Officers may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- ✓ Performs vehicular patrols in assigned area; controls traffic; assists motorists and persons in distress; issues traffic summons, warnings and citations; pursues, apprehends, and detains criminals, suspects and traffic violators to maintain law and order.



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- ✓ Respond to emergencies as directed by department assigned laptop, radio, or phone communications.
- ✓ Investigate unusual or suspicious conditions, traffic crashes, or incidents.
- ✓ Make arrests and maintain custody and control of those arrested.
- ✓ Interview Suspects
- ✓ Attend Pre-file Conferences, Depositions, and/or Testify via Zoom or In-person in Court.
- ✓ Prepare reports on investigations, offenses, arrests and activities.
- ✓ Investigate a wide variety of criminal offenses.
- ✓ Participate in specialized enforcement, ascertain information from victims, witnesses, and suspects, secure property and evidence, and apprehend criminal offenders.
- ✓ Conduct community-oriented policing activities and interactions.
- ✓ Maintains on-call schedule and responds promptly for emergencies and incidents where canine functions are required.
- ✓ Maintains a high level of training and individual readiness in canine handling.
- ✓ Provides safeguards for the assigned police canine's well-being, including, but not limited to, proper diet, obedience, proper socialization, shelter, exercise, companionship, and veterinary care.
- ✓ Perform related duties assigned.

## ELECTRONIC APPLICATION SUBMISSION

North Bay Village Police Department employment applications (available for download via our Village website) will be submitted via email to [Recruitment@NBVillage.com](mailto:Recruitment@NBVillage.com)

*North Bay Village provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, sexual orientation, gender identity or expression, national origin, disability, genetics, marital status, veteran status, or any other characteristic protected by federal, state, or local laws. North Bay Village is also committed to providing reasonable accommodations to qualified individuals with disabilities and encourages applicants and employees to request accommodations as needed.*

NORTH BAY VILLAGE  
HEART OF THE BAY