

Dear Applicant:

Thank you for your interest in possible employment with the **Polk County Sheriff's Office**.

While preparing your application, please note that **COMPLETE and ACCURATE MAILING AND PHYSICAL ADDRESSES** are required. A Human Resources professional will review your application to ensure all information is complete and all necessary documentation is included prior to its acceptance.

Upon completing your application, you must contact the Human Resources Division toll free at 1-877-477-7276 or 863-298-6440, when ready to schedule an appointment to submit your application in person. You should be prepared for a personal interview and be dressed in appropriate attire.

Potential applicants for full-time positions who are not members of the Sheriff's Office shall be required to produce written documentation of successful completion of the Test of Adult Basic Education (TABE) with a qualifying score, prior to submitting an Employment Application.

The T.A.B.E. test will be waived for:

- 1) Detention Deputy and Deputy Sheriff applicants who possess a four-year degree from an accredited college or university or are Florida state certified.
- 2) Civilian/Clerical applicants with sixty (60) college credit hours, two or four-year degree from an accredited college/university.

Photocopies of the following items **MUST** be included with your application:

1. Social Security card
2. Birth Certificate issued by State or Hospital
3. High school diploma, GED and/or **sealed** official college transcripts
4. If a veteran, copy of Form DD-214 Number 4 stating "Honorable" discharge
5. Proof of registration as required by Federal Military Selective Service Act (males aged 18 - 26)
6. Copy of FDLE state certificate; proof of passing state certification test (deputy sheriff and detention deputy applicants)
7. Name change documents (marriage, divorce, adoption, etc.)
8. Any other applicable diplomas and/or certificates may be included
9. Three (3) completed personal references

All applicants for positions requiring clerical duties must pass a 5-minute timed keyboarding evaluation. Minimum passing scores depend upon the specific position. Job descriptions and testing requirements are available in the Human Resources Division.

Deputy Sheriffs are required to pass a typing test to successfully complete their Street Training and Evaluation Program during their probationary period.

Prior to hiring, the following requirements must be successfully completed:

1. Personal credit check
2. Oral interview
3. Background investigation: to include criminal, employment and neighborhood checks
4. Polygraph examination
5. Physical examination and electrocardiogram (EKG) for detention deputy, deputy sheriff, bailiff, telecommunicator, animal control enforcement officer, sheriff's service officer, detention support specialist, intake records specialist, food service specialist applicants, and for other appropriate positions
6. Physical agility test for detention deputy, deputy sheriff, bailiff, and sheriff's service officer applicants
7. Psychological test (for appropriate positions)
8. Urinalysis

If the position for which you are applying is available, processing of your application will require approximately four weeks, barring unforeseen difficulties.

Many aspects of your application will become public record per Chapter 119, Florida State Statutes.

Any one of the following may be cause for rejection of employment:

- 1) **Within the past twenty-four (24) months used, tried, tasted, experimented with or possessed any illegal controlled substance, including Marijuana.**
- 2) Within the past twenty-four (24) months, engaged in drug abuse of any illegal controlled substance, including Marijuana.
- 3) Within the past sixty (60) months used, tried, tasted, experimented with or possessed any illegal controlled substance classified by Florida Statutes as a Schedule I substance (except cannabis) or Schedule II substance (hard drugs).
- 4) Sold or delivered any illegal controlled substance at any time.
- 5) Convicted of a felony offense or any misdemeanor offense classified by the Florida Department of Law Enforcement as constituting adverse moral character.
- 6) **Driving Under the Influence within sixty (60) months of application.**
- 7) Possess a felony record.
- 8) No visible tattoos.

For more information regarding application procedures, contact the Human Resources Division at (863) 298-6440, visit our website at <http://www.polksheriff.org>.

Sincerely,

Donna Parker

Donna Parker, CPM, MPA, Director
Human Resources Division

Equal Opportunity Employer M/F/D/V

★★★★★★

"EIGHT STAR ACCREDITED AGENCY"