



City of Miami  
**DETENTION OFFICER (CERTIFIED)**

<b>SALARY</b>	\$51,901.20 Annually	<b>LOCATION</b>	City of Miami, FL
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	5080-20240325-ORIG
<b>DEPARTMENT</b>	Police	<b>OPENING DATE</b>	03/25/2024
<b>CLOSING DATE</b>	4/12/2024 5:00 PM Eastern		

**Nature of Work**

This classification is responsible for processing, monitoring, controlling, and transporting prisoners for the Miami Police Department in accordance with established departmental regulations and procedures. An employee in this classification is responsible for the security and wellbeing of prisoners arrested by the Police Department while being detained in interview rooms, and/or while being transported.

Work may involve an element of personal danger and incumbents must be able to act without direct supervision and exercise independent judgment in meeting emergencies. Assignments and general instructions are received from a superior officer who reviews work methods and result through reports, personal inspection and compliance with rules and regulations.

**Essential Functions**

Supervises and controls the custody and activities of prisoners by enforcing facility rules and regulations, utilizing surveillance equipment and by personal observation.

Processes prisoners upon arrival to facility, which includes, but is not limited to: searching, securing belongings, fingerprinting, photographing, and transporting.

Conducts prisoner inventory, and maintains records.

Periodically inspects doors, interview rooms, and windows assuring they are locked and have not been tampered with.

Responds to questions from the public, officers, administrative staff, and prisoners.

Maintains cleanliness and order of workstation and work vehicle.

Attends meetings, conferences and trainings as needed.

Performs other related duties.

**Minimum Requirements**

- Must possess a current Correctional Officer Certification from the Florida Department of Law Enforcement

**OR**

- Certificate of completion issued by an accredited school of criminal justice and proof of attainment of a passing score in the State of Florida certification examination
- A valid Florida driver's license, which must be maintained throughout employment
- And meet the minimum requirements as stipulated under Florida Statute 943.13.

## Documentation Requirements

Applicants, including City of Miami employees, must upload and submit attached copies of the following documents with the employment application. Please be sure to attach all required documents to your employment application each time you apply. Uploaded documents remain in your online profile, but they will not attach automatically, and you will be deemed ineligible without the proper documentation.

All documents that you upload as part of your application must be added as separate attachments (e.g. Copy of Degree = Attachment 1; copy of school transcript = Attachment 2).

**ALL DOCUMENTS SUBMITTED MUST BE CLEAR, LEGIBLE, AND IN PROPER FORMAT.**

In accordance with Florida State Statute 943.13, and City of Miami minimum requirements:

1) **Age:** Be at least (nineteen) 19 years of age.

Proof of Age in one of the following forms:

Copy of valid Driver's License

Birth Certificate

Naturalization Certification

Valid U.S. Passport

2) **Citizenship:** Be a citizen of the United States. Proof of Citizenship in one of the following forms:

Birth Certificate (Only a birth certificate issued by a county health department, or the CDC Bureau of Vital Statistics will be accepted. Hospital birth certificates are not considered a certified document and will not be accepted).

Naturalization Certification

Valid U.S. Passport

3) **Education:** Be a high school graduate or equivalent, higher degrees welcomed! \*Foreign credentials require a credential evaluation by a NACES approved agency. Proof of education in one of the following forms:

High School Diploma, GED or higher degree (foreign diplomas or degrees must be submitted with a NACES approved credential evaluation)

4) **Certification:** Applicants must be currently certified as Correctional Officers by the Florida Department of Law Enforcement by the closing date. Proof of certifications in one of the following forms:

State of Florida Correctional Officer Certification issued by Florida Department of Law Enforcement (FDLE).

OR

Certificate of completion issued by an accredited school of criminal justice and proof of attainment of a passing score in the State of Florida certification examination.

5) **Driver's License:** Applicants must submit a valid State of Florida driver's license. Proof of valid driver's license in the following form: Valid State of Florida driver's license.

6) **Convictions:** In accordance with Florida State Statute 943.13, applicants must not have been convicted of any felony, or of a misdemeanor involving perjury or a false statement or have received a dishonorable discharge from any of the Armed Forces of the United States.

7) **Other Screening:** Successful completion of a stringent background investigation, which includes a polygraph examination (stringent guidelines as to moral character will be applied); physical ability test, psychological and a post-offer medical examination are required. An interview may also be required during the selection process.

8) **Visual Acuity:** 20/50 each eye, separately without correcting lenses of any kind including contact lenses. With glasses, each eye should be corrected to 20/30. Depth and color perception must be within normal limits.

**APPLICATIONS RECEIVED WITHOUT THE REQUIRED DOCUMENTS ATTACHED OR UPLOADED WILL BE DISQUALIFIED**

Prospective employees may be required to submit to a toxicology, medical, and background screening. All costs associated with background screenings may be at the applicant's expense.

The City of Miami makes an effort to preserve the integrity of your personal data as much as is feasible. Scanning your files separately facilitates this effort. If you fail to scan these documents separately, it will be presumed that you have provided authorization to submit the entire file containing multiple documents to the hiring department as part of your application.

**\*Approved Credential Evaluation Agencies:**

**Credential evaluation reports showing the United States equivalency for academic credentials earned in other countries may be provided by:**

- An accredited four-year college or university in the United States, OR
- A current member of the National Association of Credential Evaluation Services (NACES), OR
- A current member of the Association of International Credential Evaluators (AICE), OR
- A recognized Professional Organization

For additional list of approved credential evaluation agencies visit the Florida Department of Education

**It is the applicant's responsibility to ensure that all required documents submitted with the employment application are in a format that is acceptable, clear and legible for eligibility determination or risk being disqualified.**

**Applicants, including City of Miami employees, must completely detail their work experience on the employment application or risk being disqualified. Resumes are not required and will not be reviewed in place of the employment application.**

**It is the applicant's responsibility to update their online profile with personal data, work experience, education, and certifications, when submitting application(s), failure to do so may result in disqualification.**

**Applicants must provide a valid email address in order to receive notification of eligibility.**

**Veterans Preference: Veterans Preference is awarded in accordance with Florida State Statute 295.07. If veteran's preference is being claimed, it must be indicated on the application form and proper documentation, including all forms DD-214 (Member 4) and the applicable FDVA- Veteran's Preference Certification Form(s) in accordance with rule 55A-7.013 - Documentation of Preference Claim, must be submitted with the employment application.**

**FDVA Certification Forms: Please complete the applicable Veterans' Preference Certification Form(s). Form(s) must be**

uploaded with your employment application along with acceptable proof of veterans' preference.

Form VP1: VETERANS' PREFERENCE CERTIFICATE

Form VP2: CURRENT MEMBER OF THE RESERVE CERTIFICATION

FORM VP3: UNREARRIED WIDOW or WIDOWER CERTIFICATE

**SELECTION STEPS:** *In addition to meeting the documentation requirements listed above, all applicants may be subject to the successful completion of the following criteria to be considered for appointment: Orientation; Physical Ability Test; structured interview; polygraph examination; psychological examination; Stringent background investigation including Criminal Records Check; fingerprint check; Driving Record Check; toxicology screen and a post-offer medical examination.*

**Note:** Failure to keep appointments at any phase of the selection process may result in disqualification.

**Selection Preference for City Residents:** In accordance with APM 2-02, applicants for classified positions who are City of Miami residents and new hires will receive preference in selection from interview ranking bands provided that any two (2) of the following documents are submitted with the employment application and again at time of interview:

- A. Utility bill dated within 60 days of the date of submission
- B. Valid Florida Driver License or State-issued I.D.
- C. Property Tax Statement dated within 1 year of the date of submission
- D. Properly executed valid lease agreement
- E. Homestead Exemption dated within 1 year of the date of submission
- F. Motor Vehicle Registration dated within 90 days of the date of submission
- G. Official school records or transcripts, dated within 90 days of the date of submission
- H. W-2 (or 1099) Tax Form dated within 1 year of the date of submission

City of Miami residents are granted selection preference over non-City of Miami residents within the same ranking band resulting from an interview process.

**Selection Preference:** Selection preference within the same ranking band resulting from an interview process will be granted in the following order: 1) preference eligible veterans, 2) active City of Miami employees, 3) City of Miami residents, 4) all others.

**OPEN/NON-COMPETITIVE**

**Agency**

City of Miami

**Address**

444 SW 2nd Avenue, 7th floor

Miami, Florida, 33130

**Phone**

(305) 416-2170

**Website**

<http://www.miamigov.com/employment>

**DETENTION OFFICER (CERTIFIED) Supplemental Questionnaire**

**\*QUESTION 1**

Have you submitted a copy of your High School Diploma, GED or higher educational degree or a foreign credential evaluation which verifies your graduation? If not, please be aware that your application will be deemed ineligible.

Yes

No

**\*QUESTION 2**

**Have you submitted a copy of a valid State of Florida driver's license?**

Yes

No

**\*QUESTION 3**

**Have you submitted proof that you are or will be at least 19 years old by the closing date of the recruitment (e.g. birth certificate, passport)?**

Yes

No

**\*QUESTION 4**

**Have you submitted valid proof of U.S. citizenship (e.g. birth certification, naturalization certificate, valid U.S. passport)?**

Yes

No

**\*QUESTION 5**

**Have you attached to your application a current Correctional Officer Certification from the Florida Department of Law Enforcement or certificate of completion issued by an accredited school of criminal justice and proof of attainment of a passing score in the State of Florida certification examination? If not, please be aware that your application will be deemed ineligible.**

Yes

No

\* Required Question