



# WORK FOR JUSTICE

## LIVE WITH HONOR

### General information on how to become a JSO Corrections Officer

#### QUALIFICATIONS:

- Must possess a High School diploma or GED equivalent
- Be at least nineteen (19) years of age.
- Be a citizen of the United States.
- Must possess a valid Florida driver's license.
- Be in good physical condition.
- Be of good moral character
- **NOT HAVE TATTOOS** above the collarbone (e.g., neck, face, or behind the ear) or below the wrist (e.g., hands, fingers).
- **NOT HAVE** received a dishonorable discharge from any of the Armed Forces
- **NOT HAVE** been convicted of any felony
- **NOT HAVE** been convicted of a misdemeanor involving false statement, perjury or domestic violence
- **MUST HAVE** Criminal Justice Basic Abilities Test (CJBAT CO) for Corrections
  - Contact the Florida State College at Jacksonville (FSCJ) at (904) 633-8388 or click here for [Assessment and Certification](#) testing information.

#### OR

- **MUST HAVE** a Correction Training Certification issued by the Florida Criminal Justice Standards and Training Commission. A copy of state exam test score must be submitted. Out of state certified applicants contact Florida Department of Law Enforcement (FDLE) at 1-850-410-8600 to obtain certification transfer information.

**The Jacksonville Sheriff's Office sponsors PAID Non Certified Corrections Recruit training class** at FSCJ (North Campus). The salary and tuition will be paid to candidates selected for the class.

Prior to being selected for employment, all applicants must successfully complete the following:

#### HIRING PROCESS:

- Physical Ability Test
- Writing Skills Test
- Polygraph Examination
- Background Investigation
  - Credit History Check
  - Driver's License Check
  - Criminal History
  - 10 Year previous Employment and Residential Check
- Oral Board Interview
- Medical/Stress Test/ Drug Screen
- Psychological Examination
- Administrative Review Board

All applications must be submitted online. After your application has been reviewed and accepted, you must submit supporting documents to the Criminal Justice Training Center, 4715 Capper Road, Building P, **within 14 days**, Monday through Friday between the hours of **8 a.m. - 12 p.m.** and **2 p.m. - 4 p.m.**

**Local applicants are encouraged to hand deliver their supporting documents during normal business hours.**

The Consolidated City of Jacksonville and Jacksonville Sheriff's Office are Equal Opportunity/Equal Access Employers. For more information about Equal Employment Opportunity, visit [www.dol.gov/esa/regs/compliance/posters/pdf/eeopost.pdf](http://www.dol.gov/esa/regs/compliance/posters/pdf/eeopost.pdf) or [www.eeoc.gov](http://www.eeoc.gov).



# WORK FOR JUSTICE

# LIVE WITH HONOR

## CORRECTIONS BENEFITS

### RETIREMENT PENSION:

Members may retire with a minimum of 20 years of service and collect sixty percent (60%) or a maximum of 30 years and collect eighty percent (80%) of their average base pay for the last two (2) years. Members are eligible to vested rights after five years of service at two and one-half percent (2 ½%) per year of service. Officers are eligible to enroll in the Deferred Retirement Option Program (DROP) after twenty years and retire with a substantially enhanced pension upon reaching twenty-five years service.

There is no age requirement.

### VACATION:

Annual leave may be accrued up to 600 hours at the end of the fiscal year. Officers may be compensated for all hours in excess of 600.

### HOLIDAY:

Twelve paid holidays per year

### EDUCATION INCENTIVES:

- Tuition reimbursement, subject to availability at Florida State College Jacksonville/University of North Florida rates.
- State salary incentives of either \$30 monthly, for obtaining an Associate's degree or \$80 monthly for obtaining a Bachelor's/Master's degree. State incentives are applicable after obtaining Florida Department of Law Enforcement (FDLE) certification and are non-cumulative.
- City education incentive of \$100 monthly for obtaining an Associate's degree, \$150 monthly for obtaining a Bachelor's degree or \$200 monthly for obtaining a Master's degree. City education incentives require 18 semester hours of police science, are non-cumulative and are applicable after completing probation.

### COMPREHENSIVE HEALTH COVERAGE:

- Medical Coverage
- Dental Plan

### BEREAVEMENT LEAVE:

May be granted up to 5 days off without loss of pay.

### MILITARY LEAVE:

May be granted up to 240 working hours in a fiscal year for reserve training in the National Guard or Armed Forces Reserve.

### SERVICE RAISES:

Services raises are based on \$25 per month for each 5 years of service. All other raises are bargained for by the Fraternal Order of Police.

### Closing Date – Continuous Recruitment