

## 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** 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 pass Criminal Justice Basic Abilities Test (CJBAT) 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 Training Certification issued by the Florida Criminal Justice Standards and Training Commission. A copy of state exam test score must be submitted at time of application. Out of state certified applicants to 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 classes** 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
  - Driving History
  - Criminal History
  - 10 Year Employment and Residential Check
- Oral Board Interview
- Medical/Stress Test/Drug Screen
- Psychological Examination

Applications must be typewritten or submitted on line. Applications along with required documents will be accepted at the Criminal Justice Training Center, 4715 Capper Road, Building P, 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 application during normal business hours.**

## **CORRECTIONS BENEFITS**

### **RETIREMENT:**

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. Vested rights after five years of service at two and one-half percent (2 1/2 %) 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, 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 amounts are applicable after obtaining Florida Department of Law Enforcement (FDLE) certification and are non-cumulative.
- City education incentives of either \$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 17 working days each calendar 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