# Punta Gorda Police Officer Testing

The Punta Gorda Police Department will be testing candidates for the position of Police Officer. Upon successful completion of the testing process, candidates will be eligible for consideration for police officer positions. The starting annual salary for this position is $64,078.56.

**Application Deadline:** Application and all required documents must be received by Human Resources no later than **4:00 p.m. on Friday, October 25, 2024**. Please provide only the specified documents. Candidates who submit an application, but are unable to attend the testing date should contact Human Resources as soon as possible.

**Testing Process:** The City of Punta Gorda employs the following two tools in determining the qualifications of police officer candidates:

> **Written Examination:** The written examination will be administered virtually and may be taken at any time between **Friday, November 1, 2024, and Friday, November 15, 2024**. Candidates will be provided with the website and login information once the application process has closed. The written examination is comprised of three section: Grammar, Reading Comprehension, and Mathematics. Candidates must receive a passing score of 70% on both the Grammar and Reading Comprehension sections and a minimum composite score of 60% for all three sections to move forward in the process. Study guides are available through the testing company website for a nominal fee.
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> **Oral Board Examinations:** The oral board examinations will be held via Zoom video conference or in-person on **Thursday, November 21, 2024**, for those candidates who successful pass the written examination. Candidates will be assigned the time for their oral board after written examination is completed.

**Police Officer Eligibility List:** Candidates who successfully complete the pre-hire testing process will be placed on the Police Officer Eligibility List and are not automatically employed. Those candidates who are on the Police Officer Eligibility List may be considered for a police officer position as positions become available. Candidates will remain on the Police Officer Eligibility List for a period of one year from the date of the oral board examination.

**NOTICE:** Florida Administrative Code 11B-27 provides guidelines for the certification, employment, appointment, revocation, and denial of certification for sworn law enforcement officers in the State of Florida. In addition to these guidelines, candidates for employment will be removed from consideration under the following circumstances:

- Any previous Professional Standards (Internal Affairs) investigations or the like involving excessive use of force with a sustained finding; or
- Any previous Professional Standards (Internal Affairs) investigation or the like involving untruthfulness with a sustained finding; or

- Any illegal misdemeanor narcotics possession or usage within the past 24 months; or
- Any illegal felony narcotic possession or usage within the past 60 months.

**Job Description:** The attached job description contains all of the specifics and requirements for the position of Police Officer.

**The City of Punta Gorda is a Drug Free Workplace,**
**Equal Opportunity Employer, and Veterans' Preference Employer**

It is the policy of the City of Punta Gorda to recognize and fulfill its commitment to the community in the area of Equal Employment Opportunity through an affirmative action plan that will increase both the quantity of minorities and females employed; and the level of responsibility of jobs held by minorities and females employed with the City government. The City will not knowingly permit discrimination in hiring, promotion, or other conditions of employment with regard to race, color, creed, religion, national origin, ethnicity, age, sex, gender, pregnancy, sexual orientation, gender identity, genetic information, marital status, veteran status, or disability. Those charged with the daily administration of this policy will be responsible for guarding against under-utilization of minorities and females with the organization and will work toward the eventual goal of full representation of minorities and females at all levels in the organization. All elements of the selection process shall be job related.