

How to become a Hollywood Police Officer

A Police Officer applicant must pass a basic aptitude test, a physical agility test, a swim test, a background examination and an oral interview. Please read this entire page as it contains information and requirements that must be completed prior to submitting an application.

MINIMUM REQUIREMENTS

All applicants must:

- be twenty-one (21) years of age at time of State Certification.
- be a Citizen of the United States at the time of application.
- be a high school graduate from an accredited high school or have a GED.
- have the ability to possess a valid Florida Driver's License by time of employment.
- be of good moral character.
- have no felony convictions.
- have committed no incidents of violence.
- Military discharge must not have been dishonorable.

EXAMINATION:

Candidates must take the Criminal Justice Basic Aptitude Test for Law Enforcement Officers (CJBAT) and receive a passing score of 79% or better. Candidates must also pass the physical agility test and swim test. **This must be done prior to the application being submitted, because the applicant must submit their official test scores to Human Resources before the application will be accepted.** Candidates must present documentation with their application from the Criminal Justice Testing Center at Broward Community College [Institute of Public Safety](#) or any other state-wide acceptable testing institution indicating their passing score of each component. Once the application is accepted, the applicant will have one week to submit their Personal History Statement. The probationary period is one year after graduation from the Police Academy; for Florida Certified applicants, the probationary period is one year after their hire date.

The score on the CJBAT will establish your rank on the City's "Civil Service Eligibility List." However, your rank on the list may change as we are continuously accepting applications and updating the eligibility list.

After passing the CJBAT written exam, you must complete a [Personal History Statement](#) and successfully pass the following: an oral exam, a polygraph exam,

a psychological exam, a medical exam, a drug screen, a background check and a Command Staff review. Your application will remain on file for 6 months.

HOW TO APPLY:

Applicants must submit a City of Hollywood Employment Application along with their passing score on the CJBAT, physical agility and swim test. The application will not be accepted without the documentation indicating the applicant's score on the CJBAT and that the applicant passed both the physical agility and swim test.

COMPLETE YOUR INITIAL APPLICATION:

There are 3 ways to apply to the City of Hollywood.

1. A hard-copy of the application can be obtained at the Human Resources Department of Hollywood City Hall, Room 212, 2600 Hollywood Boulevard, Hollywood, FL 33020.
2. [Download a printable application \(in Adobe PDF format\) here.](#) This is the same application that can be picked up at City Hall. Fill this application out and return it to The Human Resources Department of City Hall, Room 212, 2600 Hollywood Boulevard, Hollywood, FL 33020.
3. Apply on-line by following the “**Apply for a Job**” link on the home page by creating a NEOGOV account through governmentjobs.com.

NOTE TO APPLICANTS:

The City of Hollywood has an Ordinance which regulates the employment of relatives of City employees. At the discretion of the City Manager, a relative of an employee shall only be hired if the applicant is the top ranked candidate available on the eligibility list and it is in the best interest of the City.

If you are claiming Veteran's Preference:

You must provide a copy of your DD-214 and fill out a supplemental questionnaire
at time of application to receive veteran's preference points.

Reasonable accommodation for persons with disabilities: The Employment Office will make reasonable efforts in the examination and workplace to

accommodate persons with disabilities. Please advise Human Resources of special needs by calling 954-921-3216.

The City of Hollywood is an Equal Opportunity / Equal Access Employer.

DISQUALIFIERS:
Please read this section carefully.

This section defines some factors that will automatically disqualify your application for employment with the City of Hollywood Police Department.

The following are mandatory background disqualifiers according to the Police Department's established rules, regulations, policies and procedures. If your background meets **any** of these circumstances, **do not apply**. You **will not** be considered for employment with the City of Hollywood Police Department.

Automatic Background Disqualifiers (to include, but not limited to):

- Five (5) or more moving traffic violations in the last five (5) years or a poor overall driving history.
- Two (2) or more Driver's License suspensions in the last five (5) years.
- Any D.U.I. arrest and/or conviction in the last five (5) years.
- Any arrest and/or conviction involving Domestic Violence issues.
- Failure to disclose any traffic tickets, convictions, past employer information, or any other pertinent/relevant information in your background.
- Recent use of any controlled substance.
- If you have failed our background investigation or psychological exam in the past year.
- If you have a dishonorable discharge from the military.

Prior to being considered for employment by the Hollywood police department, all applicants must successfully pass the following: a Personal History Booklet Review (including an extensive criminal history and driving record check), an Oral Interview, Polygraph Exam, Psychological Exam, thorough Background Check, Drug Screening and a Medical Exam. Failure to pass any one of these exams will render you disqualified from employment with the Police Department.

BROWARD COMMUNITY COLLEGE
CRIMINAL JUSTICE TESTING CENTER
at the
INSTITUTE OF PUBLIC SAFETY
3501 Davie Road, Building 22
Davie, Florida 33314

TESTING CENTER TELEPHONE NUMBER AND HOURS OF OPERATION:

Registration	954-201-	Tuesday through	from	8:00 AM – 3:00
Desk:	6790	Friday		PM

The applicant must appear in person to register.

The Criminal Justice Testing Center is not a hiring agency; it is a testing center for persons wanting to enter Law Enforcement positions in Broward County. The Criminal Justice Testing Center administers the Criminal Justice Basic Abilities Test (C.J.B.A.T.), Basic Motor Skills Test (agility), and Swim Test to candidates for employment in cooperation with the Broward County Chiefs of Police Association. Successful completion of required tests may make you eligible for consideration of further evaluation by participating agencies.

REGISTRATION:

Appointments are not necessary for registration. Applicants must personally appear in the lobby at the Institute of Public Safety, Building 22, from 8:00 am to 3:00 pm on Tuesday, Wednesday, Thursday or Friday only. At the time of registration applicants must present a completed “registration form” , a valid photo I.D., and pay appropriate fees to receive a registration receipt with an identification number to become eligible for test appointments. This number will be your reference for all testing and must be presented for entry to any of the test sites.

LAW ENFORCEMENT TESTING FEE:

The fee for Law Enforcement applicants is \$55.00 and includes testing for C.J.B.A.T., Basic Motor Skills (agility) and Swim Test. The fee must be paid at the time of registration by cash or money order (personal checks are not accepted). The Fee is non-refundable.

ALL TESTING MATERIALS WILL BE PROVIDED BY THE TESTING CENTER.

TESTING SCHEDULES:

- C.J.B.A.T.
Wednesday 5:00 – 8:00 PM SIGN IN AT 4:15 PM
- SWIM TEST
MONDAY 7:30 AM SIGN IN AT 7:15 AM
- BASIC MOTOR SKILL (AGILITY TEST)
Monday 10:00 AM SIGN IN AT 9:15 AM
Monday 1:00 PM SIGN IN AT 12:15 PM
Thursday 10:00 AM SIGN IN AT 9:15 AM
- AGILITY PRACTICE
(NO CHARGE FOR PRACTICE SESSIONS)
Thursday 4:00PM SIGN IN AT 3:45 PM

In order to better serve out-of-state applicants and those who travel from distant points in Florida, CJTC testing schedules will be modified - CJBAT will be administered each Monday at 4:00 PM. This modification will enable all non-local applicants to complete all testing on a single day.

Following your written examinations, you may receive your test results by calling the testing center at 954-201-6304 between 9:00 AM and 3:00 PM on the appropriate day(s) indicated below;

BAT score results: any Tuesday following your Wednesday examination.

Upon request, the testing center will also provide printed documentation of your test scores after you have passed all of the necessary tests.

The C.J. B.A.T. test scores are valid for four years and the Swim Test never expires once you have achieved a passing score. The Basic Motor Skills Test (agility) score is valid for six (6) months.

For additional employment information, contact:

Hollywood Police Department

Personnel Unit
3250 Hollywood Blvd.
Hollywood, FL 33021

954-967-4372
Monday - Friday
8:00 am - 4:00 pm

