

Department of Corrections
**CORRECTIONAL PROBATION OFFICER
 WILLINGNESS QUESTIONNAIRE**

Printed Name: _____ Last 4 digits of Social Security #: _____

ARE YOU WILLING TO:

YES NO

- ___ ___ work a flexible 40 hour work week schedule, often outside the hours of 8am-5pm, to include evenings, weekends, and holidays
- ___ ___ be on time for work
- ___ ___ participate in joint efforts between the department and law enforcement agencies where specific goals are defined and planned action are executed to enhance community supervision of offenders under the control of the department. These compliance initiatives may include residence checks on community control, sex offender, or drug offender cases to ensure that offenders are in compliance with conditions of supervision
- ___ ___ work overtime (with compensation), if necessary and approved
- ___ ___ report to duty during a natural disaster such as a hurricane, flood or other emergency
- ___ ___ provide a telephone contact number for emergencies
- ___ ___ be reassigned to any office within 50 miles of the assigned circuit
- ___ ___ be fingerprinted and for these fingerprints to be entered into a statewide automated identification system where they will be maintained by the Florida Department of Law Enforcement
- ___ ___ take a TB test annually
- ___ ___ notify your servicing personnel office of dual employment with another state agency
- ___ ___ notify your supervisor of any outside (secondary) employment
- ___ ___ participate in firearm training
- ___ ___ participate in physical fitness training
- ___ ___ be exposed to chemical agents such as pepper spray and tear gas used during training and in the correctional environment
- ___ ___ participate in defensive tactics training including, but not limited to self defense techniques, take downs, and handcuffing
- ___ ___ maintain all mandatory annual training requirements and participate in all required training
- ___ ___ present training sessions
- ___ ___ work with violent offenders with varied criminal histories, backgrounds, and physical or mental disabilities or diseases

ARE YOU WILLING TO:

YES **NO**

- ___ ___ witness offenders providing a urine specimen for drug testing and conduct urinalysis screening testing in the office
- ___ ___ meet strictly imposed court and internal deadlines
- ___ ___ supervise offenders without regard to age, sex, race, religion, or national origin
- ___ ___ if necessary, engage in physical confrontation with another individual
- ___ ___ deal with irate individual(s)
- ___ ___ deal with uncooperative individuals or offenders that may be under the influence of alcohol or drugs
- ___ ___ deal with victims or their families
- ___ ___ enter potentially dangerous environments or neighborhoods at all hours of the day or night, often alone or with another officer
- ___ ___ visit and walk through offender's residences and yards to ensure compliance with conditions of supervision
- ___ ___ conduct searches of an offender's residence, person, vehicle, or other property in accordance with court orders and Department of Corrections' rules
- ___ ___ be subjected to verbal abuse from an offender or others and be able to maintain professionalism
- ___ ___ be of assistance to fellow officers or law enforcement in case of an emergency
- ___ ___ make required visits to offender's homes, employment sites, or elsewhere to enforce requirements of supervision
- ___ ___ maintain a valid driver license
- ___ ___ drive your personal vehicle to perform your duties in accordance with Department of Corrections' rules, and receive travel reimbursement
- ___ ___ travel overnight and/or for a few days at a time and, if necessary, travel on a commercial airline for training, court, and other professional meetings
- ___ ___ attend scheduled court appearances and give testimony
- ___ ___ repeat statements either verbally or in writing, that would involve the use of profanity for the purpose of reporting a job related incident
- ___ ___ report violations and make recommendations for offenders that could result in incarceration

ARE YOU WILLING TO:

YES NO

- interview or instruct offenders at jails as required
- arrest offenders when necessary, including handcuffing the offender, and assisting law enforcement with an arrest
- communicate in writing in a clear and concise manner
- use a computer to enter daily data entries as required by procedure
- maintain offender files and documentation required for appropriate case management
- counsel and discuss with the offender referrals and resources needed to assist the offender in complying with conditions of supervision and/or assistance needed to improve their residence, employment, education, relationship with their spouse or children, or other needs identified during the supervision period
- complete assigned investigations within required timeframes
- follow supervisor's instructions
- make decisions based on good judgment and procedure requirements
- show respect to authority and professionalism to offenders, offenders' families, victims, private citizens, and criminal justice personnel you will come into contact with in the scope of your duties
- act in professional and ethical manner both on and off duty
- maintain confidentiality of information concerning criminal activities of offenders and understand that if you do not, you will be subject to discipline, up to and including dismissal
- read and become familiar with probation and parole procedures and rules, Department of Corrections' policy and procedures, directives, and rules
- read and become familiar with all rules and regulations governing offenders and ensure that they are enforced
- have your payroll warrant direct deposited in accordance with comptroller's regulation

Please explain any "No" answers: _____

Have you received monthly benefits under the Florida Retirement System (FRS) or taken any distribution under the FRS Investment Plan or optional non-FRS plans (e.g. CCORP, SUSORP, or SMSOAP)? Yes _____ No _____
If yes, you must complete the FRS New Employee Certification Form.

Section 943.17, Florida Statutes, directs the Criminal Justice Standards and Training Commission to give a test to basic recruit training graduates and candidates seeking an exemption from a Commission-Approved Basic Recruit Program. The certification test provides the Commission with assurance that each person employed or appointed as a sworn officer in this state has the minimum knowledge required to perform competently.

The Officer Certification test will be given at the end of a Commission-approved Basic Recruit Training Program or an approved Certification Examination Preparation Training Course. The test will be based upon an approved training exemption for out-of-state candidates.

ARE YOU WILLING TO:

YES NO

_____ _____ enroll in a Criminal Justice Standards and Training Commission approved Basic Recruit Training Program within 180 days of initial employment and successfully complete the training within 18 months after enrollment if you are not currently a certified Correctional Probation Officer. (Training requires overnight travel for an extended period of time.)

_____ _____ pay the Florida Department of Law Enforcement test fee (if you are not currently a certified Correctional Probation Officer) and take the first available test upon completion of required training?

_____ _____ pay an additional Florida Department of Law Enforcement test fee if you fail the first test and again take the test on the first available date? Failure to do so will result in termination of your employment with the department. Additionally, if you fail the Florida Department of Law Enforcement examination three times, you will be terminated from employment with the department.

_____ _____ reimburse the department for Criminal Justice Standards and Training Commission approved advanced and specialized training taken for promotion consideration, mandatory retraining, salary incentive, or career development purposes if you do not successfully complete the training due to unsatisfactory performance or withdrawal for any reason other than death in the immediate family or personal illness or injury. The reimbursement will be made to the department within thirty (30) days in accordance with "Minimum Training Requirements," procedure 209.101. If you fail to make repayment within thirty (30) days, you understand and agree to have the repayment of the obligated amount deducted from any regular wages, annual leave payments, sick leave payments, special/holiday compensation payments or any other payments due to you.

Certification of Applicant (Read carefully before signing)

I understand that if I attend an approved Basic Recruit Training program at the expense of the Department of Corrections (department) I must remain employed with the department for a period of not less than 2 years after graduation from the basic recruit training program. I further understand that if I terminate employment on my own initiative within 2 years, I shall reimburse the department for the full cost of tuition and other course expenses paid for me by the department during the academy training period in accordance with Chapter 943.16, Florida Statutes. I agree to have the obligated amount deducted from any regular wages, annual leave payments, sick leave payments, special/holiday compensation payments or any other payments due to me upon separation and reimburse the department for any remaining outstanding balance.

I hereby swear or affirm there are no misrepresentations or omissions in or falsifications of the foregoing statements or in the answers to questions on the Willingness Questionnaire. I am aware that should an investigation disclose such misrepresentations, omissions, or falsifications, my application will be rejected and I will be disqualified for employment with the Florida Department of Corrections or, if after my acceptance for employment, subsequent investigation should disclose misrepresentations, omissions, or falsifications, it will be just cause for my immediate dismissal.

Printed Name

Signature

Date