TO ALL AGENCIES:

Agencies have several methods of sending a recruit to the basic recruit program here at Palm Beach State College. The first way is to “sponsor” the recruit. A sponsored recruit is one in which the agency has completed all background requirements and are assuming full financial responsibility for the recruit.

Agencies also have the ability to “authorize” a recruit to attend. Under an authorization to attend, the agency has completed all background requirements but are NOT assuming any financial responsibility for the recruit.

 Anything else would be considered as a self sponsored recruit and they would be required to follow our standard applicant processing steps.

**Instructions:** To obtain Sponsorship or Authorization to Attend preference, the following procedures will apply:

1. The applicant will complete **Part I** of this package in the presence of the law enforcement or corrections administrator or designee of the agency that he/she is employed or applying to.

2. The law enforcement or corrections administrator or designee will complete and sign **Parts II, III, IV, and V** of this package and return the entire package to the Criminal Justice Institute no later than one month prior to the start of the academy.

3. A copy of this form, together with the required documents, shall be retained by the authorizing agency and by the Criminal Justice Institute.

**We encourage all agencies that if you are considering either sponsoring or authorizing a recruit to attend one of our academies please call our Selection Specialist Christine Todaro at 561-868-3908 and reserve a spot in the class.**

This package should contain:

- Cover Letter
- Part I – Applicant Affidavit
- Part II – Agency Checklist
- Part III – Affidavit of Sponsorship
- Part IV – Fingerprint Notification
- Part V – Federal Gun Control Act
Part I – Applicant Affidavit

I, ____________________________, (Type or Print Full Name) have received a “Sponsorship” or an “Authorization to Attend” from the ______________________________________ (Agency) and have met all of the requirements set forth in Part II of this form. I request permission to enroll into the following basic academy: (Check One)

□ CORRECTIONS  □ LAW ENFORCEMENT  □ CROSSOVER
□ AUXILIARY  □ EQUIVALENCY (L.E. or Corrections)

I understand that Florida State Statutes and Florida Administrative Codes set forth eligibility requirements to become a law enforcement or corrections officer. I affirm that:

- I am at least 19 years of age.
- I am a citizen of the United States
- I am a high school graduate or equivalent
- I have never been convicted of any felony or of a misdemeanor involving perjury or a false statement.
- I have never been dishonorably discharged from any of the Armed Forces of the United States.

Also, I agree to the following conditions:
1. All rules and regulations of the Palm Beach State College Criminal Justice Institute and the Criminal Justice Standards and Training Commission will be adhered to.
2. If the Authorization is withdrawn for ANY reason, you may be terminated from the training program.
3. Registration will be on a space-available basis. Completion of this form does NOT guarantee academy registration.

I have read, understand, and fully agree to all of the above conditions.

Applicant’s Signature – Do NOT Print or Type

________________________________________

Social Security Number: ____________________________

Date of Birth: ____________________________
Part II – Agency Checklist

(Please check ALL Applicable Boxes and include the date the requirement was met.)

☐ Verified high school graduate or equivalent: __________________________ (date)

☐ Verified U.S. citizenship: ________________________________ (date)

☐ Verified not dishonorably discharged from the Armed Forces of the U.S.: ____________________________ (date)

☐ Basic Abilities Test (BAT) with a passing score completed: ____________________________ (date) (VALID FOR 4 YEARS)

☐ Physical Abilities Test with a passing time completed: ____________________________ (date) (VALID FOR 6 MONTHS)

☐ Fingerprints submitted to FBI/FDLE: ____________________________ (date) (COMPLETE ATTACHED LETTER)

☐ Thorough background investigation with favorable findings completed: ____________________________ (date)

☐ Polygraph or Voice Stress Analysis examination with favorable results completed: ____________________________ (date)

☐ Psychological examination with positive results completed: ____________________________ (date)

☐ 7 panel drug screen analysis with favorable results completed: ____________________________ (date)

☐ Physical examination completed: ____________________________ (date) CJSTC Form 75B must be attached.

☐ Has a valid Florida driver’s license or is able to obtain one prior to entering the academy program.

The signature below must be an authorized agency administrator which attests to the eligibility of this prospective attendee pursuant to Florida Administrative Code, 11B, Chapter 943.13, F.S., and all other information above.

______________________________  ______________________________
Date                                    Agency

______________________________  ______________________________
Signature of Agency Administrator or Designee  Printed Name of Agency Administrator or Designee
Part III – Affidavit of Sponsorship

**Sponsoring Agency** (Applicable Boxes MUST be Checked):

- [ ] This applicant is employed by our agency.
- [ ] A letter on agency letterhead, signed by the approved Agency Administrator, is attached in which the agency assumes FULL financial responsibility for uniforms, fees and tuition.

______________________________
(Date)

______________________________
(Agency)

______________________________
Signature of Agency Administrator or Designee

______________________________
Printed Name of Agency Administrator or Designee
Part IV – Basic Recruit Fingerprint Response Notification for Sponsored or Authorized Individuals (Single Applicant)

DATE:___________________________

TO:  PALM BEACH STATE COLLEGE, CRIMINAL JUSTICE INSTITUTE

FROM: (Agency’s Name) ______________________________

Applicant’s Name ______________________________________

Applicant’s SSN ________________________

Check the appropriate response:

☐ We received a summary of the criminal history check based on fingerprints, and certify that the applicant does not have a criminal record and is qualified to enroll in the basic recruit training program pursuant to Florida Statute 943.13. (private institutions must submit CJSTC Form 62 with this document)

☐ We received a summary of the criminal history check based on fingerprints and certify that the applicant has a criminal record but is still eligible to enroll in the basic recruit training program pursuant to Florida Statute 943.13. A summary of the Criminal History is as follows: (include arrest and disposition information, attach additional pages if necessary.)

Applicants from a private institution who have a criminal record as determined through a criminal history check based on a fingerprint submission must have those applicants re-fingerprinted at the college in order to meet Florida State Statute requirements.

(7) Each criminal justice training school that offers law enforcement, correctional, or correctional probation officer basic recruit training, or selection center that provides applicant screening for criminal justice training schools, shall conduct a criminal history background check of an applicant prior to entrance into the basic recruit class. A complete set of fingerprints must be taken by an authorized criminal justice agency or by an employee of the criminal justice training school or selection center who is trained to take fingerprints. If the employing agency has previously taken a set of fingerprints from the applicant and has obtained a criminal history check of the applicant using the fingerprints, the requirements of this subsection shall be met when the employing agency submits to the criminal justice training school or selection center a letter stating the date on which the agency took the fingerprints of the applicant, a summary of the criminal history check based on the fingerprints, and a certification that the applicant is qualified to enroll in the basic recruit training program pursuant to s. 943.13. If the criminal justice training school or selection center takes the fingerprints, it shall submit the fingerprints to the Florida Department of Law Enforcement for a statewide criminal history check, and forward the fingerprints to the Federal Bureau of Investigation for a national criminal history check. Applicants found
through fingerprint processing to have pled guilty to or been convicted of a crime which would render the applicant unable to meet the minimum qualifications for employment as an officer as specified in s. 943.13(4) shall be removed from the pool of qualified candidates by the criminal justice training school or selection center.

(8)(a) If a criminal justice training school or person violates this section, or any rule adopted pursuant hereto, the Department of Legal Affairs, at the request of the chair of the commission, shall apply to the circuit court in the county in which the violation or violations occurred for injunctive relief prohibiting the criminal justice training school or person from operating contrary to this section.

(b)1. In addition to any injunctive relief available under paragraph (a), the commission may impose a civil fine upon any criminal justice training school or person who violates subsection (1) or subsection (5), or any rule adopted pursuant thereto, of up to $10,000 for each violation, which fine shall be paid into the Criminal Justice Standards and Training Trust Fund. The commission may impose a civil fine upon any criminal justice training school or person who violates subsection (2), subsection (3), or subsection (4), or any rule adopted pursuant thereto, of up to $1,000 for each violation, which fine shall be paid into the Criminal Justice Standards and Training Trust Fund.

| Signature of Agency Administrator or Designee | Printed Name of Agency Administrator or Designee |
Part V – Federal Gun Control Act

The Federal Gun Control Act (GCA) makes it unlawful for certain categories of persons to ship, transport, receive, or possess firearms. 18 USC 922(g). Transfers of firearms to any such prohibited persons are also unlawful. 18 USC 922(d).

These categories include any person:

- Under indictment or information in any court for a crime punishable by imprisonment for a term exceeding one year;
- convicted of a crime punishable by imprisonment for a term exceeding one year;
- who is a fugitive from justice;
- who is an unlawful user of or addicted to any controlled substance;
- who has been adjudicated as a mental defective or has been committed to any mental institution;
- who is an illegal alien;
- who has been discharged from the military under dishonorable conditions;
- who has renounced his or her United States citizenship;
- who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
- who has been convicted of a misdemeanor crime of domestic violence (enacted by the Omnibus Consolidated Appropriations Act of 1997, Pub. L. No. 104-208, effective September 30, 1996). 18 USC 922(g) and (n).

I _______________________________, hereby attest that I have read the federal Gun Control Act (GCA) above and that I **DO NOT** fall into one of the above categories and I am eligible to possess a firearm.

___________________________ Date __________
Signature

___________________________ Date: __________
Witness