Identify the requirements for successful completion of and graduation from the Basic Recruit Training Program.

To successfully complete this basic recruit training course, recruits must achieve a score of no less than 80 percent on each of the end-of-course examinations. Recruits must also demonstrate proficiency in the high liability skills (vehicle operations, first aid, firearms, defensive tactics, and dart-firing stun gun) and participate in a physical fitness program. This means that recruits must complete all assignments, exams, and make-up work in order to graduate.

Identify the role of the Criminal Justice Standards and Training Commission established by the Florida States.

The Criminal Justice Standards and Training Commission was created to oversee the certification, employment, training, and conduct of Florida law enforcement, correctional, and correctional probation officers. The Commission meets quarterly and has as its purpose “to ensure that the citizens of the state of Florida are served by the most qualified, well-trained, competent and ethical criminal justice officers in the nation.”

In pursuit of this purpose, the Commission is committed to delivering quality standards and training and increasing the professionalism of officers throughout the state.

The Commission is composed of 19 members:

- Attorney General (or designee)
- Secretary of the Department of Corrections (or a designee)
- Director of the Division of Florida Highway Patrol
- Sixteen members appointed by the Governor:
  - three sheriffs
  - three police chiefs
  - five law enforcement officers
  - two correctional officers
  - one training center director
  - one county corrections administrator
  - one state resident who falls into none of the previous categories

Primary Responsibilities of the Commission

Everything that relates to the profession, for example, uniforms, training programs, certification, sanctions, records, and examination.

Identify the requirements for certification according to the Florida States.

Officer Certification

Florida Statutes sets the minimum requirements and standards that persons must meet before becoming certified as officers. An officer must:

- be at least 19 years of age
- be a citizen of the United States
- be a high school graduate or its equivalent
- not have been convicted of any felony or of a misdemeanor which involves perjury or a false statement, regardless of withholding of adjudication or suspended sentence
- have processed fingerprints on file with the employing agency
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- have passed a physical examination by a licensed physician based on specifications established by the Commission
- have a good moral character, as determined by a background investigation under procedures established by the Commission
- submit an affidavit attesting to compliance (a signed document agreeing to abide by all Commission rules)
- satisfactory pass a state examination in the respective specialty

A recruit has four years from the starting date of the basic recruit training to complete the certification process. In order to become certified (sworn) as a law enforcement officer, a person must do all of the following:

- meet all the minimum requirements and standards (U.S. citizen, 19 years of age, high school, no criminal record, etc)
- complete the approved basic recruit training
- pass the State Officer Certification Examination
- become actively employed with a law enforcement agency in an auxiliary, a part-time, or a full-time sworn officer position

Simply completing the basic recruit training and passing the certification exam does not mean that a person is certified.

**Identify the reasons the Criminal Justice Standards and Training Commission may take action against an officer’s certification.**

The Commission has the authority to impose disciplinary (written reprimand, probation up two years, suspension, and revocation of certification) on an officer’s certification if the officer fails to maintain the required stands of conducts:

- pleads nolo contendere, pleads guilty, or is found guilty of any felony
- pleads nolo contendere, pleads guilty, or is found guilty of a misdemeanor involving perjury or false statement
- fails to maintain good moral character as defined by the Florida Statutes and Florida Administrative Code
- commits any act constituting a felony offense, regardless of criminal prosecution
- commits any act constituting any of a specified group of serious misdemeanor offenses, regardless of criminal prosecution
- commits any principal, accessory, attempt, solicitation, or conspiracy, pursuant to Chapter 777, Florida Statutes, where there would have been a felony offense had the crime been committed or completed
- commits any act in any jurisdiction other than the state of Florida, which if committed in the state of Florida, would constitute a felony, any of the specified serious misdemeanors, or a violation of Chapter 777, Florida Statutes
- tests positive for controlled substances by a urine or blood test, in accordance with the requirements for testing reliability and integrity
- is found guilty of excessive use of force under color of authority
- engages in sexual harassment involving physical contact or misuse of official position
- misuses the official position
- engages in sex while on duty
- has unprofessional relationships with an inmate, detainee, probationer, parolee, or community controlled, has written or oral communication that is intended to facilitate conduct which is prohibited by Commission rule; engages in any physical contact nor required in the performance of official duties that is normally associated with the demonstration of affection or sexual misconduct
Identify the penalties that may be imposed in the officer discipline process.

The penalties include written reprimand, probation of up to two years (with or without mandatory retraining or counseling, if applicable), suspension of up to two years (with or without mandatory retraining or counseling, if applicable), and revocation of certification.

Under Florida Law, the Commission must revoke an officer’s certification if he or she is convicted, pleads guilty or nolo contendere, or is found guilty of any felony offense regardless of withholding of adjudication or suspension of sentence. In this case, the Commission has no discretion; the penalty will be revocation. When the Commission revokes an officer’s certification, the officer can no longer work as a certified officer in the State of Florida.

Criminal Justice Values and Ethics

Define values

They are principles, standards, or qualities considered worthwhile or desirable. They are core beliefs or desires that guide or motivate attitudes and actions. They also define the things we value and prize the most. Therefore, they provide the basis for ranking those things we want in a way that elevates some values over others. Thus, values determine how people behave in certain situation.

Define personal values

They are an individual’s conviction about what is right and wrong, based on religious beliefs, cultural roots, family background, personal experiences, laws, organizational values, professional norms, and political habits. The personal values that a student brings to the academy shape the student's behavior. These are not the best values for making ethical decisions – but because they lack importance, but because they are not universal. A variety of influences has shaped individual students’ fairness, friendship, trustworthiness, respect, responsibility, compassion, service, self-discipline, caring, and citizenship.

Define ethics

It is a standard of conduct based on moral duties and virtues that are derived from the principles of right and wrong. Ethics indicate how a person should behave.

Define ethical principles

They are rules of conduct derived from ethical values. These values may give rise to many principles in the form of specific “do’s and don’ts. Honesty is an important ethical value. Some of the characteristics associated with honesty include truthfulness and fairness.

Identify ethical behavior

It is principled, value-based decision making on a daily basis for personal or professional reasons.

Identify unethical behavior

There are types of behavior that society considers unethical; laws make certain unethical behavior criminal. Some unethical behavior that law enforcement officers should be on guard against includes engaging in bribery, committing perjury, and misusing their position or authority. Officers should also be
wary of divulging privileged communication, engaging in situations that present a conflict of interest, and accepting inappropriate gratuities.

**Define bribery**

... corruptly to give, offer, or promise to any public servant, or, if a public servant, corruptly to request, solicit, accept, or agree to accept for himself or herself or another, any pecuniary or other benefit not authorized by law with an intent or purpose to influence the performance or any act or omission which the person believes to be, or the public servant represents as being, within the official discretion of a public servant, in violation of a public duty, or in performance of a public duty.

**Define perjury**

May be defined as a false statement made under oath which the person making the statement doesn't not believe to be true. Criminal violations differ depending on the situation in which an individual commits perjury. For example, in official proceedings, perjury is considered a felony of the third degree; in unofficial proceedings, perjury is considered a misdemeanor of the first degree.

**Identify misuse of position of authority**

No public officer, employee of an agency, or local government attorney shall corruptly use or attempt to use his or her official position or any property or resource which may be within his or her trust, or perform his or her official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.

**Define conflict of interest**

For the public to maintain its faith in the integrity and impartially of law enforcement officers and their departments, officers must avoid taking or influencing official actions that could conflict with their responsibilities. There are several prohibitions describing the standards of conduct related to a conflict of interest. For instance, an officer must, unless required by law or policy, refrain from becoming involved in official matters, including actions of other officers in official matters, or influencing an office’s immediate family, relatives, or persons with whom the officer has or has had a significant personal, business, or employment relationship.

In addition, an office must not engage in any off-duty employment if the position compromises the officer’s ability to impartially perform his or her official duties.

**Define gratuity**

It is anything of value intended to benefit the giver more than the receiver; it is something given to a person because of that person’s position or authority. This is a major ethical issue law enforcement officer’s face. Consider the following questions: “does this person want something form me?” “Would I be offered this if I were not a law enforcement officer?” “What is expected in return?”

**Define professionalism**

It is behavior that demonstrates good character and is marked by pride in self and career. Examples include service, integrity, respect, quality, fairness, honesty, courage, compassion, moral/ethical leadership, trustworthiness, and common sense.

**Describe the relationship between ethics, personal values, and professionalism.**

Ethics, personal values, and professionalism are inseparably intertwined, and each element is essential in a law enforcement office’s personal and professional life.

**Identify ethical standards of conduct based on the Law Enforcement Code of Ethics**
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- Perjury by false written declaration
- Perjury when not in an official proceeding
- Perjury in official proceedings
- Perjury by contradictory statements
- False reports to law enforcement authorities
- False official statement
- Bribery
- Unlawful compensation or reward for official behavior
- Refusal to execute criminal process
- Misuse of confidential information
- Witness accepting bribes

Identify an ethical decision making tool.

**Ethical Decision Making**

The Critical Thinking Test is an assessment tool that can assist officers in making decisions when faced with difficult ethical situations. It guides the officer through a series of six questions encouraging the officer to think through what he or she plans to do and analyzing alternative actions that can accomplish the goal.

1. **Is my action legal?**
   
   If no, stop! What action should I take? If yes, ask the next question.

2. **Will the result of my action be good?**
   
   If no, stop!
   
   If yes, ask the next question.

3. **Will what I plan to do actually work?**
   
   If no, stop!
   
   If yes, ask the next question.

4. **Is there a less harmful alternative?**
   
   If yes, stop and use the less harmful alternative!
   
   If no, ask the next question.

5. **Does it undermine some equal or more important value?**
   
   If yes, stop!
   
   If no, go ahead with the decision.

6. **Does a good end ever justify a bad means?**
   
   No!

7. **Will I be able to justify my action if my decision is made public?**
   
   If no, stop!
   
   If yes, go ahead with the decision.

**Sexual Harassment**

Identify the relationship between sexual harassment and discrimination as stated in federal law.

According to the federal Civil Rights Act of 1964, Title VII, it is unlawful for employers to discriminate in the workplace. Sexual harassment is a form of discrimination.
Define discrimination.

It is the action(s) a person takes to deprive another individual or group of a right because of prejudice involving color, national origin, race, religion, or sex. Discrimination may manifest itself through a form of harassment.

Define sexual harassment.

It is defined an unwelcome sexual advances, requires for sexual favors, and other verbal or physical conduct of a sexual nature.

The courts have held that intent is not a factor in determining what constitutes sexual harassment. Rather, they focus on the impact of the conduct. "I didn’t mean anything by it” has no relevance to a determination of whether sexual harassment occurred. Burlington Industries v. Ellerth, 524 U.S. 742 (1998).

Courts use the reasonable person legal standard to determine if behavior constitutes sexual harassment.

Every employee has a right to work in an environment free of sexual harassment and hostile conditions. Respecting others is an important aspect of ethical behavior and professionalism. Sexual harassment can also be a career killer. According to the federal Civil Rights Act of 1996, Title VII, it is unlawful for employers to discriminate in the workplace.

Define quid pro quo.

Something for something in return

Define hostile work environment.

It is an office culture where lewd jokes or other offensive habits are acceptable. It is an office culture where lewd jokes or other offensive habits are acceptable. For example, explicit photographs and posters are displayed in a coffee break room. An employee may not complain for fear of negative consequences.

In Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986), the United States Supreme Court recognized that sexual harassment violates the Civil Rights Act of 1964 Title VII and that sexual harassment can create a hostile or abusive work environment.

Give examples of sexual harassment.

- sex-based discussions, humor, banter, posters promote a hostile work
- sexual harassment behavior include verbal, nonverbal, and physical actions
- verbal actions can include sexual compliments, pressure for dates, or ridicule with a harsh sexual message
- nonverbal actions can include facial gestures, displaying nude pictures, or suggestive body language
- physical actions may include touching and brushing against another, hugging and patting, or horseplay

Identify possible consequences to the officer as a result of inappropriate behavior in the workplace.

An officer who participates in sexual harassment may be held liable with serious consequences. The officer's agency may impose internal disciplinary action such as mandatory retraining, leave without pay, loss of rank, and even discharge. THE CJSTC could revoke the officer's certification. If a lawsuit is filed, the courts may impose monetary damages. In a criminal case such as stalking, battery, assault, and/or official misconduct, and officer could face imprisonment.
The Equal Employment Opportunity Commission (EEOC) is the governmental agency that enforces compliance with the Civil Rights Act (Title VII). The harassed party has the right to file a complaint on another person’s behalf in order to protect the victim’s identity. If the conduct becomes criminal, the affected party may make a report to the appropriate law enforcement agency.

**Identify agency liability as a result of an officer’s sexual harassment.**

Harassment that goes undressed at the agency level may result in fines or administrative penalties. In addition, an agency that tolerates a hostile work environment may lose good employees. It may also result in lawsuits and judgments against the agency and its management. Employees or supervisors creating or allowing a “sexually hostile atmosphere” to develop at the workplace can lead the courts to hold governmental agencies liable. See Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

**Criminal Justice System and Components**

**Structure of the Criminal Justice System**

**Identify the major components of the Criminal Justice System.**

It refers to the structure, functions, and decision-making processes of those agencies that deal with the management and control of crime and criminal offenders. The three main components of the criminal justice system include law enforcement, the court system, and corrections.

**Identify the responsibility of law enforcement.**

It is the part of the system responsible for the enforcement of laws and civil order.

**Identify the responsibility of the court system.**

It is the part of the system responsible for the interpretation of laws.

**Identify the responsibility of corrections.**

It is the part of the system responsible for enforcing punishment as defined by the court system.

**Describe the levels of law enforcement.**

There are four levels of law enforcement agencies within the United States: federal (U.S. government agencies) state, county, and local, city, or municipal.

**Identify the levels of the U.S. court system.**

The court system in the United States includes federal, state, county, and local courts.

**Identify the levels of the state court system.**

It is made up of four levels:

*Florida Supreme Court:* The highest court in the state of Florida is the Florida Supreme Court, consisting of seven justices who are appointed by the Governor. The Supreme Court hears cases including final orders imposing death sentences and appeals from lower state courts.

*Florida District Court of Appeal (DCA):* The five District Courts of Appeals decide appeals from circuit courts in most criminal and civil cases.

*Florida Circuit Courts:* The 20 circuit courts handle the following:
domestic relations cases such as dissolution of marriage (divorce), guardianship, and juvenile delinquency

major criminal offenses (felonies) which can result in imprisonment in a state correctional institution

probate matters, such as the processing of wills and settling estates of deceased persons

civil cases involving amounts greater than $15,000

Baker Act and Marchman cases

Issuance of search and arrest warrants within the circuit

Appeals from county court judgments, except when a state statute or provision of the state constitution is held invalid

**Florida County Courts:** The 67 county courts have limited jurisdiction and handle the following:

- Minor criminal offenses (misdemeanors), which provide a maximum sentence of one year or less in the county jail
- County and municipal ordinance violations, including traffic infractions (Some counties use hearing officers for these cases.)
- Civil cases involving amounts of $15,000 or less and small claims disputes (less than $5,000)
- Issuance of search and arrest warrants within the county.

**Identify the major components of the court system.**

To function properly, the court system requires many persons acting in designated roles:

**Judge** is authorized to decide questions of law brought before the court and presides over the courtroom.

**Prosecution** is responsible for presenting the government’s case. Each court has its own specific prosecutor. In federal court, the U.S. Attorney’s Officer serves this function. Each federal district has its own U.S. Attorney and Assistant U.S. Attorneys. In our state court system, the prosecuting office is the Office of the State Attorney. In our state court system, the prosecuting office is the Office of the State Attorneys. Each judicial circuit has its own State Attorney and Assistant State Attorneys. The State Attorney is responsible for filing formal charges in any criminal case.

**Defense Attorney** is responsible for representing the defendant’s case. In Florida, defenses are represented either by an attorney whom they have hired, a public defender who is appointed by the court, or in certain circumstances, themselves.

**Clerk of the Court:** Each county elects a clerk of the court who is responsible for maintaining files and official records and issues subpoenas. Deputy clerks are appointed to assist judges in court paperwork and proceedings.

**Court Administrator** is responsible for the day-to-day administration of a court system. Responsibilities can include arranging facilities and scheduling and facilitating the interaction of the court system with the other components of the criminal justice system.

**Jury** is a group of citizens who determines questions of fact in a trial. Their responsibilities may differ depending on the particular case. A jury is not always required for a court to hear a case. In a no jury or bench trial, the judge hears the case and renders a verdict.

A bailiff or a court deputy generally is a sworn law enforcement officer who is responsible for security in the courtroom.
Court Reporter is responsible for making a record of the proceeding. (Not all court proceedings are recorded.) Some proceedings may have voice or video recordings; others have written transcripts or merely notes from a court clerk.

Describe the components of the corrections system.

Prisons (federal and state) are correctional institutions maintained by the federal and state governments for the confinement of convicted felons.

County Jails are used for booking and temporary detention of defendants awaiting trial or disposition on federal or state charges and of convicted offenders sentenced to short-term detention (a year or less).

County and Municipal Holding Facilities provide a place for detainees while booking procedures are completed or until they can be transported to a county jail.

Treatment and Evaluation Centers are designed to meet the special needs of particular offenders. Treatment centers deal with alcohol/drug abusers or mentally ill offenders. Evaluation centers are the first stop when entering the prison system. In addition to general processing procedures, various testing (e.g. medical, education aptitude) is performed at these facilities.

Probation, Parole, and Community Control are part of a community-based correctional system. Its purpose is to supervise the enforcement of specific restrictions on individuals who may have received a suspended sentence after conviction or may be on parole. Probation is a sentence placing a person under the supervision of a probation officer for a specified length of time instead of confinement. Individuals who violate their probation may be returned to the system to serve their original sentence. Community control (house arrest) is a form of community supervision that is closely monitored and is more restrictive than probation or parole.

Juvenile Assessment/Detention Center Juvenile suspects are taken to a center for processing and possible pretrial detention. Officers should check their agencies policies and procedures for the proper detainment center for juvenile suspects in their district.

Chain of Command
Organizational Structure

Identify the purpose of organizational structure within a criminal justice agency.

In order to function properly and provide prompt service to the community, all law enforcement agencies must be organized with specific goals and objectives. Organizations function properly because they have good organizational structure and follow organizational communication system.

Identify the organizational and command structure of a typical criminal justice agency.

The structure found in most law enforcement agencies is both historical and practical. In almost every organization, subordination report to superiors.

Rank structure is used to delineate between the different levels within the organization. In law enforcement agencies, this rank structure might be as follows:

- Sheriff or chief of Police
- Undersheriff or Chief Deputy, Deputy Chief or Police
- Colonels
- Majors
- Captains
- Lieutenants
Define chain of command.

It is the order of authority within an organization. It provides the linkage of authority and responsibility that joins one level of an organization to another.

Identify why chain of command within a criminal justice agency should be followed.

It facilitates coordination, reduces confusion, and enhances the efficiency of the organization.

Identify how chain of command facilities communication within the organization.

There must be uniform channels for communication within the organizational structure to facilitate the accomplishment of objectives. These channels must include both vertical and lateral communications within this structure.

Define delegation of authority.

It is the granting of power by the person with authority to another person.

Section Vocabulary

Insubordination is the failure to follow orders from superiors in the chain of command.

Lateral communication is a term for information from the chief executive officer that flows down through the supervision levels to the lowest levels of the organization. Equally important is the information that also flows in reverse, from the lowest levels to the highest.

Vertical Communication is that which travels across a level of the organization to employees on the same level within the chain of command. Sometimes, information must be processed at all levels and then channel to the individuals or individuals responsible for accomplishing a specific objective.