SPECIAL PROCESS SERVER PROGRAM
2020 / 2021

All applicants must read, complete, initial each page and provide all supporting documentation required in this special process server application packet. Please sign and notarize the required pages.

As of April 1, 2019, the Broward Sheriff Office will no longer accept personal checks. The only forms of payment accepted will be cash, money order, business or cashier’s check.

Applicants may not have any felony convictions or any misdemeanor convictions involving moral turpitude or dishonesty, this is to include any record sealed and/or expunged (See List of Moral Turpitude on page 16).

Conditional Existence of the Special Process Server Program

1. The Broward Sheriff's Office Special Process Server Program (SPSP) functions at the discretion of the Sheriff. A yearly review of the SPSP is conducted to determine its continued necessity. The Sheriff reserves the absolute right to discontinue the SPSP.

2. The Sheriff reserves the right to seek revocation of any appointment at any time it is determined that the Special Process Server (SPS) is not fully and properly discharging his/her duties and/or for non-compliance with laws and procedures relating to the service of process.

3. All applicants must have and demonstrate a working knowledge and understanding of Florida Statutes Chapter§48 and all Rules of Civil and Criminal Procedure governing service of process.

4. By initialing and signing where appropriate in this packet you are hereby agreeing to the terms and conditions contained therein. You are agreeing that you have reviewed the packet in its entirety and understand the information and requirements of the program and are aware of your obligations and responsibilities during the application process and upon successfully being admitted into the program.

Special Process Server Program Outline

1. Appointments will run concurrent to the fiscal year of Broward County, that is, they are effective from October 1 and run through September 30, and are subject to annual renewal.

   A. Renewals and New Applications will be due on or prior to April 30, 2020, see Calendar of Events for exact date and time. There are no exceptions.
B. Incomplete applications or applications received after the deadline will not be processed.

C. Renewal applicants who do not submit a completed application prior to the designated deadline will automatically forfeit their appointment for the upcoming year and will be subject to a complete reapplication process in any subsequent years.

D. The processing fee collected for Renewal and New Applicants is non-refundable and is subject to change from year to year. As of April 1, 2019, the Broward County Sheriff’s Office will no longer accept personal checks. All applicants must submit payment with any of the following: cash, money order, business or cashier’s check. The application fees are currently as follows:

1. Renewal fee - $250
2. New Applicant fee - $300

E. The Broward Sheriff’s Office shall require that each applicant for appointment to the SPSP meet the standards set forth for this position. The applicant will be subject to a thorough background check, which may include a polygraph and drug test.

F. Each applicant will be required to satisfactorily pass a written examination, which will test their knowledge of the applicable statutes, policies, and information in the SPSP packet. Any applicant who fails to pass the examination will not be admitted into the program.

G. All new applicants must attend the training class, take a written exam and pass the exam with a score of 80% or higher.

H. All appointees will attend designated coordination/administrative meeting(s) as scheduled and mandated by the Captain of the Civil Division. Failure to attend is grounds for termination from the program.

I. All applicants should log on to www.sheriff.org/LE/Pages/CivilDivision for any and all information regarding:

1. The application process
2. Testing and training dates, schedules and locations
3. Test results
4. Picture and finger print schedules
5. Swearing-in dates and locations

2. Upon appointment, the SPS will receive a BSO-owned picture identification card with an annual expiration date of September 30. The issued identification must be carried at all times during the performance of duties as a SPS and may be used only for the purpose of serving non-enforceable civil process. A $25.00 fee will be charged for any replacement identification card needed during the course of an appointment year, along with a police report for the lost or stolen identification card.
3. A list of all names and appointment numbers will be provided to the Clerk of Courts. When a SPS attempts to have process issued by the Clerk’s Office, the SPS may be required to produce the identification card.

4. A SPS must file complete and legible affidavits, indicating the type of writ or papers being served and the address for service. Additionally, charges for service must be included on the Return of Service form (the affidavit).

**Due Process Afforded to Special Process Servers**

1. As an appointee of the Sheriff, the SPS will be expected to maintain a courteous, professional demeanor and appearance with both the public and the Broward Sheriff’s Office staff. Additionally, the SPS will be expected to adhere to all laws and rules pertaining to the service of civil process.

   **NOTE:** Although appointed by the Sheriff, a SPS **is not an employee of the Broward Sheriff’s Office.** No SPS may represent him/herself as being employed by the Broward Sheriff’s Office. Expressions such as:

   “I’m with the Sheriff’s Office”
   “I’m from the Sheriff’s Office”
   “Broward Sheriff’s Office”

   Or any other statements, which is designed to use the authority and power of the Broward Sheriff’s Office to assist the SPS in serving civil process, could be grounds for disciplinary action.

2. All complaints against a SPS will be investigated by the Civil Division Sergeant and/or Civil Process Supervisor and will require a written explanation from the SPS. The Civil Division Captain will determine what; if any discipline should be imposed upon the SPS, the SPS will be notified, in writing, prior to discipline being imposed.

3. A SPS may appeal the Civil Division Captain’s decision to impose discipline by submitting in writing, a request to the Civil Division Captain to convene the Complaint Review Committee (CRC). The request must be submitted within five working days of being notified of the Civil Division Captain’s intent to discipline. Upon receipt of the written appeal, the Civil Division Captain will, within ten working days, convene the CRC.

**Complaint Review Committee (CRC)**

1. CRC will review and make a recommendation of the appropriate disposition of the complaint against SPS to the Sheriff or his designee.

2. The CRC will consist of three voting members. The Civil Division Captain will select the voting members to consist of:

   A. One Special Process Server
B. One Civil Deputy
C. One person selected by the Sheriff or designee.

The Civil Division Captain and a representative from the Office of the General Counsel may attend as non-voting members.

3. The CRC will convene on an “as needed” basis after the investigation of a complaint and the recommended disciplinary action by the Civil Division Captain. All members of the CRC must be present for the committee to convene.

4. Copies of reports and statements will be provided to the CRC at the time the committee convenes. The Civil Captain or designee, upon conclusion of the committee’s review, will collect all copies of reports.

5. The CRC may hear direct testimony.

6. The CRC will not be open to the public unless required by law.

7. Determination of disposition will be based on the review of all reports, evidence, and statements. Final disposition will be based on a “Preponderance of the Evidence Standard.” Disposition of findings will be based on a majority vote. The disposition findings are as follows:

   A. SUSTAINED - Preponderance of the evidence supports the allegation.
   B. NOT SUSTAINED - Preponderance of the evidence does not support the allegation.
   C. EXONERATED - Facts of investigation identify that incident occurred. However, given the circumstances, the SPS was justified in his or her actions.
   D. UNFOUNDED - Facts of investigation reveal that the incident did not occur as alleged by complainant.

8. In those cases in which an allegation of misconduct has been sustained, the CRC will recommend an appropriate disciplinary action to be taken. Recommended action may consist of one or a combination of the following:

   A. Letter of counseling
   B. Temporary suspension from the Special Process Server Program
   C. Termination from the Special Process Server Program

9. The protocol of the CRC is informal, and proceedings will not be recorded. The recommendation of the CRC is advisory and not binding upon the Sheriff or his designee.

10. After review by the Sheriff, or Sheriff’s designee, the Special Process Server who is the subject of the complaint will be notified, in writing from the Civil Division Captain, as to the final disposition and discipline, if any.

11. In cases involving serious allegations of misconduct, the SPS who is the subject of the investigation may at the discretion of the Captain of the Civil Division, be suspended as an appointee until such time as the
investigation is completed. A SPS who is suspended or terminated will immediately return their assigned BSO identification card to the Civil Division.

**Special Process Server Agreement**

The *undersigned* does hereby apply for an appointment, by the Sheriff of Broward County, as a Special Process Server, and in consideration of any such appointment agrees to the terms and conditions, as set forth herein. Failure to conform or abide by said conditions may result in immediate termination of appointment. The *undersigned* shall:

1. Conform and abide by the requirements of Florida Statutes §48.021 and the policies and procedures of the Broward Sheriff’s Office Special Process Server Program. In addition to the requirements outlined in Florida Statutes §48.021, a SPS may not be admitted to the SPS Program if their appointment was previously revoked for misconduct. **Applicants may not have any felony convictions or any misdemeanor convictions involving moral turpitude or dishonesty, this is to include any record sealed and/or expunged (See List of Moral Turpitude on page 16).**

2. Provide written notification to the Sheriff of the name and business address of the *undersigned’s* employer; the name and address of any new or subsequent employer; and upon change of employment, the *undersigned* will present to the Sheriff’s Office a letter from applicant’s previous employer indicating the reason for resignation or termination. The *undersigned* shall also immediately notify the Sheriff, in writing, of any changes in residence and/or telephone number.

3. Acknowledge that the *undersigned’s* authority provided upon admission into the SPS program shall be strictly limited to the service of non-enforceable process only, and does not extend to enforceable process of any kind whatsoever.

4. Use only Return of Service forms that are approved by the Chief Judge of the 17th Judicial Circuit. Effective October 1, 2000, the forms shall not use the words **“Sheriff of Broward County” “Sheriff Gregory Tony”** or other similar language.

5. Agree that the applicant may be liable to, and agrees to indemnify and hold harmless, the Sheriff, his department, agents, employees, servants, designee and other persons for any claims, suits, judgments of any kind and nature whatsoever, that may arise from or could be caused by any act or omission on the part of the *undersigned*.

6. Acknowledge and agree that the Sheriff shall have the absolute discretion to revoke an appointment at any time it is determined that a SPS is not fully and properly discharging their or acting within the applicable guidelines of the Broward Sheriff’s Office or has been convicted of a felony or a misdemeanor crime involving moral turpitude. The applicant recognizes and agrees that no property interest may be claimed in the appointment, and therefore waives any right to claim a property interest.

7. Certify that the *undersigned* shall act solely within the scope of his/her duties as a SPS as delineated in Florida Statutes §48.021.
8. Serve no process in which the undersigned has an interest in the cause of action or is directly an employee of the law firm for which process is being served. The undersigned shall not willfully or knowingly execute a false Return of Service or otherwise violate the Oath of Office. The undersigned acknowledges that such a violation may cause the undersigned to be guilty of a felony of the third degree, and that the undersigned could be permanently barred from serving process in Florida and further agrees that this undersigned shall not simulate or circulate process as prohibited by Florida Statute 817.38.

9. Review and understand the provisions of Sections 843.081 (Prohibited use of certain lights; penalty), 843.085 (Unlawful use of police badges or other indicia or authority), Section 30.46 (Sheriffs; motor vehicles color combination; badges; simulation prohibited; penalties) Florida Statutes. BSO policy prohibits the use of any type of badge along with our identification card. The authorized identification card, which is issued to SPS, is strictly for identification purposes in the performances of official duties and is exempted from this provision. The BSO identification card is the property of BSO and may not be altered or otherwise tampered with.

10. Not carry any firearm or weapon as defined in F.S. 790.001, while serving civil process, even if the SPS possesses a Concealed Weapon or Firearms Permit.

11. Agree and consent to a background investigation by the Broward Sheriff's Office, which may, at the discretion of the Broward Sheriff's Office, include a polygraph exam and a drug test. The undersigned also agrees to submit to random drug testing as a condition of the undersigned's continued appointment during the annual term. The undersigned shall hold harmless the Sheriff, his agents, attorneys, and employees from any damage incurred as a result of any test conclusion, whether erroneous or not, resulting in the revocation or other discipline of the SPS.

12. Submit to and pass a written examination with a minimum score of 80% testing the knowledge of the applicable statutes, rules, policies, and information contained in the SPS packet prior to appointment. Failure to pass this examination shall result in the rejection of this application for appointment. (Refresher training may be offered periodically to all SPS. The undersigned may be required to submit to and pass a refresher examination.) If evidence of consistent poor performance exists, a SPS may be re-tested.

13. Renew his/her appointment annually.

14. Agree to display his/her BSO issued SPS identification card when requested, or otherwise required.

15. Not misrepresent him/herself as an employee of the Broward Sheriff's Office nor use statements such as “I’m with BSO”, “Broward Sheriff’s Office” or “I’m from BSO” or similar statements, which give persons the impression that the SPS is employed with the Broward Sheriff’s Office.

16. Agree to advise the Broward Sheriff's Office, in writing, immediately upon becoming aware that the SPS is a subject/suspect in a criminal investigation, or are under indictment, or under arrest. The SPS may be required by this agency to provide police reports, sworn statements, and/or testify before the CRC on the above matters.
Application for Appointment

Please select one of the following:

NEW APPOINTMENT

Have you ever applied before?

[ ] Yes   [ ] No

Have you ever been a Broward SPS?

[ ] Yes   [ ] No

If yes, what was your previous number? ______

__________________________________________

RENEWAL APPOINTMENT

Current SPS Number ________

Last Name: __________________________

First Name: _________________________

Full Middle: _______________________

Full Maiden/Alias Names: _____________________________________________________

Date of Birth: ____________________

Social Security Number: ____________

Initials

Page 7 of 17
2020-2021 Program Year
Under Florida law, the home addresses, telephone numbers, Social Security numbers, and photographs of certain individuals are confidential and exempt from disclosure provisions of Florida’s public records law (s. 119.071, Florida Statutes).

Answer YES to this question ONLY IF you belong to one of the following categories:

Former or current law enforcement officers; district court of appeal judges, circuit court judges, or county court judges; personnel of the Department of Health whose duties are to support the investigation of child abuse or neglect; personnel of the Department of Children and Family Services whose duties include the investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities; personnel of the Department of Revenue or local governments whose responsibilities include revenue collection and enforcement or child support enforcement; firefighters certified in compliance with s. 633.35; state attorneys, assistant state attorneys, statewide prosecutors, or assistant statewide prosecutors; human resource, labor relations, or employee relations directors, assistant directors, managers, or assistant managers of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties; and the spouses and children of these individuals.

EVEN IF YOU DO NOT QUALIFY FOR THE EXEMPTION AS DESCRIBED ABOVE: Section 790.0601, FS, makes the personal identifying information of any concealed weapon licensee or applicant confidential and exempt from disclosure provisions of Florida’s public records law EXCEPT IN THE FOLLOWING CONDITIONS: (1) we have the express written consent of the applicant or licensee or his/her legally authorized representative to disclose information; (2) we receive a court order showing good cause for the disclosure of that information; or (3) we receive a request from a law enforcement agency in connection with the performance of that agency’s lawful duties and responsibilities. However, this exemption is subject to the Open Government Sunset Review Act in accordance with s. 119.15 and may be repealed, unless the Legislature chooses to review and reenact the exemption.

DO YOU QUALIFY UNDER F.S.S. 119.071 OR 790.060(1):

CHECK ONE: YES_____ NO_____

IF ‘YES’ PLEASE EXPLAIN THE CLAIMED EXEMPTION IN DETAIL AND PROVIDE SUPPORTING DOCUMENTATIONS: (Attach additional sheets, if necessary)

Concealed Weapons Permit number: ____________________ Expiration: ______
(Attach photocopy)

Florida Driver License Number: ______________________ Expiration: ______
(Attach photocopy)

Initials

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2020-2021 Program Year
Permanent Florida Residence:

*Street Number and Name: ___________________________ Apt. Number: ________

City: _____________________________, Florida Zip Code: _____________

*Telephone Number: (______) __________________________

*Email Address: ________________________________

*Mandatory

Employer:

Company Name: ________________________________

Street Number and Name: ___________________________ Suite Number: ________

City: _____________________________, Florida Zip Code: _____________

Telephone Number: (______) __________________________

Required Information for SPS Roster:

Company Name or your Name: ________________________________

Street Number and Name: ___________________________ Suite Number: ________

City: _____________________________, Florida Zip Code: _____________

Telephone Number: (______) __________________________

The following information is required for FCIC/NCIC background checks:

<table>
<thead>
<tr>
<th>Race:</th>
<th>White</th>
<th>Black</th>
<th>Asian</th>
<th>American Indian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex:</td>
<td>Male</td>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eye Color:</td>
<td>______</td>
<td></td>
<td>Hair Color:</td>
<td>______</td>
</tr>
</tbody>
</table>

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2020-2021 Program Year
1. Have you ever been employed by ANY law enforcement agency?

No___ Yes___ (attach additional sheets, if necessary)

Employer: _______________________________________________

Street: ___________________________ Suite: ________

City, State, and Zip Code: ________________________________

Telephone Number: (______) ____________________________

2. Is there currently any pending criminal charges against you?

No __ Yes __

If yes, you are required to supply BSO with an official copy of any police report, unless already on file (Attach additional sheets, if necessary).

Agency: ________________________________________________

Charge(s): ______________________________________________

Date Charged: _____________________

Current Status: __________________________________________

3. Have you EVER been DETAINED, ARRESTED, SUMMONED TO APPEAR, or CHARGED for ANY CRIMINAL VIOLATION?

No __ Yes __

If yes, you are required to supply BSO with an official copy of any police reports and court case dispositions. Include any records that have been sealed / expunged. (Attach additional sheets, if necessary)

NOTE: Failure to disclose all of the above, to include providing the required documentation, regardless of how long ago the incident occurred, will be grounds for disapproving applications.
NEW APPLICANTS ONLY:

Two (2) Personal Reference Forms have been included in this Special Process Server Application. They must be filled out by your character witnesses. After completion they must be signed have notarized and you must turn them in with your completed packet.

If you fail to submit both notarized Personal Reference Letters with your completed Special Process Server Application, your application will not be processed.
PERSONAL REFERENCE FORM

________________________________________ is an applicant being considered as a SPECIAL PROCESS SERVER with the Broward County Sheriff’s Office and has provided your name as a personal reference. We would greatly appreciate your prompt completion of this brief questionnaire. Upon completion of this Personal Reference Form, please sign it, have it notarized, and return it to the Broward Sheriff’s Office Civil Division located at 2601 West Broward Blvd, Fort Lauderdale, Florida 33312. Thank you for your cooperation and expedient reply.

1. Are you a relative of the applicant? (This includes being related through marriage.) If yes, what is your relationship?

2. How many years have you known the applicant?

3. How did you become acquainted with the applicant?

4. Does he/she make friends easily? ________________ If no, state reason:

5. Have you ever observed the applicant under stress? ________________ If yes, under what circumstances?

6. Could you trust the applicant with confidential matters?

7. Does he/she mix well with a group?

8. Have you ever seen the applicant drink alcohol? ________________ If yes, how much and under what circumstances?

9. Does the applicant tend to be irrational in conversations or disagreements?

10. Have you ever seen the applicant become upset or lose his/her temper? ________________ If yes, under what circumstances?

11. Is the applicant willing to do things for others even at his/her own inconvenience?

12. Has the applicant ever discussed his/her ambitions with you? ________________ If yes, what are they?

13. Are you aware of any circumstances that might disqualify the applicant for public service? ________________ If yes, what?

14. Any other comments you wish to make, please list on the back of this page or additional page.

Signature: ____________________________ Date: ____________________________

Address: ________________________________________________________________

STATE OF FLORIDA
COUNTY OF BROWARD

Subscribed and sworn to (or affirmed) before me on _____________ Day of ___________ (month), 20___ by ________________________________________ (name of affiant),
who is personally known to me or has produced Driver’s License as identification__________________________________________________________

______________________________________________
NOTARY PUBLIC, STATE OF FLORIDA

Initials
PERSONAL REFERENCE FORM

_________________________________ is an applicant being considered as a SPECIAL PROCESS SERVER with the Broward County Sheriff’s Office and has provided your name as a personal reference. We would greatly appreciate your prompt completion of this brief questionnaire. Upon completion of this Personal Reference Form, please sign it, have it notarized, and return it to the Broward Sheriff’s Office Civil Division located at 2601 West Broward Blvd, Fort Lauderdale, Florida 33312. Thank you for your cooperation and expedient reply.

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4. Does he/she make friends easily? ______________ If no, state reason: ________________________________

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13. Are you aware of any circumstances that might disqualify the applicant for public service? ____________ If yes, what?

14. Any other comments you wish to make, please list on the back of this page or additional page.

Signature: ___________________________ Date: ___________________________

Address: _______________________________________________________________

STATE OF FLORIDA
COUNTY OF BROWARD

Subscribed and sworn to (or affirmed) before me on ___________ Day of ___________ (month), 20__ by ____________________________, who is personally known to me or has produced Driver’s License as identification

____________________________

NOTARY PUBLIC, STATE OF FLORIDA

Initials
# Special Process Server Calendar of Events
## 2020/2021

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date/Time Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Available</td>
<td>Wednesday, April 1, 2020</td>
</tr>
<tr>
<td>Download Form From Broward Sheriff’s Website</td>
<td><a href="https://www.sheriff.org/LE/Pages/CivilDivision/Server.aspx">https://www.sheriff.org/LE/Pages/CivilDivision/Server.aspx</a></td>
</tr>
<tr>
<td>Application Deadline</td>
<td>Thursday, April 30, 2020, before 4:00 pm</td>
</tr>
</tbody>
</table>
| Applications will only be accepted on Thursdays and Fridays in April 1:00 pm - 4:00 pm | BSO Civil Division, First Floor, Front Window  
2601 West Broward Boulevard  
Fort Lauderdale, FL 33312 |
| SPS Class for New Applicants             | Wednesday, May 06, 2020, 9:00 am – 12:00 pm                                       |
| “New Special Process Server Applicants Only” | Broward College Institute of Public Safety  
3501 Davie Road  
Room 136, Building #22  
Davie, FL 33314 |
| SPS Test Last Name A through K           | Wednesday, June 03, 2020, 9:00 am                                                |
| Study Guide for test is Florida State Statute Title VI  
Civil Practice and Procedure Chapter 48 | Broward College Institute of Public Safety  
3501 Davie Road  
Room 136, Building #22  
Davie, FL 33314 |
| SPS Test Last Name L through Z           | Wednesday, June 03, 2020, 2:00 pm                                                |
| Study Guide for test is Florida State Statute Title VI  
Civil Practice and Procedure Chapter 48 | Broward College Institute of Public Safety  
3501 Davie Road  
Room 136, Building #22  
Davie, FL 33314 |
| Swearing-In Ceremony                      | Friday, September 25, 2020, 9:00 am to 3:00 pm                                   |
|                                         | Broward County Sheriff’s Office  
Ron Cochran Public Safety Building  
Multi-Media Room, First Floor  
2601 West Broward Boulevard  
Fort Lauderdale, FL 33312 |
Certificate of Good Conduct

I DO HEREBY CERTIFY that, to the best of my knowledge, there currently are no pending criminal charges against me and no record of any felony conviction, nor a record of a misdemeanor involving moral turpitude or dishonesty.

I understand that effective October 1, 2008; the Sheriff may require a clear felony record and misdemeanor record involving moral turpitude or dishonesty for more than five (5) years, as allowed pursuant to Florida State Statute 48.021(2) (c).

I further understand and agree that this document is to be submitted, signed and notarized, with my application, and will become a permanent part of my application and file.

I have read, understood and agreed with the provisions of the Special Process Server Program and will honestly, diligently and faithfully exercise the duties of a Special Process Server.

Date: _______________

Signature of Applicant: _________________________

Address: _________________________________

_____________________________________

Telephone: __________________________

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument consisting of fifteen (15) pages, each initialed, was acknowledged before me on this ______ day of ____________, 20___, by ________________________, who is personally known to me or has presented ____________________ as identification.

Signature: ___________________ STAMP
Title: NOTARY PUBLIC

*Applicants may not have any felony convictions or any misdemeanor convictions involving moral turpitude or dishonesty, this is to include any record sealed and or expunged.

Initials
THE STATUTES BELOW CONSTITUTE CRIMES INVOLVING MORAL TURPITUDE.

If you have been convicted of any crimes on this list you will not be appointed as a Special Process Server in Broward County (This list of crimes is subject to change at the sole discretion of the Sheriff and is provided as examples of crimes that will disqualify the applicant).

LIST OF MISDEMEANOR OFFENSES

The enumerated misdemeanors are listed in Florida State Statutes

117.03 False Oath before a notary
316.1935 Fleeing and attempting to elude an officer
409.325 Public assistance fraud
522.22 (3), (4), (5), (6), (7), (10), Explosives violations
784.011 Assault
784.03 Battery
785.05 (2) Culpable negligence with injury
790.01 (1) Carrying concealed weapon
790.10 Improper exhibition of a weapon/firearm
790.17 Furnishing weapons to minors
790.18 Selling weapons/firearms to minors
790.24 Willful failure to report gunshot wounds
790.27 Possession/sale of firearm with altered S/N
794.027 Failure to report sexual battery
796.06 Renting space for prostitution/lewdness
796.07 Prostitution/lewdness
800.02 Unnatural or lascivious act
800.03 Exposure of sexual organs
806.101 False alarms of fires
806.13 Criminal mischief
810.08 Trespass in a structure or conveyance
812.014 (2) (d) Petit theft
812.016 Procession of altered property
812.081 Theft of trade secrets
812.14 Theft of utilities/cable services
817.235 Removing or altering property identification marks
817.39 Distribution of fictitious court documents
817.49 False report of a crime
817.563 Sale of counterfeit controlled substance
817.565 Fraudulent urine drug test
827.04 (2), (3) Child abuse
827.05 Negligent treatment of children
827.06 Persistent nonsupport of child /spouse

828.122 (4) (b) Fighting or baiting animals
831.30 Prescription fraud
831.31 (1) (b) Manufacture of counterfeit controlled substance
832.041 Stopping payment of check with intent to defraud
832.05 (2), (4) Passing worthless checks
837.02 Perjury not in official proceedings
837.05 False report to law enforcement
837.06 False official statements
839.20 Refusal to serve an arrest warrant
834.02 Resisting an officer without violence
843.06 Refusal to aid law enforcement officer
843.08 False impersonation of an officer
843.13 Aiding inmates to escape from training school
843.17 Publishing name and address of law enforcement officers
847.011 (1), (2), (4) Pornography offenses
847.0125 (2) Retail display of obscenity to minors
847.013 (2) Commercial display of obscenity to minors
847.06 Transport of obscenity into the state
847.07 Wholesale promotion of obscenity
856.021 Loitering or prowling
870.01 Affrays and riots
870.02 Unlawful assemblies
876.17 Burning a cross in a public place
876.18 Burning a cross on property of another
893.13 (1)(a) 3..,(1)(d) 3..,(1)(g),(2)(a),(2)(b), controlled substances violations
914.22 Witness tampering
944.35 (3) Malicious battery on a prison inmate
944.36 (7) (a) False reporting concerning use of force on an inmate
944.37 Acceptance of unauthorized compensation

* Applicants “may not” have any felony convictions or any misdemeanor convictions involving moral turpitude or dishonesty, this is to include records sealed/expunged.
APPLICATION CHECK OFF LIST
Applicant: initial and date applicable

COMPLETED & NOTARIZED:

- Agreement
- Application form
- Certificate of Good Conduct

COPY OF:

- Valid Florida Driver’s License (with current name and address)
- Social Security Card (with current name)
- Private Investigators License *
- Concealed Weapons Permit *
- Certified Copy of Arrest Disposition *
  *If applicable

CASHIER’S CHECK / MONEY ORDER / BUSINESS CHECK made payable to the Broward Sheriff’s Office (No personal checks will be accepted).

- Renewals - $250.00
- New Applicants - $300.00

PRIOR TO SUBMITTING THE COMPLETED APPLICATION THE APPLICANT IS ENCOURAGED TO MAKE A COPY OF THE ENTIRE PACKET FOR HIS/HER RECORDS.

Did I make a copy? YES NO

Note: General requirements for a Special Process Server are found in Florida Statute 48.021.

Signature: _______________________________ Date: ___________________

+ 

Initials 

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