



Florida Fish and Wildlife Conservation Commission
Division of Law Enforcement

SELECTION PROCESS FOR SWORN PERSONNEL

GENERAL ORDER	EFFECTIVE DATE	RESCINDS/AMENDS	APPLICABILITY
45	October 30, 2017	January 26, 2010	All Members

References

943.133 F.S.; 11B-27.00225 F.A.C.; GO 61
CFA Chapter 9.01, 9.05M, 10.15

1 POLICY

- A** It is the policy of the Division to maintain an efficient and effective work force by selecting capable, qualified applicants through a nondiscriminatory selection process. All elements of the selection process shall be administered, scored, evaluated and interpreted in a uniform manner.
- B** It is the policy of the Division to maintain a selection process that meets the following objectives:
- (1) To identify qualification and evaluation factors for employment of members, and to outline the procedures of the selection process.
 - (2) To comply with all applicable Criminal Justice Standards and Training Commission (CJSTC) requirements.
 - (3) To ensure all elements of the selection process are administered, scored, and interpreted in a uniform manner.
 - (4) To ensure that all components of the selection process have been documented as job related and nondiscriminatory.
 - (5) To ensure that all members who conduct background investigations receive training. Background investigations shall be conducted in accordance with Section 943.133, Florida Statutes; CJSTC guidelines, and General Order 61: *Employee Background Investigations*.

2 RESPONSIBILITIES

A The Division Director

- (1) Shall be responsible for issuing conditional or final offers of employment.

B The Division Training Section Leader or designee shall

- (1) Review the State of Florida Candidate Profile and FWC Supplemental Application and ensure that the applicant meets the minimum qualifications for the position of Law Enforcement Officer with the Division.

- (2) Maintain an automated system that documents each application throughout the selection process. This automated system shall identify those stages each applicant has successfully completed in the selection process. It shall also identify those applicants who have been disqualified from the selection process. Applicants who want to be reconsidered must reapply.
- (3) Ensure a file is created on each applicant and the completed application and supporting documents are forwarded to a trained and experienced sworn investigator for the completion of the background investigation.
- (4) Maintain a pool of candidates who have completed the application process.

3 PROCEDURES

A Minimum Qualifications

- (1) Applicants for a position as a sworn member in the Division of Law Enforcement must meet the following minimum standards:
 - (a) Be at least 19 years of age.
 - (b) Be a citizen of the United States.
 - (c) Have a high school diploma or GED and one of the following:
 1. 2 years military experience
 2. 2 years public contact experience (any job in which you interacted with the public).
 3. 1 year sworn law enforcement experience
 4. 30 semester/45 quarter hours at a regionally accredited college or university
 - (d) Have a valid Class E Florida driver's license with no more than four moving violations within the past three years
 - (e) Have not been convicted of any felony, any misdemeanor involving perjury or giving a false statement, or domestic violence
 - (f) Have not been convicted of driving a vehicle or operating a vessel under the influence of alcohol or a controlled substance within the past five years
 - (g) Have not refused to submit to a breath/blood/urine test within five years
 - (h) Have not been dishonorably discharged from any of the Armed Forces of the United States.
 - (i) Have good moral character

B Required Steps in the Selection Process

- (1) The State of Florida Candidate Profile and the FWC Supplemental Application shall be completed on-line through People First at <http://peoplefirst.myflorida.com>.
 - (a) All required documents and tests must be included with the applications.
 - (b) If the application is incomplete, the applicant shall be notified and informed of what information is needed. The application shall be considered inactive until the additional information is received.
 - (c) Applicants who do not meet the minimum qualifications as stated above, or fail to complete any portion of the required steps shall be notified electronically in writing and removed from the application process. Notifications shall be tracked in the Division authorized application database. If an applicant was not selected or was removed during the selection process, that applicant must reapply to be considered.

- (d) The Training Section Leader or designee shall log applicants who have met the minimum qualifications into the Division authorized application database.
- (2) Applicants meeting the minimum qualifications shall receive notification of the next scheduled physical fitness assessment.
- (3) Applicants who pass the physical fitness assessment are then invited to participate in an oral interview.
- (4) Based on the anticipated number to be hired, applicants who receive the highest scores from the Oral Interview Board, when combined with appropriate veteran's preference points and/or education preference points, begin the background investigation process.
- (a) Veteran's preference points are awarded via categories which are as follows:

 - 1. 15 points for Category a or b.

 - a. Category a - A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the United States Department of Veterans Affairs and the Department of Defense.
 - b. Category b – The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained or interned in line of duty by a foreign government or power.
 - 2. 10 Points for Category c, d, or e.

 - a. Category c – A wartime veteran as defined in section 1.01(14) Florida Statute, who has served on active duty for one day or more during a wartime period or who has served in a qualifying campaign or expedition. Active duty for training shall not qualify for eligibility for this category.
 - b. Category d – The unremarried widow or widower of a veteran who died of a service-connected disability.
 - c. Category e – The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.
 - 3. 5 points for category f or g.

 - a. Category f – A veteran as defined in section 1.01(14) Florida Statute, excluding active duty for training.
 - b. Category g – A current member of any reserve component of the United States Armed Forces or the Florida National Guard.
- (b) Preference points for education are as follows:

 - 1. 5 points for a Bachelor (or higher) degree from a regionally accredited college or university.
 - 2. 3 points for an Associate degree from a regionally accredited college or university. If the applicant has more than one Associate degree, the maximum points shall be three regardless of additional Associate degrees.
 - 3. The maximum preference points allowed for education is 5 regardless of additional degrees.

- (5) Applicants who successfully complete the background investigation may be given a conditional letter of offer for employment. Those who receive a conditional letter of offer for employment are required to complete:
 - (a) Psychological testing;
 - (b) An eye examination; and
 - (c) A medical examination, to include a seven-panel drug screen.

C Pre-Employment Written Testing

- (1) Non-sworn applicants are required to take the Florida Basic Abilities Test (BAT). Applicants who are currently certified as Florida Law Enforcement Officers are not required to take the BAT.

D Physical Assessment Test

- (1) The physical assessment test shall be administered by Division Training Section members or their designees.

E Oral Interview Board

- (1) Oral Interview Boards are coordinated and conducted by the Training Section Leader or designee.
- (2) Oral Interview Boards shall consist of a minimum of three sworn members.

F Background Investigations

- (1) Background investigations shall be conducted in accordance with General Order 61, *Employee Background Investigations* on applicants who successfully score the highest during the Oral Interview Board, when combined with appropriate veteran's preference points and/or education preference points.
- (2) If the applicant has been disqualified from employment based on the background investigation, he or she shall be notified electronically in writing and this notification will be tracked in the Division authorized application database.

G Vision Requirements for Sworn Members

- (1) Unaided vision shall not be less than 20/100 in each eye and shall be corrected to 20/20 in each eye.
- (2) A normal field of vision which must be at least 130 degrees.
- (3) Must have the ability to distinguish primary colors (must not be red/green deficient) and have binocular vision.
- (4) Must not have double vision, lack of depth perception or other chronic eye disorders that affect normal vision.

H Medical Requirements

- (1) All applicants for a sworn member position must pass a thorough medical examination by a licensed physician.

I Physical Fitness Requirements

- (1) All applicants must pass a job related and nondiscriminatory physical fitness assessment.
- (2) All applicants must be able to swim 150 yards continuously. This assessment shall be untimed.

J Emotional Stability and Psychological Fitness Requirements

- (1) Each applicant shall take a Division approved emotional stability and psychological fitness examination which is to be assessed by a Division-designated qualified professional.

K Applicant Records

- (1) All applicant records created during the selection process shall be retained in a secure manner by the Training Section in accordance with applicable state law and established records retention schedules.

L Probation

- (1) Applicants selected to attend the Division’s academy for either the full academy or the breakout academy will be designated as a “trainee”. Upon graduation from the Division’s academy, sworn members will begin a probation period of one (1) year.

4 FORMS

FORM NUMBER	FORM TITLE
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