


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT CAREER DEVELOPMENT	POLICY NUMBER 27.01
	APPLICABLE CALEA STANDARDS Section 33.8	ISSUE DATE 02/01/96
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27.01.01 PURPOSE

The Division of Florida Highway Patrol shall provide for the establishment of a Career Development Program for all members and civilian personnel. The emphasis of the program shall be to enhance the knowledge, skills and abilities of the employee. In turn, this should influence the professionalism, effectiveness, and efficiency of the employee, thereby fostering a positive image of the agency and creating a more positive work environment.

27.01.02 POLICY

The Florida Highway Patrol shall utilize training programs for the development of employees as a means to enhance knowledge, skills, and abilities; foster a sense of professionalism and improve the effectiveness of the agency in accomplishing goals and objectives. The Leadership Education And Development Office (L.E.A.D.) shall coordinate the implementation of the program. It shall be the duty and responsibility of all supervisors of the Florida Highway Patrol to evaluate and counsel assigned members and employees regarding participation in the Career Development Program.

27.01.03 OBJECTIVES

To establish procedures for the implementation of a career development program within the Division of Florida Highway Patrol.

27.01.04 RESPONSIBILITIES

All members who are responsible for the supervision of other members shall be required to conduct annual career counseling sessions with those individuals. Prior to performing such duties, supervisors shall participate in a Division developed training program for career counseling.

27.01.05 PROCEDURES

- A. Upon promotion to supervisory status, the new supervisor shall be required to attend a training program consisting of the following:
 - 1. General counseling techniques.
 - 2. Techniques for assessing skills, knowledge, and abilities.

3. Salary benefits and training opportunities.
4. Educational opportunities and incentives.
5. Awareness of cultural background of ethnic groups within the Division.
6. Career development programs of other jurisdictions.
7. Record keeping techniques.
8. Availability of resources.

B. Advanced Training - New Supervisors

1. All members of the Florida Highway Patrol who are promoted to a rank of supervisory or management authority shall be required to attend and successfully complete an approved supervision or management course.
2. Civilian personnel promoted to a position involving the supervision or management of other civilian employees shall be required to attend and successfully complete an approved supervision or management course.
3. All supervisory training shall be based on a job task analysis and shall be presented in an effort to enhance the effectiveness of Division supervisors and managers, yet correct any perceived deficiencies and improve the overall morale of personnel.
4. It shall be the intent of the Florida Highway Patrol to develop training programs for supervisory or managerial positions to accomplish the following:
 - a. Develop and enhance knowledge, skills, and abilities of supervisors and managers.
 - b. Provide instruction which defines the role of the supervisor or manager within the Division and discuss the various administrative, supervisory, and personnel policies which affect such positions.
 - c. Define and discuss performance standards for supervisors/managers.
 - d. Define and discuss specific policies and procedures of the Division which have a direct relationship to such positions.
 - e. Discuss the implementation of "on the job training" for supervisors/managers and the supervision of such training requirements.