



# Florida Highway Patrol Policy Manual

<b>SUBJECT</b> RESIDENCE POLICY	<b>POLICY NUMBER</b> 5.03	<b>ISSUE DATE</b> 02/01/1996
<b>APPLICABLE CALEA STANDARDS</b> LE 22.2.4	<b>TOTAL PAGES</b> 4	<b>REVISION DATE</b> 03/17/2021

## 5.03.01 PURPOSE

To define residence and provide guidelines on the location of a member's residence.

## 5.03.02 POLICY

Timely response to law enforcement needs in a member's area of assignment on a 24-hour basis is essential to the overall mission of the Florida Highway Patrol. To achieve a timely response, members are afforded the use of a take home patrol car. Members must reside in the State of Florida and within a 40-mile radius of their city of assignment.

## 5.03.03 DEFINITIONS

- A. **CITY OF ASSIGNMENT** - The city, or town, to which a position is officially assigned.
- B. **MILE** - A unit of distance on land equal to 5,280 feet. The use of this term represents land or statute miles rather than nautical miles.
- C. **RESIDENCE** - A place which the member recognizes and intends to maintain as a permanent home. Special or temporary purpose dwellings are not included in this definition.

## 5.03.04 OBJECTIVES

- A. To define residence.
- B. To ensure that members can respond in a timely manner on a 24-hour basis.

## 5.03.05 RESPONSIBILITIES

- A. Troop/Bureau Commanders are responsible for:
  - 1. Reviewing any position that becomes vacant within their troop and determining whether the position's city of assignment should be changed.
  - 2. Approving/disapproving requests to reside outside of the county of assignment.
- B. All members are responsible for ensuring that their residential address and telephone numbers are logged accurately with the appropriate Regional Communication Center, People First, and their chain of command when any changes occur.

**5.03.06 PROCEDURES**

**A. ADDRESS OF RESIDENCE**

- 1. All members shall reside in the State of Florida and within 40 miles of their city of assignment.
- 2. Prior to establishing or changing a residence, members must advise their supervisor of the address of the proposed residence. The supervisor will then determine whether the proposed residence is within the 40-mile radius of the member's city of assignment. Proposed residences outside of the 40-mile radius will not be approved.
- 3. Members shall report any change of address or telephone number in writing to the Troop/Bureau Commander and the Regional Communications Center to which they are assigned via their immediate supervisor. Members must update their address in People First within 48 hours after the change takes place. Upon receipt of the member's notification, communications personnel at the Regional Communications Center should immediately update the member's information in the CAD system.
- 4. The Troop/Bureau Commander shall verify all members' addresses are accurate and current by July 1st of each calendar year.
- 5. All members who move into or out of a Critical Market Pay (CMP) county are responsible for:
  - a. Ensuring the CMP Authorization form (HMSV 62000) is completed.
  - b. Ensuring the CMP Authorization form is given to their supervisor and forwarded to the Troop/Bureau Commander any time there is a change of address.

- c. The Troop/Bureau Commander shall forward all completed and verified CMP Authorization forms to the Executive Officer.

B. METHOD OF DETERMINING THE 40-MILE RADIUS

1. The nearest city or town limit line shall be used for determining the distance from the city of assignment.
2. To determine the 40-mile radius from a city of assignment, a supervisor shall use a straight line method "as a crow flies" from the nearest city or town limit line. A supervisor may use a web-based program or electronic or physical map to determine the 40-mile radius. A supervisor will determine the closest city or town limit line for measuring purposes.

C. CHANGE OF RESIDENCE DUE TO PROMOTION OR TRANSFER

1. A member will establish a residence, as defined in this policy, in the new assignment area upon the effective date of the transfer or promotion.
2. The member may request in writing one 90-day extension to establish a residence in the new assignment area. During the 90-day extension, the member must reside within the 40-mile radius of the member's new city of assignment. The member shall include the location he/she will reside during the 90-day extension in his/her request. Approval of the 90-day extension request must be granted by the appropriate Chief.

D. REQUESTS TO RESIDE OUTSIDE OF COUNTY OF ASSIGNMENT

1. Any member wishing to establish a residence outside of their county of assignment must submit a memo to the Troop/Bureau Commander stating the address at which the member wishes to reside. Approval must be granted at least one week **prior** to the member establishing the new residence.
2. A supervisor will determine whether the proposed residence location is within a 40-mile radius of the member's city of assignment and forward his/her findings to the Troop/Bureau Commander.
3. The Troop/Bureau Commander will approve/disapprove requests to reside outside of the county of assignment. Proposed residences outside of the 40-mile radius of the member's city of assignment will not be approved.
4. If approval to reside outside of the county of assignment is not granted, the member may appeal the decision to the appropriate Chief.

- a. The Chief may concur with the Troop/Bureau Commander and reject the appeal.
- b. In cases where an exception may be justified, the appeal will be given further staff study.
- c. Upon completion of the staff study, the appropriate Chief will prepare a staff analysis of the appeal for final review and decision by the Director.

E. CITY OF ASSIGNMENT REVIEW

1. A city of assignment is provided for all positions to ensure that proper operational coverage of the county can be achieved.
2. When a position becomes vacant, the Troop/Bureau Commander will conduct a review of the position's city of assignment. This review should include but not be limited to whether the current city of assignment:
  - a. Provides a timely response to areas of the county which have the greatest number of calls for service.
  - b. Provides visibility and coverage to areas of the county that would not otherwise receive such coverage.
  - c. The availability of housing within a 40-mile radius of the city.
3. Based on the results of the review, the Troop/Bureau Commander will:
  - a. Determine if the city of assignment should be changed or remain the same.
  - b. Report the results of the review to the Deputy Director if the city of assignment should be changed.
4. The Deputy Director is authorized to change a vacant position's city of assignment, provided the position remains within the original county of assignment.
5. A change of a position's county of assignment requires the approval of the Director.