


FLORIDA HIGHWAY PATROL POLICY MANUAL

	SUBJECT OTHER PERSONNEL MATTERS	POLICY NUMBER 5.11
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5.11.01 PURPOSE

To provide Florida Highway Patrol employees with guidance and information on a variety of personnel matters which, due to their brevity do not require an entire chapter in this manual.

5.11.02 AUTHORITY

DHSMV Policy #3.07, Maintaining a Drug and Alcohol Free Workplace

DHSMV Policy #5.06, Fitness For Duty

5.11.03 POLICY

It is the policy of the Florida Highway Patrol to provide formalized guidance and information to its employees on matters related to their employment and duties.

5.11.04 OBJECTIVES

To provide guidance and information on a variety of Florida Highway Patrol (FHP) personnel matters including, but not limited to:

- A. Alcohol abuse
- B. Substance abuse
- C. Fitness for duty evaluations
- D. Weight standards
- E. Placement of members on the FHP ID list
- F. Voluntary demotions
- G. Legal action involving FHP employees

5.11.05 PROCEDURES

- A. ALCOHOL ABUSE

In the event that an employee is identified as having an alcohol abuse problem, the provisions set forth in DHSMV Policy #3.07 will be followed.

B. SUBSTANCE ABUSE

Illegal use of controlled substances is a crime and, upon confirmation of use, applicants will be rejected and existing members or FHP employees in safety sensitive positions will be terminated. Upon reasonable suspicion, as defined in DHSMV Policy #3.07, the Director may order a urine test be administered.

C. FITNESS FOR DUTY EVALUATIONS

When an FHP employee exhibits behavior which causes management to question whether the employee is physically or psychologically fit to perform essential job duties or which management believes presents a risk to person(s) or property, that member may be required to submit to a psychological and/or physical examination, as provided for in DHSMV Policy #5.06.

D. VIOLATIONS OF WEIGHT STANDARDS

1. Failure of members to comply with the weight limits which appear in Addendum 5.11-1 may be dealt with through the disciplinary action process. Prior to consideration of disciplinary action, the affected member shall be provided an opportunity to seek assistance in weight reduction through the Member Assistance Program (MAP).
2. In those cases where members are consistently in excess of 15 pounds weight in proportion to height, the following steps may be followed when the members fails to make satisfactory progress in a program of weight reduction:
 - a. Two counseling sessions by the immediate supervisor
 - b. Two counseling sessions by the second level supervisor
 - c. Written reprimand by the second level supervisor
 - d. Two counseling sessions by the second level supervisor
 - e. Two counseling sessions by the third level supervisor
 - f. Suspension

E. PLACEMENT ON THE FHP ID LIST

Members are placed on the FHP ID List in accordance with their rank and seniority in that rank. Members who are promoted and subsequently reduced in rank will be placed in the following years ID list in the same slot they would have been had they not been promoted.

Members who have resigned from the FHP and are subsequently rehired will be placed at the end of the ID list at the time of their reemployment.

F. VOLUNTARY DEMOTION

Requests for a voluntary demotion will be considered based upon agency needs and the available vacancy of a rank to which the demotion would be made. Applicable portions of the Collective Bargaining Agreement will prevail when appropriate.

G. LEGAL ACTION INVOLVING FHP EMPLOYEES

In the course of the performance of duty, the Division and/or an employee may become the object of a law suit or other legal action. The following sections outline specific requirements and rights related to legal actions. All reference to the Office of General Counsel refers to the Department of Highway Safety and Motor Vehicles' Office of General Counsel.

1. Prior to an employee bringing civil action against a citizen for damages sustained in the line of duty, the employee shall first report the case, in writing through the chain of command, to the Director and the Office of General Counsel.
2. Prior to an employee bringing civil action against another governmental agency for damages sustained in the line of duty, the employee shall first report the case, in writing through the chain of command, to the Director and the Office of General Counsel.
3. An employee who becomes aware that he/she will be named as defendant in a civil action suit, as a result of actions of an official capacity on or off duty, will immediately notify the Director and the Office of General Counsel.
4. When an employee is served with a summons, complaint, notice of claim, or other legal documents concerning a civil action that is in any way related to the performance of official duties, that member is to immediately send the original summons and complaint or other legal document DIRECTLY to the Office of General Counsel at the Neil Kirkman Building in Tallahassee. A copy of the summons and complaint, along with a memorandum indicating the original was sent to the Office of General Counsel should be forwarded through the chain of command.
5. Any employee who is charged or becomes aware that he/she will be charged in a criminal case shall notify his/her immediate supervisor immediately.

FLORIDA HIGHWAY PATROL WEIGHT STANDARDS SCALE

MALE			FEMALE		
HEIGHT	MINIMUM	MAXIMUM	HEIGHT	MINIMUM	MAXIMUM
5'0"	104	145	5'0"	96	138
5'1"	107	150	5'1"	99	141
5'2"	110	155	5'2"	102	144
5'3"	113	158	5'3"	105	149
5'4"	117	163	5'4"	108	152
5'5"	120	167	5'5"	111	156
5'6"	124	173	5'6"	114	161
5'7"	128	178	5'7"	118	165
5'8"	132	183	5'8"	122	169
5'9"	136	187	5'9"	126	174
5'10"	140	193	5'10"	130	179
5'11"	144	198	5'11"	134	185
6'0"	148	204	6'0"	138	190
6'1"	152	209	6'1"	142	195
6'2"	156	215	6'2"	146	201
6'3"	160	220	6'3"	150	207
6'4"	169	231	6'4"	155	213
6'5"	174	238	6'5"	160	219
6'6"	179	245	6'6"	165	226
6'7"	184	252	6'7"	170	233
6'8"	189	260	6'8"	175	240
6'9"	195	269	6'9"	180	247
6'10"	201	277	6'10"	185	254
6'11"	207	285	6'11"	191	262
7'0"	213	294	7'0"	197	270