


SUBJECT MEMBER SELECTION	POLICY NUMBER 5.04	
POLICY MAINTENANCE ADMINISTRATOR: Chief, Bureau of Personnel Services		
PURPOSE/SCOPE: To establish department policy and procedures for uniform and consistent selection practices and ensuring agency compliance with all Federal, State and Department rules, laws and policies.		

I. AUTHORITY

Section 110.1127, Florida Statutes, Employee Security Checks

Section 110.211, Florida Statutes, Recruitment

Section 110.213, Florida Statutes, Selection

Section 110.2135, Florida Statutes, Preference in Employment, Reemployment, Promotion and Retention

Section 110.227, Florida Statutes, Suspensions, Dismissals, Reductions in Pay, Demotions, Layoffs, Transfers, and Grievances

Section 112.011, Florida Statutes, Disqualification from Licensing and Public Employment Based on Criminal Conviction

Section 119.07, Florida Statutes, Inspection and Copying of Records; Photographing Public Records; Fees; Exemptions

Chapter 295, Florida Statutes, Laws Relating to Veterans: General Provisions

Chapter 55A-7.004, Florida Administrative Code, Covered Employers

Chapter 60L-33, Florida Administrative Code, Appointments and Status

Americans with Disabilities Act of 1990

Governor’s Executive Order 11-03 and Code of Ethics, Effective January 4, 2011

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 11/01/1983
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STATE OF FLORIDA
Department of Highway Safety and Motor Vehicles

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II. POLICY

The Florida Department of Highway Safety and Motor Vehicles assures to each applicant an equal employment opportunity without regard to age, race, color, gender, religion, national origin, political opinions or affiliations, marital status or disability. Member selection activities will be conducted only by supervisors who are trained in the agency's policy and procedures. All selection activities will be developed based on job-related requirements and needs of individual positions and must be included on the official position description.

III. PROCEDURES

A manual entitled "Member Selection Procedures" is published by the Bureau of Personnel Services.