

INFORMATION SHEET FOR SPECIAL AGENTS

1. Duties and Responsibilities

FDLE Special Agents are sworn officers with statewide authority to investigate and enforce Florida's criminal laws. Special Agents assist the state's criminal justice community by providing a variety of services including: identifying and investigating organized and multi-jurisdictional crimes; enhancing domestic security preparedness; collecting and disseminating criminal intelligence information; investigating public corruption; seizing illegally obtained assets; dismantling drug trafficking organizations; assisting in locating missing children; and providing protective services to Florida's Governor and other dignitaries.

2. Training

All Special Agents (SAs) are required to attend and successfully complete the FDLE Special Agent Training Academy.

3. Working Conditions

Large open-squad bay concept, Seven Regional Operations Centers (ROCs) located in Tallahassee, Jacksonville, Tampa, Orlando, Ft. Myers, Pensacola and Miami. Field Offices located throughout the state; each assigned to a specific ROC. Each SA reports to a SAS who in turn reports to an Assistant Special Agent in Charge or Special Agent in Charge.

4. Overtime/Travel

SAs are required to work 160 hours during a 28-day extended work period. Any additional hours must have prior approval by the Investigative Chief/SAS before compensation is received.

Travel depends on area assigned and departmental needs. However, when a traveler has been temporarily assigned away from his or her official headquarters for an approved period extending beyond 30 days, the traveler will be entitled to reimbursement for traveling expenses at the established rate of one round trip for each 30 day period actually taken to the traveler's home in addition to pay and allowances otherwise provided.

5. Promotional Opportunities

SAs are required to participate in a Special Agent Promotional Process for promotion to a SAS. You must be a SA for three years before you are eligible to participate.

6. Salary Range (effective October 1, 2006)

Bi-weekly base salary is \$1,762.29 (\$45,819.54 annually). A salary differential is available in Monroe, Dade, Broward, and Palm Beach counties only. The bi-weekly base salary in these counties is \$1,954.90 (\$50,819.34 annually). **Salary increases are subject to appropriation and contract negotiation and are not guaranteed.**

7. Background Investigation

A full background investigation will be conducted on each applicant selected for further processing. Successful completion of a urine drug test is a condition of employment with the Florida Department of Law Enforcement.

8. Probationary Period

One (1) year

9. Retirement

As a Special Risk (High Risk) class member you will qualify for normal retirement when:

- You have at least 6 years of special risk creditable service (vested) and are age 55; or
- You have at least 25 years of special risk creditable service; or
- You have a combined total of 25 years of special risk creditable service and military service and are age 52; or
- You have at least 30 years of any creditable service, regardless of age.

10. Insurance

- Accident Insurance
- Cancer Insurance
- Dental Insurance
- Disability Income Insurance
- Flexible Spending Accounts
- Health Insurance
- Hospital Income Insurance
- Legal Insurance
- Life Insurance
- Vision Care Discount Program

11. Leave

As a Career Service class member, you will receive the following leave each bi-weekly pay period:

Sick: 4 hours

Annual: Up to five years service - 4 hours

Five to ten years service - 5 hours

Over ten years service - 6 hours

12. Transfers

All Department personnel are subject to transfers. Transfers are based on the needs of the Department.

13. Original Office Assignment

Your original office assignment will be for a MINIMUM OF TWO YEARS. All SAs will reside within a 50-mile radius of their office assignment.

14. Moving Expenses

You will be responsible for your own moving expenses to your original office assignment.

15. Vehicle Assignment

All SAs will be assigned a state vehicle based upon availability.

16. Physical Examination

If an applicant is recommended for a position of SA with FDLE, a physical examination will be required and associated costs will be the responsibility of the applicant.

17. Drug and Psychological Testing

Drug and psychological testing will be required as part of the selection process and will be paid for by FDLE.

Printed name

Signature

Date