Florida Leadership Academy

CLASS 44
APPLICATION PACKAGE

Applications are due by November 1, 2018

Host Site
Escambia County Sheriff's Office
1700 West Leonard Street
Pensacola, Florida 32501

Class Schedule
January 14–18, 2019
February 11–15, 2019
March 11–15, 2019
April 8–12, 2019

FLA Fee
$750.00 for Approved Applicants

Full Name : _____
Rank/Title: _____
Agency: _____
Date Submitted: _____

PURPOSE

The Florida Leadership Academy is specifically designed to provide current first-line supervisors with the knowledge and skills necessary to become effective, first-rate leaders in today's criminal justice environment.. The Florida Leadership Academy Application Package is designed to assess the applicant's qualifications through professional accomplishments, academic skills, and leadership abilities. Information provided here will be used as the basis for acceptance into the Florida Leadership Academy.

QUALIFICATIONS

Applicants to the Florida Leadership Academy must:

- Occupy a criminal justice position that includes full-time, permanent responsibility for the supervision of others.
- Currently hold the rank or position of a first-line supervisor that does not oversee other supervisors.
- Show an employment history of increasing leadership responsibilities.
- Have the intent to remain in criminal justice for at least five years following completion of the Leadership Academy.
- Have the written nomination of his/her immediate supervisor indicating the applicant's potential for advancement in criminal justice.
- Have the written endorsement of the agency chief executive pledging their support for the applicant's participation in the program.
- Ability to complete class reading and writing assignments.
- Be able and willing to attend each session, with no more than 12 hours of absences. Each absence will require make-up work to demonstrate an understanding of the missed subject matter.

Mail your completed application to:

Lauren Wallenfelsz
Program Administrator
Florida Leadership Academy
FDLE/BPD
PO Box 1489
Tallahassee, FL 32302-1489

OR

Scan & email your completed application to:

laurenwallenfelsz@fdle.state.fl.us

*PREFERRED METHOD

**THE $750.00 FEE FOR ACCEPTED APPLICANTS COVERS MATERIALS/ADMIN EXPENSES INCURRED BY THE FCJEI/FDLE.

Contact Information:
Program Administrator Lauren Wallenfelsz
Email: laurenwallenfelsz@fdle.state.fl.us
Office Mobile: (850) 528-0059

INSTRUCTIONS FOR COMPLETING THE APPLICATION PACKAGE

*******ALL SECTIONS OF THE APPLICATION MUST BE FULLY COMPLETED TO BE CONSIDERED.

A completed Florida Leadership Academy application package provides a written assessment of the applicant's current and potential leadership skills, abilities, and accomplishments. It also provides an endorsement of the applicant by his/her supervisor and agency chief executive illustrating their commitment to the program. All sections should be typed or legibly printed. The following is a brief description of each portion of the application package. Please read and follow these instructions carefully.

PART I: NOMINATION

A nominator must provide written support for the applicant to attend the Florida Leadership Academy and sign the nominator statement of commitment. Nominator statements of commitment signed by anyone other than the applicant's immediate supervisor will not be considered. Endorsement statements signed by anyone other than the agency chief executive will not be considered.

PART II: APPLICATION

The applicant must provide information that is relevant to the Florida Leadership Academy. This includes personal information, educational background, training information, skill assessment and professional experience. The applicant must carefully read, and then sign the applicant statement of commitment. Email addresses must be included where requested, as most correspondence prior to and during class will be via email. It is the applicant's responsibility to check their email for class information and updates, failure to do so may result in dismissal from the program.

PART III: LEADERSHIP ESSAYS

This section allows the applicant to elaborate in the form of essays on various aspects of leadership. The leadership essays will be evaluated based on responsiveness to the topic, quality of ideas, and quality of written expression. These essays will be utilized in various units throughout the Florida Leadership Academy.

Information provided in response to this application is for use of the Florida Criminal Justice Executive. Your information will not be used for any purpose other than selection into and administration of the Florida Leadership Academy. This material is not, however, exempt from those sections of the Florida Statutes governing disclosure of public documents, and therefore should not be considered confidential.

PART I – NOMINATION

(FOR NOMINEE'S SUPERVISOR TO COMPLETE)

In selecting an applicant to attend the Florida Leadership Academy, your nomination of the applicant and your commitment to the program are essential. Please briefly describe the reason(s) you would like the applicant to attend the Florida Leadership Academy. To adequately assess the applicant's future leadership potential in criminal justice, the nominator should describe the applicant in respect to each of the following dimensions. *An attached letter of endorsement encompassing these dimensions is acceptable.*

1. Integrity

2. Judgment and Decision-making

3. Communication

4. Interpersonal Skills

5. Flexibility

6. Initiative

7. Ethics

NOMINATOR'S STATEMENT OF COMMITMENT

"I understand my nomination of this first-line supervisor for the Florida Leadership Academy includes my commitment to the program, my release of them from their regular duties during this time, and the pledge of my full support for their participation in the Academy".

Supervisors Name (printed)

Signature of Supervisor

Title

Date

Email

AGENCY CHIEF EXECUTIVE'S ENDORSEMENT AND COMMITMENT

"I understand my nomination of this first-line supervisor for the Florida Leadership Academy includes my commitment to the program, my release of them from their regular duties during this time, and the pledge of my full support for their participation in the Academy".

Agency Chief Executive (printed)

Signature of Chief Executive

Title

Date

Email

PART II - APPLICATION

BIOGRAPHICAL SKETCH WORKSHEET

FULL NAME: _____
RANK/TITLE: _____
AGENCY: _____
AGENCY ADDRESS: _____
_____
OFFICE PHONE: _____
MOBILE PHONE: _____
AGENCY EMAIL: _____
ALTERNATE EMAIL: _____

EDUCATION:

PROFESSIONAL EXPERIENCE:

PROFESSIONAL INTERESTS:

PERSONAL INFORMATION:
NICKNAME: _____
DATE OF BIRTH: _____
SPOUSE OR SIGNIFICANT OTHER: _____
NAMES OF CHILDREN: _____
HOBBIES _____

A. TRAINING

Please list any management and/or leadership training or related programs you have completed which have prepared you for participation in the Florida Leadership Academy. List your most recent training first.

Program/Course Title	Presented By	Hours	Date Completed

B. SKILLS

Please rate your skills in the following areas on a scale from 1 to 5 with 1 being the lowest.

	1	2	3	4	5
Interpersonal Skills	☐	☐	☐	☐	☐
Oral Presentation Skills	☐	☐	☐	☐	☐
Writing Skills	☐	☐	☐	☐	☐
Computer Skills	☐	☐	☐	☐	☐
Internet/Research Skills	☐	☐	☐	☐	☐

List the newspapers, magazines, professional journals, etc. that you read on a regular basis.

C. APPLICANT STATEMENT OF COMMITMENT

(ALL APPLICANTS MUST INITIAL & SIGN THE FOLLOWING STATEMENT OF COMMITMENT.)

I occupy a criminal justice position that includes full-time, permanent responsibility for the supervision of others. _____

I currently hold the rank or position of a first-line supervisor that does not oversee other supervisors. _____

I understand that if I am selected to attend the Florida Leadership Academy, I will be involved in an intensive educational program over the next several months. This is a program that will require a substantial commitment of time and energy and a dedication to excellence.

I agree that if I do not attend the scheduled sessions or complete the required assignments, I will be unable to graduate from the Florida Leadership Academy. I understand to graduate I may not have more than 12 hours of absences from the program for any reason, and that I must complete make-up work for the time that I am out of class.

I intend to remain a criminal justice professional in the State of Florida for at least five years following completion of the Florida Leadership Academy.

If selected to attend the Florida Leadership Academy, I am willing to make this commitment to the program and to the criminal justice system.

_____ _____

Date Signature of applicant

PART III - LEADERSHIP ESSAYS

This section allows the nominee to elaborate in the form of brief essays on various aspects of leadership. The leadership essays will be evaluated based on responsiveness to the topic, quality of ideas, and quality of written expression. Respond to the following in as much detail as necessary. Additional pages may be used, but are not required. Each essay should be approximately one page, typed in length.

Name: _____

LEADERSHIP ESSAY 1:

In society there are various types of leaders and leadership styles. As adults we have experienced various leadership styles. Some of these styles are more effective/efficient than others.

Based on your life experiences, select someone you believe is a great leader. Discuss why you believe they are a great leader and more effective/efficient than other individuals. Discuss at least one leadership trait that you have in common with your selected leader.

Name: _____

LEADERSHIP ESSAY 2:

No organization is “Utopia”. There is always room for improvement. A true leader identifies areas of improvement and begins to take steps to make improvements to her/his organization. Some individuals refer to these improvements as transformations.

> Based on your position within the agency, select one improvement or transformation you would like to see occur within your agency. Discuss how you can begin this transformation from your current assignment.