



## SENIOR LEADERSHIP PROGRAM NOMINATION AND APPLICATION PACKAGE

Nominee\_\_\_\_\_

Agency\_\_\_\_\_

Date Submitted\_\_\_\_\_

## PURPOSE

The Florida Criminal Justice Executive Institute (FCJEI) training is designed to develop the leadership skills for law enforcement professionals in Florida's criminal justice organizations. FCJEI programs are a unique educational opportunity provided to the entire criminal justice community.

The Senior Leadership Program Nomination and Application Package are designed to assess qualifications, professional accomplishments, academic skills, and leadership abilities of applicants. The information provided will be used as the basis for invitation to participate in the Senior Leadership Program.

## QUALIFICATIONS

Applicants to the Senior Leadership Program must:

- Occupy a criminal justice management position which includes full-time, permanent supervision of others;
- **Currently holds the rank or position of mid-level management; a supervisor of other supervisors (example: Lieutenant, Captain, Major or non-sworn Bureau Commander).**
- Occupy a position which influences agency policy or impacts operations of the organization;
- Have the written endorsement of the agency chief executive indicating the applicant's potential for an executive position in criminal justice.

Questions should be addressed to the Program Administrator, FCJEI, at (850) 410-7828.

Mail completed application to:           OR           Scan & email your completed application to:

Terry Everest  
Program Administrator  
Florida Department of Law Enforcement  
Florida Criminal Justice Executive Institute  
Senior Leadership Program  
Post Office Box 1489  
Tallahassee, Florida 32302-1489

[terryeverest@fdle.state.fl.us](mailto:terryeverest@fdle.state.fl.us)

\*PREFERRED METHOD

**\*All accepted applicants will be responsible for a \$1,250 registration fee.**

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

## **INSTRUCTIONS FOR COMPLETING NOMINATION AND APPLICATION PACKAGE**

The completed Senior Leadership Program nomination and application package provides a written assessment of the nominee's current and potential executive skills, abilities, and accomplishments. All sections should be typed or printed legibly. The following is a brief description of each portion of the nomination and application package:

### **PART I: NOMINATION**

The nominator must provide written support for the nominee to attend the Senior Leadership Program and sign the nominator statement of commitment. Only nominator statements of commitment signed by the agency chief executive will be considered.

### **PART II: BIOGRAPHY**

The applicant must provide biographical information including educational background, professional experience and personal demographics. The applicant must carefully read and sign the applicant statement of commitment.

### **PART III: LEADERSHIP ESSAYS**

This section allows the nominee to elaborate on various aspects of leadership in the form of brief essays. The leadership essays will be evaluated based on response to the topic, quality of ideas, and quality of written expression.

## **PART I - NOMINATION**

In selecting an individual to attend the Senior Leadership Program, your nomination of the individual and commitment to the program are essential. Please type or print your responses. Use additional pages if necessary.

- A. Please describe the reason(s) you would like the nominee to attend the Senior Leadership Program. Include the role the nominee is expected to play in the agency, and in the criminal justice profession in the next three to five years.

B. To adequately assess the nominee's future leadership role in criminal justice, the nominator must describe the nominee's potential in each of the following dimensions:

1. Integrity
2. Judgment and decision making
3. Effective Communication
4. Interpersonal skills
5. Flexibility
6. Initiative
7. Risk taking

## **Florida Criminal Justice Executive Institute Chief Executive Certification**

### **C. Certification by the Chief Executive**

I understand that my nomination of this individual to attend the Senior Leadership Program includes my commitment to the program, and the pledge of my full support for his/her participation. I certify that the nominated individual meets the minimum qualifications as outlined above. If this application is accepted, I agree to the designated registration fee prior to the commencement of the programs.

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Signature of Chief Executive

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Date

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Print Name of Chief Executive

## PART II - BIOGRAPHY

### SENIOR LEADERSHIP PROGRAM BIOGRAPHICAL SKETCH WORKSHEET

**FULL NAME:** \_\_\_\_\_

**RANK/TITLE:** \_\_\_\_\_

**AGENCY:** \_\_\_\_\_

**AGENCY ADDRESS:** \_\_\_\_\_

**OFFICE TELEPHONE:** (Direct Extension) \_\_\_\_\_

**OFFICE CELL:** \_\_\_\_\_

**E-MAIL: (Mandatory)** \_\_\_\_\_

**EDUCATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL EXPERIENCE:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL INTERESTS:** \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### **PERSONAL INFORMATION:**

**HOBBIES:** \_\_\_\_\_

**NAME YOU GO BY:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**SPOUSE'S NAME:** \_\_\_\_\_

**NAMES OF CHILDREN:** \_\_\_\_\_

## A. TRAINING

Please list any management and/or executive training or related programs you have completed which have prepared you for participation in the Senior Leadership Program. List the most recent training first.

Program/Course Title	Presented By	Total Hours	Date Completed

## B. SKILLS

Please rate your skills in the following areas on a scale from 1 to 10 with 1 being the lowest.

Interpersonal Skills	1	2	3	4	5	6	7	8	9	10
Oral Presentation Skills	1	2	3	4	5	6	7	8	9	10
Writing Skills	1	2	3	4	5	6	7	8	9	10
Computer Skills	1	2	3	4	5	6	7	8	9	10
Library/Research Skills	1	2	3	4	5	6	7	8	9	10
Microsoft Word	1	2	3	4	5	6	7	8	9	10
Microsoft Power Point	1	2	3	4	5	6	7	8	9	10

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



**C. NOMINEE STATEMENT OF COMMITMENT**

The nominee must sign the following statement of commitment.

I understand that if I am selected to attend the Senior Leadership Program, I will be involved in an intensive educational program over the next nine months which includes conducting an in-depth research project. This is a program that will require a substantial commitment of time, energy and a dedication to excellence.

I agree that if I do not attend the scheduled sessions or complete the required assignments on time, including the research project, I will be unable to graduate from the Senior Leadership Program.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of nominee

### PART III - LEADERSHIP ESSAYS

This section allows the nominee to elaborate on various aspects of leadership in the form of brief essays. The essays will be evaluated based on content, grammar, syntax, punctuation, spelling and organization. Please provide a written response to each of the following scenarios. Responses should be typed or legibly printed and should not exceed one page per essay.

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Name: \_\_\_\_\_

**Essay One:** Identify a historical event that changed criminal justice at either the local, state or national level. Describe the event and discuss the resulting impact on criminal justice.

Name: \_\_\_\_\_

**Essay Two:** The world is continually experiencing social, political, economic, technological, and environmental change. Pick the two subjects outside of criminal justice that you feel will have the greatest impact on you or your organization in the next five years. Describe the positive and negative effects that you believe would result from these changes.

Name: \_\_\_\_\_

**Essay Three:** Many of the decisions we make have no "right" answer. Describe a recent decision you made which involved a variety of alternatives perceived by others as "right". Discuss the rationale and the process you used to make that decision.

Name: \_\_\_\_\_

**Essay Four:** A "hero" may be defined as a person that you admire but have not necessarily met. Identify one of your heroes and discuss the reasons for your selection.