

FLORIDA DEPARTMENT OF LAW ENFORCEMENT

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION



Fiscal Year 2022 – 2023
Proposed CJSTC Rules and Forms for 11B
Prepared for the Commission Rules Workshop
August 18, 2022

RULE SUMMARY DOCUMENT

Page No.	Rule Number	Rule Name	Description of Rule Revision and Reason for the Revision	Summary of the Rule Revision
15	11B-18.0053(3)(a)4.	Officer Training Monies Budget and Expenditure Categories	Changes the “Department of Banking and Finance, Office of Financial Investigations” to reflect “Department of Financial Services, Division of Investigative and Forensic Services”.	Updates the text to reflect the “Department of Banking and Finance, Office of Financial Investigations” is now the “Department of Financial Services, Division of Investigative and Forensic Services”.
23	11B-20.001(3)(a)5.a.	Definitions and Minimum Requirements for General Certification of Instructors	Incorporates the revised Affidavit of Separation, form CJSTC-61, to add “Line of Duty Death” as a separation reason to allow agencies to distinguish between an officer killed in the line of duty and an officer’s death due to non-duty related causes.	Incorporates the revised Affidavit of Separation, form CJSTC-61.
29	11B-20.0014(2)(a)3.	Minimum Requirements for High-Liability and Specialized Instructor Certifications	Adds the requirement that the instructor training course be completed prior to the instructor student completing an internship and clarifies the order in which the requirements must be completed.	Revises the requirements for completion of the instructor training course and instructor student internships.
29	11B-20.0014(2)(b)3.	Minimum Requirements for High-Liability and Specialized Instructor Certifications	Adds the requirement that the instructor training course be completed prior to the instructor student completing an internship and clarifies the order in which the requirements must be completed.	Revises the requirements for completion of the instructor training course and instructor student internships.
30	11B-20.0014(2)(c)2.	Minimum Requirements for High-Liability and Specialized Instructor Certifications	Removes DT Instructor Course retirement date and adds instructor course information and instructor update course information. The Commission mandated all certified DT instructors complete the DT Instructor Update course so that students who complete the DT Instructor Course on or after October 31, 2019, will have completed the DT Instructor Update course as well.	Removes DT Instructor Course retirement date and adds instructor course information and instructor update course information.

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Page No.	Rule Number	Rule Name	Description of Rule Revision and Reason for the Revision	Summary of the Rule Revision
30	11B-20.0014(2)(c)3.	Minimum Requirements for High-Liability and Specialized Instructor Certifications	Adds the requirement that the instructor training course be completed prior to the instructor student completing an internship and clarifies the order in which the requirements must be completed.	Revises the requirements for completion of the instructor training course and instructor student internships.
30	11B-20.0014(2)(d)4.	Minimum Requirements for High-Liability and Specialized Instructor Certifications	Adds the requirement that the instructor training course be completed prior to the instructor student completing an internship and clarifies the order in which the requirements must be completed.	Revises the requirements for completion of the instructor training course and instructor student internships.
31	11B-20.0014(3)(b)5.	Minimum Requirements for High-Liability and Specialized Instructor Certifications	Adds the requirement that the instructor training course be completed prior to the instructor student completing an internship and clarifies the order in which the requirements must be completed.	Revises the requirements for completion of the instructor training course and instructor student internships.
32	11B-20.0014(3)(c)6.	Minimum Requirements for High-Liability and Specialized Instructor Certifications	Adds the requirement that the instructor training course be completed prior to the instructor student completing an internship and clarifies the order in which the requirements must be completed.	Revises the requirements for completion of the instructor training course and instructor student internships.
32	11B-20.0014(3)(d)5.	Minimum Requirements for High-Liability and Specialized Instructor Certifications	Adds the requirement that the instructor training course be completed prior to the instructor student completing an internship and clarifies the order in which the requirements must be completed.	Revises the requirements for completion of the instructor training course and instructor student internships.
39	11B-21.005(4)(a)	Criminal Justice Training School Requirements for Certification and Re-Certification	Incorporates the revised Driving Range Facility and Equipment Requirements, form CJSTC-202, to incorporate first aid kit requirements that remove blunt tipped scissors and add trauma sheers, flashlight, two pressure bandages/dressings, two chest seals, wound packing, rolled, or hemostatic gauze, and a writing instrument, effective 7/2023.	Incorporates the revised Driving Range Facility and Equipment Requirements, form CJSTC-202.

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Page No.	Rule Number	Rule Name	Description of Rule Revision and Reason for the Revision	Summary of the Rule Revision
39	11B-21.005(5)	Criminal Justice Training School Requirements for Certification and Re-Certification	Incorporates the revised Defensive Tactics Facility and Equipment Requirements, form CJSTC-203, to incorporate first aid kit requirements that remove blunt tipped scissors and add trauma sheers, flashlight, two pressure bandages/dressings, two chest seals, wound packing, rolled, or hemostatic gauze, and a writing instrument, effective 7/2023.	Incorporates the revised Defensive Tactics Facility and Equipment Requirements, form CJSTC-203.
39	11B-21.005(6)	Criminal Justice Training School Requirements for Certification and Re-Certification	Incorporates the revised Firing Range Facility and Equipment Requirements, form CJSTC-201, to incorporate first aid kit requirements that remove blunt tipped scissors and add trauma sheers, flashlight, two pressure bandages/dressings, two chest seals, wound packing, rolled, or hemostatic gauze, and a writing instrument; and specifies the range shall provide adequate lighting out to 25 yards, effective 7/2023.	Incorporates the revised Firing Range Facility and Equipment Requirements, form CJSTC-201.

RULE SUMMARY DOCUMENT

Page No.	Rule Number	Rule Name	Description of Rule Revision and Reason for the Revision	Summary of the Rule Revision
40	11B-21.005(7)	Criminal Justice Training School Requirements for Certification and Re-Certification	Incorporates the revised First Aid Instructional Requirements, form CJSTC-208, to remove requirements for splinting equipment, occlusive dressing, and improvised tourniquet materials; to add requirements for improvised chest seal material (commercial chest seal preferred), wound packing, rolled, z-folded, or hemostatic gauze, pressure bandage/dressing, and writing instrument, such as a pen or marker; and to add optional requirements for a bullet-proof/tactical vest, vehicle, and commercial chest seal; incorporates first aid kit requirements that removes blunt tipped scissors and add trauma shears, flashlight, two pressure bandages/dressings, two chest seals, wound packing, rolled, or hemostatic gauze, and a writing instrument, effective 7/2023.	Incorporates the revised First Aid Instructional Requirements, form CJSTC-208.
40	11B-21.005(10)(a)	Criminal Justice Training School Requirements for Certification and Re-Certification	Updates the rule language to include a BAT exemption in response to House Bill 3 for veterans, as defined in Section 1.01(14), F.S., or individuals who hold an associate degree or higher from an accredited college or university.	Updates the rule language to include a BAT exemption for veterans or individuals who hold an associate degree or higher from an accredited college or university.
41	11B-21.005(10)(c)	Criminal Justice Training School Requirements for Certification and Re-Certification	Adds rule reference to allow a BAT exemption for veterans and individuals who hold an associate degree or higher from an accredited college or university.	Adds rule reference to allow a BAT exemption for veterans and individuals who hold an associate degree or higher from an accredited college or university.
51	11B-27.002(3)(a)15.	Certification, Employment or Appointment, Reactivation, and Terminating Employment or Appointment of Officers	Incorporates the revised Affidavit of Separation, form CJSTC-61, to add "Line of Duty Death" as a separation reason to allow agencies to distinguish between an officer killed in the line of duty and an officer's death due to non-duty related causes.	Incorporates the revised Affidavit of Separation, form CJSTC-61.

RULE SUMMARY DOCUMENT

Page No.	Rule Number	Rule Name	Description of Rule Revision and Reason for the Revision	Summary of the Rule Revision
56	11B-27.00212(4)	Maintenance of Officer Certification	Incorporates the revised Mandatory Retraining Report, form CJSTC-74, pursuant to the 2022 Florida Legislature which passed legislation to mandate retraining for law enforcement officers in health and wellness principles, effective July 1, 2023.	Incorporates the revised Mandatory Retraining Report, form CJSTC-74.
57	11B-27.00212(5)(f)	Maintenance of Officer Certification	Adds a training requirement in Officer Health and Wellness Principles for law enforcement officers, pursuant to the 2022 Legislature which passed legislation to add the training requirement to the 40-hour mandatory retraining requirement for law enforcement officers.	Adds a training requirement in Officer Health and Wellness Principles for law enforcement officers.
61	11B-27.00213(2)(b)	Temporary Employment Authorization	Incorporates the revised Firearms Performance Evaluation, form CJSTC-4, to rename it Handgun Performance Evaluation and reflect the requirement of passing handgun proficiency evaluations and the revised qualification course of fire, and completion of active threat/shooter drills; inclusion of EOT students; clarification that only basic recruit and cross-over students are required to pass an end-of-course examination; and allows the training school to record when an EOT student fails to demonstrate the proficiency skills; and removes the option to use a revolver for handgun qualification and the requirement to qualify with a long gun.	Incorporates the revised Firearms Performance Evaluation, form CJSTC-4, to rename it the Handgun Performance Evaluation form.

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Page No.	Rule Number	Rule Name	Description of Rule Revision and Reason for the Revision	Summary of the Rule Revision
96	11B-35.001(3)(c)	General Training Programs; Requirements and Specifications	Adds the requirement that Commission-certified firearms instructors who instruct Basic Recruit Firearms courses on or after July 1, 2023, must have completed the Firearms Instructor Update Course if previously certified or the Firearms Instructor Course, effective February 17, 2023, and that all Commission-certified firearms instructors must complete the same before June 30, 2024, to prevent deactivation of their firearms instructor certificate.	Adds the requirement for currently certified firearms instructors to complete the Firearms Instructor Update Course and for new instructors to complete the new Firearms Instructor Course.
96	11B-35.001(3)(d)	General Training Programs; Requirements and Specifications	Adds the requirement that Commission-certified first aid instructors who instruct Basic Recruit First Aid courses on or after July 1, 2023, must have completed the First Aid Instructor Update Course if previously certified or the First Aid Instructor Course, effective February 17, 2023, and that all Commission certified first aid instructors must complete the same before June 30, 2024, to prevent deactivation of their first aid instructor certificate.	Adds the requirement for currently certified First Aid instructors to complete the First Aid Update Course and for new instructors to complete the new First Aid Instructor Course.
102	11B-35.0011(1)	Basic Abilities Test Requirements for Applicant Admission into a Law Enforcement and Correctional Basic Recruit Training Program	Adds rule language to include a BAT exemption in response to House Bill 3 for veterans, as defined in Section 1.01(14), F.S., or individuals who hold an associate degree or higher from an accredited college or university.	Adds rule language to include a BAT exemption for veterans or individuals who hold an associate degree or higher from an accredited college or university.
103	11B-35.0011(3)	Basic Abilities Test Requirements for Applicant Admission into a Law Enforcement and Correctional Basic Recruit Training Program	Adds a rule to clarify that a refund for the BAT will not be provided for individuals who took the BAT pursuant to Rule 11B-35.0011(1), F.A.C.	Adds a rule to clarify that a refund for the BAT will not be provided for individuals who took the BAT pursuant to Rule 11B-35.0011(1), F.A.C.

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Page No.	Rule Number	Rule Name	Description of Rule Revision and Reason for the Revision	Summary of the Rule Revision
111	11B-35.0024(3)(c)2.	Student Performance in Commission-approved High-Liability Basic Recruit Training Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring Proficiency Demonstration	Updates the rule language to include handgun proficiency use with a semi-automatic pistol for basic recruit students and incorporates the revised Firearms Performance Evaluation, form CJSTC-4, renaming it the Handgun Performance Evaluation form to reflect the requirement of passing handgun proficiency evaluations and the revised qualification course of fire, and completion of active threat/shooter drills; inclusion of Equivalency of Training students; clarification that only basic recruit and cross-over students are required to pass an end-of-course examination; and allows the training school to record when an EOT student fails to demonstrate the proficiency skills.	Incorporates the updated handgun proficiency rule language and the revised Firearms Performance Evaluation, form CJSTC-4, renaming it the Handgun Performance Evaluation form.
111	11B-35.0024(3)(d)2.	Student Performance in Commission-approved High-Liability Basic Recruit Training Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring Proficiency Demonstration	Incorporates the newly created Firearms Instructor Performance Evaluation, form CJSTC-4I, to use in place of the CJSTC-4 for firearms instructor students; and updates the rule language to include handgun proficiency use with a semi-automatic pistol for firearms instructor students.	Incorporates the newly created Firearms Instructor Performance Evaluation, form CJSTC-4I, and updates the handgun proficiency rule language for firearms instructor students.

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Page No.	Rule Number	Rule Name	Description of Rule Revision and Reason for the Revision	Summary of the Rule Revision
112	11B-35.0024(3)(f)2.	Student Performance in Commission-approved High-Liability Basic Recruit Training Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring Proficiency Demonstration	Incorporates the revised First Aid Performance Evaluation, form CJSTC-5, to reflect the additions of Massive hemorrhage, Respirations, circulation, Head injury/hypothermia, and recovery position and the removal of circulation rate, pulse rate, skin color and condition, physical assessment (DOTS/SAMPLE), and pupils in Patient Assessment section; the removal of the ABCs and addition of MARCH in Shock section; the addition of wound packing, tourniquet self-application, and chest seal to Bleeding section; the removal of Musculoskeletal and Soft Tissue Injuries section; the addition of arm or ankle drag, vehicle dump, and rear seat vehicle load and the removal of walking assist in Moving Patients section, effective 7/2023.	Incorporates the revised First Aid Performance Evaluation, form CJSTC-5.
112	11B-35.0024(3)(h)2.	Student Performance in Commission-approved High-Liability Basic Recruit Training Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring Proficiency Demonstration	Incorporates the revised Vehicle Operations Performance Evaluation, form CJSTC-7, to clarify that instructor students are required to use lights and sirens when demonstrating proficiency on the nighttime exercises and adds “lane change” to the required evaluation criteria on the Tactical Backing Exercise.	Incorporates the revised Vehicle Operations Performance Evaluation, form CJSTC-7.



CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION

RULES AND FORMS EFFECTIVE: / 1/2023 6/2022



2022-2023 2021-2022 PROPOSED RULE REVISIONS

Effective: 6/23/2022 (Rule Chapters 11B-20, 11B-21, and 11B-35); and

Effective: 6/26/2022 (Rule Chapter 11B-27)

The **2022-2023 Proposed Rules** are indicated with **strike throughs** and **underlining** in **GREEN** with Comment boxes in **BLUE** text, effective Summer 2023.

The Link to: **RULES INDEX**

Rule Chapter

SALARY INCENTIVE PROGRAM

11B-14

State Website: <https://www.flrules.org/gateway/RuleNo.asp?ID=11B-14>

CRIMINAL JUSTICE STANDARDS AND TRAINING TRUST FUND

11B-18

State Website: <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=11B-18>

CERTIFICATION OF CRIMINAL JUSTICE TRAINING INSTRUCTORS

11B-20

State Website: <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=11B-20>

CERTIFICATION OF CRIMINAL JUSTICE TRAINING SCHOOLS

11B-21

State Website: <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=11B-21>

CERTIFICATION AND EMPLOYMENT OR APPOINTMENT

11B-27

State Website: <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=11B-27>

STATE OFFICER CERTIFICATION EXAMINATION

11B-30

State Website: <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=11B-30>

TRAINING PROGRAMS

11B-35

State Website: <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=11B-35>

CJSTC FORMS ON FDLE WEBSITE

<http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>

Bureau of Administrative Code Website

<https://www.flrules.org/gateway/Division.asp?DivID=20>

Note: In March 2020, JAPC approved the removal of “cms” throughout specific areas of the rule text and CJSTC forms.

412 **11B-18.0053 Officer Training Monies Budget and Expenditure Categories.**

413 (1) A distribution formula has been established by the Criminal Justice Standards and Training Commission to
414 provide guidance to training regions regarding the expenditure of Officer Training Monies in the regions. Any
415 deviations by a region from the distribution formula shall be approved by the Commission. The distribution formula
416 is:

417 (a) Category I - Administrative Expenses - 5%
418 (b) Category II - Training Expenses – 80%
419 (c) Category III - Operating Capital Outlay - 15%

420 (2) Category I, Administrative Expenses. Administrative Expenses shall be reasonable and an accounting of
421 all expenditures shall be maintained.

422 (a) Each region shall not budget more than 5% of the total regional allocation for Administrative Expenses,
423 notwithstanding the following exceptions for additional Officer Training Monies budgeted that exceed the 5%
424 limitation:

425 1. Support of travel of Regional Training Council Chairpersons, fiscal agents, and training center directors or
426 their designee, to Officer Training Monies workshops conducted by Commission staff. Travel pursuant to this
427 section shall comply with the travel guidelines maintained by the Criminal Justice Professionalism Division, (Travel
428 Guidelines, revised March, 2020), hereby incorporated by reference,
429 <http://www.flrules.org/Gateway/reference.asp?No=Ref-11997>. For a copy of the travel guidelines, contact the
430 Florida Department of Law Enforcement, Criminal Justice Professionalism Division, Post Office Box 1489,
431 Tallahassee, Florida 32302-1489, Attention: Bureau of Policy and Special Programs; and

432 2. Support of travel for training center directors or designees to attend Criminal Justice Standards and
433 Training Commission quarterly meetings. Travel pursuant to this section shall comply with the travel guidelines
434 maintained by the Criminal Justice Professionalism Division, (Travel Guidelines, revised March, 2020),
435 <http://www.flrules.org/Gateway/reference.asp?No=Ref-11997>. For a copy of the travel guidelines, contact the
436 Florida Department of Law Enforcement, Criminal Justice Professionalism Division, Post Office Box 1489,
437 Tallahassee, Florida 32302-1489, Attention: Bureau of Policy and Special Programs.

438 (b) Administrative expenses are divided into two categories:

439 1. Personal Services. Personal Services are expenses incurred by a Commission-certified training school for
440 full or part-time training school staff, who directly support the administration of Officer Training Monies. Charges
441 shall be proportionate to the individual's time spent in direct support of officer training.

442 2. Miscellaneous Expenses. Miscellaneous Expenses are administrative expenditures, expended from Officer
443 Training Monies by Commission-certified training schools that are incurred in direct support of officer training.
444 Examples include office supplies, notices in the Florida Administrative Register publications, and postage.

445 (c) Officer Training Monies shall not be expended for recurring costs incurred by the training school.
446 Examples include liability insurance, utilities, and office furniture.

447 (3) Category II, Training Expenses. Each region shall not budget less than 80% of the total regional allocation
448 of Officer Training Monies for the purpose of delivering regional Commission-approved Advanced and Specialized
449 Training Program Courses.

450 (a) Criminal justice officers and support personnel, pursuant to Section 943.10, F.S., are authorized to expend
451 Officer Training Monies to attend Advanced and Specialized Training Program Courses delivered through a
452 Commission-certified training school, provided the support personnel does not displace a certified officer. The
453 Criminal Justice Standards and Training Commission has further authorized the following personnel to attend
454 courses funded with Officer Training Monies:

455 1. A sworn federal officer, on a space available basis provided the officer does not displace a Florida officer.
456 2. Medical examiners personnel with prior written approval from the Regional Training Council.
457 3. Full-time staff and part-time instructional coordinators employed by a Commission-certified training school
458 on a space available basis provided the staff does not displace a Florida officer.

459 4. Department of Financial Services, Division of Investigative and Forensic Services, Banking and Finance, Office of Financial Investigations, on a space available basis, provided a Florida officer is not displaced.

461 (b) Officer Training Monies, pursuant to subsection 11B-18.003(24) or (25), F.A.C., shall be expended for
462 Commission-approved Advanced and Specialized Training Program Courses set forth in Rules 11B-35.006 and
463 11B-35.007, F.A.C., and shall not be used for reoccurring expenses incurred by a Commission-certified training
464 school.

465 (c) Each training region shall offer Commission-approved Advanced and Specialized Training Program
466 Courses funded with Officer Training Monies, to officers within its respective region, prior to accepting officers or
467 support personnel from other regions.

468 (d) Criminal justice officers and support personnel located in one region may attend training in a different
469 region. Each region shall make provisions in its operating budget for the reciprocal payment of training provided to
470 officers, pursuant to Section 943.25(5), F.S., and support personnel, defined in Section 943.10(11), F.S., who attend
471 training programs offered in other training regions. Reciprocal payment shall be limited to Commission Category II
472 training costs and each training region's fiscal agent shall be held accountable for receipt and disbursement of the
473 region's reciprocal funds. Such costs shall be administered and paid by the fiscal agent charged with the
474 responsibility for the reciprocal payment of training.

475 (e) If Commission-approved Advanced and Specialized Training Program Courses are funded with Officer
476 Training Monies, the training and room or board costs may not be assessed against the officer, support personnel, or
477 their employing agency, pursuant to Section 943.25(5), F.S., however, the employing agency is responsible for
478 travel incurred to and from training. If an officer, defined in Section 943.10(2), F.S., is employed with a private
479 entity contracted with the state or county, or if an officer is not employed or appointed by an employing agency of
480 Florida, the officer may attend a course funded with Officer Training Monies, provided the officer pays for all
481 training costs associated with course attendance, pursuant to Sections 943.25(5)(b), 944.105(7), or 944.714(2), F.S.
482 Reimbursement of these costs, excluding out-of-state tuition, shall be deposited in the Commission-certified training
483 school's Officer Training Monies account.

484 (4) Category III, Operating Capital Outlay Expenses. Each region shall not budget more than 15% of the total
485 regional allocation to purchase items that are non-consumable and non-expendable. Category III Operating Capital
486 Outlay Expenses fall into the following categories:

487 (a) "Expense" Operating Capital Outlay. Expense operating capital outlay purchases that cost less than \$500
488 with a life expectancy of one year or more, shall be limited to items purchased that are required for delivery of
489 Commission-approved Advanced and Specialized Training Program Courses. Officer Training Monies shall not be
490 used for training school expenditures used to fulfill the certification and recertification requirements of Rule
491 11B-21.005, F.A.C.

492 (b) "Standard" Operating Capital Outlay. Standard operating capital outlay purchases include items with a cost
493 of \$500 or more with a life expectancy of one year or more.

494 (c) Operating Capital Outlay property purchased for use other than for the direct support of Commission-
495 approved Advanced Training Program Courses pursuant to Rule 11B-35.006, F.A.C., and Specialized Training
496 Program Courses pursuant to Rule 11B-35.007, F.A.C., are not appropriate purchases.

497 (d) Operating Capital Outlay property received from a vendor as a purchasing incentive, using Officer Training
498 Monies, shall be reported on an Officer Training Monies Semi-Annual Expenditure Report, form CJSTC-300,
499 revised February 7, 2002, hereby incorporated by reference. Form CJSTC-300 can be obtained at the following
500 FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission
501 staff at (850)410-8615.

502 (e) Operating Capital Outlay Property shall not be disposed of or transferred without prior notification to and
503 approval by Commission staff. An Operating Capital Outlay Property Disposal Request, form CJSTC-311, revised
504 November 5, 2015, effective 9/2016, hereby incorporated by reference
<http://www.flrules.org/Gateway/reference.asp?No=Ref-07391>, shall be completed and submitted to Commission
505 staff when disposing or transferring Operating Capital Outlay Property. Form CJSTC-311 can be obtained at the
506 following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting
507 Commission staff at (850)410-8615.

778 1. Not have been convicted of a felony or of a misdemeanor involving perjury or false statement, or received a
779 dishonorable discharge from any of the Armed Forces of the United States; and

780 2. After July 1, 1981, any person who has pled guilty or nolo contendere to any felony or of a misdemeanor
781 involving perjury or a false statement is not eligible for instructor certification, notwithstanding suspension of
782 sentence or withholding of adjudication; and

783 3. Notwithstanding subsections (3)-(4) of this rule section, any person who has pled nolo contendere to a
784 misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged
785 shall not be deemed ineligible for instructor certification.

786 (3) General Instructor Certification.

787 (a) Instructor applicants shall comply with the following requirements to obtain General Instructor
788 Certification:

789 1. Instructor applicants shall successfully complete the Traditional Instructor Techniques Course (Retired
790 6/30/04), CMS Instructor Techniques Course (Retired 11/14/08), or Florida General Instructor Techniques Course
791 delivered through a training school or complete equivalent instructor training. The training center director is
792 authorized to have instructor applicants complete only those portions of the Instructor Techniques Course for which
793 the instructor applicant is deficient.

794 2. Instructor applicants who apply for General Instructor Certification shall have completed the required
795 instructor training within four years of the date the instructor applicant applies for certification. Instructor applicants
796 who apply more than four years from the date training was completed shall be required to complete the General
797 Instructor Refresher Course.

798 3. After successful completion of the mandatory instructor training, instructor applicants shall complete an
799 internship.

800 a. The instructor applicant shall be supervised by and have his or her instructional abilities evaluated by a
801 training center director or agency administrator, who is currently an instructor, or a designee who is currently an
802 instructor. The training center director, agency administrator, or designee shall complete the Instructor Competency
803 Checklist, form CJSTC-81, revised August 12, 2021, effective 6/2022, hereby incorporated by reference
804 <https://www.flrules.org/Gateway/reference.asp?No=Ref-14222>. Form CJSTC-81 can be obtained at the following
805 FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission
806 staff at (850)410-8615.

807 b. The instructor applicant shall demonstrate the applicable competencies listed on form CJSTC-81, which
808 shall be maintained in the instructor's file at the training school or agency.

809 c. The instructor applicant shall be evaluated by his or her students. Student evaluations shall be reviewed
810 with the instructor applicant by a training center director, agency administrator, or an instructor designated by the
811 training center director or agency administrator, and documented on form CJSTC-81.

812 4. Instructor applicants shall complete the Instructor Certification Application form CJSTC-71 and attach all
813 required documentation prior to submitting the application for approval. The training center director, agency
814 administrator, or designee is required to submit form CJSTC-71 to Commission staff or electronically transmit
815 through the Commission's ATMS. Form CJSTC-71 and supporting documentation on each affiliated instructor
816 shall be maintained in the instructor's file.

817 5. Instructor Separation or Change of Affiliation.

818 a. When an instructor requests a change of affiliation, the training center director, agency administrator, or
819 designee shall complete an Affidavit of Separation, form CJSTC-61, revised effective 
820 August 12, 2021, effective 6/2022, hereby incorporated by reference
821 <https://www.flrules.org/Gateway/reference.asp?No=Ref-14215>, and submit to Commission staff, or immediately
822 transmit through the Commission's ATMS. Form CJSTC-61 can be obtained at the following FDLE Internet
823 address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at
824 (850)410-8615. A copy shall be maintained in the instructor's file.

992 **11B-20.0014 Minimum Requirements for High-Liability and Specialized Instructor Certifications.**

993 (1) High-Liability Topics Instructor Certification. Instructor applicants shall comply with the following
994 requirements for certification:

995 (a) Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for
996 General Instructor Certification at the same time the applicant is requesting certification in the high-liability topic.
997 Multiple topics may be applied for at the same time.

998 (b) Complete three years' experience as a certified criminal justice officer or three years' experience in the
999 topic of instruction for which certification is sought.

1000 (c) Complete the instructor training requirements set forth in subsection (2) of this rule section, for High-
1001 Liability Instructor Topics for which the instructor applicant is requesting certification. The High-Liability Training
1002 Courses and proficiency requirements are outlined in Rule 11B-35.0024, F.A.C.

1003 (d) Be evaluated by his or her students. Student evaluation shall be reviewed with the instructor applicant by a
1004 training center director, agency administrator, or an instructor designated by the training center director or agency
1005 administrator and documented on the Instructor Competency Checklist form CJSTC-81, revised August 12, 2021,
1006 effective 6/2022, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-14223>.

1007 (e) Complete the Instructor Certification Application form CJSTC-71 and attach all documents prior to
1008 submitting the application for approval.

1009 (f) Instructor applicants who apply for a High-Liability Instructor Certification shall have completed the
1010 applicable High-Liability Instructor Course within four years of the date the instructor applicant applies for
1011 certification. Instructor applicants shall meet the requirements for High-Liability Instructor Certification for each
1012 topic requested.

1013 (2) High-Liability Instructor Topics.

1014 (a) Vehicle Operations Instructor Certification. Instructor applicants who request to obtain certification to
1015 instruct vehicle operations topics shall:

1016 1. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),
1017 F.A.C.; and

1018 2. Have successfully completed through a training school the Vehicle Operations Instructor Course (retired
1019 6/30/04); and

1020 3. Following successful completion of the Vehicle Operations Instructor Course, have successfully completed a high-liability
1021 internship documented on the Instructor Competency Checklist form CJSTC-81 that is supervised by a certified
1022 vehicle operations instructor.

1023 (b) Firearms Instructor Certification. Instructor applicants who request to obtain certification to instruct
1024 firearms topics shall:

1025 1. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),
1026 F.A.C.; and

1027 2. Have successfully completed through a training school the Firearms Instructor Course (retired 6/30/04);
1028 and

1029 3. Following completion of the Firearms Instructor Course, have successfully completed a high-liability
1030 internship documented on the Instructor Competency Checklist form CJSTC-81 that is supervised by a certified
1031 firearms instructor.

1032 (c) Defensive Tactics Instructor Certification. Instructor applicants who request to obtain certification to
1033 instruct defensive tactics topics shall:

1034

1035 1. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),
1036 F.A.C.; and

1037 2. Have successfully completed through a training school the Defensive Tactics Instructor Course which
1038 began on or after October 31, 2019 or completed through a training school the Defensive Tactics Instructor Course
1039 which began prior to October 31, 2019 and the Defensive Tactics Instructor Update course (retired 6/30/04); and

1040 3. Following successful completion of the Defensive Tactics Instructor Course, have successfully completed
1041 a high-liability internship documented on the Instructor Competency Checklist form CJSTC-81 that is supervised by
1042 a certified defensive tactics instructor.

1043 (d) First Aid Instructor Certification. Instructor applicants who request to obtain certification to instruct in first
1044 aid shall:

1045 1. Have three years' experience as a criminal justice officer; and

1046 2. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),
1047 F.A.C.; and

1048 3. Have successfully completed through a training school the First Responder Instructor Course (retired
1049 6/30/04) or First Aid Instructor Course or complete a U.S. Department of Transportation recognized first responder
1050 instructor course; and

1051 4. Following successful completion of the First Aid Instructor Course, if required, have sucessfully
1052 completed a high-liability internship documented on the Instructor Competency Checklist form CJSTC-81 that is
1053 supervised by a certified first aid instructor; and

1054 5. Possess and maintain an active CPR Instructor Certification from the American Heart Association (AHA),
1055 American Red Cross (ARC), American Safety & Health Institute (ASHI), or other entity referenced in the
1056 Department of Health Rule 64J-1.022, F.A.C. The instructor shall not let the CPR Instructor Certification lapse and
1057 shall provide documentation of renewal to the certifying agency or training school. If the CPR Instructor
1058 Certification expires during the instructor certification period, the instructor shall not instruct in first responder or
1059 first aid until the CPR Instructor Certification is renewed; or

1060 6. Certain individuals, based on their education and training experience in the United States or its territories,
1061 are eligible for First Aid Instructor Certification without completing additional Commission-approved training and
1062 shall comply with subparagraphs (2)(d)4.-5. of this rule section:

1063 a. Qualifying professional certifications or licenses:

1064 1. Certified emergency medical technicians.

1065 2. Certified paramedics.

1066 3. Licensed physicians, who are actively involved in emergency care and have three years' experience in
1067 emergency medical care.

1068 4. Licensed physician's assistants, who are actively involved in emergency care and have three years'
1069 experience in emergency medical care.

1070 5. Registered nurses or licensed practical nurses, who are actively involved in emergency care and have three years'
1071 experience in emergency medical care.

1072 6. Members of the Armed Forces of the United States on active duty entitled to practice as an Emergency
1073 Medical Technician (EMT) or a Florida paramedic set forth in Chapter 401, Part III, F.S.

1074 7. Full-time instructors at a vocational technical institution or an accredited college or university, who instruct
1075 medical topics in EMT, paramedic, nursing, physician, or physician assistance programs.

1076 b. To obtain a First Aid Instructor Certification, the instructor applicant shall provide a copy of the current
1077 qualifying professional's certification or license and shall not allow the qualifying professional's certification or
1078 license to lapse. The instructor applicant shall provide documentation of renewal to the certifying agency or training

1079 school. If the qualifying professional's certification or license expires during the certification period, the instructor
1080 shall not instruct in first aid until the professional's certification or license is renewed.

1081 (3) Specialized Instructor Certifications. Instructor applicants who apply for a Specialized Instructor
1082 Certification shall have completed the applicable specialized instructor course within four years of the date the
1083 instructor applicant applies for certification. Instructor applicants who apply for a Specialized Instructor
1084 Certification more than four years from the date training was completed shall meet the requirements for completing
1085 an internship and demonstration of proficiency skills if applicable to the specialized topic. Instructor applicants
1086 shall meet the following requirements for each Specialized Instructor Certification requested:

1087 (a) Criminal Justice Diving Instructor Certification to instruct the Underwater Police Science and Technology
1088 course number 077, pursuant to Rule 11B-35.006, F.A.C., shall:

1089 1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for a
1090 General Instructor Certification at the same time the applicant requests a Criminal Justice Diving Instructor
1091 Certification; and

1092 2. Possess and maintain a current Scuba Instructor Certification from a nationally recognized organization that
1093 meets the standards of the World Recreational Scuba Training Council (WRSTC) and have two years of experience
1094 as a public safety diver, or possess and maintain a Dive Master Certification from a nationally recognized
1095 organization that meets the standards of the WRSTC and have five years of experience as a public safety diver; and

1096 3. Have been employed in the capacity of a public safety diver within the past four years, or have instructed
1097 the Underwater Police Science and Technology course within the past four years.

1098 (b) Speed Measurement Instructor Certification. Instructor applicants who request certification to instruct
1099 speed measurement training courses shall:

1100 1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for
1101 General Instructor Certification at the same time the applicant is requesting Speed Measurement Instructor
1102 Certification; and

1103 2. Possess three years' experience as a speed measurement device operator; and

1104 3. Successfully complete at a training school, the Speed Measurement Instructor Course for Law Enforcement
1105 Officers, course number 1159 or the Radar Speed Measurement Instructor Course for Law Enforcement Officers,
1106 course number 1108, retired December 31, 2006, and the Laser Speed Measurement Device (LSMD) Instructor
1107 Transition Course for Radar Instructors, course number 1109, retired December 31, 2008; and

1108 4. Complete the Speed Measurement Device Instructor Field Evaluation, form CJSTC-10, revised August 13,
1109 2020, effective 5/2021, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-13126>. Form CJSTC-10 can be obtained at the following FDLE Internet address:
1110 <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615

1112 5. Following successful completion of the Speed Measurement Instructor Course, successfully complete a
1113 speed measurement internship supervised by a certified Speed Measurement Instructor and document on the
1114 Instructor Competency Checklist form CJSTC-81. 

1115 6. Be evaluated by his or her students. Student evaluations shall be reviewed with the instructor applicant by
1116 a training center director, agency administrator, or an instructor designated by the training center director or agency
1117 administrator, and documented on form CJSTC-81.

1118 (c) Canine Team Instructor Certification. Instructor applicants who request to obtain certification to instruct
1119 Commission-approved canine team training courses shall:

1120 1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for a
1121 General Instructor Certification at the same time the applicant requests Canine Team Instructor Certification.

1122 2. Possess a minimum of five years' criminal justice canine team experience documented in the instructor
1123 applicant's file at the training school or agency. This does not include canines used by certified officers exclusively
1124 for tracking and trailing or specific detection, which are excluded from the certification process.

1125 3. Successfully complete the Canine Team Training Course number 1112 (retired 11/6/2013) or Canine Team
1126 Training Course number 1198 or an equivalent course approved by a Commission-approved evaluator.

1127 4. Successfully complete the Canine Team Training Instructor Course number 1199 or Canine Team Training
1128 Instructor Course number 1107 (retired 11/6/2013), through a training school.

1129 5. Complete the Canine Team Instructor Performance Evaluation, form CJSTC-20, revised August 13, 2020,
1130 effective 5/2021, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-13127>.
1131 Form CJSTC-20 can be obtained at the following FDLE Internet address:
1132 <http://www.fdlc.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

1133 6. Following successful completion of the Canine Team Training Instructor Course, successfully complete a 
1134 Canine Team internship supervised by a certified Canine Team Instructor and document on the Instructor
1135 Competency form CJSTC-81. An instructor applicant shall instruct any topic of the Canine Team Training or
1136 Canine Team Training Instructor Course.

1137 7. Be evaluated by his or her students. Student evaluations shall be reviewed with the instructor applicant by
1138 a training center director, agency administrator, or an instructor designated by the training center director or agency
1139 administrator, and documented on form CJSTC-81.

1140 8. Provide verification that there is not a sustained “excessive use-of-force” complaint against the instructor
1141 applicant, involving the use of the canine at the time a canine was under his or her command, at the agency(s) where
1142 the instructor applicant obtained experience as a canine officer. The verification shall be documented on agency
1143 letterhead and signed by the agency administrator or designee.

1144 (d) Breath Test Instructor Certification. Instructor applicants who request certification to instruct the Breath
1145 Test Operator Course, Breath Test Operator Renewal Course, Agency Inspector Course, and the Agency Inspector
1146 Renewal Course, pursuant to Rule 11B-35.007, F.A.C., shall:

1147 1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for a
1148 General Instructor Certification at the same time the applicant requests a Breath Test Instructor Certification.

1149 2. Successfully complete the Breath Test Instructor Course and proficiency requirements outlined in Rule
1150 11B-35.0024(4)(d), F.A.C., through a training school.

1151 3. Have a minimum of three years’ experience as a certified breath test operator and agency inspector.

1152 4. Possess a valid Breath Test Operator Permit and a valid Agency Inspector Permit at the time the application
1153 for breath test instructor certification is submitted.

1154 5. Following successful completion of the Breath Test Instructor Course, successfully complete a 
1155 Breath Test internship supervised by a certified Breath Test Instructor and document on the Instructor Competency
1156 Checklist form CJSTC-81. An instructor applicant shall instruct in one topic from any of the following courses:
1157 Breath Test Operator Course, Breath Test Operator Renewal Course, Agency Inspector Course, or Agency Inspector
1158 Renewal Course.

1159 6. Be evaluated by his or her students. Student evaluations shall be reviewed with the instructor applicant by
1160 a training center director, agency administer, or an instructor designated by the training center director or agency
1161 administrator, and shall be documented on form CJSTC-81, which shall be maintained in the instructor’s file at the
1162 training school or agency.

1163 7. Alcohol Testing Program staff shall possess a General Instructor Certification pursuant to subparagraph
1164 (3)(d)1 of this rule section, and shall be exempt from the requirements of subparagraph (3)(d)2.-6. of this rule
1165 section.

1166 Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 943.12(3), (9), 943.13(6),
1167 943.14(3) FS. History—New 7-29-01, Amended 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09, 3-13-13, 5-
1168 29-14, 7-29-15, 9-4-16, 7-19-17, 7-9-19, 5-20-21, 6-23-22.

1169

1362 **11B-21.005 Criminal Justice Training School Requirements for Certification and Re-certification.**

1363 Training Schools certified by the Commission shall comply with the following requirements:

1364 (1) Provide criminal justice training to criminal justice agencies and officers in its service area.

1365 (2) Comply with the requirements set forth in Rule Chapter 11B-35, F.A.C., when delivering Commission-
1366 approved training.

1367 (3) Classroom Facility and Equipment Requirements. Comply with the classroom facility and equipment
1368 requirements set forth in the Training School Classroom Facility Requirements, form CJSTC-205, revised October
1369 30, 2008, hereby incorporated by reference. Form CJSTC-205 can be obtained at the following FDLE Internet
1370 address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)
1371 410-8615.

1372 (4) Driving Range Facility, Equipment, and Instructor to Student Ratio Requirements.

1373 (a) When conducting Commission-approved vehicle operations training, comply with the driving range
1374 facility, equipment, and instructor to student ratio requirements set forth in subsection 11B-35.0021(8), F.A.C., and
1375 in the Driving Range Facility and Equipment Requirements, form CJSTC-202, revised _____, effective
1376 August 12, 2021, effective 6/2022, hereby incorporated by reference
1377 <https://www.flrules.org/Gateway/reference.asp?No=Ref-14225>. Form CJSTC-202 can be obtained at the following
1378 FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission
1379 staff at (850) 410-8615.

1381 (b) Deviation from the Standard Driving Range. Should any driving range proposed for construction after July
1382 1, 1988, deviate from the standards set forth in form CJSTC-202, plans for such construction shall be submitted to
1383 Commission staff for initial review, and then to the Commission for final approval or disapproval. Justification for
1384 such construction shall include a statement of explanation and supporting documentation justifying the need to
1385 deviate from the established standard. A recommendation for deviation from the Commission's driving facility
1386 requirement shall ensure that vehicle operation training exercises can be safely and effectively performed.

1387 (5) Defensive Tactics Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting
1388 Commission-approved defensive tactics training, comply with the defensive tactics equipment, facility, and
1389 instructor to student ratio requirements set forth in subsection 11B-35.0021(8), F.A.C., and in the Defensive Tactics
1390 Facility and Equipment Requirements, form CJSTC-203, revised _____, effective _____ August 10, 2017, effective 8/2018,
1391 hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-09684>. Form CJSTC-203 can be obtained at the
1392 following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting
1393 Commission staff at (850) 410-8615.

1395 (6) Firing Range Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting
1396 Commission-approved firearms training, comply with the firing range equipment, facility, and instructor to student
1397 ratio requirements set forth in subsection 11B-35.0021(8), F.A.C., and in the Firing Range Facility and Equipment
1398 Requirements, form CJSTC-201, revised _____, effective _____ August 10, 2017, effective 8/2018,
1399 hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-09682>. Form CJSTC-201 can be obtained at the following
1400 FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission
1401 staff at (850) 410-8615. Firearms training shall be supervised directly by a Commission-certified firearms instructor
1402 and the instructor shall have access to at least one firearms range designed for criminal justice firearms instruction.

1404

1405 (7) First Aid Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting
1406 Commission-approved first aid training, comply with the first aid equipment, facility, and instructor to student ratio
1407 requirements set forth in subsection 11B-35.0021(8), F.A.C., and in the First Aid Instructional Requirements, form
1408 CJSTC-208, revised _____, effective _____, hereby incorporated
1409 by reference [https://www.flrules.org/Gateway/reference.asp?No=Ref-](https://www.flrules.org/Gateway/reference.asp?No=Ref-09685)
1410 <https://www.flrules.org/Gateway/reference.asp?No=Ref-09685>. Form CJSTC-208 can be obtained at the following
1411 FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission
1412 staff at (850) 410-8615.

1413 (8) Staffing Requirements. Comply with the personnel requirements set forth in the Staffing Requirements,
1414 form CJSTC-204, revised October 30, 2008, hereby incorporated by reference. Form CJSTC-204 can be obtained at
1415 the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting
1416 Commission staff at (850) 410-8615. The following specifications shall be met:

1417 (a) One full-time salaried criminal justice training center director designated by a training school, and
1418 employed on a 12-month calendar with faculty or administrative status, whose responsibilities are the management
1419 and quality control of the Commission-approved training programs and do not include a teaching assignment. Any
1420 additional administrative responsibilities or any instructional responsibilities shall not be undertaken by the director
1421 upon a finding that such additional responsibilities interfere with the director's effective management of the training
1422 school. A training center director or interim training center director initially employed on or after July 1, 1990, shall
1423 at minimum, hold a bachelor's degree from an accredited college or university, and possess no less than two years'
1424 experience in the criminal justice field. Training center directors shall be responsible for the scheduling,
1425 presentation, and management of Commission-approved training programs, which shall include preparation of
1426 required reports and records, assuring quality of instruction, administration, and security of examinations. A
1427 training center director's designee shall be employed full-time with faculty or administrative status, whose
1428 responsibilities are the management and quality control of Commission-approved training.

1429 (b) At least one full-time clerk or administrative assistant assigned to report to the training center director,
1430 whose responsibilities are limited to providing clerical and administrative assistance to the director. Two or more
1431 individuals may perform such clerk or administrative assistant duties, if the aggregate personnel time dedicated to
1432 these duties is equivalent, at minimum, to a full-time position.

1433 (c) At least two full-time criminal justice training instructor or instructional coordinator positions assigned to
1434 report solely to the training center director for training schools with a Type "A" certification. One coordinator
1435 position can be composed of two or more instructional coordinators, provided the aggregate personnel time
1436 dedicated to these duties is equivalent to one full-time position. A training school with a Type "B" or "C"
1437 certification shall have at least one full-time criminal justice training instructor or instructor coordinator position
1438 assigned to report solely to the training center director. In the absence of the director, at least one full-time
1439 instructor, instructional coordinator, or other individual specifically designated by the director shall be accessible
1440 while criminal justice training is being administered and shall be responsible for quality control.

1441 (9) Comply with the instructor certification requirements set forth in Rule Chapter 11B-20, F.A.C., when
1442 delivering Commission-approved training.

1443 (10) Basic Abilities Testing Requirements pursuant to Rule 11B-35.0011, F.A.C., and Section 943.17(1)(g),
1444 F.S. Effective January 1, 2002, training schools certified by the Commission that provide Commission-approved
1445 Basic Recruit Training Programs shall:

1446 (a) Adopt a Commission-approved basic abilities test as an entry requirement into a Law Enforcement or
1447 Correctional Basic Recruit Training Program. Correctional Probation Officers and individuals applying for a Law
1448 Enforcement Basic Recruit Training Program that are veterans as defined in Section 1.01(14), F.S., or hold an
1449 associate degree or higher from an accredited college or university are exempt from taking the basic abilities test.

1450 (b) Require, for admission into a Commission-approved Basic Recruit Training Program, a passing score from
1451 a Commission-approved basic abilities test, which shall be accepted by any training school. A passing score is valid
1452 four years from the date of the test.

1453

1454 (c) Not exempt a student from taking a Commission-approved basic abilities test unless otherwise noted in
1455 subsection 11B-21.005(10)(a), F.A.C.

1456 (11) Comply with criminal history background requirements as set forth in subsection 11B-27.00211(4), F.A.C.,
1457 and Section 943.14(7), F.S.

1458 (12) Comply with requirements for notification of changes in requirements for certification. Training schools
1459 with changes in staff and facilities during the school's active certification period shall:

1460 (a) Provide notification to Commission staff, in writing or via e-mail to your field specialist, of any changes in
1461 the training school's staffing requirements, pursuant to subsection 11B-21.005(8), F.A.C., within 10 working days
1462 upon hiring or separation of personnel.

1463 (b) Provide notification to Commission staff, in writing or via e-mail, of any changes in the training school's
1464 facility requirements. Such notification shall include locations by the type of facility and street address, and certify
1465 in writing to Commission staff that the facility is in compliance with Rule 11B-21.005, F.A.C.

1466 1. Training schools shall notify Commission staff of any changes in facility sites and the site's compliance
1467 with the Commission's requirements, thirty days prior to delivering training or immediately upon scheduling when
1468 under thirty days.

1469 2. Driving ranges, firearms ranges, and defensive tactics facilities shall not be used for Commission training
1470 until approved by Commission staff.

1471 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(2), (3), (8), 943.14, 943.17(1)(g) FS.
1472 History—New 7-21-82, Formerly 11B-21.05, Amended 1-28-86, 8-30-89, 12-24-89, 6-3-91, 12-13-92, 1-2-97, 7-7-
1473 99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09, 5-21-12, 3-13-13, 5-29-14, 9-4-16,
1474 8-15-18, 5-20-21, 6-23-22.

1475

1804 (h) Evidence that the applicant has successfully completed a Commission-approved Basic Recruit Training
1805 Program, pursuant to Rules 11B-35.002 and 11B-35.003, F.A.C., or is exempt, pursuant to rule 11B-35.009, F.A.C.,
1806 and has achieved a passing score on the State Officer Certification Examination for the discipline for which
1807 certification is being sought pursuant to Section 943.13(10), F.S.

1808 (2) The employing agency administrator is required, within 30 days of hire, to submit to Commission staff or
1809 electronically transmit through the Commission's Automated Training Management System (ATMS), and maintain
1810 on file a Registration of Employment Affidavit of Compliance, form CJSTC-60, revised August 13, 2020, effective
1811 5/2021, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-13130>, attesting to
1812 compliance by the employing agency with the following requirements. Form CJSTC-60 can be obtained at the
1813 following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting
1814 Commission staff at (850) 410-8615.

1815 (a) For law enforcement, correctional, and correctional probation officer applicants who have not been
1816 previously certified and who have complied with the certification requirements pursuant to Sections 943.13(1)-(10),
1817 F.S., the employing agency shall certify to the Commission that the applicant is eligible for certification by
1818 submitting to Commission staff or electronically transmitting through the Commission's Automated Training
1819 Management System (ATMS), a completed Officer Certification Application, form CJSTC-59, revised August 13,
1820 2020, effective 5/2021, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-13131>, within 30 days of the applicant's compliance with the certification requirements, notwithstanding whether
1821 the applicant is separated from employment. Upon receipt of an Officer Certification Application Deficiency
1822 Notification, form CJSTC-259, revised August 13, 2020, effective 5/2021, hereby incorporated by reference
1823 <http://www.flrules.org/Gateway/reference.asp?No=Ref-13132>, the employing agency shall maintain on file, a copy
1824 of form CJSTC-59 and any other employment documentation. Forms CJSTC-59 and CJSTC-259 can be obtained at
1825 the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting
1826 Commission staff at (850) 410-8615. The employing agency shall submit a copy of form CJSTC-259 and the
1827 missing or deficient documentation to Commission staff within 90 days of the date the form was signed and issued
1828 to the agency. Failure by the employing agency to submit missing or deficient documentation within the required 90
1829 days may result in denial of an applicant's request for certification. An officer applicant shall not work as a sworn
1830 officer prior to meeting the requirements of Section 943.13, F.S., except as authorized pursuant to Section 943.131,
1831 F.S.

1833 (b) Name changes shall be verified by the employing agency through verification of information on legal
1834 documents such as a marriage license or official name change documents. To document an officer's name change, a
1835 completed Name Change Application, form CJSTC-79, revised November 8, 2007, hereby incorporated by
1836 reference, and a copy of supporting documentation shall be submitted to Commission staff. Form CJSTC-79 can be
1837 obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by
1838 contacting Commission staff at (850) 410-8615.

1839 (3) Employment requirements pursuant to Sections 943.13, F.S., shall be documented on an Agency New Hire
1840 Report, form CJSTC-207, revised August 12, 2021, effective 6/2022, hereby incorporated by reference
1841 <https://www.flrules.org/Gateway/reference.asp?No=Ref-14226>. Form CJSTC-207 can be obtained at the following
1842 FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission
1843 staff at (850) 410-8615.

1844 (a) The files of newly hired officers are subject to an on-site inspection by Commission staff to ensure
1845 compliance with the requirements of Chapter 943, F.S., and Rule Chapter 11B-27, F.A.C. All documents collected
1846 in conjunction with the background investigation shall be available for review. The following documents shall be
1847 reviewed for completeness:

1848

1849 1. A Registration of Employment Affidavit of Compliance form CJSTC-60.

1850 2. An Employment Background Investigative Report, form CJSTC-77, revised August 13, 2020, effective
1851 5/2021, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-13134>. Form
1852 CJSTC-77 can be obtained at the following FDLE Internet address:
1853 <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

1854 3. An Affidavit of Applicant form CJSTC-68.

1855 4. A Temporary Employment Authorization Statement, form CJSTC-65, revised November 5, 2015, effective
1856 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07372>. Form
1857 CJSTC-65 can be obtained at the following FDLE Internet address:
1858 <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

1859 5. Proof of age documentation.

1860 6. Proof of citizenship documentation.

1861 7. Legal document(s) for name change.

1862 8. High School Diploma, GED, and Equivalency of Foreign and Non-Public High School Curriculum
1863 pursuant to subsection 11B-27.0021(1), F.A.C.

1864 9. A copy of the most recently issued DD 214, or other official documents from the United States Military
1865 denoting the discharge status or copy of the officer's current military identification. Wording on the documentation
1866 shall indicate the discharge was any discharge other than dishonorable.

1867 10. An FBI Civil Applicant Response provided from a Live Scan device by the Florida Department of Law
1868 Enforcement (FDLE) Certified Mail Application, with the National Crime Information Center (NCIC) criminal
1869 history record attached, and an FDLE Customer Summary Report and Transaction Listing with the Florida Criminal
1870 Information Center (FCIC) criminal history record attached. If a Civil Applicant Response is not received by the
1871 agency, the FCIC Criminal History indicating no single state or multi-state offender criminal history record exists
1872 shall be proof the applicant's fingerprints have been processed.

1873 11. An Exemption-From-Training, form CJSTC-76, revised August 2, 2018, effective 7/2019, hereby
1874 incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-10751>, and an Exemption-From-
1875 Training Proficiency Demonstration, form CJSTC-76A, revised August 2, 2018, effective 7/2019, hereby
1876 incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-10752>, for previous Florida and
1877 out-of-state, federal, military officers, or special operations forces as defined in section 943.10(22), F.S., if the
1878 officer used this training option. Forms CJSTC-76 and CJSTC-76A can be obtained at the following FDLE Internet
1879 address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)
1880 410-8615.

1881 12. Results of the State Officer Certification Examination for training completed after June 30, 1993.

1882 13. A Physician's Assessment form CJSTC-75 or equivalent.

1883 14. Drug screen results of at least a 7-panel test pursuant to paragraph 11B-27.00225(2)(d), F.A.C.

1884 15. An Affidavit of Separation, form CJSTC-61, revised effective August 12, 2021,
1885 effective 6/2022, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-14216>, if the officer has separated employment with the
1886 agency. Form CJSTC-61 can be obtained at the following FDLE Internet address:
1887 <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

1888

1889

2037 **11B-27.00212 Maintenance of Officer Certification.**

2038 (1) Full-time, part-time, or auxiliary officers shall successfully complete 40 hours of continuing education or
2039 training every four years. The expiration date of an officer's mandatory retraining shall be June 30th of the fourth
2040 year following the officer's certification.

2041 Example:

2042 Original Officer Certification Date	November 21, 1997
2043 Officer Four-year Anniversary Date	November 21, 2001
2044 Officer Continuing Education or Training Deadline	June 30, 2002

2045 (2) Elected or appointed officials whose mandatory retraining dates have expired on or before the expiration
2046 date, pursuant to subsection (1) of this rule section, shall complete the mandatory retraining requirements within
2047 four years of the date the individual no longer serves as an elected or appointed official.

2048 (3) Forty hours of continuing education is granted for three semester credit hours or four quarter credit hours of
2049 college course work upon successful completion of the course, and provided the credit hours are not used for the
2050 purpose of obtaining a degree, which would make the officer eligible for salary incentive payments.

2051 (4) Continuing education or training pursuant to Section 943.135, F.S. Upon an officer's completion of the
2052 required continuing education or training the employing agency shall submit or electronically transmit to
2053 Commission staff through the Commission's ATMS, and maintain in file a completed Mandatory Retraining Report,
2054 form CJSTC-74, revised _____, effective _____ ~~August 12, 2021, effective 6/2022~~ hereby
2055 incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-14220>. Form CJSTC-74 can be obtained at the following
2056 FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission
2057 staff at (850) 410-8615. Criminal justice agencies shall not update an officer's mandatory training unless an officer
2058 is employed by the agency or has met the requirement for employment pursuant to subsection 11B-27.002(1),
2059 F.A.C.

2061 (5) Statutory mandated continuing training. The following training shall be included as a part of the officer's
2062 continuing training:

2063 (a) Domestic Violence Training for Law Enforcement Officers pursuant to Section 943.1701, F.S. Certified
2064 law enforcement officers who elect to instruct domestic violence training may substitute completion or instruction of
2065 domestic violence training to satisfy the officer's continuing training requirement.

2066 (b) Human Diversity Training pursuant to Section 943.1716, F.S. Certified officers who elect to instruct
2067 human diversity modules pursuant to Section 943.1716, F.S., may substitute completion or instruction of human
2068 diversity training to satisfy the officer's continuing training requirement.

2069 (c) Juvenile Sexual Offender Investigation Training for Law Enforcement Officers pursuant to Section
2070 943.17295, F.S. Certified law enforcement officers who elect to instruct the Juvenile Sexual Offender Investigation
2071 training may substitute completion or instruction of this training to satisfy the officer's continuing training
2072 requirement.

2073 (d) Discriminatory Profiling and Professional Traffic Stops pursuant to Section 943.1758, F.S. Certified law
2074 enforcement officers who elect to instruct Discriminatory Profiling and Professional Traffic Stops may substitute
2075 completion or instruction of this training to satisfy the officer's continuing training requirement. Completion or
2076 instruction of this training shall satisfy all or a portion of an officer's continuing training requirement for human
2077 diversity training.

2078 (e) Use of Electronic Databases pursuant to Section 943.17191, F.S. Certified law enforcement officers who
2079 elect to instruct Use of Electronic Databases training may substitute completion or instruction of this training to
2080 satisfy the officer's continuing training requirement.

2081

2082 (f) Officer Health and Wellness Principles pursuant to Section 943.1745(2), F.S., for law enforcement officers
2083 whose mandatory retraining cycle ends after July 1, 2022. Certified law enforcement officers who elect to instruct
2084 Officer Health and Wellness Principles training may substitute instruction for completion of this training to satisfy
2085 the officer's continuing training requirement.

2086 (6) Failure to comply with statutorily required continuing education or training. In the event that an officer
2087 fails to meet the continuing education or training requirements of Section 943.135, F.S., the officer's certificate shall
2088 become inactive until the employing agency provides documentation to Commission staff establishing that the
2089 continuing education or training requirements have been satisfied. The Commission's ATMS shall separate an
2090 officer from employment if the Mandatory Retraining Report form CJSTC-74, is not received by the June 30th
2091 deadline pursuant to subsection (1) of this rule section. Officers who have not satisfied their mandatory retraining
2092 requirement within six months of separation shall comply with the requirement of subsection 11B-27.002(1),
2093 F.A.C., prior to reemployment.

2094 (7) Individuals who have been separated from an employing agency as an officer for less than four years, and
2095 whose certification is inactive for failing to complete the required hours for mandatory training, shall complete the
2096 continuing education and training requirements prior to resuming active service with an agency. An officer who
2097 requests to claim continuing education and training that was completed during a period when the officer's
2098 certification was inactive, shall request approval from the agency administrator of the prospective employing agency
2099 and provide proof that the required continuing education and training was completed. The employing agency shall
2100 determine if the education or training requirements have been satisfied pursuant to Section 943.135, F.S., and shall
2101 submit to Commission staff, or electronically transmit through the Commission's ATMS, a completed Mandatory
2102 Retraining Report form CJSTC-74.

2103 (8) Continuing education or training completed pursuant to subsection (1) of this rule section shall not be
2104 eligible for salary incentive payments pursuant to Section 943.135(2), F.S.

2105 (9) Documentation supporting the required training shall be attached to the Mandatory Retraining Report form
2106 CJSTC-74, and maintained in the officer's file.

2107 (10) A certified officer who has not completed the required continuing education or training on or before the
2108 officer's mandatory training deadline, pursuant to subsection (1) of this rule section, shall not perform the duties of a
2109 sworn officer.

2110 (11) Inactive Certificate Status. The certificate of any certified officer who has separated from employment or
2111 appointment as an officer, and who is not re-employed or re-appointed as an officer by an employing agency in the
2112 same discipline within four years after the date of separation, shall become inactive.

2113 (12) Prerequisites for certificate reactivation and reemployment as an officer. To become eligible for
2114 reactivation of certification and reemployment in the discipline for which the officer has experienced a break-in-
2115 service, pursuant to subsection (11) of this rule section, the officer shall, on or after July 1, 1993, meet the following
2116 conditions:

2117 (a) If the break-in-service is between four years and eight years the officer shall:

2118 1. Successfully demonstrate proficiency in the High-Liability Basic Recruit Training Courses pursuant to
2119 Rule 11B-35.0024, F.A.C.

2120 2. Achieve a passing score on the applicable State Officer Certification Examination pursuant to procedures in
2121 Rule Chapter 11B-30, F.A.C., State Officer Certification Examination.

2122 3. Meet the minimum qualifications described in Rules 11B-27.002, 11B-27.0021, 11B-27.0022, and
2123 11B-27.00225, F.A.C., as evidenced by an employing agency's compliance with Section 943.133(2), F.S.

2124 (b) If the break-in-service is more than eight years, the officer shall:

2125 1. As a condition of employment or appointment, successfully complete a Commission-approved Basic
2126 Recruit Training Program pursuant to Rule 11B-35.002, F.A.C.

2127 2. Achieve a passing score on the applicable State Officer Certification Examination pursuant to Rule Chapter
2128 11B-30, F.A.C.

2251 **11B-27.00213 Temporary Employment Authorization.** A Certificate of Compliance shall not be issued to
2252 officers employed on a Temporary Employment Authorization (TEA) prior to meeting the requirements of Sections
2253 943.13(1)-(10), F.S.

2254 (1) A TEA shall only be issued pursuant to Section 943.131, F.S. Individuals hired on a TEA shall comply
2255 with the firearms training program established by Section 943.17(1)(a), F.S.

2256 (a) Pre-Training TEA. Individuals employed or appointed on a pre-training TEA shall:

2257 1. Begin a Commission-approved Basic Recruit Training Program within 180 days of being placed on a TEA.

2258 2. Successfully complete eight hours of firearms training, which shall include demonstration of proficiency in
2259 the presence of a Commission-certified firearms instructor.

2260 3. Successfully complete a Commission-approved Basic Recruit Training Program within 18 months of
2261 beginning the training program.

2262 4. Achieve a passing score on the State Officer Certification Examination (SOCE) within 180 days from the
2263 date that basic recruit training was completed.

2264 5. To employ or appoint an individual on a TEA, who has not completed a Commission-approved Basic
2265 Recruit Training Program, the employing agency shall document circumstances for the critical need to employ or
2266 appoint such individual on a Temporary Employment Authorization Statement form CJSTC-65, which shall be
2267 maintained in the officer's file at the employing agency.

2268 (b) Post-training TEA. Individuals employed or appointed on a post-training TEA shall:

2269 1. Have completed a Commission-approved Basic Recruit Training Program and is waiting to take the next
2270 scheduled SOCE.

2271 2. Have 180 days from the completion date of the Basic Recruit Training Program or commencement of
2272 employment, whichever is later, to achieve a passing score on the SOCE.

2273 (c) A TEA shall terminate if a basic recruit student fails to pass the Basic Recruit Training Program.

2274 1. If a basic recruit student fails a course in the Basic Recruit Training Program, the student shall be permitted
2275 to remain on the TEA while retaking the failed course; and

2276 2. Shall be required to enroll in the next available course to complete the Basic Recruit Training Program.

2277 (2) An officer employed on a TEA, shall be excused from the firearms training requirement upon placement of
2278 a statement in the officer's file at the employing agency. The statement shall be signed by the agency administrator
2279 confirming that the TEA-appointed officer shall not be permitted to carry a firearm until the following classroom
2280 training requirements have been fulfilled:

2281 (a) Classroom Training:

1.	Range Safety Rules	1 Hour
2.	Legal Aspects of Firearms	2 Hours
3.	Introduction to Primary Service Weapon	2 Hours
4.	Chemical Agents	1 Hour
5.	Introduction to Alternate Service Weapon	2 Hours
Total Hours		8 Hours

2282 (b) Firearms Range Training. The trainee's proficiency demonstration shall be documented on a Handgun
2283 Firearms Performance Evaluation, form CJSTC-4, revised _____, effective _____ August 12, 2021,
2284 effective 6/2022, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-14210>, and maintained in the trainee's file at the employing
2285 agency. Form CJSTC-4 can be obtained at the following FDLE Internet address:
2286 <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.
2287 The instructor shall qualify the trainee with a handgun (revolver or semi-automatic pistol) and long gun (shotgun or
2288 semiautomatic rifle/carbine) using the Commission's Basic Recruit Training Firearms Proficiency Skills Course of
2289 Fire, pursuant to form CJSTC-4, and the form shall be maintained in the trainee's file at the employing agency.
2290 Trainees shall fire a long gun as prescribed in the Commission approved Basic Recruit Training Program.

3198 (a) Date(s) of course(s).
3199 (b) Location of course(s).
3200 (c) Title of course(s).
3201 (d) Time of course(s).

3202 (3) Instructors who teach Commission-approved Basic Recruit, Advanced, Specialized, and Special Operations
3203 Forces Training Program Courses at a training school shall:

3204 (a) Be a Commission-certified General Instructor pursuant to subsection 11B-20.001(3), F.A.C., or be exempt
3205 from certification pursuant to subsection 11B-20.001(4), F.A.C.

3206 (b) Be required to hold additional certifications for specified areas of instruction in Commission courses
3207 pursuant to Rule 11B-20.0014, F.A.C. Commission-certified defensive tactics instructors who instruct defensive
3208 tactics courses on or after July 1, 2020, must have completed the Defensive Tactics Instructor Course, effective May
3209 2, 2019, as a part of their initial defensive tactics instructor certification or have completed the Defensive Tactics
3210 Instructor Update Course effective April 1, 2018.

3211 (c) Be required to hold additional certifications for specified areas of instruction in Commission-approved
3212 courses pursuant to Rule 11B-20.0014, F.A.C. Commission-certified firearms instructors who instruct Basic Recruit
3213 Firearms courses on or after July 1, 2023, must have completed the Firearms Instructor Course, effective February
3214 17, 2023, as a part of their initial firearms instructor certification or have completed the Firearms Instructor Update
3215 Course, effective August 18, 2022. All Commission-certified firearms instructors must have completed the Firearms
3216 Instructor Course, effective February 17, 2023, as a part of their initial firearms instructor certification or have
3217 completed the Firearms Instructor Update Course, effective August 18, 2022, before June 30, 2024, or their firearms
3218 instructor certification will be deactivated.

3219 (d) Be required to hold additional certifications for specified areas of instruction in Commission-approved
3220 courses pursuant to Rule 11B-20.0014, F.A.C. Commission-certified first aid instructors who instruct Basic Recruit
3221 First Aid courses on or after July 1, 2023, must have completed the First Aid Instructor Course, effective February
3222 17, 2023, as a part of their initial first aid instructor certification or have completed the First Aid Instructor Update
3223 Course, effective August 18, 2022. All Commission-certified first aid instructors must have completed the First Aid
3224 Instructor Course, effective February 17, 2023, as a part of their initial first aid instructor certification or have
3225 completed the First Aid Instructor Update Course, effective August 18, 2022, before June 30, 2024, or their first aid
3226 instructor certification will be deactivated.

3227 (4) Commission-approved training shall be made available to the following:

3228 (a) Students who enroll in a Commission-approved Basic Recruit Training Program to become certified law
3229 enforcement, correctional, or correctional probation officers. Prior to enrolling in a Commission-approved Basic
3230 Recruit Training Program, students must comply with s. 943.13(2), Florida Statutes.

3231 (b) Students who enroll in a Commission-approved Advanced or Specialized Training Program Course and are
3232 Commission-certified law enforcement, correctional, or correctional probation officers.

3233 (c) Criminal justice officers and support personnel, defined in Section 943.10(11), F.S., are authorized to
3234 expend Officer Training Monies to attend Commission-approved Advanced and Specialized Training Program
3235 Courses delivered through a training school. The Commission has further authorized support personnel to attend
3236 training courses funded with Officer Training Monies, as defined in paragraph 11B-18.0053(3)(a), F.A.C.

3237 (5) The training center director shall ensure that each student is provided with a paper copy of the
3238 Commission's currently approved Basic Recruit Training Curriculum applicable to the student's enrollment prior to
3239 or at the beginning of the program.

3240 (6) Training center directors shall ensure that instructors are delivering the current Commission-approved
3241 training programs in compliance with Commission rules.

3242 (7) The Commission shall approve new and revised curricula in the CJSTC basic recruit, advanced, specialized
3243 training programs pursuant to Section 943.17, F.S., and the Special Operations Forces Training Program, pursuant to
3244 Section 943.131(3), F.S.

3461 **11B-35.0011 Basic Abilities Test Requirements for Applicant Admission into a Law Enforcement and**
3462 **Correctional Basic Recruit Training Program.**

3463 (1) Basic Abilities Test. To comply with Section 943.17(1)(g), F.S., applicants who apply for entry into a
3464 Commission-approved Basic Recruit Training Program after January 1, 2002, shall obtain a passing score on a
3465 Commission-approved Basic Abilities Test (BAT) for the law enforcement or correctional disciplines, prior to
3466 entering a program. However, a person is not required to take the BAT before entering a law enforcement officer
3467 Basic Recruit Training Program if he or she is a veteran as defined in Section 1.01 (14), F.S., or holds an associate
3468 degree or higher from an accredited college or university if applying on or after July 1, 2022. The BAT shall be
3469 administered in the State of Florida.

3470 (a) The applicant shall not take the BAT more than three total times in each discipline during any twelve-
3471 month period. Any subsequent results on the provider's test in each discipline within this period will be invalid.

3472 (b) BAT providers shall restrict access to the BAT to those applicants who produce valid photo identification.
3473 Providers shall validate the name, date of birth, gender, and social security number of each applicant to ensure that
3474 the information given by the applicant is consistent with the applicant's driver license and social security record.

3475 (c) The applicant shall not engage in conduct that subverts or attempts to subvert the BAT process. Conduct
3476 that subverts or attempts to subvert the BAT process includes:

- 3477 1. Removing BAT materials from the examination room.
- 3478 2. Reproducing or reconstructing any portion of the BAT.
- 3479 3. Aiding by any means in the reproduction of any portion of the BAT.
- 3480 4. Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a past, current,
3481 or future BAT.
- 3482 5. Revealing test questions or other information that would compromise the integrity of the BAT.
- 3483 6. Possession of altered BAT official documents including student performance reports.

3484 (d) The applicant shall not violate the standards of the BAT test administration. Violations of test
3485 administration include:

- 3486 1. Communication with any other applicant during the administration of the BAT.
- 3487 2. Copying answers from another applicant or intentionally allowing one's answers to be copied by another
3488 applicant during the administration of the BAT.
- 3489 3. Having in one's possession during the administration of the BAT, any books, notes, written, or printed
3490 materials or data of any kind.
- 3491 4. Failing to comply with the BAT administrator's instructions.

3492 (e) The applicant shall not violate the applicant identification process. Conduct that violates the applicant
3493 identification process is as follows:

- 3494 1. Falsifying or misrepresenting information required for admission to the BAT.
- 3495 2. Impersonating an applicant.
- 3496 3. Having an impersonator take the BAT on one's behalf.
- 3497 4. Disrupting the test administration.

3498 (f) Any violation of the provisions of this rule section shall be documented in writing and submitted to
3499 Commission staff within seven days to the Florida Department of Law Enforcement, Criminal Justice
3500 Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302.

3501

3502 (g) When the Commission finds that an applicant has committed an act that violates paragraphs (1)(c)-(e) of
3503 this rule section, the Commission shall impose one or more of the following sanctions:

- 3504 1. Declare the applicant has failed the BAT;
- 3505 2. Require the applicant to forfeit the application fee;
- 3506 3. Declare the applicant ineligible to apply to take the BAT in any discipline for a period of five years;
- 3507 4. Deny certification by the Commission pursuant to Rule 11B-27.007, F.A.C.;
- 3508 5. Take action against any currently held Commission certification pursuant to Rule 11B-27.0011 and
3509 subsection 11B-27.005(5), F.A.C.

3510 (h) A passing score on a Commission-approved Basic Abilities Test is valid four years from the date of the
3511 test.

3512 (2) Requests for accommodations pursuant to the American with Disabilities Act shall be governed by
3513 subsection 11B-30.0071(4), F.A.C. Determinations as to eligibility for accommodations shall be made by the BAT
3514 provider on a case-by-case basis.

3515 (3) Refunds for the BAT shall not be provided should an individual take the BAT that was exempt pursuant to
3516 Rule 11B-35.0011(1), F.A.C.

3517 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.17 FS. History—New 7-29-01.
3518 Amended 11-5-02, 11-30-04, 3-21-07, 6-9-08, 5-21-12, 3-13-13, 5-29-14, 9-4-16, 8-15-18, 5-5-20.

3519

3735 **11B-35.0024 Student Performance in Commission-approved High-Liability Basic Recruit Training**
3736 **Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring**
3737 **Proficiency Demonstration.**

3738 (1) Students enrolled in a Commission-approved Basic Recruit Training Program, Instructor Training Course,
3739 or Specialized or Advanced Training Course shall qualify through demonstration of proficiency skill(s) in the
3740 applicable course(s) and pass a written end-of-course examination.

3741 (2)(a) A basic recruit student shall be given the opportunity for one additional attempt at the required
3742 demonstration of proficiency skill(s), or one re-examination of required written end-of-course examination in DUI
3743 Traffic Stops and each of the four high-liability topics of firearms, vehicle operations, defensive tactics, and first aid.
3744 A basic recruit student, who has failed to pass the written end-of-course examination or the required demonstration
3745 of the proficiency skill(s) after a second attempt, shall be deemed to have failed the training course.

3746 (b) An instructor student shall pass a written end-of-course examination and demonstrate proficiency skill(s)
3747 during the first attempt. An instructor student, who has failed to pass the written end-of-course examination or
3748 successfully demonstrated the proficiency skill(s) during the first attempt, shall be deemed to have failed the
3749 instructor training course. An instructor student who has failed a written end-of-course examination or the
3750 proficiency skills(s) during the first attempt, shall be granted a reexamination by the training center director if:

3751 1. There is technical difficulty in the administration of the test, such as a power failure or evacuation of the
3752 building; or

3753 2. A condition of the student adversely impacts the student's ability to achieve a passing score on an end-of-
3754 course examination. A condition of the student that adversely impacts the student's ability could include illness or
3755 death of a family member; or

3756 3. The end-of-course testing instrument is determined to be invalid by the training school.

3757 (3) Successful completion and demonstration of proficiency skills is required for each of the following high-
3758 liability courses: Criminal Justice Defensive Tactics Course, Defensive Tactics Instructor Course, Criminal Justice
3759 Firearms Course, Firearms Instructor Course, Safe Handling of Firearms course, Law Enforcement Vehicle
3760 Operations Course, Vehicle Operations Instructor Course, First Aid for Criminal Justice Officers Course, and First
3761 Aid Instructor Course.

3762 (a) Criminal Justice Defensive Tactics Course.

3763 1. The Criminal Justice Defensive Tactics Course shall be delivered to students enrolled in a Commission-
3764 approved Basic Recruit Training Program.

3765 2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course
3766 examination and demonstrate at 100% proficiency, defensive tactics skills taught by a training school, with the
3767 results recorded on the required Defensive Tactics Performance Evaluation, form CJSTC-6, revised August 12,
3768 2021, effective 6/2022, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-14213>. Form CJSTC-6 can be obtained at the following FDLE Internet address:
3769 http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx, or by contacting Commission staff at (850) 410-8615.
3770 Form CJSTC-6 shall be maintained in the student or course file.

3771 3. A basic recruit student shall be subject to chemical agent contamination as described in the Criminal Justice
3772 Defensive Tactics Course. Prior to beginning a Law Enforcement, Correctional, or Correctional Probation Basic
3773 Recruit Training Program, a student shall complete the Physician's Assessment, form CJSTC-75. This form verifies
3774 that there are no known medical conditions that would prevent a student from participating in chemical agent
3775 contamination.

3777

3778 (b) Defensive Tactics Instructor Course.

3779 1. An instructor student shall complete the Defensive Tactics Instructor requirements pursuant to Rule
3780 11B-20.0014, F.A.C., to instruct the following courses: The Criminal Justice Defensive Tactics Course in a
3781 Commission-approved Basic Recruit Training Program or the Defensive Tactics Instructor Course.

3782 2. A defensive tactics instructor student shall achieve a score of no less than 85% on the required written end-
3783 of-course examination and demonstrate all Defensive Tactics High-Liability Proficiency Skills, at 100% for all
3784 proficiency skills, with the results recorded on the required CJSTC-6 form. A copy of the completed form CJSTC-6
3785 shall be provided to the student and the original form CJSTC-6 shall be maintained in the student or course file.

3786 (c) Criminal Justice Firearms Course.

3787 1. The Criminal Justice Firearms Course shall be delivered to students enrolled in a Commission-approved
3788 Basic Recruit Training Program.

3789 2. A basic recruit student shall achieve a score of 80% on the required written end-of-course examination and
3790 demonstrate the required Handgun Firearms High Liability Proficiency Skills with a semi-automatic pistol, using a
3791 commercially produced B-21E or equivalent target, or equivalent Pride Enterprises (P.R.I.D.E.) target, at 80% or
3792 higher using a handgun (revolver or semi-automatic pistol for both daylight and night) and a long gun (shotgun or
3793 semi-automatic rifle/carbine). The results shall be recorded on the required Handgun Firearms Performance
3794 Evaluation form CJSTC-4, revised _____, effective _____ August 12, 2021, effective 6/2022,
3795 hereby incorporated by reference [http://www.flrules.org/Gateway/reference.asp?No=Ref-](http://www.flrules.org/Gateway/reference.asp?No=Ref-14211)
3796 <https://www.flrules.org/Gateway/reference.asp?No=Ref-14211>. Form CJSTC-4 can be obtained at the following
3797 FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission
3798 staff at (850)410-8615. Form CJSTC-4 shall be maintained in the student or course file.

3799 (d) Firearms Instructor Course.

3800 1. An instructor student shall complete the Firearms Instructor requirements pursuant to Rule 11B-20.0014,
3801 F.A.C., to instruct the following courses: The Criminal Justice Firearms Course in a Commission-approved Basic
3802 Recruit Training Program or Firearms Instructor Course.

3803 2. A firearms instructor student shall achieve a score of no less than 85% on the required written end-of-
3804 course examination and demonstrate the required Handgun Firearms High Liability Proficiency Skills with a semi-
3805 automatic pistol, using a commercially produced B-21E or equivalent target, or equivalent Pride Enterprises
3806 (P.R.I.D.E.) target, at 85% or higher using a handgun (revolver or semi-automatic pistol for both daylight and night)
3807 and a long gun (shotgun or semi-automatic rifle/carbine) for all proficiency skills, with The results shall be recorded
3808 on the required Firearms Instructor Performance Evaluation form CJSTC-4I, created _____,
3809 effective _____, hereby incorporated by reference [http://www.flrules.org/Gateway/reference.asp?No=Ref-](http://www.flrules.org/Gateway/reference.asp?No=Ref-14211).
3810 Form CJSTC-4I can be obtained at the following FDLE Internet address:
3811 <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.
3812 CJSTC-4 form: A copy of the completed form CJSTC-4I CJSTC-4 shall be provided to the student and the original
3813 form CJSTC-4I CJSTC-4 shall be maintained in the student or course file.

3814 (e) Safe Handling of Firearms course. A student enrolled in the Safe Handling of Firearms course shall achieve
3815 a score of 80% on the required written end-of-course examination. Students shall demonstrate all Firearms Handling
3816 Proficiency Skills for the safe handling of handguns (both revolver and semiautomatic pistol) and long guns (both
3817 shotgun and semiautomatic rifle/carbine) at 100%. The results shall be recorded on the required Firearms Handling
3818 Performance Evaluation form CJSTC-21, created November 6, 2014, effective 7/2015, hereby incorporated by
3819 reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-05627>. Form CJSTC-21 can be obtained at the
3820 following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting
3821 Commission staff at (850) 410-8615. Form CJSTC-21 shall be maintained in the student or course file.

3822

(f) First Aid for Criminal Justice Officers Course.

1. The First Aid for Criminal Justice Officers Course shall be delivered to students enrolled in a Commission-approved Basic Recruit Training Program.

2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required First Aid High-Liability Proficiency Skills at 100%, with the results recorded on the required First Aid Performance Evaluation, form CJSTC-5, revised _____, effective _____.
August 12, 2021, effective 6/2022, hereby incorporated by reference
<http://www.flrules.org/Gateway/reference.asp?No=Ref-14212>. Form CJSTC-5 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-5 shall be maintained in the student or course file.

(g) First Aid Instructor Course.

1. An instructor student shall complete the First Aid Instructor Course pursuant to Rule 11B-20.0014, F.A.C., to instruct the following courses: The First Aid for Criminal Justice Officers Course in a Commission-approved Basic Recruit Training Program or the First Aid Instructor Course.

2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course examination and demonstrate the required First Aid High-Liability Proficiency Skills, at 100% for all proficiency skills, with the results recorded on the required CJSTC-5 form. A copy of the completed form CJSTC-5 shall be provided to the student and the original form CJSTC-5 shall be maintained in the student or course file.

(h) Law Enforcement Vehicle Operations Course.

1. The Law Enforcement Vehicle Operations Course shall be delivered to students enrolled in a Commission-approved Basic Recruit Training Program.

2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required Vehicle Operations High-Liability Proficiency Skills, with four out of five runs (80%) for each exercise, with the results recorded on the required Vehicle Operations Performance Evaluation, form CJSTC-7, revised _____, effective _____ August 12, 2021, effective 6/2022, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-14214>. Form CJSTC-7 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-7 shall be maintained in the student or course file.

(i) Vehicle Operations Instructor Course.

1. An instructor student shall complete the Vehicle Operations Instructor requirements pursuant to Rule 11B-20.0014, F.A.C., to instruct the following courses: The Law Enforcement Vehicle Operations Course in a Commission-approved Basic Recruit Training Program or the Vehicle Operations Instructor Course.

2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course examination and demonstrate the required Vehicle Operations High-Liability Proficiency Skills, with four out of five runs (80%) for each exercise, with the results recorded on the required CJSTC-7 form. A copy of the completed form CJSTC-7 shall be provided to the student and the original form CJSTC-7 shall be maintained in the student or course file.

3862

CJSTC Forms



HANDGUN FIREARMS PERFORMANCE EVALUATION

Incorporated by Reference in
Rules 11B-27.00213(2)(b) and 11B-35.0024(3)(c)2., F.A.C.

1. AGENCY OR TRAINING SCHOOL NAME: _____

2. CLASS NUMBER: _____

3. STUDENT'S PRINTED NAME: _____

4. STUDENT'S IDENTIFICATION NUMBER: _____

5. PROFICIENCY DEMONSTRATION NUMBER: FIRST ATTEMPT OR SECOND ATTEMPT

5.6. THE STUDENT IS A: BASIC RECRUIT STUDENT OR INSTRUCTOR STUDENT OR EQUIVALENCY OF TRAINING (EOT) STUDENT

7. PROFICIENCY REQUIREMENTS: Once testing on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill.

• HANDGUN PROFICIENCY • LONG GUN PROFICIENCY • WEAPON HANDLING PROFICIENCY

6.8. BASIC RECRUIT AND EOT STUDENT PERFORMANCE REQUIREMENTS AND BASIC RECRUIT STUDENT RE-TEST:

- DEMONSTRATION OF PROFICIENCY: Once evaluation of a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. A basic recruit, cross-over, and EOT student shall demonstrate the required handgun proficiency skills Firearms Proficiency Skills at 80% or higher using a semi-automatic pistol, handgun (revolver or semi-automatic pistol for both daylight and night) and a long gun (shotgun or semi-automatic rifle/carbine). A cross-over basic recruit student shall demonstrate the required Firearms Proficiency Skills at 80% or higher using a handgun (revolver or semi-automatic pistol for both daylight and nighttime).
- WRITTEN END-OF-COURSE EXAMINATION: A basic recruit or cross-over student shall achieve a score of no less than 80% on the required written end-of-course examination.
- RE-TEST: A basic recruit or cross-over student shall be given the opportunity for one additional attempt to demonstrate each of the required handgun demonstration of firearms proficiency skills or one re-examination of the required written end-of-course examination for the Criminal Justice Firearms Course, but not both. A basic recruit or cross-over student, who has failed to pass the required written end-of-course examination or the required demonstration of handgun firearms proficiency skills after a second attempt, shall be deemed to have failed the Criminal Justice Firearms Course.
- REMEDIATION PLAN(S) ATTACHED: YES
If a basic recruit or cross-over student was not successful in the first attempt to demonstrate any of the required firearms proficiency skills, attach a remediation plan. Retesting requires a new CJSTC 4 form with the second attempt box checked in item number 5 above.
- DISCRETIONARY SHOOTING: A basic recruit student shall complete discretionary shooting.
- ACTIVE THREAT/SHOOTER DRILLS: A basic recruit or cross-over student shall complete active threat/shooter drills.

9. INSTRUCTOR STUDENT PERFORMANCE REQUIREMENTS:

- DEMONSTRATION OF PROFICIENCY: An instructor student shall complete the Firearms Instructor Course pursuant to Rule 11B-20.0014, F.A.C., to instruct the Criminal Justice Firearms Course, Cross-Over Handgun Transition Course, or the Firearms Instructor Course. An instructor student shall demonstrate the required firearms proficiency skills at 85% or higher, using a handgun (revolver or semi-automatic pistol) for daylight and night, and a long gun (shotgun or semiautomatic rifle/carbine) for all proficiency skills, with the results recorded on the required CJSTC 4 form. No retest is allowed.
- WRITTEN END-OF-COURSE EXAMINATION: An instructor student shall achieve a minimum score of no less than 85% on the firearms written end-of-course examination. No retest is allowed. An instructor student who fails either the required demonstration of proficiency skills or the written end-of-course examination shall be deemed to have failed the Firearms Instructor Course.
- DISCRETIONARY SHOOTING: An instructor student shall complete discretionary shooting.

7.40. INSTRUCTOR TO STUDENT RATIO: One rangemaster shall supervise all range activity while training is actively engaged. The rangemaster shall be a Commission-certified firearms instructor and shall not be included as an instructor to comply with the instructor to student ratio requirements. For instruction of the Criminal Justice Firearms Course or Cross-Over Handgun Transition Course, Firearms Instructor Course, or Safe Handling of Firearms Course, there shall be no more than six students actively engaged on a firearms range for each Commission-certified firearms instructor. Actively engaged is defined as "a student on the firing range handling a weapon."

8.14. FIREARMS PROFICIENCY EVALUATIONS: PASS OR FAIL

9. HANDGUN QUALIFICATIONS: PASS OR FAIL

10. COMPLETED ACTIVE THREAT/SHOOTER DRILLS: YES OR NO (If "No", provide comments at end of form.)

11. DEMONSTRATED SAFETY PROCEDURES: YES OR NO (If "No", provide comments at end of form.)

12. COMPLETED DISCRETIONARY SHOOTING: YES NO

13. Demonstrated Safety Procedures: YES NO Comments: _____

12.44. WRITTEN END-OF-COURSE EXAMINATION (BASIC RECRUIT OR CROSS-OVER ONLY):



HANDGUN FIREARMS PERFORMANCE EVALUATION

Incorporated by Reference in
Rules 11B-27.000213(2)(b) and 11B-35.0024(3)(c)2., F.A.C.

FIRST ATTEMPT:	PASS <input type="checkbox"/>	OR	FAIL <input type="checkbox"/>	OR	N/A <input type="checkbox"/>
RETEST:	PASS <input type="checkbox"/>	OR	FAIL <input type="checkbox"/>		
• WRITTEN EXAMINATION:	PASS <input type="checkbox"/>	OR	FAIL <input type="checkbox"/>		
• WRITTEN EXAMINATION RETEST (BASIC RECRUIT OR CROSS-OVER ONLY):	PASS <input type="checkbox"/>	OR	FAIL <input type="checkbox"/>		

1345. FAILURE OF COURSE:

The basic recruit student has failed the Criminal Justice Firearms Course.
 The basic recruit student has failed the Cross-Over Handgun Transition Course
 The equivalency of training student has failed to demonstrate proficiency in Criminal Justice Firearms.
 The instructor student has failed the Firearms Instructor Course.

1446. STUDENT'S SIGNATURE: _____ **1547. DATE:** _____**1648. RANGEMASTER'S PRINTED NAME:** _____**1749. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S PRINTED NAME:** _____**1850. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S SIGNATURE:** _____**1951. DATE EVALUATION COMPLETED:** _____

STUDENT NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

AGENCY OR TRAINING SCHOOL: _____

CLASS NUMBER: _____

INSTRUCTOR EVALUATIONS: An instructor shall print and sign his or her name and record the date(s) of the student's evaluation upon completion of the proficiency skill.

TARGETS: All proficiency skills, except Recoil Management, must be completed using a commercially produced B-21E or equivalent target. Recoil Management must be completed using an eight-inch diameter circle target.

HANDGUN PROFICIENCY EVALUATIONS							
WEAPON MAKE:				WEAPON MODEL:			
PHASE I MALFUNCTION CLEARANCE	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS		
	PASS	FAIL	PASS	FAIL			
DEMONSTRATE ALL OF THE FOLLOWING IN ONE (1) OUT OF TWO (2) ATTEMPTS							
Draw							
Attempt to Fire							
Bring Weapon to Workspace							
Clear Phase I Malfunction							
Accuracy							
Safety							
INITIAL INSTRUCTOR'S PRINTED NAME:				RE-TEST INSTRUCTOR'S PRINTED NAME:			
INITIAL INSTRUCTOR'S SIGNATURE:				RE-TEST INSTRUCTOR'S SIGNATURE:			
PHASE II MALFUNCTION CLEARANCE	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS		
	PASS	FAIL	PASS	FAIL			
DEMONSTRATE ALL OF THE FOLLOWING IN ONE (1) OUT OF TWO (2) ATTEMPTS							
Attempt to Fire							
Bring Weapon to Workspace							
Clear Phase II Malfunction							
Accuracy							
Safety							
INITIAL INSTRUCTOR'S PRINTED NAME:				RE-TEST INSTRUCTOR'S PRINTED NAME:			
INITIAL INSTRUCTOR'S SIGNATURE:				RE-TEST INSTRUCTOR'S SIGNATURE:			
RECOIL MANAGEMENT	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS		
	PASS	FAIL	PASS	FAIL			
DEMONSTRATE ALL OF THE FOLLOWING IN ONE (1) OUT OF TWO (2) ATTEMPTS							
Load and Charge							
Accuracy							
Speed							
Safety							
INITIAL INSTRUCTOR'S PRINTED NAME:				RE-TEST INSTRUCTOR'S PRINTED NAME:			
INITIAL INSTRUCTOR'S SIGNATURE:				RE-TEST INSTRUCTOR'S SIGNATURE:			
ONE-HAND SHOOTING	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS		
	PASS	FAIL	PASS	FAIL			
DEMONSTRATE ALL OF THE FOLLOWING IN ONE (1) OUT OF TWO (2) ATTEMPTS							
Load and Charge							
Draw							
Grip							
Shooting Stance and Platform							
Speed							
Accuracy							
Safety							
INITIAL INSTRUCTOR'S PRINTED NAME:				RE-TEST INSTRUCTOR'S PRINTED NAME:			
INITIAL INSTRUCTOR'S SIGNATURE:				RE-TEST INSTRUCTOR'S SIGNATURE:			

STUDENT NAME:

STUDENT IDENTIFICATION NUMBER:

AGENCY OR TRAINING SCHOOL:

CLASS NUMBER:

HIP SHOOTING	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS
	PASS	FAIL	PASS	FAIL	
Demonstrate All of the Following in One (1) Out of Two (2) Attempts					
Load and Charge					
Draw					
Grip					
Shooting Stance and Platform					
Create Distance					
Speed					
Accuracy					
Safety					
INITIAL INSTRUCTOR'S PRINTED NAME:	RE-TEST INSTRUCTOR'S PRINTED NAME:				
INITIAL INSTRUCTOR'S SIGNATURE:	RE-TEST INSTRUCTOR'S SIGNATURE:				
COVER AND CONCEALMENT	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS
	PASS	FAIL	PASS	FAIL	
Demonstrate All of the Following in One (1) Out of Two (2) Attempts					
Load and Charge					
Draw					
Engage Threat while Moving to Cover					
Reload Behind Cover					
Use of Cover					
Extended Weapon Remains Behind Cover					
Engage Threat from Different Part of Cover					
Accuracy					
Speed					
Safety					
INITIAL INSTRUCTOR'S PRINTED NAME:	RE-TEST INSTRUCTOR'S PRINTED NAME:				
INITIAL INSTRUCTOR'S SIGNATURE:	RE-TEST INSTRUCTOR'S SIGNATURE:				
DISCRETIONARY SHOOTING	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS
	PASS	FAIL	PASS	FAIL	
Demonstrate All of the Following in One (1) Out of Two (2) Attempts					
Verbal Commands					
Use of Cover					
Reload Behind Cover					
Threat Recognition					
Neutralize Threat(s)					
Reaction Time					
Scan					
Safety					
INITIAL INSTRUCTOR'S PRINTED NAME:	RE-TEST INSTRUCTOR'S PRINTED NAME:				
INITIAL INSTRUCTOR'S SIGNATURE:	RE-TEST INSTRUCTOR'S SIGNATURE:				

STUDENT NAME:

STUDENT IDENTIFICATION NUMBER:

AGENCY OR TRAINING SCHOOL:

CLASS NUMBER:

DAYLIGHT QUALIFICATION (38 ROUNDS)	DATE OF INITIAL TEST:		DATE OF RE-TEST		COMMENTS
	PASS	FAIL	PASS	FAIL	
MUST SCORE 33 OR HIGHER IN TWO (2) OUT OF THREE (3) ATTEMPTS					
Attempt 1					
Attempt 2					
Attempt 3					
INITIAL INSTRUCTOR'S PRINTED NAME:			RE-TEST INSTRUCTOR'S PRINTED NAME:		
INITIAL INSTRUCTOR'S SIGNATURE:			RE-TEST INSTRUCTOR'S SIGNATURE:		
LOW LIGHT QUALIFICATION (18 ROUNDS)	DATE OF INITIAL TEST:		DATE OF RE-TEST		COMMENTS
	PASS	FAIL	PASS	FAIL	
MUST SCORE 15 OR HIGHER IN ONE (1) OUT OF TWO (2) ATTEMPTS					
Attempt 1					
Attempt 2					
INITIAL INSTRUCTOR'S PRINTED NAME:			RE-TEST INSTRUCTOR'S PRINTED NAME:		
INITIAL INSTRUCTOR'S SIGNATURE:			RE-TEST INSTRUCTOR'S SIGNATURE:		

COMMENTS:

HANDGUN PROFICIENCY EVALUATIONS

Each handgun proficiency evaluation has its own set of measurables that students must demonstrate in order to pass. Refer to the list below for an explanation of each measurable.

- Accuracy—Hit the scorable area of the target the prescribed number of times.
- Attempt to Fire—Press the trigger.
- Bring Weapon to Workspace—Weapon remains in the workspace while loading, reloading, unloading, or clearing a malfunction.
- Clear Phase I Malfunction—Properly clear a phase I malfunction using the tap, rack, ready method.
- Clear Phase II Malfunction—Properly clear a phase II malfunction either by locking the slide first and removing the magazine second, or ripping out the magazine first (training center discretion). Working the slide is required regardless of the method.
- Create Distance—Create distance after firing from the hip and before reengaging the threat from the two-hand high point. This can either be a step back or a lateral step (training center discretion).
- Draw—Properly draw the weapon.
- Engage Threat from Different Part of Cover—Roll out to engage the threat with 4 rounds from any part of cover that is different from the original point of entry. For example, if entering cover from the standing position, then engage the threat from a different position on the same side or any position from the other side.
- Engage Threat while Moving to Cover—Fire 2 rounds while moving to cover.
- Extended Weapon Remains Behind Cover—Do not allow the extended weapon to break the plane of cover.
- Grip—Demonstrate the appropriate grip for the course of fire.
- Load and Charge—Load and charge the weapon in the workspace, then acquire a good sight picture before holstering or assuming the compressed ready.
- Neutralize Threat(s)—Engage all deadly threats.
- Reaction Time—Conduct threat assessment and neutralize threat(s) without hesitation.
- Reload Behind Cover—Reload while properly protected behind cover.
- Safety—Follow all instructions and firearms safety rules while in the classroom and on the range.
- Scan—Assess for threats.
- Speed—Achieve the qualifying number of rounds on target in the allotted amount of time.
- Shooting Stance and Platform—Demonstrate the appropriate shooting stance and platform for the course of fire.
- Threat Recognition—Distinguish a deadly threat from a nondeadly threat and take appropriate action (do not fire upon a nondeadly threat).
- Use of Cover—Move to cover, and then present the weapon using the two-hand high point position before rolling out from cover to engage the threat, keeping body properly protected behind cover.
- Verbal Commands—Use verbal commands to identify yourself and direct the subject with loud, clear, and concise commands.

HANDGUN PROFICIENCY					
Type of Weapon:	Revolver: <input type="checkbox"/>	Make:	Model:		
	Semi-Automatic: <input type="checkbox"/>	Make:	Model:		
Daylight	Target 1	Target 2	Total	Date Performed	Comments
Attempt 1	____	____	____	____	____ ____ ____ ____ ____ ____
Attempt 2	____	____	____	____	
Attempt 3	____	____	____	____	
Attempt 4	____	____	____	____	
Attempt 5	____	____	____	____	
Attempt 6	____	____	____	____	
Instructor's Printed Name: _____			Instructor's Signature: _____		

The student did or did not successfully demonstrate handgun - daylight proficiency.

Night Fire	Target 1	Target 2	Total	Date Performed	Comments
Attempt 1	____	____	____	____	____ ____
Attempt 2	____	____	____	____	
Instructor's Printed Name: _____			Instructor's Signature: _____		

The student did or did not successfully demonstrate handgun - night fire proficiency.

LONG GUN PROFICIENCY (RIFLE/CARBINE OR SHOTGUN)					
Type of Weapon:	Shotgun <input type="checkbox"/>	Make:	Model:		
	Rifle/Carbine <input type="checkbox"/>	Make:	Model:		
Daylight	Target 1	Target 2**	Total	Date Performed	Comments
Attempt 1	____	____	____	____	____ ____
Attempt 2	____	____	____	____	
Instructor's Printed Name: _____			Instructor's Signature: _____		
The student did <input type="checkbox"/> or did not <input type="checkbox"/> successfully demonstrate long gun proficiency. ** Target 2 is for shotgun only.					

The instructor or rangemaster should evaluate the student for his or her overall performance during the course. Complete this section at the end of the performance evaluation.

WEAPON HANDLING PROFICIENCY			
Cleaning/Maintenance	Satisfactory	Unsatisfactory	Evaluation/Comments
Demonstrate Proper Cleaning of the Handgun	____	____	Evaluation/Comments
Draw and Holster	Satisfactory	Unsatisfactory	
Properly Draw the Handgun	____	____	
Properly Holster the Handgun	____	____	
Load and Unload	Satisfactory	Unsatisfactory	Evaluation/Comments
Properly Load the Handgun	____	____	Evaluation/Comments
Properly Unload the Handgun	____	____	
Shooting Principles	Satisfactory	Unsatisfactory	
Properly Demonstrate Basic Shooting Principles	____	____	
Grip(s)	____	____	
Trigger Control	____	____	
Alignment/Picture	____	____	
Clearing Malfunctions	____	____	
The student did <input type="checkbox"/> or did not <input type="checkbox"/> successfully demonstrate weapon handling proficiency during the course.			
Instructor or Rangemaster's Printed Name: _____			Date: _____
Instructor or Rangemaster's Signature: _____			

~~SCORING REQUIREMENTS FOR BASIC RECRUIT, OR CROSS OVER, OR EOT STUDENT~~

~~(A basic recruit, or cross over, or EOT student shall demonstrate proficiency at 80%)~~

WEAPON	COURSE OF FIRE	TARGETS	SCORING/BASIC RECRUIT, OR CROSS OVER, OR EOT STUDENT
HANDGUN DAYLIGHT	48-ROUND	A commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target	The student must have two (2) qualifying scores of 39 or higher, back-to-back, or three out of six attempts. The scoring area will be any hit that is inside or touches the exterior scoring line.
HANDGUN NIGHT	36-ROUND	A commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target	Out of two (2) attempts the student must have one qualifying score of 29 or higher. The scoring area shall be any hit that is inside or touches the exterior scoring line.
SHOTGUN DAYLIGHT	8-ROUND	A commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target	Out of two (2) attempts the student must have one qualifying score of 58 or higher if using .00 buckshot 9 pellets; or a qualifying score of 51 or higher if using .00 buckshot 8 pellets; or a minimum score of 7 if using rifled slugs. The scoring area with .00 buckshot includes the arms. For rifled slugs, any hit inside or touching the exterior line will be scored. The scoring area for the rifle slugs does not include the arms.
RIFLE/CARBINE	20-ROUND	Q-RD or Q-TCRD2 B-29 reduced police silhouette	Out of two (2) attempts the student must have one qualifying score of 16 or higher. The scoring area shall be any hit that is inside or touches the exterior scoring line.

~~SCORING REQUIREMENTS FOR INSTRUCTOR STUDENT~~

~~(An instructor student shall demonstrate proficiency at 85%)~~

WEAPON	COURSE OF FIRE	TARGETS	SCORING/INSTRUCTOR STUDENT
HANDGUN DAYLIGHT	48-ROUND	A commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target	The instructor student must have two (2) qualifying scores of 41 or higher, back-to-back, or three out of six attempts. The scoring area will be any hit that is inside or touches the exterior scoring line.
HANDGUN NIGHT	36-ROUND	A commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target	Out of two (2) attempts the instructor student must have one qualifying score of 31 or higher. The scoring area shall be any hit that is inside or touches the exterior scoring line.
SHOTGUN DAYLIGHT	8-ROUND	A commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target	Out of two (2) attempts the instructor student must have one qualifying score of 61 or higher if using .00 buckshot 9 pellets; or a qualifying score of 55 or higher if using .00 buckshot 8 pellets; or a minimum score of 7 if using rifled slugs. The scoring area with .00 buckshot includes the arm. For rifled slugs, any hit inside or touching the exterior line will be scored. The scoring area for rifle slugs does not include the arms.
RIFLE/CARBINE	20-ROUND	Q-RD or Q-TCRD2 B-29 reduced police silhouette	Out of two (2) attempts the instructor student must have one qualifying score of 17 or higher. The scoring area shall be any hit that is inside or touches the exterior scoring line.

**FIREARMS INSTRUCTOR
PERFORMANCE EVALUATION**Incorporated by Reference in
11B-35.0024(3)(d)2., F.A.C.**CJSTC****4I**1. **AGENCY OR TRAINING SCHOOL NAME:** _____2. **CLASS NUMBER:** _____3. **INSTRUCTOR STUDENT'S PRINTED NAME:** _____4. **INSTRUCTOR STUDENT'S IDENTIFICATION NUMBER:** _____**5. INSTRUCTOR STUDENT PERFORMANCE REQUIREMENTS:**

- **DEMONSTRATION OF PROFICIENCY:** Once evaluation on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. An instructor student shall complete the Firearms Instructor Course pursuant to Rule 11B-20.0014, F.A.C., to instruct the Criminal Justice Firearms Course, Cross-Over Handgun Transition Course, or the Firearms Instructor Course.

An instructor student shall demonstrate the required handgun proficiency skills using a semi-automatic pistol, with the results recorded on the required CJSTC-4I form. No retest is allowed.

- **WRITTEN END-OF-COURSE EXAMINATION:** An instructor student shall achieve a minimum score of no less than 85% on the firearms written end-of-course examination. No retest is allowed. An instructor student who fails either the required demonstration of proficiency skills or the written end-of-course examination shall be deemed to have failed the Firearms Instructor Course.
- **ACTIVE THREAT/SHOOTER DRILLS:** An instructor student shall complete active threat/shooter drills.

6. **INSTRUCTOR TO STUDENT RATIO:** One rangemaster shall supervise all range activity while training is actively engaged. The rangemaster shall be a Commission-certified firearms instructor and shall not be included as an instructor to comply with the instructor to student ratio requirements. For instruction of the Firearms Instructor Course there shall be no more than six students actively engaged on a firearms range for each Commission-certified firearms instructor. Actively engaged is defined as "a student on the firing range handling a weapon."

7. **HANDGUN PROFICIENCY EVALUATIONS:** **PASS** **OR** **FAIL** 8. **HANDGUN QUALIFICATIONS:** **PASS** **OR** **FAIL** 9. **COMPLETED ACTIVE THREAT/SHOOTER DRILLS** **YES** **OR** **NO** (If "No," provide comments at end of form.)10. **MET ALL COURSE OBJECTIVES:** **YES** **OR** **NO** (If "No," provide comments at end of form.)11. **DEMONSTRATED SAFETY PROCEDURES:** **YES** **OR** **NO** (If "No," provide comments at end of form.)12. **WRITTEN END-OF-COURSE EXAMINATION:** **PASS** **OR** **FAIL** **13. FAILURE OF COURSE:**

The instructor student has failed the Firearms Instructor Course.

14. **INSTRUCTOR STUDENT'S SIGNATURE:** _____ **15. DATE:** _____16. **RANGEMASTER'S PRINTED NAME:** _____17. **AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S PRINTED NAME:** _____18. **AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S SIGNATURE:** _____19. **DATE EVALUATION COMPLETED:** _____

INSTRUCTOR STUDENT NAME: _____

INSTRUCTOR STUDENT IDENTIFICATION NUMBER: _____

AGENCY OR TRAINING SCHOOL: _____

CLASS NUMBER: _____

INSTRUCTOR EVALUATIONS: An instructor shall print and sign his or her name and record the date(s) of the instructor student's evaluation upon completion of the proficiency skill.

TARGETS: All proficiency skills, except Recoil Management, must be completed using a commercially produced B-21E or equivalent target. Recoil Management must be completed using an eight-inch diameter circle target.

HANDGUN PROFICIENCY EVALUATIONS							
WEAPON MAKE:				WEAPON MODEL:			
DAYLIGHT QUALIFICATION (38 ROUNDS)	DATE OF TEST:		COMMENTS				
	PASS	FAIL					
MUST SCORE 36 OR HIGHER IN TWO (2) OUT OF THREE (3) ATTEMPTS							
Attempt 1							
Attempt 2							
Attempt 3							
INSTRUCTOR'S PRINTED NAME:				INSTRUCTOR'S SIGNATURE:			
LOW LIGHT QUALIFICATION (18 ROUNDS)	DATE OF TEST:		COMMENTS				
	PASS	FAIL					
MUST SCORE 16 OR HIGHER IN ONE (1) OUT OF TWO (2) ATTEMPTS							
Attempt 1							
Attempt 2							
INSTRUCTOR'S PRINTED NAME:				INSTRUCTOR'S SIGNATURE:			
PHASE I MALFUNCTION CLEARANCE	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS		
	PASS	FAIL	PASS	FAIL			
DEMONSTRATE ALL OF THE FOLLOWING IN ONE (1) OUT OF TWO (2) ATTEMPTS							
Draw							
Attempt to Fire							
Bring Weapon to Workspace							
Clear Phase I Malfunction							
Accuracy							
Safety							
INITIAL INSTRUCTOR'S PRINTED NAME:				RE-TEST INSTRUCTOR'S PRINTED NAME:			
INITIAL INSTRUCTOR'S SIGNATURE:				RE-TEST INSTRUCTOR'S SIGNATURE:			
PHASE II MALFUNCTION CLEARANCE	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS		
	PASS	FAIL	PASS	FAIL			
DEMONSTRATE ALL OF THE FOLLOWING IN ONE (1) OUT OF TWO (2) ATTEMPTS							
Attempt to Fire							
Bring Weapon to Workspace							
Clear Phase II Malfunction							
Accuracy							
Safety							
INITIAL INSTRUCTOR'S PRINTED NAME:				RE-TEST INSTRUCTOR'S PRINTED NAME:			
INITIAL INSTRUCTOR'S SIGNATURE:				RE-TEST INSTRUCTOR'S SIGNATURE:			

INSTRUCTOR STUDENT NAME: _____
AGENCY OR TRAINING SCHOOL: _____

INSTRUCTOR STUDENT IDENTIFICATION NUMBER: _____
CLASS NUMBER: _____

RECOIL MANAGEMENT	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS
	PASS	FAIL	PASS	FAIL	
Demonstrate All of the Following in One (1) Out of Two (2) Attempts					
Load and Charge					
Accuracy					
Speed					
Safety					
INITIAL INSTRUCTOR'S PRINTED NAME:	RE-TEST INSTRUCTOR'S PRINTED NAME:				
INITIAL INSTRUCTOR'S SIGNATURE:	RE-TEST INSTRUCTOR'S SIGNATURE:				
ONE-HAND SHOOTING	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS
	PASS	FAIL	PASS	FAIL	
Demonstrate All of the Following in One (1) Out of Two (2) Attempts					
Load and Charge					
Draw					
Grip					
Shooting Stance and Platform					
Speed					
Accuracy					
Safety					
INITIAL INSTRUCTOR'S PRINTED NAME:	RE-TEST INSTRUCTOR'S PRINTED NAME:				
INITIAL INSTRUCTOR'S SIGNATURE:	RE-TEST INSTRUCTOR'S SIGNATURE:				
HIP SHOOTING	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS
	PASS	FAIL	PASS	FAIL	
Demonstrate All of the Following in One (1) Out of Two (2) Attempts					
Load and Charge					
Draw					
Grip					
Shooting Stance and Platform					
Create Distance					
Speed					
Accuracy					
Safety					
INITIAL INSTRUCTOR'S PRINTED NAME:	RE-TEST INSTRUCTOR'S PRINTED NAME:				
INITIAL INSTRUCTOR'S SIGNATURE:	RE-TEST INSTRUCTOR'S SIGNATURE:				
COVER AND CONCEALMENT	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS
	PASS	FAIL	PASS	FAIL	
Demonstrate All of the Following in One (1) Out of Two (2) Attempts					
Load and Charge					
Movement Forward					
Draw					
Engage Threat while Moving to Cover					
Use of Cover					
Extended Weapon Remains Behind Cover					
Engage Threat from Different Part of Cover					
Accuracy					
Speed					
Safety					
INITIAL INSTRUCTOR'S PRINTED NAME:	RE-TEST INSTRUCTOR'S PRINTED NAME:				
INITIAL INSTRUCTOR'S SIGNATURE:	RE-TEST INSTRUCTOR'S SIGNATURE:				

INSTRUCTOR STUDENT NAME: _____

INSTRUCTOR STUDENT IDENTIFICATION NUMBER: _____

CLASS NUMBER: _____

DISCRETIONARY SHOOTING	DATE OF INITIAL ATTEMPT:		DATE OF SECOND ATTEMPT:		COMMENTS
	PASS	FAIL	PASS	FAIL	
Demonstrate All of the Following in One (1) Out of Two (2) Attempts					
Verbal Commands					
Use of Cover					
Reload Behind Cover					
Threat Recognition					
Neutralize Threat(s)					
Reaction Time					
Scan					
Safety					
Initial Instructor's Printed Name:			Re-Test Instructor's Printed Name:		
Initial Instructor's Signature:			Re-Test Instructor's Signature:		

COMMENTS: _____

HANDGUN PROFICIENCY EVALUATIONS

Each handgun proficiency evaluation has its own set of measurables that students must demonstrate in order to pass. Refer to the list below for an explanation of each measurable.

- **Accuracy**—Hit the scorable area of the target the prescribed number of times.
- **Attempt to Fire**—Press the trigger.
- **Bring Weapon to Workspace**—Weapon remains in the workspace while loading, reloading, unloading, or clearing a malfunction.
- **Clear Phase I Malfunction**—Properly clear a phase I malfunction using the tap, rack, ready method.
- **Clear Phase II Malfunction**—Properly clear a phase II malfunction either by locking the slide first and removing the magazine second, or ripping out the magazine first (training center discretion). Working the slide is required regardless of the method.
- **Create Distance**—Create distance after firing from the hip and before reengaging the threat from the two-hand high point. This can either be a step back or a lateral step (training center discretion).
- **Draw**—Properly draw the weapon.
- **Engage Threat from Different Part of Cover**—Roll out to engage the threat with 4 rounds from any part of cover that is different from the original point of entry. For example, if entering cover from the standing position, then engage the threat from a different position on the same side or any position from the other side.
- **Engage Threat while Moving to Cover**—Fire 2 rounds while moving to cover.
- **Extended Weapon Remains Behind Cover**— Do not allow the extended weapon to break the plane of cover.
- **Grip**—Demonstrate the appropriate grip for the course of fire.
- **Load and Charge**—Load and charge the weapon in the workspace, then acquire a good sight picture before holstering or assuming the compressed ready.
- **Neutralize Threat(s)**—Engage all deadly threats.
- **Reaction Time**—Conduct threat assessment and neutralize threat(s) without hesitation.
- **Reload Behind Cover**—Reload while properly protected behind cover.
- **Safety**—Follow all instructions and firearms safety rules while in the classroom and on the range.
- **Scan**—Assess for threats.
- **Speed**—Achieve the qualifying number of rounds on target in the allotted amount of time.
- **Shooting Stance and Platform**—Demonstrate the appropriate shooting stance and platform for the course of fire.
- **Threat Recognition**—Distinguish a deadly threat from a nondeadly threat and take appropriate action (do not fire upon a nondeadly threat).
- **Use of Cover**—Move to cover, and then present the weapon using the two-hand high point position before rolling out from cover to engage the threat, keeping body properly protected behind cover.
- **Verbal Commands**—Use verbal commands to identify yourself and direct the subject with loud, clear, and concise commands.

FIRST AID
PERFORMANCE EVALUATION

Incorporated by Reference in Rule 11B-35.0024(3)(f)2., F.A.C.



CJSTC

5

1. AGENCY OR TRAINING SCHOOL NAME: _____

2. CLASS NUMBER: _____

3. STUDENT'S PRINTED NAME: _____

4. STUDENT'S IDENTIFICATION NUMBER: _____

 5. PROFICIENCY DEMONSTRATION NUMBER: FIRST ATTEMPT OR SECOND ATTEMPT

 6. THE STUDENT IS A: BASIC RECRUIT STUDENT OR INSTRUCTOR STUDENT OR EQUIVALENCY OF TRAINING (EOT) STUDENT

7. BASIC RECRUIT AND EOT STUDENT PERFORMANCE REQUIREMENTS AND BASIC RECRUIT RE-TEST:

- **DEMONSTRATION OF PROFICIENCY:** Once testing on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. A basic recruit or EOT student shall demonstrate all the required First Aid High Liability Proficiency Skills at 100% to receive a passing score with the results recorded on this form.

- **WRITTEN END-OF-COURSE EXAMINATION:** A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination.

- **RETEST:** A basic recruit student shall be given the opportunity for one additional attempt at the required demonstration of first aid proficiency skills **or** one re-examination of required written end-of-course examination for the First Aid for Criminal Justice Officers.

A basic recruit student, who has failed to pass the required written end-of-course examination or the required demonstration of proficiency after a second attempt, shall be deemed to have failed the First Aid for Criminal Justice Officers Course.

- **REMEDIATION PLAN ATTACHED:** YES

If a basic recruit student was not successful in the first attempt to demonstrate the required proficiency skills, attach a remediation plan. Student retesting shall be documented on this form. The basic recruit student is only required to retest in the proficiency requirements failed.

8. INSTRUCTOR STUDENT PERFORMANCE REQUIREMENTS:

- **DEMONSTRATION OF PROFICIENCY:** An instructor student is not required to demonstrate proficiency skills in CPR. Once testing on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. An instructor student shall demonstrate all the required First Aid High-Liability Proficiency Skills at 100% with the results recorded on this form. No retest allowed.

- **WRITTEN END-OF-COURSE EXAMINATION:** An instructor student shall achieve a minimum score of no less than 85% on the first aid written end-of-course examination. No retest is allowed.

An instructor student who fails either the demonstration of proficiency or the written end-of-course examination shall be deemed to have failed the First Aid Instructor Course.

 9. INSTRUCTOR TO STUDENT RATIO: For instruction of the First Aid for Criminal Justice Officers Course or First Aid Instructor Course, at least one Commission-certified First Aid Instructor shall be required for every ten students actively engaged in the practical and performance areas of the training. Instructors shall hold a current CPR Instructor Certification from an entity referenced in Rule 64J-1.022, F.A.C. **Actively engaged** is defined as "a student involved in the practical performance of any first aid skills training." For CPR instruction, follow the guidelines of your instructor's certifying agency affiliation instructor to student ratio.

10. DATE THE FIRST EVALUATION WAS COMPLETED: _____ DATE THE SECOND EVALUATION WAS COMPLETED: _____

 11. FIRST AID DEMONSTRATION: FIRST ATTEMPT: PASS OR FAIL

 SECOND ATTEMPT (BASIC RECRUIT ONLY): PASS OR FAIL

12. WRITTEN END-OF-COURSE EXAMINATION:

- WRITTEN EXAMINATION (BASIC RECRUIT AND INSTRUCTOR STUDENTS ONLY): PASS OR FAIL OR N/A
- WRITTEN EXAMINATION RETEST (BASIC RECRUIT ONLY): PASS OR FAIL

13. FAILURE OF COURSE:

- The basic recruit student has failed the First Aid for Criminal Justice Officers Course.
- The equivalency of training student has failed to demonstrate proficiency in First Aid for Criminal Justice Officers.
- The instructor student has failed the First Aid Instructor Course.

14. STUDENT'S SIGNATURE: _____ 15. DATE: _____

16. LEAD INSTRUCTOR'S PRINTED NAME: _____

17. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S PRINTED NAME: _____

18. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR OR DESIGNEE'S SIGNATURE: _____

STUDENT NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

AGENCY OR TRAINING SCHOOL: _____

CLASS NUMBER: _____

EVALUATION: Evaluate the student on each performance listed at the end of each lesson, unit, or at the end of the course. Instructor(s) shall mark the appropriate box for Pass (P) or Fail (F). Instructors shall print and sign their name for the performance(s) they observe and rate. Comments may be used at any time, but are required for a failure.

I. BODY SUBSTANCE ISOLATION (BSI)			
	DATE OF FIRST ATTEMPT: _____	DATE OF SECOND ATTEMPT: _____	
1. Properly put on protective gloves, checking for correct size and defects.	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
2. Properly remove and dispose of contaminated protective gloves without contaminating self or others.	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
FIRST ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME		COMMENTS	
SECOND ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME			

II. CARDIOPULMONARY RESUSCITATION: The required topics shall include foreign body airway obstruction, rescue breathing, and CPR on an adult, child, and infant, and shall include AED training. A basic recruit student is required to successfully complete CPR/AED training to pass the course. An instructor student is required to hold an active CPR instructor certification from the American Heart Association (AHA), American Red Cross (ARC), American Safety & Health Institute (ASHI), or other entity referenced in the Department of Health Rule 64J-1.022, F.A.C., and is a prerequisite for entering this course.

DESIGNATED CPR ASSOCIATED STANDARDS. The standards for performance for CPR are determined by the lead CPR instructor's affiliated certifying association guidelines from the American Heart Association (AHA), American Red Cross (ARC), American Safety & Health Institute (ASHI), or other entity referenced in the Department of Health Rule 64J-1.022, F.A.C. The lead CPR instructor's affiliated association shall set the CPR performance criteria and cognitive CPR examination. A **basic recruit student** who does not meet the designated association CPR standards shall not be permitted to take the end-of-course examination for the First Aid for Criminal Justice Officer Course. An **instructor student** shall provide documentation of CPR Instructor Certification to the training school to be maintained in the course file.

DATE: _____ COMMENTS:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	LEAD INSTRUCTOR'S PRINTED NAME	LEAD INSTRUCTOR'S SIGNATURE
<p>CPR INSTRUCTOR CERTIFICATION EXPIRATION DATE Instructors shall possess and maintain a valid CPR Instructor Certification from an entity referenced in Rule 64J-1.022, F.A.C.</p> <p>_____</p> <p>CPR Certifying Entity</p>			

III. PATIENT ASSESSMENT: USING PPE, <u>THE STUDENT WILL</u> PERFORM <u>A PATIENT AN</u> ASSESSMENT FOR <u>ALL OF THE FOLLOWING</u> :			
	DATE OF FIRST ATTEMPT: _____	DATE OF SECOND ATTEMPT: _____	
1. Scene size-up	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
2. LOC-AVPU	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
3. <u>Massive hemorrhage</u>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
4. <u>3. Airway</u>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
5. <u>4. Respirations Breathing, including rate</u>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
6. <u>5. Circulation, including pulse rate</u>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
7. <u>6. Head injury/hypothermia Skin color and condition</u>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
7. <u>Pupils</u>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
8. <u>Physical assessment (DOTS/SAMPLE)</u>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	
8. <u>9. Secondary/On-going assessment (MARCH)</u>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	

STUDENT NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

AGENCY OR TRAINING SCHOOL: _____

CLASS NUMBER: _____

9. Recovery position/position of comfort	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
FIRST ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME	INSTRUCTOR'S SIGNATURE	COMMENTS
SECOND ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME	INSTRUCTOR'S SIGNATURE	
IV. SHOCK: USING PPE, <u>THE STUDENT WILL</u> TREAT A PATIENT FOR SHOCK BY <u>PERFORMING ALL OF THE FOLLOWING:</u>		
	DATE OF FIRST ATTEMPT: _____	DATE OF SECOND ATTEMPT: _____
1. Monitoring MARCH ABC's	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
2. Positioning patient properly	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
3. Maintaining normal body temperature	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
FIRST ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME	INSTRUCTOR'S SIGNATURE	COMMENTS
SECOND ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME	INSTRUCTOR'S SIGNATURE	
V. BLEEDING: USING PPE, <u>THE STUDENT WILL</u> CONTROL BLEEDING BY <u>PERFORMING ALL OF THE FOLLOWING: PERFORM #1, #2, #3 AND ON #4 CHOOSE EITHER CHEST, NECK, OR ABDOMINAL</u>		
	DATE OF FIRST ATTEMPT: _____	DATE OF SECOND ATTEMPT: _____
1. Direct pressure/ <u>wound packing/dressing/bandaging</u>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
2. Dressing/bandage	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
2 3. Tourniquet	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
• Self-application	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
• Patient application	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
3 4. Occlusive Chest seal (commercial or improvised)	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
• Chest • Neck • Abdominal	COMMENTS _____	COMMENTS _____
FIRST ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME	INSTRUCTOR'S SIGNATURE	COMMENTS
SECOND ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME	INSTRUCTOR'S SIGNATURE	
VI. Musculoskeletal and Soft Tissue Injuries: Using PPE, perform emergency care for:		
	DATE OF FIRST ATTEMPT: _____	DATE OF SECOND ATTEMPT: _____
1. Splint and stabilize upper extremity	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
2. Splint and stabilize lower extremity	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
FIRST ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME	INSTRUCTOR'S SIGNATURE	COMMENTS _____
SECOND ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME	INSTRUCTOR'S SIGNATURE	

STUDENT NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

AGENCY OR TRAINING SCHOOL: _____

CLASS NUMBER: _____

VI. MOVING PATIENTS: USING PPE, THE STUDENT WILL MOVE A PATIENT BY PERFORMING THE FOLLOWING: PERFORM # 1, AND ONE OF THE FOLLOWING ON # 2 AND # 3

	DATE OF FIRST ATTEMPT: _____	DATE OF SECOND ATTEMPT: _____
USING PPE, THE STUDENT WILL MOVE A PATIENT WITH A SPINAL CORD INJURY BY PERFORMING ALL OF THE FOLLOWING:		
1. Manual spinal stabilization	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
2. Log roll maneuver	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
1. WALKING ASSIST	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
2. EMERGENCY DRAG: Using PPE, perform one of the following:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
• One person or Two person Drag • Blanket Drag • Shoulder Drag	COMMENTS _____	COMMENTS _____
USING PPE, THE STUDENT WILL MOVE A PATIENT BY PERFORMING ONE OF THE FOLLOWING:		
3. Arm or ankle drag	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
3. Emergency Lift or Carry: Using PPE, perform one of the following:	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
• Two person Extremity Lift • SEAL Team 3 Carry	COMMENTS _____	COMMENTS _____
4. Shoulder drag (choose one: civilian, internal, or external vest)	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
5. Two-person extremity lift	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
6. SEAL Team 3 Carry	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
USING PPE, THE STUDENT WILL MOVE A PATIENT BY PERFORMING ONE OF THE FOLLOWING: (OPTIONAL FOR CORRECTIONS OFFICER)		
7. Vehicle dump (1 or 2 officers)	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
8. Rear seat vehicle load (head or feet first)	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
FIRST ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME _____		INSTRUCTOR'S SIGNATURE _____
SECOND ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME _____		
VIII. SPINAL CORD INJURIES: USING PPE, EVALUATE STUDENT WHILE AT THE PATIENT'S HEAD:		
	DATE OF FIRST ATTEMPT: _____	DATE OF SECOND ATTEMPT: _____
1. Apply manual stabilization to cervical spine	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
2. Perform log roll maneuver	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>	PASS <input type="checkbox"/> FAIL <input type="checkbox"/>
FIRST ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME _____		COMMENTS _____
SECOND ATTEMPT: _____ INSTRUCTOR'S PRINTED NAME _____		



1. AGENCY OR TRAINING SCHOOL NAME: _____
2. CLASS NUMBER: _____
3. STUDENT'S PRINTED NAME: _____
4. STUDENT'S IDENTIFICATION NUMBER: _____
5. PROFICIENCY DEMONSTRATION NUMBER: FIRST ATTEMPT OR SECOND ATTEMPT
6. THE STUDENT IS A: BASIC RECRUIT STUDENT OR INSTRUCTOR STUDENT OR EQUIVALENCY OF TRAINING (EOT) STUDENT
7. PERFORMANCE REQUIREMENTS: A student shall successfully demonstrate the following vehicle operations exercises:

• FIGURE 8	• EVASIVE MANEUVER	• NIGHTTIME EMERGENCY EVASIVE WITH LIGHTS (REQUIRED) AND SIREN (OPTIONAL)
• BRAKING	• CORNERING	• INTERSECTION BACKING
• FORWARD SERPENTINE	• NIGHTTIME EMERGENCY FORWARD SERPENTINE WITH LIGHTS (REQUIRED) AND SIREN (OPTIONAL)	• TACTICAL BACKING
• REVERSE SERPENTINE	• NIGHTTIME EMERGENCY REVERSE SERPENTINE WITH LIGHTS (REQUIRED) AND SIREN (OPTIONAL)	

8. BASIC RECRUIT AND EOT STUDENT PERFORMANCE REQUIREMENTS AND BASIC RECRUIT STUDENT RETEST:
 - **DEMONSTRATION OF PROFICIENCY:** Once testing on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. A basic recruit or EOT student shall demonstrate the required Vehicle Operations Proficiency Skills with four out of five runs (80%) for each exercise. All performance results shall be recorded on the required Vehicle Operations Performance Evaluation form CJSTC-7.
 - **WRITTEN END-OF-COURSE EXAMINATION:** A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination.
 - **RETEST.** A basic recruit student shall be given the opportunity for one additional attempt at the required demonstration of vehicle operations proficiency skills **or** one re-examination of the required written end-of-course examination for the Vehicle Operations Course, but not both.

A basic recruit student, who has failed to pass the required written end-of-course examination or the required demonstration of proficiency after a second attempt, shall be deemed to have failed the Vehicle Operations Course.

 - **REMEDIATION PLAN ATTACHED:** YES
 If a basic recruit student was not successful in the first attempt to complete the required proficiency demonstrations, attach a remediation plan. A basic recruit student is allowed only one remediation for each exercise. Retesting requires a new form CJSTC-7 with the "Second Attempt" box checked in item number 5 above. The basic recruit student is only required to retest in the proficiency requirements failed.
9. INSTRUCTOR STUDENT PERFORMANCE REQUIREMENTS:
 - **DEMONSTRATION OF PROFICIENCY:** Once testing on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. An instructor student shall demonstrate the required Vehicle Operations Proficiency Skills with four out of five runs (80%) for each exercise. [Instructor students are required to use lights and sirens when demonstrating proficiency on the nighttime exercises.](#) No retest is allowed.
 - **WRITTEN END-OF-COURSE EXAMINATION:** An instructor student shall achieve a minimum score of no less than 85% on the vehicle operations written end-of-course examination. An instructor student who fails either the demonstration of proficiency or the written end-of-course examination shall be deemed to have failed the Vehicle Operations Instructor Course.
10. VEHICLE TO INSTRUCTOR RATIO:
 - For instruction of the Law Enforcement Vehicle Operations Course or Vehicle Operations Instructor Course, there shall be at least one Commission-certified vehicle operations instructor for each vehicle actively engaged on a driving range. The rangemaster shall be a Commission-certified Vehicle Operations Instructor and shall not be included as an instructor to comply with the instructor to vehicle ratio requirements. One rangemaster shall supervise all range activity while training is actively engaged. Actively engaged is defined as "a vehicle that is at the point between the start and end of an exercise." Returning from or being in route to a driving range or course shall not be considered as actively engaged.
11. VEHICLE OPERATIONS DEMONSTRATION: PASS OR FAIL
12. WRITTEN END-OF-COURSE EXAMINATION:
 - WRITTEN EXAMINATION BASIC RECRUIT AND INSTRUCTOR STUDENT ONLY: PASS OR FAIL OR N/A
 - WRITTEN EXAMINATION RETEST (BASIC RECRUIT ONLY): PASS OR FAIL
13. FAILURE OF COURSE:
 - Basic Recruit Student.** The basic recruit student has failed the Law Enforcement Vehicle Operations Course.
 - Equivalency of Training Student.** The equivalency of training student has failed to demonstrate proficiency in Law Enforcement Vehicle Operations.
 - Instructor Student.** The instructor student has failed the Vehicle Operations Instructor Course.
14. STUDENT'S SIGNATURE: _____
15. DATE: _____
16. RANGEMASTER'S PRINTED NAME: _____
17. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S PRINTED NAME: _____
18. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S SIGNATURE: _____
19. DATE EVALUATION COMPLETED: _____

STUDENT NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

AGENCY OR TRAINING SCHOOL: _____

CLASS NUMBER: _____

Evaluation of Exercises: For each exercise the student successfully completes place a circle around the "P" for pass. For each exercise the student does not successfully complete place a circle around the "F" for fail. For each exercise, the instructor evaluating the student shall print and sign his or her name in the space provided, and shall sign or initial to the right of each exercise for all subsequent exercises evaluated. If multiple back-to-back exercises are evaluated by the same instructor, the instructor is allowed to sign for the first exercise and then draw an arrow down through subsequent exercises that are evaluated.

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
FIGURE 8	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
SHUFFLE STEERING											Comments: _____
SPEED											
CONE AVOIDANCE											

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
BRAKING	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
HAND POSITION											Comments: _____
SPEED											
BRAKING											
COMPLETE STOP											
CONE AVOIDANCE											

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
FORWARD SERPENTINE	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
SPEED											Comments: _____
SHUFFLE STEERING											
BRAKING											
CONE AVOIDANCE											

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
REVERSE SERPENTINE	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
BODY POSITION											Comments: _____
VEHICLE POSITION											
CONE AVOIDANCE											

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
EVASIVE MANEUVER	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
ENTRY SPEED											Comments: _____
BRAKING											
LANE CHANGE											
CONE AVOIDANCE											
COMPLETE STOP											

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
CORNERING	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
ENTRY SPEED											Comments: _____
BRAKING											
VEHICLE POSITION											
SHUFFLE STEERING											
ACCELERATION											
CONE AVOIDANCE											
TURN SIGNAL											

STUDENT NAME: _____

STUDENT I.D. NO.: _____

ATTEMPT NO: _____

AGENCY OR TRAINING SCHOOL: _____

CLASS NO.: _____

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
NIGHTTIME EMERGENCY FORWARD SERPENTINE WITH LIGHTS (REQUIRED) AND SIREN (OPTIONAL)	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
SPEED											Comments: _____
SHUFFLE STEERING											
BRAKING											
CONE AVOIDANCE											

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
NIGHTTIME EMERGENCY REVERSE SERPENTINE WITH LIGHTS (REQUIRED) AND SIREN (OPTIONAL)	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
BODY POSITION											Comments: _____
VEHICLE POSITION											
CONE AVOIDANCE											

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
NIGHTTIME EMERGENCY EVASIVE WITH LIGHTS (REQUIRED) AND SIREN (OPTIONAL)	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
ENTRY SPEED											Comments: _____
LANE CHANGE											
BRAKING											
CONE AVOIDANCE											
COMPLETE STOP											

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
INTERSECTION BACKING	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
BODY POSITION											Comments: _____
VEHICLE POSITION											
CONE AVOIDANCE											

Date Evaluated:	Run 1		Run 2		Run 3		Run 4		Run 5		/
TACTICAL BACKING	P	F	P	F	P	F	P	F	P	F	Instructor's Name (print) _____ / _____
BODY POSITION											Comments: _____
VEHICLE POSITION											
LANE CHANGE	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	
CONE AVOIDANCE											

STUDENT NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

AGENCY OR TRAINING SCHOOL: _____

CLASS NUMBER: _____

Practice Runs Completed: In the "Practice Runs Completed" column, circle the number that corresponds to each completed practice run for each exercise and enter the total number of practice runs completed in the "Total Column". For each required exercise the student shall participate in a minimum of two practice runs and cannot exceed five practice runs per exercise. Practice runs are optional for EOT students.

Instructor's Required Signature. In the "Instructor's Signature" column, the instructor shall sign his or her name to the right of each exercise to verify that the student has completed the number of practice runs indicated, and the instructor shall sign or initial his or her name to the right of each exercise for all subsequent exercises evaluated. If multiple back-to-back exercises are evaluated by the same instructor, the instructor is allowed to sign off on the first exercise and then draw an arrow down through subsequent exercises that are evaluated.

PRACTICE RUNS

Exercise	Practice Runs Completed	Total	Instructor's Signature
FIGURE 8	1 2 3 4 5		
Comments:			
BRAKING	1 2 3 4 5		
Comments:			
FORWARD SERPENTINE	1 2 3 4 5		
Comments:			
REVERSE SERPENTINE	1 2 3 4 5		
Comments:			
EVASIVE MANEUVER	1 2 3 4 5		
Comments:			
CORNERING	1 2 3 4 5		
Comments:			
NIGHTTIME EMERGENCY FORWARD SERPENTINE WITH LIGHTS (REQUIRED) AND SIREN (OPTIONAL)	1 2 3 4 5		
Comments:			
NIGHTTIME EMERGENCY REVERSE SERPENTINE WITH LIGHTS (REQUIRED) AND SIREN (OPTIONAL)	1 2 3 4 5		
Comments:			
NIGHTTIME EMERGENCY EVASIVE WITH LIGHTS (REQUIRED) AND SIREN (OPTIONAL)	1 2 3 4 5		
Comments:			
INTERSECTION BACKING	1 2 3 4 5		
Comments:			
TACTICAL BACKING EXERCISE	1 2 3 4 5		
Comments:			

AFFIDAVIT OF SEPARATION

 Incorporated by Reference in Rules
11B-20.001(3)(a)5.a., and 11B-27.002(3)(a)15., F.A.C.


CJSTC

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1. Last Four Digits of Social Security Number: _____	2. Name: _____ Last _____ First _____ MI _____	3. Agency Name: _____	4. Agency ORI: FL_____	5. Date Employed: _____ 6. Separation Date: _____
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Employment Class

- Law Enforcement
- Correctional
- Correctional Probation
- Concurrent
- Special Elected or Appointed
- Instructor

Employment Type

- Full time
- Part time
- Auxiliary

7. Separation Reasons
7A. ADMINISTRATIVE – ROUTINE

- Voluntary separation not involving misconduct
- Transfer within agency. No break in service
- Retired. Not involving misconduct
- Deceased
- Line of Duty Death
- Budgetary constraints. Local and Federal grants not renewed
- Extended leave of absence

Type: _____

Periods of Time: _____

- Military leave of absence

Periods of Time: _____

NOTE: See Instructions on Page 2.

- Suspension

Periods of Time: _____

- Administrative separation not involving misconduct

- Special elected or appointed

Position: _____

Anticipated term: _____

- Instructor request for change of affiliation

7B. ADMINISTRATIVE – NON-ROUTINE

- Failure to complete basic recruit training
- Failure to pass the State Officer Certification Examination

NOTICE: Section 943.139(2), F.S., requires the execution of an Affidavit of Separation by the employing agency in a case of officer separation. **WARNING:** Intentional false execution of this Affidavit of Separation constitutes a misdemeanor of the second degree.

7C. ADMINISTRATIVE – SUBSTANDARD PERFORMANCE

- Failure to satisfactorily complete the agency field-training program (training performance issues).
- Failure to perform assigned tasks satisfactorily.

7D. OTHER – EXAMPLE

- Excessive absenteeism, failure to report for duty, sleeping on duty, etc.

7E. UNFAVORABLE – MISCONDUCT

- Voluntary separation or retirement while being investigated for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.
- Voluntary separation or retirement in lieu of termination for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.
- Terminated for violation of agency or training school policy not involving a moral character violation defined in Rule 11B-27.0011, F.A.C.

NOTE: The agency administrator or designee shall provide written documentation of the internal or criminal investigation upon request by Commission staff.

7F. Pursuant to Section 943.139(5), F.S., an employing agency must conduct an internal investigation when having cause to suspect that an officer or instructor it employs or employed at the time of the alleged violation, or employed on a Temporary Employment Authorization is not in compliance with Section 943.13(4) or (7), F.S., or Rule 11B-27.0011, F.A.C.

- Voluntary separation or retirement while being investigated for violation of Section 943.13(4), F.S., or violation of moral character standards defined in Rule 11B-27.0011, F.A.C.
- Voluntary separation or retirement in lieu of termination for violation of Section 943.13(4), F.S., or violation of moral character standards as defined in Rule 11B-27.0011, F.A.C.
- Terminated for violation of Section 943.13(4), F.S., or violation of moral character standards as defined in Rule 11B-27.0011, F.A.C.

NOTE: The agency administrator or designee shall provide written documentation of the internal or criminal investigation upon request by Commission staff.

8. Agency Administrator or Designee's Signature _____

9. Agency Administrator or Designee's Printed Name _____

10. Date _____

11. Agency Administrator or Designee's Title _____

12. OATH
Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF _____

COUNTY OF _____

 Sworn to (or affirmed) and subscribed before me by means of Physical Presence OR Online Notarization this _____

day of _____, year _____, By _____

Signature of Notary Public – State of Florida _____

Print, Type, or Stamp Commissioned name of Notary Public _____

 Personally Known OR Produced Identification

Type of Identification Produced _____

INSTRUCTIONS FOR COMPLETING FORM CJSTC-61

USE THIS FORM TO SEPARATE AN OFFICER FROM AN AGENCY

USE THIS FORM WHEN:

1. An officer or instructor separates from an agency when he or she voluntary separates, retires, or dies.
2. An officer transfers within the agency.
3. Budgetary constraints (local or federal grants not renewed) are experienced by an agency.
4. An officer has an extended leave of absence or suspension.
5. An agency terminates an officer for administrative reasons.
6. An officer has a leave of absence for active duty military service.
7. An officer fails to complete a basic recruit training program.
8. An officer fails to pass the State Officer Certification Examination.
9. An officer fails to satisfactorily complete the agency's field training program.
10. An officer or instructor fails to perform assigned tasks satisfactorily.
11. An officer or instructor has excessive absenteeism, fails to report for duty, etc.
12. An officer or instructor voluntary separates, retires, or is terminated while being investigated for a violation of agency policy.

The Internal Investigation Report, form CJSTC-78, shall accompany form CJSTC-61 if any of the following reasons for separation of employment or appointment are applicable to the officer or instructor:

1. An officer or instructor voluntarily separates or retires while being investigated for a violation of Section 943.13(4), F.S., or for a violation of moral character standards as defined by Rule 11B-27.0011, F.A.C.
2. An officer or instructor is terminated for a violation of Section 943.13 (4), F.S., or for a violation of moral character standards as defined by Rule 11B-27.0011, F.A.C.
3. An officer or instructor voluntarily separates or retires in lieu of termination for a violation of Section 943.13(4), F.S., or for violation of moral character standards as defined in Rule 11B-27.0011, F.A.C.

NOTE: The Special Elected or Appointed box should only be checked if an individual is an elected or appointed official affiliated with an agency to maintain his or her continuing education requirement. Please indicate the individual's position and anticipated term of office.

Steps to document separations and subsequent re-employments of active-duty military personnel:

1. Enter the date the officer enters active duty military service as the separation date and select "Military leave of absence" as the separation reason.
2. When the officer is released from active duty military service, contact your assigned Criminal Justice Customer Service Specialist in the Officer Records Section at (850) 410-8600 for assistance with removing the separation and updating the officer's ATMS records as needed. Be prepared to provide the officer's DD214 form or other military documentation which reflect the active duty time frame.
3. Enter the officer's dates of active duty military service in the Comments field for the employment.

HOW TO COMPLETE EACH ITEM

1. **Social Security Number.** Enter the last four digits of the officer's social security number as in this example: 000-00-1234.
2. **Name.** Enter the officer's legal last and first name. Enter the officer's middle initial if applicable.
3. **Agency Name.** Enter the agency's name.
4. **Agency ORI:** Enter the last seven digits of the agency's originating identifier number as in this example: FL0370000.
5. **Date Employed.** Enter the officer's employment date as a sworn officer as in this example: (MM/DD/YYYY).
6. **Date Separated.** Enter the last date the officer was employed as in this example: (MM/DD/YYYY).

The agency administrator or designee shall complete the remainder of this affidavit in the presence of a notary public.

7. **Separation Reasons.** Place a check mark in the applicable box(es):
 - 7a. Administrative-Routine
 - 7b. Administrative – No Routine
 - 7c. Administrative - -Substandard Performance
 - 7d. Other Example(s)
- 7e. **Unfavorable Misconduct.** **NOTE:** The agency administrator or designee shall provide proof of the internal or criminal investigation upon request by Commission staff.
8. **Administrator or Designee's Signature.** The agency administrator or designee shall sign his or her name.
9. **Agency Administrator or Designee's Name.** The agency administrator or designee shall print his or her name.
10. **Date Signed.** The agency administrator or designee shall enter the date the affidavit is signed.
11. **Agency Administrator or Designee's Title.** The agency administrator or designee shall print his or her title.
12. **Completion of Affidavit Section.** The notary public shall complete all blank lines in the Affidavit Section.

AGENCY REQUIREMENTS

- If the agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency.
- If the agency is not entering the information on-line into ATMS, maintain the original form on file at the agency and submit a completed copy of the form with the required documentation attached and a letter requesting FDLE to enter the data into ATMS. Submit the copies to: **Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302-1489.** **Attention: Records Section. Fax Number 850-410-8605.**



Please type or print legibly in black or blue ink and use capital and small letters to write names, titles, and addresses

6. **Training used to fulfill the 40-hour mandatory retraining requirement:** Documentation of training used to fulfill this requirement shall be attached to this form. Documentation may include copies of certificates, memoranda, rosters, letters, course index or outline, or other documents that indicate completion of training. Documentation shall also include the date, number of hours, title of course, or conference or topic of the training, and the entity presenting the training.

7a. College credit hours used for mandatory retraining requirement:

COLLEGE CREDIT: _____

7b. Required retraining pursuant to sections 943.1701, 1716, 1758, 17295, F.S.: Certified officers who elect to instruct human diversity training, and law enforcement officers who elect to instruct Domestic Violence or Juvenile Sexual Offender Investigation training may substitute completion or instruction of such training to satisfy the officer's continuing training requirement. Documentation showing the date and hours instructed shall be attached to form CJSTC-74.

	Hours Completed
HUMAN DIVERSITY: No hourly requirement pursuant to legislation effective July 1, 2006.	
DOMESTIC VIOLENCE: Effective 7/1/98 and this training is required for law enforcement only. No hourly requirement.	
JUVENILE SEXUAL OFFENDER INVESTIGATIONS: Effective 7/1/98 and is required for law enforcement only. No hourly requirement.	
PROFESSIONAL TRAFFIC STOPS: Effective 10/1/2001, and is required for law enforcement only. The officer has the option of completing Professional Traffic Stops training to satisfy human diversity training. No hourly requirement.	
MISUSE OF ELECTRONIC DATABASES: Effective 10/1/2021, and is required for law enforcement only. No hourly requirement.	
OFFICER HEALTH AND WELLNESS PRINCIPLES: Effective 7/1/2023, and is required for law enforcement only. No hourly requirement.	—
USE-OF-FORCE TRAINING FOR LAW ENFORCEMENT AND CORRECTIONAL OFFICERS. Scenario-based firearms training, physiological response dynamics training, less-lethal force options available within the agency, agency policies on use-of-force training, and legal aspects regarding use-of-force training.	
Date of Completion:	
USE-OF-FORCE TRAINING FOR CORRECTIONAL PROBATION OFFICERS. Physiological response dynamics training, less-lethal force options available within the agency, agency policies on use-of-force training, and legal aspects regarding use-of-force training.	
Date of Completion:	
Total Hours	

8. Enter the date the officer completed the mandatory retraining requirement:

9. _____ 10. _____

Date signed _____

8 1 1/1/2020

Original_EF05

1 of 2

Copy Agency

Commission Approved Revision

Approved Revisions: 8/12/2021
Form Effective Date: 6/2022

INSTRUCTIONS FOR COMPLETING FOR CJSTC-74

Form CJSTC-74 is used for in-service training, Specialized Training, Advanced, or Career Development Training Program Courses, and college credit used for mandatory retraining requirements.

Use this form to notify the Criminal Justice Standards and Training Commission when an officer meets the Commission's mandatory retraining requirements.

1. **Social Security Number:** Enter the last four digits of the officer's social security number.
2. **Officer's name.** Enter the officer's legal name. Enter the last and first name. If the officer has a middle initial enter it above MI.
3. **Agency ORI.** Enter the last seven digits of the agency's originating agency identifier number. There are nine digits in agency ORI codes. The first two have been entered for you, which are "FL". Enter as in this example: FL 0370000.
4. **Agency Name.** Enter the agency's name.
5. **Officer's Employment Type.** Enter X in one of the boxes for the officer's employment type for which mandatory retraining has been completed. If the officer is concurrent, Commission staff shall record the training for both a law enforcement and correctional officer. Concurrent means "that an officer is employed as a law enforcement and correctional officer."
6. **Training Used To Fulfill Mandatory Retraining Requirement's.** Report only training that the agency provided and any advanced or career development training program courses, or college credit used to satisfy mandatory retraining requirements.
Name of Course. Enter the name of in-service training, specialized training, advanced, or career development training program courses.
Hours. Enter the number of hours the officer completed for each course.
- 7a. **College Credit Hours.** Enter 40 hours credit for a three-hour college credit course.
- 7b. **Required Retraining.** Enter the hours the officer completed for the following training:
 - 1) Human Diversity training including Professional Traffic Stops. No hourly requirement pursuant to legislation effective July 1, 2006. At the agency administrator's discretion, Professional Traffic Stops training may be completed to satisfy Human Diversity training.
 - 2) Domestic Violence. There is no hourly requirement.
 - 3) Juvenile Sexual Offender Investigations. There is no hourly requirement.
- 4) Professional Traffic Stops. At the agency administrator's discretion, the officer has the option of completing Professional Traffic Stops training to also satisfy human diversity training.
- 5) Misuse of Electronic Databases. There is no hourly requirement, but training must include instruction on proper use, and limitations on use, of electronic databases and the penalties associated with the misuse of electronic databases.
- 6) Officer Health and Wellness Principles. The Commission-approved course must be completed.
- 7) Use-of-Force training for law enforcement and correctional officers. There is no hourly requirement.
- 8) Use-of-Force Training for correctional probation officers. There is no hourly requirement.
- 9) **NOTE:** Correctional and correctional probation officers are not required to complete training in Domestic Violence, Juvenile Sexual Offender Investigations, or Professional Traffic Stops.
- 10) **Total Hours.** Enter the total number of hours the officer completed for in-service training, specialized, advanced, career development training program courses, or college credit that has been listed on this form to fulfill the mandatory retraining requirement.
8. **Mandatory Retraining Completion Date.** Enter the date the officer completed his or her mandatory retraining requirements. Enter as in this example: 01-28-1991.
9. **Agency Administrator or Designee's Signature.** The agency administrator or designee shall sign this form.
10. **Date signed.** Enter the date the agency administrator or designee signed this form.

AGENCY REQUIREMENTS

- If the agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency with the required documentation attached.
- If the agency is not entering the information on-line through ATMS, maintain the original form on file at the agency and submit a completed copy of the form with the required documentation attached and a letter requesting FDLE to enter the data into ATMS. Submit the copies to: **Florida Department of Law Enforcement, Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302-1489. Attention: Records Section. Fax Number: 850-410-8605**



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TRAINING SCHOOL**REVIEWER****DATE and TIME****Location:** _____

Rule 11B-21.005, F.A.C., requires that a Commission-certified training school, conducting CJSTC firearms training for basic recruit or instructors students, shall comply with the following specifications:

1. _____ The range shall have a bullet impact backstop that will stop and render harmless, bullets fired into it from handguns, revolvers, semi-automatic pistols, rifles, carbines, and shotguns from the firing positions at the firing line, without ricochetting projectiles or debris, or striking individuals at the firing line.
2. _____ The range shall have a minimum of five firing positions with one two color coded or numbered targets for each firing position. Range targets shall be placed at least 24 inches from the scoring edge to the scoring edge facing the shooters.
3. _____ The range shall have an observation position for the range master for indoor and outdoor range facilities that allow simultaneous unrestricted view of all firing positions and all areas within the confines of the impact area.
4. _____ The range shall have warning signs posted at all access points to the firing range that clearly identify the areas as a criminal justice firing range.
5. _____ The range shall have an operational public address system that is capable of transmitting instructions to all areas of the range to allow shooters on the firing line or in the firing booth to hear commands while firing with ear protectors in place.
6. _____ The range cover used for firing shall be permanently affixed, or is a portable construction with a base affixed to the ground, or is securely braced to ensure the shooter's safety.
7. _____ The range shall provide adequate lighting out to 25 yards to allow shooters to clearly see the targets from all firing positions and to allow the range caller to clearly see all firing positions and targets.
8. _____ Firearm ranges used for practical exercises shall be equipped with a first aid kit. The first aid kit shall be located at the facility when basic recruit students are actively engaged in practical exercises or CJSTC training is in session and shall be immediately accessible to instructors and basic recruit students.

The first aid kit shall include at a minimum the following supplies:

Cold packs/plastic bags and ice (3-5)
Flashlight
One biohazard bag
One box of adhesive bandages, 1" or 2"
One CPR mask with one-way valve
One emergency blanket
One eye-dressing kit

One gauze bandage roll, any size
One pair of trauma shears
One roll of adhesive tape
Protective gloves of varying sizes
Sterile eyewash
Two 4" bandage compresses
Two chest seals

Two occlusive dressings
Two pressure bandages/dressings
Two tourniquets (commercial)
Two triangular bandages
Wound packing, rolled, or hemostatic gauze
Writing instrument (e.g., pen, marker)

- a. Protective gloves of varying sizes
- b. Pocket mask with one way valve
- c. Gauze bandage, one roll any size
- d. Adhesive bandages, one box of 1" or 2"
- e. One roll of adhesive tape
- f. Cold pack, or plastic bags and ice to make a cold pack
- g. One pair of blunt tipped scissors
- h. Emergency blanket
- i. Two 4" bandage compresses
- j. Two triangular bandages
- k. One eye dressing kit
- l. One occlusive dressing
- m. Two trauma dressings
- n. One biohazard disposal bag
- o. Sterile eyewash
- p. Commercially produced tourniquet

9. _____ The range and associated equipment shall be maintained in proper working order to ensure safety of the shooters and instructors. Indoor ranges shall comply with the manufacturer's specifications for operational safety.

10. _____ The range shall have accessible drinking water, a restroom, and a rain-resistant shelter for all personnel engaged in training on the range.

11. _____ The range shall have telephone or radio communication immediately available to instructors.

12. _____ Access to the range shall be restricted to criminal justice trainees, criminal justice instructors, Commission staff, and personnel authorized by the training center director when firearms training is being conducted. The range must have warning signs posted.

13. _____ All personnel shall wear ear and eye protectors while a student is actively engaged in a shooting exercise.

In Compliance Non-Compliance Corrected on Site by the Field Specialist

Rule Violation: _____, F.A.C.

Comments: _____

Field Specialist's Signature

Date

Training Center Director or Coordinator or Instructor Signature

Date



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TRAINING SCHOOL

REVIEWER

DATE and TIME

Location: _____

Rule 11B-21.005, F.A.C., requires that a Commission-certified training school, conducting CJSTC vehicle operations training for basic recruit or instructor students, shall comply with the following requirements:

1. _____ The driving range shall have a paved area at least a 300' x 600' in size that is located off public roadways or the training school shall have a Commission-approved exemption on file pursuant to Rule 11B-21.005, F.A.C.
2. _____ The driving range shall be equipped with at least 90 orange or yellow traffic cones no less than 12" in height; and at least eight orange or yellow traffic cones that are no less than 24" in height.
3. _____ The driving range shall be equipped with two fire extinguishers with a rating of 10 BC or equivalent.
4. _____ Driving ranges used for practical exercises shall be equipped with a first aid kit. The first aid kit shall be located at the facility when basic recruit students are actively engaged in practical exercises or CJSTC training is in session, and shall be immediately accessible to instructors and basic recruit students.

The first aid kit shall include at a minimum the following supplies:

<u>Cold packs/plastic bags and ice (3-5)</u>	<u>One gauze bandage roll, any size</u>	<u>Two occlusive dressings</u>
<u>Flashlight</u>	<u>One pair of trauma shears</u>	<u>Two pressure bandages/dressings</u>
<u>One biohazard bag</u>	<u>One roll of adhesive tape</u>	<u>Two tourniquets (commercial)</u>
<u>One box of adhesive bandages, 1" or 2"</u>	<u>Protective gloves of varying sizes</u>	<u>Two triangular bandages</u>
<u>One CPR mask with one-way valve</u>	<u>Sterile eyewash</u>	<u>Wound packing, rolled, or hemostatic gauze</u>
<u>One emergency blanket</u>	<u>Two 4" bandage compresses</u>	<u>Writing instrument (e.g. pen, marker)</u>
<u>One eye-dressing kit</u>	<u>Two chest seals</u>	
<u>a. Protective gloves of varying sizes</u>		<u>i. Two 4" bandage compresses</u>
<u>b. Pocket mask with one way valve</u>		<u>j. Two triangular bandages</u>
<u>c. Gauze bandage, one roll, any size</u>		<u>k. One eye dressing kit</u>
<u>d. Adhesive bandages, one box of 1" or 2"</u>		<u>l. One occlusive dressing</u>
<u>e. One roll of adhesive tape</u>		<u>m. Two trauma dressings</u>
<u>f. Cold pack, or plastic bags and ice to make a cold pack</u>		<u>n. One biohazard disposal bag</u>
<u>g. One pair of blunt tipped scissors</u>		<u>o. Sterile eyewash</u>
<u>h. Emergency blanket</u>		<u>p. Commercially produced tourniquet</u>

5. _____ The driving range shall have accessible and immediately available telephone or radio communication.

6. _____ The driving range shall have accessible drinking water, restroom, and rain-resistant shelter for personnel engaged in driving training.

7. _____ The driving range shall be secured by barriers from through traffic while training is being conducted on the range. Warning signs shall be posted at all vehicle access points that clearly identify the area as a "vehicle operations training driving range" with access restricted to basic recruit trainees, criminal justice instructors, and personnel authorized by the training center director.

8. _____ For delivery of night driving exercises driving range equipment shall include:

- a. Reflective vests to be worn by all personnel and students; and
- b. At least one traffic wand for each instructor and other individuals designated to assist in the facilitation of night driving, for example: road guards and traffic control personnel who setup driving cones.

9. _____ Each Commission-certified training school shall have available at least one automobile for vehicle operations training. Emergency lights and sirens that are external or internal are required for vehicles engaged in emergency training exercises in a Law Enforcement Vehicle Operations Course and Vehicle Operations Instructor Course. Instructor students are required to use lights and sirens when demonstrating proficiency on nighttime exercises.

In Compliance

Not In Compliance

Corrected on site by the Field Specialist

Rule Violation: _____, F.A.C.

Comments: _____

Field Specialist's Signature _____

Date _____

Training Center Director or Coordinator or Instructor Signature _____

Date _____

DEFENSIVE TACTICS
FACILITY AND EQUIPMENT
REQUIREMENTS

Incorporated by Reference in Rule 11B-21.005(5), F.A.C.


 CJSTC
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TRAINING SCHOOL

REVIEWER

DATE and TIME

Location: _____

Rule 11B-21.005, F.A.C., requires that a Commission-certified training school, conducting CJSTC defensive tactics training for basic recruit or instructor students, shall designate the classroom or gymnasium areas where defensive tactics are to be taught and comply with the following specifications:

 Yes No

1. Areas where defensive tactics are used for practical exercises shall be equipped with a first aid kit. The first aid kit shall be located at the facility when basic recruit students are actively engaged in practical exercises or CJSTC training is in session, and shall be immediately accessible to instructors and basic recruit students.

The first aid kit shall include at a minimum the following supplies:

<u>Cold packs/plastic bags and ice (3-5)</u>	<u>One gauze bandage roll, any size</u>	<u>Two occlusive dressings</u>
<u>Flashlight</u>	<u>One pair of trauma shears</u>	<u>Two pressure bandages/dressings</u>
<u>One biohazard bag</u>	<u>One roll of adhesive tape</u>	<u>Two tourniquets (commercial)</u>
<u>One box of adhesive bandages, 1" or 2"</u>	<u>Protective gloves of varying sizes</u>	<u>Two triangular bandages</u>
<u>One CPR mask with one-way valve</u>	<u>Sterile eyewash</u>	<u>Wound packing, rolled, or hemostatic gauze</u>
<u>One emergency blanket</u>	<u>Two 4" bandage compresses</u>	<u>Writing instrument (e.g., pen, marker)</u>
<u>One eye-dressing kit</u>	<u>Two chest seals</u>	

<u>a. Protective gloves of varying sizes</u> <u>b. Pocket mask with one way valve</u> <u>c. Gauze bandage; one roll any size</u> <u>d. Adhesive bandages; one box of 1" or 2"</u> <u>e. One roll of adhesive tape</u> <u>f. Cold pack, or plastic bags and ice to make a cold pack</u> <u>g. One pair of blunt tipped scissors</u> <u>h. Emergency blanket</u>	<u>i. Two 4" bandage compresses</u> <u>j. Two triangular bandages</u> <u>k. One eye dressing kit</u> <u>l. One occlusive dressing</u> <u>m. Two trauma dressings</u> <u>n. One biohazard disposal bag</u> <u>o. Sterile eyewash</u> <u>p. Commercially produced tourniquet</u>
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 Yes No

2. Each pair of students who are actively engaged in defensive tactics techniques requiring items b. – i. below, shall be provided these items during the defensive tactics training period.

The training school shall provide at minimum the following items for inspection:

<u>a. A cushioned floor matting that is at least 80 square feet in size for every two students actively engaged in techniques requiring mats</u> <u>b. One set of handcuffs with a handcuff key</u> <u>c. One set of flexible cuffs and removal tool</u> <u>d. One striking bag</u> <u>e. One set of waist chains</u>	<u>f. One set of leg irons</u> <u>g. A flexible leg restraint</u> <u>h. A non-firing training firearm</u> <u>i. A blunt-edged training knife</u> <u>j. Training baton or other such impact weapon</u> <u>k. One duty belt to include a handcuff case and holster</u>
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 Yes No

3. Accessible and immediately available telephone or radio.

 Yes No

4. Accessible drinking water and a restroom.

 Yes No

5. Adequate ventilation and water for use during the chemical agent contamination exercise. This exercise is allowed to be conducted outdoors in an area approved by the training center director.

DEFENSIVE TACTICS
FACILITY AND EQUIPMENT
REQUIREMENTS

Incorporated by Reference in Rule 11B-21.005(5), F.A.C.

CJSTC
203In Compliance Not In Compliance Corrected on site by the Field Specialist

Rule Violation: _____, F.A.C.

Comments: _____

Field Specialist's Signature

Date

Training Center Director or Coordinator or Instructor Signature

Date



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TRAINING SCHOOL

REVIEWER

DATE and TIME

Location: _____

Rule 11B-21.005, F.A.C., requires that a Commission-certified training school conducting CJSTC first aid training have the following equipment available:

1. _____ The training materials shall include the following:

- Adhesive tape
- Adult resuscitation manikin
- Body Substance Isolation (BSI) kit that includes gloves, eye protection, facemask or shield, gown or coverall with sleeves, shoe covers, and biohazard bag
- Bullet-proof/tactical vest (optional)
- CPR mask with one-way valve (one for each student)
- Disposable protective gloves in varying sizes
- Gauze pads (4" x 4")
- Imitation or simulated blood
- Infant resuscitation manikin

- Improvised chest seal material (commercial chest seal preferred)
- Material for improvised chest seal
- Non-disposable blanket
- Occlusive dressing
- Pressure bandage/Trauma dressing
- Roll-type bandages (2" or 3")
- Splinting equipment (boards, magazines, pillows, and etc.)
- Tourniquet Kit (commercial or improvised materials)
- Triangular bandages
- Vehicle (optional for CO)
- Wound packing, rolled, Z-folded, or hemostatic gauze
- Writing instrument (ex. pen, marker)

- Non-disposable blanket
- Adult resuscitation manikin
- Infant resuscitation manikin
- Disposable protective gloves in varying sizes
- Imitation or simulated blood
- Body Substance Isolation (BSI) kit that includes gloves, eye protection, facemask or shield, gown or coverall with sleeves, shoe covers, and biohazard bag

- Roll-type bandages (2" or 3")
- Splinting equipment (boards, magazines, pillows, and etc.)
- Gauze pads (4" x 4")
- Triangular bandages
- Adhesive Tape
- Trauma Dressing
- Occlusive dressing
- CPR mask with one way valve (one for each student)
- Tourniquet Kit (commercial or improvised materials)

2. _____ For every two students actively and physically engaged in first aid practical exercises and testing, the training school shall provide 64 square feet of unobstructed floor space. For each additional student actively and physically engaged, add an additional 32 square feet. Do not include victims are not considered when calculating the total square footage requirements.

3. _____ Equip areas used for where first aid is used for practical exercises shall be equipped with a first aid kit. The first aid kit shall be at the facility when basic recruit students are actively engaged in practical exercises or when CJSTC training is in session, and shall be immediately accessible to instructors and basic recruit students.

The first aid kit shall include at a minimum the following supplies:

- Cold packs/plastic bags and ice (3-5)
- Flashlight
- One biohazard bag
- One box of adhesive bandages, 1" or 2"
- One CPR mask with one-way valve
- One emergency blanket
- One eye-dressing kit

- One gauze bandage roll, any size
- One pair of trauma shears
- One roll of adhesive tape
- Protective gloves of varying sizes
- Sterile eyewash
- Two 4" bandage compresses
- Two chest seals

- Two occlusive dressings
- Two pressure bandages/dressings
- Two tourniquets (commercial)
- Two triangular bandages
- Wound packing, rolled, or hemostatic gauze
- Writing instrument (e.g., pen, marker)

**FIRST AID INSTRUCTIONAL
REQUIREMENTS**

Incorporated by Reference in Rule 11B-21.005(7), F.A.C.

**CJSTC
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- a.** Protective gloves of varying sizes
- b.** CPR mask with one way valve
- c.** Gauze bandage; one roll any size
- d.** Adhesive bandages; one box of 1" or 2"
- e.** One roll of adhesive tape
- f.** Cold pack, or plastic bags and ice to make a cold pack
- g.** One pair of blunt tipped scissors
- h.** Emergency blanket
- i.** Two 4" bandage compresses
- j.** Two triangular bandages
- k.** One eye dressing kit
- l.** One occlusive dressing
- m.** Two trauma dressings
- n.** One biohazard disposal bag
- o.** Sterile eyewash
- p.** Commercially produced tourniquet

In Compliance Not In Compliance Corrected on site by the Field Specialist

Rule Violation: _____, F.A.C.

Comments: _____

Field Specialist's Signature

Date

Training Center Director or Coordinator or Instructor Signature

Date