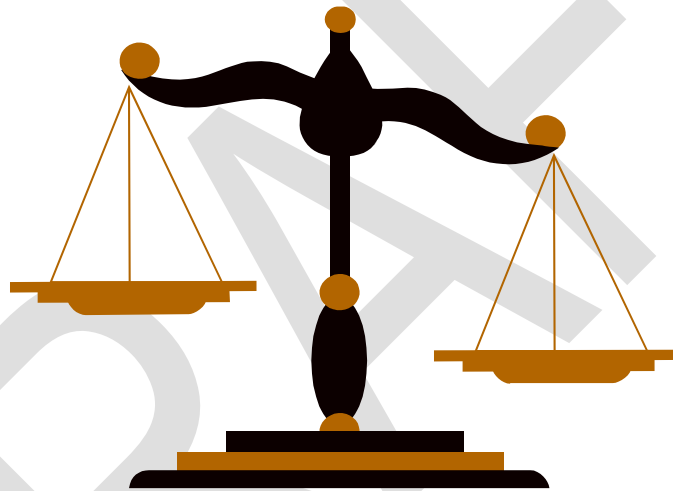


*May 15, 2025*

*CRIMINAL JUSTICE STANDARDS AND TRAINING  
COMMISSION MEETING*

**EMBASSY SUITES BY HILTON ORLANDO  
LAKE BUENA VISTA SOUTH  
KISSIMMEE, FLORIDA**



**Florida Department of Law Enforcement  
Commissioner Mark Glass**

**Criminal Justice Professionalism  
Director Chad Brown**

**Criminal Justice Standards and Training Commission**

**Chairman Tommy Ford  
Bay County Sheriff's Office**

**Vice-Chairman George Lofton  
Attorney General Designee**

**Criminal Justice Standards and Training Commission**  
**Meeting Dates: May 12 – 15, 2025**

*Embassy Suites By Hilton Orlando  
 Lake Buena Vista South  
 4955 Kyngs Heath Road  
 Kissimmee, Florida 34746  
 Front Desk: 1-(407) 597-4000*

<b>Meeting Name</b>	<b>Meeting Time</b>	<b>Meeting Room</b>
<b>Monday, May 12, 2025</b>		
FDLE Staff Command Center	7:30 a.m. – 6:00 p.m..	TBD
FDLE Staff Information Area – Adrienne Trykowski & Kim Rowell	7:30 a.m. – 6:00 p.m.	TBD
Officer Discipline Class	8:00 a.m. – 5:00 p.m.	TBD
<b>Tuesday, May 13, 2025</b>		
FDLE Staff Command Center	7:30 a.m. – 6:00 p.m..	TBD
FDLE Staff Information Area – Adrienne Trykowski & Kim Rowell	7:30 a.m. – 6:00 p.m..	TBD
Officer Discipline Class	8:00 a.m. – 5:00 p.m.	TBD
Field Services Staff Meeting	10:00 a.m. – 12:30 p.m.	TBD
<b>(Members Only)</b> “New” Training Center Director’s Orientation Training Center Director Scholarship Committee Meeting Training Center Director Executive Board Committee Meeting Training Center Director Steering Committee Meeting	9:00 a.m. – 10:00 a.m. 10:00 a.m. – 11:00 a.m. 11:00 a.m. – 1:00 p.m. 1:00 p.m. – 2:30 p.m.	TBD
Regional Criminal Justice Selection Center Directors Association Meeting	2:00 p.m. – 3:00 p.m.	TBD
Training Center Director Advanced / Specialized Training Committee Meeting	2:30 p.m. – 4:00 p.m.	TBD
Training Center Director Basic Recruit Committee Meeting	2:30 p.m. – 4:00 p.m.	
Training Center Director High Liability Committee Meeting	2:30 p.m. – 4:00 p.m.	
Training Center Director Rules Committee Meeting	2:30 p.m. – 4:00 p.m.	
<b>Wednesday, May 14, 2025</b>		
FDLE Command Center	7:30 a.m. – 6:00 p.m.	TBD
FDLE Staff Information Area – Adrienne Trykowski & Kim Rowell	7:30 a.m. – 6:00 p.m.	TBD
Officer Discipline Class	8:00 a.m. – 5:00 p.m.	TBD
Training Center Directors Association Business Meeting	8:30 a.m. – 10:00 a.m.	TBD
Probable Cause Determination Hearings	10:00 a.m. – 5:00 p.m.	TBD
Chairman Briefing - <b>(FDLE STAFF, CHAIRMAN, &amp; ATTORNEY)</b>	11:30 a.m. – 1:00 p.m.	TBD
<b>Thursday, May 15, 2025</b>		
FDLE Command Center	7:30 a.m. – 6:00 p.m.	TBD
FDLE Staff Information Area – Adrienne Trykowski	7:30 a.m. – 6:00 p.m.	TBD
Criminal Justice Standards & Training Commission Business Meeting	8:30 a.m. – 9:30 a.m.	TBD
CJST Commission Officer Discipline Hearings	9:30 a.m. – 5:00 p.m.	

**Meeting Rooms are subject to change.**

## HOTEL INFORMATION

**Commission Meeting Dates:** May 12 – 15, 2025

**Hotel Name and Address:** Embassy Suites by Hilton Orlando Lake Buena Vista South  
4955 Kyngs Heath Road  
Kissimmee, Florida 34746

**Front Desk Telephone:** (407) 597-4000

**Hotel Website:** [Embassy Suites Lake Buena Vista South Hotel in Kissimmee, FL](#)

### **Reservation Information**

**Reservations Online Link:** Customized Reservation Link: <https://book.passkey.com/e/50841511>.

**Note:** Individuals can make, modify, or cancel reservations online.

**Reservations by Telephone:** Call Embassy Suites Reservations at 407-597-4000 - ask for reservations and be sure to mention group code: **LAW**.

**Note:** Individuals can guarantee reservations with the first night's pre-payment or a credit card.

**Reservation Group Code:** **LAW**

**Group Rate:** \$169.00 per suite per night plus applicable state and local taxes. All suite rates are based on single/double occupancy. Guest suite types cannot be guaranteed and will be reserved on a first-come, first-serve basis. More than two guests will result in additional charges of \$10 plus tax per person per night will apply for each additional guest, up to a maximum of six guests per suite.

**Check-in:** 4:00 p.m. - Early check-in cannot be guaranteed.

**Check-out:** 11:00 a.m. - Late check-out requests will be reviewed based on hotel demand—a late departure fee of \$50 per suite.

**Note:** Contact the hotel to ask about early check-in or late check-out.

**Guestroom Rate Available:** **May 11 - 16, 2025.** Rates are applicable three (3) days before and (3) days after the group's official meeting dates, subject to space and rate availability.

**Reservation Deadline:** The cutoff date for making reservations is **April 20, 2025**. Reservations made after this date may not receive the group rate or room block. Please contact the CJSTC Meeting Planner, Cheryl Taylor, at [CherylTaylor@fdle.state.fl.us](mailto:CherylTaylor@fdle.state.fl.us) if you need further assistance or have missed the cutoff date. Include your first and last name and your arrival and departure dates.

**Amenities:** All suites come with a mini-fridge and a microwave. Complimentary basic Wi-Fi is available in all guest suites, and there is a complimentary on-site fitness facility. All overnight guests will receive a complimentary evening reception from 5:30 p.m. to 7:00 p.m. and a made-to-order breakfast that is complimentary as well. Breakfast is available from Monday to Friday, from 6:30 a.m. to 9:30 a.m. On weekends, from Saturday to Sunday, breakfast is available from 7:00 a.m. to 10:30 a.m. The Citrus Room is where you can enjoy these amenities at your leisure.

**Cancellation Policy:** Cancellations made within 72 hours before arrival will forfeit room and tax for one night. Example: If your arrival date is May 13, 2025, you must cancel before 11:59 PM on May 10, 2025.

**Tax Exempt Status:** Individuals with an agency's tax-exempt status must provide a valid tax exemption certificate to the hotel on the day of arrival. This will exempt them from tax charges. However, tax-exempt status will only apply to charges paid directly by the tax-exempt organization. Attendees using agency forms of payment will be eligible for tax exemption. However, FDLE members must pay taxes on lodging and incidentals using a personal form of payment or the Amex Corporate Card.

**Hotel Parking Fee:** Discounted self-parking: \$12 inclusive per day, tax included.

### **Contacts:**

Commission meeting agenda: Kim Rowell at (850) 410-8662 or by e-mail at [KimberlyRowell@fdle.state.fl.us](mailto:KimberlyRowell@fdle.state.fl.us).

Officer Discipline Agenda: Kamal Meshedi at (850) 410-8632 or by e-mail at [KamalMeshedi@fdle.state.fl.us](mailto:KamalMeshedi@fdle.state.fl.us).

Officer Discipline Class Training Course: Tammy Frick at (850) 410-7534 or by e-mail at [TammyFrick@fdle.state.fl.us](mailto:TammyFrick@fdle.state.fl.us).

Hotel Accommodations: Cheryl Taylor at (850) 410-8657 or via email [at cheryltaylor@fdle.state.fl.us](mailto:at.cheryltaylor@fdle.state.fl.us).

The Commission packet can be viewed or downloaded after April 29, 2025, at: <http://www.fdle.state.fl.us/CJSTC/Commission.aspx>.

MAY 15, 2025  
CRIMINAL JUSTICE STANDARDS AND TRAINING  
COMMISSION MEETING BUSINESS AGENDA  
8:30 A.M.

The Commission packet can be viewed at:  
<http://www.fdle.state.fl.us/CJSTC/Commission.aspx>

Business Meeting Called to Order	Chairman Tommy Ford
Posting of Colors	
Pledge of Allegiance	Director Guy Samuelson Criminal Justice Academy of Osceola
Invocation	
Security	Trooper Brian Fernandez, Trooper Justin Young, and Trooper Migdalis Garcia
Welcome/Introductions	Chairman Tommy Ford
Roll Call	Commission Secretary Kim Rowell
Sunshine Law	Commission Attorney
Approval of the May 15, 2025, Business Agenda	Commission Secretary Kim Rowell
Approval of the February 6, 2025, Commission Meeting Minutes	Commission Secretary Kim Rowell
Resolution:	Commission Secretary Kim Rowell
<ul style="list-style-type: none"><li>• Government Analyst II Wendy Bailey</li><li>• Commission Attorney Nick Cox</li></ul>	
Training Center Directors' Association (TCDA) Chairman Remarks	Chairman Jay Romine Manatee Technical College Criminal Justice Academy

1. **Criminal Justice Professionalism Updates** Director Chad Brown
2. **Criminal Justice Standards and Training Trust Fund Audit Recommendations and Budge Requests:** Bureau Chief Glen Hopkins
  - A. Trust Fund Audit Recommendations for Regions VII, IX, and Fiscal Year 2023 - 2024  
**Perfect Audits:**  
Region VII: Daytona State College, School of Emergency Services  
Eastern Florida State College, Public Safety Institute  
Valencia College, Criminal Justice Institute  
Volusia Sheriff's Office Training Academy  
Region IX: Manatee County Sheriff's Office Training Center  
  
**NOTE: The Perfect Audits will be presented during the May 14, 2025, TCDA Business Meeting.**
  - B. Operating Budget Requests for Fiscal Year 2025 - 2026 Bureau Chief Glen Hopkins
3. **Criminal Justice Training School Recertifications** Bureau Chief Glen Hopkins
4. **Officer Training: Specialized Training Programs:** Bureau Chief Ashley Pennington
  - A. **Specialized Instructor Training Program Courses:**
    1. Specialized Instructor Course, 3024, Patrol Rifle Instructor (new)
    2. Specialized Instructor Course, 3025, Shotgun Instructor (new)
  - B. **Specialized Training Program Courses:**
    1. Specialized Course, 3026, Patrol Rifle Operator (new)
    2. Specialized Course, 3027, Shotgun Operator (new)
    3. Specialized Course, 3029, Alzheimer's Disease and Related Dementias Training for Criminal Justice Officers (new/online)
5. **Florida Criminal Justice Executive Institute (FCJEI) Policy Board Membership** Bureau Chief Chris Johnson
6. **Request for Variances or Waivers of Rules** Bureau Chief Glen Hopkins

-GENERAL INFORMATION AGENDA ITEMS-

*Agenda Items A. through K. are general informational items that do not require Commission action. If Commission members need to discuss any of these agenda items, the chair will entertain a Commission member's request to do so.*

- |  |                                |
|--|--------------------------------|
| <b>A. Criminal Justice Standards and Training Trust Fund<br/>Officer Training Monies Status Report</b>   | Bureau Chief Glen Hopkins      |
| <b>B. Officer Records Statistics</b>   | Bureau Chief Glen Hopkins      |
| <b>C. Automated Training Management System (ATMS) Statistics</b>   | Bureau Chief Glen Hopkins      |
| <b>D. Field Specialist Statistics</b>  | Bureau Chief Glen Hopkins      |
| <b>E. Basic Abilities Test (BAT) Statistics</b>  | Bureau Chief Ashley Pennington |
| <b>F. State Officer Certification Examination (SOCE) Statistics</b>  | Bureau Chief Ashley Pennington |
| <b>G. SOCE Quarterly Content Area Report</b>   | Bureau Chief Ashley Pennington |
| <b>H. Commission Basic Recruit Training Programs, and<br/>Advanced and Specialized Training Program Courses; and<br/>Federal and Private Training Courses (Update)</b> | Bureau Chief Ashley Pennington |
| <b>I. Officer Discipline Statistics</b>  | Bureau Chief Glen Hopkins      |
| <b>J. Curriculum Updates Pursuant to Section 943.17, F.S.</b>  | Bureau Chief Ashley Pennington |
| <b>K. Criminal Justice Standards and Training Trust Fund<br/>Revenue Report for Fiscal Year 2024-2025</b>  | Bureau Chief Glen Hopkins      |

May 15, 2025  
OFFICER DISCIPLINE AGENDA  
9:30 A.M.

< Insert Here >

May 15, 2025  
OFFICER DISCIPLINE AGENDA  
9:30 A.M.

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## 2025 – 2026 COMMISSION MEETINGS

Criminal Justice Standards and Training Commission	
2025	2026
<u>February 3 – 6, 2025</u> Orlando Marriott Lake Mary 1501 International Parkway Lake Mary, Florida 32746  Front Desk: 1-407-995-1100	TBD
<u>May 12– 15, 2025</u> Embassy Suites by Hilton Orlando Lake Buena Vista South 4955 Kyngs Heath Road Kissimmee, FL 34746  Front Desk: 1-407-597-4000	TBD
<u>August 11 – 14, 2025</u> Sawgrass Marriott Golf & Spa Resort 1000 PGA Tour Boulevard Ponte Vedra Beach, FL 32082  Front Desk: 1-904-285-7777	TBD
<u>October 27– 30, 2025</u> Embassy Suites by Hilton Orlando Lake Buena Vista South 4955 Kyngs Heath Road Kissimmee, FL 34746  Front Desk: 1-407-597-4000	TBD

Meeting locations and dates are subject to change.