FDLE

Florida Department of Law Enforcement	**Criminal Justice Professionalism Program** Post Office Box 1489 Tallahassee, Florida 32302-1489	Rick Scott, *Governor* Pam Bondi, *Attorney General* Jeff Atwater, *Chief Financial Officer*
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March 28, 2013

CRIMINAL JUSTICE STANDARDS and TRAINING COMMISSION
TECHNICAL MEMORANDUM 2013-07

TO: Criminal Justice Agency Administrators
              Training Center Directors

FROM: Program Director Jennifer C. Pritt
              Criminal Justice Professionalism Program   *JCPritt 3/28/13*

SUBJECT: **Annual Salary Incentive Reports**

This technical memorandum is submitted as a reminder for criminal justice agencies to submit a reconciled Annual Salary Incentive Report.

Pursuant to Chapter 943.22(2)(i), F.S., "Each employing agency shall annually submit reports to the commission containing information relative to compensation of full-time officers employed by it." In mid-January, Annual Salary Incentive Compensation Reports were posted in the Automated Training and Management System (ATMS) for each criminal justice agency. This report satisfies the requirements of Chapter 943.22(2)(i), F.S.

Please compare the demographic, employment, and salary incentive data **with your agency records** for each sworn officer, note any discrepancies on the report, attach any supporting documentation, and return the report with the signature page to: Florida Department of Law Enforcement (FDLE), Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida, Attention "Records Section."

If you have not made any corrections to the report you are still required to submit the report and signature page to FDLE pursuant to Chapter, 943.22(2)(i), F.S. Please submit the report to FDLE no later than April 26, 2013.

Should you have any questions regarding the Annual Salary Incentive Reports, please contact the Officer Records Section at (850) 410-8600.

JCP/tb/djh

cc: Criminal Justice Standards and Training Commission Members