



Criminal Justice Standards and Training Commission

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March 3, 2016

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION TECHNICAL MEMORANDUM 2016-03

TO: Criminal Justice Agency Administrators
Criminal Justice Training Center Directors

FROM: Director Dean Register *DR*
Criminal Justice Professionalism Division

SUBJECT: Regional Training Council Meeting and Membership Requirements

This technical memorandum is being issued as a reminder of the requirements to which the regional training councils must adhere. Section 943.25(4), Florida Statutes, authorizes the Commission to establish regional training councils to advise and assist the Commission. The councils are to develop and maintain plans to assess regional criminal justice training needs and act as extensions of the Commission in the planning, programming, and budgeting for expenditures of monies in the Criminal Justice Standards and Training Trust Fund.

Rule 11B-18.004, Florida Administrative Code (F.A.C.), establishes the regional training areas. Rule 11B-18.005, F.A.C., establishes the regional training councils and provides direction on the membership requirements for each council. Each regional training council should review their membership to ensure compliance with Rule 11B-18.005, F.A.C.

Regional training councils should maintain procedures outlining how members are nominated and selected to serve. Rule 11B-18.005(6), F.A.C., requires that the regional training council approve replacement members if a member resigns or is no longer employed with the agency or training school they represented.

Rule 11B-18.0051, F.A.C., requires that each regional training council elect a chairperson and any other officers needed. This rule further requires each regional training council meet at least two times during each fiscal year to develop and approve the regional Officer Training Monies budgets. A majority of the council members must be present to constitute a quorum, and a majority vote is required to approve budgets. Three members or the chairperson may request a meeting at any time during the fiscal year.

All regional training council meetings are public meetings, pursuant to s. 286.011, F.S., and must be noticed in the Florida Administrative Register (FAR). The cost of the notice may be charged to the trust fund allocation for that region as an administrative expense. Minutes of each meeting must be recorded, maintained, and submitted to Commission staff.

CJSTC TECHNICAL MEMORANDUM 2016-03

March 3, 2016

Page Two

Rule 11B-18.008(1), F.A.C., outlines the following responsibilities of the regional training councils:

- Determine the distribution of Officer Training Monies to the individual Commission-certified training schools in the region.
- Submit a list of current voting members to Commission staff and forward any membership changes to Commission staff as they occur.
- Submit regional training council meeting minutes to Commission staff.
- Maintain and submit copies of all required documents, budgets, reports, audit reports, and other documentation required by the council.
- Appoint or approve a regional fiscal agent.

If you have any questions regarding this Technical Memorandum, please contact Training & Research Manager Terry Baker at terrybaker@fdle.state.fl.us or (850) 410-8688.

DR/GWH/tb

cc: Criminal Justice Standards and Training Commission