



Criminal Justice Standards and Training Commission

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May 11, 2016

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION TECHNICAL MEMORANDUM 2016-05

TO: Criminal Justice Training Center Directors
FROM: Director Dean Register *DR*
Criminal Justice Professionalism Division
SUBJECT: Operating Capital Outlay Expenditures Guidelines

This technical memorandum is being issued to provide guidelines regarding Operating Capital Outlay (OCO) expenditures from the Criminal Justice Standards and Training Trust Fund, pursuant to Rule 11B-18.0053(4), Florida Administrative Code. This technical memorandum supersedes Technical Memorandum 97-09 issued on February 28, 1997.

OCO property is that property that is non-consumable and non-expendable. OCO property must be used in direct support of the delivery of Commission-approved Advanced Training Program Courses and Specialized Training Program Courses. Items required for a training center's certification or recertification, pursuant to Rule 11B-21, F.A.C., may not be purchased with trust fund monies.

A region may not allocate more than 15% of its budget to the purchase of OCO property. OCO expenses fall into two categories: 1) "Expense" OCO – property with a cost of less than \$500 with a life expectancy of one year or more; and 2) "Standard" OCO – property with a cost of \$500 or more with a life expectancy of one year or more.

The following items are generally considered inappropriate OCO purchases using trust fund monies:

- Any items purchased and not used for direct instruction of advanced or specialized classes
- Audio Visual Equipment including screens, televisions, projectors, players, recorders, etc.
- Bleachers or other seating
- Chalk, dry erase, or electronic presentation boards
- Fire extinguishers
- Industrial first-aid kits
- Infrastructure such as AC units, water fountains, flooring, or other building items
- Mobile firearms ranges
- Padded floor mats
- Portable shelters or covers
- Radio, cellular, or other telecommunications equipment
- Storage equipment or furniture
- Storage sheds, buildings, or other infrastructure
- Vehicles (on-road, off-road, or aerial)
- Vessels (boats, personal water craft, etc.)
- Warning signs

CJSTC TECHNICAL MEMORANDUM 2016-05

May 11, 2016

Page Two

Pursuant to Rule 11B-18.0053(4)(f), F.A.C., all OCO property purchased shall be inventoried and made available for inspection by Commission staff. OCO property with a value of \$500 or more, hardbound books with a value of \$100 or more, and all weapons shall be audited by the training center annually. All training centers shall have written procedures on file for the security of all OCO property.

OCO property may not be disposed of or transferred without prior notification and approval by Commission staff. Usable property must be offered to other Commission-certified training centers. If no other training center claims the property, it must be offered to criminal justice agencies in Florida prior to selling or disposal. Obsolete or unusable OCO property may be disposed of following approval by Commission staff. Obsolete or unusable property may be traded for credit towards the purchase of new property or sold. Any money received as a result of the disposal of the OCO property must be returned to the trust fund. The CJSTC-311 Operating Capital Outlay Property Disposal Request form shall be used for all OCO property disposals or transfers.

If OCO property is stolen, a copy of the police report indicating the circumstances surrounding the theft shall be included with the request to dispose of property to remove it from inventory. Should the OCO property be lost or stolen due to negligence by the training center personnel, the training center shall replace the property using training center monies.

If you have any questions regarding this Technical Memorandum, please contact your assigned field representative or 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