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**11B-21.001 Local Advisement and Definitions.**

(1) "Training school" shall mean those training academies and training schools that are certified by the Criminal Justice Standards and Training Commission.

(2) "Training program(s)" shall mean Commission-approved training administered by Commission-certified criminal justice training schools pursuant to Rule Chapter 11B-35, F.A.C.

(3) Each training school shall establish a method for receiving advisement from the employing agencies served by the training school. The advisement method shall consist of an established advisory committee, a Regional Training Council, or any other method agreed upon by the training school and employing agencies in the service area.

(4) The purpose of such advisement shall be to provide information concerning training needs, number of trainees to be enrolled, type of training courses to be offered, effectiveness of training, expenditure of Criminal Justice Standards and Training Trust Fund Officer Training Monies, and other information that may be useful to training schools.

(5) Training School Customer Survey. With respect to the services provided by training schools, an Annual Satisfaction Survey of officer training needs shall be conducted to maintain on-going communication with criminal justice agencies. The Annual Satisfaction Survey shall be distributed to criminal justice agencies and returned to Commission staff for compilation of survey findings. The survey findings shall be forwarded to the respective training schools for review and an annual report containing the compilation of survey findings shall be submitted to the Criminal Justice Standards and Training Commission.

Specific Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(5), (7), 943.14, 943.25(5), (9) FS. History–  
New

7-21-82, Amended 1-26-83, 9-1-83, 1-28-86, Formerly 11B-21.01, Amended 1-2-97, 7-7-99, 11-5-02.

**11B-21.002 Criminal Justice Training Schools' Request for Certification,  
Expansion of Certification, and Re-certification.**

(1) Training organizations requesting Commission certification, re-certification, or expansion of a current certification shall apply to the Commission by submitting to Commission staff a completed Training School Certification, Re-certification, or Expansion of Certification Application, form CJSTC-29, revised February 7, 2002, hereby incorporated by reference. Form CJSTC-29 shall reflect that certification is for the training organization requesting the certification, re-certification, or expansion of a current certification.

(2) Pursuant to Section 943.12(7), F.S., the Commission shall authorize the issuance of certificates to criminal justice training schools. A training school shall be categorized as a type "A", "B", or "C" certification and assigned one of the following certification codes:

(a) Type "A" certification grants a training school the authority to deliver basic recruit training for law enforcement, correctional, and correctional probation officers, and Advanced Training Courses and Specialized Training Program Courses set forth in Rule Chapter 11B-35, F.A.C.

(b) Type "B" certification grants a training school the authority to deliver basic recruit training for law enforcement and Advanced Training Courses and Specialized Training Program Courses set forth in Rule Chapter 11B-35, F.A.C.

(c) Type "C" certification grants a training school the authority to deliver basic recruit training for correctional and correctional probation officers, Advanced Training Courses and Specialized Training Program Courses set forth in Rule Chapter 11B-35, F.A.C.

(3) Request for Training School Initial Certification.

(a) The training organization requesting initial certification shall obtain approval from the Regional Training Council in its area prior to applying for an initial certification, via a Training School Certification, Re-certification, or Expansion of Certification Application form CJSTC-29.

(b) A training needs analysis shall be conducted for the region or local training area to be served by the organization requesting certification. An inspection shall be conducted of the training organization ("**by commission staff" will be included in the next rule promulgation**) to ensure compliance with the requirements for certification pursuant to Rule 11B-21.005, F.A.C. An application for certification of a training organization shall be denied by the Commission for any training organization that does not comply with the requirements set forth in Rule 11B-21.005, F.A.C.

(c) A training organization shall receive a notice of intent to approve or deny certification. If a request for certification is denied, the notice shall specify the grounds for the denial and the denial shall be conducted pursuant to Chapter 120, F.S. A training organization that has been denied Commission certification as a training school may reapply or petition the Commission after such action is effective. The Commission shall require a hearing, at which time the affected training organization shall show cause why its application for certification should be accepted, or its petition granted.

(d) Commission approval of a training school for delivery of Commission training shall continue in effect for five years beginning with the date of Commission approval.

(4) Request for Expansion for Certification. A training school that requests expansion of its certification shall follow the procedures in subsection 11B-21.002(2), F.A.C. The expansion portion of the certification shall be treated as an initial certification. The certification expiration date of the expansion shall remain the same as the current expiration date.

(5) Request for Commission Re-certification.

(a) A training school that requests continued certification by the Commission shall submit a completed Criminal Justice Training School Certification, Re-certification or Expansion of Certification Application form CJSTC-29, to Commission staff no later than January 1<sup>st</sup> of the year of expiration of certification.

(b) A training school that requests continued certification by the Commission shall be officially evaluated by a Commission-appointed certification team to determine compliance with Commission rules regarding certificate renewal. The Commission shall deny an application for certification of a training school if the training school has had its certification revoked pursuant to Rule 11B-21.018, F.A.C.

(c) The certification team shall report its findings to the Commission, along with a formal recommendation regarding the training schools request for re-certification. The certification team shall be comprised of Commission staff and one individual appointed by the Chairman of the training school's Local Advisory Committee, or if there is no Local Advisory Committee, the Chairman of the training school's Regional Training Council.

(d) A training school shall be given a notice of intent to approve or deny certification. If certification is denied, the notice shall specify the grounds for denial. The denial of an application for renewal of certification shall be conducted pursuant to Chapter 120, F.S. The Commission shall request a hearing and the affected training school shall be required to show cause why its application for renewal of certification should be accepted, or its petition granted.

(6) All form(s) referenced in this rule chapter may be obtained by contacting the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302-1489, Attention: Bureau of Standards, Forms Liaison.

Specific Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), (7), 943.14 FS. History—New 7-21-82, Amended

1-28-86, Formerly 11B-21.02, Amended 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02.

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

Training Schools certified by the Commission on or after July 1, 1990, shall comply with the following requirements:

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

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

(3) Comply with the classroom facility requirements set forth in the Training School Classroom Facility Requirements, form CJSTC-205, revised February 7, 2002, hereby incorporated by reference.

(4) Comply with the driving range, facility, and student to instructor ratio requirements set forth in the Driving Range Facility Requirements, form CJSTC-202, revised February 7, 2002, hereby incorporated by reference, when conducting Commission-approved vehicle operations training. Should any driving range proposed for construction after July 1, 1988, deviate from the standards set forth in form CJSTC-202, plans for such construction shall be submitted to Commission staff for initial review, and then to the Commission for final approval or disapproval. Justification for such construction shall include a statement of explanation and supporting documentation justifying the need to deviate from the established standard. A recommendation for deviation from the Commission's driving facility requirement shall ensure that vehicle operation training exercises can be safely and effectively performed.

(5) Comply with the defensive tactics equipment, facility, and student to instructor ratio requirements set forth in the Defensive Tactics Requirements, form CJSTC-203, revised February 7, 2002, hereby incorporated by reference, when conducting Commission-approved defensive tactics training.

(6) Comply with the equipment, facility, and student to instructor ratio requirements set forth in the Firing Range Facility Requirements, form CJSTC-201, revised February 7, 2002, hereby incorporated by reference, when conducting Commission-approved firearms training. Firearms training shall be supervised directly by a Commission-certified firearms instructor and the instructor shall have access to at least one firearms range designed for criminal justice firearms instruction.

(7) Comply with the equipment, facility, and student to instructor ratio requirements set forth in the Medical First Responder Requirements, form CJSTC-208, February 7, 2002, hereby incorporated by reference, when conducting Commission-approved medical first responder training.

(8) Comply with the personnel requirements set forth in the Staffing Requirements, form CJSTC-204, revised February 7, 2002, hereby incorporated by reference. The following specifications shall be met:

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

(b) At least one full-time clerk or administrative assistant assigned to report to the training center director, whose responsibilities are limited to providing clerical and administrative assistance to the director. Two or more

individuals may perform such clerk or administrative assistant duties, provided that the aggregate personnel time dedicated to these duties, is equivalent, at minimum, to a full-time position.

(c) At least two full-time criminal justice training instructor or instructional coordinator positions assigned to report solely to the training center director. One coordinator position can be composed of two or more instructional coordinators, provided the aggregate personnel time dedicated to these duties is equivalent to one full-time position. In the absence of the director, at least one full-time instructor, instructional coordinator, or other individual specifically designated by the director shall be accessible while criminal justice training is being administered and shall be responsible for quality control.

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

(10) Basic Abilities Testing Requirements pursuant to Section 943.17(1)(g), F.S. Effective January 1, 2002, training schools certified by the Commission that provide Basic Recruit Training Programs shall:

(a) Adopt a Commission-approved basic abilities test as an entry requirement into a Basic Recruit Training Program, and not enter into a contract with any testing vendor for a period longer than the Commission's testing cycle of three years.

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

(c) Not exempt a student from taking a Commission-approved basic abilities test.

Specific Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), (7), 943.14, 943.17(1)(g) FS. 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, 7-7-99, 8-22-00, 7-29-01, 11-5-02.

**11B-21.0051 Criminal Justice Training School Satellite Facilities and Equipment Requirements.**

(1) A satellite facility shall be defined as a training facility or location that is not part of the immediate premises of a training school and is not used to comply with a training school's certification requirements. A high-liability satellite training facility shall comply with the facility and equipment requirements set forth in subsection 11B-21.019(1), F.A.C. Such training schools utilizing satellite training facilities, inclusive of high-liability facilities, to deliver training, shall:

(a) Provide notification, in writing, via e-mail, or telephonic communication, pursuant to subsection 11B-35.001(2), F.A.C.

(b) Identify active satellite locations by the type of facility and street address, and certify in writing to Commission staff prior to July 1 of each fiscal year that its designated satellite training facility complies with Rule 11B-21.005, F.A.C. Training schools shall notify Commission staff of any new satellite sites and the satellite site's compliance with the Commission's requirements, prior to delivering training.

(c) Comply with Rule 11B-21.005, F.A.C., for the delivery of training at satellite sites. Only those sites that submit notification to Commission staff, set forth in subsection 11B-35.001(2), F.A.C., regarding notification of scheduled courses, shall be approved to instruct training at a satellite facility.

(d) Obtain approval from the affected Regional Training Council(s) and local training school prior to delivery of training at a satellite site outside its service area. Notification of such action shall be submitted to Commission staff.

Specific Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), (7), 943.14, 943.17(1)(g) FS. History—New, 11-5-02.

**11B-21.018 Criminal Justice Training School Disciplinary Guidelines and Revocation of Certification.**

(1) The certification of a training school shall be revoked, suspended, or placed on probation if any of the following violations occur:

(a) Failure to maintain compliance with training school requirements pursuant to Rule 11B-21.005, F.A.C.

(b) Failure to comply with Rule Chapter 11B-18, F.A.C., that regulates the administration, expenditure, and accounting of Criminal Justice Standards and Training Trust Funds Officer Training Monies.

(c) Failure to notify the Commission of acts committed by Commission-certified training instructors that constitute grounds for revocation of instructor certification pursuant to Rule 11B-20.0012, F.A.C.

(d) Failure to comply with trainee attendance and performance standards pursuant to subsections 11B-35.001(7)-(8), F.A.C.

(e) Failure to comply with the Criminal Justice Standards and Training Commission rules that regulate training pursuant to Rule Chapters 11B-21, 11B-30, and 11B-35, F.A.C.

(2) Information obtained from a written complaint or other documentation, shall be used by the Commission to determine whether probable cause exists to justify the initiation of administrative action against the

training school's certificate. Should a Commission Probable Cause Determination Hearing find probable cause to believe that the training school has committed a violation of Commission rules, the Commission shall:

- (a) Issue an Administrative Complaint, or
- (b) Resolve the case pursuant to Section 120.569, F.S.

(3) Should the Commission revoke the certification of a training school, Commission staff shall schedule an audit and inventory pursuant to Sections 943.12 (3) and 943.25(4), F.S., of class file documentation, monies, equipment, and property that have been acquired by the training school with Criminal Justice Standards and Training Trust Fund Officer Training Monies. The audit and inventory shall be conducted within thirty calendar days from the date the Commission took action on the training school's certification, and:

(a) A training school shall submit to Commission staff unexpended Criminal Justice Standards and Training Trust Fund Officer Training Monies for deposit into the trust fund within thirty calendar days of the date of the audit and inventory.

(b) A training school shall transfer equipment and property acquired with Criminal Justice Standards and Training Trust Fund Officer Training Monies to Commission staff within thirty calendar days of the audit and inventory completion date.

(c) A training school shall submit to Commission staff class file records necessary to verify student attendance and performance for Commission-approved training conducted by a training school, or provide written documentation that the training school shall honor all requests for information and verification of data contained in the class files.

(d) Commission staff shall coordinate with representatives of the affected Regional Training Council to schedule appropriate disposition of Officer Training Monies, trust fund equipment and property, and criminal justice training class file records.

(4) A training school whose Commission certification has been revoked may reapply or petition the Commission for certification pursuant to the provisions of paragraph 11B-21.002(2)(d), F.A.C.

Specific Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), 943.14 FS. History–New 10-17-90, Amended

12-13-92, 8-7-94, 1-2-97, 7-7-99, 8-22-00, 11-5-02.

### **11B-21.019 Criminal Justice Training School Inspections.**

Section 943.12(7), F.S., authorizes the Criminal Justice Standards and Training Commission to issue certificates to criminal justice training schools. These training schools shall abide by the requirements for administration and instruction of Commission-approved training pursuant to Rule Chapters 11B-21 and 11B-35, F.A.C.

(1) A comprehensive inspection of training schools shall be conducted annually, at minimum, by Commission staff, to ensure compliance with Rules 11B-21.005 and 11B-21.0051, F.A.C. The training center director or designee shall sign the following applicable form(s):

- (a) Firing Range Facility Requirements form CJSTC-201.
- (b) Driving Range Facility Requirements form CJSTC-202.

- (c) Defensive Tactics Requirements form CJSTC-203.
  - (d) Medical First Responder Requirements form CJSTC-208.
  - (2) Random inspections shall be conducted by Commission staff of classroom facilities, courses in session, and staffing requirements, and shall be documented on the following applicable form(s):
    - (a) Course Monitor, form CJSTC-200, revised February 7, 2002, hereby incorporated by reference.
    - (b) Staffing Requirements form CJSTC-204.
    - (c) Training School Classroom Facility Requirements form CJSTC-205.
  - (3) Training schools shall correct the areas of non-compliance within 30 days from the date the training schools are notified or prior to the subsequent use of the facilities for delivery of training.
  - (4) Commission staff shall conduct a re-inspection of the areas of non-compliance that were recorded on the form(s) to ensure corrective action has taken place and shall complete a Non-Compliance Follow-up Report, form CJSTC-206, revised February 7, 2002, hereby incorporated by reference.
  - (5) The Commission chairman shall be notified of continued non-compliance of training schools regarding "deficiency(ies)" recorded and "complaint(s)" opened pursuant to Rule 11B-21.018, F.A.C. Notification of an "Official Inquiry" shall be provided to the training school.
  - (6) Findings resulting from the Commission's complaint process shall be used by the Commission in determining whether probable cause exists to issue an administrative complaint seeking revocation of a certificate, or a statement denying a request for certification or re-certification.
- Specific Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), (7), 943.14 FS. History—New, 11-5-02.