



**CRIMINAL JUSTICE STANDARDS AND
TRAINING COMMISSION**
RULES AND FORMS EFFECTIVE: 9/4/16



2015-2016 PROPOSED RULE REVISIONS

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CRIMINAL JUSTICE STANDARDS AND TRAINING TRUST FUND

11B-18

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3. Application for the State Officer Certification Examination and Notification Process	05-29-14	<u>11B-30.007</u>
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5. State Officer Certification Examination Site Administration	05-29-14	<u>11B-30.008</u>
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7. Applicants Charged with Violations; Right of Hearing	11-05-02	<u>11B-30.010</u>
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4. Basic Recruit Training Programs for Law Enforcement, Correctional, and Correctional Probation	<u>09-04-16</u>	<u>11B-35.002</u>
5. Courses and Requirements for Basic Recruit Training, Advanced, Specialized, and Instructor Training Requiring Proficiency Demonstration	<u>09-04-16</u>	<u>11B-35.0021</u>
6. Student Transfers within Basic Recruit Training Programs	03-13-13	<u>11B-35.0023</u>
7. Student Performance in Commission-approved High-Liability Basic Recruit Training Courses, Instructor Training Courses and Specialized and Advanced Training Program Courses Requiring Proficiency Demonstration	<u>09-04-16</u>	<u>11B-35.0024</u>
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10. Advanced Training Program	<u>09-04-16</u>	<u>11B-35.006</u>
11. Specialized Training Program	<u>09-04-16</u>	<u>11B-35.007</u>
12. Criminal Justice Training School Requirements for Local Administration and Security of Examinations for Training Courses	11-30-04	<u>11B-35.0085</u>
13. Exemption from Basic Recruit Training	<u>09-04-16</u>	<u>11B-35.009</u>

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<i>Proficiency Forms</i>				
Form Number	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-4 CMS</u>	CMS Firearms Performance Evaluation <ul style="list-style-type: none"> No SS # required. 	05/06/04 Created 05/05/05 Revised 11/08/07 Revised 10/30/08 Revised 10/30/08 Revised 08/06/09 Revised 08/06/09 Revised 12/16/10 Revised 12/16/10 Revised 11/06/14 Revised 11/06/14 Revised 11/05/15 Revised 11/05/15 Revised	11/30/04 03/27/06 06/09/08 09/28/09 09/28/09 06/03/10 06/03/10 03/2013 03/2013 Unlisted Unlisted 9/2016 9/2016	11B-27.00213(2)(b) 11B-35.0024(3)(c)2. 11B-35.0024(3)(c)2. 11B-27-00213(2)(b) and 11B-35.0024(3)(c)2. 11B-27.00213(2)(b) and 11B-35.0024(3)(c)2. 11B-27.00213(2)(b) and 11B-35.0024(3)(c)2. 11B-27.00213(2)(b) and 11B-35.0024(3)(c)2. 11B-27.00213(2)(b) and 11B-35.0024(3)(c)2. 11B-27.00213(2)(b) and 11B-35.0024(3)(c)2.
<u>CJSTC-5 CMS</u>	CMS First Aid Performance Evaluation <ul style="list-style-type: none"> No SS # required. 	05/06/04 Created 08/03/06 Revised 11/08/07 Revised 10/30/08 Revised 12/16/10 Revised 11/06/14 Revised 11/05/15 Revised	11/30/04 03/21/07 06/09/08 09/28/09 03/2013 Unlisted 9/2016	11B-20.0014(2)(g)2.c. 11B-35.0024(3)(e)2. 11B-35.0024(3)(e)2. 11B-35.0024(3)(e)2. 11B-35.0024(3)(e)2. 11B-35.0024(3)(e)2. 11B-35.0024(3)(f)2.
<u>CJSTC-6 CMS</u>	CMS Defensive Tactics Performance Evaluation <ul style="list-style-type: none"> No SS # required. 	05/06/04 Created 11/08/07 Revised 10/30/08 Revised 12/16/10 Revised 11/07/13 Revised 11/05/15 Revised	11/30/04 06/09/08 09/28/09 03/2013 05/2014 9/2016	11B-35.0024(3)(a)2. 11B-35.0024(3)(a)2. 11B-35.0024(3)(a)2. 11B-35.0024(3)(a)2. 11B-35.0024(3)(a)2. 11B-35.0024(3)(a)2.
<u>CJSTC-7 CMS</u>	CMS Vehicle Operations Performance Evaluation <ul style="list-style-type: none"> No SS # required. 	05/06/04 Created 05/05/05 Revised 08/03/06 Revised 11/08/07 Revised 10/30/08 Revised 12/16/10 Revised 11/07/13 Revised 11/05/15 Revised	11/30/04 03/27/06 03/21/07 06/09/08 09/28/09 03/2013 05/2014 9/2016	11B-35.0024(3)(g)2. 11B-35.0024(3)(g)2. 11B-35.0024(3)(g)2. 11B-35.0024(3)(g)2. 11B-35.0024(3)(g)2. 11B-35.0024(3)(g)2. 11B-35.0024(3)(g)2. 11B-35.0024(3)(h)2.
<u>CJSTC-13 CMS</u>	DUI Traffic Stops Performance Evaluation <ul style="list-style-type: none"> No SS # required 	10/30/08 Created 11/07/13 Revised	09/28/09 05/2014	11B-35.0024(4)(a)2. 11B-35.0024(4)(a)2.
<u>CJSTC-14</u>	Breath Testing Course Performance Evaluation	12/16/10 Created	03/2013	11B-35.0024(4)(f)
<u>CJSTC-17</u>	Breath Test Instructor performance Evaluation	12/16/10 Created	03/2013	11B-35.0024(4)(d)2.
CJSTC-19	Criminal Justice Diver Performance Evaluation <ul style="list-style-type: none"> No SS # required. 	11/07/13 Created 11/06/14 Revised	05/2014 7/2015	11B-35.0024(4)(j) 11B-35.0024(4)(j)

<i>Proficiency Forms</i>				
Form Number	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
CJSTC-20	Canine Team Instructor Performance Evaluation	11/07/13 Created 11/07/13 Created 11/06/14 Revised 11/06/14 Revised	05/2014 05/2014 7/2015 7/2015	11B-20.0014(3)(c)5. and 11B-35.0024(4)(l)2. 11B-20.0014(3)(c)5. and 11B-35.0024(4)(l)2.
CJSTC-21	Firearms Handling Performance Evaluation	11/06/14 Created	7/2015	11B-35.0024(4)(n)
<u>CJSTC-600</u>	Firearms Proficiency Verification Card (To request this form call: 850-410-8600 and ask for the Records Section) • No SS#; rule references verified.	07/09/07 Created	03/03/08	11B-27.014(2)(b)

<i>RADAR/LASER FORMS</i>				
Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-10</u>	Speed Measurement Device Instructor Field Evaluation (Renamed Form) • Requires Full SS #.	07/01/95 Created November 1996 02/07/02 Revised 05/06/04 Revised 05/05/05 Revised 11/08/07 Revised 10/30/08 Revised 10/30/08 Revised 11/07/13 Revised	07/07/99 01/02/97 11/05/02 11/30/04 03/27/06 06/09/08 09/28/09 09/28/09 05/2014	11B-20.0014(3)(b)2. 11B-20.001(2)(d)2.e. 11B-20.0014(3)(b)1. 11B-20.0014(3)(b)1. 11B-20.0014(3)(b)1. 11B-20.0014(3)(b)4. 11B-20.0014(3)(b)4. and 11B-35.0024(4)(c)2. 11B-20.0014(3)(b)4. and 11B-35.0024(4)(c)2.
<u>CJSTC-11</u>	Speed Measurement Operator Performance Report • Requires Full SS #.	08/03/06 Created 11/08/07 Revised 12/16/10 Revised 11/07/13 Revised	03/21/07 06/09/08 03/2013 05/2014	11B-35.006(5)(b) 11B-35.006(4)(b) 11B-35.006(4)(b) 11B-35.006(4)(b)

INSTRUCTOR CERTIFICATION FORMS				
Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-18</u>	eLearning Course Minimum Standards	12/16/10 Created 12/16/10 Revised	05/2012 03/2013	11B-35.007(8)(b) 11B-35.0010(4)(b)
<u>CJSTC-70</u>	Patrol Canine Team Certification Application <ul style="list-style-type: none"> • Handler: Requires Full SS #. • First Instructor: Full SS#. • Second Instructor: Full SS#. • Evaluator: Last 4 Numbers of SS #. Canine Team Certification Application (Renamed Form)	01/01/92 Created 06/16/98 Revised 12/06/00 Revised 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised 10/30/08 Revised 11/07/13 Revised 11/06/14 Revised <u>11/05/15 Revised</u>	04/25/94 07/07/99 07/29/01 11/05/02 11/30/04 06/09/08 09/28/09 05/2014 7/2015 <u>9/2016</u>	11A-1.006 11B-27.013(2) 11B-27.013(2) 11B-27.013(2) 11B-27.013(2) 11B-27.013(2) 11B-27.013(2) 11B-27.013(2) 11B-27.013(2) <u>11B-27.013(2)(e)</u>
<u>CJSTC-70A</u>	Canine Course Equivalency Checklist <ul style="list-style-type: none"> • No SS # required. 	11/07/13 Created 11/06/14 Revised <u>11/05/15 Revised</u>	05/2014 7/2015 <u>9/2016</u>	11B-27.013(3)(c) 11B-27.013(3)(b) <u>11B-27.013(3)(b)2.</u>
<u>CJSTC-71</u>	Instructor Certification Application <ul style="list-style-type: none"> • Requires Full SS #. 	01/01/92 Created November 1996 06/12/98 Revised 12/06/00 Revised 02/07/02 Revised 05/06/04 Revised 05/05/05 Revised 08/03/06 Revised 11/08/07 Revised 10/30/08 Revised 12/16/10 Revised 11/07/13 Revised	04/25/94 01/02/97 07/07/99 07/29/01 11/05/02 11/30/04 03/27/06 03/21/07 06/09/08 09/28/09 03/2013 05/2014	11A-1.006 11B-20.001(3) 11B-20.0016(2)(a) 11B-20.0016(2)(a) 11B-20.0016(2)(a) 11B-20.001(2)(a) 11B-20.001(2)(a) 11B-20.001(2)(a) 11B-20.001(2)(a) 11B-20.001(2)(a) 11B-20.001(2)(a) 11B-20.001(2)(a)
<u>CJSTC-81</u>	Instructor Competency Checklist <ul style="list-style-type: none"> • Requires Full SS# because this form is connected to form CJSTC-71. 	10/01/93 Created November 1996 07/02/98 Revised 12/06/00 Revised 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised 10/30/08 Revised 12/16/10 Revised 11/07/13 Revised <u>11/05/15 Revised</u> <u>11/05/15 Revised</u>	01/10/94 01/02/97 07/07/99 07/29/01 11/05/02 11/30/04 06/09/08 09/28/09 03/2013 05/2014 <u>9/2016</u> <u>9/2016</u>	11B-20.001(1)(a)2. 11B-20.001(1)(c) 11B-20.001(3)(a)4.c 11B-20.001(3)(a)4.b 11B-20.001(3)(a)4.b 11B-20.001(3)(a)4.c 11B-20.001(3)(a)3.a. 11B-20.001(3)(a)3.a. 11B-20.001(3)(a)3.a. 11B-20.001(3)(a)3.a. 11B-20.001(3)(a)3.a. <u>11B-20.001(3)(a)3.a. and</u> <u>11B-20.0014(1)(d)</u>
<u>CJSTC-82</u>	Instructor Exemption <ul style="list-style-type: none"> • No SS # required. 	10/01/93 Created November 1996 12/06/00 Revised 02/07/02 Revised 05/06/04 Revised 08/03/06 Revised 11/08/07 Revised 12/16/10 Revised	01/10/94 01/02/97 07/29/01 11/05/02 11/30/04 03/21/07 06/09/08 03/2013	11B-20.001(4)(a) 11B-20.001(1)(g) 11B-20.001(4); and 11B-35.0021(4)(e) 11B-35.0021(4)(e) 11B-35.001(3)(c) 11B-35.001(11)(c)8. 11B-20.001(4)

INSTRUCTOR CERTIFICATION FORMS

Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
		12/16/10 Revised 11/06/14 Revised	03/2013 7/2015	11B-35.001(11)(c)8. 11B-35.001(10)(d)8.
CJSTC-83	Patrol Duty Canine Team Proficiency Examination <ul style="list-style-type: none"> • Handler: Requires Full SS #. • Evaluator 1: Requires Last Four Numbers of SS #. • Evaluator 2: Requires Last Four Numbers of SS #. Canine Team Performance Evaluation (Renamed Form)	November 1996 06/17/98 Revised 02/07/02 Revised 05/06/04 Revised 05/05/05 Revised 08/03/06 Revised 11/08/07 Revised 11/08/07 Revised 11/06/14 Revised 11/06/14 Revised 11/05/15 Revised	01/02/97 07/07/99 11/05/02 11/30/04 03/27/06 03/21/07 06/09/08 05/2014 05/2014 7/2015 7/2015 9/2016	11B-20.001(2)(d)2.f. 11B-27.013(3)(c) 11B-27.013(3)(c) 11B-27.013(3)(c) 11B-27.013(3)(c) 11B-27.013(3)(c) 11B-27.013(3)(c) 11B-27.013(3)(e) and 11B-35.0024((4)(k) 11B-27.013(3)(c) and 11B-35.0024(4)(k) 11B-35.0024(4)(k)
CJSTC-84	Instructor Compliance Application <ul style="list-style-type: none"> • Requires Full SS #. 	02/07/02 Created 05/06/04 Revised 05/05/05 Revised 08/03/06 Revised 11/08/07 Revised 11/06/14 Revised 11/05/15 Revised	11/05/02 11/30/04 03/27/06 03/21/07 06/09/08 7/2015 9/2016	11B-20.0017 11B-20.0017 11B-20.0017 11B-20.0017 11B-20.0017 11B-20.0017 11B-20.0017

EMPLOYMENT, REGISTRATION, AND SEPARATION TRAINING FORMS

Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
CJSTC-16	Specialized Training Documentation <ul style="list-style-type: none"> • No SS # required. 	07/01/89 Created 02/07/02 Revised 11/08/07 Revised 11/07/13 Revised	07/01/89 11/05/02 06/09/08 05/2014	11B-35.007(2)(b)10. 11B-35.007(2)(b)10. 11B-35.007(2)(b)10. 11B-35.007(2)(b)10.
CJSTC-16A	Specialized Training Documentation Supplemental <ul style="list-style-type: none"> • No SS # required. 	07/01/89 Created 02/07/02 Revised 05/06/04 Revised	07/01/89 11/05/02 11/30/04	11B-35.007(7) 11B-35.007(2)(b)10. 11B-35.007(2)(b)10.
CJSTC-29	Criminal Justice Training School Certification and Recertification Application <ul style="list-style-type: none"> • No SS # required. 	04/01/91 Revised November 1996 02/07/02 Revised 10/30/08 Revised 11/06/14 Revised	04-01-91 01/02/97 11/05/02 09/28/09 7/2015	11B-21.002(1) 11B-21.002(1) 11B-21.002(1) 11B-21.002(1) 11B-21.002(1)
CJSTC-58	Authority for Release of Information <ul style="list-style-type: none"> • Requires Last 4 Numbers of SS #. 	02/07/02 Created 05/06/04 Revised 05/05/05 Revised 08/03/06 Revised 11/08/07 Revised 08/06/09 Revised 12/16/10 Revised	11/05/02 11/30/04 03/27/06 03/21/07 06/09/08 06/03/10 03/2013	11B-27.0022(2)(b) 11B-27.0022(2)(b) 11B-27.0022(2)(b) 11B-27.0022(2)(b) 11B-27.0022(2)(b) 11B-27.0022(2)(b) 11B-27.0022(2)(a)

EMPLOYMENT, REGISTRATION, AND SEPARATION TRAINING FORMS

Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
CJSTC-59	Officer Certification Application <ul style="list-style-type: none"> Requires Full SS #. 	01/21/99 Created 02/07/02 Revised 11/08/07 Revised 12/16/10 Revised	07/07/99 11/05/02 06/09/08 03/2013	11B-27.002(2)(a) 11B-27.002(2)(a) 11B-27.002(2)(a) 11B-27.002(2)(a)
CJSTC-60	Registration of Employment Affidavit of Compliance <ul style="list-style-type: none"> Requires Full SS #. 	01/01/92 Created November 1996 01/21/99 Revised 02/07/02 Revised 11/08/07 Revised 12/16/10 Revised	04/25/94 01/02/97 07/07/99 11/05/02 06/09/08 03/2013	11A-1.006 11B-27.002(3) 11B-27.002(2) 11B-27.002(2) 11B-27.002(2) 11B-27.002(2)
CJSTC-61	Affidavit of Separation <ul style="list-style-type: none"> Requires Full SS #. 	01/01/92 Created November 1996 10/27/98 Revised 02/07/02 Revised 11/08/07 Revised 12/16/10 Revised 11/05/15 Revised 11/05/15 Revised	04/25/94 01/02/97 07/07/99 11/05/02 06/09/08 05/2012 9/2016 9/2016	11A-1.006 11B-27.002(3) 11B-27.002(3)(a)15. 11B-27.002(3)(a)15. 20.001(3)(a)5.a.; and 27.002(3)(a)15. 20.001(3)(a)5.a.; and 27.002(3)(a)15.
CJSTC-61A	Affidavit of Separation Supplemental <ul style="list-style-type: none"> No SS # required. First Rule Packet Second Rule Packet	10/16/97 Created 12/17/97 Revised 02/07/02 Revised 11/08/07 Revised 12/16/10 Revised 12/16/10 Revised	07/07/99 07/07/99 11/05/02 06/09/08 05/2012 05/2012	11B-27.002(3)(a)15. 11B-27.002(3)(a)15. 11B-27.002(3)(a)15. 11B-20.001(3)(a)5.b.; and 11B-20.001(3)(a)5.b.; and 11B-27.002(3)(a)15.
CJSTC-62	Fingerprint Notification <ul style="list-style-type: none"> Requires Last 4 numbers of SS #. 	01/01/92 Created November 1996 10/27/98 Revised 02/07/02 Revised 11/08/07 Revised	04/25/94 01/02/97 07/07/99 11/05/02 06/09/08	11A-1.006 11B-27.002(1)(c)1. 11B-27.00211(3) 11B-27.00211(3) 11B-27.00211(2)(a)
CJSTC-63	Higher Education For Salary Incentive Report <ul style="list-style-type: none"> Requires Full SS #. 	01/01/92 Created November 1996 10/27/98 Revised 12/06/00 Revised 02/07/02 Revised 05/06/04 Revised 08/03/06 Revised 11/08/07 Revised	04/25/94 01/02/97 07/07/99 07/29/01 11/05/02 11/30/04 03/21/07 06/09/08	11A-1.006 11B-14.002(5) 11B-14.002(6)(b) 11B-14.002(6)(b) 11B-14.002(6)(b) 11B-14.002(6)(b) 11B-14.002(6)(b) 11B-14.002(6)(b)
CJSTC-65	Temporary Employment Authorization Statement <ul style="list-style-type: none"> Requires Last 4 Numbers of SS #. 	01/01/92 Created 10/27/98 Revised 02/07/02 Revised 11/08/07 Revised 11/05/15 Revised	04/25/94 07/07/99 11/05/02 06/09/08 9/2016	11A-1.006 11B-27.002(3)(a)4. 11B-27.002(3)(a)4. 11B-27.002(3)(a)4. 11B-27.002(3)(a)4.
CJSTC-67	Training Report <ul style="list-style-type: none"> Requires Full SS #. 	01/01/92 Created November 1996 02/18/98 Revised 09/01/99 Revised 12/06/00 Revised 02/07/02 Revised 05/06/04 Revised 05/05/05 Revised 11/08/07 Revised	04/25/94 01/02/97 07/07/99 08/22/00 07/29/01 11/05/02 11/30/04 03/27/06 06/09/08	11A-1.006 11B-14.002(3) and 11B-35.001(6)(c) 11B-14.002(2); and 11B-20.001(1)(a); and 11B-30.006(1); and 11B-35.001(10)(a) 11B-35.001(10)(a) 11B-14.002(2),

EMPLOYMENT, REGISTRATION, AND SEPARATION TRAINING FORMS

Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
		11/08/07 Revised 11/08/07 Revised 11/08/07 Revised 11/06/14 Revised 11/06/14 Revised 11/06/14 Revised 11/06/14 Revised 11/05/15 Revised 11/05/15 Revised 11/05/15 Revised 11/05/15 Revised	06/09/08 06/09/08 06/09/08 7/2015 7/2015 7/2015 7/2015 9/2016 9/2016 9/2016 9/2016	11B-20.001(1)(a), 11B-30.006(1) and 11B-35.001(11)(a) 11B-14.002(2), 11B-20.001(1)(a), 11B-30.006(1) and 11B-35.001(10)(a) 11B-14.002(2) , 11B-20.001(1)(a) , 11B-30.006(1) and 11B-35.001(10)(a)
CJSTC-67A	Academy Physical Fitness Standards Report <ul style="list-style-type: none">Requires Full SS #.	11/08/07 Created 11/06/14 Revised	06/09/08 7/2015	11B-35.001(11)(b) 11B-35.001(10)(a)
CJSTC-68	Affidavit of Applicant <ul style="list-style-type: none">Requires Full SS #.	01/01/92 Created November 1996 01/21/99 Revised 02/07/02 Revised 05/06/04 Revised 08/03/06 Revised 11/08/07 Revised 12/16/10 Revised	04/25/94 01/02/97 07/07/99 11/05/02 11/30/04 03/21/07 06/09/08 03/2013	11A-1.006 11B-27.002(1)(f) 11B-27.002(1)(f) 11B-27.002(1)(f) 11B-27.002(1)(f) 11B-27.002(1)(f) 11B-27.002(1)(f) 11B-27.002(1)(f)
CJSTC-74	Mandatory Retraining Report Old Form CJSTC-74 effective 1996 <ul style="list-style-type: none">Requires Full SS #.	01/01/92 Created November 1996 10/27/98 Revised 02/07/02 Revised 08/03/06 Revised 11/08/07 Revised	04/25/94 01/02/97 07/07/99 11/05/02 03/21/07 06/09/08	11A-1.006 11B-27.0023(2)(c) 11B-27.00212(4) 11B-27.00212(4) 11B-27.00212(4) 11B-27.00212(4)
CJSTC-74	Mandatory Retraining Report	08/07/08 Revised	04/16/09	11B-27.00212(4)
CJSTC-75	Physician's Assessment <ul style="list-style-type: none">Requires Last 4 Numbers of SS #.	01/01/92 Created November 1996 06/19/97 Revised 04/11/99 Revised 12/06/00 Revised 02/07/02 Revised 05/06/04 Revised 08/03/06 Revised 11/08/07 Revised	04/25/94 01/02/97 07/07/99 07/07/99 07/29/01 11/05/02 11/30/04 03/21/07 06/09/08	11A-1.006 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d)
CJSTC-75A	Patient Information <ul style="list-style-type: none">Requires Last 4 Numbers of SS #.	01/01/96 Created November 1996 06/19/97 Revised 04/11/99 Revised 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised	01/02/97 01/02/97 01/02/97 07/07/99 11/05/02 11/30/04 06/09/08	11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d) 11B-27.002(1)(d)

<i>EMPLOYMENT, REGISTRATION, AND SEPARATION TRAINING FORMS</i>				
Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-75B</u>	Physical Fitness Assessment • Requires Last 4 Numbers of SS #.	11/08/07 Created 11/06/14 Revised 11/05/15 Revised	06/09/08 7/2015 9/2016	11B-35.001(11)(d)14. 11B-35.001(10)(d)14. 11B-35.001(10)(d)14.
<u>CJSTC-76</u>	Equivalency-of-Training • Requires Last 4 Numbers of SS #. Exemption-From-Training (Renamed Form)	01/01/92 Created 01/01/92 Created November 1996 09/02/98 Revised 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised 11/08/07 Revised 11/08/07 Revised 12/16/10 Revised 12/16/10 Revised 11/07/13 Revised 11/07/13 Revised 11/6/14 Revised 11/6/14 Revised 11/6/14 Revised 11/05/15 Revised 11/05/15 Revised 11/05/15 Revised	01/10/94 04/25/94 01/02/97 07/07/99 11/05/02 11/30/04 06/09/08 06/09/08 06/09/08 05/2012 05/2012 05/2014 05/2014 7/2015 7/2015 7/2015 9/2016 9/2016 9/2016	11B-24.008 11A-1.006 11B-27.002(1)(h) and 11B-35.010(4)(c) 11B-35.009(4) 11B-30.006(2)(b); and 11B-27.002(3)(a)11., 11B-30.006(2)(b), and 11B-35.009(5) 11B-27.002(3)(a)11., 11B-30.006(2)(b), and 11B-35.009(5) 11B-27.002(3)(a)11., 11B-30.006(2)(b), and 11B-35.009(5) 11B-27.002(3)(a)11., 11B-30.006(2)(b), and 11B-35.009(5) 11B-27.002(3)(a)11., 11B-30.006(2)(b), and 11B-35.009(5)
<u>CJSTC-76A</u>	Equivalency-of-Training Proficiency Demonstration • Requires Last 4 Numbers of SS #. Exemption-From-Training Proficiency Demonstration (Renamed Form)	07/01/02 Created 05/06/04 Revised 05/05/05 Revised 11/08/07 Revised 11/08/07 Revised 12/16/10 Revised 12/16/10 Revised 11/06/14 Revised 11/06/14 Revised	11/05/02 11/30/04 03/27/06 06/09/08 06/09/08 05/2012 05/2012 7/2015 7/2015	11B-27.002(3)(a)11.; and 11B-30.009(6) 11B-35.009(6) 11B-27.002(3)(a)11. and 11B-35.009(6) 11B-27.002(3)(a)11. and 11B-35.009(6) 11B-27.002(3)(a)11. and 11B-35.009(6)
<u>CJSTC-77</u>	Employment Background Investigative Report • Requires Last 4 Numbers of SS #.	10/01/92 Created November 1996 10/27/98 Revised 02/07/02 Revised 11/08/07 Revised 08/06/09 Revised 12/16/10 Revised	04/25/94 01/02/97 07/07/99 11/05/02 06/09/08 06/03/10 03/2013	11A-1.006 11B-27.0022(3) 11B-27.002(3)(a)2. 11B-27.002(3)(a)2. 11B-27.002(3)(a)2. 11B-27.002(3)(a)2. 11B-27.002(3)(a)2.
<u>CJSTC-78</u>	Internal Investigation Report • Requires Last 4 Numbers of SS #.	01/01/93 Created November 1996 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised	04/25/94 01/02/97 11/05/02 11/30/04 06/09/08	11A-1.006 11B-27.003(2) 11B-27.003(2)(a) 11B-27.003(2)(a) 11B-27.003(2)(a)

EMPLOYMENT, REGISTRATION, AND SEPARATION TRAINING FORMS				
Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-79</u>	Name Change Application <ul style="list-style-type: none"> Requires Last 4 Numbers of SS #. 	11/01/92 Created 01/26/96 Revised 02/07/02 Revised 11/08/07 Revised	04/25/94 07/07/99 11/05/02 06/09/08	11A-1.006 11B-27.002(2)(b) 11B-27.002(2)(b) 11B-27.002(2)(b)
<u>CJSTC-86</u>	Mandatory Firearms Training Report <ul style="list-style-type: none"> Requires Full SS #. 	05/05/05 Created 08/03/06 Revised 11/08/07 Revised	03/27/06 03/21/07 06/09/08	11B-27.0212(15) 11B-27.0212(14)(b) 11B-27.0212(14)(b)
<u>CJSTC-86A</u>	Law Enforcement Officer Firearms Qualification Standard <ul style="list-style-type: none"> Requires Last 4 Numbers of SS #. 	05/05/05 Created 08/03/06 Revised 11/08/07 Revised 01/29/09 Revised 12/16/10 Revised	03/27/06 03/21/07 06/09/08 09/28/09 03/2013	11B-27.00212(15) 11B-27.0212(14) 11B-27.0212(14) 11B-27.0212(14) 11B-27.0212(14)
<u>CJSTC-86B</u>	Injury in the Line of Duty <ul style="list-style-type: none"> Requires Full SS #. <p>Injury <u>or</u> and Illness Exemption <u>for</u> from the Firearms Law Enforcement Officer Qualification Standard (Renamed Form)</p>	01/29/09 Created 12/16/10 Revised <u>11/05/15 Revised</u>	09/28/09 05/2012 <u>9/2016</u>	11B-27.0212(14)(e) 11B-27.0212(14)(e) <u>11B-27.0212(14)(e)</u>

LOCAL DOLLAR EXPENDITURES FORM				
Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-24</u>	Request for Program Approval of Local Dollar Expenditure	07/01/88 Revised	Used by agencies	Section 938.15, F.S.

TRAINING SCHOOL AUDIT FORMS – FIELD SERVICES USE ONLY				
Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-200</u>	Training School Contact Report Course Monitor <ul style="list-style-type: none"> Requires Full SS #. 	10/01/93 Created 10/01/99 Revised 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised	10/01/93 08/22/00 11/05/02 11/30/04 06/09/08	11B-21.019(2)(a) 11B-21.019(2)(a) 11B-21.019(2)(a) 11B-21.019(2)(a) 11B-21.019(2)(a)
<u>CJSTC-201</u>	Firing Range Facility and Equipment Requirements <ul style="list-style-type: none"> No SS # required. 	10/01/93 Created 10/01/99 Revised 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised 12/16/10 Revised	10/01/93 08/22/00 11/05/02 11/30/04 06/09/08 03/2013	11B-21.005(6) 11B-21.005(6) 11B-21.005(6) 11B-21.005(6) 11B-21.005(6) 11B-21.005(6)
<u>CJSTC-202</u>	Driving Range Facility and Equipment Requirements <ul style="list-style-type: none"> No SS # required. 	10/01/93 Created 10/01/99 Revised 02/07/02 Revised 05/06/04 Revised 05/05/05 Revised 11/08/07 Revised 12/16/10 Revised 11/07/13 Revised	10/01/93 08/22/00 11/05/02 11/30/04 03/27/06 06/09/08 03/2013 05/2014	11B-21.005(4) 11B-21.005(4) 11B-21.005(4) 11B-21.005(4) 11B-21.005(4) 11B-21.005(4)(a) 11B-21.005(4)(a) 11B-21.005(4)(a)
<u>CJSTC-203</u>	Defensive Tactics Facility and Equipment Requirements <ul style="list-style-type: none"> No SS # required. 	10/01/93 Created 10/01/99 Revised 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised 10/30/08 Revised 12/16/10 Revised 11/07/13 Revised	10/01/93 08/22/00 11/05/02 11/30/04 06/09/08 09/28/09 03/2013 05/2014	11B-21.005(5) 11B-21.005(5) 11B-21.005(5) 11B-21.005(5) 11B-21.005(5) 11B-21.005(5) 11B-21.005(5) 11B-21.005(5)
<u>CJSTC-204</u>	Staffing Requirements <ul style="list-style-type: none"> No SS # required. 	10/01/93 Created 10/01/99 Revised 02/07/02 Revised 05/06/04 Revised 10/30/08 Revised	10/01/93 08/22/00 11/05/02 11/30/04 09/28/09	11B-21.005(8) 11B-21.005(8) 11B-21.005(8) 11B-21.005(8) 11B-21.005(8)
<u>CJSTC-205</u>	Training School Classroom Facility and Equipment Requirements <ul style="list-style-type: none"> No SS # required. 	10/01/93 Created 10/01/99 Revised 02/07/02 Revised 05/06/04 Revised 10/30/08 Revised	10/01/93 08/22/00 11/05/02 11/30/04 09/28/09	11B-21.005(3) 11B-21.005(3) 11B-21.005(3) 11B-21.005(3) 11B-21.005(3)
<u>CJSTC-206</u>	Non-Compliance Follow-up Report <ul style="list-style-type: none"> No SS # required. 	10/01/93 Created 10/01/99 Revised 02/07/02 Revised 05/06/04 Revised	10/01/93 08/22/00 11/05/02 11/30/04	11B-21.019(4) 11B-21.019(4) 11B-21.019(4) 11B-21.019(4)
<u>CJSTC-207</u>	Agency New Hire Report <ul style="list-style-type: none"> Requires Full SS #. 	10/01/93 Created 02/11/99 Revised 02/07/02 Revised 11/08/07 Revised	10/01/93 08/22/00 11/05/02 06/09/08	11B-27.002(3) 11B-27.002(3) 11B-27.002(3) 11B-27.002(3)

TRAINING SCHOOL AUDIT FORMS – FIELD SERVICES USE ONLY				
Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-208</u>	First Aid Instructional Requirements <ul style="list-style-type: none"> No SS # required. 	02/07/02 Created 05/06/04 Revised 11/08/07 Revised 12/16/10 Revised 11/06/14 Revised <u>11/05/15 Revised</u>	11/05/02 11/30/04 06/09/08 03/2013 Unlisted <u>9/2016</u>	11B-21.005(7) 11B-21.005(7) 11B-21.005(7) 11B-21.005(7) 11B-21.005(7) <u>11B-21.005(7)</u>
<u>CJSTC-259</u>	Officer Certification Deficiency Notification <ul style="list-style-type: none"> Requires Full SS #. 	01/21/99 Created 02/07/02 Revised 05/05/05 Revised 11/08/07 Revised	07/07/99 11/05/02 03/27/06 06/09/08	11B-27.002(2)(a) 11B-27.002(2)(a) 11B-27.002(2)(a) 11B-27.002(2)(a)
<u>CJSTC-270</u>	Canine Team Certification Deficiency Notification Application <ul style="list-style-type: none"> Requires Full SS #. Canine Team Certification Deficiency Notification (Renamed Form)	01/21/99 Created 02/07/02 Revised 11/08/07 Revised 11/07/13 Revised 11/06/14 Revised	07/07/99 11/05/02 06/09/08 05/2014 7/2015	11B-27.013(7)(b) 11B-27.013(7)(b) 11B-27.013(7)(b) 11B-27.013(6)(b) 11B-27.013(6)(b)
<u>CJSTC-271</u>	Instructor Certification Deficiency Notification <ul style="list-style-type: none"> Requires Full SS #. 	01/21/99 Created 12/06/00 Revised 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised <u>11/05/15 Revised</u>	07/07/99 07/29/01 11/05/02 11/30/04 06/09/08 <u>9/2016</u>	11B-20.0016(2) 11B-20.0016(2) 11B-20.0016(2) 11B-20.0016(2) 11B-20.0016(2) <u>11B-20.0016(2)</u>

CRIMINAL JUSTICE STANDARDS AND TRAINING TRUST FUND FORMS				
Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-300</u>	Officer Training Monies Semi-Annual Expenditure Report <ul style="list-style-type: none"> No SS # required. 	November 1996 08/05/98 Created 02/07/02 Revised	01/02/97 07/07/99 11/05/02	11B-28.0071(1) 11B-18.0053(4)(d) 11B-18.0053(4)(d)
<u>CJSTC-301</u>	Officer Training Monies Year End Fiscal Report <ul style="list-style-type: none"> No SS # required. 	November 1996 08/05/98 Created 02/07/02 Revised	01/02/97 07/07/99 11/05/02	11B-18.0071(4)(b) 11B-18.0071(4) 11B-18.0071(4)
<u>CJSTC-302</u>	Officer Training Monies Programmatic Change and Budget Amendment <ul style="list-style-type: none"> No SS # required. 	November 1996 06/17/98 Created 02/07/02/ Revised	01/02/97 07/07/99 11/05/02	11B-28.007(5) 11B-18.0071(2) 11B-18.0071(2)
<u>CJSTC-310</u>	Officer Training Monies Operating Budget <ul style="list-style-type: none"> No SS # required. 	November 1996 08/05/98 Created 02/07/02 Revised	01/02/97 07/07/99 11/05/02	11B-18.0052(5) 11B-18.0071(1) 11B-18.0071(1)
<u>CJSTC-311</u>	Operating Capital Outlay Property Disposal Request <ul style="list-style-type: none"> No SS # required. 	05/06/04 Created 12/16/10 Revised <u>11/05/15 Revised</u>	11/30/04 03/2013 <u>9/2016</u>	11B-18.0053(4)(e) 11B-18.0053(4)(e) <u>11B-18.0053(4)(e)</u>

STATE OFFICER CERTIFICATION EXAMINATION FORMS				
Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-502</u>	Application for Individuals Requesting Special Test Accommodations <ul style="list-style-type: none"> Requires Last 4 Numbers of SS #. 	12/06/00 Created 02/07/02 Revised 05/06/04 Revised 08/03/06 Revised 11/08/07 Revised	07/29/01 11/05/02 11/30/04 03/21/07 06/09/08	11B-30.0071(2) 11B-30.0071(2) 11B-30.0071(2) 11B-30.0071(2) 11B-30.0071(2)
<u>CJSTC-510</u>	State Officer Certification Examination Grade Review Request <ul style="list-style-type: none"> Requires Last 4 Numbers of SS #. 	07/01/93 Created November 1996 10/19/98 Revised 12/06/00 Revised 02/07/02 Revised 05/05/05 Revised 08/03/06 Revised 11/08/07 Revised	07/01/93 01/02/97 07/07/99 07/29/01 11/05/02 03/27/06 03/21/07 06/09/08	11B-30.012(3)(a) 11B-30.012(3)(a) 11B-30.012(1) 11B-30.012(1) 11B-30.012(1) 11B-30.012(1) 11B-30.012(1) 11B-30.012(1)
<u>CJSTC-511</u>	State Officer Certification Examination Review <ul style="list-style-type: none"> No SS # required. 	10/19/98 Created 12/06/00 Revised 02/07/02 Revised 05/06/04 Revised 05/05/05 Revised 08/03/06 Revised 11/08/07 Revised	07/07/99 07/29/01 11/05/02 11/30/04 03/27/06 03/21/07 06/09/08	11B-30.012(2)(b) 11B-30.012(2)(b) 11B-30.012(2)(b) 11B-30.012(2)(b) 11B-30.012(2)(b) 11B-30.012(2)(b) 11B-30.012(2)(a)
<u>CJSTC-516</u>	Applicant State Officer Certification Examination Overall Test Results <ul style="list-style-type: none"> No SS # required. 	12/06/00 Created 02/07/02 Revised 05/05/05 Revised 08/03/06 Revised 11/07/13 Repealed	07/29/01 11/05/02 03/27/06 03/21/07 05/2014	11B-30.011 11B-30.011 11B-30.011 11B-30.011 11B-30.011

REPEALED FORMS

Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
CJSTC-3	Role Play Practicum Check Sheet <ul style="list-style-type: none"> No SS # required. 	11/8/07 Created 10/30/08 Revised 12/16/10 Repealed	06/09/08 09/28/09 5/2012	11B-35.001(6)(b) 11B-35.001(6)(b) 11B-35.001(6)(b)
CJSTC-4	Firearms Performance Evaluation	01/01/97 Created 02/07/02 Revised 11/30/04 Repealed		
CJSTC-4A	Chemical Agent Exposure Training Evaluation	01/22/98 Created 12/06/00 Revised 02/07/02 Revised 11/30/04 Repealed		
CJSTC-5	Medical First Responder Performance Evaluation	08/01/93 Created 01/02/97 Revised 02/07/02 Revised 11/30/04 Repealed		
CJSTC-6	Defensive Tactics Performance Evaluation	08/01/93 Created 01/02/97 Revised 11/18/98 Revised 02/07/02 Revised 11/30/04 Repealed		
CJSTC-6A-CMS	CMS Defensive Tactics Chemical Agent Exposure Training Evaluation	05/06/04 Created 11/08/07 Repealed		
CJSTC-8	Radar Operator Performance Report	07/01/95 Created 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised 9/28/09 Repealed		
CJSTC-9	Laser Operator Performance Report	07/01/95 Created 02/07/02 Revised 05/06/04 Revised 05/05/05 Revised 08/03/06 Repealed		
CJSTC-15A	Training Authorization/Advanced/Career Development Courses	1992 Created 04/99 Repealed		
CJSTC-35	Equivalency of Foreign and Non-Public High School Curriculum.	08/05/98 Created 12/06/00 Revised 02/07/02 Revised 11/30/04 Repealed		
CJSTC-60A	Controlled Substance Screening Verification	8/98 Created Form was not used		

REPEALED FORMS

Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
CJSTC-64	Course Approval Request	01/01/92 Created 10/01/99 Repealed		
CJSTC-66	Class Announcement	01/01/92 Created 01/1997 Repealed		
CJSTC-69	Officer Automated Records Request	01/01/92 Created 2/2001 Repealed		
CJSTC-72	Agency/Training School Information	01/01/92 Created 10/01/99 Repealed		
CJSTC-73	Equivalency of Training Evaluation Request	01/01/92 Created 07/01/93 Repealed		
CJSTC-80	Radar Operator Training Report	07/01/93 Created 07/22/96 Repealed		
CJSTC-81A	High-Liability Instructor Internship	02/07/02 Created 05/06/04 Revised 11/08/07 Repealed		
<u>CJSTC-85</u>	Recommended Response to Resistance and Levels of Resistance <ul style="list-style-type: none"> No SS # required. 	02/07/02 Created 11/06/14 Repealed	11/05/02 7/2015	11B-27.0011(4)(c)1. 11B-27.0011(4)(c)1.
CJSTC-500 Not Available in Word Format	Application for State Officer Certification Examination <ul style="list-style-type: none"> Requires Last 4 Numbers of SS #. 	04/01/94 Created November 1996 02/07/02 Revised 05/06/04 Revised 11/08/07 Revised 08/06/09 Revised 12/16/10 Repealed	07/07/99 01/02/97 11/05/02 11/30/04 06/09/08 06/03/10 5/2012	11B-30.006(2) 11B-30.006(2) 11B-30.006(3) 11B-30.006(3) 11B-30.006(3) 11B-30.006(3) 11B-30.006(3)
CJSTC-503	Examination Seating Chart	8/1996 Repealed		
CJSTC-505	Examination Material Audit Form	8/1996 Repealed		
CJSTC-506	Applicant No Show List	8/1996 Repealed		
CJSTC-514	Training School Certification Examination Supplies Request <ul style="list-style-type: none"> No SS # required. 	02/24/98 Created 01/21/99 Revised 02/07/02 Revised 12/16/10 Repealed	02/24/98 07/07/99 11/05/02 5/2012	11B-30.006(3) 11B-30.006(3) 11B-30.006(3) 11B-30.006(3)
CJSTC-516	Applicant State Officer Certification Examination Overall Test Results <ul style="list-style-type: none"> No SS # required. 	12/06/00 Created 02/07/02 Revised 05/05/05 Revised 08/03/06 Revised 11/07/13 Repealed	07/29/01 11/05/02 03/27/06 03/21/07 5/2014	11B-30.011 11B-30.011 11B-30.011 11B-30.011 11B-30.011

REPEALED FORMS

Form Number Link	Commission-Approved Forms	Commission Approved	Effective Date	Incorporated In the following Rule(s)
<u>CJSTC-517</u>	Commission-approved Examination Admission Voucher	05/06/04 Created 08/03/06 Revised 11/08/07 Revised 11/08/07 Revised 12/16/10 Repealed 12/16/10 Repealed	11/30/04 03/21/07 06/09/08 06/09/08 5/2012 5/2012	11B-30.008(2)(b) and 11B-35.001(14) 11B-30.008(2)(b) and 11B-35.001(16) 11B-30.008(2)(b) and 11B-35.001(16)
No Number	First Responder Requirements	1/1997 Repealed		

2		
3	Salary Incentive Program	Chapter 11B-14
4	RULE TITLES:	RULE NOS.:
5	1. Definitions.	<u>11B-14.001</u>
6	2. General Program Provisions.	<u>11B-14.002</u>
7	3. Authorized Salary Incentive Payments.	<u>11B-14.003</u>
8	4. Annual Salary Incentive Compensation Report.	<u>11B-14.005</u>
9	11B-14.001 Definitions. For the purpose of this rule chapter, the definitions of “employing agency,” “law	
10	enforcement officer,” “correctional officer,” “correctional probation officer,” and “Commission,” pursuant to	
11	Section 943.10, F.S., and the definitions of “community college degree or equivalent,” “bachelor’s degree,” and	
12	“accredited college or university or community college,” pursuant to Section 943.22, F.S., shall be deemed	
13	controlling. The definition of “law enforcement officer” also includes those elected officers who, pursuant to	
14	Section 943.253, F.S., choose to participate in the Salary Incentive Program. In addition, for the purpose of this rule	
15	chapter, the term “officer” is limited to include “law enforcement officer,” “correctional officer,” or “correctional	
16	probation officer,” pursuant to Section 943.10(14), F.S. Further, in order to provide effectively for the	
17	administration of the Salary Incentive Program, certain additional definitions are necessary, therefore, the following	
18	words or phrases shall have these meanings:	
19	(1) “Career Development Training Course” means a course in the Commission-approved Career Development	
20	Training Program that consists of advanced or technical training related to promotion to a higher rank or position	
21	pursuant to Section 943.17(1)(c), F.S.	
22	(2) “Federal or Private Training” means a Commission-approved training program that enhances an officer’s	
23	knowledge, skills, and abilities for the job performed and is approved by the Commission for salary incentive	
24	payment. Commission-approved Federal or Private Training Programs are listed in subsection 11B-14.002(4),	
25	F.A.C.	
26	(3) “Advanced Training Course” means a course in the Commission-approved Advanced Training Program	
27	that enhances an officer’s knowledge, skills, and abilities for the job performed, pursuant to Section 943.17(1)(c),	
28	F.S.	
29	(4) “Annual Salary Incentive Compensation Report” means “a computerized report prepared annually,” that	
30	lists for each agency the name of its officers, date of employment, and correct monthly payments by the type of	
31	salary incentive an officer is eligible to receive, and contains the required signature lines, pursuant to Section	
32	943.22(2)(i), F.S.	
33	(5) “Officer” means an individual who meets the statutory requirements pursuant to Section 943.13, F.S.	
34	(6) “Educational Training” means an associate’s degree, equivalent, or bachelor’s degree pursuant to Sections	
35	943.22(2)(b), (c), F.S.	
36	(7) “ATMS” means the Commission’s Automated Training Management System.	
37	(8) “Basic Recruit Training Program” means Commission-approved Basic Recruit Training Programs for law	
38	enforcement, correctional, and correctional probation officers.	
39	(9) For Commission-approved Basic Recruit and Advanced Training Program Courses, the terms “successfully	
40	completed,” “successfully complete,” and “pass” are defined in subsection 11B-35.001(9), F.A.C., or for federal or	
41	private training programs, a letter from the agency head attached to the Certificate of Completion that confers the	
42	successful completion of a federal or private training program.	
43	(10) “ATMS Global Profile Report” means a continuous record of criminal justice officer employment, salary	
44	incentive, mandatory training, certifications, instructor topics, examination records, equivalency of training	
45	exemption, and officer training generated from the Automated Training Management System.	
46	Specific Authority 943.03(4), 943.12(1), 943.22(2)(h) FS. Law Implemented 943.22 FS. History–New 8-19-72,	
47	Repromulgated 1-5-75, Amended 1-13-81, 5-16-83, 9-1-83, 1-7-85, Formerly 11B-14.01, Amended 7-13-87,	
48	9-3-87, 12-13-92, 1-2-97, 7-7-99, 11-5-02, 11-30-04, 3-13-13.	
	Rule 11B-14.001	1
	Salary Incentive Program: Definitions	Effective 3-13-13

11B-14.002 General Program Provisions.

(1) Section 943.22, F.S., establishes the Salary Incentive Program requirements for continued professional development of a full-time officer who is eligible to receive maximum aggregate monthly salary incentive payments in the amount of \$130 for completion of Commission-approved Advanced and Career Development Training Program Courses, Federal or Private Training Programs, Educational Training, and Commission-approved Law Enforcement Basic Recruit Training Programs pursuant to Section 943.22 (2)(a), F.S.

(2) Career Development Training Program Courses, as defined in subsection 11B-14.001(1), F.A.C., and Advanced Training Program Courses, as defined in subsection 11B-14.001(3), F.A.C., that have been successfully completed, as defined in subsection 11B-14.001(9), F.A.C., by eligible officers, shall be verified by the training center director or designee, as defined in paragraph 11B-21.005(8)(a), F.A.C. To verify successful completion of a Commission-approved Advanced or Career Development Training Program Course and to authorize salary incentive payments, a Training Report, form CJSTC-67, ~~November 5, 2015~~ ~~November 6, 2014~~, effective ~~9/2016~~ ~~7/2015~~, hereby incorporated by reference, shall be electronically transmitted to Commission staff through the Commission's ATMS. Form CJSTC-67 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx> ~~http://www.fdle.state.fl.us/Content/CJSTC/Publications/Professionalism Program Forms.aspx~~, or by contacting Commission staff at (850) 410-8615.

(3) Pursuant to Section 943.17, F.S., Commission staff shall award 40 hours of advanced training credit for each 40 hours of criminal justice executive or management training successfully completed and approved by the Commission. Eligible officers who request to receive salary incentive payments for programs listed in paragraphs (4)(a)–(v) below, shall submit to Commission staff a written request from the officer's agency administrator and submit a copy of the officer's Certificate of Completion that indicates the hours completed.

(4) The following Commission-approved federal or private training is recognized as training that enhances an officer's knowledge, skills, and abilities for the job performed. Individuals successfully completing federal or private training shall submit documentation to Commission staff for determination of course completion eligibility entitling the individual to receive salary incentive payments. However, the cost is not approved for expenditure from the Criminal Justice Standards and Training Trust Fund Officer Training Monies pursuant to subsection 11B-18.0053(3), F.A.C.:

	Federal or Private Training	Code	Hours
(a)	Federal Bureau of Investigation's National Academy	700	320
(b)	S.P.I. Administrative Officers' Course	701	320
(c)	National Institute of Corrections	702	320
(d)	Police Executive Institute	703	320
(e)	National Sheriff's Institute	704	320
(f)	Northwestern Traffic Institute	705	320
(g)	Federal Bureau of Prisons	706	320
(h)	IPTM Principles of Police Management	707	80
(i)	IPTM Police Traffic Management	708	80
(j)	IPTM Supervising a Selective Traffic Law Enforcement Program	709	40
(k)	IPTM Police Executive Development	710	40
(l)	IPTM Electronic Spreadsheet for the Police Manager	711	40
(m)	Federal Bureau of Investigation's National Executive Institute	712	80
(n)	Senior Management Institute for Police	713	80
(o)	S.P.I. Police Executive Development	714	80
(p)	N.I.C. Planning of New Institutions	715	40
(q)	N.I.C. ACM: Managing the Organization	716	80
(r)	N.I.C. Correctional Management	717	80
(s)	N.I.C. Training for Staff Trainers	718	40
(t)	N.I.C. Legal Issues for Institutional Personnel	719	40
(u)	FDLE Senior Leadership Program	720	320
(v)	S.P.I. Command Officer Development	721	400

Comment [GJ1]:

11B-14.002(2):
TECHNICAL REVISION; removes "s" from the course titles "Career Development Training Program Course and Advanced Training Program Course."

Comment [GJ2]:

11B-14.002(2):
Description of the revision: Revises the Training Report, form CJSTC-67.

Why the rule is being revised: Revises the Training Report, form CJSTC-67, to specify that only the applicant's last four digits are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: Bureau Chief Hopkins

Comment [GJ3]:

11B-14.002(2):
TECHNICAL REVISION; updates the forms link.

(5) Training Salary Incentive Payments.

(a) Full-time officers are eligible to receive training salary incentive payment based on their date of certification, provided the officer notifies the agency of his or her eligibility to receive salary incentive payments. The date of eligibility for salary incentive payments shall be:

1. Determined by the date of "successful completion," defined in subsection 11B-14.001(9), F.A.C., of a Commission-approved training course indicated on the ATMS Global Profile Report or the date of certification, whichever date is later; or

2. Determined by the date indicated on a Commission-approved training Certificate(s) of Completion, or the date of certification, whichever is later; and.

3. No other date shall be used to calculate training salary incentive payments.

(b) The initial salary incentive payment paid to local officers shall be pro-rated or no payment paid for the initial month of eligibility. Salary incentive payments paid to officers employed by the State of Florida shall begin in the first full calendar month following the initial date of eligibility.

(c) An officer who has been previously employed by another agency shall be paid salary incentive payments beginning on the day the officer becomes employed by an agency.

(d) Salary incentive monies for Commission-approved Advanced Training Program Courses are transferable from one discipline to another.

(6) Educational Salary Incentive Payments.

(a) State Officers. Educational salary incentive payments shall not be paid to state officers whose class specifications require a minimum of a 4-year degree or higher, pursuant to Section 943.22(2)(e), F.S.

(b) The employing agency is responsible for ensuring that the documents submitted for educational salary incentive payments are authentic and accurately reflect the credit given for academic courses successfully completed by the officer, and shall submit or electronically transmit to Commission staff through the Commission's ATMS a completed Higher Education for Salary Incentive Report, form CJSTC-63, revised November 8, 2007, hereby incorporated by reference. Form CJSTC-63 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx> [http://www.fdle.state.fl.us/Content/CJSTC/Publications/Professionalism Program Forms.aspx](http://www.fdle.state.fl.us/Content/CJSTC/Publications/Professionalism%20Program%20Forms.aspx), or by contacting Commission staff at (850) 410-8615.

(c) Educational salary incentive payments shall begin on or after the date of notice of eligibility indicated on the transcript approval or the date of certification, whichever is later, pursuant to Section 943.22(2)(f), F.S., and no other date shall be used to calculate educational salary incentive payments.

(d) The employing agency shall obtain an official sealed transcript directly from the educational institution conferring the degree, or providing the academic credit for successful completion of courses. The employing agency shall not forward the transcript to Commission staff.

(7) Retroactive salary incentive payments are not authorized, pursuant to Section 943.22(2)(f), F.S.

(a) Retroactive salary incentive payments are not paid to an officer for any training courses completed prior to certification.

(b) Retroactive educational salary incentive payments are not paid to an officer prior to the officer providing notification of eligibility to the employing agency.

(8) Agency financial records shall be maintained to separately identify gross salary and salary incentive payments.

(9) The employing agency shall maintain all documents related to salary incentive eligibility and payments in the officer's file.

(10) Officer Suspension or leave of absence. When an officer is suspended without pay, or takes any leave of absence without pay, the salary incentive payment for the month in which the suspension or leave of absence occurs, shall be pro-rated by the number of days or hours paid within the pay period. Salary incentive payments for

Comment [GJ4]:
11B-14.002(6)(b):
TECHNICAL REVISION; updates the forms
link.

122 subsequent months shall be withheld. When the officer returns to employment, salary incentive payments shall
123 resume and continue beginning on the date the officer returns to employment.

124 (11) Separating State and Local Officers. Salary incentive payments paid to separating state and local officers
125 shall be pro-rated by the number of days or hours worked within the month of separation.

126 (12) Workers' compensation. An officer that is paid while on workers' compensation is entitled to salary
127 incentive payments in the same proportion as a paid salary, pursuant to Section 943.22(2)(h), F.S.

128 (13) In the event a state agency is not making the required salary incentive payment to an eligible officer, the
129 Commission shall notify the Executive Office of the Governor of the discrepancy and request that appropriate action
130 be taken to ensure compliance, pursuant to Section 943.22(2)(j), F.S.

131 (14) Sheriffs eligible to qualify for special qualification salary, pursuant to Sections 943.253, F.S., and 145.071,
132 F.S., are authorized to request salary incentive payment pursuant to Section 943.22(2)(d), F.S., and shall be entitled
133 to salary incentive payment under the programs provided in subsection (3) of this rule section. However, any
134 executive or management courses completed to satisfy the requirements of Section 145.071, F.S., regarding special
135 qualification salary for sheriffs, shall not be credited for salary incentive payments. Documentation shall be
136 provided to sheriffs, by Commission staff, that verifies the number of hours credited for salary incentive payments
137 pursuant to Section 943.22(2)(d), F.S., and the number of hours credited toward continuing education pursuant to
138 Section 145.071(2)(c), F.S.

139 (15) All forms referenced in this rule chapter may be obtained on the following web site:
140 <http://www.fdle.state.fl.us> or by contacting the Florida Department of Law Enforcement, Criminal Justice
141 Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302-1489, Attention: Bureau of Standards,
142 Forms Liaison.

143 Rulemaking Authority 943.03(4), 943.12(1), 943.22(2)(h) FS. Law Implemented ~~119.071~~, 943.22 FS. History—
144 New 10-16-78, Amended 9-11-79, 1-13-81, 5-16-83, 1-7-85, Formerly 11B-14.02, Amended 7-13-87, 9-3-87, 5-23-
145 88, 5-14-92, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 3-13-13,
146 7-29-15, 9-4-16.

Comment [GJ5]:

REMOVED TECHNICAL REVISION

11B-14.002 (Law Implemented):

Description of the revision: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Why the rule is being revised: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Revised by: AGC Fern Rosenwasser

11B-14.003 Authorized Salary Incentive Payments.

Full-time law enforcement, correctional, and correctional probation officers satisfying the certification requirements of Section 943.13, F.S., who are not excluded from eligibility pursuant to Section 943.22(4), F.S., shall be eligible to participate in the Salary Incentive Program.

(1) Pursuant to Section 943.22(2)(a), F.S., the sum of \$25 each month for basic salary incentive payments shall be paid to a full-time law enforcement, or a concurrently certified officer who was previously eligible to receive such payments. Additionally, upon the reactivation of certification, an individual eligible as specified in this subsection shall again be entitled to basic salary incentive payments. A correctional or correctional probation officer shall not be entitled to basic salary incentive payments, regardless of their employment or certification date.

(2) Pursuant to Section 943.22(2)(b) and (c), F.S., the maximum amount of educational salary incentive payments an officer may receive shall be limited to \$80 each month for a bachelor or higher degree. Full-time officers who possess an associate degree or equivalent, or a higher degree from an accredited post-secondary institution, are eligible for educational salary incentive payments. However, state officers whose job class specifications require a four-year degree are not eligible to receive educational salary incentive payment pursuant to Section 943.22(2)(e), F.S. Pursuant to Section 943.22, F.S., the employing agency is responsible for verifying that the accrediting association is recognized.

(3) Section 943.22(1)(c), F.S., defines an associate college degree or equivalent as “graduation from an accredited community college or successful completion of 60 semester hours or 90 quarter hours and eligibility to receive an associate degree.” To qualify for educational salary incentive payment, a letter from the awarding institution shall be submitted to the employing agency, defined in Section 943.10, F.S., stating that the hours completed by the officer are equivalent to a two-year degree and would qualify the officer for a degree if the institution had a two-year degree program.

(4) Pursuant to Section 943.22(2)(d), F.S., officers shall receive the sum of \$20 each month for each successfully completed 80-hour unit of Commission-approved Advanced or Career Development Training, which has been verified by the employing agency, defined in Section 943.10, F.S., through the Commission’s ATMS. Commission staff shall recognize, only once, the successful completion of any specific training course for salary incentive payment. Officers who elect to use Commission-approved Advanced or Career Development Training Courses as credit toward a two or four year degree, for which the officer would receive educational salary incentive payment, shall not receive advanced or career development salary incentive payment for the same courses. Agencies shall review the educational transcripts submitted for educational salary incentive to ensure there is no duplication of payment.

(5) The maximum amount of salary incentive payments an officer is entitled to receive each month is based on the completion of the following Commission-approved training:

Commission-approved Training	Maximum Salary Incentive Payment
(a) Basic Recruit Training	\$25.00
(b) Career Development Training Program Courses on or before June 30, 1985 Advanced Training Program Courses on or after July 1, 1985 Federal or Private Training.	\$120 maximum
(c) Educational Training, if applicable	\$30 for a two-year degree \$80 for a four-year degree
(d) Combination of Training and Education	\$130 maximum

Rulemaking Authority 943.03(4), 943.12(1), 943.22(2)(h) FS. Law Implemented 943.22 FS. History—New 9-11-79, Amended 1-13-81, 5-16-83, 9-1-83, 4-26-84, 1-7-85, Formerly 11B-14.03, Amended 7-13-87, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 3-21-07, 3-13-13.

11B-14.005 Annual Salary Incentive Compensation Report.

(1) Employing agencies, defined in Section 943.10(4), F.S., shall be responsible for the correct salary incentive payments to full-time officers pursuant to Section 943.22(2)(j), F.S., and shall annually submit to the Commission a Salary Incentive Compensation Report that contains information relative to compensation of full-time officers pursuant to Section 943.22(2)(I), F.S.

(2) Salary incentive courses successfully completed by an officer are reported on the Annual Salary Incentive Compensation Report and are denoted by a code that corresponds with the course code reported by a Commission-certified training school, defined in Section 943.10(16), F.S., or a code that corresponds with federal or private training.

(3)(a) The active Commission-approved Advanced Training Program Courses approved for salary incentive payments are listed in paragraph 11B-35.006(1)(b), F.A.C.

(b) The following inactive Advanced Training Program Courses were eligible for salary incentive payments for the dates as indicated:

	Course Title	Course Code	Course Hours	Inactive
1.	Refresher	003	40	11/1/79
2.	Intermediate	004	80	11/1/79
3.	Advanced	005	40	11/1/79
4.	Middle Management	007	40	10/1/06
5.	Executive Development: Base	008	40	10/1/85
6.	The Nature of Management Responsibilities	009	40	7/1/88
7.	Developing a Philosophy of Management	010	40	7/1/88
8.	Instructor Techniques, effective 10/1/79	015	40	10/1/85
9.	Crime Scene Procedure	017	40	7/1/88
10.	General Criminal Investigation Techniques	018	40	7/1/88
11.	Officer Skills Improvement and Stress Reduction	028	40	7/1/88
12.	Police Officer Procedures and Techniques	029	40	7/1/88
13.	Introduction to Police Operations and Leadership	030	40	7/1/88
14.	Crime Scene Photography, effective 7/1/85	031	40	7/1/88
15.	Crimes Against Property	034	40	7/1/88
16.	Confidential Informants and Other Source of Information	035	40	7/1/88
17.	Crime Prevention	037	40	7/1/88
18.	Traffic Accident Investigation	038	40	7/1/88
19.	Traffic Homicide Investigation	039	40	7/1/98
20.	Surveillance Techniques	040	40	7/1/88
21.	Environmental Law Enforcement and Investigation	041	40	10/1/85
22.	Marine Enforcement and Investigation	042	40	7/1/88
23.	Economic Crimes - An Overview	043	40	7/1/88
24.	Economic Crimes - Crime Scheme Identification	044	40	10/1/85
25.	Economic Crimes - Frauds and Schemes	045	40	7/1/88
26.	Economic Crimes - Tangible Property Frauds and Schemes	046	40	10/24/86
27.	Crimes Against Persons	048	40	7/1/88
28.	Tactical Police Driving	049	40	7/1/88
29.	Field Training Officer	051	40	7/1/02
30.	Crime and the Elderly	052	40	7/1/88
31.	Radar Speed Measurement Training Course for Law Enforcement Officers	055	40	12/31/06
32.	Correctional Operations	059	40	7/1/88
33.	Counseling and Communication Skills Program	060	40	7/1/88
34.	Supervisory Training - See Course 006	061	40	10/1/85
35.	Management Training - See Course 007	062	40	10/1/85
36.	Crisis Management Training - See Course 053	063	40	10/1/85
37.	Stress Awareness and Resolution - See Course 050	064	40	10/1/85
38.	Self Defense and Use of Force	065	40	7/1/88
39.	First Responder to Medical Emergencies	066	40	7/1/91

Rule 11B-14.005

6

Effective 3-13-13

Salary Incentive Program:

Annual Salary Incentive Compensation Report

40.	Firearms Qualification	067	40	9/30/83
41.	Residential Security	069	40	7/1/88
42.	Commercial Security	070	40	7/1/88
43.	Developing and Managing Crime Prevention Programs	071	40	7/1/88
44.	Community Relations	075	40	10/24/86
45.	Health Training	076	40	10/1/85
46.	Proficiency Skills Enhancement, effective 4/25/85	078	40	7/1/88
47.	Prevention of Delinquency and Juvenile Victimization, effective 4/25/85	079	40	7/1/88
48.	Instructor Techniques, effective 7/1/85	081	80	7/1/88
49.	Foreign Language Skills, effective 7/25/85	082	80	7/1/88
50.	Advanced Neighborhood Watch, effective 7/25/85	083	40	7/1/88
51.	Models for Management	084	40	7/1/87
52.	Background Investigations	086	40	7/1/88
53.	Investment in Excellence, effective 3/17/86	089	40	7/1/88
54.	Fingerprints Science, effective 10/24/86	092	120	7/1/88
55.	Laser Speed Measurement Operators Course for Law Enforcement Officers	095	40	12/31/06
56.	Learning To Supervise, effective 4/25/85	200	40	7/1/88
57.	Learning To Manage, effective 4/25/85	201	40	7/1/88

196 Rulemaking Authority 943.03(4), 943.12(1), 943.22(2)(i) FS. Law Implemented 943.22 FS. History--New 11-5-02.
197 Amended 11-30-04, 6-9-08, 3-13-13.

198	Criminal Justice Standards and Training Trust Fund	Chapter 11B-18
199	RULE TITLES:	RULE NOS.:
200	1. Operational Definitions.	<u>11B-18.003</u>
201	2. Regional Training Areas.	<u>11B-18.004</u>
202	3. Establishment of Regional Training Councils.	<u>11B-18.005</u>
203	4. Regional Training Council Meetings.	<u>11B-18.0051</u>
204	5. Development of Budgets.	<u>11B-18.0052</u>
205	6. Officer Training Monies Budget and Expenditure Categories.	<u>11B-18.0053</u>
206	7. Development of Officer Training Monies Budgets and Required Reports.	<u>11B-18.0071</u>
207	8. Areas of Responsibility.	<u>11B-18.008</u>
208	9. Applicability, Contractual Obligations.	<u>11B-18.009</u>
209	10. Criminal Justice Standards and Training Commission Fiscal Program Audits	<u>11B-18.010</u>
210	and Instruction and Facility Evaluations.	
211	11B-18.003 Operational Definitions. For the purpose of this rule chapter, the definitions of “Auxiliary Law	
212	Enforcement Officer,” “Auxiliary Correctional Officer,” “Auxiliary Correctional Probation Officer,” “Commission,”	
213	“Correctional Officer,” “Correctional Probation Officer,” “Criminal Justice Training School,” “Commission staff,”	
214	“Program,” “Employing Agency,” “Law Enforcement Officer,” “Officer,” “Part-time Law Enforcement Officer,”	
215	“Part-time Correctional Officer,” “Part-time Correctional Probation Officer,” “Private Criminal Justice Training	
216	School,” “Public Criminal Justice Training School,” “Support Personnel,” and “Training Center Director,” pursuant	
217	to Section 943.10, F.S., shall apply. The operational definitions are as follows:	
218	(1) “Advanced Training Program” means Commission-approved courses that are limited to training that	
219	enhances an officer’s knowledge, skills, and abilities for the job an officer performs pursuant to paragraph Section	
220	943.17(1)(b), F.S.	
221	(2) “Budget Amendment” means a transfer of funds from one budget category to another budget category	
222	within an approved regional training budget.	
223	(3) “Budget Cycle” means the process and procedure for the development, preparation, review, approval,	
224	implementation, or execution of a regional training budget, and is identified with a fiscal year beginning July 1, and	
225	ending June 30 of the following calendar year.	
226	(4) “Regional Training Council” means a Local Regional Training Council or a State Regional Training	
227	Council established in this rule chapter pursuant to Section 943.25(4)(5), F.S.	
228	(5) “Criminal Justice Standards and Training Trust Fund” means “Officer Training Monies” appropriated by	
229	the Legislature to provide Commission-approved Advanced and Specialized Training Program Courses for law	
230	enforcement, correctional, and correctional probation officers pursuant to Section 943.25(2), F.S.	
231	(6) “Department” means the Florida Department of Law Enforcement pursuant to Section 943.02(1), F.S.	
232	(7) “Distribution Formula” means the Commission-approved distribution formula established in this rule	
233	chapter used to calculate the distribution of Officer Training Monies to the training regions pursuant to Section	
234	943.25(4)(5)(b), F.S.	
235	(8) “Encumbered Funds” means Officer Training Monies that have been obligated during a given fiscal year by	
236	proper execution of a purchase order or other formal agreement that is enforceable as a contract for disbursement of	
237	those funds.	
238	(9) “Fiscal Year” means July 1 of one year through June 30 of the next year.	
239	(10) “Local Regional Training Council” means a Regional Training Council established pursuant to Section	
240	943.25(4)(5), F.S., and is composed of representatives of Commission-certified training schools, and local law	
241	enforcement and local correctional agencies within a region.	

Comment [GJ6]:

REMOVED; the coding is incorrect. The correct citation is to section 943.25(4), F.S., which is correctly cited in the current rule.

11B-18.003(4):

Description of the revision: Updates the statutory reference.

Why the rule is being revised: Updates the statutory reference.

Revised by: Bureau Chief Hopkins

Comment [GJ7]:

REMOVED; the coding is incorrect. The correct citation is to section 943.25(4)(b), F.S., which is correctly cited in the current rule.

11B-18.003(7):

Description of the revision: Updates the statutory reference.

Why the rule is being revised: Updates the statutory reference.

Revised by: Bureau Chief Hopkins

Comment [GJ8]:

REMOVED; the coding is incorrect. The correct citation is to section 943.25(4), F.S., which is correctly cited in the current rule.

11B-18.003(10):

Description of the revision: Updates the statutory reference.

Why the rule is being revised: Updates the statutory reference.

Revised by: Bureau Chief Hopkins

242 (11) "Operating Budget" means an approved regional budget that includes proposed expenditures for a given
 243 fiscal year in the categories of administrative expenditures, training costs, and operating capital outlay.

244 (12) "Personal Property" means all things other than real property that are subject to ownership.

245 (13) "Programmatic Change" means any change made within a budget category.

246 (14) "Real Property" means land, and generally whatever is erected or growing upon or affixed to the land.

247 (15) "Reciprocal Payment" means reimbursement to a region for the expense of training a trainee from another
 248 region pursuant to Section 943.25(5)(a), F.S.

249 (16) "Fiscal Agent" means the person(s) appointed or approved by a training center director(s) or Regional
 250 Training Council, who is responsible for providing fiscal assistance and expertise to the Regional Training
 251 Council(s) and school(s). The fiscal agent is responsible for the records, accountings, and other materials or
 252 information regarding expenditures from Officer Training Monies.

253 (17) "Specialized Training Program Courses," defined in Rule 11B-35.007, F.A.C., are Commission-approved
 254 courses delivered through a Commission-certified training school, that demonstrate job relevance, instructional
 255 quality, and training needed at the local level.

256 (18) "State Regional Training Councils" means the two training councils, one of which is comprised of
 257 representatives from state law enforcement agencies, and the other from the Florida Department of Corrections.

258 (19) "Year End Fiscal Report" means the report prepared at the close of the budget cycle, which is used to
 259 advise Commission staff and the Commission of all expended, encumbered, and unexpended Officer Training
 260 Monies within the operating budget.

261 (20) "Expenditure Formula" means the formula established by the Commission specifying the expenditure of a
 262 training region's budget.

263 (21) "Emergency Budget Amendment" means a transfer of Officer Training Monies from one budget category
 264 to another budget category, which requires a revision to the expenditure formula.

265 (22) "Advanced Training Course" on or after July 1, 1985, means a Commission-approved Advanced Training
 266 Program Course that enhances an officer's knowledge, skills, and abilities for the job performed, pursuant to Section
 267 943.17(1)(b), F.S., and for the purpose of this rule chapter, means Commission-approved Training Program Courses.

268 (23) "Commission-certified training school" means a training school pursuant to Section 943.10(16), F.S.

269 (24) "Training funded with Officer Training Monies" means Commission-approved Advanced and Specialized
 270 Training Program Courses funded in whole or in part with Officer Training Monies.

271 (25) "Student fees funded with Officer Training Monies" means payment for tuition, lab fees, and other related
 272 fees, for Commission-approved Advanced and Specialized Training Program Courses that have been approved by an
 273 accredited college or school district, as defined in Section 943.22, F.S.

274 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(5), 943.25(3) FS. (Supp. 1998).
 275 History—New 1-13-81, Amended 7-28-82, 1-26-83, 1-7-85, 1-28-86, Formerly 11B-18.03, Amended 7-13-87,
 276 5-23-88, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 3-13-13, 9-4-16.

Comment [GJ9]:

REMOVED; the coding is incorrect. The correct citation is to section 943.25(5)(a), F.S., which is correctly cited in the current rule.

11B-18.003(15):

Description of the revision: Updates the statutory reference.

Why the rule is being revised: Updates the statutory reference.

Revised by: Bureau Chief Hopkins

Comment [GJ10]:

REMOVED ALL OF 11B-18.003, F.A.C., FROM THE 2015-2016 RULE PROMULGATION PACKET BECAUSE THE CODED SECTIONS WERE CORRECT IN THE CURRENT RULE. THE LAST EFFECTIVE DATE REMAINS 3-13-13.

277 **11B-18.004 Regional Training Areas.** For the purposes of Officer Training Monies activities, sixteen regional
 278 training areas comprised of the criminal justice agencies and Commission-certified training schools located within
 279 each regional training area are established. The names of the Commission-certified training schools can be obtained
 280 at the following FDLE Internet address: [http://www.fdle.state.fl.us/cms/CJSTC/Training-Resources/Training-](http://www.fdle.state.fl.us/cms/CJSTC/Training-Resources/Training-Centers.aspx)
 281 [Centers.aspx](http://www.fdle.state.fl.us/Content/CJST/Menu/Training-Resources-Home-Page/Training-Centers.aspx) ~~[http://www.fdle.state.fl.us/Content/CJST/Menu/Training-Resources-Home-Page/Training-](http://www.fdle.state.fl.us/Content/CJST/Menu/Training-Resources-Home-Page/Training-Centers.aspx)~~
 282 ~~[Centers.aspx](http://www.fdle.state.fl.us/Content/CJST/Menu/Training-Resources-Home-Page/Training-Centers.aspx)~~ or by contacting Commission staff at (850) 410-8615. ~~there are established the~~The following sixteen
 283 regional training areas are established:

284 (1) Region I. Criminal justice agencies and Commission-certified training schools within Escambia, Santa
 285 Rosa, Okaloosa, and Walton counties, and the State Attorney's Office for the First Judicial Circuit.

286 ~~(a) Criminal justice agencies within Escambia, Santa Rosa, Okaloosa, and Walton counties, and the State~~
 287 ~~Attorney's Office for the First Judicial Circuit.~~

288 ~~(b) Commission-certified training schools within Region I: George Stone Vo Tech Criminal Justice Training~~
 289 ~~Center and Northwest Florida State College Criminal Justice Training Center.~~

290 (2) Region II. Criminal justice agencies and Commission-certified training schools within Holmes,
 291 Washington, Bay, Jackson, Calhoun, and Gulf counties, and the State Attorney's Office for the Fourteenth Judicial
 292 Circuit.

293 ~~(a) Criminal justice agencies within Holmes, Washington, Bay, Jackson, Calhoun, and Gulf counties, and the~~
 294 ~~State Attorney's Office for the Fourteenth Judicial Circuit.~~

295 ~~(b) Commission-certified training schools within Region II: Chipola College Center for Public Service, Gulf~~
 296 ~~Coast State College Criminal Justice Training Academy, and Florida Panhandle Technical College Public Safety~~
 297 ~~Institute.~~

298 (3) Region III. Criminal justice agencies and Commission-certified training schools within Gadsden, Liberty,
 299 Franklin, Leon, Wakulla, and Jefferson counties, and the State Attorney's Office for the Second Judicial Circuit.

300 ~~(a) Criminal justice agencies within Gadsden, Liberty, Franklin, Leon, Wakulla, and Jefferson counties, and~~
 301 ~~the State Attorney's Office for the Second Judicial Circuit.~~

302 ~~(b) Commission-certified training school within Region III: Florida Public Safety Institute, Pat Thomas Law~~
 303 ~~Enforcement Academy.~~

304 (4) Region IV. Criminal justice agencies and Commission-certified training schools within Madison, Taylor,
 305 Hamilton, Suwannee, Lafayette, Dixie, Columbia, Gilchrist, Baker, Union, Bradford, and Alachua counties, and the
 306 State Attorney's Office for the Third and Eighth Judicial Circuits.

307 ~~(a) Criminal justice agencies within Madison, Taylor, Hamilton, Suwannee, Lafayette, Dixie, Columbia,~~
 308 ~~Gilchrist, Baker, Union, Bradford, and Alachua counties, and the State Attorney's Office for the Third and Eighth~~
 309 ~~Judicial Circuits.~~

310 ~~(b) Commission-certified training schools within Region IV: Florida Gateway College Public Service Training~~
 311 ~~Center, North Florida Community College Public Safety Academy, and Santa Fe College Institute of Public Safety.~~

312 (5) Region V. Criminal justice agencies and Commission-certified training schools within Nassau, Duval,
 313 Clay, Putnam, and St. Johns counties, and the State Attorney's Office for the Fourth Judicial Circuit.

314 ~~(a) Criminal justice agencies within Nassau, Duval, Clay, Putnam, and St. Johns counties, and the State~~
 315 ~~Attorney's Office for the Fourth Judicial Circuit.~~

316 ~~(b) Commission-certified training schools within Region V: Northeast Florida Criminal Justice Training and~~
 317 ~~Education Center, and St. Johns State Community College Criminal Justice Training Program.~~

318 (6) Region VI. Criminal justice agencies and Commission-certified training schools within Levy, Citrus,
 319 Hernando, Marion, and Sumter counties, and the State Attorney's Office for the Fifth Judicial Circuit.

320 ~~(a) Criminal justice agencies within Levy, Citrus, Hernando, Marion, and Sumter counties, and the State~~
 321 ~~Attorney's Office for the Fifth Judicial Circuit.~~

322 ~~(b) Commission-certified training schools within Region VI: College of Central Florida Criminal Justice~~
 323 ~~Institute and Citrus County Public Safety Center.~~

Comment [GJ11]:
11B-18.004:

Description of the Revision: Includes an internet address to assist customers with locating the names of the Commission-certified training schools.
Why the rule is being revised: Revised to include a description of the training areas and provides an internet address to assist customers with locating the names of the Commission-certified training schools and where they can be found.
Revised by: Terry Baker

Comment [GJ12]:

11B-18.004:
TECHNICAL REVISION; updates the resources link.

Comment [GJ13]:

11B-18.004(1)-(16):
Description of the Revision: Eliminates the specific training school names in the respective regional training areas.
Why the rule is being revised: Removes the specific training school names in the respective regional training areas to eliminate the need to revise the rule each time a Commission-certified training school changes its name.
Revised by: Terry Baker

(7) Region VII. Criminal justice agencies and Commission-certified training schools within Lake, Volusia, Seminole, Orange, Osceola, Brevard, and Flagler counties, and the State Attorney's Office for the Seventh, Ninth, and Eighteenth Judicial Circuits.

~~(a) Criminal justice agencies within Lake, Volusia, Seminole, Orange, Osceola, Brevard, and Flagler counties, and the State Attorney's Office for the Seventh, Ninth, and Eighteenth Judicial Circuits.~~

~~(b) Commission-certified training schools within Region VII: Eastern Florida State College Public Safety Institute, Criminal Justice Institute at Valencia College, Daytona State College School of Emergency Services Institute, Criminal Justice Academy of Osceola, Lake Technical College Criminal Justice Academy, and Seminole State College Criminal Justice Institute.~~

(8) Region VIII. Criminal justice agencies and Commission-certified training schools within Polk, Hardee, DeSoto, and Highlands counties, and the State Attorney's Office for the Tenth Judicial Circuit.

~~(a) Criminal justice agencies within Polk, Hardee, DeSoto, and Highlands counties, and the State Attorney's Office for the Tenth Judicial Circuit.~~

~~(b) Commission-certified training schools within Region VIII: Polk State College Kenneth C. Thompson Institute of Public Safety and South Florida State College Criminal Justice Academy.~~

(9) Region IX. Criminal justice agencies and Commission-certified training schools within Pasco, Pinellas, Hillsborough, and Manatee counties, and the State Attorney's Office for the Sixth and Thirteenth Judicial Circuits.

~~(a) Criminal justice agencies within Pasco, Pinellas, Hillsborough, and Manatee counties, and the State Attorney's Office for the Sixth and Thirteenth Judicial Circuits.~~

~~(b) Commission-certified training schools within Region IX: Hillsborough Community College Criminal Justice Institute, Manatee Technical College, Manatee County Sheriff's Office Training Center, Pasco-Hernando State College, and St. Petersburg College Southeastern Public Safety Institute.~~

(10) Region X. Criminal justice agencies and Commission-certified training schools within Charlotte, Lee, Sarasota, Collier, Glades, and Hendry counties, and the State Attorney's Office for the Twelfth and Twentieth Judicial Circuits.

~~(a) Criminal justice agencies within Charlotte, Lee, Sarasota, Collier, Glades, and Hendry counties, and the State Attorney's Office for the Twelfth and Twentieth Judicial Circuits.~~

~~(b) Commission-certified training schools within Region X: Sarasota County Technical Institute Criminal Justice Academy and Southwest Florida Public Service Academy.~~

(11) Region XI. Criminal justice agencies and Commission-certified training schools within Indian River, Okeechobee, St. Lucie and Martin counties, and the State Attorney's Office for the Nineteenth Judicial Circuit.

~~(a) Criminal justice agencies within Indian River, Okeechobee, St. Lucie and Martin counties, and the State Attorney's Office for the Nineteenth Judicial Circuit.~~

~~(b) Commission-certified training school within Region XI: Indian River State College Criminal Justice Institute.~~

(12) Region XII. Criminal justice agencies and Commission-certified training schools within Palm Beach County and the State Attorney's Office for the Fifteenth Judicial Circuit.

~~(a) Criminal justice agencies within Palm Beach County and the State Attorney's Office for the Fifteenth Judicial Circuit.~~

~~(b) Commission-certified training school within Region XII: Palm Beach State College Criminal Justice Institute.~~

(13) Region XIII. Criminal justice agencies and Commission-certified training schools within Broward County and the State Attorney's Office for the Seventeenth Judicial Circuit.

~~(a) Criminal justice agencies within Broward County and the State Attorney's Office for the Seventeenth Judicial Circuit.~~

~~(b) Commission-certified training school within Region XIII: Broward College Institute of Public Safety and Broward County Sheriff's Office Institute for Criminal Justice Studies.~~

372 (14) Region XIV. Criminal justice agencies and Commission-certified training schools within Monroe and
373 Miami-Dade counties and the State Attorney's Office for the Eleventh and Sixteenth Judicial Circuits.

374 ~~(a) Criminal justice agencies within Monroe and Miami Dade counties and the State Attorney's Office for the~~
375 ~~Eleventh and Sixteenth Judicial Circuits.~~

376 ~~(b) Commission certified training schools within Region XIV: Florida Keys Community College Institute of~~
377 ~~Criminal Justice, Miami Police Training Center, Miami Dade Public Safety and Training Institute, and Miami Dade~~
378 ~~College School of Justice.~~

379 (15) Region XV. All state law enforcement agencies and units, and Commission-certified training schools
380 affiliated with the state law enforcement agencies, excluding the State Attorney's Offices, Florida Department of
381 Corrections, Board of Regents, and the University Police Agencies.

382 ~~(a) All state law enforcement agencies and units, excluding the State Attorney's Offices, Board of Regents,~~
383 ~~and the University Police Agencies.~~

384 ~~(b) Commission certified training schools within Region XV: Florida Department of Law Enforcement~~
385 ~~Bureau of Professional Development, Florida Highway Patrol Training Academy, and Florida Fish and Wildlife~~
386 ~~Conservation Commission.~~

387 (16) Region XVI. Florida Department of Corrections and the Commission-certified training school affiliated
388 with the Florida Department of Corrections.

389 ~~(a) Florida Department of Corrections.~~

390 ~~(b) Commission-certified training school within Region XVI: Florida Department of Corrections Academy.~~

391 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.25~~(4)~~~~(5)~~ FS. (Supp. 1998). History—
392 New 1-13-81, Amended 7-28-82, 1-7-85, Formerly 11B-18.04, Amended 7-13-87, 1-2-97, 7-7-99, 8-22-00, 11-5-02,
393 11-30-04, 3-27-06, 3-21-07, 9-28-09, 6-3-10, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

Comment [GJ14]:
11B-18.004 (Law Implemented):
Description of the Revision: Corrects the statutory law being implemented by this rule.
Why the rule is being revised Updates the "law implemented" citation identified in the OFARR rule review.
Revised by: AGC Fern Rosenwasser

11B-18.005 Establishment of Regional Training Councils.

(1) A Regional Training Council is hereby established in each of the regional training areas described in Rule 11B-18.004, F.A.C. The purpose of each Regional Training Council shall be to act as an extension of the Criminal Justice Standards and Training Commission in planning, programming, and budgeting of Officer Training Monies and to advise and assist the Commission in developing a plan for assessing regional training and Commission-certified training school needs pursuant to Section 943.25(4), F.S.

(2) State Regional Training Councils XV and XVI shall have the same functions as the Local Regional Training Councils.

(3) The State Regional Law Enforcement Officer Training Council XV shall be comprised of one representative from each of the following Florida state law enforcement agencies:

- (a) Department of Highway Safety and Motor Vehicles.
- (b) Department of Law Enforcement.
- (c) Office of the Marshal of the Supreme Court of Florida.
- (d) Department of Business and Professional Regulation.
- (e) Florida Fish and Wildlife Conservation Commission.
- (f) Department of Financial Services, Division of Insurance Fraud.
- (g) Department of Agriculture and Consumer Services.
- (h) Department of the Lottery.
- (i) Office of the Attorney General.

(4) The State Regional Correctional Officer Training Council shall be comprised of not less than seven representatives and are appointed by the Secretary of the Department of Corrections.

(5) Each Local Regional Training Council shall be comprised of the following:

- (a) Not more than twelve members, of which not more than six shall be law enforcement officers;
- (b) Not less than two correctional officers and one individual who is in charge of a public county correctional institution within the region; and
- (c) Not more than three members representing Commission-certified training schools. Members representing Commission-certified training schools shall be training center directors.
- (d) A single Commission-certified training school, correctional agency, or law enforcement agency shall not have more than two voting members.
- (e) At least one of the six law enforcement officers shall be a sheriff; and
- (f) At least one of the six law enforcement officers shall be a police chief.
- (g) The training center directors of Commission-certified training schools in the region shall elect representatives from their members.

(6) Each agency or Commission-certified training school providing a representative to the State Regional Training Councils or the Local Regional Training Councils, shall designate an alternate representative from the same agency or Commission-certified training school. The alternate shall assume all responsibilities of the primary representative upon notice. The representative's appointment shall not continue after the representative ceases to be employed by the agency represented. The Regional Training Council shall approve appointments of replacement representatives.

(7) Service on a Regional Training Council shall not constitute employment by a state agency or entitle a member to any special compensation, benefits, or privileges. The Commission shall authorize travel costs and per diem, through budget approval, pursuant to Section 112.061, F.S., for chairpersons, fiscal agents, and training center directors who are members of a Regional Training Council, or others authorized pursuant to Section 943.25(4)(e), F.S., and paragraph 11B-18.0053(2)(a), F.A.C., to attend Officer Training Monies workshops.

438 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.25(4)(~~5~~) FS. History--New 1-13-81,
439 Amended 7-28-82, 1-7-85, (7), (8) Transferred to 11B-18.051, Formerly 11B-18.05, Amended 7-13-87, 5-23-88, 10-
440 17-90, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 3-21-07, 3-13-13.
441

Comment [GJ15]:
Technical Revision

11B-18.0051 Regional Training Council Meetings.

(1) Each of the Regional Training Councils established pursuant to Rule 11B-18.005, F.A.C., and Section 943.25(4), F.S., shall elect a chairperson and other officers needed, and shall hold at least two meetings each fiscal year to develop and approve the regional Officer Training Monies budgets, and may hold other meetings to consider other items pertaining to law enforcement, correctional, or correctional probation officer training. A majority of Regional Training Council members shall be in attendance to constitute a quorum.

(2) Three members or the chairperson of a Regional Training Council may request a meeting.

(3) For the purpose of developing and approving regional Officer Training Monies budgets, a quorum of a Regional Training Council's members shall meet, and a majority vote of those members in attendance is required to reach a decision.

(4) Each of the Regional Training Councils created pursuant to Rule 11B-18.005, F.A.C., and Section 943.25(4), F.S., shall adopt rules of parliamentary procedure, and the minutes of each meeting shall be recorded and submitted to Commission staff for review.

Rulemaking Specific Authority 943.03(4), 943.12(1), (2), 943.25(4) ~~(b)~~ FS. Law Implemented 943.25(4) FS. (Supp. 1998). History—New 1-7-85, (1), (4), Formerly 11B-18.05(8), (7), Formerly 11B-18.051, Amended 7-13-87, 1-2-97, 7-7-99, 11-5-02.

Comment [GJ16]:
Technical Revision

11B-18.0052 Development of Budgets.

(1) Officer Training Monies collected pursuant to Section 943.25, F.S., and appropriated by the Legislature to implement Commission-approved training programs and Commission-certified training school enhancements, are public funds and are subject to the State Legislative Budget and Appropriation processes. By July 1 of each year, the training regions shall be notified of the projected allocation of Officer Training Monies and the proposed distribution of this allocation to each training region, as determined by the Officer Training Monies statewide distribution formula pursuant to subsection 11B-18.003(7), F.A.C.

(2) The following formulas are used to calculate the statewide distribution of Officer Training Monies to regions:

(a) To determine per capita allocation:

$T/N = P$; where:

T = total Officer Training Monies available for distribution

N = total full-time officer population prior to July 1

P = per capita allocation

(b) To determine the regional allocation:

$P \times N = R$; where:

P = per capita allocation

N = full-time officer population in a region prior to July 1

R = region allocation

(3) All forms referenced in this rule may be obtained on the following web site: <http://www.flde.state.fl.us> or 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.

Rulemaking Specific Authority 943.03(4), 943.12(1), (2), 943.25(4)(b), ~~(5)(b)~~ FS. Law Implemented 943.25(4)(b) FS. History—New 1-13-81, Amended 7-28-82, 1-26-83, 1-7-85, Formerly 11B-18.052(2)(a), (b), Amended 1-28-86, 7-13-87, 10-17-90, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 3-21-07.

Comment [GJ17]:
Technical Revision

11B-18.0053 Officer Training Monies Budget and Expenditure Categories.

(1) A distribution formula has been established by the Criminal Justice Standards and Training Commission to provide guidance to training regions regarding the expenditure of Officer Training Monies in the regions. Any deviations by a region from the distribution formula shall be approved by the Commission. The distribution formula is:

(a) Category I - Administrative Expenses - 5%

(b) Category II - Training Expenses – 80%

(c) Category III - Operating Capital Outlay - 15%

(2) Category I, Administrative Expenses. Administrative Expenses shall be reasonable and an accounting of all expenditures shall be maintained.

(a) Each region shall not budget more than 5% of the total regional allocation for Administrative Expenses, notwithstanding the following exceptions for additional Officer Training Monies budgeted that exceed the 5% limitation:

1. Support of travel of Regional Training Council Chairpersons, fiscal agents, and training center directors or their designee, to Officer Training Monies workshops conducted by Commission staff; and

2. Support of travel for training center directors or designees to attend Criminal Justice Standards and Training Commission quarterly meetings.

(b) Administrative expenses are divided into two categories:

1. Personal Services. Personal Services are expenses incurred by a Commission-certified training school for full or part-time training school staff, who directly support the administration of Officer Training Monies. Charges shall be proportionate to the individual's time spent in direct support of officer training.

2. Miscellaneous Expenses. Miscellaneous Expenses are administrative expenditures, expended from Officer Training Monies by Commission-certified training schools that are incurred in direct support of officer training. Examples include office supplies, notices in the Florida Administrative Register publications, and postage.

(c) Officer Training Monies shall not be expended for recurring costs incurred by the training school. Examples include liability insurance, utilities, and office furniture.

(3) Category II, Training Expenses. Each region shall not budget less than 80% of the total regional allocation of Officer Training Monies for the purpose of delivering regional Commission-approved Advanced and Specialized Training Program Courses.

(a) Criminal justice officers and support personnel, pursuant to Section 943.10, F.S., are authorized to expend Officer Training Monies to attend Advanced and Specialized Training Program Courses delivered through a Commission-certified training school, provided the support personnel does not displace a certified officer. The Criminal Justice Standards and Training Commission has further authorized the following personnel to attend courses funded with Officer Training Monies:

1. A sworn federal officer, on a space available basis provided the officer does not displace a Florida officer.

2. Medical examiners personnel with prior written approval from the Regional Training Council.

3. Full-time staff and part-time instructional coordinators employed by a Commission-certified training school on a space available basis provided the staff does not displace a Florida officer.

4. Department of Banking and Finance, Office of Financial Investigations, on a space available basis, provided a Florida officer is not displaced.

(b) Officer Training Monies, pursuant to subsection 11B-18.003(24) or (25), F.A.C., shall be expended for Commission-approved Advanced and Specialized Training Program Courses set forth in Rules 11B-35.006 and 11B-35.007, F.A.C., and shall not be used for reoccurring expenses incurred by a Commission-certified training school.

528 (c) Each training region shall offer Commission-approved Advanced and Specialized Training Program
529 Courses funded with Officer Training Monies, to officers within its respective region, prior to accepting officers or
530 support personnel from other regions.

531 (d) Criminal justice officers and support personnel located in one region may attend training in a different
532 region. Each region shall make provisions in its operating budget for the reciprocal payment of training provided to
533 officers, pursuant to Section 943.25(5)(6), F.S., and support personnel, defined in Section 943.10(11), F.S., who
534 attend training programs offered in other training regions. Reciprocal payment shall be limited to Commission
535 Category II training costs and each training region's fiscal agent shall be held accountable for receipt and
536 disbursement of the region's reciprocal funds. Such costs shall be administered and paid by the fiscal agent charged
537 with the responsibility for the reciprocal payment of training.

538 (e) If Commission-approved Advanced and Specialized Training Program Courses are funded with Officer
539 Training Monies, the training and room or board costs may not be assessed against the officer, support personnel, or
540 their employing agency, pursuant to Section 943.25(5), F.S., however, the employing agency is responsible for
541 travel incurred to and from training. If an officer, defined in Section 943.10(2), F.S., is employed with a private
542 entity contracted with the state or county, or if an officer is not employed or appointed by an employing agency of
543 Florida, the officer may attend a course funded with Officer Training Monies, provided the officer pays for all
544 training costs associated with course attendance, pursuant to Sections 943.25(5)(b), 944.105(7), or 944.714(2), F.S.
545 Reimbursement of these costs, excluding out-of-state tuition, shall be deposited in the Commission-certified training
546 school's Officer Training Monies account.

547 (4) Category III, Operating Capital Outlay Expenses. Each region shall not budget more than 15% of the total
548 regional allocation to purchase items that are non-consumable and non-expendable. Category III Operating Capital
549 Outlay Expenses fall into the following categories:

550 (a) "Expense" Operating Capital Outlay. Expense operating capital outlay purchases that cost less than \$500
551 with a life expectancy of one year or more, shall be limited to items purchased that are required for delivery of
552 Commission-approved Advanced and Specialized Training Program Courses. Officer Training Monies shall not be
553 used for training school expenditures used to fulfill the certification and recertification requirements of Rule
554 11B-21.005, F.A.C.

555 (b) "Standard" Operating Capital Outlay. Standard operating capital outlay purchases include items with a cost
556 of \$500 or more with a life expectancy of one year or more.

557 (c) Operating Capital Outlay property purchased for use other than for the direct support of Commission-
558 approved Advanced Training Program Courses pursuant to Rule 11B-35.006, F.A.C., and Specialized Training
559 Program Courses pursuant to Rule 11B-35.007, F.A.C., are not appropriate purchases.

560 (d) Operating Capital Outlay property received from a vendor as a purchasing incentive, using Officer Training
561 Monies, shall be reported on an Officer Training Monies Semi-Annual Expenditure Report, form CJSTC-300,
562 revised February 7, 2002, hereby incorporated by reference. Form CJSTC-300 can be obtained at the following
563 FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx> [http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism%20Program%20Forms.aspx), or by contacting Commission staff at (850)
564 410-8615.

566 (e) Operating Capital Outlay Property shall not be disposed of or transferred without prior notification to and
567 approval by Commission staff. An Operating Capital Outlay Property Disposal Request, form CJSTC-311, ~~created~~
568 ~~May 6, 2004~~, revised ~~November 5, 2015~~ ~~December 16, 2010~~, ~~effective 9/2016~~ ~~(effective 3/2013)~~, hereby
569 incorporated by reference, shall be completed and submitted to Commission staff when disposing or transferring
570 Operating Capital Outlay Property. Form CJSTC-311 can be obtained at the following FDLE Internet address:
571 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx> [http://www.fdle.state.fl.us/Content/CJST/](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism%20Program%20Forms.aspx)
572 [Publications/Professionalism Program Forms.aspx](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx), or by contacting Commission staff at (850) 410-8615.

573 1. Usable Operating Capital Outlay Property. Usable property shall be offered to other Commission-certified
574 training schools in Florida prior to selling or disposing of the property. The usable property shall be offered to
575 criminal justice agencies in Florida if a training school does not claim the property. To transfer Operating Capital
576 Outlay Property from one training school to another, the transferring training school shall forward to Commission
577 staff a completed form CJSTC-311, which shall be signed by the training center director.

578

Comment [GJ18]:

11B-18.0053(3)(d):

Description of the revision: Updates the statutory reference.

Why the rule is being revised: Updates the statutory reference.

Revised by: Bureau Chief Hopkins

Comment [GJ19]:

11B-18.0053(4)(d):

TECHNICAL REVISION; updated the forms link.

Comment [GJ20]:

11B-18.0053(4)(e):

Description of the revision: Revises the Operating Capital Outlay Property Disposal Request, form CJSTC-311.

Why the rule is being revised: Revises the Operating Capital Outlay Property Disposal Request, form CJSTC-311, to make a grammatical change and specify that the Trust Fund Administrator must sign the form to authorize the transfer or disposal of trust fund operating capital outlay property. Upon completing the form the training center director must forward the form to the CJP Field Services Section of the FDLE/Criminal Justice Professionalism Program.

Revised by: Terry Baker

Comment [GJ21]:

11B-18.0053(4)(e):

TECHNICAL REVISION; updated the forms link.

579 2. Obsolete or Unusable Operating Capital Outlay Property. A Commission-certified training school shall
580 notify Commission staff on form CJSTC-311, to request disposal of obsolete property. A written verification of the
581 condition of the property shall be included. Commission staff shall physically view the property and approve the
582 written verification of the condition of the property prior to disposal or trading of the property. Obsolete property
583 may be traded for credit on the purchase of new property. Money received from the disposal of property purchased
584 with Officer Training Monies shall be returned to Commission staff for deposit into the Criminal Justice Standards
585 and Training Trust Fund.

586 3. Stolen Operating Capital Outlay Property. Notification of stolen property purchased with Officer Training
587 Monies shall include a copy of a police report indicating that the circumstances surrounding the theft were beyond
588 the control of the Commission-certified training school. Should property purchased with Officer Training Monies
589 become lost or stolen through negligence, the training school shall replace the property with the training school's
590 funds.

591 (f) Audit of Operating Capital Outlay Property. Operating Capital Outlay Property purchased by a
592 Commission-certified training school, using Officer Training Monies, shall be made available to Commission staff
593 and inventoried during the audit for the fiscal year the property was purchased.

594 1. A training school shall conduct annual audits of property purchased with Officer Training Monies to
595 include the inventory item, date purchased, property serial number if appropriate, and property number.

596 2. Commission staff is authorized to conduct spot inventories, on demand, of items purchased with Officer
597 Training Monies.

598 3. After the year of purchase, items purchased with a value of \$500 or more, and \$100 or more for hardbound
599 books, shall be inventoried on an annual basis.

600 4. Weapons shall be inventoried each year regardless of the purchase price.

601 5. Training schools shall have written procedures on file for the security of all property purchased with
602 Officer Training Monies. Such procedures shall include check-in and check-out procedures and the names of
603 personnel that have access to the property.

604 Rulemaking Authority 943.03(4), 943.12(1), (2), 943.25(2), (4), (5) FS. Law Implemented 943.25 FS. History-New
605 11-5-02. Amended 11-30-04, 6-3-10, 3-13-13, [9-4-16](#).

11B-18.0071 Development of Officer Training Monies Budgets and Required Reports.

(1) Operating Budget. No later than February 1 of each year, the Officer Training Monies Operating Budget, form CJSTC-310, revised February 7, 2002, hereby incorporated by reference, shall be submitted to Commission staff by each Regional Training Council and shall reflect the region's proposed operating budget for the upcoming fiscal year, beginning July 1 and ending June 30 of the next year, based on the Officer Training Monies available and projected for the region pursuant to subsection 11B-18.0052(1), F.A.C. Form CJSTC-310 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The region shall also include a request to expend the previous year's accrued interest pursuant to subsection (5) of this rule section. Each Regional Training Council is responsible for including in its approved budget, the Criminal Justice Standards and Training Commission's priority budget issues as they relate to the training needs of the region. The region's projected annual operating budget shall list items in order of priority within each budget category as set forth in Rule 11B-18.0053, F.A.C. A region that fails to meet the required deadline, or fails to receive an extension of the submission deadline from Commission staff, shall forfeit the opportunity to propose an operating budget for the region and Commission-certified training schools for that fiscal year. Officer Training Monies forfeited by a region due to noncompliance with the February 1 deadline shall be distributed to other regions in the state based on the statewide distribution formula set forth in subsection 11B-18.0052(2), F.A.C.

(2) Budget Amendment and Programmatic Change. The Officer Training Monies Programmatic Change and Budget Amendment, form CJSTC-302, revised February 7, 2002, hereby incorporated by reference, shall be used by a Commission-certified training school through its Regional Training Council to reflect changes to its annual operating budget. Form CJSTC-302 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(a) Unobligated Operating Capital Outlay Purchases. Operating budgets approved by the Criminal Justice Standards and Training Commission that include "unobligated" Operating Capital Outlay purchases require additional approval prior to expenditure of these funds. A training school shall submit form CJSTC-302 to identify planned expenditures equal to the amounts previously budgeted as unobligated. Form CJSTC-302 shall only be completed when a training school and region requests a revision to its operating budget and the revision does not alter the distribution formula set forth in Rule 11B-18.0053, F.A.C.

(b) Budget Amendment. A budget amendment shall be submitted to Commission staff on form CJSTC-302 when a training school and region request an adjustment to its Commission-approved budget, by transferring funds in one category to a different category, and does not alter the distribution formula set forth in Rule 11B-18.0053, F.A.C.

(c) Programmatic Change: A programmatic change shall be submitted to Commission staff on form CJSTC-302 when a training school and region requests a change within a budget category within its Commission-approved budget and does not alter the distribution formula set forth in Rule 11B-18.0053, F.A.C.

(d) Emergency Budget Amendment. An Emergency Budget Amendment is an adjustment to the approved regional operating budget that does not meet the Commission's distribution formula. An Emergency Budget Amendment that alters the Commission's distribution formula shall be submitted to Commission staff by a Commission-certified training school through its Regional Training Council, and shall include an explanation as to why the budget amendment is needed. Emergency Budget Amendments shall be submitted at the Criminal Justice Standards and Training Commission's next quarterly Commission meeting. If approval of the budget amendment is required prior to the next scheduled Commission meeting, the Commission Chairman shall approve the Emergency Budget Amendment and report the approved amendment to the full Commission at the next quarterly Commission meeting.

(3) Each Regional Fiscal Agent shall submit an Officer Training Monies Semi-Annual Expenditure Report form CJSTC-300, to Commission staff twice each fiscal year advising the Commission of administrative, training, and capital outlay property expenditures. Encumbered Officer Training Monies shall not be included on this report.

(a) Semi-annual Expenditure Reporting Period. Form CJSTC-300 shall be submitted by a training school through the Regional Training Council no later than 45 days after the end of each semi-annual expenditure reporting period.

657 (b) Semi-annual expenditure reporting periods are January 1 through June 30 with a report due date of August
658 15, and July 1 through December 31 with a report due date of February 15.

659 (4) Year-End Fiscal Report. Each Regional Fiscal Agent shall submit to Commission staff a completed Officer
660 Training Monies Year-End Fiscal Report, form CJSTC-301, revised February 7, 2002, hereby incorporated by
661 reference, reporting all expenditures, to include a list of all Operating Capital Outlay Property purchased pursuant to
662 subsection 11B-18.0053(4), F.A.C. The report shall be filed by October 30 of each year and shall include interest
663 earned for the previous fiscal year ending June 30. Form CJSTC-301 can be obtained at the following FDLE
664 Internet address: <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by
665 contacting Commission staff at (850) 410-8615.

666 (a) Encumbered Officer Training Monies. Purchases shall be encumbered by close of the fiscal year, which is
667 June 30. An encumbered purchase occurs when a purchase order has been issued or a binding contract negotiated
668 prior to the end of the budget year. Purchases that encumber Officer Training Monies shall be received and paid by
669 a training school no later than December 31. If Officer Training Monies are encumbered on June 30, the training
670 school shall submit to Commission staff a "Preliminary" form CJSTC-301, on or before October 30, and a "Final"
671 form CJSTC-301, on or before the following January 30.

672 (b) Unencumbered Officer Training Monies. Officer Training Monies not expended and not encumbered on
673 June 30, shall be reported on form CJSTC-301 and filed by a training school on or before October 30 of each year.
674 The training school shall attach a check or warrant payable to the Criminal Justice Standards and Training Trust
675 Fund in the amount equal to the unexpended unencumbered funds for the year.

676 (5) Interest Earned. A training school may deposit Officer Training Monies in interest bearing accounts based
677 on the authority granted by the State Comptroller. Interest earned shall be expended consistent with Category II and
678 Category III expenditures set forth in subsections 11B-18.0053(3)-(4), F.A.C., and are not subject to the distribution
679 formula. A separate operating budget for accrued interest shall be submitted by the Regional Training Councils.
680 The training school shall report interest earned and corresponding expenditures to Commission staff on the
681 following forms:

682 (a) The Officer Training Monies Semi-annual Expenditure Report form CJSTC-300, pursuant to subsection
683 11B-18.0071(3), F.A.C., submitted to Commission staff no later than 45 days after the end of the two reporting
684 periods of June 30 and December 31, shall include a report of all expenditures made during the interest budget
685 period the interest was accrued. Interest earned by a training school shall be expended by June 30 of the year the
686 Commission approved the expenditure. Interest earned shall not be encumbered, and if not expended, shall be
687 returned to the Commission no later than 90 days following June 30, which is the close of the fiscal year.

688 (b) Year-End Fiscal Report. Each Regional Fiscal Agent shall submit to Commission staff a completed Officer
689 Training Monies Year-End Fiscal Report form CJSTC-301, reporting all interest expenditures, to include a list of all
690 Operating Capital Outlay Property purchased pursuant to subsection 11B-18.0053(4), F.A.C. The report shall be
691 filed by October 30 of each year.

692 Rulemaking Authority 943.03(4), 943.12(1), (2), 943.25(4), (5) FS. Law Implemented 943.25 FS. History—New 1-
693 13-81, Amended 7-1-81, 7-28-82, 1-7-85, 1-28-86, Formerly 11B-18.071, Amended 7-13-87, 5-23-88, 10-17-90,
694 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 3-13-13.

11B-18.008 Areas of Responsibility.

With regard to the Criminal Justice Standards and Training Trust Fund Officer Training Monies, the following entities shall have responsibilities outlined in subsections (1)-(3) of this rule section.

(1) The responsibilities of the Regional Training Councils are to:

(a) Determine the distribution of Officer Training Monies for allocation to the individual Commission-certified training schools in the respective training regions.

(b) Submit to Commission staff a list of the current voting membership of each Regional Training Council, including Regional Training Council officers (noting appointed fiscal agents) and forward any membership changes to Commission staff as they occur.

(c) Submit to Commission staff and maintain on file the minutes of each Regional Training Council meeting.

(d) Submit to Commission staff and maintain on file all required documents, budgets, reports, audit reports, and other documentation required by the Council and make available for review by Commission staff.

(e) Appoint or approve a regional fiscal agent.

(2) The responsibilities of the regional fiscal agents are to:

(a) Provide fiscal guidance and assistance to Regional Training Councils in the preparation of all documents, budgets, and reports for submission to Commission staff.

(b) Be responsible for the receipt and disbursement of Officer Training Monies pursuant to Rule Chapter 11B-18, F.A.C., and Section 943.25, F.S.

(c) Be responsible for the separate maintenance of financial records, including accrued interest documentation for Officer Training Monies accounts, and Commission-certified training school property inventories.

(3) The responsibilities of Commission-certified training schools are to:

(a) Develop a training calendar based on regional training priorities that is inclusive of Criminal Justice Standards and Training Commission recommendations and estimated training costs. The training calendar shall adhere to the Regional Training Council's plan, Commission procedures, and the statewide distribution formula for Officer Training Monies set forth in subsection 11B-18.0052(2), F.A.C.

(b) Be responsible for the receipt and payment of Officer Training Monies authorized by a Commission-certified training school's approved annual operating budget pursuant to Rule Chapter 11B-18, F.A.C., and Section 943.25, F.S.

(c) Be responsible for the separate maintenance of the appropriate financial records pursuant to standard state or local accounting procedures.

(d) Make available to the Regional Training Council, documentation maintained by the fiscal agent 15 business days after the request for documentation.

(e) Respond to any audit by the State, Commission staff, Regional Training Councils, or local government.

(f) Begin training courses, for which Officer Training Monies are expended, on or before June 30 of the current fiscal year.

(g) Receive and separately account for all property purchased with Officer Training Monies pursuant to standard state or local property inventory procedures. Submit to Commission staff an inventory of operating capital outlay items purchased with Officer Training Monies during each fiscal year.

(h) Obtain approval from Commission staff prior to disposing of property purchased with Officer Training Monies.

Rulemaking Authority 943.03(4), 943.12(1), (2), 943.25(5) FS. Law Implemented 943.25 FS. History--New 1-13-81, Amended 7-1-81, 7-28-82, 1-7-85, 1-28-86, Formerly 11B-18.08, Amended 7-13-87, 5-23-88, 10-17-90, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 5-21-12, 3-13-13.

11B-18.009 Applicability, Contractual Obligations.

(1) Officer Training Monies budgets approved by the Criminal Justice Standards and Training Commission shall be governed by this rule chapter upon its adoption. Failure to submit required budgets, reports, and other related documents, shall result in subsequent allocations being withheld by the Commission.

(2) Receipt of any Officer Training Monies shall be deemed an acceptance of the terms, conditions, and limitations contained in the Commission-approved budget under which they are received. Regional Training Councils or Commission-certified training schools accepting Officer Training Monies support, on or after the effective date of this rule chapter, shall be deemed to have:

(a) Agreed to surrender to the Commission property purchased with Officer Training Monies upon loss of a Commission-certified training school's certification.

(b) Agreed to receive approval from Commission staff prior to disposing of property secured through Officer Training Monies.

(3) Property acquired by a state, local, or regional entity using Officer Training Monies shall become the property of the local entity, with the exception of Section 943.25, F.S., or other state statutes, this rule, the budget, approved training plan, or a grant that provides to the contrary. However, where a grant or a portion of a grant from Officer Training Monies has been used or applied contrary to these authorities, the state, local, or regional entity shall be deemed to have a contractual obligation to make restitution pursuant to this rule.

Specific Authority 943.03(4), 943.12(1), (2), 943.25(4), (5) FS. Law Implemented 943.25 FS. History--New 1-13-81, Amended 7-28-82, 1-7-85, 1-28-86, Formerly 11B-18.09, Amended 7-13-87, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02.

11B-18.010 Criminal Justice Standards and Training Commission Fiscal Program Audits and Instruction and Facility Evaluations. Commission staff conducts a fiscal and program audit and instruction and facility evaluation of training schools within each region. The audit and instruction facility inspection performed by Commission staff shall establish a comprehensive analysis of training schools to ensure compliance with Chapter 943, F.S., and Rule Chapter 11B-18, F.A.C.

(1) Annual Audit.

(a) Each training school shall be audited annually and shall be scheduled and coordinated with the respective training center director(s), fiscal agent(s), and Regional Training Council Chairperson(s) who are subject to the audit. Training schools that receive a fiscal year perfect audit shall be exempt from an audit in the subsequent fiscal year unless otherwise requested by the training center director. However, a training school may be audited for cause, for example, the removal or death of a training center director, an allegation of fiscal irregularity or impropriety, or the improper expenditure of funds, or violations of applicable Florida Administrative Code.

(b) The annual fiscal year audit shall be conducted after the June 30 close of the fiscal year.

(c) The audit shall include all transactions for the fiscal year of July 1 through June 30 and may, at the discretion of Commission staff, include a review of current fiscal year activities in progress.

(2) Preliminary Audit Report. Training center director(s), fiscal agent(s), and Regional Training Council Chairperson(s) shall receive a preliminary copy of the fiscal program audits and instruction and facility evaluation prior to its presentation to the Criminal Justice Standards and Training Commission. In addition to the concerns and recommended actions noted for the fiscal year being audited, Commission staff is authorized to review and include follow-up corrective actions to deficiencies by a Commission-certified training school found in prior year audits. Training school staff and regional personnel are permitted to submit additional information to include in the audit presented to the Commission. The Commission, at its next regularly scheduled quarterly meeting, shall take action on the recommended actions presented in the audit report.

(3) Final Audit Report. The training center director(s), fiscal agent(s), and Regional Training Council Chairperson(s) shall receive a copy of the final audit report within five working days of the quarterly Commission meeting.

(4) Final Audit Response. Each training center director, fiscal agent, and Regional Training Council Chairperson shall provide a written response to Commission staff in response to the audit by the due date included in the audit. The audit response shall include a plan for corrective action and reimbursement of any unauthorized expenditures.

(5) Failure to respond to, and continued non-compliance with applicable Florida Statutes and Commission rules shall result in punitive action by the Criminal Justice Standards and Training Commission to include:

(a) When training schools fail to respond in writing to the audit, Commission staff shall write a letter of concern to the training center director requesting a written response to the audit. Copies of the letter shall be sent to the administrative head of the agency or entity, fiscal agent, and the regional chairperson.

(b) Failure to return inappropriately expended Officer Training Monies requested in an audit shall result in the Commission withholding the training school's next release of Officer Training Monies.

(c) Continued failure for three years to comply with Chapter 943, F.S., and Rule Chapter 11B-18, F.A.C., shall result in the Commission writing a letter of censure to the administrative head of the entity and to the training center director requesting a written plan for compliance with applicable Florida Statutes and Commission rules.

(d) If compliance is not achieved by following paragraphs (5)(a)–(c) of this rule section, the Commission shall take disciplinary action pursuant to the disciplinary guidelines set forth in Rule 11B-21.018, F.A.C.

Specific Authority 943.03(4), 943.12(1), (2), 943.25(3), (4) FS. Law Implemented 943.25 FS. History-New 11-5-02. Amended 11-30-04.

802 **Certification of Criminal Justice Training Instructors** **Chapter 11B-20**

803	RULE TITLES:	RULE NOS.:
804	1. Definitions and Minimum Requirements for General Certification of Instructors.	<u>11B-20.001</u>
805	2. Denial and Discipline of Instructor Certification.	<u>11B-20.0012</u>
806	3. Commission Instructor Certification Categories.	<u>11B-20.0013</u>
807	4. Minimum Requirements for High-Liability and Specialized Instructor Certifications.	<u>11B-20.0014</u>
808	5. Inspection of Instructor Certification Applications.	<u>11B-20.0016</u>
809	6. Maintenance and Duration of Instructor Certifications.	<u>11B-20.0017</u>

810 **11B-20.001 Definitions and Minimum Requirements for General Certification of Instructors.**

811 (1) Definitions:

812 (a) "Successful completion" of a course is documented as a "Pass" on the completed Training Report, form
813 CJSTC-67, revised November 5, 2015 ~~November 6, 2014~~, effective 9/2016 ~~7/2015~~, hereby incorporated by
814 reference. Form CJSTC-67 can be obtained at the following FDLE Internet address:
815 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
816 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
817 Commission staff at (850) 410-8615.

818 (b) "Training school" means those training academies and training schools that are certified by the Criminal
819 Justice Standards and Training Commission.

820 (c) "Instructor" means an individual certified by the Criminal Justice Standards and Training Commission,
821 hereafter referred to as "Commission" or "CJSTC," and is affiliated with a Commission-certified criminal justice
822 training school or criminal justice employing agency and is authorized to instruct Basic Recruit Training Programs,
823 Advanced Training Programs, or Specialized Training Programs.

824 (d) "Affiliated" means an instructor who is currently employed by a Commission-certified criminal justice
825 training school or criminal justice agency, whether or not the instructor receives compensation.

826 (e) "Active certification" means a certification held by an instructor who is affiliated with a Commission-
827 certified criminal justice training school or criminal justice agency.

828 (f) "Inactive certification" means a certification held by an instructor who is not affiliated with a Commission-
829 certified training school or criminal justice agency.

830 (g) "ATMS" means the Commission's Automated Training Management System.

831 (h) "Basic Recruit Training Programs," "Advanced Training Programs," and "Specialized Training Programs"
832 means training administered by training schools pursuant to Rule Chapter 11B-35, F.A.C.

833 (i) "Agency" means criminal justice employing agency.

834 (2) Instructor applicants applying for instructor certification shall:

835 (a) Complete the Instructor Certification Application, form CJSTC-71, revised November 7, 2013, effective
836 5/2014, hereby incorporated by reference. Form CJSTC-71 can be obtained at the following FDLE Internet address:
837 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
838 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
839 Commission staff at (850) 410-8615;

840 (b) Be affiliated with a training school or agency;

841 (c) Possess good moral character pursuant to subsection 11B-27.0011(4), F.A.C., as applied to instructor
842 applicants and certified instructors;

Comment [GJ22]:

11B-20.001(1)(a):

Description of the revision: Incorporates the revised Training Report, form CJSTC-67.

Why the rule is being revised: Incorporates the revised Training Report, form CJSTC-67, to specify that only the applicant's last four digits are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: Bureau Chief Hopkin

Comment [GJ23]:

11B-20.001(1)(a):

TECHNICAL REVISION; updated the forms link.

Comment [GJ24]:

11B-20.001(2)(a):

TECHNICAL REVISION; updated the forms link.

843 1. Not have been convicted of a felony or of a misdemeanor involving perjury or false statement, or received a
844 dishonorable discharge from any of the Armed Forces of the United States; and

845 2. After July 1, 1981, any person who has pled guilty or nolo contendere to any felony or of a misdemeanor
846 involving perjury or a false statement is not eligible for instructor certification, notwithstanding suspension of
847 sentence or withholding of adjudication; and

848 3. Notwithstanding subsections (3)-(4) of this rule section, any person who has pled nolo contendere to a
849 misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged
850 shall not be deemed ineligible for instructor certification.

851 (3) General Instructor Certification.

852 (a) Instructor applicants shall comply with the following requirements to obtain General Instructor
853 Certification:

854 1. Instructor applicants shall successfully complete the Traditional Instructor Techniques Course (Retired
855 6/30/04), CMS Instructor Techniques Course (Retired 11/14/08), or Florida General Instructor Techniques Course
856 delivered through a training school or complete equivalent instructor training. Instructor applicants shall only
857 complete those portions of the Florida General Instructor Techniques Course for which they are deficient.

858 2. Instructor applicants who apply for General Instructor Certification shall have completed the required
859 instructor training within four years of the date the instructor applicant applies for certification. Instructor applicants
860 who apply more than four years from the date training was completed shall be required to complete the General
861 Instructor Refresher Course.

862 3. After successful completion of the mandatory instructor training, instructor applicants shall complete an
863 internship.

864 a. The instructor applicant shall be supervised by and have his or her instructional abilities evaluated by a
865 training center director or agency administrator, who is currently an instructor, or a designee who is currently an
866 instructor. The training center director, agency administrator, or designee shall complete the Instructor Competency
867 Checklist, form CJSTC-81, revised November 5, 2015 ~~November 7, 2013~~, effective 9/2016 ~~5/2014~~, hereby
868 incorporated by reference. Form CJSTC-81 can be obtained at the following FDLE Internet address:
869 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
870 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
871 Commission staff at (850) 410-8615.

872 b. The instructor applicant shall demonstrate the applicable competencies listed on form CJSTC-81, which
873 shall be maintained in the instructor's file at the training school or agency.

874 c. The instructor applicant shall be evaluated by his or her students. Student evaluations shall be reviewed
875 with the instructor applicant by a training center director, agency administrator, or an instructor designated by the
876 training center director or agency administrator, and documented on form CJSTC-81.

877 4. Instructor applicants shall complete the Instructor Certification Application form CJSTC-71 and attach all
878 required documentation prior to submitting the application for approval. The training center director, agency
879 administrator, or designee is required to submit form CJSTC-71 to Commission staff or electronically transmit
880 through the Commission's ATMS. Form CJSTC-71 and supporting documentation on each affiliated instructor
881 shall be maintained in the instructor's file.

882 5. Instructor Separation or Change of Affiliation.

883 a. When an instructor requests a change of affiliation, the training center director, agency administrator, or
884 designee shall complete an Affidavit of Separation, form CJSTC-61, revised November 5, 2015 ~~December 16, 2010~~,
885 effective 9/2016 ~~(effective 5/2012)~~, hereby incorporated by reference, and submit to Commission staff, or
886 immediately transmit through the Commission's ATMS. Form CJSTC-61 can be obtained at the following FDLE
887 Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx> ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting Commission staff at (850) 410-
888 8615. A copy shall be maintained in the instructor's file.
889

Comment [GJ25]:

11B-20.001(3)(a)3.a.:

Description of the Revision: Revises the Instructor Competency Checklist, form CJSTC-81.

Why the rule is being revised: Updates the Instructor Competency Checklist, form CJSTC-81, to provide diving instructor applicants with an exemption from the internship and specifies that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: Glenn Koenig

Comment [GJ26]:

11B-20.001(3)(a)3.a.:

TECHNICAL REVISION; updated the forms link.

Comment [GJ27]:

11B-20.001(3)(a)5.a.:

Description of the Revision: Revises the Affidavit of Separation, form CJSTC-61.

Why the rule is being revised: Revises the Affidavit of Separation, form CJSTC-61, and removes the possible negative stigma associated with a person being "terminated" when this reason is typically used for a separation beyond the officer's control such as the dissolution of the agency. Also specifies that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: Terry Baker

Comment [GJ28]:

11B-20.001(3)(a)5.a.:

TECHNICAL REVISION; updated the forms link.

890 b. Instructor Separation. When a training center director, agency administrator, or designee separates an
891 instructor, the training center director, agency administrator, or designee shall notify the instructor of the separation
892 and submit form CJSTC-61 to Commission staff or electronically transmit through the Commission's ATMS. A
893 copy of form CJSTC-61 shall be maintained in the Instructor's file. An instructor's certification shall become
894 inactive upon separation and remain inactive until the instructor is affiliated with a training school or agency. If the
895 separation involves a violation of Section 943.13(4), F.S., or moral character violation, the training center director,
896 agency administrator, or designee shall also complete the Affidavit of Separation Supplement, form CJSTC-61A,
897 revised December 16, 2010, (effective 5/2012), hereby incorporated by reference, and form CJSTC-61, and submit
898 to Commission staff or immediately transmit through the Commission's ATMS. Form CJSTC-61A can be obtained
899 at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
900 ~~<http://www.fdle.state.fl.us/Content/CJST-Publications/Professionalism Program Forms.aspx>~~ or by contacting
901 Commission staff at (850) 410-8615.

902 c. Request for new Affiliation. The instructor requesting the change shall submit to the employing agency or
903 training school the Instructor Certification Application form CJSTC-71, the training center director, agency
904 administrator, or designee shall enter the employment into the Commission's ATMS, and the instructor's ATMS
905 Global Profile Report shall be maintained in the instructor's file.

906 (b) Equivalent Instructor Training.

907 1. Instructor applicants who request an exemption from the required instructor training shall be evaluated by
908 the training center director or designee for completion of equivalent instructor training by documenting the
909 instructor applicant's qualifications. Documentation shall include the instructor applicant's training in all of the
910 following competencies, or the training center director or designee may authorize the instructor applicant to
911 complete only those portions of the Florida General Instructor Techniques Course for which the instructor applicant
912 is deficient:

- 913 a. Training liability.
- 914 b. Ethics.
- 915 c. Human diversity training required by Section 943.1758, F.S.
- 916 d. Adult learning theory.
- 917 e. Communication skills.
- 918 f. Instructional aids.
- 919 g. Principles of instruction.
- 920 h. Lesson plan preparation.
- 921 i. Evaluation, measurement, and simulation.
- 922 j. Demonstration of instructional ability.
- 923 k. Group management.
- 924 l. Facilitation skills.
- 925 m. Applied Learning Concepts.
- 926 2. Instructor applicants shall complete an internship.
 - 927 a. The instructor applicant shall be supervised by and have his or her instructional abilities evaluated by a
 - 928 training center director or agency administrator, who is currently an instructor, or a designee who is currently an
 - 929 instructor. The training center director, agency administrator, or designee, shall complete the Instructor Competency
 - 930 Checklist form CJSTC-81.
 - 931 b. The instructor applicant shall demonstrate the applicable competencies listed on form CJSTC-81, which
 - 932 shall be maintained in the instructor's file at the training school or agency.

Comment [GJ29]:
11B-20.001(3)(a)5.b.:
TECHNICAL REVISION; updated the forms
link.

933 c. The instructor applicant shall be evaluated by his or her students. Student evaluations shall be reviewed
934 with the instructor applicant by a training center director, agency administrator, or an instructor designated by the
935 training center director or agency administrator, and documented on form CJSTC-81.

936 3. Instructor applicants shall complete the Instructor Certification Application form CJSTC-71 and attach all
937 required documentation prior to submitting the application for approval. The training center director, agency
938 administrator, or designee is required to submit form CJSTC-71 to Commission staff or electronically transmit
939 through the Commission's ATMS. Form CJSTC-71 and supporting documentation on each affiliated instructor
940 shall be maintained in the instructor's file.

941 (c) Exemption from Instructor Techniques Courses.

942 1. Instructor applicants are exempt from the Florida General Instructor Techniques Course when the instructor
943 applicant is a full-time instructor at a vocational technical institution or an accredited community college, college, or
944 university. The instructor applicant shall provide documentation of his or her full-time status and identify the name
945 and location of the vocational technical institution, community college, college or university.

946 2. Instructor applicants shall complete an internship pursuant to (3)(b)2. of this rule section.

947 3. Instructor applicants shall complete the Instructor Certification Application form CJSTC-71 and attach all
948 required documentation prior to submitting the application for approval. The training center director, agency
949 administrator, or designee is required to submit form CJSTC-71 to Commission staff or electronically transmit
950 through the Commission's ATMS. Form CJSTC-71 and supporting documentation on each affiliated instructor
951 shall be maintained in the instructor's file.

952 (4) Exemption from General Instructor Certification. An individual, who has a professional or technical
953 certification or three years of experience in the specified subject matter to be instructed, shall be exempt from
954 General Instructor Certification. The training center director or designee shall document the individual's
955 qualifications by completing the Instructor Exemption, form CJSTC-82, revised November 6, 2014, effective
956 7/2015, hereby incorporated by reference, which shall be maintained in the course file at the training school. Form
957 CJSTC-82 can be obtained at the following FDLE Internet address:
958 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
959 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting
960 Commission staff at (850) 410-8615.

961 (5) An individual, whose certification has been revoked, relinquished, or is currently suspended, shall not
962 instruct Commission-approved Basic Recruit Training, Advanced Training or Specialized Training Program
963 Courses.

964 (6) An individual found in violation of Section 943.13(4), F.S., or is guilty of the offenses set forth in
965 paragraphs 11B-20.0012(2)(a)-(f), F.A.C., shall not instruct Commission-approved Basic Recruit Training,
966 Advanced Training, or Specialized Training Program Courses.

967 Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented ~~119.071~~, 943.12(3), (9), 943.14(3)
968 FS. History--New 7-21-82, Formerly 11B-20.01, Amended 10-26-88, 5-14-92, 12-8-92, 1-10-94, 1-2-97, 7-7-99,
969 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09, 6-3-10, 5-21-12, 3-13-13, 5-29-14,
970 7-29-15, 9-4-16.

Comment [GJ30]:

11B-20.001(4):

TECHNICAL REVISION; updated the forms link.

Comment [GJ31]:

REMOVE TECHNICAL REVISION

11B-20.001 (Law Implemented):

Description of the Revision: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Why the rule is being revised: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Revised by: AGC Fern Rosenwasser

11B-20.0012 Denial and Discipline of Instructor Certification.

(1) The Criminal Justice Standards and Training Commission shall deny an instructor applicant's request for certification, in the certification categories outlined in Rule 11B-20.0013, F.A.C., if the instructor applicant does not meet the minimum qualification requirements for General, High-Liability, or Specialized Instructor Certification, pursuant to Rules 11B-20.001 and 11B-20.0014, F.A.C. The Commission shall notify the instructor applicant by sending a "Notice of Intent to Deny Instructor Certification," which shall specify the reason(s) for the denial of instructor certification. The affected party shall have a right to a hearing pursuant to Section 120.57, F.S., upon denial of certification.

(2) The Criminal Justice Standards and Training Commission is authorized to impose disciplinary action against an instructor's certification if:

(a) The instructor willfully compromises the security and confidentiality of examinations, grading keys, or test specifications used in training courses, or engages in any other conduct that subverts or attempts to subvert the State Officer Certification Examination (SOCE) process; or

(b) The instructor willfully compromises or circumvents the student attendance requirements set forth in subsection 11B-35.001(12), F.A.C.; or

(c) The instructor willfully compromises or circumvents the trainee performance requirements pursuant to subsection 11B-35.001(9) and Rule 11B-35.0024, F. A. C.; or

(d) The instructor intentionally and materially falsifies criminal justice documentation; or

(e) The instructor commits an act or acts establishing gross incompetence as determined by the Commission. Gross incompetence is the lack of ability or fitness to perform as an instructor as a result of emotional instability, or physical incapacitation, or inadequate technical knowledge of subject matter, or reckless disregard for the safety of trainees or the public.

(f) The instructor commits an act or acts establishing a "lack of good moral character," defined in subsection 11B-27.0011(4), F.A.C.

(3) Allegations of violations against an instructor, pursuant to subsection (2) of this rule section, shall be investigated upon receipt of a written complaint or a violation(s) discovered through an audit. All sustained violations of conduct shall be scheduled before a Commission Probable Cause Determination Hearing.

(4) A training center director or agency administrator, having good cause to believe that an instructor has violated subsection (2) of this rule section, shall conduct a preliminary inquiry, and report the findings to Commission staff. An administrative investigation based upon this report shall be conducted by Commission staff, and all sustained violations of conduct shall be scheduled before a Commission Probable Cause Determination Hearing.

(5) Should a Commission Probable Cause Determination Hearing find probable cause that an instructor has violated subsection (2) of this rule section, disciplinary proceedings shall be conducted pursuant to Chapter 120, F.S.

(6) Action taken by the Criminal Justice Standards and Training Commission, against an officer's certification, pursuant to subsection 11B-27.005(9), F.A.C., shall also be applicable against an officer's instructor certification.

(7) Notwithstanding subsection 11B-20.001(4), F.A.C., if an instructor's certification is revoked, or is voluntarily relinquished, or the instructor has been adjudicated or found to be guilty of an offense, or has plead nolo contendere to any offense set forth in paragraphs 11B-20.0012(2)(a)-(f), F.A.C., the instructor shall not instruct Commission-approved Basic Recruit Training Program Courses, Advanced Training Program Courses, or Specialized Training Program Courses.

(8) The Criminal Justice Standards and Training Commission sets forth in subsections (1)-(2) of this rule section, a range of disciplinary guidelines from which disciplinary penalties shall be imposed upon certified instructors who have been found by the Commission to have violated subsection 11B-20.0012(2), F.A.C.

(a) For the perpetration by the instructor of an act that would constitute any violation of paragraphs 11B-20.0012(2)(a)-(e), F.A.C., the Commission shall impose one or more of the following penalties:

1. Revocation of certification.

1030 **11B-20.0013 Commission Instructor Certification Categories.**

1031 Except as otherwise provided in this rule section or by law, individuals who instruct training courses pursuant to

1032 Rule Chapter 11B-35, F.A.C., at or through a training school, shall be certified by the Criminal Justice Standards

1033 and Training Commission. The Commission offers the following categories of certification to instructor applicants:

1034 (1) General Instructor Certification.

1035 (2) High-Liability Instructor Certifications.

1036 (a) Vehicle Operations Instructor Certification.

1037 (b) Firearms Instructor Certification.

1038 (c) Defensive Tactics Instructor Certification.

1039 (d) First Aid Instructor Certification.

1040 (3) Specialized Instructor Certifications.

1041 (a) Criminal Justice Diving Instructor Certification.

1042 (b) Speed Measurement Instructor Certification.

1043 (c) Canine Team Instructor Certification.

1044 (d) Breath Test Instructor Certification.

1045 Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 943.12(3), (9), 943.14(3), 943.17 FS.

1046 History—New 7-29-01, Amended 11-5-02, 11-30-04, 3-21-07, 6-9-08, 5-29-14.

Comment [GJ32]:
Technical Revision

1047 **11B-20.0014 Minimum Requirements for High-Liability and Specialized Instructor Certifications.**

1048 (1) High-Liability Topics Instructor Certification. Instructor applicants shall comply with the following

1049 requirements for certification:

1050 (a) Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for

1051 General Instructor Certification at the same time the applicant is requesting certification in the high-liability topic.

1052 Multiple topics may be applied for at the same time.

1053 (b) Complete three years experience as a certified criminal justice officer or three years experience in the topic

1054 of instruction for which certification is sought.

1055 (c) Complete the instructor training requirements set forth in subsection (2) of this rule section, for High-

1056 Liability Instructor Topics for which the instructor applicant is requesting certification. The High-Liability Training

1057 Courses and proficiency requirements are outlined in Rule 11B-35.0024, F.A.C.

1058 (d) Be evaluated by his or her students. Student evaluation shall be reviewed with the instructor applicant by a

1059 training center director, agency administrator, or an instructor designated by the training center director or agency

1060 administrator and documented on the Instructor Competency Checklist form CJSTC-81, revised November 5, 2015,

1061 effective 9/2016, hereby incorporated by reference.

1062 (e) Complete the Instructor Certification Application form CJSTC-71 and attach all documents prior to

1063 submitting the application for approval.

1064 (f) Instructor applicants who apply for a High-Liability Instructor Certification shall have completed the

1065 applicable High-Liability Instructor Course within four years of the date the instructor applicant applies for

1066 certification. Instructor applicants who apply for a High-Liability Instructor Certification more than four years from

1067 the date training was completed shall complete an internship and demonstrate the proficiency skills applicable to the

1068 high-liability topic. Instructor applicants shall meet the requirements for High-Liability Instructor Certification for

1069 each topic requested.

1070 (2) High-Liability Instructor Topics.

1071 (a) Vehicle Operations Instructor Certification. Instructor applicants who request to obtain certification to

1072 instruct vehicle operations topics shall:

1073 1. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),

1074 F.A.C.; and

1075 2. Have successfully completed through a training school the Vehicle Operations Instructor Course (retired

1076 6/30/04) or CMS Vehicle Operations Instructor Course; and

1077 3. Have successfully completed a high-liability internship documented on the Instructor Competency

1078 Checklist form CJSTC-81 that is supervised by a certified vehicle operations instructor.

1079 (b) Firearms Instructor Certification. Instructor applicants who request to obtain certification to instruct

1080 firearms topics shall:

1081 1. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),

1082 F.A.C.; and

1083 2. Have successfully completed through a training school the Firearms Instructor Course (retired 6/30/04) or

1084 CMS Firearms Instructor Course; and

1085 3. Have successfully completed a high-liability internship documented on the Instructor Competency

1086 Checklist form CJSTC-81 that is supervised by a certified firearms instructor.

1087 (c) Defensive Tactics Instructor Certification. Instructor applicants who request to obtain certification to

1088 instruct defensive tactics topics shall:

1089 1. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),

1090 F.A.C.; and

Comment [GJ33]:

11B-20.0014(1)(d):

Description of the Revision: Incorporates the revised Instructor Competency Checklist, form CJSTC-81.

Why the rule is being revised: Incorporates the updated Instructor Competency Checklist, form CJSTC-81.

Revised by: Glenn Koenig

1091 2. Have successfully completed through a training school the Defensive Tactics Instructor Course (retired
1092 6/30/04) or CMS Defensive Tactics Instructor Course; and

1093 3. Have successfully completed a high-liability internship documented on the Instructor Competency
1094 Checklist form CJSTC-81 that is supervised by a certified defensive tactics instructor.

1095 (d) First Aid Instructor Certification. Instructor applicants who request to obtain certification to instruct in first
1096 aid shall:

1097 1. Have three years experience as a criminal justice officer; and

1098 2. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),
1099 F.A.C.; and

1100 3. Have successfully completed through a training school the First Responder Instructor Course (retired
1101 6/30/04) or CMS First Aid Instructor Course or complete a U.S. Department of Transportation recognized first
1102 responder instructor course; and

1103 4. Have successfully completed a high-liability internship documented on the Instructor Competency
1104 Checklist form CJSTC-81 that is supervised by a certified first aid instructor; and

1105 5. Possess and maintain an active CPR Instructor Certification from the American Heart Association (AHA),
1106 American Red Cross (ARC), American Safety & Health Institute (ASHI), or other entity referenced in the
1107 Department of Health Rule 64J-1.022, F.A.C. The instructor shall not let the CPR Instructor Certification lapse and
1108 shall provide documentation of renewal to the certifying agency or training school. If the CPR Instructor
1109 Certification expires during the instructor certification period, the instructor shall not instruct in first responder or
1110 first aid until the CPR Instructor Certification is renewed; or

1111 6. ~~Certain The following~~ individuals, based on their education and training experience in the United States ~~or~~
1112 its territories, are eligible for First Aid Instructor Certification without completing additional Commission-approved
1113 training and shall comply with subparagraphs (2)(d)4.-5. of this rule section:

1114 a. Qualifying professional certifications or licenses:

1115 1. Certified emergency medical technicians.

1116 2. Certified paramedics.

1117 3. Licensed physicians, who are actively involved in emergency care and have three years experience in
1118 emergency medical care.

1119 4. Licensed physician's assistants, who are actively involved in emergency care and have three years
1120 experience in emergency medical care.

1121 5. Registered nurses or licensed practical nurses, who are actively involved in emergency care and have three
1122 years experience in emergency medical care.

1123 6. Members of the Armed Forces of the United States on active duty entitled to practice as an Emergency
1124 Medical Technician (EMT) or a Florida paramedic set forth in Chapter 401, F.S., Part III.

1125 7. Full-time instructors at a vocational technical institution or an accredited college or university, who instruct
1126 medical topics in EMT, paramedic, nursing, physician, or physician assistance programs.

1127 ~~a. Certified emergency medical technicians.~~

1128 ~~b. Certified paramedics.~~

1129 ~~c. Licensed physicians, who are actively involved in emergency care and have three years experience in~~
1130 ~~emergency medical care.~~

1131 ~~d. Licensed physician's assistants, who are actively involved in emergency care and have three years~~
1132 ~~experience in emergency medical care.~~

1133 ~~e. Registered nurses or licensed practical nurses, who are actively involved in emergency care and have three~~
1134 ~~years experience in emergency medical care.~~

Comment [GJ34]:

11B-20.0014(2)(d)6.-7.:

Description of the Revision: Reorganizes the entire subparagraph 11B-20.0014(2)(d)6.-7., F.A.C., to include sub-subparagraphs 11B-20.0014(2)(d)6.a.-b., F.A.C.

Why the rule is being revised: Revises Rule 11B-20.0014(2)(d)6.-7., F.A.C., to reorganize the subparagraph rule text to identify certain individuals who are eligible for First Aid Instructor Certification without completing additional Commission-approved training, pursuant to Rule 11B-20.0014(2)(d)4.-5., F.A.C.

Revised by: Glenn Koenig

1135 ~~f. Members of the Armed Forces of the United States on active duty entitled to practice as an Emergency~~
1136 ~~Medical Technician (EMT) or a Florida paramedic set forth in Chapter 401, F.S., Part III.~~

1137 ~~g. Full time instructors at a vocational technical institution or an accredited college or university, who instruct~~
1138 ~~medical topics in EMT, paramedic, nursing, physician, or physician assistance programs.~~

1139 b. 7. To obtain a First Aid Instructor Certification, the instructor applicant shall provide a copy of the current
1140 qualifying professional's certification or license and shall not allow the qualifying professional's certification or
1141 license to lapse. The instructor applicant shall provide documentation of renewal to the certifying agency or training
1142 school. If the qualifying professional's certification or license expires during the certification period, the instructor
1143 shall not instruct in first aid until the professional's certification or license is renewed.

1144 (3) Specialized Instructor Certifications. Instructor applicants who apply for a Specialized Instructor
1145 Certification shall have completed the applicable specialized instructor course within four years of the date the
1146 instructor applicant applies for certification. Instructor applicants who apply for a Specialized Instructor
1147 Certification more than four years from the date training was completed shall meet the requirements for completing
1148 an internship and demonstration of proficiency skills if applicable to the specialized topic. Instructor applicants
1149 shall meet the following requirements for each Specialized Instructor Certification requested:

1150 (a) Criminal Justice Diving Instructor Certification to instruct the Underwater Police Science and Technology
1151 course number 077, pursuant to Rule 11B-35.006, F.A.C., shall:

1152 1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for a
1153 General Instructor Certification at the same time the applicant requests a Criminal Justice Diving Instructor
1154 Certification; and

1155 2. Possess and maintain a current Scuba Instructor Certification from a nationally recognized organization that
1156 meets the standards of the World Recreational Scuba Training Council (WRSTC) and have two years of experience
1157 as a public safety diver, or possess and maintain a Dive Master Certification from a nationally recognized
1158 organization that meets the standards of the WRSTC and have five years of experience as a public safety diver; and

1159 3. Have been employed in the capacity of a public safety diver within the past four years, or have instructed
1160 the Underwater Police Science and Technology course within the past four years, ~~and~~

1161 ~~4. Have successfully completed the Underwater Police Science and Technology course as a student.~~

1162 (b) Speed Measurement Instructor Certification. Instructor applicants who request certification to instruct
1163 speed measurement training courses shall:

1164 1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for
1165 General Instructor Certification at the same time the applicant is requesting Speed Measurement Instructor
1166 Certification; and

1167 2. Possess three years experience as a speed measurement device operator; and

1168 3. Successfully complete at a training school, the Speed Measurement Instructor Course for Law Enforcement
1169 Officers, course number 1159 or the Radar Speed Measurement Instructor Course for Law Enforcement Officers,
1170 course number 1108, retired December 31, 2006, and the Laser Speed Measurement Device (LSMD) Instructor
1171 Transition Course for Radar Instructors, course number 1109, retired December 31, 2008; and

1172 4. Complete the Speed Measurement Device Instructor Field Evaluation, form CJSTC-10, revised November
1173 7, 2013, effective 5/2014, hereby incorporated by reference. Form CJSTC-10 can be obtained at the following
1174 FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx> [http://www.fdle.state.fl.us/](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx)
1175 ~~Content/CJST/Publications/Professionalism Program Forms.aspx~~, or by contacting Commission staff at (850) 410-
1176 8615.

1177 5. Successfully complete a speed measurement internship supervised by a certified Speed Measurement
1178 Instructor and document on the Instructor Competency Checklist form CJSTC-81.

1179 6. Be evaluated by his or her students. Student evaluations shall be reviewed with the instructor applicant by
1180 a training center director, agency administrator, or an instructor designated by the training center director or agency
1181 administrator, and documented on form CJSTC-81.

Comment [GJ35]:

11B-20.0014(3)(a)3.-4.:

Description of the Revision: Removes the instructor qualification that requires instructor applicants to successfully complete the Underwater Police Science and Technology course as a student.

Why the rule is being revised: Requires instructor applicants to possess a general instructor certification, scuba instructor or dive master certification, and must have been employed as a public safety diver or instructed Underwater Police Science and Technology within the past four years. The instructor requirements in rule qualify the instructor applicant to teach the course without having to take the course.

Revised by: Glenn Koenig

Comment [GJ36]:

11B-20.0014(3)(b)4.:

TECHNICAL REVISION; updated the forms link.

1182 (c) Canine Team Instructor Certification. Instructor applicants who request to obtain certification to instruct
 1183 Commission-approved canine team training courses shall:

- 1184 1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for a
 1185 General Instructor Certification at the same time the applicant requests Canine Team Instructor Certification.
- 1186 2. Possess a minimum of five years criminal justice canine team experience documented in the instructor
 1187 applicant's file at the training school or agency. This does not include canines used by certified officers exclusively
 1188 for tracking and trailing or specific detection, which are excluded from the certification process.
- 1189 3. Successfully complete the ~~Canine Team Training Course number 1112 (retired 11/6/2013) or Canine Team~~
 1190 ~~Training Course number 1198 or an equivalent course approved by a Commission-approved evaluator, pursuant to~~
 1191 ~~subsection 11B-27.013(3), F.A.C.~~
- 1192 4. Successfully complete the Canine Team Training Instructor Course number 1199 or Canine Team Training
 1193 Instructor Course number 1107 (retired 11/6/2013), through a training school.
- 1194 5. Complete the Canine Team Instructor Performance Evaluation, form CJSTC-20, Created November 7,
 1195 2013, effective 5/2014, hereby incorporated by reference. Form CJSTC-20 can be obtained at the following FDLE
 1196 Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx> ~~[http://www.fdle.state.fl.us/](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx)~~
 1197 ~~Content/CJST/Publications/Professionalism Program Forms.aspx~~, or by contacting Commission staff at (850) 410-
 1198 8615.
- 1199 6. Successfully complete a Canine Team internship supervised by a certified Canine Team Instructor and
 1200 document on the Instructor Competency form CJSTC-81. An instructor applicant shall instruct any topic of the
 1201 Canine Team Training or Canine Team Training Instructor Course.
- 1202 7. Be evaluated by his or her students. Student evaluations shall be reviewed with the instructor applicant by
 1203 a training center director, agency administrator, or an instructor designated by the training center director or agency
 1204 administrator, and documented on form CJSTC-81.
- 1205 8. Provide verification that there is not a sustained "excessive use-of-force" complaint against the instructor
 1206 applicant, involving the use of the canine at the time a canine was under his or her command, at the agency(s) where
 1207 the instructor applicant obtained experience as a canine officer. The verification shall be documented on agency
 1208 letterhead and signed by the agency administrator or designee.

1209 (d) Breath Test Instructor Certification. Instructor applicants who request certification to instruct the Breath
 1210 Test Operator Course, Breath Test Operator Renewal Course, Agency Inspector Course, and the Agency Inspector
 1211 Renewal Course, pursuant to Rule 11B-35.007, F.A.C., shall:

- 1212 1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for a
 1213 General Instructor Certification at the same time the applicant requests a Breath Test Instructor Certification.
- 1214 2. Successfully complete the Breath Test Instructor Course and proficiency requirements outlined in Rule
 1215 11B-35.0024(4)(d), F.A.C., through a training school.
- 1216 3. Have a minimum of three years experience as a certified breath test operator and agency inspector.
- 1217 4. Possess a valid Breath Test Operator Permit and a valid Agency Inspector Permit at the time the application
 1218 for breath test instructor certification is submitted.
- 1219 5. Successfully complete a Breath Test internship supervised by a certified Breath Test Instructor and
 1220 document on the Instructor Competency Checklist form CJSTC-81. An instructor applicant shall instruct in one
 1221 topic from any of the following courses: Breath Test Operator Course, Breath Test Operator Renewal Course,
 1222 Agency Inspector Course, or Agency Inspector Renewal Course.
- 1223 6. Be evaluated by his or her students. Student evaluations shall be reviewed with the instructor applicant by
 1224 a training center director, agency administer, or an instructor designated by the training center director or agency
 1225 administrator, and shall be documented on form CJSTC-81, which shall be maintained in the instructor's file at the
 1226 training school or agency.

Comment [GJ37]:

11B-20.0014(3)(c)3.:

Description of the Revision: Revised rule text to add the previously approved Canine Team Training Course or an equivalent course to the minimum requirements to become a Commission-approved canine team instructor.

Why the rule is being revised: Changes the rule so that applicants who previously completed the Canine Team Training Course number 1112 will not be required to repeat the training with the new Canine Team Training Course number 1198.

Revised by: Donna Suereth

Comment [GJ38]:

11B-20.0014(3)(c)5.:

TECHNICAL REVISION; updated the forms link.

1227 7. Alcohol Testing Program staff shall possess a General Instructor Certification pursuant to subparagraph
1228 (3)(d)1 of this rule section, and shall be exempt from the requirements of subparagraph (3)(d)2.-6. of this rule
1229 section.

1230 Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 119.071, 943.12(3), (9),
1231 943.13(6), 943.14(3) FS. History—New 7-29-01, Amended 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09,
1232 3-13-13, 5-29-14, 7-29-15, 9-4-16.

Comment [GJ39]:

REMOVE TECHNICAL REVISION

11B-20.0014 (Law Implemented):

Description of the Revision: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Why the rule is being revised: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Revised by: AGC Fern Rosenwasser

11B-20.0016 Inspection of Instructor Certification Applications.

(1) For instructor applicants who have not been certified by the Commission and who have met the certification requirements set forth in Rules 11B-20.001 and 11B-20.0014, F.A.C., the employing training center director, agency administrator, or designee shall:

(a) Collect the Instructor Certification Application form CJSTC-71 and verify the instructor meets the requirements of paragraph 11B-20.001(2)(c), F.A.C. Verify the instructor's professional expertise, pursuant with Rules 11B-20.001 and 11B-20.0014, F.A.C., for the specific certification being requested. Form CJSTC-71 and required documentation shall be maintained in the instructor's training file at the training school or agency.

(b) Sign the instructor application after the instructor applicant has completed a satisfactory internship.

(c) Electronically transmit the information to Commission staff on form CJSTC-71, through the Commission's ATMS.

(2) If the instructor applicant's file at the training school or agency is missing documentation or contains deficient documentation, the instructor applicant and the training school or agency shall be notified of such documentation on the Instructor Certification Deficiency Notification, form CJSTC-271, revised ~~November 8, 2007, effective 9/2016~~, November 5, 2015, hereby incorporated by reference. Form CJSTC-271 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx> ~~http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism_Program_Forms.aspx~~, or by contacting Commission staff at (850) 410-8615.

(3) The effective date of the instructor certification shall be the date the application is approved by Commission staff. Application for additional instructor certification topics shall be made pursuant to Rules 11B-20.001 and 11B-20.0014, F.A.C. An instructor's renewal date shall not change with the addition of instructor certification topics. Any additional instructor certification topics applied for within six months of the instructor's renewal deadline shall automatically renew on the renewal deadline.

(4) The instructor applicant shall satisfy the deficiency(s) by submitting the required documentation to Commission staff within 90 days of the receipt of the Instructor Certification Deficiency Notification form CJSTC-271. The Commission has the authority to grant or deny the instructor applicant's certification for failure to meet the 90-day requirement. Upon denial of the application, the instructor applicant may reapply for certification.

Rulemaking Authority 120.60(1), 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented ~~119.071~~, 120.60(1), 943.12(3), (9), 943.14(3) FS. History—New 7-29-01, Amended 11-5-02, 11-30-04, 3-27-06, 6-9-08, 3-13-13, 7-29-15, 9-4-16.

Comment [GJ40]:

11B-20.0016(2):

Description of the Revision: Revises the Instructor Certification Deficiency Notification, form CJSTC-271.

Why the rule is being revised: Revises the Instructor Certification Deficiency Notification, form CJSTC-271, to include Breath Test and Criminal Justice Diving as categories approved for instructor certification, pursuant to Rule 11B-20.0013, F.A.C. Also specifies that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: Vickie Koenig and Terry Baker

Comment [GJ41]:

11B-20.0016(2):

TECHNICAL REVISION; updated the forms link.

Comment [GJ42]:

**REMOVE TECHNICAL REVISION
11B-20.0016 (Law Implemented):**

Description of the Revision: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Why the rule is being revised: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Revised by: AGC Fern Rosenwasser

1264 **11B-20.0017 Maintenance and Duration of Instructor Certifications.** Documentation for instructors shall be
1265 maintained in the instructor's file at the respective training school or agency. Additionally, the training school or
1266 agency shall submit or transmit to Commission staff, through the Commission's ATMS, an Instructor Compliance
1267 Application, form CJSTC-84, revised November 5, 2015, effective 9/2016 November 6, 2014, hereby incorporated
1268 by reference, to verify compliance with the mandatory retraining requirements. Form CJSTC-84 can be obtained at
1269 the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1270 http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism_Program_Forms.aspx, or by contacting
1271 Commission staff at (850) 410-8615.

1272 (1) Instructors shall successfully complete the instructional and continuing education requirements outlined
1273 below every four years. The expiration of an instructor's certification shall be March 31st of the fourth year
1274 following the instructor's initial certification.

1275 Example:

1276	Original Instructor Certification Date	November 21, 2009
1277	Instructor Four-year Anniversary Date	November 21, 2013
1278	Instructor Renewal Deadline	March 31, 2014

1279 (2) Instructors shall maintain Good Moral Character Standards pursuant to paragraph 11B-20.001(2)(c), F.A.C.

1280 (3) General Instructor Certification. Instructors who possess a General Instructor Certification shall instruct in
1281 a Commission-approved Basic Recruit Training Program Course, Advanced Training Program Course, or
1282 Specialized Training Program Course delivered at a training school, or in-service training course delivered at an
1283 agency, once during their four-year cycle.

1284 (4) High-Liability Instructor Certification. Commission-certified Instructors who possess a High-Liability
1285 Instructor Certification shall comply with the following requirements, once during their four-year cycle, to maintain
1286 an active certificate for each high-liability topic:

1287 (a) Instruction of a Commission-approved Basic Recruit Training Program Course, Advanced Training
1288 Program Course, or Specialized Training Program Course delivered at a training school, or in-service training course
1289 delivered at an agency for each high-liability certification.

1290 (b) Successfully complete continuing education or training approved by the training center director, agency
1291 administrator, or designee.

1292 (5) Specialized Instructor Certification. Instructors who possess a Specialized Instructor Certification shall
1293 comply with the following requirements, once during their four-year cycle, to maintain certification:

1294 (a) Instruct in a Commission-approved Basic Recruit Training Program Course, Advanced Training Program
1295 Course, or Specialized Training Program Course delivered at a training school, or in-service training course
1296 delivered at an agency for each specialized topic certification.

1297 (b) Successfully complete continuing education or training approved by the training center director, agency
1298 administrator, or designee. Breath Test Instructors shall successfully complete the Breath Test Instructor Renewal
1299 Course and proficiency requirements outlined in Rule 11B-35.0024(4)(e), F.A.C.

1300 (6) Commission staff and Alcohol Testing Program staff responsible for the oversight of training schools are
1301 exempt from the instructor maintenance requirements for Commission certification.

1302 (7) Lapse of Instructor Certifications.

1303 (a) Instructors who do not comply with subsections (3), (4), or (5) of this rule section shall complete the
1304 Instructor Certification Application form CJSTC-71, and attach all required documentation pursuant to paragraphs
1305 (7)(b)–(d) of this rule section, to request approval for reactivation of instructor certification.

1306 (b) General Instructor Certification. Instructors whose General Instructor Certification has lapsed shall
1307 complete the General Instructor Refresher Course.

1308 (c) High-Liability Instructor Certification. Instructors whose High-Liability Instructor Certification has lapsed
1309 shall demonstrate proficiency skills in the applicable high-liability topic pursuant to Rule 11B-35.0024, F.A.C.

Comment [GJ43]:

11B-20.0017:

Description of the Revision: Incorporates the revised Instructor Compliance Application, form CJSTC-84.

Why the rule is being revised: Incorporates the revised Instructor Compliance Application, form CJSTC-84, to specify that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: AGC Fern Rosenwasser

Comment [GJ44]:

11B-20.0017:

TECHNICAL REVISION; updated the forms link.

1310 (d) Specialized Instructor Certification. Instructors whose Specialized Instructor Certification has lapsed shall
1311 complete an internship in the applicable specialized topic documented on form CJSTC-81.

1312 (8) Breath Test Instructors who have not met the continuing education requirement required pursuant to
1313 paragraph (5)(b) in this rule section, shall successfully complete the Breath Test Instructor Renewal Course prior to
1314 submitting a request for reactivation of their Breath Test Instructor Certification.

1315 (9) Breath Test Instructors who fail the Breath Test Instructor Renewal Course shall successfully complete the
1316 Breath Test Instructor Course and proficiency requirements outlined in paragraph 11B-35.0024(4)(d), F.A.C.,
1317 through a Commission-certified training school, complete a Breath Test internship, and apply for Breath Test
1318 Instructor certification.

1319 Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 119.071, 943.12(3), ~~99~~, 943.14(3)
1320 FS. History—New 7-29-01, Amended 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 6-3-10, 3-13-13, 5-29-14,
1321 7-29-15, 9-4-16.

Comment [GJ45]:

11B-20.0017(9):

Description of the Revision: Adds requirements for Breath Test Instructors who fail the Breath Test Instructor Renewal Course.

Why the rule is being revised: Clarifies the specific requirements for Breath Test Instructors who fail the Breath Test Instructor Renewal Course to complete a Commission-certified training school, a Breath Test internship, and apply for Breath Test Instructor certification.

Revised by: Vickie Koenig

Comment [GJ46]:

11B-20.0017 (Law Implemented):

Description of the Revision: Updates the statutory law being implemented by this rule to include 119.071, F.S., and remove 943.12(9), F.S.

Why the rule is being revised: Updates the statutory law being implemented by this rule to include 119.071, F.S., and remove 943.12(9), F.S.

Revised by: AGC Fern Rosenwasser

REMOVED TECHNICAL REVISION reference 119.071 FS.

1322	Certification of Criminal Justice Training Schools	Chapter 11B-21
1323	RULE TITLES:	RULE NOS.:
1324	1. Local Advisement and Definitions.	<u>11B-21.001</u>
1325	2. Criminal Justice Training Schools' Request for Certification, Expansion of	<u>11B-21.002</u>
1326	Certification, and Re-certification.	
1327	3. Criminal Justice Training School Requirements for Certification and Re-certification.	<u>11B-21.005</u>
1328	4. Criminal Justice Training School Satellite Facilities and Equipment Requirements.	<u>11B-21.0051</u>
1329	5. Criminal Justice Training School Disciplinary Guidelines and Revocation of Certification.	<u>11B-21.018</u>
1330	6. Criminal Justice Training School Inspections.	<u>11B-21.019</u>
1331	11B-21.001 Local Advisement and Definitions.	
1332	(1) "Training school" means those training academies and training schools that are certified by the Criminal	
1333	Justice Standards and Training Commission.	
1334	(2) "Training program(s)" means Commission-approved training administered by Commission-certified	
1335	criminal justice training schools pursuant to Rule Chapter 11B-35, F.A.C.	
1336	(3) Each training school shall establish a method for receiving advisement from the employing agencies served	
1337	by the training school. The advisement method shall consist of an established advisory committee, a Regional	
1338	Training Council, or any other method agreed upon by the training school and employing agencies in the service	
1339	area.	
1340	(4) The purpose of such advisement shall be to provide information concerning training needs, number of	
1341	trainees to be enrolled, type of training courses to be offered, effectiveness of training, expenditure of Criminal	
1342	Justice Standards and Training Trust Fund Officer Training Monies, and other information that may be useful to	
1343	training schools.	
1344	(5) Training School Customer Survey. With respect to the services provided by training schools, a Satisfaction	
1345	Survey of officer training needs shall be conducted to maintain on-going communication with criminal justice	
1346	agencies. The survey shall be conducted twice during the certification period and shall be distributed to criminal	
1347	justice agencies and returned to Commission staff for compilation of survey findings. The survey findings shall be	
1348	forwarded to the respective training schools for review and a report containing the compilation of survey findings	
1349	shall be submitted to the Criminal Justice Standards and Training Commission.	
1350	<u>Rulemaking Specific</u> Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(5), (6), (7), 943.14,	
1351	943.25(4), (9) FS. History--New 7-21-82, Amended 1-26-83, 9-1-83, 1-28-86, Formerly 11B-21.01, Amended 1-2-	
1352	97, 7-7-99, 11-5-02, 11-30-04, 3-27-06.	

Comment [GJ47]:
Updates the rulemaking authority and "law implemented" citation identified in the OFARR rule review.

1353 **11B-21.002 Criminal Justice Training Schools' Request for Certification, Expansion of Certification, and**
1354 **Re-certification.**

1355 (1) Training organizations requesting Commission certification, re-certification, or expansion of a current
1356 certification shall apply to the Commission by submitting to Commission staff a completed Training School
1357 Certification, Re-certification, or Expansion of Certification Application, form CJSTC-29, revised November 6,
1358 2014, effective 7/2015, hereby incorporated by reference. Form CJSTC-29 shall reflect that certification is for the
1359 training organization requesting the certification, re-certification, or expansion of a current certification. Form
1360 CJSTC-29 can be obtained at the following FDLE Internet address:
1361 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1362 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
1363 Commission staff at (850) 410-8615.

1364 (2) Pursuant to Section 943.12(3)(7), F.S., the Commission shall authorize the issuance of certificates to
1365 criminal justice training schools. A training school shall be categorized as a type "A," "B," or "C," certification and
1366 assigned one of the following certification codes:

1367 (a) Type "A" certification grants a training school the authority to deliver Commission-approved Basic Recruit
1368 Training Program Courses for law enforcement, correctional, and correctional probation officers, and Commission-
1369 approved Advanced and Specialized Training Program Courses outlined in Rule Chapter 11B-35, F.A.C.

1370 (b) Type "B" certification grants a training school the authority to deliver Commission-approved Basic Recruit
1371 Training Program Courses for law enforcement and Commission-approved Advanced and Specialized Training
1372 Program Courses outlined in Rule Chapter 11B-35, F.A.C.

1373 (c) Type "C" certification grants a training school the authority to deliver Commission-approved Basic Recruit
1374 Training Program Courses for correctional and correctional probation officers, and Commission-approved Advanced
1375 and Specialized Training Program outlined in Rule Chapter 11B-35, F.A.C.

1376 (3) Request for Training School Initial Certification.

1377 (a) The training organization requesting initial certification shall obtain approval from the Regional Training
1378 Council in its area prior to applying for an initial certification, via a Training School Certification, Re-certification,
1379 or Expansion of Certification Application form CJSTC-29.

1380 (b) A training needs analysis shall be conducted by Commission staff for the region or local training area to be
1381 served by the organization requesting certification. An inspection shall be conducted of the training organization to
1382 ensure compliance with the requirements for certification pursuant to Rule 11B-21.005, F.A.C. An application for
1383 certification of a training organization shall be denied by the Commission for any training organization that does not
1384 demonstrate that a training need exists in the region or local training area intended to be served by the training
1385 organization or does not comply with the requirements set forth in Rule 11B-21.005, F.A.C.

1386 (c) A training organization shall receive a notice of intent to approve or deny certification. If a request for
1387 certification is denied, the notice shall specify the grounds for the denial, and the denial shall be conducted pursuant
1388 to Chapter 120, F.S. A training organization that has been denied Commission certification as a training school may
1389 reapply or petition the Commission after such action is effective. The Commission shall require a hearing, at which
1390 time the affected training organization shall show cause why its application for certification should be accepted, or
1391 its petition granted.

1392 (d) Commission approval of a training school for delivery of Commission training shall continue in effect until
1393 the next recertification date pursuant to paragraph 11B-21.002(5)(a), F.A.C.

1394 (4) Request for Expansion for Certification. A training school that requests expansion of its certification shall
1395 follow the procedures in subsection 11B-21.002(3), F.A.C. The expansion portion of the certification shall be
1396 treated as an initial certification. The certification expiration date of the expansion shall remain the same as the
1397 current expiration date.

1398 (5) Request for Commission Re-certification.

1399 (a) A training school that requests continued certification by the Commission shall submit a completed
1400 Criminal Justice Training School Certification, Re-certification or Expansion of Certification Application form

Comment [GJ48]:
11B-21.002(1):
TECHNICAL REVISION; updated the forms link.

Comment [GJ49]:
11B-21.002(2):
Description of the revision: Updates the statutory reference.
Why the rule is being revised: Updates the statutory reference.
Revised by: Bureau Chief Hopkins

1401 CJSTC-29, to Commission staff no later than January 1st of the year the certification expires. Recertification dates
1402 for training schools shall be July 1, 2006, then July 1, 2010, and every five years thereafter.

1403 (b) A training school that requests continued certification by the Commission shall be officially evaluated by a
1404 Commission-appointed certification team to determine compliance with Commission rules regarding certificate
1405 renewal. The Commission shall deny an application for certification of a training school if the training school has
1406 had its certification revoked pursuant to Rule 11B-21.018, F.A.C.

1407 (c) The certification team shall report its findings to the Commission, along with a formal recommendation
1408 regarding the training schools request for re-certification. The certification team shall be comprised of Commission
1409 staff and one individual appointed by the Chairman of the training school's Local Advisory Committee, or if there is
1410 no Local Advisory Committee, the Chairman of the training school's Regional Training Council.

1411 (d) A training school shall be given a notice of intent to approve or deny certification. If certification is denied,
1412 the notice shall specify the grounds for denial. The denial of an application for renewal of certification shall be
1413 conducted pursuant to Chapter 120, F.S. The Commission shall request a hearing and the affected training school
1414 shall be required to show cause why its application for renewal of certification should be accepted, or its petition
1415 granted.

1416 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), ~~(7)~~, 943.14 FS. History--New
1417 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, 11-30-04,
1418 3-21-07, 6-9-08, 9-28-09, 3-13-13, 7-29-15, 9-4-16.

Comment [GJ50]:

11B-21.002 (Law Implemented):

Description of the revision: Updates the statutory law being implemented by this rule.

Why the rule is being revised: Updates the statutory law being implemented by this rule..

Revised by: AGC Fern Rosenwasser

1419 **11B-21.005 Criminal Justice Training School Requirements for Certification and Re-certification.**

1420 Training Schools certified by the Commission shall comply with the following requirements:

1421 (1) Provide criminal justice training to criminal justice agencies and officers in its service area.

1422 (2) Comply with the requirements set forth in Rule Chapter 11B-35, F.A.C., when delivering Commission-

1423 approved training.

1424 (3) Classroom Facility and Equipment Requirements. Comply with the classroom facility and equipment

1425 requirements set forth in the Training School Classroom Facility Requirements, form CJSTC-205, revised October

1426 30, 2008, hereby incorporated by reference. Form CJSTC-205 can be obtained at the following FDLE Internet

1427 address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>

1428 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting

1429 Commission staff at (850) 410-8615.

1430 (4) Driving Range Facility, Equipment, and Instructor to Student Ratio Requirements.

1431 (a) When conducting Commission-approved vehicle operations training, comply with the driving range

1432 facility, equipment, and instructor to student ratio requirements set forth in subsection 11B-35.0021(8)(7), F.A.C.,

1433 and in the Driving Range Facility and Equipment Requirements, form CJSTC-202, revised November 7, 2013,

1434 effective 5/2014, hereby incorporated by reference. Form CJSTC-202 can be obtained at the following FDLE

1435 Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>

1436 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting

1437 Commission staff at (850) 410-8615.

1438 (b) Deviation from the Standard Driving Range. Should any driving range proposed for construction after July

1439 1, 1988, deviate from the standards set forth in form CJSTC-202, plans for such construction shall be submitted to

1440 Commission staff for initial review, and then to the Commission for final approval or disapproval. Justification for

1441 such construction shall include a statement of explanation and supporting documentation justifying the need to

1442 deviate from the established standard. A recommendation for deviation from the Commission's driving facility

1443 requirement shall ensure that vehicle operation training exercises can be safely and effectively performed.

1444 (5) Defensive Tactics Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting

1445 Commission-approved defensive tactics training, comply with the defensive tactics equipment, facility, and

1446 instructor to student ratio requirements set forth in subsection 11B-35.0021(8)(7), F.A.C., and in the Defensive

1447 Tactics Facility and Equipment Requirements, form CJSTC-203, revised November 7, 2013, effective 5/2014,

1448 hereby incorporated by reference. Form CJSTC-203 can be obtained at the following FDLE Internet address:

1449 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>

1450 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting

1451 Commission staff at (850) 410-8615.

1452 (6) Firing Range Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting

1453 Commission-approved firearms training, comply with the firing range equipment, facility, and instructor to student

1454 ratio requirements set forth in subsection 11B-35.0021(8)(7), F.A.C., and in the Firing Range Facility and

1455 Equipment Requirements, form CJSTC-201, revised December 16, 2010, (effective 3/2013), hereby incorporated by

1456 reference. Form CJSTC-201 can be obtained at the following FDLE Internet address:

1457 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>

1458 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting

1459 Commission staff at (850) 410-8615. Firearms training shall be supervised directly by a Commission-certified

1460 firearms instructor and the instructor shall have access to at least one firearms range designed for criminal justice

1461 firearms instruction.

1462

Comment [GJ51]:
11B-21.005(3):
TECHNICAL REVISION; updated the forms link.

Comment [GJ52]:
11B-21.005(4)(a):
Description of the revision: Updates the rule reference.
Why the rule is being revised: Updates the rule reference.
Revised by: Glenn Koenig

Comment [GJ53]:
11B-21.005(4)(a):
TECHNICAL REVISION; updated the forms link.

Comment [GJ54]:
11B-21.005(5):
Description of the revision: Updates the rule reference.
Why the rule is being revised: Updates the rule reference.
Revised by: Glenn Koenig

Comment [GJ55]:
11B-21.005(5):
TECHNICAL REVISION; updated the forms link.

Comment [GJ56]:
11B-21.005(6):
Description of the revision: Updates the rule reference.
Why the rule is being revised: Updates the rule reference.
Revised by: Glenn Koenig

Comment [GJ57]:
11B-21.005(6):
TECHNICAL REVISION; updated the forms link.

1463 (7) First Aid Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting
 1464 Commission-approved first aid training, comply with the first aid equipment, facility, and instructor to student ratio
 1465 requirements set forth in subsection 11B-35.0021(8)(7), F.A.C., and in the CMS First Aid Instructional
 1466 Requirements, form CJSTC-208, revised ~~November 5, 2015~~ ~~December 16, 2010~~, effective 9/2016 (effective
 1467 ~~3/2013~~), hereby incorporated by reference. Form CJSTC-208 can be obtained at the following FDLE Internet
 1468 address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
 1469 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
 1470 Commission staff at (850) 410-8615.

1471 (8) Staffing Requirements. Comply with the personnel requirements set forth in the Staffing Requirements,
 1472 form CJSTC-204, revised October 30, 2008, hereby incorporated by reference. Form CJSTC-204 can be obtained at
 1473 the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
 1474 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
 1475 Commission staff at (850) 410-8615. The following specifications shall be met:

1476 (a) One full-time salaried criminal justice training center director designated by a training school, and
 1477 employed on a 12-month calendar with faculty or administrative status, whose responsibilities are the management
 1478 and quality control of the Commission-approved training programs and do not include a teaching assignment. Any
 1479 additional administrative responsibilities or any instructional responsibilities shall not be undertaken by the director
 1480 upon a finding that such additional responsibilities interfere with the director's effective management of the training
 1481 school. A training center director or interim training center director initially employed on or after July 1, 1990, shall
 1482 at minimum, hold a bachelor's degree from an accredited college or university, and possess no less than two years
 1483 experience in the criminal justice field. Training center directors shall be responsible for the scheduling,
 1484 presentation, and management of Commission-approved training programs, which shall include preparation of
 1485 required reports and records, assuring quality of instruction, administration, and security of examinations. A
 1486 training center director's designee shall be employed full-time with faculty or administrative status, whose
 1487 responsibilities are the management and quality control of Commission-approved training.

1488 (b) At least one full-time clerk or administrative assistant assigned to report to the training center director,
 1489 whose responsibilities are limited to providing clerical and administrative assistance to the director. Two or more
 1490 individuals may perform such clerk or administrative assistant duties, if the aggregate personnel time dedicated to
 1491 these duties is equivalent, at minimum, to a full-time position.

1492 (c) At least two full-time criminal justice training instructor or instructional coordinator positions assigned to
 1493 report solely to the training center director for training schools with a Type "A" certification. One coordinator
 1494 position can be composed of two or more instructional coordinators, provided the aggregate personnel time
 1495 dedicated to these duties is equivalent to one full-time position. A training school with a Type "B" or "C"
 1496 certification shall have at least one full-time criminal justice training instructor or instructor coordinator position
 1497 assigned to report solely to the training center director. In the absence of the director, at least one full-time
 1498 instructor, instructional coordinator, or other individual specifically designated by the director shall be accessible
 1499 while criminal justice training is being administered and shall be responsible for quality control.

1500 (9) Comply with the instructor certification requirements set forth in Rule Chapter 11B-20, F.A.C., when
 1501 delivering Commission-approved training.

1502 (10) Basic Abilities Testing Requirements pursuant to Rule 11B-35.0011, F.A.C., and Section 943.17(1)(g),
 1503 F.S. Effective January 1, 2002, training schools certified by the Commission that provide Commission-approved
 1504 Basic Recruit Training Programs shall:

1505 (a) Adopt a Commission-approved basic abilities test as an entry requirement into a Law Enforcement or
 1506 Correctional Basic Recruit Training Program, and not enter into a contract with any testing provider for a period
 1507 longer than the Commission's testing cycle of three years. Correctional Probation Officers are exempt from taking
 1508 the basic abilities test.

1509 (b) Require, for admission into a Commission-approved Basic Recruit Training Program, a passing score from
 1510 a Commission-approved basic abilities test, which shall be accepted by any training school. A passing score is valid
 1511 four years from the date of the test.

1512 (c) Not exempt a student from taking a Commission-approved basic abilities test.

Comment [GJ58]:

11B-21.005(7):

Description of the revision: Updates the rule reference.

Why the rule is being revised: Updates the rule reference.

Revised by: Glenn Koenig

Comment [GJ59]:

11B-21.005(7):

Description of the revision: Revises the CMS First Aid Instructional Requirements, form CJSTC-208.

Why the rule is being revised: Revises the CMS First Aid Instructional Requirements, form CJSTC-208, to update the list of equipment and training kit materials necessary to properly conduct Commission-approved first aid training.

Revised by: Glenn Koenig

Comment [GJ60]:

11B-21.005(7):

TECHNICAL REVISION; updated the forms link.

Comment [GJ61]:

11B-21.005(8):

TECHNICAL REVISION; updated the forms link.

1513 (11) Comply with criminal history background requirements as set forth in subsection 11B-27.00211(4), F.A.C.,
1514 and Section 943.14(7), F.S.

1515 (12) Comply with requirements for notification of changes in requirements for certification. Training schools
1516 with changes in staff and facilities during the school's active certification period shall:

1517 (a) Provide notification to Commission staff, in writing or via e-mail to your field specialist, of any changes in
1518 the training school's staffing requirements, pursuant to subsection 11B-21.005(8), F.A.C., within 10 working days
1519 upon hiring or separation of personnel.

1520 (b) Provide notification to Commission staff, in writing or via e-mail, of any changes in the training school's
1521 facility requirements. Such notification shall include locations by the type of facility and street address, and certify
1522 in writing to Commission staff that the facility is in compliance with Rule 11B-21.005, F.A.C.

1523 1. Training schools shall notify Commission staff of any changes in facility sites and the site's compliance
1524 with the Commission's requirements, thirty days prior to delivering training or immediately upon scheduling when
1525 under thirty days.

1526 2. Driving ranges, firearms ranges, and defensive tactics facilities shall not be used for Commission training
1527 until approved by Commission staff.

1528 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(2), (3), (8), ~~(7)~~ 943.14, 943.17(1)(g)
1529 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,
1530 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09, 5-21-12, 3-13-13, 5-29-14, 9-4-16.
1531

Comment [GJ62]:
11B-21.005: Law Implemented
Description of the revision: Corrects the statutory law being implemented by this rule.
Why the rule is being revised: Updates the "law implemented" citation identified in the OFARR rule review.
Revised by: AGC Fern Rosenwasser

1532 **11B-21.0051 Criminal Justice Training School Satellite Facilities and Equipment Requirements.**

1533 (1) A satellite facility shall be defined as a training facility or location that is not part of the immediate

1534 premises of a training school and is not used to comply with a training school's certification requirements. A high-

1535 liability satellite training facility shall comply with the facility and equipment requirements set forth in subsection

1536 11B-21.019(1), F.A.C.

1537 (2) Such training schools utilizing satellite training facilities, inclusive of high-liability facilities, to deliver

1538 training, shall:

1539 (a) Provide notification, in writing, via e-mail, or telephonic communication, pursuant to subsection

1540 11B-35.001(2), F.A.C.

1541 (b) Identify active satellite locations by the type of facility and street address, and certify in writing to

1542 Commission staff prior to July 1 of each fiscal year that its designated satellite training facility complies with Rule

1543 11B-21.005, F.A.C. Training schools shall notify Commission staff of any new satellite sites and the satellite site's

1544 compliance with the Commission's requirements, prior to delivering training, or immediately upon scheduling the

1545 course when under thirty days. Prior to utilizing a satellite training facility, pursuant to Rule 11B-21.005, F.A.C., a

1546 driving range, firearms range, and defensive tactics facility shall comply with the equipment and facility

1547 requirements, and shall not be used for Commission training until approved by Commission staff.

1548 (c) Comply with the requirements of Rule 11B-21.005, F.A.C., for the delivery of training at satellite sites.

1549 Only those sites that submit notification to Commission staff, set forth in subsection 11B-35.001(2), F.A.C.,

1550 regarding notification of scheduled courses, shall be approved to instruct training at a satellite facility.

1551 (d) Obtain approval from the affected Regional Training Council(s) and local training school prior to delivery

1552 of training at a satellite site outside its service area. Notification of such action shall be submitted to Commission

1553 staff.

1554 Specific Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), (7), 943.14, 943.17(1)(g) FS.

1555 History--New, 11-5-02. Amended 11-30-04.

1556 **11B-21.018 Criminal Justice Training School Disciplinary Guidelines and Revocation of Certification.**

1557 (1) The certification of a training school shall be revoked, suspended, or placed on probation if any of the

1558 following violations occur:

1559 (a) Failure to maintain compliance with training school requirements pursuant to Rule 11B-21.005, F.A.C.

1560 (b) Failure to comply with Rule Chapter 11B-18, F.A.C., that regulates the administration, expenditure, and

1561 accounting of Criminal Justice Standards and Training Trust Fund Officer Training Monies.

1562 (c) Failure to notify the Commission of acts committed by Commission-certified training instructors that

1563 constitute grounds for revocation of instructor certification pursuant to Rule 11B-20.0012, F.A.C.

1564 (d) Failure to comply with trainee attendance and performance standards pursuant to subsections

1565 11B-35.001(9) and (12), F.A.C.

1566 (e) Failure to comply with Criminal Justice Standards and Training Commission rules that regulate training

1567 pursuant to Rule Chapters 11B-21, 11B-30, and 11B-35, F.A.C.

1568 (2) Information obtained from a written complaint or other documentation, shall be used by the Commission to

1569 determine whether probable cause exists to justify the initiation of administrative action against the training school's

1570 certificate. Should a Commission Probable Cause Determination Hearing find probable cause to believe that the

1571 training school has committed a violation of Commission rules, the Commission shall:

1572 (a) Issue an Administrative Complaint, or

1573 (b) Resolve the case pursuant to Section 120.569, F.S.

1574 (3) Should the Commission revoke the certification of a training school, Commission staff shall schedule an

1575 audit and inventory pursuant to Sections 943.12(3) and 943.25~~(3)(4)~~, F.S., of class file documentation, monies,

1576 equipment, and property that have been acquired by the training school with Criminal Justice Standards and

1577 Training Trust Fund Officer Training Monies. The audit and inventory shall be conducted within thirty calendar

1578 days from the date the Commission took action on the training school's certification, and:

1579 (a) A training school shall submit to Commission staff unexpended Criminal Justice Standards and Training

1580 Trust Fund Officer Training Monies for deposit into the trust fund within thirty calendar days of the date of the audit

1581 and inventory.

1582 (b) A training school shall transfer equipment and property acquired with Criminal Justice Standards and

1583 Training Trust Fund Officer Training Monies to Commission staff within thirty calendar days of the audit and

1584 inventory completion date.

1585 (c) A training school shall submit to Commission staff class file records necessary to verify student attendance

1586 and performance for Commission-approved training conducted by a training school, or provide written

1587 documentation that the training school shall honor all requests for information and verification of data contained in

1588 the class files.

1589 (d) Commission staff shall coordinate with representatives of the affected Regional Training Council to

1590 schedule appropriate disposition of Officer Training Monies, trust fund equipment and property, and criminal justice

1591 training class file records.

1592 (4) A training school whose Commission certification has been revoked may reapply or petition the

1593 Commission for certification pursuant to the provisions of paragraph 11B-21.002(5)(d), F.A.C.

1594 Rulemaking Specifie Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), 943.14, 943.25(3) FS.

1595 History—New 10-17-90, Amended 12-13-92, 8-7-94, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 6-9-08, 9-4-16.

1596

Comment [GJ63]:

11B-21.018(3):

Description of the revision: Updates the statutory reference.

Why the rule is being revised: Updates the statutory reference.

Revised by: Bureau Chief Hopkins

Comment [GJ64]:

11B-21.018 (Rulemaking Authority & Law Implemented):

Description of the revision: Updates the statutory rulemaking authority and law being implemented by this rule.

Why the rule is being revised: Updates the "rulemaking authority" and "law implemented" citation identified in the OFARR rule review.

Revised by: AGC Fern Rosenwasser

1597 **11B-21.019 Criminal Justice Training School Inspections.** Section 943.12(3)(7), F.S., authorizes the
1598 Criminal Justice Standards and Training Commission to issue certificates to criminal justice training schools. These
1599 training schools shall abide by the requirements for administration and instruction of Commission-approved training
1600 pursuant to Rule Chapters 11B-21 and 11B-35, F.A.C.

1601 (1) A comprehensive inspection of training schools shall be conducted annually no later than December 31 of
1602 each year, at minimum, by Commission staff or the training center director or designee, to ensure compliance with
1603 Rules 11B-21.005 and 11B-21.0051, F.A.C. Commission staff shall conduct a comprehensive inspection of the
1604 training schools during the second year of the five-year training school certification period and in conjunction with
1605 the five-year training school recertification, pursuant to Rule 11B-21.002(5)(b), F.A.C. The training center director
1606 or designee shall conduct a comprehensive inspection of their training school during each of the remaining years of
1607 the training school certification period. When the training center director or designee conducts an inspection, the
1608 The training center director or designee shall complete, sign, and forward to Commission staff, the following
1609 applicable form(s):

- 1610 (a) Firing Range Facility and Equipment Requirements form CJSTC-201.
1611 (b) Driving Range Facility and Equipment Requirements form CJSTC-202.
1612 (c) Defensive Tactics Facility and Equipment Requirements form CJSTC-203.
1613 (d) CMS First Aid Instructional Requirements form CJSTC-208.

1614 (2) Random inspections shall be conducted by Commission staff of classroom facilities, courses in session,
1615 staffing requirements, statute and rule compliance, and shall be documented on the following applicable form(s):

1616 (a) Training School Contact Report, form CJSTC-200, revised November 8, 2007, hereby incorporated by
1617 reference. Form CJSTC-200 can be obtained at the following FDLE Internet address:
1618 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1619 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
1620 Commission staff at (850) 410-8615.

1621 (b) Staffing Requirements form CJSTC-204.

1622 (c) Training School Classroom Facility Requirements form CJSTC-205.

1623 (3) The training center director or designee will notify Commission staff immediately if any areas of non-
1624 compliance are noted during the annual inspection. Training schools shall correct the areas of non-compliance
1625 within 30 days from the date the training center director or designee conducts the inspection or the date the training
1626 schools are notified by Commission staff. All areas of non-compliance shall be corrected ~~or~~ prior to the subsequent
1627 use of the facilities for delivery of training.

1628 (4) Commission staff shall conduct a re-inspection of the areas of non-compliance that were recorded on the
1629 form(s) to ensure corrective action has taken place and shall complete a Non-Compliance Follow-up Report, form
1630 CJSTC-206, revised May 6, 2004, hereby incorporated by reference. Form CJSTC-206 can be obtained at the
1631 following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1632 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
1633 Commission staff at (850) 410-8615.

1634 (5) The Commission chairperson shall be notified of continued non-compliance of training schools regarding
1635 “deficiency(ies)” recorded and “complaint(s)” opened pursuant to the disciplinary provisions of Rule 11B-21.018,
1636 F.A.C. Notification of an “Official Inquiry” shall be provided to the training school.

1637 (6) Findings resulting from the Commission’s complaint process shall be used by the Commission in
1638 determining whether probable cause exists to issue an administrative complaint seeking revocation of a certificate,
1639 or a statement denying a request for certification or re-certification.

1640 Rulemaking Specifie Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), ~~(7)~~, 943.14 FS.
1641 History—New, 11-5-02, Amended 11-30-04, 6-9-08, 9-4-16.

Comment [GJ65]:

11B-21.019:

Description of the revision: Updates the statutory reference.

Why the rule is being revised: Updates the statutory reference.

Revised by: General Counsel Shehla Milliron

Comment [GJ66]:

11B-21.019(1):

Description of the revision: Adds December 31 of each year as the end date for training school inspections and adds clarification that a training center director or designee is allowed to conduct inspections.

Why the rule is being revised: Clarifies a time limit of December 31 of each year for inspections to be completed and specifies that the training center director or designee is allowed to conduct annual facility inspections within the five-year recertification period.

Revised by: Terry Baker

Comment [GJ67]:

11B-21.019(2)(a):

TECHNICAL REVISION; updated the forms link.

Comment [GJ68]:

11B-21.019(3):

Description of the revision: Adds a requirement that training center directors or designees must notify Commission staff if a non-compliance issue is found and the facility may not be used until non-compliance areas are corrected.

Why the rule is being revised: Specifies that the training center director or designee must notify Commission staff if a non-compliance issue is found to ensure that appropriate action and follow-up can be taken; and clarifies that a facility may not be used if it has areas of non-compliance.

Revised by: Terry Baker

Comment [GJ69]:

11B-21.019(4):

TECHNICAL REVISION; updated the forms link.

Comment [GJ70]:

11B-21.019: Law Implemented

Description of the revision: Updates the statutory rulemaking authority and corrects the law being implemented by this rule.

Why the rule is being revised: Updates the “rulemaking authority” and “law implemented” citation identified in the OFARR rule review.

Revised by: AGC Fern Rosenwasser

1642	Certification and Employment or Appointment	Chapter 11B-27
1643	RULE TITLES:	RULE NOS.:
1644	1. Moral Character.	<u>11B-27.0011</u>
1645	2. Certification, Employment or Appointment, Reactivation, and	<u>11B-27.002</u>
1646	Terminating Employment or Appointment of Officers.	
1647	3. High School Graduation or Equivalent.	<u>11B-27.0021</u>
1648	4. Fingerprint Processing and Criminal Record Results.	<u>11B-27.00211</u>
1649	5. Maintenance of Officer Certification.	<u>11B-27.00212</u>
1650	6. Temporary Employment Authorization.	<u>11B-27.00213</u>
1651	7. Background Investigations.	<u>11B-27.0022</u>
1652	8. Controlled Substance Testing Procedures.	<u>11B-27.00225</u>
1653	9. Duty to Report, Investigations, Procedures	<u>11B-27.003</u>
1654	10. Probable Cause Determination.	<u>11B-27.004</u>
1655	11. Revocation or Disciplinary Actions; Disciplinary Guidelines; Range	<u>11B-27.005</u>
1656	of Penalties; Aggravating and Mitigating Circumstances.	
1657	12. Denial of Certification.	<u>11B-27.007</u>
1658	13. Canine Team Certification.	<u>11B-27.013</u>
1659	14. Implementation of the Law Enforcement Officers Safety Act of 2004.	<u>11B-27.014</u>
1660	11B-27.0011 Moral Character.	
1661	(1) For the purpose of certification, employment, or appointment, pursuant to procedures established by	
1662	paragraph 11B-27.002(1)(g) and Rule 11B-27.00225, F.A.C., the employing agency is responsible for conducting a	
1663	thorough background investigation to determine the moral character of an applicant, pursuant to Section 943.13(7),	
1664	F.S.	
1665	(2) The unlawful use of any controlled substances pursuant to Rule 11B-27.00225, F.A.C., by an applicant for	
1666	certification, employment, or appointment, at any time proximate to the submission of application for certification,	
1667	employment, or appointment, conclusively establishes that the applicant is not of good moral character pursuant to	
1668	Section 943.13(7), F.S. The unlawful use of any controlled substances specified in Rule 11B-27.00225, F.A.C., by	
1669	an applicant may or may not conclusively establish that the applicant is not of good moral character pursuant to	
1670	Section 943.13(7), F.S., depending upon the type of controlled substance used, the frequency of use, and the age of	
1671	the applicant at the time of use. Nothing in this rule chapter is intended to restrict the requirements of Section	
1672	943.13(7), F.S., to controlled substance use only.	
1673	(3) Upon written request and submission of materials, the Commission shall evaluate the qualification of an	
1674	applicant to determine compliance with "good moral character" pursuant to this rule section. Written materials	
1675	submitted to the Commission upon request for reinstatement of certification shall include, if available, all prior	
1676	Commission disciplinary records, agency disciplinary records, victim statement(s), or citizen input. The Notice of	
1677	Petition for reinstatement shall be published in the Florida Administrative Register or in the jurisdiction of the	
1678	petitioning agency.	
1679	(4) For the purposes of the Criminal Justice Standards and Training Commission's implementation of any of	
1680	the penalties specified in Section 943.1395(6) or (7), F.S., a certified officer's failure to maintain good moral	
1681	character required by Section 943.13(7), F.S., is defined as:	
1682	(a) The perpetration by an officer of an act that would constitute any felony offense, whether criminally	
1683	prosecuted or not.	

1684 (b) Except as otherwise provided in Section 943.13(4), F.S., a plea of guilty or a verdict of guilty after a
1685 criminal trial for any of the following misdemeanor or criminal offenses, notwithstanding any suspension of
1686 sentence or withholding of adjudication, or the perpetration by an officer of an act that would constitute any of the
1687 following misdemeanor or criminal offenses whether criminally prosecuted or not:

1688 1. Sections 316.193, 327.35, 365.16(1)(c),(d), 414.39, 741.31, 784.011, 784.03, 784.047, 784.048, 784.05,
1689 784.046(15), 790.01, 790.10, 790.15, 790.27, 794.027, 796.07, 800.02, 800.03, 806.101, 806.13, 810.08, 810.14,
1690 ~~810.145~~, 812.014, 812.015, 812.14, 817.235, 817.49, 817.563, 817.565, 817.61, 817.64, 827.04, 828.12, 831.30,
1691 831.31(1)(b), 832.05, 837.012, 837.05, 837.055, 837.06, 839.13, 839.20, 843.02, 843.03, 843.06, 843.085, 847.011,
1692 856.021, 870.01, 893.13, 893.147, 901.36 914.22, 934.03, 944.35, 944.37, and 944.39, F.S.

1693 2. Any principal, accessory, attempt, solicitation, or conspiracy, pursuant to Chapter 777, F.S., which had the
1694 crime been committed or completed would have been a felony offense; or

1695 3. The perpetration of an act in any jurisdiction other than the State of Florida, which if committed in the State
1696 of Florida would constitute any offense listed in this rule section.

1697 (c) The perpetration by an officer of acts or conduct that constitute the following offenses:

1698 1. Excessive use of force, defined as a use of force on a person by any officer that is not justified under
1699 Sections 776.05 or 776.07, F.S., or a use of force on an inmate or prisoner by any correctional officer that would not
1700 be authorized under Section 944.35(1)(a), F.S.

1701 2. Misuse of official position, defined by Section 112.313(6), F.S.

1702 3. Having an unprofessional relationship with an inmate, detainee, probationer or parolee, or community
1703 controllee. An unprofessional relationship is defined as:

1704 a. Having written or oral communication with an inmate, detainee, probationer or parolee, or community
1705 controllee that is intended to facilitate conduct prohibited by this rule section; or

1706 b. Engaging in physical contact not required in the performance of official duties, and is defined as kissing,
1707 fondling of the genital area, buttocks, or breasts, massaging or similar touching, holding hands, any other physical
1708 contact normally associated with the demonstration of affection or sexual misconduct as applied to all certifications,
1709 which is defined in Section 944.35(3), F.S.

1710 c. Engaging in a romantic association with an inmate, detainee, probationer, parolee, or community controllee.
1711 "Romantic association" is defined as the exchange of telephone calls, pictures, letters, greeting cards, or any other
1712 form of oral or written communication which expresses feelings or thoughts of affection or the desire to engage in a
1713 romantic relationship whether emotional or physical. This subsection shall not apply to an officer who is legally
1714 married to an inmate, detainee, probationer or parolee, or community controllee in the community, nor does it apply
1715 to any officer who has no knowledge, or reason to believe, that the person with whom the officer has engaged in a
1716 romantic association is an inmate, detainee, probationer or parolee, or community controllee.

1717 4. Sexual harassment pursuant to and consistent with decisions interpreting 29 C.F.R. 1604.11, including
1718 unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature,
1719 when the harassment involves physical contact or misuse of official position and when:

1720 a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's
1721 employment; or

1722 b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions
1723 affecting such individual; or

1724 c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance
1725 or creating an intimidating, hostile, or offensive working environment.

1726 5. Engaging in oral, anal, or vaginal penetration by, or union with, the sexual organ of another person or
1727 engaging in anal or vaginal penetration by any other object while on duty, or at any time the officer is acting under
1728 the color of authority as a Commission-certified criminal justice officer, and not done for a bona fide medical
1729 purpose or in the lawful performance of the officer's duty.

1730 6. False statements during the employment application process.

Comment [GJ71]:

11B-27.0011(4)(b)1.:

Description of the revision: Amends the current rule language by removing the charge of Video Voyeurism (810.145, F.S.) as a result of a 2012 statutory change which made the charge a misdemeanor for anyone under 19 years old, and a felony for anyone 19 years old or older.

Why the rule is being revised: Removes the charge of misdemeanor Video Voyeurism and associated penalty guidelines from the misdemeanor or criminal offenses.

Revised by: Stacy Lehman

1731 7. Conduct that subverts or attempts to subvert the State Officer Certification Examination process pursuant to
1732 Rule 11B-30.009, F.A.C.

1733 8. Conduct that subverts or attempts to subvert the Basic Abilities Test process pursuant to subsection
1734 11B-35.0011(1), F.A.C.

1735 9. Conduct that subverts or attempts to subvert the examination process for Commission-approved training at
1736 a Commission-certified training school or an employing agency promotional examination process which shall
1737 include the following:

1738 a. Removing from the examination room any of the examination materials.

1739 b. Reproducing or reconstructing any portion of the examination.

1740 c. Aiding by any means in the reproduction of any portion of the examination.

1741 d. Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a past, current,
1742 or future examination.

1743 e. Communication with any other examinee during the administration of the examination.

1744 f. Copying answers from another examinee, or intentionally allowing one's answers to be copied by another
1745 examinee during the administration of the examination.

1746 g. Having in one's possession during the administration of the examination, any books, notes, written or
1747 printed materials, or data of any kind, not supplied as part of, or required for, the test administration.

1748 h. Falsifying or misrepresenting information required for admission to the examination.

1749 i. Impersonating an examinee.

1750 j. Having an impersonator take the examination on one's behalf.

1751 k. Disrupting the test administration.

1752 l. Revealing the test questions or other information that would compromise the integrity of the examination.

1753 10. Any overt, conspicuous, or public act of a sexual or simulated sexual nature which is likely to be observed
1754 by others.

1755 11. Any willful and offensive exposure or exhibition of his or her sexual organs in public or on the private
1756 premises of another or so near thereto as to likely be seen except in any place provided or set apart for that purpose.

1757 12. Willful failure of the agency administrator to comply with Chapter 943, F.S., as it pertains to the Criminal
1758 Justice Standards and Training Commission or Commission rules.

1759 13. Intentional abuse of a Temporary Employment Authorization, pursuant to Section 943.131(1), F.S.

1760 14. Misuse of Electronic Database. Willfully and knowingly accessing an electronic database within the trust
1761 of an officer, by using said database to access restricted information for an illegitimate or personal purpose with bad
1762 intent. Bad intent may be evidenced by:

1763 a. A pattern of misuse that demonstrates improper accesses or violations.

1764 b. If the violation occurred after the officer received agency or Commission discipline for improperly
1765 accessing a computer database, or after the officer received formal training on the database(s) that includes
1766 provisions on the improper use of said database(s).

1767 c. The existence of a current or past non-amicable or otherwise contentious relationship between the officer
1768 and the subject of the query, or when the purpose of the query is to identify person(s) linked or associated to said
1769 relationship.

1770 d. Pre-textual queries based on age, race, sex, gender, or other personal identifying characteristics.

1771 e. Any additional action taken by the officer as a result of the information obtained from the query, for
1772 example, retaining, copying, or reproducing the information obtained from the query, or disseminating information
1773 not listed as confidential or exempt in Chapter 119, Florida Statutes, obtained as a result of the query.

1774 (d) A certified officer's unlawful injection, ingestion, inhalation, or other introduction of any controlled
1775 substance, as defined in Section 893.03, F.S., into his or her body as evidenced by a drug test in accordance with
1776 Sections 112.0455, 440.102, or 944.474, F.S.

1777 (5) A certified officer's failure to maintain good moral character as defined in subsection (4) of this rule
1778 section by committing a violation involving perjury or false statement in a court proceeding, shall not include a
1779 statement which was recanted. If the violation involving perjury or false statement is alleged to have occurred in the
1780 performance of regularly required work duties or the course of an administrative or disciplinary investigation, a
1781 certified officer's failure to maintain good moral character as defined in subsection (4) of this rule section shall not
1782 include a statement in which the officer making the statement conceded such statement to be false prior to the
1783 employing agency's conclusion of the internal affairs investigation in which the false statement related to a material
1784 fact or within 10 calendar days of making the false statement, whichever occurs first. For purposes of this
1785 subsection, the employing agency's internal affairs investigation shall be deemed to be at a conclusion upon the
1786 investigator's execution of the statement required by Section 112.533(1)(a)2., F.S.

1787 (6) The employing agency shall forward to the Commission the agency's investigative report pursuant to
1788 procedures established in Rule 11B-27.003, F.A.C., when an allegation has been made that an officer has failed to
1789 maintain good moral character, as defined in subsection (4) of this rule section, and has been sustained by the
1790 employing agency, or an act of conduct by the officer has resulted in the officer's arrest. The report shall be
1791 forwarded immediately upon separation of the officer from employment, or, if the officer is not separated from
1792 employment, within 45 days from the date an allegation has been sustained, as set forth in this rule section.

1793 (7) Commission staff's decision to initiate presentation of a case for a Commission Probable Cause
1794 Determination shall be based upon the following conditions:

1795 (a) Whether the allegations against the officer constitute a violation of subsection (4) of this rule section or
1796 Section 943.13(4), F.S.;

1797 (b) Whether there is evidence of probable cause to support the filing of a complaint; and

1798 (c) Whether a Letter of Acknowledgment is warranted pursuant to subsections 11B-27.004(7)–(11), F.A.C.

1799 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.13(7), 943.1395(7) FS. History—New 1-7-
1800 85, Formerly 11B-27.011, Amended 7-13-87, 10-25-88, 12-13-92, 9-5-93, 1-19-94, 8-7-94, 11-5-95, 1-2-97, 7-7-99,
1801 8-22-00, 11-5-02, 4-11-04, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 4-16-09, 6-3-10, 5-21-12, 3-13-13, 5-29-14,
1802 7-29-15, 9-4-16.

Comment [GJ72]:

11B-27.0011(5):

Description of the revision: Specifies a timeframe of 10 calendar days during which an officer can recant a false statement prior to the employing agency's conclusion of the internal affairs investigation.

Why the rule is being revised: Includes a specific timeframe in which an officer can recant a false statement.

Revised by: Stacy Lehman

1803 **11B-27.002 Certification, Employment or Appointment, Reactivation, and Terminating Employment or**
1804 **Appointment of Officers.**

1805 (1) Certification or Reactivation of Certification. Prior to submitting an application for certification or
1806 reactivation of certification for a law enforcement, correctional, or correctional probation officer, the employing
1807 agency shall collect and verify documents establishing that an applicant has complied with the requirements of
1808 Section 943.13, F.S. Verified documents shall be maintained in the officer's training file at the employing agency.
1809 The following documents are required for verification of an applicant's compliance with this rule section:

1810 (a) Evidence of the applicant's age and citizenship verified by any of the following documents:

- 1811 1. Copy of birth certificate; or
1812 2. Copy of court documentation that attests to birth; or
1813 3. Current and valid U.S. passport that indicates U.S. citizenship and birth date; or
1814 4. Report of Birth Abroad of a Citizen of the United States, issued by a U.S. Consular Office; or
1815 5. Certificate of Naturalization from the United States Department of Immigration and Naturalization.

1816 (b) Evidence that the applicant is a high school graduate or its equivalent pursuant to Rule 11B-27.0021,
1817 F.A.C.

1818 (c) Evidence that an applicant's fingerprints have been processed by the Federal Bureau of Investigation or the
1819 Florida Department of Law Enforcement, if identified as a single state offender or multi-state offender, pursuant to
1820 Rule 11B-27.00211, F.A.C.

1821 (d) A Physician's Assessment, form CJSTC-75, revised November 8, 2007, hereby incorporated by reference,
1822 or an equivalent form signed by a physician, certified advanced registered nurse practitioner, or physician assistant
1823 licensed in the United States or its territories, verifying the applicant's fitness to perform the duties of an officer
1824 pursuant to Section 943.13(6), F.S. Form CJSTC-75 can be obtained at the following FDLE Internet address:
1825 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1826 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting
1827 Commission staff at (850) 410-8615. A copy of the officer's position description shall be reviewed by the physician
1828 to ensure that the applicant can meet the physical standards required of the position. A Patient Information, form
1829 CJSTC-75A, revised November 8, 2007, hereby incorporated by reference, may also be provided to the examining
1830 physician, certified advanced registered nurse practitioner, or physician assistant for reference. Form CJSTC-75A
1831 can be obtained at the following FDLE Internet address: [http://www.fdle.state.fl.us/Content/CJST/](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx)
1832 [Publications/Professionalism-Program-Forms.aspx](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx), or by contacting Commission staff at (850) 410-8615. The
1833 CJSTC-75 form or equivalent, shall be completed with each new employment or appointment of an officer, and shall
1834 not be completed more than one year prior to an officer's employment or appointment. A CJSTC-75 form prepared
1835 for a specific employing agency shall not be used by any other employing agency.

1836 (e) Evidence, by verification of military records, that the individual has not received a dishonorable discharge
1837 from any of the Armed Forces of the United States, pursuant to paragraph 11B-27.0022(2)(c), F.A.C.

1838 (f) An Affidavit of Applicant, form CJSTC-68, revised December 16, 2010, (effective 3/2013), hereby
1839 incorporated by reference, executed by the applicant attesting that the applicant complies with the employment or
1840 appointment qualifications pursuant to Sections 943.13(1)-(10), F.S. Form CJSTC-68 can be obtained at the
1841 following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1842 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting
1843 Commission staff at (850) 410-8615.

1844 (g) Evidence that a thorough background investigation was conducted not more than one year prior to the date
1845 of employment or appointment as an officer or civilian officer trainee, pursuant to Rule 11B-27.0022, F.A.C. A
1846 thorough background investigation shall be conducted in conjunction with an officer's employment or appointment,
1847 regardless of existing evidence that a thorough background investigation of the officer was conducted for a previous
1848 employment or appointment.

Comment [GJ73]:
11B-27.002(1)(d):
TECHNICAL REVISION; updated the forms
link.

Comment [GJ74]:
11B-27.002(1)(f):
TECHNICAL REVISION; updated the forms
link.

1849 (h) Evidence that the applicant has successfully completed a Commission-approved Basic Recruit Training
1850 Program, pursuant to Rules 11B-35.002 and 11B-35.003, F.A.C., and has achieved a passing score on the State
1851 Officer Certification Examination for the discipline for which certification is being sought pursuant to Section
1852 943.13(10), F.S.

1853 (2) The employing agency administrator is required, within 30 days of hire, to submit to Commission staff or
1854 electronically transmit through the Commission's Automated Training Management System (ATMS), and maintain
1855 on file a Registration of Employment Affidavit of Compliance, form CJSTC-60, revised December 16, 2010,
1856 (effective 3/2013), hereby incorporated by reference, attesting to compliance by the employing agency with the
1857 following requirements. Form CJSTC-60 can be obtained at the following FDLE Internet address:
1858 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1859 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
1860 Commission staff at (850) 410-8615.

Comment [GJ75]:
11B-27.002(2):
TECHNICAL REVISION; updated the forms
link.

1861 (a) For law enforcement, correctional, and correctional probation officer applicants who have not been
1862 previously certified and who have complied with the certification requirements pursuant to Section 943.13(1)-(10),
1863 F.S., the employing agency shall certify to the Commission that the applicant is eligible for certification by
1864 submitting to Commission staff or electronically transmitting through the Commission's Automated Training
1865 Management System (ATMS), a completed Officer Certification Application, form CJSTC-59, revised December
1866 16, 2010, (effective 3/2013), hereby incorporated by reference, within 30 days of the applicant's compliance with
1867 the certification requirements, notwithstanding whether the applicant is separated from employment. Upon receipt
1868 of an Officer Certification Application Deficiency Notification, form CJSTC-259, revised November 8, 2007,
1869 hereby incorporated by reference, the employing agency shall maintain on file, a copy of form CJSTC-59 and any
1870 other employment documentation. Forms CJSTC-59 and CJSTC-259 can be obtained at the following FDLE
1871 Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1872 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
1873 Commission staff at (850) 410-8615. The employing agency shall submit a copy of form CJSTC-259 and the
1874 missing or deficient documentation to Commission staff within 90 days of the date the form was signed and issued
1875 to the agency. Failure by the employing agency to submit missing or deficient documentation within the required 90
1876 days may result in denial of an applicant's request for certification. An officer applicant shall not work as a sworn
1877 officer prior to meeting the requirements of Section 943.13, F.S., except as authorized pursuant to Section 943.131,
1878 F.S.

Comment [GJ76]:
11B-27.002(2)(a):
TECHNICAL REVISION; updated the forms
link.

1879 (b) Name changes shall be verified by the employing agency through verification of information on legal
1880 documents such as a marriage license or official name change documents. To document an officer's name change, a
1881 completed Name Change Application, form CJSTC-79, revised November 8, 2007, hereby incorporated by
1882 reference, and a copy of supporting documentation shall be submitted to Commission staff. Form CJSTC-79 can be
1883 obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1884 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
1885 Commission staff at (850) 410-8615.

Comment [GJ77]:
11B-27.002(2)(b):
TECHNICAL REVISION; updated the forms
link.

1886 (3) Employment requirements pursuant to Sections 943.13, F.S., shall be documented on an Agency New Hire
1887 Report, form CJSTC-207, revised November 8, 2007, hereby incorporated by reference. Form CJSTC-207 can be
1888 obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
1889 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
1890 Commission staff at (850) 410-8615.

Comment [GJ78]:
11B-27.002(3):
TECHNICAL REVISION; updated the forms
link.

1891 (a) The files of newly hired officers are subject to an on-site inspection by Commission staff to ensure
1892 compliance with the requirements of Chapter 943, F.S., and Rule Chapter 11B-27, F.A.C. All documents collected
1893 in conjunction with the background investigation shall be available for review. The following documents shall be
1894 reviewed for completeness:

1895

- 1896 1. A Registration of Employment Affidavit of Compliance form CJSTC-60.
- 1897 2. An Employment Background Investigative Report, form CJSTC-77, revised December 16, 2010, (effective
- 1898 3/2013), hereby incorporated by reference. Form CJSTC-77 can be obtained at the following FDLE Internet
- 1899 address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
- 1900 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
- 1901 Commission staff at (850) 410-8615.
- 1902 3. An Affidavit of Applicant form CJSTC-68.
- 1903 4. A Temporary Employment Authorization Statement, form CJSTC-65, revised ~~November 5, 2015~~
- 1904 ~~November 8, 2007, effective 9/2016~~, hereby incorporated by reference. Form CJSTC-65 can be obtained at the
- 1905 following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
- 1906 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
- 1907 Commission staff at (850) 410-8615.
- 1908 5. Proof of age documentation.
- 1909 6. Proof of citizenship documentation.
- 1910 7. Legal document(s) for name change.
- 1911 8. High School Diploma, GED, and Equivalency of Foreign and Non-Public High School Curriculum
- 1912 pursuant to subsection 11B-27.0021(1), F.A.C.
- 1913 9. A copy of the most recently issued DD 214, or other official documents from the United States Military
- 1914 denoting the discharge status or copy of the officer's current military identification. Wording on the documentation
- 1915 shall indicate the discharge was any discharge other than dishonorable.
- 1916 10. An FBI Civil Applicant Response provided from a Live Scan device by the Florida Department of Law
- 1917 Enforcement (FDLE) Certified Mail Application, with the National Crime Information Center (NCIC) criminal
- 1918 history record attached, and an FDLE Customer Summary Report and Transaction Listing with the Florida Criminal
- 1919 Information Center (FCIC) criminal history record attached. If a Civil Applicant Response is not received by the
- 1920 agency, the FCIC Criminal History indicating no single state or multi-state offender criminal history record exists
- 1921 shall be proof the applicant's fingerprints have been processed.
- 1922 11. An Exemption-From-Training, form CJSTC-76, revised ~~November 5, 2015, November 6, 2014~~, effective
- 1923 ~~9/2016 7/2015~~, hereby incorporated by reference, and an Exemption-From-Training Proficiency Demonstration,
- 1924 form CJSTC-76A, revised November 6, 2014, effective 7/2015, hereby incorporated by reference, for previous
- 1925 Florida and out-of-state, federal, or military officers, if the officer used this training option. Forms CJSTC-76 and
- 1926 CJSTC-76A can be obtained at the following FDLE Internet address:
- 1927 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
- 1928 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
- 1929 Commission staff at (850) 410-8615.
- 1930 12. Results of the State Officer Certification Examination for training completed after June 30, 1993.
- 1931 13. A Physician's Assessment form CJSTC-75 or equivalent.
- 1932 14. Drug screen results of at least a 7-panel test pursuant to paragraph 11B-27.00225(2)(d), F.A.C.
- 1933 15. An Affidavit of Separation, form CJSTC-61, revised ~~November 5, 2015 December 16, 2010~~, effective
- 1934 ~~9/2016 (effective 5/2012)~~, hereby incorporated by reference, and Affidavit of Separation Supplement, form CJSTC-
- 1935 61A, revised December 16, 2010, (effective 5/2012), hereby incorporated by reference, if the officer has separated
- 1936 employment with the agency. Forms CJSTC-61 and CJSTC-61A can be obtained at the following FDLE Internet
- 1937 address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
- 1938 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
- 1939 Commission staff at (850) 410-8615.
- 1940

Comment [GJ79]:

11B-27.002(3)(a)2.:

TECHNICAL REVISION; updated the forms link.

Comment [GJ80]:

11B-27.002(3)(a)4.:

Description of the revision: Revises the Temporary Employment Authorization Statement, form CJSTC-65.

Why the rule is being revised: Revises the Temporary Employment Authorization Statement, form CJSTC-65, to clarify the firearms training requirements outlined in Rule 11B-27.00213(2)(a), F.A.C., and specify that agencies must document and verify the appropriate training of the officer if he or she is carrying a firearm. Also specifies that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: Terry Baker

Comment [GJ81]:

11B-27.002(3)(a)4.:

TECHNICAL REVISION; updated the forms link.

Comment [GJ82]:

11B-27.002(3)(a)11.:

Description of the Revision: Incorporates the revised Exemption-From-Training, form CJSTC-76.

Why the rule is being revised: Incorporates the revised Exemption-From-Training, form CJSTC-76, to specify that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: Terry Baker

Comment [GJ83]:

11B-27.002(3)(a)11.:

TECHNICAL REVISION; updated the forms link.

Comment [GJ84]:

11B-27.002(3)(a)15.:

Description of the Revision: Revises the Affidavit of Separation, form CJSTC-61, to change the term "termination" to "separation" under the Administrative – Routine category.

Why the rule is being revised: Revises the Affidavit of Separation, form CJSTC-61, and removes the possible negative stigma associated with a person being "terminated" when this reason is typically used for a separation beyond the officer's control such as the dissolution of the agency.

Revised by: Terry Baker

Comment [GJ85]:

11B-27.002(3)(a)15.:

TECHNICAL REVISION; updated the forms link.

1941 (b) Commission staff shall conduct a re-inspection of the noted deficiencies, which shall be recorded on the
1942 Agency New Hire Report form CJSTC-207, within 90 days of the initial inspection.

1943 1. If the deficiency(s) has been resolved prior to the re-inspection, Commission staff shall record the
1944 correction on form CJSTC-207.

1945 2. If the deficiency(s) has not been resolved on or before the re-inspection date, the agency administrator shall
1946 provide Commission staff with a timeline for resolution of the noted deficiency(s) in the officer's file.

1947 3. If the deficiency(s) noted in the officer's file remains unresolved, the Criminal Justice Standards and
1948 Training Commission Chairman shall notify the agency administrator, in writing, that the Registration of
1949 Employment Affidavit of Compliance form CJSTC-60, that has been signed by the agency administrator or its
1950 designee, confirming agency compliance with Section 943.133(2), F.S., is in fact not in compliance, and as such, is
1951 in violation of subparagraph 11B-27.0011(4)(c)11., F.A.C., and Section 837.06, F.S.

1952 4. If the deficiency(s) noted in the officer's file remains uncorrected, the name of the agency and the
1953 deficiency(s) noted shall be included in the Commission's quarterly report for further action.

1954 (4)(a) Within four years of the beginning date of a Commission-approved Basic Recruit Training Program, an
1955 individual shall successfully complete the program, achieve a passing score on the applicable State Officer
1956 Certification Examination, and gain employment, and certification as an officer.

1957 (b) An individual who fails to comply with the requirements in paragraph (4)(a) of this rule section for the
1958 discipline in which the training was completed, within four years of the date of beginning such training, shall as a
1959 condition for obtaining employment, comply with the following:

1960 1. Successfully complete a Commission-approved Basic Recruit Training Program pursuant to Rule
1961 11B-35.002, F.A.C., or qualify for an exemption from a Commission-approved Basic Recruit Training Program,
1962 pursuant to Section 943.131(2), F.S., to include demonstration of proficiency in the High-Liability Basic Recruit
1963 Training Courses pursuant to Rule 11B-35.0024, F.A.C.; and

1964 2. Achieve a passing score on the State Officer Certification Examination.

1965 (5) Officer Separation from Employment or Appointment. An Affidavit of Separation form CJSTC-61, shall
1966 be completed by the employing agency and immediately transmitted via the Commission's ATMS or submitted to
1967 Commission staff. If the officer has met the requirements for certification, mandatory training, or firearms
1968 qualification at the time of separation the agency shall update the Commission's ATMS prior to separation.

1969 (6) A completed Affidavit of Separation Supplement form CJSTC-61A, shall be submitted to Commission
1970 staff, along with form CJSTC-61, whenever there is a separation involving a violation of Section 943.13(4), F.S., or
1971 while being investigated for an alleged moral character violation.

1972 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 119.071, 943.12(3), 943.13, 943.133, 943.139,
1973 943.1395 FS. History—New 10-6-82, Amended 4-26-84, 1-7-85, Formerly 11B-27.02, Amended 9-3-87, 3-29-89,
1974 5-14-92, 12-13-92, 9-5-93, 1-19-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07,
1975 6-9-08, 6-3-10, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

Comment [GJ86]:
REMOVE TECHNICAL REVISION
11B-27.002 (Law Implemented):
Description of the Revision: Updates the statutory law being implemented by this rule to include 119.071, F.S.
Why the rule is being revised: Updates the statutory law being implemented by this rule to include 119.071, F.S.
Revised by: AGC Fern Rosenwasser

1976 **11B-27.0021 High School Graduation or Equivalent.**

1977 (1) A high school graduate shall be an individual who has completed a secondary education program through a

1978 public school, private school, an equivalency diploma program, or home education program through an educational

1979 provider recognized by a public educational system within the United States or its territories, or received a foreign

1980 high school diploma.

1981 (2) Compliance with this rule section shall be documented by the employing agency and made available to

1982 Commission staff for review. Criteria for proof of compliance and authenticity of the diploma includes:

1983 (a) A high school diploma or high school equivalency diploma issued by a public school education program; or

1984 (b) A diploma issued by a private school.

1985 (c) A letter on the letterhead from a School Board District Office or high school principal verifying completion

1986 of a high school program and issuance of a high school diploma.

1987 (d) For individuals who have completed a home school program, documentation that the education program

1988 has met the requirements of Section 1002.41, F.S., or of the Department of Education from the state where the home

1989 school program was completed.

1990 (e) Proof that the diploma has been accepted by an accredited college or university, as defined in Section

1991 943.22(1), F.S., for entrance into a degree seeking program.

1992 (f) For individuals who have completed an education program in a foreign jurisdiction, documentation that the

1993 diploma or official school transcript, indicating the date of graduation or completion, is equivalent to the

1994 requirements for a U.S. High School Diploma or equivalency diploma. Documents shall be transcribed by a

1995 certified translator and notarized as true and correct.

1996 (3) In the absence of proof of successful high school graduation, the following shall be acceptable as meeting

1997 the minimum educational requirements:

1998 (a) Transcript verification of successful completion of one of the following educational requirements from an

1999 institution accredited by an accrediting body recognized by the United States Department of Education or licensed

2000 as a degree granting institution by the Commission for Independent Education, pursuant to Section 1005.02(7), F.S.,

2001 shall be acceptable as meeting the educational requirements of this rule section:

2002 1. At least 30 semester hours; or

2003 2. 45 quarter hours of college work; or

2004 3. An associate or higher degree.

2005 (b) A certificate issued by the United States Armed Forces Institute (U.S.A.F.I.) prior to December 31, 1974,

2006 showing successful completion of high school equivalency.

2007 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.13(3) FS. History--New 10-6-82, Amended

2008 1-7-85, Formerly 11B-27.021, Amended 7-7-99, 7-29-01, 11-5-02, 11-30-04, 3-21-07, 6-9-08, 3-13-13.

2009 **11B-27.00211 Fingerprint Processing and Criminal Record Results.** An employing agency shall maintain
2010 on file, at minimum, a Federal Bureau of Investigation Civil Applicant Response provided from a Live Scan device
2011 by the Florida Department of Law Enforcement (FDLE) Certified Mail Application, with the National Crime
2012 Information Center (NCIC) criminal history record attached, and an FDLE Customer Summary Report and
2013 Transaction Listing with the Florida Criminal Information Center (FCIC) criminal history record attached. If a Civil
2014 Applicant Response is not received by the agency, the FCIC Criminal History indicating no single state or multi-
2015 state offender criminal history record exists shall be proof the applicant's fingerprints have been processed.

2016 (1) The employing agency shall submit for processing an applicant's fingerprints to the FDLE. The
2017 submission shall include one of the following references: "Law Enforcement Officer Applicant, Section 943.13,
2018 F.S.," or "Correctional Officer Applicant, Section 943.13, F.S.," or "Correctional Probation Officer Applicant,
2019 Section 943.13, F.S.," as the reason fingerprinted. An applicant's fingerprints shall be processed in conjunction with
2020 an officer's employment or appointment regardless if the officer has proof of the existence of processed fingerprints
2021 from a previous employment or appointment. The employing agency is required to use an electronic fingerprinting
2022 submission device authorized by FDLE for the submission of applicant fingerprints.

2023 (2) Private Correctional Institutions and Jails.

2024 (a) Private correctional institutions under contract with the Florida Department of Management Services
2025 (DMS) or the Florida Department of Children and Families (DCF) shall submit for processing an applicant's
2026 fingerprints to the FDLE. The private correctional institution is required to use an electronic fingerprinting
2027 submission device and is responsible for any cost associated with the fingerprint submission. The response to the
2028 fingerprint submission shall be electronically transmitted to the respective contract agency (DMS or DCF) for
2029 review for compliance with Section 943.13(4), F.S. The contract agency will complete the Fingerprint Notification,
2030 form CJSTC-62, revised November 8, 2007, hereby incorporated by reference, or other written notice to document
2031 compliance with Section 943.13(4), F.S., and provide it to the private correctional institution. Form CJSTC-62 can
2032 be obtained at the following FDLE Internet address: [http://www.fdle.state.fl.us/](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx)
2033 [Content/CJST/Publications/Professionalism-Program-Forms.aspx](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx), or by contacting Commission staff at
2034 (850) 410-8615.

2035 (b) All other private correctional institutions and jails shall submit for processing an applicant's fingerprints to
2036 the FDLE. The private correctional institution is required to use an electronic fingerprinting submission device and
2037 is responsible for any cost associated with the fingerprint submission. The response to the fingerprint submission
2038 shall be electronically transmitted to the FDLE, Officer Records Section, for review for compliance with Section
2039 943.13(4), F.S. The Officer Records Section will complete form CJSTC-62 and provide it to the private correctional
2040 institution or jail.

2041 (3) The employing agency shall submit or electronically transmit to Commission staff through the
2042 Commission's ATMS, the date indicated on the electronic response documenting the processed fingerprints. The
2043 response from an applicant's processed fingerprints shall be maintained on file at the agency within one year of the
2044 officer's initial employment or appointment. An employing agency is not required to re-fingerprint an individual
2045 who has been continuously employed or appointed with the same agency and is seeking certification as a sworn
2046 officer with that agency.

2047 (4) Training schools that offer a Commission-approved Basic Recruit Training Program for law enforcement,
2048 correctional, or correctional probation officers, or a selection center that provides applicant screening for a training
2049 school, shall conduct a criminal history background check of an applicant prior to entrance into such Basic Recruit
2050 Training Program. The employing agency shall provide the training school with documentation that an applicant's
2051 fingerprints have been processed, that the response is on file with the employing or appointing agency, and has been
2052 verified by the employing or appointing agency to contain no statutory disqualifiers. If the FBI has not returned the
2053 Civil Applicant Response to the employing or appointing agency, the agency shall notify the training school that the
2054 criminal history background check is incomplete. The employing or appointing agency shall notify the training
2055 school upon receipt of the results of the applicant's fingerprints, which shall be maintained in the student's file at the
2056 training school.

2057 (5) An applicant's fingerprints that have been processed prior to employment or appointment, in conjunction
2058 with the agency's background investigation, and pursuant to Rule 11B-27.0022, F.A.C., shall be considered current
2059 when the officer's fingerprints are processed in conjunction with the new employment or appointment.

2060 (6) An officer's certification shall not be issued by the Commission until he or she is in compliance with the
 2061 certification requirements pursuant to Sections 943.13(1)-(10), F.S., and documentation of legible processed
 2062 applicant fingerprints are on file at the employing agency.

2063 (7) If an officer has been separated for lack of processed applicant fingerprints within one year of employment
 2064 or appointment, the agency shall re-register the officer when the processed applicant fingerprint response is received
 2065 from the FBI or FDLE. The re-registration date shall be the date that the FBI or FDLE processed the applicant
 2066 fingerprints. An officer who has been separated for not having processed applicant fingerprints on file at the
 2067 employing agency is not authorized to perform the duties of a sworn officer.

2068 (8) Employing agencies shall be notified by Commission staff when an applicant's file does not contain
 2069 documentation of processed fingerprints.

2070 (9) An employing agency that does not receive processed fingerprint documentation from the FBI or FDLE
 2071 within thirty days of submission of the fingerprints through an electronic fingerprinting submission device, shall
 2072 fingerprint the applicant again and resubmit the fingerprints to FDLE and the FBI. If the FBI has processed the
 2073 fingerprints, the letter from the FBI stating that the individual does not have a criminal history may be accepted as
 2074 official documentation. The date the letter is postmarked shall be the date recorded as the fingerprint processed
 2075 date.

2076 (10) Should an officer separate from employment prior to the employing agency's receipt of the officer's
 2077 processed applicant fingerprints, and there is an indication that the officer would have failed to meet the
 2078 employment qualifications pursuant to this rule chapter, the separating agency shall immediately notify Commission
 2079 staff and provide a copy of all documentation that establishes non-compliance of the officer to meet the necessary
 2080 qualifications.

2081 (11) If a criminal history record that could preclude employment pursuant to Section 943.13(4), F.S., is received
 2082 from the FBI or FDLE, the agency shall obtain and maintain in the officer's file, supporting documentation from the
 2083 court that the final disposition of the case has been resolved and the officer is eligible for employment, pursuant to
 2084 Section 943.13(4), F.S.

2085 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(3), 943.13, 943.133, 943.139, 943.1395
 2086 FS. History--New 11-5-02, 11-30-04, 6-9-08, 5-29-14.

2087 **11B-27.00212 Maintenance of Officer Certification.**

2088 (1) Full-time, part-time, or auxiliary officers shall successfully complete 40 hours of continuing education or
2089 training every four years. The expiration date of an officer's mandatory retraining shall be June 30th of the fourth
2090 year following the officer's certification.

2091 Example:

2092	Original Officer Certification Date	November 21, 1997
2093	Officer Four-year Anniversary Date	November 21, 2001
2094	Officer Continuing Education or Training Deadline	June 30, 2002

2095 (2) Elected or appointed officials whose mandatory retraining dates have expired on or before the expiration
2096 date, pursuant to subsection (1) of this rule section, shall complete the mandatory retraining requirements within
2097 four years of the date the individual no longer serves as an elected or appointed official.

2098 (3) Forty hours of continuing education is granted for three semester credit hours or four quarter credit hours of
2099 college course work upon successful completion of the course, and provided the credit hours are not used for the
2100 purpose of obtaining a degree, which would make the officer eligible for salary incentive payments.

2101 (4) Continuing education or training pursuant to Section 943.135, F.S. Upon an officer's completion of the
2102 required continuing education or training the employing agency shall submit or electronically transmit to
2103 Commission staff through the Commission's ATMS, and maintain in file a completed Mandatory Retraining Report,
2104 form CJSTC-74, revised August 7, 2008, hereby incorporated by reference. Form CJSTC-74 can be obtained at the
2105 following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>,
2106 [http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism%20Program%20Forms.aspx), or by contacting
2107 Commission staff at (850) 410-8615. Criminal justice agencies shall not update an officer's mandatory training
2108 unless an officer is employed by the agency or has met the requirement for employment pursuant to subsection 11B-
2109 27.002(1), F.A.C.

2110 (5) Statutory mandated continuing training. The following training shall be included as a part of the officer's
2111 continuing training:

2112 (a) Domestic Violence Training for Law Enforcement Officers pursuant to Section 943.1701, F.S. Certified
2113 law enforcement officers who elect to instruct domestic violence training may substitute completion or instruction of
2114 domestic violence training to satisfy the officer's continuing training requirement.

2115 (b) Human Diversity Training pursuant to Section 943.1716, F.S. Certified officers who elect to instruct
2116 human diversity modules pursuant to Section 943.1716, F.S., may substitute completion or instruction of human
2117 diversity training to satisfy the officer's continuing training requirement.

2118 (c) Juvenile Sexual Offender Investigation Training for Law Enforcement Officers pursuant to Section
2119 943.17295, F.S. Certified law enforcement officers who elect to instruct the Juvenile Sexual Offender Investigation
2120 training may substitute completion or instruction of this training to satisfy the officer's continuing training
2121 requirement.

2122 (d) Discriminatory Profiling and Professional Traffic Stops pursuant to Section 943.1758, F.S. Certified law
2123 enforcement officers who elect to instruct Discriminatory Profiling and Professional Traffic Stops may substitute
2124 completion or instruction of this training to satisfy the officer's continuing training requirement. Completion or
2125 instruction of this training shall satisfy all or a portion of an officer's continuing training requirement for human
2126 diversity training.

2127 (6) Failure to comply with statutorily required continuing education or training. In the event that an officer
2128 fails to meet the continuing education or training requirements of Section 943.135, F.S., the officer's certificate shall
2129 become inactive until the employing agency provides documentation to Commission staff establishing that the
2130 continuing education or training requirements have been satisfied. The Commission's ATMS shall separate an
2131 officer from employment if the Mandatory Retraining Report form CJSTC-74, is not received by the June 30th
2132 deadline pursuant to subsection (1) of this rule section. Officers who have not satisfied their mandatory retraining
2133 requirement within six months of separation shall comply with the requirement of subsection 11B-27.002(1),
2134 F.A.C., prior to reemployment.

Comment [GJ87]:
11B-27.00212(4):
TECHNICAL REVISION; updated the forms
link.

2135 (7) Individuals who have been separated from an employing agency as an officer for less than four years, and
 2136 whose certification is inactive for failing to complete the required hours for mandatory training, shall complete the
 2137 continuing education and training requirements prior to resuming active service with an agency. An officer who
 2138 requests to claim continuing education and training that was completed during a period when the officer's
 2139 certification was inactive, shall request approval from the agency administrator of the prospective employing agency
 2140 and provide proof that the required continuing education and training was completed. The employing agency shall
 2141 determine if the education or training requirements have been satisfied pursuant to Section 943.135, F.S., and shall
 2142 submit to Commission staff, or electronically transmit through the Commission's ATMS, a completed Mandatory
 2143 Retraining Report form CJSTC-74.

2144 (8) Continuing education or training completed pursuant to subsection (1) of this rule section shall not be
 2145 eligible for salary incentive payments pursuant to Section 943.135(2), F.S.

2146 (9) Documentation supporting the required training shall be attached to the Mandatory Retraining Report form
 2147 CJSTC-74, and maintained in the officer's file.

2148 (10) A certified officer who has not completed the required continuing education or training on or before the
 2149 officer's mandatory training deadline, pursuant to subsection (1) of this rule section, shall not perform the duties of a
 2150 sworn officer.

2151 (11) Inactive Certificate Status. The certificate of any certified officer who has separated from employment or
 2152 appointment as an officer, and who is not re-employed or re-appointed as an officer by an employing agency in the
 2153 same discipline within four years after the date of separation, shall become inactive.

2154 (12) Prerequisites for certificate reactivation and reemployment as an officer. To become eligible for
 2155 reactivation of certification and reemployment in the discipline for which the officer has experienced a break-in-
 2156 service, pursuant to subsection (11) of this rule section, the officer shall, on or after July 1, 1993, meet the following
 2157 conditions:

2158 (a) If the break-in-service is between four years and eight years the officer shall:

2159 1. Successfully demonstrate proficiency in the High-Liability Basic Recruit Training Courses pursuant to
 2160 Rule 11B-35.0024, F.A.C.

2161 2. Achieve a passing score on the applicable State Officer Certification Examination pursuant to procedures in
 2162 Rule Chapter 11B-30, F.A.C., State Officer Certification Examination.

2163 3. Meet the minimum qualifications described in Rules 11B-27.002, 11B-27.0021, 11B-27.0022, and
 2164 11B-27.00225, F.A.C., as evidenced by an employing agency's compliance with Section 943.133(2), F.S.

2165 (b) If the break-in-service is more than eight years, the officer shall:

2166 1. As a condition of employment or appointment, successfully complete a Commission-approved Basic
 2167 Recruit Training Program pursuant to Rule 11B-35.002, F.A.C.

2168 2. Achieve a passing score on the applicable State Officer Certification Examination pursuant to Rule Chapter
 2169 11B-30, F.A.C.

2170 3. Meet the minimum qualifications described in Rules 11B-27.002, 11B-27.0021, 11B-27.0022, and
 2171 11B-27.00225, F.A.C., as evidenced by an employing agency's compliance with Section 943.133(2), F.S.

2172 (13) Use-of-Force training. An officer shall, as a part of the officer's 40-hour continuing education or training
 2173 every four years, be required to complete the following Use-of-Force training.

2174 (a) Use-of-Force training shall include the following topics of instruction:

2175 1. Scenario-based Firearms Training.

2176 2. Physiological Response Dynamics Training.

2177 3. Less-lethal force options available within the agency.

2178 4. Agency policies on Use-of-Force training.

2179 5. Legal aspects regarding Use-of-Force training.

2180 (b) A law enforcement and correctional officer shall complete Use-of-Force training pursuant to subparagraphs
2181 (13)(a)1.-5., of this rule section.

2182 (c) A correctional probation officer shall complete Use-of-Force training pursuant to subparagraphs
2183 (13)(a)2.-5., of this rule section.

2184 (d) An officer's employing agency shall report the completion of Use-of-Force training to Commission staff,
2185 pursuant to (4) of this rule section.

2186 (e) An officer is permitted to substitute instruction of Use-of-Force training to satisfy the continuing education
2187 or training requirements for the officer's four-year mandatory retraining cycle.

2188 (14) Law Enforcement Officer Firearms Qualification Standard. Beginning July 1, 2006, a law enforcement
2189 officer shall be required to qualify on the Commission's approved course of fire with the proficiency skills
2190 documented on the Law Enforcement Officer Firearms Qualification Standard, form CJSTC-86A, revised December
2191 16, 2010, (effective 3/2013), hereby incorporated by reference, and maintained in the officer's employment file.
2192 Form CJSTC-86A can be obtained at the following FDLE Internet address:
2193 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
2194 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
2195 Commission staff at (850) 410-8615.

Comment [GJ88]:
11B-27.00212(14):
TECHNICAL REVISION; updated the forms link.

2196 (a) A law enforcement officer who fails to demonstrate proficiency skills on the required firearms qualification
2197 standard shall not perform the duties of a sworn officer.

2198 (b) Reporting of the compliance with this standard shall be June 30, 2008, and every two years thereafter.
2199 Documentation supporting the demonstration of proficiency skills shall be reported on the Mandatory Firearms
2200 Training Report, form CJSTC-86, revised November 8, 2007, hereby incorporated by reference, and maintained in
2201 the officer's file. Form CJSTC-86 can be obtained at the following FDLE Internet address:
2202 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
2203 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
2204 Commission staff at (850) 410-8615. The employing agency shall submit or electronically transmit to Commission
2205 staff through the Commission's ATMS, the date of completion.

Comment [GJ89]:
11B-27.00212(14)(b):
TECHNICAL REVISION; updated the forms link.

2206 (c) In the event a law enforcement officer fails to meet this standard by June 30 of each reporting year, the
2207 officer's certificate shall become inactive until the employing agency provides documentation to Commission staff
2208 establishing that the firearms qualification standard has been satisfied. Active officers who were separated from
2209 employment or appointment for not satisfying the firearms qualification standard, and do not meet the standard
2210 within six months of separation from employment or appointment, shall comply with the certification or reactivation
2211 of certification requirement(s) of subsection 11B-27.002(1), F.A.C., prior to reemployment.

2212 (d) The certificate of a law enforcement officer shall become inactive if the officer has separated from
2213 employment or appointment and is not reemployed or reappointed within the two-year reporting cycle. The officer
2214 will be required to comply with the firearms qualification standard upon employment or appointment.

2215 (e) In the event a law enforcement officer is injured in the line of duty or has a chronic illness and fails to meet
2216 this standard by June 30 of a reporting year, the agency administrator or designee shall complete the Injury or Illness
2217 Exemption for the Firearms Law Enforcement Officer Qualification Standard form CJSTC-86B, ~~revised November~~
2218 ~~5, 2015, effective 9/2016 created January 29, 2009~~, hereby incorporated by reference ~~and revised December 16,~~
2219 ~~2010, (effective 5/2012)~~. Form CJSTC-86B can be obtained at the following FDLE Internet address:
2220 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
2221 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
2222 Commission staff at (850) 410-8615. The agency shall submit form CJSTC-86B and the supporting medical
2223 documentation to Commission staff prior to the June 30 deadline to ensure the officer's certificate does not become
2224 inactive on the reporting deadline for that two-year reporting cycle. An additional form CJSTC-86B shall be
2225 submitted for each subsequent reporting cycle.

Comment [GJ90]:
11B-27.00212(14)(e):
Description of the Revision: Revises the Injury or Illness Exemption for the Firearms Law Enforcement Officer Qualification Standard, form CJSTC-86B.
Why the rule is being revised: Updates the name of the Injury or Illness Exemption for the Firearms Law Enforcement Officer Qualification Standard, form CJSTC-86B, and specifies that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.
Revised by: Terry Baker

2226 (15) Elder Abuse Training. As a part of basic recruit training or the officer's continuing education or training, a
2227 law enforcement officer shall be required to complete training on identifying and investigating elder abuse and
2228 neglect.

Comment [GJ91]:
11B-27.00212(14)(e):
TECHNICAL REVISION; updated the forms link.

2229 (a) Certified law enforcement officers shall complete Elder Abuse Training on or before June 30, 2011
 2230 pursuant to Section 943.17296, F.S.

2231 (b) The training shall include instruction on the identification of and appropriate responses for persons
 2232 suffering from dementia and on identifying and investigating elder abuse and neglect.

2233 (c) Law enforcement officers who have successfully completed one of the following programs will have
 2234 satisfied this training requirement:

2235 ~~1. CMS Application-Based Law Enforcement Basic Recruit Training Program (BRTP) number 224 (Retired~~
 2236 ~~3/31/08).~~

2237 ~~1. 2.~~ Florida CMS Law Enforcement BRTP number 1177 (Effective 4/1/08).

2238 ~~3. Traditional Correctional Cross Over to CMS Application-Based Law Enforcement BRTP number 1143~~
 2239 ~~(Retired 3/31/08).~~

2240 ~~2. 4.~~ Correctional Officer Cross-Over Training to Florida CMS Law Enforcement BRTP number 1178 (Retired
 2241 6/30/12). Correctional Officer Cross-Over Training to Florida CMS Law Enforcement BRTP number 1191 (Retired
 2242 6/30/14). (Effective 7/1/12)

2243 ~~5. Traditional Correctional Probation Cross Over to CMS Application-Based Law Enforcement BRTP~~
 2244 ~~number 1157 (Retired 3/31/08).~~

2245

Comment [GJ92]:

11B-27.00212(15)(c):

Description of the Revision: Revises the paragraph numbering of Rule 11B-27.00212(15)(c)1.-10., F.A.C.

Why the rule is being revised: Updates the list of programs that law enforcement officers may complete to satisfy the Elder Abuse Training requirement and rennumbers Rule 11B-27.00212(15)(c)1.-10., F.A.C., because sub-paragraphs # 1, 3, and 5 were removed.

Revised by: Glenn Koenig

Comment [GJ93]:

11B-27.00212(15)(c)1.:

Description of the Revision: Deletes the retired CMS Application-Based Law Enforcement Basic Recruit Training Program (BRTP) number 224.

Why the rule is being revised: Removes the CMS Application-Based Law Enforcement Basic Recruit Training Program (BRTP) number 224 from the list of programs that law enforcement officers may complete to satisfy the Elder Abuse Training requirement because the program has been retired for more than four years.

Revised by: Glenn Koenig

Comment [GJ94]:

11B-27.00212(15)(c)3.:

Description of the Revision: Deletes the retired Traditional Correctional Cross-Over to CMS Application-Based Law Enforcement BRTP number 1143.

Why the rule is being revised: Removes the Traditional Correctional Cross-Over to CMS Application-Based Law Enforcement BRTP number 1143 from the list of programs that law enforcement officers may complete to satisfy the Elder Abuse Training requirement because the program has been retired for more than four years.

Revised by: Glenn Koenig

Comment [GJ95]:

11B-27.00212(15)(c)4.:

Description of the Revision: Removes the 7/1/12 effective date and adds a 6/30/14 retired date to the Correctional Officer Cross-Over Training to Florida CMS Law Enforcement BRTP number 1191.

Why the rule is being revised: Updates the status of the Correctional Officer Cross-Over Training to Florida CMS Law Enforcement BRTP number 1191 because the program was retired on 6/30/14.

Revised by: Glenn Koenig

Comment [GJ96]:

11B-27.00212(15)(c)5.:

Description of the Revision: Deletes the retired Traditional Correctional Probation Cross-Over to CMS Application-Based Law Enforcement BRTP number 1157.

Why the rule is being revised: Removes the Traditional Correctional Probation Cross-Over to CMS Application-Based Law Enforcement BRTP number 1157 from the list of programs that law enforcement officers may complete to satisfy the Elder Abuse Training requirement because the program has been retired for more than four years.

Revised by: Glenn Koenig

2246 ~~3.6-~~ Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement B RTP number
 2247 1179 ~~(Retired 6/30/14) (Effective 7/1/12)~~.

2248 ~~4.7-~~ CMS Law Enforcement Auxiliary Officer B RTP number 1180 (Effective 4/1/08).

2249 ~~5.8-~~ Crimes Against the Elderly advanced training course number 100 (Effective 4/1/06).

2250 ~~6.9-~~ Elder Abuse Training for Law Enforcement course by the Department of Elder Affairs (Effective
 2251 10/30/08).

2252 ~~7.10-~~ Elder Abuse Investigations specialized training program course number 1185. There are no required
 2253 minimum training hours for mandatory retraining, however, training schools are permitted to teach the course as a
 2254 specialized training program course requiring a minimum of four contact hours.

2255 (d) An officer who fails to comply with the elder abuse and neglect training requirements pursuant to Section
 2256 943.17296, F.S., shall become an inactive Florida officer. The officer's certification shall become reactivated when
 2257 the officer's employing agency provides Commission staff with verification that the officer has met the continuing
 2258 education or training requirement.

2259 (e) Upon an officer's completion of the required training the employing agency shall submit, or electronically
 2260 transmit to Commission staff through the Commission's ATMS, the date of completion.

2261 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented ~~119.071~~ 943.12, 943.13(11), 943.135,
 2262 943.1395(3), 943.1701, 943.1715, 943.1716, 943.253 FS. History—New, 11-5-02. Amended 12-3-03, 11-30-04, 3-
 2263 27-06, 3-21-07, 6-9-08, 4-16-09, 9-28-09, 6-3-10, 5-21-12, 3-13-13, 9-4-16. Editorial Note: See 11B-27.0023,
 2264 F.A.C.

Comment [GJ97]:

11B-27.00212(15)(c)6.:

Description of the Revision: Removes the 7/1/12 effective date and adds a 6/30/14 retired date to the Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement B RTP number 1179.

Why the rule is being revised: Updates the status of the Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement B RTP number 1179 because the program was retired on 6/30/14.

Revised by: Glenn Koenig

Comment [GJ98]:

REMOVE TECHNICAL REVISION

11B-27.00212: Law Implemented

Description of the Revision: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Why the rule is being revised: Updates the statutory law being implemented by this rule to include 119.071, F.S.

Revised by: AGC Fern Rosenwasser

2265 **11B-27.00213 Temporary Employment Authorization.** A Certificate of Compliance shall not be issued to
2266 officers employed on a Temporary Employment Authorization (TEA) prior to meeting the requirements of Sections
2267 943.13(1)-(10), F.S.

2268 (1) A TEA shall only be issued pursuant to Section 943.131, F.S. Individuals hired on a TEA shall comply
2269 with the firearms training program established by Section 943.17(1)(a), F.S.

2270 (a) Pre-Training TEA. Individuals employed or appointed on a pre-training TEA shall:

2271 1. Begin a Commission-approved Basic Recruit Training Program within 180 days of being placed on a TEA.

2272 2. Successfully complete eight hours of firearms training, which shall include demonstration of proficiency in
2273 the presence of a Commission-certified firearms instructor.

2274 3. Successfully complete a Commission-approved Basic Recruit Training Program within 18 months of
2275 beginning the training program.

2276 4. Achieve a passing score on the State Officer Certification Examination (SOCE) within 180 days from the
2277 date that basic recruit training was completed.

2278 5. To employ or appoint an individual on a TEA, who has not completed a Commission-approved Basic
2279 Recruit Training Program, the employing agency shall document circumstances for the critical need to employ or
2280 appoint such individual on a Temporary Employment Authorization Statement form CJSTC-65, which shall be
2281 maintained in the officer's file at the employing agency.

2282 (b) Post-training TEA. Individuals employed or appointed on a post-training TEA shall:

2283 1. Have completed a Commission-approved Basic Recruit Training Program and is waiting to take the next
2284 scheduled SOCE.

2285 2. Have 180 days from the completion date of the Basic Recruit Training Program or commencement of
2286 employment, whichever is later, to achieve a passing score on the SOCE.

2287 (c) A TEA shall terminate if a basic recruit student fails to pass the Basic Recruit Training Program.

2288 1. If a basic recruit student fails a course in the Basic Recruit Training Program, the student shall be permitted
2289 to remain on the TEA while retaking the failed course; and

2290 2. Shall be required to enroll in the next available course to complete the Basic Recruit Training Program.

2291 (2) An officer employed on a TEA, shall be excused from the firearms training requirement upon placement of
2292 a statement in the officer's file at the employing agency. The statement shall be signed by the agency administrator
2293 confirming that the TEA-appointed officer shall not be permitted to carry a firearm until the following classroom
2294 training requirements have been fulfilled:

2295 (a) Classroom Training:

1.	Range Safety Rules	1 Hour
2.	Legal Aspects of Firearms	2 Hours
3.	Introduction to Primary Service Weapon	2 Hours
4.	Chemical Agents	1 Hour
5.	Introduction to Alternate Service Weapon	2 Hours
	Total Hours	8 Hours

2296 (b) Firearms Range Training. The trainee's proficiency demonstration shall be documented on a CMS
2297 Firearms Performance Evaluation, form CJSTC-4 CMS, revised November 5, 2015 ~~December 16, 2010~~, effective
2298 9/2016 ~~(effective 3/2013)~~, hereby incorporated by reference, and maintained in the trainee's file at the employing
2299 agency. Form CJSTC-4 CMS can be obtained at the following FDLE Internet address:
2300 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
2301 [http://www.fdle.state.fl.us/Content/CJSTC/Publications/Professionalism Program Forms.aspx](http://www.fdle.state.fl.us/Content/CJSTC/Publications/Professionalism%20Program%20Forms.aspx), or by contacting
2302 Commission staff at (850) 410-8615. The instructor shall qualify the trainee with a handgun (revolver or semi-
2303 automatic pistol) and long gun (shotgun or semiautomatic rifle/carbine) using the Commission's Basic Recruit
2304 Training Firearms Course of Fire, pursuant to form CJSTC-4 CMS, and the form shall be maintained in the trainee's

Comment [GJ99]:

11B-27.00213(2)(b):

Description of the Revision: Revises the CMS Firearms Performance Evaluation, form CJSTC-4 CMS.

Why the rule is being revised: Revises the CMS Firearms Performance Evaluation, form CJSTC-4 CMS, to include local agencies; adds the Safe Handling of Firearms Course to the list of courses required to maintain the instructor to student ratio; adds a line for the rangemaster's printed name; clarifies language on the proficiency check lists; and revises language to clarify scoring criteria.

Revised by: Glenn Koenig

Comment [GJ100]:

11B-27.00213(2)(b):

TECHNICAL REVISION; updated the forms link.

2305 file at the employing agency. Trainees shall fire a long gun as prescribed in the Commission-approved Basic
2306 Recruit Training Program.

2307 (3) The Commission shall separate an officer from employment, through the Commission's ATMS, if the
2308 officer's TEA exceeds 180 days without enrollment in a Commission-approved Basic Recruit Training Program,
2309 fails to complete a Commission-approved Basic Recruit Training Program within 18 months, or the officer has
2310 failed to achieve a passing score on the SOCE within 180 consecutive days after successful completion of a Basic
2311 Recruit Training Program.

2312 (4) Agencies applying to temporarily employ or appoint an individual who has had a previous TEA registered
2313 with the Commission in the same discipline, may do so only if:

2314 (a) The individual was previously certified as a full-time or part-time officer; or

2315 (b) The individual was previously hired on a TEA and has separated from the employing agency or
2316 discontinued training while still in good standing, and has had a break-in-service from the last employment for a
2317 minimum of four years. Such individual shall comply with the firearms training requirements pursuant to Rule
2318 11B-35.0024, F.A.C., and Section 943.17(1)(a), F.S., unless the agency administrator has waived such requirements
2319 in subsection (2) of this rule section, and shall enroll in a Commission-approved Basic Recruit Training Program
2320 within 180 days of employment in the first training program offered in the geographic area, or in the first assigned
2321 state training program for a state officer.

2322 (5) Individuals employed on a TEA, pursuant to Section 943.131, F.S., are subject to disciplinary action by the
2323 Commission.

2324 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(3), 943.13, 943.131, 943.133, 943.139,
2325 943.1395, 943.17(1)(a) FS. History--New, 11-5-02. Amended 11-30-04, 3-27-06, 6-9-08, 9-28-09,
2326 6-3-10, 5-21-12, 3-13-13, 9-4-16.

2327 **11B-27.0022 Background Investigations.**

2328 (1) Pursuant to Section 943.133, F.S., and Rule 11B-27.0011, F.A.C., the employing agency shall conduct a
2329 thorough background investigation of each applicant. The employing agency shall provide evidence that a complete
2330 background investigation was conducted, pursuant to the requirements on the Employment Background
2331 Investigative Report form CJSTC-77, not more than one year prior to the date of employment or appointment as an
2332 officer or civilian officer trainee, pursuant to Rule 11B-27.0022, F.A.C. A complete background investigation shall
2333 be conducted in conjunction with an officer's employment or appointment, regardless of existing evidence that a
2334 thorough background investigation of the officer was conducted for a previous employment or appointment. The
2335 agency shall maintain in the applicant's file at the employing agency a summary of the background investigation
2336 findings, signed and dated by the investigator and the agency administrator or designee. The summary shall verify
2337 the following information:

2338 (a) Prior criminal justice employments of the applicant and the facts and reasons for any prior separations of
2339 employment. An officer applicant's prior criminal justice employments shall be verified, including an applicant
2340 with no previous Florida employment as an officer.

2341 (b) Processed applicant fingerprint responses on file reflecting state and national criminal history record
2342 checks. If the processed applicant fingerprint response has not yet been received, the agency shall maintain on file
2343 the FCIC/NCIC criminal history and wanted person responses.

2344 (c) Evidence that a urine sample furnished by the applicant was analyzed for the presence of controlled
2345 substances, or evidence thereof, pursuant to Rule 11B-27.00225, F.A.C. In cases where an applicant's urine sample
2346 is found to contain a controlled substance or evidence thereof, upon the completion of the analysis procedures
2347 pursuant to Rule 11B-27.00225, F.A.C., the employing agency shall, if requested by the applicant, permit the
2348 applicant to provide to the employing agency evidence that the applicant lawfully used or ingested the said
2349 controlled substance.

2350 (d) The applicant is of good moral character.

2351 (2) The employing agency shall, at a minimum, use the following background investigation procedures:

2352 (a) Obtain previous employment data from prior employers. Criminal justice agencies conducting background
2353 investigations have the option of using the Authority for Release of Information, form CJSTC-58, revised December
2354 16, 2010, (effective 3/2013) pursuant to Sections 943.134(2) and (4), F.S., hereby incorporated by reference. Form
2355 CJSTC-58 can be obtained at the following FDLE Internet address: [http://www.fdle.state.fl.us/Content/CJST/](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx)
2356 [Publications/Professionalism-Program-Forms.aspx](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx), or by contacting Commission staff at (850) 410-8615.

2357 (b) Research military records. A copy of the most recently issued DD 214, or other official separation
2358 document(s) from the United States Military denoting the discharge status or a copy of the officer's current military
2359 identification, shall be maintained in the officer's file at the employing agency. The agency shall document contact
2360 with the applicant's commanding officer or designee if the applicant is currently serving on active duty or military
2361 reserve to ensure the applicant is compliant with military regulations. Wording on the documentation shall indicate
2362 the discharge was any discharge other than dishonorable. A military discharge that is other than an honorable
2363 discharge, shall be investigated by the agency. The agency shall submit a Request Pertaining to Military Record,
2364 form OMB No. 3095-0029.

2365 (c) Verify the applicant's response regarding prior history of unlawful conduct through a Florida Crime
2366 Information Center and National Crime Information Center records and warrants check.

2367 (d) Verify the applicant's response regarding unlawful drug use pursuant to subsection 11B-27.0011(2), F.A.C.

2368 (3) The employing agency shall submit or electronically transmit to Commission staff through the
2369 Commission's ATMS, a Registration of Employment Affidavit of Compliance form CJSTC-60. The agency shall
2370 also submit to Commission staff a completed Employment Background Investigative Report form CJSTC-77, for
2371 each officer employed or appointed. The original form CJSTC-77 that has been signed and dated by the investigator
2372 and the agency administrator or designee shall be retained in the applicant's file.

2373 Rulemaking Authority 943.03(4) 943.12(1), 943.133(3) FS. Law Implemented ~~119.071~~, 943.133, 943.139 FS.
2374 History—New 10-6-82, Amended 1-7-85, Formerly 11B-27.022, Amended 7-13-87, 10-17-90, 5-13-92, 5-14-92,
2375 12-13-92, 9-5-93, 8-7-94, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 6-3-10, 3-13-13.

Comment [GJ101]:
REMOVE TECHNICAL REVISION
Technical Revision

2376 **11B-27.00225 Controlled Substance Testing Procedures.**

2377 (1) The employing agency is required to conduct a background investigation upon each applicant for
2378 certification, or employment or appointment, which shall include the analysis of a urine sample furnished by the
2379 applicant for the presence of controlled substances or metabolites, which shall be consistent with the procedures for
2380 drug testing pursuant to Section 112.0455, F.S. and Rule Chapter 59A-24, F.A.C., which have been adopted by the
2381 Agency for Health Care Administration. A new urine sample shall be submitted for analysis following any break-
2382 in-service.

2383 (2) The employing agency shall verify the following requirements for the collection and analysis of urine
2384 samples:

2385 (a) The procedures for collection sites and specimen collection complies with the requirements of Rule
2386 59A-24.005, F.A.C.

2387 (b) Each applicant gave written consent prior to giving the sample for collection, analysis for evidence of
2388 controlled substances, and disclosure of the analysis results to the employing agency and to the Commission.

2389 (c) The procedures for analyzing and reporting the urine sample were consistent with Rule 59A-24.006, F.A.C.

2390 (d) The laboratory performing the analysis did analyze the urine sample for the presence of the following seven
2391 substances:

2392 1. Amphetamines (amphetamine and methamphetamine).

2393 2. Cannabis or Cannabinoids.

2394 3. Cocaine or Cocaine Metabolite.

2395 4. Phencyclidine.

2396 5. Opiates (codeine and morphine).

2397 6. Barbiturates.

2398 7. Benzodiazepines.

2399 Specific Authority 943.03(4), 943.12(1) FS. Law Implemented 943.13(7), 943.133, 943.1395 FS. History--New
2400 7-13-87, Amended 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04.

2401 **11B-27.003 Duty to Report, Investigations, Procedures.**

2402 (1) Pursuant to Section 943.1395(5), F.S., an employing agency shall conduct an investigation when having
2403 cause to suspect that an officer it employs or employed at the time of the alleged violation, or employed on a
2404 Temporary Employment Authorization (TEA) pursuant to Section 943.131, F.S., does not comply with Section
2405 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C. An investigation shall be conducted and concluded
2406 when the employing agency has cause to suspect that an officer is in violation of Section 943.13(4) or (7), F.S., or
2407 subsection 11B-27.0011(4), F.A.C. The agency's investigation shall contain an official disposition, which shall be
2408 reported to Commission staff pursuant to subsection (2) of this rule section.

2409 (2) Upon concluding the investigation:

2410 (a) If the allegations are sustained, the employing agency shall complete an Internal Investigation Report, form
2411 CJSTC-78, revised November 8, 2007, hereby incorporated by reference, regardless of whether any civil service
2412 appeal, arbitration, employment hearing, administrative, civil, or criminal action is pending or contemplated. Form
2413 CJSTC-78 can be obtained at the following FDLE Internet address: [http://www.fdle.state.fl.us/Content/](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx)
2414 [CJST/Publications/Professionalism-Program-Forms.aspx](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx), or by contacting Commission staff at (850) 410-8615.

2415 (b) If the allegations are sustained, and are a violation of Section 943.13(4) or (7), F.S., or subsection
2416 11B-27.0011(4), F.A.C., the employing agency shall forward to Commission staff the complete investigative
2417 package, which shall include the following, no later than 45 days after the allegations are sustained:

- 2418 1. A completed Internal Investigation Report form CJSTC-78.
2419 2. The allegations.
2420 3. A summary of the facts.
2421 4. Names of witnesses.
2422 5. Witness statements and depositions.
2423 6. Certified court documents.
2424 7. Any other supportive documentation or information.

2425 (c) If the allegations are not sustained, unfounded, or the officer has been exonerated, or the allegations that are
2426 sustained are only violations of the employing agency's policies, and are not violations of Section 943.13(4) or (7),
2427 F.S., or subsection 11B-27.0011(4), F.A.C., the employing agency shall complete form CJSTC-78 and maintain the
2428 form on file at the agency.

2429 Specific Authority 943.03(4), 943.12(1) FS. Law Implemented ~~119.071~~, 943.1395(5) FS. History--New 10-6-82,
2430 Amended 1-7-85, Formerly 11B-27.03, Amended 12-13-92, 9-5-93, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 6-9-08.

Comment [GJ102]:
REMOVE TECHNICAL REVISION
Technical Revision

2431 **11B-27.004 Probable Cause Determination.** At the conclusion of the preliminary investigation and when the
2432 reports and documents are received as directed by Sections 943.139 and 943.1395, F.S., a determination of probable
2433 cause shall be made before the Commission initiates proceedings to take disciplinary action against the certification
2434 of an officer.

2435 (1) For the purpose of probable cause determinations, the chairperson of the Commission or designee shall
2436 appoint Probable Cause Panels of three Commission members and one alternate member, to hold Probable Cause
2437 Determination Hearings for terms specified in their appointment. The Commission Chairperson or designee shall
2438 appoint a chairperson for each panel, and the panels shall meet as necessary.

2439 (2) A Probable Cause Determination Hearing is the conclusion of the preliminary investigation, and is not a
2440 hearing pursuant to Sections 120.569 and 120.57, F.S.

2441 (3) Each Probable Cause Determination Hearing shall be noticed in the Florida Administrative Weekly
2442 pursuant to Section 120.525, F.S. The respondent shall be mailed a prior notice of the Probable Cause
2443 Determination Hearing and a subsequent notification of whether or not probable cause was determined by the panel.

2444 (4) After considering all evidence, a majority vote of the Probable Cause Panel shall determine whether or not
2445 probable cause exists to file an administrative complaint pursuant to Section 120.60(5), F.S., charging a violation of
2446 Chapter 943, F.S., or Rule Chapter 11B-27, F.A.C. If the case is presented for imposition of a penalty, the Panel is
2447 authorized to make a penalty recommendation to the Commission, or to direct Commission staff to offer a
2448 settlement agreement in the case.

2449 (5) The panel is authorized to issue a Letter of Guidance to the officer when the panel determines that it is not
2450 practical to initiate proceedings against an officer's certification. A copy of the Letter of Guidance shall be retained
2451 in the officer's file within the Criminal Justice Professionalism Program, Bureau of Standards.

2452 (6) The Probable Cause Panel is authorized to offer the respondent the opportunity to enter into an Intervention
2453 Program if there would otherwise be a finding of probable cause but the Panel finds that there are significant
2454 mitigating circumstances or that the violation is not egregious. The terms and conditions of the Probable Cause
2455 Panel's Intervention Programs may include the following:

2456 (a) Successful completion of training or retraining deemed appropriate by the panel.

2457 (b) Participation in psychological, occupational, or substance abuse counseling.

2458 (c) Furnishing blood, breath, or urine samples, and consent to the release of analysis results of such random or
2459 scheduled tests.

2460 (d) Payment of restitution for damages or loss created by the officer's misconduct.

2461 (e) Any other such rehabilitative terms and conditions.

2462 (f) As a standard condition of the Intervention Program, the respondent shall refrain from any violation of
2463 Sections 943.13(4) and (7), F.S., and subsections 11B-27.0011(2) and (4), F.A.C. For the Intervention Program to
2464 be a viable alternative in consideration of probable cause, the respondent shall agree to all terms and conditions
2465 recommended by the panel. The respondent shall be responsible for successfully completing the terms and
2466 conditions of the Intervention Program within a specified period. Once the respondent has reported the successful
2467 completion of the terms and conditions to Commission staff, the matter shall be presented to a Probable Cause
2468 Panel. The panel shall then issue a Letter of Guidance in lieu of a finding of probable cause, pursuant to
2469 subsection (5) of this rule section. Failure of the respondent to either agree to or successfully complete the terms
2470 and conditions of the Intervention Program within the specified time frame, shall result in the matter being returned
2471 to the Probable Cause Panel for a finding of probable cause and the issuance of an Administrative Complaint.

2472 (7) When Commission staff determines that the respondent has been retained by the employing agency,
2473 Commission staff shall issue a Letter of Acknowledgment of agency action in these cases, provided the employing
2474 agency shall have taken significant agency action as defined in subsections 11B-27.005(1)-(2), F.A.C.

2475 ~~(8) When Commission staff determines that the respondent has been terminated by the employing agency,~~
2476 ~~Commission staff shall issue a Letter of Acknowledgment of agency action in these cases, provided the penalty~~
2477 ~~guidelines of subsection 11B-27.005(5), F.A.C., specify probation or suspension as a penalty for the offense.~~

2478

Comment [GJ103]:

11B-27.004(8)-(14):

Description of the Revision: Removes subsection 11B-27.004(8), F.A.C., pertaining to the issuance of a Letter of Acknowledgment, and renumbers subsections (9) through (14).

Why the rule is being revised: Deletes subsection 11B-27.004(8), F.A.C., and renumbers subsections 11B-27.004(9)-(14) because Commission staff will no longer issue a Letter of Acknowledgment to respondents who have been terminated by an employing agency.

Revised by: Stacy Lehman

2479 ~~(8)(9)~~ Commission staff:

2480 (a) Shall not issue a Letter of Acknowledgment to a respondent who has been issued a Letter of
 2481 Acknowledgment within three years prior to the date of receipt of the information described in paragraph
 2482 11B-27.003(2)(b), F.A.C.

2483 (b) Shall not issue a Letter of Acknowledgment to a respondent who has been issued a Letter of Guidance
 2484 within five years prior to the date of receipt of the information described in paragraph 11B-27.003(2)(b), F.A.C.

2485 (c) Shall not issue a Letter of Acknowledgment to a respondent who has been disciplined by the Commission
 2486 within eight years prior to the date of receipt of the information described in paragraph 11B-27.003(2)(b), F.A.C.

2487 (d) Shall not issue a Letter of Acknowledgment to a respondent if the penalty guidelines of subsection
 2488 11B-27.005(5), F.A.C., specify prospective suspension to revocation as the guideline penalty for the offense.

2489 ~~(e) Shall not issue a Letter of Acknowledgment to a respondent if the penalty guidelines of subsection~~
 2490 ~~11B-27.005(5), F.A.C., specify suspension to revocation and the respondent was terminated from the employing~~
 2491 ~~agency.~~

2492 ~~(9)(4)~~ In cases where the respondent has been terminated or disciplined and is seeking review of that
 2493 termination or discipline through the administrative or judicial process, the respondent and employing agency shall
 2494 notify Commission staff of such review. Pending final resolution, Commission staff shall hold such cases in
 2495 abeyance.

2496 ~~(10)(4)~~ (a) If administrative or judicial review results in a final disposition of the respondent's termination or
 2497 discipline, the case shall no longer be held in abeyance and Commission staff shall review the case for the issuance
 2498 of a Letter of Acknowledgment, if applicable, or for presentation to the Commission for Commission action.

2499 (b) In cases in which administrative or judicial review results in a final reversal of discipline imposed by the
 2500 employing agency relating to the alleged misconduct that is subject to review by the Commission, or criminal
 2501 proceedings that result in the respondent's acquittal on all charges subject to review by the Commission after a trial,
 2502 Commission staff shall take no further action, provided that Commission staff may present the case to a Probable
 2503 Cause Panel upon Commission staff's specific showing that the findings of fact in the collateral proceedings were
 2504 based upon inclusion or exclusion of evidence, or that the testimony was a departure from the essential requirements
 2505 of law, the findings of fact in the collateral proceedings were not supported by competent and substantial evidence,
 2506 or were clearly contrary to the evidence presented.

2507 ~~(11)(4)~~ (a) In cases in which the facts presented to Commission staff are inconclusive, lack reliability, are
 2508 insufficient to permit a reasonable determination of what occurred, or fail to demonstrate that the alleged misconduct
 2509 meets the statutory criteria for Commission action, Commission staff shall "no cause" the case. Commission staff
 2510 shall reopen a case that has been "no caused" if new evidence or witnesses become available to Commission staff.
 2511 However, Commission staff shall "no cause" a violation of paragraph 11B-27.0011(4)(b) or (c), F.A.C., if the officer
 2512 is alleged to have committed the violation more than eight years prior to the case being presented at a Probable
 2513 Cause Determination Hearing.

2514 (b) Commission staff's characterization of misconduct based upon the facts as presented shall control
 2515 processing of misconduct cases under the rules of the Commission.

2516 ~~(12)(4)~~ Commission staff shall submit annually to the Commission, a listing of those agencies that fail to
 2517 impose significant agency disciplinary action pursuant to subsections 11B-27.005(1)-(2), F.A.C.

2518 ~~(13)(4)~~ When the Probable Cause Panel has insufficient information to determine the existence of probable
 2519 cause, but in good faith believes that Commission staff can obtain the information necessary to reach a decision, the
 2520 panel shall enter a finding of "Insufficient Information." The case shall be continued until reasonable efforts by
 2521 Commission staff have been concluded to obtain the additional information requested by the panel, at which time
 2522 the case shall be scheduled before a Probable Cause Panel for further review.

2523 Rulemaking Authority 943.03(4), 943.12(1), 943.1395 FS. Law Implemented 943.1395 FS. History--New
 2524 12-13-92, Amended 1-19-94, 11-5-95, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 4-11-04, 11-30-04, 6-9-08, 6-3-10,
 2525 5-29-14, 9-4-16.

Comment [GJ104]:

11B-27.004(9)(e):

Description of the Revision: Removes the previous subsection 11B-27.004(9)(e), F.A.C., that prohibits Commission staff's issuance of a Letter of Acknowledgment.

Why the rule is being revised: Deletes the previous subsection 11B-27.004(9)(e), F.A.C., due to the removal of subsection 11B-27.004(8), F.A.C., reference Commission staff issuing a Letter of Acknowledgment to respondents who have been terminated by the employing agency.

Revised by: Stacy Lehman

2526 **11B-27.005 Revocation or Disciplinary Actions; Disciplinary Guidelines; Range of Penalties; Aggravating**
2527 **and Mitigating Circumstances.**

2528 (1) For the purpose of implementing the provisions of Rule 11B-27.004, F.A.C., “significant agency action” is
2529 defined as follows:

2530 (a) For an offense that would be sanctioned by suspension of certification under these guidelines herein:
2531 Suspension from duty without pay for at least one day, or any change in assignment or duties that results in
2532 reduction in compensation.

2533 (b) For an offense that would be sanctioned by probation of certification under these guidelines herein: Any
2534 documented or written formal action, any change in assignment or duties that results in reduction in compensation.

2535 (2) Additionally, for an offense that requires retraining, in addition to suspension or probation, “significant
2536 agency action” shall include agency certification of in-service retraining by a qualified instructor. For an offense
2537 that requires counseling, in addition to suspension or probation, there shall be agency certification of counseling by a
2538 qualified counselor.

2539 (3) Pursuant to the provisions of Section 943.1395(8), F.S., disciplinary proceedings shall be conducted as
2540 prescribed in Chapter 120, F.S., Administrative Procedures Act, and Rule Chapter 28 F.A.C., Uniform Rules of
2541 Procedures, when there is a determination of probable cause that a certificate holder, hereinafter referred to as a
2542 “certified officer,” has failed to maintain compliance with:

2543 (a) Sections 943.13(4) or (7), F.S.; or

2544 (b) An order of the Commission previously issued during a disciplinary hearing; or

2545 (c) The Temporary Employment Authorization (TEA) requirements pursuant to Section 943.131, F.S.

2546 (4)(a) The Commission sets forth in paragraphs (5)(a)-(d) of this rule section, a range of disciplinary guidelines
2547 from which disciplinary penalties shall be imposed upon certified officers who have been found by the Commission
2548 to have violated Section 943.13(7), F.S. The purpose of the disciplinary guidelines is to give notice to certified
2549 officers of the range of penalties or prescribed penalties that shall be imposed for particular violations of Section
2550 943.13(7), F.S., absent aggravating or mitigating circumstances, as provided in subsection (6) of this rule section.
2551 The disciplinary guidelines are based upon a “single count violation” of each provision listed. All penalties at the
2552 upper range of the sanctions set forth in the guidelines (i.e., suspension or revocation), include lesser penalties (i.e.,
2553 reprimand, remedial training, or probation), that may be included in the final penalty at the Commission’s discretion.

2554 (b) In determining a penalty that may be imposed by the Commission, when a penalty guideline
2555 recommendation includes “suspension,” the Commission is authorized to consider the number of days of
2556 employment suspension imposed upon the officer by the employing agency for retroactive or parallel inclusion in
2557 the length of a certification suspension imposed by the Commission. When a penalty guideline recommendation
2558 includes “prospective suspension,” no such inclusion is authorized.

2559 (5) When the Commission finds that a certified officer has committed an act that violates Section 943.13(7),
2560 F.S., the Commission shall issue a final order imposing penalties within the ranges recommended in the following
2561 disciplinary guidelines:

2562 (a) For the perpetration by the officer of an act that would constitute any felony offense, pursuant to paragraph
2563 11B-27.0011(4)(a), F.A.C., but where there was not a violation of Section 943.13(4), F.S., the action of the
2564 Commission shall be to impose a penalty ranging from suspension of certification to revocation. Specific violations
2565 and penalties that shall be imposed, absent mitigating circumstances, include the following:

	Violation	Recommended Penalty Range
1.	Felony assault (784.021, 784.07, F.S.)	Prospective suspension to revocation
2.	Felony battery (784.041, 784.045, 784.07, F.S.)	Prospective suspension to revocation
3.	Grand theft (812.014, F.S.)	Revocation
4.	Possession, sale of controlled substance (893.13, F.S.)	Revocation

5.	Tampering with evidence (918.13, F.S.)	Revocation
6.	Introduction of contraband into a jail or prison involving a firearm, concealed weapon, controlled substance, currency, or a tool or implement useful in an attempt to escape from custody (843.11, 944.47, 951.22, F.S.)	Revocation
7.	Other introduction of contraband into a jail or prison (944.47, 951.22, F.S.)	Suspension to revocation
8.	False Statements (837.02, 837.021, 837.05(2), 838.022, F.S.)	Prospective Suspension to revocation
9.	Felony stalking (784.048, F.S.)	Revocation
10.	Sexual battery, unlawful sexual activity with a minor (794.011, 794.05, F.S.)	Revocation
11.	Lewd or lascivious offense, child under 16 (800.04, F.S.)	Revocation
12.	Child abuse (827.03, F.S.)	Prospective suspension to revocation
13.	Aggravated child abuse with violence (827.03, F.S.)	Revocation
14.	Resisting an officer with violence (843.01, F.S.)	Prospective suspension to revocation
15.	Felony controlled substance violation (893.13, 893.135, 893.147, 893.149, F.S.)	Revocation
16.	Bribery (838.015, F.S.)	Revocation
17.	Unlawful compensation or reward for official behavior (838.016, F.S.)	Revocation
18.	<u>Video Voyeurism</u>	<u>Prospective suspension and probation with counseling to revocation</u>

Comment [GJ105]:

11B-27.005(5)(a)18.:

Description of the revision: Adds the felony charge of Video Voyeurism to the list of enumerated penalty guidelines as a result of a 2012 statutory change to the charge of misdemeanor Video Voyeurism and associated penalty guidelines.

Why the rule is being revised: Adds the felony charge of Video Voyeurism to the list of enumerated penalty guidelines.

Revised by: Stacy Lehman

Comment [GJ106]:

11B-27.005(b)4.:

Description of the revision: Specifies that the charge of Falsification of a Use of Force Report [Section 944.35(4)(b), F.S.] is included in the penalty guidelines for misdemeanors involving false reports and statements. Both Falsification of a Use of Force Report [Section 944.35(4)(b), F.S.] and Failure to Report Use of Force [Section 944.35(4)(a), F.S.] are included within the statute; however, only Section 944.35(4)(b), F.S., involves a false statement.

Why the rule is being revised: Adds language to specify the charge of Falsification of a Use of Force Report is included in the enumerated penalty guidelines for misdemeanors involving false reports and statements.

Revised by: Stacy Lehman

Comment [GJ107]:

11B-27.005(b)8.:

Description of the revision: Removes the charge of misdemeanor Video Voyeurism and associated penalty guideline from the list of enumerated penalty guidelines as a result of a 2012 statutory change that made the charge a misdemeanor for anyone under 19 years old and a felony for anyone 19 years old or older. Since the Commission requires an individual to be 19 years old in order to become certified, the charge of misdemeanor Video Voyeurism and associated penalty guideline should be removed from rule.

Why the rule is being revised: Removes the misdemeanor charge of Video Voyeurism (810.145, F.S.) from the list of enumerated penalty guidelines misdemeanor as a result of a 2012 statutory change.

Revised by: Stacy Lehman

2566 (b) For the perpetration by the officer of an act that would constitute any of the misdemeanor offenses,
2567 pursuant to paragraph 11B-27.0011(4)(b), F.A.C., but where there was not a violation of Section 943.13(4), F.S.,
2568 the action of the Commission shall be to impose a penalty ranging from probation of certification to suspension of
2569 certification. Specific violations and penalties that shall be imposed, absent aggravating or mitigating
2570 circumstances, include the following:

	Violation	Recommended Penalty Range
1.	Assault (784.011, F.S.)	Suspension
2.	Battery (784.03, F.S.)	Suspension
3.	Petit Theft (812.014, F.S.)	Suspension to revocation
4.	False reports and statements (817.49, 837.012, 837.05(1), 837.055, 837.06, 901.36, 944.35(4)(b), F.S.).	Prospective suspension to revocation
5.	Improper exhibition of a weapon (790.10, F.S.)	Probation with training
6.	Discharging a firearm in public (790.15, F.S.)	Suspension
7.	Passing a worthless check (832.05, F.S.)	Probation
8.	Prostitution or lewdness; voyeurism, video voyeurism (796.07, 810.14, 810.145 , F.S.)	Prospective suspension, and probation with counseling to revocation
9.	Indecent exposure (800.03, F.S.)	Suspension, and probation with counseling to revocation

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10.	Driving or boating under the influence; second DUI Offense (316.193 and 327.35, F.S.)	Probation with substance abuse counseling ; and prospective suspension to revocation
11.	Possess or delivery without consideration, and not more than 20 grams of Cannabis (893.13, F.S.)	Revocation
12.	Neglect or refusal to aid (843.06, F.S.)	Suspension to revocation
13.	Second violation of domestic violence or other protective injunction (741.31, 784.047, F.S.)	Prospective suspension to revocation
14.	Stalking (784.048, F.S.)	Prospective suspension to revocation
15.	Battery involving domestic violence with slight or moderate victim physical injury (741.28, 784.03, F.S.)	Prospective suspension to revocation

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(c) For the perpetration by the officer of an act or conduct, as described in paragraph 11B-27.0011(4)(c), F.A.C., if such act or conduct does not constitute a crime described in paragraphs (5)(a)-(b) of this rule section, the action of the Commission shall be to impose the following penalties, absent aggravating or mitigating circumstances:

	Violation	Recommended Penalty Range
1.	Excessive use of force under the color of authority	Suspension to revocation
2.	Sexual harassment involving physical contact or misuse of position	Probation with training to suspension <u>with training.</u>
3.	Misuse of official position	Suspension to revocation
4.	Engaging in sex while on duty, or at any time the officer is acting under the color of authority as a Commission-certified officer	Suspension to revocation
5.	Unprofessional relationship with an inmate, detainee, probationer or parolee, or community controllee that substantially impairs the officer's ability to perform necessary duties and responsibilities fairly and objectively or that jeopardizes the security of the correctional institution	Revocation
6.	Other unprofessional relationship with an inmate, detainee, probationer or parolee, or community controllee	Probation of certification with training to suspension
7.	False statements during the employment application process	Suspension to revocation
8.	Conduct that subverts or attempts to subvert the State Officer Certification Examination process pursuant to subsection 11B-30.009(1), F.A.C.	Revocation
9.	Subverting Commission-approved training or employing agency promotional examination process	Suspension to revocation
10.	Any overt, conspicuous, or public act of a sexual or simulated sexual nature which is likely to be observed by others	Suspension to revocation
11.	Willful failure of the agency administrator to comply with Chapter 943, F.S., as it pertains to the Commission or Commission rules	Suspension to revocation

Comment [GJ108]:
11B-27.005(5)(c)2.:

Description of the revision: Amends the current rule language to address cases involving officers with a sustained charge of Sexual Harassment. Those who have been suspended by their agency, qualifying them to receive a Letter of Acknowledgement (LOA) from the Commission since the agency's discipline met the Commission's penalty guideline. The current penalty guideline for this charge is probation with training to suspension. An officer receiving at least a one-day suspension, regardless of training, is eligible for an LOA. A change to rule will ensure that the officer will receive the necessary training from the agency or through the Commission's discipline process.
Why the rule is being revised: Changes the recommended penalty range for the violation of sexual harassment involving physical contact or misuse of position to "probation with training to suspension with training."
Revised by: Stacy Lehman

2577

Rule 11B-27.005

74

Effective 9-4-16

**Certification and Employment or Appointment:
Revocation or Disciplinary Actions; Disciplinary Guidelines;
Range of Penalties; Aggravating and Mitigating Circumstances**

2578

12.	Conduct that subverts or attempts to subvert the Basic Abilities Test process pursuant to subsection 11B-35.0011(1), F.A.C.	Revocation
13.	Misuse of Electronic Database	Probation to suspension
14.	Intentional Abuse of a Temporary Employment Authorization	Suspension to revocation
15.	Any willful and offensive exposure or exhibition of his or her sexual organs in public or on the private premises of another or so near thereto as to likely be seen except in any place provided or set apart for that purpose.	Suspension to revocation

2579 (d) Notwithstanding subsection (4) of this rule section, for the unlawful use by a certified officer of any
2580 controlled substances specified in Section 893.13, F.S., or Rule 11B-27.00225, F.A.C., pursuant to paragraph
2581 11B-27.0011(4)(d), F.A.C., the action of the Commission, absent clear and convincing evidence of complete
2582 rehabilitation and substantial mitigating circumstances, shall be to impose a penalty ranging from prospective
2583 suspension to revocation.

2584 (6) The Commission shall be entitled to deviate from the disciplinary guidelines in this rule section, upon a
2585 showing of aggravating or mitigating circumstances by evidence presented to the Commission, if pursuant to
2586 Section 120.57(2), F.S., or to an Administrative Law Judge, if pursuant to Section 120.57(1), F.S., prior to the
2587 imposition of a final penalty. The Commission shall base a deviation from the disciplinary guidelines upon a
2588 finding of one or more of the following:

2589 (a) Aggravating circumstances:

- 2590 1. Whether the certified officer used official authority to facilitate the misconduct.
- 2591 2. Whether the misconduct was committed while the certified officer was performing other duties.
- 2592 3. The number of violations found by the Commission.
- 2593 4. The number and severity of prior disciplinary actions taken against the certified officer by the Commission,
2594 provided the officer was previously disciplined by the Commission within the preceding eight years or received a
2595 Letter of Guidance within the preceding five years.
- 2596 5. The severity of the misconduct.
- 2597 6. The danger to the public.
- 2598 7. The actual damage, physical or otherwise, caused by the misconduct.
- 2599 8. The lack of deterrent effect of the penalty imposed by the employing agency.
- 2600 9. The pecuniary benefit or self-gain to the officer realized by the misconduct.
- 2601 10. Whether the misconduct was motivated by unlawful discrimination.
- 2602 11. Any behavior constituting "domestic violence" defined by Section 741.28(1), F.S.
- 2603 12. Whether the certified officer has previously received a Letter of Acknowledgment within the preceding
2604 three years.
- 2605 13. The certified officer has not filed any answer to the Administrative Complaint or otherwise responded to
2606 the allegations of misconduct alleged by the Commission.

2607 (b) Mitigating circumstances:

- 2608 1. The officer's employment status in a position requiring Commission certification at the time of the final
2609 hearing before the Commission.
- 2610 2. The recommendations of character or employment references.

Rule 11B-27.005

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Effective 9-4-16

**Certification and Employment or Appointment:
Revocation or Disciplinary Actions; Disciplinary Guidelines;
Range of Penalties; Aggravating and Mitigating Circumstances**

2611 3. The lack of severity of the misconduct.

2612 4. The length of time the officer has been certified by the Commission.

2613 5. Any effort of rehabilitation by the certified officer.

2614 6. The effect of disciplinary or remedial action taken by the employing agency or recommendations of the
2615 employing agency administrator.

2616 7. The recommendation of a Probable Cause Panel to impose a penalty below the penalty guideline.

2617 8. Effort of the officer to retract a false statement prior to the close of the disciplinary or criminal
2618 investigation.

2619 (7) The Commission shall impose one or more of the following penalties, listed in increasing order of severity:

2620 (a) The issuance of a reprimand.

2621 (b) Successful completion by the certified officer of a Basic Recruit Training Program, Advanced Training
2622 Program, or Career Development Training Program, or such retraining deemed appropriate by the Commission.

2623 (c) Placement on a probationary status for a period not to exceed two years and subject to the terms and
2624 conditions imposed by the Commission. The Commission may impose one or more of the following terms and
2625 conditions of probation:

2626 1. Periodic reports from the officer, supervisor, or counselor, or indirect or direct supervision by a
2627 Commission-approved supervisor.

2628 2. Furnishing urine samples and consents to the release of analysis results of random or scheduled urine drug
2629 tests at the officer's expense.

2630 3. Participation in psychological, occupational, or substance abuse counseling.

2631 4. Successful completion of training or retraining specified in paragraphs (5)(b)-(c) of this rule section.

2632 5. Refraining from violations of Sections 943.13(4) and (7), F.S.

2633 6. The payment of restitution for damages or loss created by the certified officer's misconduct.

2634 7. The effective date of any period of probation imposed on a respondent by the Commission shall begin
2635 fifteen days from the filing date of the Final Order, unless such probation is to follow a period of prospective
2636 suspension. Commission staff shall monitor the probation status of each officer to ensure compliance with the
2637 conditions of probation. Commission staff shall report to the Commission satisfactory completion of probation, as
2638 well as any violations of the conditions of probation. If the officer violates any of the conditions of probation,
2639 Commission staff shall report the violations to the Commission for consideration of further disciplinary action,
2640 pursuant to subsection (3) of this rule section and Section 943.1395(7)(c), F.S.

2641 (d) Suspension of certification and the privilege of employment as an officer for a period not to exceed two
2642 years.

2643 (e) Revocation of certification.

2644 (8)(a) The provisions of subsections (1)-(7) of this rule section are not intended and shall not be construed to
2645 limit the ability of the Commission to pursue or recommend collateral, civil, or criminal actions when appropriate.

2646 (b) The provisions of subsections (1)-(7) of this rule section are not intended and shall not be construed to limit
2647 the ability of the Commission to informally dispose of disciplinary actions by stipulation, agreed settlement, or
2648 consent order, pursuant to Section 120.57(4), F.S.

2649 (9) Action by the Commission disciplining an officer's certification shall concurrently discipline all other
2650 certifications of any nature issued to that officer by the Criminal Justice Standards and Training Commission
2651 pursuant to Sections 943.1395(1) and 943.12(3), F.S., and Rules 11B-20.001 and 11B-27.002, F.A.C.

2652

2653 (10) Temporary Employment Authorization (TEA). Individuals employed on a TEA, pursuant to Section
2654 943.131, F.S., are subject to the following discipline by the Commission:

2655 (a) If the Commission issues a probationary period to an individual employed on a TEA, such individual shall
2656 be eligible for certification pending successful completion of the terms and conditions of the probationary period.

2657 (b) If the Commission issues a suspension period to an individual employed on a TEA, such individual shall
2658 not be eligible for certification until the completion of the suspension period.

2659 (c) If an individual commits a revocable offense the Commission shall deny the individual's request for
2660 certification.

2661 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(3), 943.1395(8) FS. History--New
2662 10-6-82, Amended 1-7-85, Formerly 11B-27.05, Amended 3-29-89, 12-13-92, 2-17-93, 1-19-94, 8-7-94, 11-5-95,
2663 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 4-11-04, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 6-3-10, 5-21-12, 5-29-14,
2664 9-4-16.

2665 **11B-27.007 Denial of Certification.** Should the Commission find that an applicant for certification fails to
2666 meet the qualifications established pursuant to Section 943.13(1) through (10), F.S., or any rules promulgated
2667 thereunder, the Commission shall notify the applicant by forwarding a statement of denial, and shall forward a copy
2668 to the agency that submitted the application for certification. The statement of denial shall specify the basis for
2669 Commission action, and shall be forwarded to the applicant pursuant to the procedures of Rule Chapter 120, F.S.,
2670 Administrative Procedure Act, and the Uniform Rules of Procedure, Chapter 28, F.A.C.

2671 Specific Authority 943.03(4), 943.12(1) FS. Law Implemented 120.60, 120.62, 943.1395 FS. History--New
2672 10-6-82, Amended 1-7-85, Formerly 11B-27.07, Amended 7-7-99, 8-22-00.

2673 **11B-27.013 Canine Team Certification.**

2674 (1) Definitions.

2675 (a) "Canine team" shall refer to a certified officer and a specific canine working together in the performance of
2676 law enforcement or correctional duties. "Handler" refers to the certified officer who trains and controls the canine.
2677 This definition does not include canines used by certified officers exclusively for tracking and trailing or specific
2678 detection, which are excluded from the certification process.

2679 (b) "Canine evaluator" shall refer to a person who is authorized by the Commission to administer the canine
2680 team performance evaluation to canine teams and to attest to the proficiency of the canine team pursuant with the
2681 performance evaluation. The evaluator shall determine if training submitted by an agency that is requesting
2682 certification is equivalent to the 480-hour Canine Team Training Course number 1198. The canine team evaluator
2683 applicant requesting approval of the Commission shall be required to possess the minimum training and experience
2684 pursuant to subsection (7) of this rule section, and documented in a request to Commission staff. A Commission-
2685 approved evaluator shall not verify equivalent training that he or she delivered.

2686 (c) "Equivalent Training" shall refer to the Canine Team Training Course number 1198 not delivered at a
2687 Commission-certified training school, or any canine team training course other than the Commission-approved
2688 Canine Team Training Course number 1198. Equivalent training shall be a minimum of 480 hours and shall comply
2689 with the goals and objectives of the Canine Team Training Course number 1198. For a previously Commission-
2690 certified handler assigned a new canine, equivalent training shall refer to the 80-hour minimum training requirement.

2691 (2) Canine team certification requirements. Commission certification of a canine team is not required. If a
2692 canine team seeks Commission certification, the canine team shall meet the following requirements:

2693 (a) A canine team shall successfully complete the Canine Team Training Course number 1198, or equivalent
2694 training as defined in subsection (1) of this rule section, at a minimum of 480 hours before applying for certification,
2695 or

2696 (b) A canine team that has successfully completed the Canine Team Training Course number 1112, or
2697 equivalent training, at a minimum of 400 hours prior to the retirement of that course on November 6, 2013, shall
2698 become certified by October 31, 2015. Failure to become certified by that date shall require the canine team to
2699 successfully complete Canine Team Training Course number 1198, or equivalent training, at a minimum of 480
2700 hours.

2701 (c) A canine team shall successfully demonstrate proficiency skills pursuant to paragraph (3)(c) of this rule
2702 section.

2703 (d) A previously Commission-certified handler assigned a new canine shall comply with the training goals and
2704 objectives in the Canine Team Training Course number 1198, with the exception of the academic block of
2705 instruction. The canine team shall train for a minimum of 80 hours, which shall be verified by a Commission-
2706 approved evaluator as equivalent training, and successfully demonstrate the required proficiency skills.

2707 (e) A canine team shall provide documentation of the canine team's compliance with certification requirements
2708 and submit a Canine Team Certification Application, form CJSTC-70, revised November 5, 2015, effective 9/2016
2709 November 6, 2014, hereby incorporated by reference. Form CJSTC-70 can be obtained at the following FDLE
2710 Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
2711 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
2712 Commission staff at (850) 410-8615.

2713 (3) Required documentation for certification of a canine team. Documentation of compliance for Commission
2714 certification of canine teams shall include:

2715 (a) A completed Canine Team Certification Application form CJSTC-70. Prior to submitting a form
2716 CJSTC-70, the agency employing the canine team shall collect, verify, and have on file documents establishing
2717 compliance with the requirements of this rule section, regardless of where canine training takes place.

2718 (b) Documentation of successful completion of canine team training shall include the following:

2719 1. Certificate of successful completion of the Canine Team Training Course number 1198 delivered at a
2720 Commission-certified training school and taught by Commission-certified Canine Instructors; or

Comment [GJ109]:
11B-27.013(2)(e):

Description of the revision: Incorporates the revised Canine Team Certification Application, form CJSTC-70.

Why the rule is being revised: Incorporates the revised Canine Team Certification Application, form CJSTC-70, to specify that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: AGC Fern Rosenwasser

Comment [GJ110]:

11B-27.013(2)(e):
TECHNICAL REVISION; updated the forms link.

2721 2. Successful completion of the equivalent training shall be documented on the Canine Course Equivalency
2722 Checklist form CJSTC-70A, revised November 5, 2015 ~~November 6, 2014~~, effective 9/2016, hereby incorporated by
2723 reference. Form CJSTC-70A can be obtained at the following FDLE Internet address:
2724 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
2725 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
2726 Commission staff at (850) 410-8615.

2727 a. Canine Team Training Course number 1198 not delivered at a Commission-certified training school shall
2728 be deemed as equivalent training by a Commission-approved evaluator.

2729 b. Any canine team training course other than the Commission-approved Canine Team Training Course
2730 number 1198 shall be deemed equivalent training by a Commission-approved evaluator if the course is a minimum
2731 of 480 hours and complies with the objectives of the Canine Team Training Course number 1198.

2732 3. The employing agency submitting form CJSTC-70 shall provide documentation of training to the
2733 Commission-approved evaluator. The evaluator shall review and document of the training on form CJSTC-70A.

2734 (c) A completed Canine Team Performance Evaluation form CJSTC-83, revised November 6, 2014, effective
2735 7/2015, hereby incorporated by reference, shall be verified by evaluator(s) to ensure the canine team completed the
2736 proficiency requirements. Form CJSTC-83 can be obtained at the following FDLE Internet address:
2737 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
2738 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting
2739 Commission staff at (850) 410-8615.

2740 1. Successful completion of the canine team performance evaluation shall be administered by two
2741 Commission-approved canine team evaluators and documented on form CJSTC-83. A Commission-approved
2742 canine team evaluator conducting the initial training of a canine team shall not participate in the initial certification
2743 of that team. One of the Commission-approved canine team evaluators shall not be affiliated with the employing
2744 agency of the canine team being examined for certification. A Commission-approved canine team evaluator shall
2745 not administer a performance evaluation to a canine that is assigned as the evaluator's work partner.

2746 2. The canine team proficiency topics are permitted to be administered in random order by the evaluator or
2747 concurrently by the evaluator.

2748 3. During the initial evaluation the canine team shall test in all topics of the performance evaluation. If a
2749 canine team fails to successfully demonstrate proficiency on one specific topic during the initial evaluation, one
2750 re-evaluation is permitted to be given for the specific topic during the initial evaluation. The handler shall be
2751 allowed to remediate with the canine prior to declaring intent to repeat the specific topic. If a canine team fails to
2752 complete the specific topic or any additional topics, the canine team shall be deemed to have failed the performance
2753 evaluation. Remediation is defined as the handler working with the canine to resolve the topic of deficiency
2754 specified in form CJSTC-83 in the "Re-examination and Remediation Process" section.

2755 4. If a canine team fails to successfully demonstrate proficiency for any topic(s) during the first performance
2756 evaluation, the handler shall remediate the canine team in the topic(s). The canine team shall retest after a minimum
2757 of 24 hours from the date of the first failure and successfully demonstrate proficiency in the specific failed topic(s)
2758 under the supervision of two Commission-approved evaluators. One evaluator shall be an original evaluator
2759 involved in the initial proficiency failure. The handler shall provide documentation, to include lesson plans and
2760 signed attendance rosters, of the remedial training to the Commission-approved evaluators prior to the
2761 administration of the re-evaluation.

2762 5. If a canine team fails to successfully demonstrate proficiency in the specific failed topic(s) during the
2763 second attempt, the handler shall remediate with the same canine in the specific failed topic outlined in the Canine
2764 Team Training Course number 1198. The canine team shall retest after a minimum of 30 days from the date of the
2765 second failure. The canine team shall repeat the performance evaluation in its entirety under the supervision of two
2766 Commission-approved evaluators. One evaluator shall be an evaluator who was involved in the initial proficiency
2767 failure for that canine team. The handler shall provide documentation, to include lesson plans and signed attendance
2768 rosters, of the remedial training to the Commission-approved evaluators prior to the administration of the re-
2769 evaluation.

2770

Comment [GJ111]:

11B-27.013(3)(b)2.:

Description of the revision: Revises the Canine Course Equivalency Checklist, form CJSTC-70A.
Why the rule is being revised: Revises the Canine Course Equivalency Checklist, form CJSTC-70A, to include the canine handler's name as well as the canine's name.
Revised by: Chris Gornik

Comment [GJ112]:

11B-27.013(3)(b)2.:

TECHNICAL REVISION; updated the forms link.

Comment [GJ113]:

11B-27.013(3)(c):

TECHNICAL REVISION; updated the forms link.

2771 6. A canine team that has failed a third attempt to pass a Canine Team Performance Evaluation shall be
2772 deemed to have failed the certification process, and shall complete the Canine Team Training Course number 1198
2773 or equivalent training prior to submitting an application for certification. Form CJSTC-83 shall be used to document
2774 the third failure of the canine team and submitted by one of the canine team evaluators to the Florida Department of
2775 Law Enforcement, Criminal Justice Professionalism, Post Office Box 1489, Tallahassee, Florida 32302.

2776 7. Documentation of the training shall be made available to the Commission-approved evaluators prior to the
2777 administration of a subsequent canine team performance evaluation.

2778 (4) Renewal of Certification.

2779 (a) A Canine Team Certification shall lapse if it is not renewed on or before October 31 of the year following
2780 the initial certification.

2781 (b) If the canine team handler applying for recertification has not changed canines or the canine team
2782 certification has not expired, the employing agency requesting renewal of the certification shall complete the
2783 applicable sections and submit form CJSTC-70 marked "Renewal," and document the canine team proficiency on
2784 form CJSTC-83, in compliance with the requirements of subsection (3) of this rule section.

2785 (c) If the canine team certification has expired, the employing agency requesting renewal of the certification
2786 shall complete the applicable sections and submit form CJSTC-70 marked "Renewal," and document the canine
2787 team proficiency on form CJSTC-83, in compliance with the requirements of subsection (3) of this rule section.

2788 (5) Change of assigned canine team. If a Commission-certified canine handler or canine ceases to be assigned
2789 as part of a canine team by the employing agency, the certification shall lapse.

2790 (a) Notification of changes in a canine team assignment shall be submitted to Commission staff in writing to
2791 the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Post Office Box 1489,
2792 Tallahassee, Florida 32302, provided the handler is not assigned a new canine.

2793 (b) A Commission-certified canine handler who has been assigned a new canine, shall submit form CJSTC-70,
2794 marked "New" and "Canine Team Change" after complying with the requirements of this rule section.

2795 (6) Inspection of canine team applicant files.

2796 (a) Upon determination of an unfavorable inspection by Commission staff, the deficiencies shall be
2797 documented on a Canine Team Certification Deficiency Notification, form CJSTC-270, revised November 6, 2014,
2798 hereby incorporated by reference. Form CJSTC-270 can be obtained at the following FDLE Internet address:
2799 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
2800 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>~~, or by contacting
2801 Commission staff at (850) 410-8615.

2802 (b) The employing agency shall satisfy the deficiency(ies) by submitting the required documentation to
2803 Commission staff within 90 days of the receipt of the Canine Team Certification Deficiency Notification form
2804 CJSTC-270. The Commission has the authority to deny the employing agency's request for canine team
2805 certification for failure to meet the 90-day requirement. Upon denial of the application, the employing agency may
2806 reapply for canine team certification.

2807 (7) Canine Team Evaluators.

2808 (a) Prior to being approved by the Commission as a canine team evaluator, the evaluator applicant shall provide
2809 documentation verifying the evaluator applicant has complied with the following requirements:

2810 1. Documentation of one year of experience as a Commission-certified canine team instructor.

2811 2. Documentation on form CJSTC-70 that the evaluator applicant has taught the Canine Team Training
2812 Course number 1198; ~~or the Canine Team Training Course number 1112 (retired 11/6/2013);~~ or equivalent training
2813 in its entirety to a minimum of six canine teams that have successfully completed the canine team certification
2814 process. Canine teams trained exclusively for tracking and trailing or specific detection shall not be included in this
2815 total.

Comment [GJ114]:
11B-27.013(6)(a):
TECHNICAL REVISION; updated the forms link.

Comment [GJ115]:
11B-27.013(7)(a)2.:
Description of the revision: Updates the certification requirements for canine team evaluator applicants.
Why the rule is being revised: Adds language to allow canine team evaluator applicants to meet certification requirements if they have trained a minimum of six canine teams using the retired Canine Team Training Course number 1112.
Revised by: Chris Gornick

2816 3. Verification that the evaluator applicant has evaluated a minimum of twelve canine teams under the
 2817 supervision of Commission-approved evaluators, which shall be documented on form CJSTC-83. Canine teams
 2818 trained exclusively for tracking and trailing or specific detection shall not be included in this total.

2819 4. A letter of recommendation for the evaluator applicant from a training center director, agency
 2820 administrator, or designee.

2821 5. Request for evaluator status. A letter from the evaluator applicant requesting approval from the
 2822 Commission as a “canine team evaluator” shall be forwarded to the Florida Department of Law Enforcement,
 2823 Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302, Attention Bureau Chief of
 2824 the Bureau of Standards, for the initial request for approval as a canine team evaluator. The letter shall include the
 2825 evaluator’s full name, the last four digits of the evaluator’s social security number, complete address, and
 2826 documentation of compliance with the standards set forth in this rule section.

2827 (b) Approval of canine team evaluator status. Upon a review of the documents and determination that the
 2828 evaluator applicant has complied with the requirements set forth in this rule section, a letter acknowledging approval
 2829 by the Commission shall be forwarded to the evaluator applicant.

2830 (c) Maintenance of canine team evaluator status. Commission-approved evaluators shall be required to
 2831 submit a request for continuance as an evaluator, to the address in paragraph (7)(a) of this rule section within four
 2832 years of the date of approval, with documentation that verifies the evaluator has completed a minimum of four
 2833 canine team performance evaluations within the four-year period. The verifying documentation shall be copies of
 2834 form CJSTC-70 attesting that the performance evaluation was administered by the evaluator. A canine team
 2835 evaluator’s “approval status” shall expire four years following the date approved by the Commission. If the
 2836 Commission-approved evaluator’s “approval status” expires, the evaluator shall comply with the maintenance
 2837 requirements in this rule section as an evaluator applicant under the supervision of two Commission-approved
 2838 canine team evaluators and shall document the evaluation skills on form CJSTC-83. Canine team evaluators with an
 2839 expired status shall submit for approval a “request for evaluator status” and comply with the requirements in
 2840 paragraph (7)(a) of this rule section.

2841 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 119.071, 943.12(16) FS. History—New 3-29-89,
 2842 Amended 12-13-92, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09,
 2843 6-3-10, 3-13-13, 5-29-14, 5-29-14, 7-29-15, 9-4-16.

Comment [GJ116]:
REMOVE TECHNICAL REVISION
11B-27.013 (Law Implemented):
Description of the revision: Updates the statutory law being implemented by this rule to include 119.071, F.S.
Why the rule is being revised: Updates the statutory law being implemented by this rule to include 119.071, F.S.
Revised by: AGC Fern Rosenwasser

11B-27.014 Implementation of the Federal Law Enforcement Officers Safety Act of 2004.

(1) Requirements to demonstrate the firearms proficiency requirements under the federal Law Enforcement Officers Safety Act of 2004 (18 U.S.C.A. § 926C) in Florida.

(a) To carry a concealed firearm under the Federal Law Enforcement Officers Safety Act of 2004 (“Act”), a qualified retired law enforcement (“retiree”), as defined in 18 U.S.C.A. § 926C, shall show that he or she has demonstrated the firearms proficiency required by the Act within the past twelve months of the time he or she possesses a concealed firearm.

(b) The Act provides the following two methods for a retiree to demonstrate firearms proficiency:

1. One method allows the retiree to return to the agency from which he or she retired to meet the agency’s firearms proficiency standards as applied to the agency’s active officers. Under the Act, an agency has the option to offer this alternative.

2. The second method allows the retiree to meet the minimum firearms standards applied to active law enforcement officers by the state of the retiree’s residence.

(c) For retirees who reside in Florida, the option to meet the state’s minimum firearms standards shall be demonstrated using the Commission’s approved minimum firearms proficiency course of fire (“course of fire”), conducted in a manner specified in paragraph (2)(c) of this rule section, pursuant to the Law Enforcement Officer Firearms Qualification Standard on form CJSTC-86A incorporated by reference in subsection 11B-27.00212(14), F.A.C.

(2) Requirements for administering the course of fire are as follows:

(a) The range master conducting the course of fire shall be an active Commission-certified firearms instructor pursuant to paragraphs 11B-20.0014(2)(c) or (d), F.A.C.

(b) The range master shall issue a Commission-approved Firearms Proficiency Verification Card, form CJSTC-600, created on July 9, 2007, hereby incorporated by reference, to each retiree who successfully completes the course of fire as required on form CJSTC-86A.

(c) The range master shall maintain the following documentation that is related to the completion of the course of fire for each retiree who successfully completes the course, and the retained documentation shall be subject to audit during regular business hours upon a two-day written notice by Commission staff:

1. Full name of the retiree completing the course of fire.

2. Address of the retiree completing the course of fire.

3. The Course of Fire Proficiency Score. A passing score is a minimum score of 80%, which is 32 of 40 rounds in the scoring area using a commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target. The scoring shall be any hit that is inside or touches the exterior scoring line of the four and five zone of the B-21E target.

4. Date the course of fire was completed.

5. Location where the course of fire was conducted.

6. The specific number imprinted on the CJSTC-600 form issued to the retiree who completed the course of fire.

7. Type(s) of firearm(s).

(3) Firing Range Requirements.

(a) The course of fire shall be conducted on any public or private range that meets the shooting distance requirements on form CJSTC-86A.

(b) The owner of a firing range is not required to administer the course of fire on the owner’s firing range.

(c) The retiree shall be responsible for any fee associated with the course of fire.

2887 (4) Issuance and Maintenance of form CJSTC-600.

2888 (a) A request for form CJSTC-600 shall be made in writing to the Florida Department of Law Enforcement,
 2889 Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302, Attention: Officer
 2890 Records Section.

2891 1. A Commission-certified firearms instructor is allowed to receive up to 50 each of the CJSTC-600 form
 2892 with each written request, and the request shall include the firearm instructor's full name, mailing address and
 2893 physical address if different from the mailing address, telephone number, and the name of the Commission-certified
 2894 training school, defined as "training school" in subsection 11B-18.003(23), F.A.C., affiliation or criminal justice
 2895 agency affiliation.

2896 2. A training school is allowed to receive up to 200 each of the CJSTC-600 form with each written request,
 2897 and the request shall be made on the training school's letterhead signed by the training center director or designee.

2898 3. If a retiree loses form CJSTC-600, a replacement card shall not be reissued. The retiree shall be required to
 2899 complete the course of fire, again, and be issued a new CJSTC-600 form.

2900 (b) A Commission-certified firearms instructor shall only issue a CJSTC-600 form for successful completion
 2901 of the course of fire. Each CJSTC-600 form shall be issued with a specific number imprinted on the form and the
 2902 firearms instructor shall maintain documentation for a period of two years indicating to whom the CJSTC-600 was
 2903 issued, which shall be subject to audit by Commission staff during regular business hours upon a two-day written
 2904 notice by Commission staff.

2905 (c) The CJSTC-600 form shall expire one year from the date the retiree completed the course of fire.

2906 (5) Admission to a range to attempt to complete the course of fire shall be under the terms and conditions of
 2907 the range master, and solely at the range master's discretion. Neither state law nor the Act provide a retiree with a
 2908 right to demand access to a range or an opportunity to attempt the course of fire.

2909 (6) It is not the responsibility of the Commission, any Commission certified firearms instructor, a training
 2910 school, or any other entity operating a firearms range, at the time of the firearms qualification, to verify or certify
 2911 that a retiree meets any of the additional requirements of a "qualified retired law enforcement officer" under the Act.
 2912 Meeting the Act's qualifications is solely the responsibility of the retiree. The range master is not required to
 2913 otherwise verify a retiree's status under the Act at the time of the firearms qualification.

2914 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12, 943.132 FS. History--New 3-3-08,
 2915 Amended 6-3-10, 3-13-13.

2916	State Officer Certification Examination	Chapter 11B-30
2917	RULE TITLES:	RULE NOS.:
2918	1. State Officer Certification Examination General Eligibility Requirements.	<u>11B-30.006</u>
2919	2. State Officer Certification Examination Assignment and Retake Eligibility Requirements.	<u>11B-30.0062</u>
2920	3. Application for the State Officer Certification Examination and Notification Process.	<u>11B-30.007</u>
2921	4. Examination Accommodations for Applicants with Disabilities.	<u>11B-30.0071</u>
2922	5. State Officer Certification Examination Site Administration.	<u>11B-30.008</u>
2923	6. Applicant Conduct at Test Site and Notice of Protection of Program Privileges.	<u>11B-30.009</u>
2924	7. Applicants Charged with Violations; Right of Hearing.	<u>11B-30.010</u>
2925	8. Examination Scoring and Grade Notification.	<u>11B-30.011</u>
2926	9. Post Examination Review of Missed Questions, Answers, and Grading Key.	<u>11B-30.012</u>
2927	10. Challenge to Examination Results; Right of Hearing.	<u>11B-30.013</u>
2928	11B-30.006 State Officer Certification Examination General Eligibility Requirements.	
2929	(1) For the purposes of this rule chapter, the terms “successfully completed” and “successfully complete” are defined as being denoted with a “Pass,” pursuant to subsection 11B-35.001(8), F.A.C., on the completed Training Report, form CJSTC-67, revised November 5, 2015 November 6, 2014 , effective 9/2016 7/2015 , hereby incorporated by reference. Form CJSTC-67 can be obtained at the following FDLE Internet address: http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx , or by contacting Commission staff at (850) 410-8615.	
2936	(2) The following individuals are eligible to take the State Officer Certification Examination (SOCE) for the requested criminal justice discipline:	
2937		
2938	(a) Individuals who, within four years of beginning basic recruit training, have successfully completed a Commission-approved Basic Recruit Training Program, pursuant to paragraphs 11B-35.002(1)(a), (b), and (c), F.A.C.	
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2941	(b) Inactive Florida law enforcement, correctional, and correctional probation officers, defined in Section 943.1395(3), F.S., who comply with paragraph 11B-27.00212(12)(a), F.A.C., and Rule 11B-35.009, F.A.C., shall pass the SOCE within one year of notification of approval of the Exemption-From-Training, form CJSTC-76, revised November 5, 2015 November 6, 2014 , effective 9/2016 7/2015 , incorporated by reference. Form CJSTC-76 can be obtained at the following FDLE Internet address: http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx , or by contacting Commission staff at (850) 410-8615.	
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2949	(c) Out-of-state, military, and federal law enforcement, correctional, and correctional probation officers who comply with Rule 11B-35.009, F.A.C., shall pass the SOCE within one year of notification of approval of the Exemption-From-Training form CJSTC-76.	
2950		
2951		
2952	Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 119.071 , 943.12(17), 943.131(2), 943.1397 FS.	
2953	History– New 1-10-94, Amended 8-7-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07,	
2954	6-9-08, 6-3-10, 5-21-12, 5-29-14, 7-29-15, 9-4-16 .	

Comment [GJ117]:

11B-30.006(1):

Description of the revision: Incorporates the revised Training Report, form CJSTC-67.
Why the rule is being revised: Incorporates the revised Training Report, form CJSTC-67, to specify that only the applicant’s last four digits are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.
Revised by: Bureau Chief Hopkins

Comment [GJ118]:

11B-30.006(1):

TECHNICAL REVISION; updated the forms link.

Comment [GJ119]:

11B-30.006(2)(b):

Description of the revision: Incorporates the revised Exemption-From-Training, form CJSTC-76.
Why the rule is being revised: Incorporates the revised Exemption-From-Training, form CJSTC-76, to specify that only the last four digits of the applicant’s social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.
Revised by: AGC Fern Rosenwasser

Comment [GJ120]:

11B-30.006(2)(b):

TECHNICAL REVISION; updated the forms link.

Comment [GJ121]:

11B-30.006 (Rulemaking Authority & Law Implemented):

Description of the revision: Updates the rulemaking authority and statutory law being implemented by this rule to include 119.071, F.S.
Why the rule is being revised: Updates the rulemaking authority and statutory law being implemented by this rule to include 119.071, F.S.
Revised by: AGC Fern Rosenwasser

Comment [GJ122]:

11B-30.006

REMOVE TECHNICAL REVISION regarding 119.071, FS.

2955 **11B-30.0062 State Officer Certification Examination Assignment and Retake Eligibility Requirements.**

2956 (1) Individuals who have successfully completed a Commission-approved Basic Recruit Training Program or

2957 are exempt from a Basic Recruit Training Program, pursuant to subsection 11B-30.006(2), F.A.C., shall be allowed

2958 to apply for and take the applicable Paper and Pencil or Computer-Based State Officer Certification Examination

2959 (SOCE) corresponding to the specific law enforcement, correctional, or correctional probation discipline and

2960 curriculum for which training was completed or exempted. Individuals completing a Basic Recruit Training

2961 Program shall pass the SOCE within four years of the beginning date of training pursuant to subsection 11B-

2962 27.002(4), F.A.C. Individuals exempt from a Basic Recruit Training Program shall pass the SOCE within one year

2963 of receiving the exemption pursuant to Section 943.131, F.S.

2964 (2) Should an individual fail to achieve an overall passing score on the SOCE, the individual shall be

2965 permitted two opportunities to reapply and retake the examination.

2966 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(17), 943.13(10), 943.1397 FS. History -

2967 New, 7-29-01, Amended 11-5-02, 11-30-04, 6-9-08, 5-21-12, 3-13-13.

2968

2969 **11B-30.007 Application for the State Officer Certification Examination and Notification Process.**

2970 (1) Application to take the State Officer Certification Examination (SOCE) shall be made by submitting an
2971 application online per the instructions available on the following FDLE website,
2972 <http://www.fdle.state.fl.us/Content/certification-exam.aspx>. All applications shall be accompanied by payment of
2973 the \$100 examination fee using a credit card or debit card:

2974 (2) If a mechanical fault, natural event, or other problem associated with the administration of the SOCE
2975 occurs, the applicant shall be permitted to reschedule the examination with the test site without submitting an
2976 additional application or examination fee to the Florida Department of Law Enforcement. Re-scheduling of the
2977 SOCE shall not constitute a re-examination.

2978 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(17), 943.1397(3) FS. History--New
2979 1-10-94, Amended 1-2-97, 7-7-99, 7-29-01, 11-5-02, 11-30-04, 3-21-07, 6-9-08, 9-28-09, 5-21-12, 5-29-14.

11B-30.0071 Examination Accommodations for Applicants with Disabilities.

(1) In compliance with the Americans with Disabilities Act (ADA) of 1990, the Department shall provide reasonable and appropriate accommodations to individuals with physical, mental, or specific learning disabilities to the extent such accommodations do not create an undue cost, administration restraints, security considerations, and availability of resources. Accommodations made will vary depending upon the nature and the severity of the disability. Each case shall be dealt with on an individual basis with the limits prescribed herein. Reference information and guidelines regarding the process for documenting disabilities are contained in the "Request for Test Accommodations for Examinees with Disabilities" document, which may be obtained via the following web address: <http://www.fdle.state.fl.us/cjst/exam/SpecialAccommodationsManual.pdf> or by writing to the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Certification Examination Section, Post Office Box 1489, Tallahassee, FL 32302-1489, Attention: ADA Coordinator, or by calling (Voice) (850) 410-8600, (TDD): (850) 410-7948.

(2) An applicant requesting special accommodations shall submit an Application for Individuals Requesting Special Test Accommodations, form CJSTC-502, revised November 8, 2007, hereby incorporated by reference, which shall be submitted forty-five calendar days prior to the requested examination date for the Paper and Pencil State Officer Certification Examination (P&P-SOCE). For the Computer-Based State Officer Certification Examination (CB-SOCE), Commission staff shall notify the applicant of the approval or denial of accommodations within forty-five calendar days of receipt of form CJSTC-502. Form CJSTC-502 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The individual shall provide documentation of the disability by an appropriate professional, pursuant to paragraph (7)(e) of this rule section, when the disability and the requested accommodations are not obvious. Form CJSTC-502 may be obtained by writing to the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Certification Examination Section, Post Office Box 1489, Tallahassee, FL 32302-1489, Attention: ADA Coordinator, or by calling (Voice) (850) 410-8602, (TDD): (850) 410-7948.

(3) Accommodations to take the P&P-SOCE or CB-SOCE shall be provided for qualifying individuals pursuant to (2) of this rule section. All accommodations shall be directly linked to the amelioration of the identified functional limitations caused by the asserted disability and must be reasonable and effective. Permissible accommodations include:

(a) Flexible Time. Individuals requiring extra time to take the P&P-SOCE or CB-SOCE shall submit a recommendation of such from an appropriate professional, pursuant to paragraph (7)(e) of this rule section. Untimed certification examinations shall not be provided.

(b) Flexible Setting. Individual and small group settings for administration of the P&P-SOCE shall be made available to individuals when such a service is recommended by an appropriate professional, and the CB-SOCE flexible settings are subject to test site capabilities.

(c) Flexible Format. The test booklet may be produced in large print for the P&P-SOCE.

(d) Assistive Devices. Upon approval by Commission staff and based on documented need, the individual shall be allowed to use lights and magnifiers for the P&P-SOCE.

(4) Accommodations that are not permissible. A reader shall not be allowed for applicants taking the P&P-SOCE or CB-SOCE or Basic Abilities Test (BAT). These examinations utilize diagrams, tables, or statutory reference materials to measure an applicant's ability to apply these professional tools to solve problems and answer questions.

(5) Commission staff shall request further evidence for the necessity of the accommodation when the evidence substantiating the need for the accommodation is incomplete, inconclusive, unclear, or does not substantiate the need for the requested accommodation.

(6) In no case shall any modifications authorized herein be interpreted or construed as an authorization to provide an individual with assistance in determining the answer to any test item. No accommodation or modification shall be made that adversely affects the integrity of the P&P-SOCE or CB-SOCE.

3029 (7) Definition of Terms.

3030 (a) Person with disabilities means any person who:

3031 1. Has a physical, mental, or specific learning disability, which presently substantially limits one or more

3032 major life activities;

3033 2. Has a record of such disability; or

3034 3. Is regarded as having such disability.

3035 (b) Major life activities are activities that an average person can perform with little or no difficulty, for

3036 example walking, talking, hearing, breathing, learning, working, caring for one's self, and performing manual tasks.

3037 (c) A person with a physical disability means any person who has a permanent or temporary physical or

3038 psychomotor disability. Examples, pursuant to this rule section, include individuals with a hearing or sight

3039 disability, or those who may need special accommodation to move about.

3040 (d) A person with a learning disability means any person who has a permanent or temporary mental disability,

3041 such as brain damage, brain dysfunction, dyslexia, or a perceptual disorder.

3042 (e) For purposes of this rule, "an appropriate professional" is a person licensed, pursuant to Chapter 460

3043 (Chiropractic), 490 (Psychological Services), 458 (Medical Practice), 459 (Osteopathy), 461 (Podiatric Medicine),

3044 463 (Optometry), 468, Part I (Speech-Language Pathology and Audiology), or 490 (Psychological Services or

3045 certified as a School Psychologist by the Florida Department of Education), Florida Statutes, or is licensed in the

3046 state in which the certification of disability was performed. Any certification, documentation, or recommendation

3047 relating to the individual's disability provided by an appropriate professional, and pursuant to the requirements of

3048 this rule, shall not be extended beyond the scope permitted by the law for that professional or that which the

3049 professional knows or has reason to know that he or she is not competent to perform.

3050 Rulemaking Authority 943.03(4), 943.12(1), 943.1397 FS. Law Implemented 943.12(17), 943.1397 FS. History—

3051 New 7-29-01, Amended 11-5-02, 11-30-04, 3-21-07, 6-9-08, 5-21-12.

11B-30.008 State Officer Certification Examination Site Administration.

(1) Administration of the Computer-Based State Officer Certification Examination (CB-SOCE) shall be limited to test sites authorized by the Commission and located within the State of Florida. To be eligible to administer the CB-SOCE, a test site must be:

(a) A test center exclusively dedicated to the administration of academic and/or professional certification or licensure examinations and operated or contracted by a Commission-approved criminal Justice training center or its parent organization; or

(b) A computer lab located at a Commission-approved criminal justice training school.

(2) Examination administrators and proctors are responsible for maintaining secure and proper administration of the Paper and Pencil State Officer Certification Examination (P&P-SOCE). During the administration of the SOCE, applicants shall follow the instructions of the examination administrator and proctors, and shall only be permitted to ask questions of the examination administrator relating to the test administration instructions.

(3) An applicant who has been scheduled to take the P&P-SOCE shall arrive at the scheduled examination site on the designated date and time, and shall present a valid photo identification. Each time an applicant takes the examination, the applicant shall present a valid driver's license, state identification card issued by the Florida Department of Highway and Safety Motor Vehicles, a valid military identification, or a State of Florida agency identification card. The identification shall contain the applicant's first and last name, which shall correspond with the name on the examination roster.

Rulemaking Authority 943.03(4), 943.12(1), (17) FS. Law Implemented 943.12(17), 943.131(2) FS. History--New 1-10-94, Amended 8-7-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-21-07, 6-9-08, 5-21-12, 5-29-14.

11B-30.009 Applicant Conduct at Test Site and Notice of Protection of Program Privileges.

Any violation of the provisions of this subsection shall be documented in writing to the Program Director of the Criminal Justice Professionalism Program.

(1) The applicant shall not engage in conduct that subverts or attempts to subvert the Paper and Pencil or Computer-Based State Officer Certification Examination (SOCE) process. An applicant engaging in conduct intended to subvert the SOCE process shall be dismissed from the SOCE administration. Conduct that subverts or attempts to subvert the SOCE process includes:

- (a) Removing from the examination room any of the SOCE materials.
- (b) Reproducing or reconstructing any portion of the SOCE.
- (c) Aiding by any means in the reproduction of any portion of the SOCE.
- (d) Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a past, current, or future SOCE.
- (e) Revealing test questions or other information that would compromise the integrity of the SOCE.
- (f) Communication with any other applicant during the administration of the SOCE.
- (g) Copying answers from another applicant, or intentionally allowing one's answers to be copied by another applicant during the administration of the SOCE.
- (h) Having in one's possession during the administration of the SOCE, any books, notes, written, or printed materials or data of any kind.
- (i) Failing to comply with the SOCE administrator's instructions with the intent to subvert the SOCE process.
- (j) Falsifying or misrepresenting information required for admission to the SOCE.
- (k) Impersonating an applicant.
- (l) Having an impersonator take the SOCE on one's behalf.
- (m) Disrupting the test administration.

(2) An applicant, who engages in conduct in subsection (1) of this rule section, shall be denied access to take the SOCE until the Commission's disciplinary process has been completed, pursuant to subsection (3) of this rule section.

(3) When the Commission finds that an applicant has committed an act that violates subsection (1) of this rule section, the Commission shall impose one or more of the following sanctions:

- (a) Declare the applicant has failed the SOCE.
- (b) Require the applicant to forfeit the application fee.
- (c) Declare the applicant ineligible to apply to take the SOCE in any discipline for a period of five years pursuant to Section 943.13(7), F.S., regarding good moral character for employment or appointment as an officer.
- (d) Deny certification by the Commission as a law enforcement, correctional, or correctional probation officer, pursuant to Rule 11B-27.007, F.A.C.

(4) The applicant shall not engage in conduct that violates the standards of the SOCE Administration. An applicant has violated the standards of the SOCE administration by:

- (a) Failing to comply with the SOCE administrator's instructions at the test site.
- (b) Possession of anything other than the personal identification and pencils at the test site for the P&P-SOCE. Possession of anything other than personal identification for the Computer-Based SOCE (CB-SOCE).

(5) When an applicant has committed an act that violates subsection (4) of this rule section, the applicant shall be subject to the following sanctions:

- (a) Dismiss the applicant from the SOCE test administration; and

3115 (b) Declare the applicant has failed the SOCE and is ineligible to participate in the review process outlined in
3116 Rule 11B-30.0012, F.A.C.; and
3117 (c) Require the applicant to forfeit the application fee.
3118 (6) When an applicant holds a Commission certification and has committed an act that violates subsection (1)
3119 of this rule section, the applicant's certification(s) shall be subject to disciplinary action pursuant to Rule
3120 11B-27.0011 and subsection 11B-27.005(5), F.A.C.
3121 Rulemaking Authority 943.03(4), 943.12(1), (17), 943.173(3) FS. Law Implemented 943.12(17), 943.13(7),
3122 943.1397(1), (3), 943.173 FS. History--New 1-10-94, Amended 1-2-97, 7-7-99, 7-29-01, 11-5-02, 11-30-04, 3-27-
3123 06, 3-21-07, 5-21-12.

3124 **11B-30.010 Applicants Charged with Violations; Right of Hearing.** Should the Commission find that an
3125 applicant has violated the provisions of subsection 11B-30.009(2), F.A.C., the Commission shall notify the applicant
3126 of the violation by submitting a statement invalidating the applicant’s State Officer Certification Examination
3127 (SOCE). The statement invalidating the applicant’s SOCE shall specify the basis for the Commission’s action and
3128 shall be forwarded to the applicant. The applicant shall be entitled to a hearing pursuant to the Administrative
3129 Procedures Act set forth in Chapter 120, F.S., and the Uniform Rules of Procedures, Chapter 28-106, F.A.C.

3130 Specific Authority 943.03(4), 943.12(1) FS. Law Implemented 120, 943.12(17) FS. History–New 1-10-94,
3131 Amended 7-7-99, 8-22-00, 7-29-01, 11-5-02.

3132 **11B-30.011 Examination Scoring and Grade Notification.**
3133 Individuals who graduate from a Commission-approved Basic Recruit Training Program shall be required to achieve
3134 a passing score on the State Officer Certification Examination (SOCE) with an overall scale score equal to or higher
3135 than the established cut-off score. Official examination results shall only be stored in, and retrieved from, the
3136 Commission’s Automated Training Management System (ATMS). For the Paper and Pencil State Officer
3137 Certification Examination (P&P-SOCE), Commission staff shall provide the applicant, within thirty days of the test
3138 date, with an unofficial grade notification to be used for the applicant’s records only. For the Computer-Based State
3139 Officer Certification Examination (CB-SOCE) the applicant shall receive an unofficial grade notification at the
3140 conclusion of the examination.

3141 Rulemaking Authority 943.03(4), 943.12(1), (17) FS. Law Implemented 943.12(17), 943.1397(1) FS. History-New
3142 1-10-94, Amended 1-2-97, 7-7-99, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 5-21-12, 5-29-14.
3143

3144 **11B-30.012 Post Examination Review of Missed Questions, Answers, and Grading Key.**

3145 (1) Individuals who have failed the State Officer Certification Examination (SOCE) shall have the right to
3146 review their missed examination questions and corresponding grading key at a post-examination review. The post-
3147 examination review shall be scheduled and conducted by Commission staff or their authorized agent. The post-
3148 examination review shall be limited to one-half the time regularly allowed for the corresponding SOCE. Individuals
3149 reviewing a computer-based SOCE shall schedule their review via the Commission's test administration vendor.
3150 Individuals reviewing a paper-and-pencil SOCE shall schedule their review by submitting a State Officer
3151 Certification Examination Grade Review Request, form CJSTC-510, revised November 8, 2007, hereby
3152 incorporated by reference, and shall be received by the Florida Department of Law Enforcement by the established
3153 deadline date for the Examination Review Session requested. Form CJSTC-510 can be obtained at the following
3154 FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3155 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
3156 Commission staff at (850) 410-8615.

3157 (2) The SOCE post-examination reviews shall be conducted in the presence of Commission staff or the
3158 Commission's authorized agents. All paper-and-pencil SOCE reviews shall be held at regularly scheduled monthly
3159 post-examination review sessions conducted at the Florida Department of Law Enforcement, Criminal Justice
3160 Professionalism Program. The SOCE paper-and-pencil post-examination review schedule is produced annually and
3161 is available on the Florida Department of Law Enforcement's (FDLE) website at <http://www.fdle.state.fl.us>, or from
3162 FDLE, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302, Attention
3163 SOCE Section.

3164 (3) Individuals shall review their SOCE grades within 120 calendar days of the individual's SOCE date.
3165 Individuals who fail to attend a post-examination review session within 120 days of their SOCE shall not be allowed
3166 to challenge questions on the SOCE, but shall be allowed to review their missed questions, their chosen answer, and
3167 the correct answer. Participants in the post-examination review session shall be permitted to review only one
3168 examination during each session and shall only review each examination once. Individuals shall not be permitted to
3169 review their SOCE after the expiration of their examination eligibility pursuant to Rule 11B-30.006, F.A.C.

3170 (a) Individuals reviewing a paper-and-pencil SOCE shall be provided with the SOCE test results and the State
3171 Officer Certification Examination Review, form CJSTC-511, revised November 8, 2007, hereby incorporated by
3172 reference. Form CJSTC-511 can be obtained at the following FDLE Internet address:
3173 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3174 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
3175 Commission staff at (850) 410-8615. Form CJSTC-511 shall be signed by the individual requesting the review at
3176 the conclusion of a post-examination review session. Only individuals scheduled for the Examination Review
3177 Session shall be present during an Examination Review Session.

3178 (b) All individuals at a post-examination review session shall acknowledge these rules and affirm to abide by
3179 all such rules in writing for the paper-and-pencil SOCE or electronically for the computer-based SOCE.

3180 (4) Individuals shall be prohibited from bringing materials into or removing materials from a post-examination
3181 review session except that individuals shall be permitted to bring one copy of the official curriculum corresponding
3182 to the examination reviewed.

3183 (5) The provisions and sanctions of Rule 11B-30.009, F.A.C., shall apply to individuals in a post-examination
3184 review session, and any individual who violates the standards in Rule 11B-30.009, F.A.C., shall be dismissed from
3185 the review session.

3186 (6) Individuals submitting challenges to questions shall be notified in writing, within thirty working days of the
3187 post-examination review session of the Commission's response to the challenges submitted during the post-
3188 examination review session.

3189 Rulemaking Authority 943.03(4), 943.12(1), (17) FS. Law Implemented 943.12(17), 943.173 FS. History--New
3190 1-10-94, Amended 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 5-21-12,
3191 5-29-14, 7-29-15, **9-4-16.**

Comment [GJ123]:

11B-30.012(1):

Description of the Revision: Includes a time limit for the SOCE post-examination review.

Why the rule is being revised: Adds language to specify the SOCE post-examination review time limit based upon testing industry standards.

Revised by: Roy Gunnarsson

Comment [GJ124]:

11B-30.012(1):

TECHNICAL REVISION; updated the forms link.

Comment [GJ125]:

11B-30.012(3)(a):

TECHNICAL REVISION; updated the forms link.

Comment [GJ126]:

11B-30.012(4):

Description of the Revision: Includes an exception to permit individuals to bring materials to the SOCE post-examination review.

Why the rule is being revised: Adds specific language to allow individuals to bring a copy of the relevant official curriculum as a reference during the SOCE post-examination review session.

Revised by: Roy Gunnarsson

3192 **11B-30.013 Challenge to Examination Results; Right of Hearing.** Should the Commission deny an
3193 individual’s Paper and Pencil or Computer-Based State Officer Certification Examination (SOCE) grade review
3194 challenge, the Commission shall notify the individual by submitting a statement denying the challenge. The
3195 statement shall specify the basis for the Commission’s denial and shall be forwarded to the individual. The
3196 individual shall be entitled to a hearing pursuant to the Administrative Procedures Act set forth in Chapter 120, F.S.,
3197 and the Uniform Rules of Procedure, Rule Chapter 28, F.A.C.

3198 Rulemaking Authority 943.03(4), 943.12(1), (17) FS. Law Implemented 120, 943.12(17) FS. History-New 1-10-94,
3199 Amended 1-2-97, 7-7-99, 8-22-00, 7-29-01, 5-21-12.

3200	Training Programs	Chapter 11B-35
3201	RULE TITLES:	RULE NOS.:
3202	1. General Training Programs; Requirements and Specifications.	<u>11B-35.001</u>
3203	2. eLearning Instruction	<u>11B-35.0010</u>
3204	3. Basic Abilities Test Requirements for Applicant Admission into a Law Enforcement and	<u>11B-35.0011</u>
3205	Correctional Basic Recruit Training Program.	
3206	4. Basic Recruit Training Programs for Law Enforcement, Correctional,	<u>11B-35.002</u>
3207	and Correctional Probation.	
3208	5. Courses and Requirements for Basic Recruit Training, Advanced, and	<u>11B-35.0021</u>
3209	Instructor Training Requiring Proficiency Demonstration.	
3210	6. Student Transfers within Basic Recruit Training Programs.	<u>11B-35.0023</u>
3211	7. Student Performance in Commission-approved High-Liability Basic Recruit	<u>11B-35.0024</u>
3212	Training Courses, Instructor Training Courses, and Specialized and Advanced Training	
3213	Program Courses Requiring Proficiency Demonstration.	
3214	8. Basic Recruit Training Programs for Law Enforcement, Correctional,	<u>11B-35.003</u>
3215	and Correctional Probation Auxiliary Training.	
3216	9. Career Development Training Program.	<u>11B-35.005</u>
3217	10. Advanced Training Program.	<u>11B-35.006</u>
3218	11. Specialized Training Program.	<u>11B-35.007</u>
3219	12. Criminal Justice Training School Requirements for Local Administration	<u>11B-35.0085</u>
3220	and Security of Examinations for Training Courses.	
3221	13. Exemption from Basic Recruit Training.	<u>11B-35.009</u>
3222	11B-35.001 General Training Programs; Requirements and Specifications.	
3223	(1) Throughout this rule chapter “training programs,” “courses,” “instructors,” and “training schools” refer to	
3224	Commission-approved training programs, courses, instructors, and training schools. Commission-approved Basic	
3225	Recruit, Advanced, and Specialized Training Programs are intended to provide job-related training to law	
3226	enforcement, correctional, and correctional probation officers. The training programs are:	
3227	(a) Basic Recruit Training Programs that provide for the acquisition of employment skills necessary for officer	
3228	certification and employment; and	
3229	(b) Advanced Training Programs that maintain officer certification, enhance officer knowledge, skills, and	
3230	abilities, and assist in an officer’s promotion to a higher rank.	
3231	(c) Specialized Training Programs that provide for officer post-basic or in-service training that enhance an	
3232	officer’s knowledge, skills, and abilities in a specific area.	
3233	(2) Notification of scheduled courses. The training center director or designee shall notify the assigned local	
3234	Commission field specialist of scheduled, rescheduled, or cancelled Commission-related training courses. This	
3235	notification shall be at least 30 days in advance, or immediately upon scheduling, rescheduling, or cancellation of	
3236	the course when under 30 days. Notification shall include at a minimum:	
3237	(a) Date(s) of course(s).	
3238	(b) Location of course(s).	
3239	(c) Title of course(s).	
3240	(d) Time of course(s).	
3241		
Rule 11B-35.001		97
Training Programs: General Training Programs;		<u>Effective 9-4-16</u>
Requirements and Specifications		

3242 (3) Instructors who teach Commission-approved Basic Recruit, Advanced, and Specialized Training Program
3243 Courses at a training school shall:

3244 (a) Be a Commission-certified General Instructor pursuant to subsection 11B-20.001(3), F.A.C., or be exempt
3245 from certification pursuant to subsection 11B-20.001(4), F.A.C.

3246 (b) Be required to hold additional certifications for specified areas of instruction in Commission courses
3247 pursuant to Rule 11B-20.0014, F.A.C.

3248 (4) Commission-approved training shall be made available to the following:

3249 (a) Students who enroll in a Commission-approved Basic Recruit Training Program to become certified law
3250 enforcement, correctional, or correctional probation officers.

3251 (b) Students who enroll in a Commission-approved Advanced or Specialized Training Program Course and are
3252 Commission-certified law enforcement, correctional, or correctional probation officers.

3253 (c) Criminal justice officers and support personnel, defined in Section 943.10(11), F.S., are authorized to
3254 expend Officer Training Monies to attend Commission-approved Advanced and Specialized Training Program
3255 Courses delivered through a training school. The Commission has further authorized support personnel to attend
3256 training courses funded with Officer Training Monies, as defined in paragraph 11B-18.0053(3)(a), F.A.C.

3257 (5) The training center director shall ensure that each student is provided with a paper copy of the
3258 Commission's currently approved Basic Recruit Training Curriculum applicable to the student's enrollment prior to
3259 or at the beginning of the program.

3260 (6) Training center directors shall ensure that instructors are delivering the current Commission-approved
3261 training programs in compliance with Commission rules.

3262 (7) Training curricula and delivery requirements shall be maintained for Commission-approved Basic Recruit,
3263 Advanced, and Specialized Training Programs within the Florida Department of Law Enforcement, Criminal Justice
3264 Professionalism Program.

3265 (8) Student academic performance in courses.

3266 (a) Each training center director shall make available to its students and Commission staff a written copy of its
3267 performance standards.

3268 (b) The terms "successfully completed" and "successfully complete" are denoted with a "Pass" on the
3269 completed Training Report form CJSTC-67 and are defined as follows: A student enrolled in a Commission-
3270 approved Basic Recruit Training Program shall achieve a score of no less than 80% on each of the written end-of-
3271 course examinations, exclusive of demonstration of proficiency skills in the Basic Recruit Training Courses. A
3272 student enrolled in a Commission-approved Advanced or Specialized Training Program Course pursuant to
3273 subparagraph (8)(d)~~4-13~~ of this rule section shall achieve a score of no less than 80% on the written end-of-course
3274 examination. A student enrolled in a Specialized Instructor Training Course shall achieve a score of no less than
3275 85% on the written end-of-course examination, exclusive of demonstration of any proficiency skills.

3276 (c) The training center director or designee is responsible for the development, maintenance, and
3277 administration of comprehensive end-of-course examinations. The training center director or designee is authorized
3278 to develop, maintain, and administer additional academic tests for courses and is not limited to only the utilization of
3279 a comprehensive end-of-course examination. Training schools shall maintain examinations for Commission-
3280 approved Basic Recruit, Advanced, Specialized Instructor Training, and Specialized Training Program Courses,
3281 pursuant to subparagraph (8)(d)~~4-13~~ of this rule section and in compliance with the administration, confidentiality,
3282 and security requirements of subsections 11B-35.0085(2) - (5), F.A.C.

3283

Comment [GJ127]:
11B-35.001(8)(b)-(c):

Description of the Revision: Updates the rule reference and removes the specific subparagraphs because of the paragraph renumbering of Rule 11B-35.001(8)(d).

Why the rule is being revised: Updates the rule reference to remove unnecessary language in Rule 11B-35.001(8)(d) as a result of retired specialized courses.

Revised by: Glenn Koenig

3284 (d) Specialized Instructor Training Courses outlined in subsection 11B-35.007(3), F.A.C., and the following
 3285 Specialized Training Program Courses require an end-of-course examination:

	Course Number	Course Title	Course Hours
1.	1198	Canine Team Training Course	480
2.	1132	Parking Enforcement Specialist for Civilians	16
3.	1133	Selective Traffic Enforcement Program for Civilians	80
4.	732	Traffic Control Officer for Civilians	8
5.	851	Breath Test Operator Course	16
6.	951	Breath Test Operator Renewal Course	4
7.	850	Agency Inspector Course	24
8.	950	Agency Inspector Renewal Course	6
9.	1134	Criminal Justice Officer Ethics Course	8
10.	1135	Crimes Against Children	24
11.	1136	Domestic Violence	8
12.	1137	Violent Crime Investigator Training Course	40
13.	2007	Safe Handling of Firearms	16
14.	2008	District Courts of Appeal Marshal Minimum Standards Training Program	32

3286 (e) End-of-course examinations shall be developed and administered for each course in a basic recruit training
 3287 program based on the learning objectives in each course, with the exception of the physical fitness and officer
 3288 wellness courses.

3289 (9) Implementation of the new Correctional Probation Basic Recruit Training Program. The Commission is
 3290 preparing a significant update to the Commission-approved Correctional Probation Basic Recruit Training Program
 3291 to be implemented in ~~2016~~ 2015. This program and courses are based on a statewide job-task analysis and provides
 3292 an enhanced learning environment. Delivery of the program shall comply with the requirements set forth in the
 3293 Commission's new approved Correctional Probation Basic Recruit Training Curriculum.

3294 (10) Reporting requirements for Commission-approved Basic Recruit, Advanced, and Specialized Training
 3295 Program Courses are as follows:

3296 (a) The training center director or designee shall determine the beginning and ending dates of each Basic
 3297 Recruit Training Program, and within thirty days following the class starting date shall forward a Training Report,
 3298 form CJSTC-67, revised ~~November 5, 2015~~ ~~November 6, 2014~~, effective ~~9/2016~~ 7/2015, hereby incorporated by
 3299 reference, to Commission staff through the Commission's Automated Training Management System (ATMS).
 3300 Form CJSTC-67 can be obtained at the following FDLE Internet address:
 3301 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
 3302 ~~<http://www.fdle.state.fl.us/Content/CJST-Publications/Professionalism Program Forms.aspx>~~, or by contacting
 3303 Commission staff at (850) 410-8615.

3304 (b) Following the completion of a Commission-approved Basic Recruit Training Program, Advanced Training
 3305 Program Course, or Instructor Training Course, the training center director or designee shall, within thirty days of
 3306 the program or course completion date, electronically transmit a completed Training Report form CJSTC-67, or
 3307 transmit an updated CJSTC-67 form through the Commission's ATMS. Submission of the Academy Physical
 3308 Fitness Standards Report, form CJSTC-67A, revised November 6, 2014, effective 7/2015, hereby incorporated by
 3309 reference, is required for the Florida CMS Law Enforcement, Florida Law Enforcement Academy, Florida
 3310 Correctional Probation, ~~Traditional Correctional~~, and Florida CMS Correctional Basic Recruit Training
 3311 Programs within thirty days of the course completion. Form CJSTC-67A can be obtained at the following FDLE
 3312 Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
 3313 ~~<http://www.fdle.state.fl.us/Content/CJST-Publications/Professionalism Program Forms.aspx>~~, or by contacting
 3314 Commission staff at (850) 410-8615.

3315

Comment [GJ128]:
11B-35.001(8)(d)9-14.:

Description of the Revision: Updates the list of Specialized Training Program Courses that require an end-of-course examination based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Why the rule is being revised: Revises the paragraph numbering of Rule 11B-35.001(8)(d)9-14., F.A.C., because of the Commission-approved needs assessment to retire and delete the following Specialized Training Program Courses: Criminal Justice Officer Ethics Course number 1134, Crimes Against Children number 1135, and Domestic Violence number 1136. Also, moves the Violent Crime Investigator Training Course number 1137 from the Specialized Training Program Course list to the Advanced Training Program list.

Revised by: Glenn Koenig

Comment [GJ129]:
11B-35.001(9):

Description of the Revision: Changes the implementation date of the new Correctional Probation Basic Recruit Training Program.

Why the rule is being revised: Moves the projected implementation date of the new Correctional Probation Basic Recruit Training Program from July 1, 2015 to July 1, 2016.

Revised by: Glenn Koenig

Comment [GJ130]:
11B-35.001(10)(a):

Description of the revision: Incorporates the revised Training Report, form CJSTC-67.

Why the rule is being revised: Incorporates the revised Training Report, form CJSTC-67, to specify that only the applicant's last four digits are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: Bureau Chief Hopkins

Comment [GJ131]:
11B-35.001(10)(a):

TECHNICAL REVISION; updated the forms link.

Comment [GJ132]:
11B-35.001(10)(b):

Description of the Revision: Removes the Traditional Correctional Basic Recruit Training Program because the program has been retired for more than four years.

Why the rule is being revised: Removes the Traditional Correctional Basic Recruit Training Program because the program has been retired for more than four years.

Revised by: Chris Gornik

Comment [GJ133]:
11B-35.001(10)(b):

TECHNICAL REVISION; updated the forms link.

3316 (c) The following Specialized Training Program Courses shall be submitted to Commission staff through the
3317 Commission's ATMS, by transmitting a completed form CJSTC-67 within thirty days of the course completion:

- 3318 1. Canine Team Training Course.
3319 2. Breath Test Operator Course.
3320 3. Breath Test Operator Renewal Course.
3321 4. Agency Inspector Course.
3322 5. Agency Inspector Renewal Course.

3323 (d) The training center director or designee shall ensure that the records for Commission-approved Basic
3324 Recruit, Advanced, and Specialized Training Program Courses are maintained in the course file within the training
3325 school. Each course shall be subject to audit by Commission staff. Such records shall, at a minimum, include:

- 3326 1. Course outline(s) and daily schedule(s).
3327 2. Course(s) name and contact person.
3328 3. Date(s) of course(s).
3329 4. Full legal name of all attending students.
3330 5. Test scores and test materials shall be made available for review by Commission staff upon request,
3331 pursuant to Section 11B-35.0085, F.A.C.
3332 6. The number of course electives for all courses delivered using Commission-approved Specialized Goals
3333 and Objectives.
3334 7. Applicable proficiency checklists and performance reports.
3335 8. List of course instructor(s) to include full name and a copy of the instructor's current ATMS Global Profile
3336 Report filed alphabetically in a master file, or maintained in the course file, or completion of Instructor Exemption,
3337 form CJSTC-82, revised November 6, 2014, effective 7/2015, hereby incorporated by reference, if applicable. Form
3338 CJSTC-82 can be obtained at the following FDLE Internet address:
3339 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3340 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
3341 Commission staff at (850) 410-8615.
3342 9. Student daily attendance records, to include documentation of excused absences, pursuant to subsection
3343 (11) of this rule section.
3344 10. Documentation of student makeup work, pursuant to subsection (12) of this rule section.
3345 11. Documentation on transfer students, pursuant to Section 11B-35.0023, F.A.C. .
3346 12. Completed Training Report form CJSTC-67.
3347 13. Form CJSTC-67A for Basic recruit Training Programs pursuant to subsection 11B-35.001(14), F.A.C.

3348 14. For Basic Recruit Training Programs, proof of compliance with Sections 943.14(7) and 943.17(1)(g), F.S.,
3349 and subsection 11B-35.001(14)(b), F.A.C., which includes a completed Physical Fitness Assessment, form
3350 CJSTC-75B, revised ~~November 5, 2015~~ ~~November 6, 2014~~, effective ~~9/2016~~ ~~7/2015~~, hereby incorporated by
3351 reference. Form CJSTC-75B can be obtained at the following FDLE Internet address:
3352 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3353 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
3354 Commission staff at (850) 410-8615.

3355 15. A training school re-examination policy and documented justification for each student re-examination
3356 administered.

3357 16. A list of expenditures from the Criminal Justice Standards and Training Trust Fund Officer Training
3358 Monies for Commission-approved Advanced and Specialized Training Program Courses when Officer Training
3359 Monies are used to fund the course.

Comment [GJ134]:
11B-35.001(10)(d)8.:
TECHNICAL REVISION; updated the forms link.

Comment [GJ135]:
11B-35.001(10)(d)14.:
Description of the Revision: Revises the Physical Fitness Assessment, form CJSTC-75B.
Why the rule is being revised: Revises the Physical Fitness Assessment, form CJSTC-75B, to remove questions related to exemption for previous chemical agent exposure.
Revised by: Glen Hopkins

Comment [GJ136]:
11B-35.001(10)(d)14.:
TECHNICAL REVISION; updated the forms link.

3361 (11) Student attendance requirements for Commission-approved Basic Recruit Training Programs outlined in
3362 subsection 11B-35.002(1), F.A.C., Specialized Training Programs outlined in subsection 11B-35.007(1), F.A.C.,
3363 and Advanced Training Program Courses outlined in paragraph 11B-35.006(1)(b), F.A.C.

3364 (a) The training center director or designee shall maintain daily student attendance records or login records or
3365 electronic records of participation for each training course. A training school shall have a written copy of its
3366 attendance policy available for review by students and Commission staff.

3367 (b) Each student shall attend or login and complete all sessions of a training course except for absences
3368 approved by the training center director or designee. Documentation specifying the reason for the excused absence
3369 or non-completion of login activity or non-completion of student assignments shall be maintained in the course file
3370 at the training school. Students shall be responsible for class work missed during absences. The training center
3371 director or designee shall determine the content and quantity of makeup work. Documentation of the student's
3372 make-up work shall be signed by the training center director or designee and maintained in the student or course file
3373 at the training school.

3374 (c) Competency-Based Instruction. The Commission approves competency-based instruction in the delivery
3375 of basic recruit training programs, specialized training program courses, specialized instructor training courses, and
3376 courses created from specialized goals and objectives, defined in subparagraph (12)(c)1., of this rule section.

3377 1. Competency-based instruction is defined as "curriculum that uses specific objectives and performance-
3378 based learning to achieve performance standards, in lieu of established contact hours" in a delivery format that
3379 ensures that the training school delivers all curriculum materials.

3380 2. Training schools are permitted to use competency-based instruction for courses within the basic recruit
3381 training programs except for the physical fitness and officer wellness courses. The delivery of basic recruit training
3382 programs shall adhere to total program hours.

3383 3. Training schools are permitted to use eLearning instruction for Commission-approved Specialized Training
3384 Program Courses, Specialized Instructor Courses, and Specialized Goals and Objectives, pursuant to Rule
3385 11B-35.0010, F.A.C.

3386 (12) Student Re-examination Policy for Commission-approved Basic Recruit Training Program Courses.

3387 (a) A student shall achieve a passing score, pursuant to subsection 11B-35.001(9), F.A.C., on all end-of-course
3388 examinations in a Commission-approved Basic Recruit Training Program to successfully complete a program. A
3389 student who has failed a written end-of-course examination may be granted a re-examination by the training center
3390 director if:

3391 1. There is technical difficulty in the administration of the test.

3392 2. A condition of the student adversely impacts the student's ability to achieve a passing score on an end-of-
3393 course examination.

3394 3. The end-of-course testing instrument is shown to be invalid.

3395 (b) Exclusive of the Commission's Basic Recruit Training Courses requiring proficiency demonstration and re-
3396 examinations in paragraph (12)(a) of this rule section, a student may be granted one written end-of-course re-
3397 examination during a single Basic Recruit Training Program. Students, who have failed the written end-of-course
3398 examination after a second attempt, shall be deemed to have failed the course.

3399 (c) The training center director is authorized to approve a student's request for re-examination.

3400 (13) Student re-examination policy for Commission-approved Advanced and Specialized Training Program
3401 Courses. A student who has failed a written end-of-course examination in a Commission-approved Advanced or
3402 Specialized Training Program Course may be granted a re-examination of the course by the training center director
3403 as set forth in paragraph (12)(a) of this rule section. Each training school shall develop its own administrative
3404 procedures for processing a student's request for a re-examination as set forth in subsection (12) of this rule section.
3405 Training school procedures for processing student requests for re-examination shall be documented and maintained
3406 on file at the training school for review by Commission staff and the student.

3407

3408 (14) Basic Recruit Student Physical Fitness Program.

3409 (a) Commission-certified training schools are responsible for developing a physical fitness program and shall

3410 provide a copy to Commission staff. The physical fitness program shall be designed to improve the student's overall

3411 physical fitness, improve the student's performance on the second physical fitness test, and provide a foundation for

3412 lifelong fitness.

3413 (b) Basic Recruit Student Physical Fitness Test and Chemical Agent Exposure. Prior to beginning a Basic

3414 Recruit Training Program, a student shall receive a physical examination and complete the Physical Fitness

3415 Assessment form CJSTC-75B, which shall be maintained in the student or course file at the training school.

3416 (c) A student shall complete the physical fitness program to successfully complete a Commission-approved

3417 Basic Recruit Training Program. The student shall complete the physical fitness test within the first two weeks of

3418 beginning a basic recruit training program and complete a second physical fitness test within the final two weeks of

3419 a basic recruit training program. The physical fitness tests are not required for cross-over or auxiliary basic recruit

3420 training programs.

3421 (15) Proof of course completion. A training school shall, within thirty days following the completion of a

3422 Commission-approved Basic Recruit, Advanced, or Specialized Training Program Course, provide to a student who

3423 has successfully completed the program, a certificate, which shall contain at a minimum, the name of the training

3424 school, the student's name, the dates of the program or course, the number of program or course hours, the title of

3425 the Basic Recruit, Advanced, or Specialized Training Program Course, and the current training center director's

3426 signature. Basic Recruit Training Completion Certificates shall contain the Curriculum Version Number for the

3427 course taught. The training school shall provide a certificate to a student who has successfully completed a

3428 Commission-approved Basic Recruit Training Program, and the student shall be required to pass the State Officer

3429 Certification Examination.

3430 Rulemaking Authority 943.03(4), 943.12(1), (2), 943.17 FS. Law Implemented ~~119.071~~ 943.12, 943.17 FS.

3431 History—New 12-13-92, Amended 8-7-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-

3432 9-08, 9-28-09, 6-3-10, 5-21-12, 3-13-13, 5-29-14, 7-29-15, **9-4-16**.

Comment [GJ137]:
REMOVE TECHNICAL REVISION
11B-35.001 (Law Implemented):
Description of the Revision: Updates the statutory law being implemented by this rule to include 119.071, F.S.
Why the rule is being revised: Updates the statutory law being implemented by this rule to include 119.071, F.S.
Revised by: AGC Fern Rosenwasser

11B-35.0010 eLearning Instruction.

(1) Training schools are permitted to use eLearning instruction for Commission-approved Specialized Training Program Courses and Specialized Instructor Courses, and courses created from Specialized Goals and Objectives.

(2) eLearning Instruction is defined as a broad set of applications and processes that are facilitated and supported by information and communications technology (ICT) that includes, but are not limited to web-based learning, computer-based learning, virtual classrooms, digital media, internet learning, intranet learning, satellite broadcast, interactive TV, and CD-ROM.

(3) Courses developed from Specialized Goals and Objectives and Specialized Training Program Courses shall receive full credit for the number of Officer Training Units (OTU) established for delivery of a course. "Officer Training Unit" is defined as "the number of seat hours determined to deliver a course through classroom instruction."

(4) Training schools are permitted to expend Criminal Justice Standards and Training Trust Fund Officer Training Monies for conducting eLearning instruction for Commission-approved Specialized Training Program Courses and Specialized Instructor Courses, and courses created from Specialized Goals and Objectives, provided the courses are delivered using a learning management system, are instructor led, and the courses meet minimum standards pursuant to (4)(b) of this rule section. Officer Training monies shall be expended pursuant to the requirements of Rule Chapter 11B-18, F.A.C.

(a) "Learning Management System (LMS) is defined as a web-based software application for the administration, documentation, tracking, and reporting of training programs, classroom and on-line events, eLearning programs, and training content. The LMS shall facilitate:

1. Management of users, roles, courses, and instructors.
2. Manager approval.
3. Student messaging and notifications.
4. Assembly and delivery of learning resources utilizing the Shareable Content Object Reference Model (SCORM).
5. Navigation of course sequence.
6. Collaborative learning (e.g., application sharing, discussion threads).
7. On-line assessment.
8. Display of scores and transcripts.
9. Grading of coursework and roster processing.
10. Collection and preservation of student activity and performance data.
11. Web-based or blended course delivery (web-based and classroom combined) accessible via internet enabled computing and/or mobile platforms.

(b) eLearning courses shall conform to the minimum standards and criteria established and shall be documented on the eLearning Course Minimum Standards, Form CJSTC-18, Commission-approved December 16, 2010, (effective 3/2013), hereby incorporated by reference, prior to delivery of the course and maintained in the course file. An electronic copy of the corresponding course shall be maintained for a minimum of five years, and upon request shall be made available for review by Commission staff. Form CJSTC-18 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.175, 943.25 FS. History—New 3-13-13.

3475 **11B-35.0011 Basic Abilities Test Requirements for Applicant Admission into a Law Enforcement and**
3476 **Correctional Basic Recruit Training Program.**

3477 (1) Basic Abilities Test. To comply with Section 943.17(1)(g), F.S., applicants who apply for entry into a
3478 Commission-approved Basic Recruit Training Program after January 1, 2002, shall obtain a passing score on a
3479 Commission-approved Basic Abilities Test (BAT) for the law enforcement or correctional disciplines, prior to
3480 entering a program. The BAT shall be administered in the state of Florida.

3481 (a) The applicant shall not take a specific provider's BAT more than three total times in each discipline during
3482 any twelve-month period. Any subsequent results on the provider's test in each discipline within this period will be
3483 invalid.

3484 (b) BAT providers shall restrict access to the BAT to those applicants who produce valid photo identification
3485 pursuant to paragraph 11B-30.008 F.A.C. Providers shall validate the name, date of birth, gender, and social
3486 security number of each applicant to ensure that the information given by the applicant is consistent with the
3487 applicant's driver license and social security record.

3488 (c) The applicant shall not engage in conduct that subverts or attempts to subvert the BAT process. Conduct
3489 that subverts or attempts to subvert the BAT process includes:

- 3490 1. Removing BAT materials from the examination room.
3491 2. Reproducing or reconstructing any portion of the BAT.
3492 3. Aiding by any means in the reproduction of any portion of the BAT.
3493 4. Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a past, current,
3494 or future BAT.
3495 5. Revealing test questions or other information that would compromise the integrity of the BAT.
3496 6. Possession of altered BAT official documents including student performance reports.

3497 (d) The applicant shall not violate the standards of the BAT test administration. Violations of test
3498 administration include:

- 3499 1. Communication with any other applicant during the administration of the BAT.
3500 2. Copying answers from another applicant or intentionally allowing one's answers to be copied by another
3501 applicant during the administration of the BAT.
3502 3. Having in one's possession during the administration of the BAT, any books, notes, written, or printed
3503 materials or data of any kind.
3504 4. Failing to comply with the BAT administrator's instructions.

3505 (e) The applicant shall not violate the applicant identification process. Conduct that violates the applicant
3506 identification process is as follows:

- 3507 1. Falsifying or misrepresenting information required for admission to the BAT.
3508 2. Impersonating an applicant.
3509 3. Having an impersonator take the BAT on one's behalf.
3510 4. Disrupting the test administration.

3511 (f) Any violation of the provisions of this rule section shall be documented in writing and submitted to
3512 Commission staff within seven days to the Florida Department of Law Enforcement, Criminal Justice
3513 Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302, address set forth in subsection 11B-
3514 35.001(17), F.A.C.

3515 (g) When the Commission finds that an applicant has committed an act that violates paragraphs (1)(c)-(e) of
3516 this rule section, the Commission shall impose one or more of the following sanctions:

- 3517 1. Declare the applicant has failed the BAT;

Comment [GJ138]:

11B-35.0011(1)(f):

Description of the Revision: Removes the reference to a specific rule subsection and replaces it with the FDLE mailing address.

Why the rule is being revised: Includes the FDLE mailing address to which an applicant must submit violations in writing and removes the specific rule reference to eliminate frequent changes in the future.

Revised by: Stacy Lehman

3518 2. Require the applicant to forfeit the application fee;
3519 3. Declare the applicant ineligible to apply to take the BAT in any discipline for a period of five years;
3520 4. Deny certification by the Commission pursuant to Rule 11B-27.007, F.A.C.;
3521 5. Take action against any currently held Commission certification pursuant to Rule 11B-27.0011 and
3522 subsection 11B-27.005(5), F.A.C.
3523 (h) A passing score on a Commission-approved Basic Abilities Test is valid four years from the date of the
3524 test.
3525 (2) Requests for accommodations pursuant to the American with Disabilities Act shall be governed by
3526 subsection 11B-30.0071(4), F.A.C. Determinations as to eligibility for accommodations shall be made by the
3527 individual BAT providers on a case-by-case basis.
3528 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.17 FS. History—New 7-29-01.
3529 Amended 11-5-02, 11-30-04, 3-21-07, 6-9-08, 5-21-12, 3-13-13, 5-29-14, 9-4-16.

3530 **11B-35.002 Basic Recruit Training Programs for Law Enforcement, Correctional, and Correctional**
3531 **Probation.**

3532 (1) There are established by the Criminal Justice Standards and Training Commission, Basic Recruit Training
3533 Programs (BRTP) that provide the minimum required knowledge and proficiency skills necessary for officer
3534 employment and certification pursuant to Sections 943.10(1) - (3), F.S. Individuals who apply for employment as a
3535 Florida law enforcement, correctional, or correctional probation officer, shall successfully complete one of the
3536 following Commission-approved Basic Recruit Training Programs:

(a)	Law Enforcement Discipline			
	Program Number	Basic Recruit Training Programs	Program Hours	Retired (R) Effective (E) Updated (U)
1.	002	Traditional Law Enforcement BRTP	672	R-6/30/04
2.	224	CMS Application-Based Law Enforcement BRTP	770	R-3/31/08
1-3.	1177	Florida CMS Law Enforcement BRTP	770	E-4/1/08 R-6/30/14
4.	222	Traditional Correctional Cross-Over Training to Traditional Law Enforcement BRTP	172	R-3/31/05
5.	1143	Traditional Correctional Cross-Over Training to CMS Application-Based Law Enforcement BRTP	444	R-3/31/08

Comment [GJ139]:
11B-35.002(1)(a):
Description of the Revision: Removes "Updated (U)" from the column header and revises the paragraph numbering of Rule 11B-35.002(1)(a)1.-15., F.A.C.
Why the rule is being revised: Revises the column header to remove "Updated (U)" from the field because the Criminal Justice Professionalism (CJP) Division will no longer track course and program updates in the rule; and revises the paragraph numbering of Rule 11B-35.002(1)(a)1.-15., F.A.C., because paragraphs #1, 2, 4, 5, 8, 9, and 11 were removed.
Revised by: Glenn Koenig

Comment [GJ140]:
11B-35.002(1)(a)1.-2.:
Description of the Revision: Deletes the retired Traditional Law Enforcement BRTP number 002 and CMS Application-Based Law Enforcement BRTP number 224 from the list of Basic Recruit Training Programs.
Why the rule is being revised: Removes the Traditional Law Enforcement BRTP number 002 and CMS Application-Based Law Enforcement BRTP number 224 from the list of Law Enforcement Basic Recruit Training Programs because the programs have been retired for more than four years.
Revised by: Glenn Koenig

Comment [GJ141]:
11B-35.002(1)(a)4.-5.:
Description of the Revision: Deletes the retired Traditional Correctional Cross-Over Training to Traditional Law Enforcement BRTP number 222 and Traditional Correctional Cross-Over Training to CMS Application-Based Law Enforcement BRTP number 1143.
Why the rule is being revised: Removes the Traditional Correctional Cross-Over Training to Traditional Law Enforcement BRTP number 222 and Traditional Correctional Cross-Over Training to CMS Application-Based Law Enforcement BRTP number 1143 from the list of Law Enforcement Basic Recruit Training Programs because the programs have been retired for more than four years.
Revised by: Glenn Koenig

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2.6.	1178	Correctional Officer Cross-Over Training to Florida CMS Law Enforcement BRTP	457	E-4/1/08 R-6-30-12
3.7.	1191	Correctional Officer Cross-Over Training to Florida CMS Law Enforcement BRTP	489	E-7/1/12 R-6-30-14
8.	223	Traditional Correctional Probation Cross-Over Training to Traditional Law Enforcement BRTP	412	R-3/31/06
9.	1157	Traditional Correctional Probation Cross-Over Training to CMS Application-Based Law Enforcement BRTP	554	R-3/31/08
4.10.	1179	Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement BRTP	579	E-4/1/08 U-7/1/12 R-6-30-14
11.	211	Law Enforcement Auxiliary Officer BRTP	317	R-3/31/08
5.12.	1180	CMS Law Enforcement Auxiliary Officer BRTP	319	E-4/1/08
6.13.	2000	Florida Law Enforcement Academy	770	E-7/1/14
7.14.	2003	Correctional Officer Cross-Over Training to Florida Law Enforcement Academy	515	E-7/1/14
8.15.	2004	Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Academy	567	E-7/1/14

Comment [GJ142]:**11B-35.002(1)(a)8.-9.:**

Description of the Revision: Deletes the retired Traditional Correctional Probation Cross-Over Training to Traditional Law Enforcement BRTP number 223 and Traditional Correctional Probation Cross-Over Training to CMS Application-Based Law Enforcement BRTP number 1157.

Why the rule is being revised: Removes the Traditional Correctional Probation Cross-Over Training to Traditional Law Enforcement BRTP number 223 and Traditional Correctional Probation Cross-Over Training to CMS Application-Based Law Enforcement BRTP number 1157 from the list of Law Enforcement Basic Recruit Training Programs because the programs have been retired for more than four years.

Revised by: Glenn Koenig

Comment [GJ143]:**11B-35.002(1)(a)10.:**

Description of the Revision: Deletes the updated (U) date from the Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement BRTP number 1179.

Why the rule is being revised: Removes the date the Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement BRTP number 1179 was updated because the Criminal Justice Professionalism (CJP) Division will no longer track course and program updates in the rule.

Revised by: Glenn Koenig

Comment [GJ144]:**11B-35.002(1)(a)11.:**

Description of the Revision: Deletes the retired Law Enforcement Auxiliary Officer BRTP number 211.

Why the rule is being revised: Removes the Law Enforcement Auxiliary Officer BRTP number 211 from the list of Law Enforcement Basic Recruit Training Programs because the program has been retired for more than four years.

Revised by: Glenn Koenig

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(b)	Correctional Discipline			
	Program Number	Basic Recruit Training Programs	Program Hours	Retired (R) Effective (E) Updated (U)
1.	502	Traditional Correctional BRTP	552	R-6/30/12
2.	555	Traditional Law Enforcement Cross-Over Training to Traditional Correctional BRTP	156	R-3/31/06
3.	556	Traditional Correctional Probation Cross-Over Training to Traditional Correctional BRTP	256	R-3/31/08
4.	1155	CMS Application-Based Law Enforcement Cross-Over Training to Traditional Correctional BRTP	199	R-3/31/08
2.5.	1181	Law Enforcement Officer Cross-Over Training to Traditional Correctional BRTP	199	R-6/30/12
3.6.	1192	Law Enforcement Officer Cross-Over Training to Florida CMS Correctional BRTP	156	E-7/1/12 R-6/30/14
4.7.	1182	Correctional Probation Officer Cross-Over Training to Traditional Correctional BRTP	256	R-6/30/12
5.8.	1193	Correctional Probation Officer Cross-Over Training to Florida CMS Correctional BRTP	250	E-7/1/12
6.9.	501	Correctional Auxiliary Officer BRTP To become certified as a Correctional Auxiliary Officer, pursuant to subsection 11B-35.003(8), F.A.C., a basic recruit student shall complete the Florida CMS Correctional BRTP, pursuant to paragraph (5)(h)(g) of this rule section.	254	R-6/30/12
7.10.	1190	Florida CMS Correctional BRTP	420	E-7/1/12
8.11.	2005	Law Enforcement Officer Cross-Over Training to Florida CMS Correctional BRTP	172	E-7/1/14

Comment [GJ145]:**11B-35.002(1)(b):**

Description of the Revision: Removes "Updated (U)" from the column header and revises the paragraph numbering of Rule 11B-35.002(1)(b)2.-11., F.A.C.

Why the rule is being revised: Revises the column header to remove "Updated (U)" from the field because the Criminal Justice Professionalism (CJP) Division will no longer track course and program updates in the rule; and revises the paragraph numbering of Rule 11B-35.002(1)(b)5.-11., F.A.C., because paragraphs # 2-4 were removed.

Revised by: Glenn Koenig**Comment [GJ146]:****11B-35.002(1)(b)2.-4.:**

Description of the Revision: Deletes the retired Traditional Law Enforcement Cross-Over Training to Traditional Correctional BRTP number 555, Traditional Correctional Probation Cross-Over Training to Traditional Correctional BRTP number 556, and CMS Application-Based Law Enforcement Cross-Over Training to Traditional Correctional BRTP number 1155.

Why the rule is being revised: Removes the Traditional Law Enforcement Cross-Over Training to Traditional Correctional BRTP number 555, Traditional Correctional Probation Cross-Over Training to Traditional Correctional BRTP number 556, and CMS Application-Based Law Enforcement Cross-Over Training to Traditional Correctional BRTP number 1155 from the list of Correctional Basic Recruit Training Programs because the programs have been retired for more than four years.

Revised by: Glenn Koenig**Comment [GJ147]:****11B-35.002(1)(b)6.:**

Description of the revision: Updates the sub-paragraph reference in Rule 11B-35.003(8), F.A.C., and changes it from (g) to (h).

Why the rule is being revised: Updates the sub-paragraph reference for consistency with other rule language cited in Rule 11B-35.003(8), F.A.C.

Revised by: Glenn Koenig

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(c)	Correctional Probation Discipline			
	Program Number	Basic Recruit Training Programs	Program Hours	Retired (R) Effective (E) Updated (U)
1-	602	Traditional Correctional Probation BRTP	412	R-8/31/07
1,2-	1176	Florida Correctional Probation BRTP	449	E-4/1/08 U-7/1/12
3-	667	Traditional Correctional Cross-Over Training to Traditional Correctional Probation BRTP	172	R-3/31/08
4-	660	Traditional Law Enforcement Cross-Over Training to Traditional Correctional Probation BRTP	134	R-3/31/06
5-	1156	CMS Application-Based Law Enforcement Cross-Over Training to Traditional Correctional Probation BRTP	112	R-3/31/08

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Comment [GJ148]:**11B-35.002(1)(c):****Description of the Revision:** Removes "Updated (U)" from the column header and revises the paragraph numbering of Rule 11B-35.002(1)(c)1.-8.**Why the rule is being revised:** Revises the column header to remove "Updated (U)" from the field because the Criminal Justice Professionalism (CJP) Division will no longer track course and program updates in the rule; and revises the paragraph numbering of Rule 11B-35.002(1)(c)1.-8., because paragraphs # 1 and 3-5 were removed.**Revised by:** Glenn Koenig**Comment [GJ149]:****11B-35.002(1)(c)1.:****Description of the Revision:** Deletes the retired Traditional Correctional Probation BRTP number 602.**Why the rule is being revised:** Removes the Traditional Correctional Probation BRTP number 602 from the list of Correctional Probation Basic Recruit Training Programs because the program has been retired for more than four years.**Revised by:** Glenn Koenig**Comment [GJ150]:****11B-35.002(1)(c)2.:****Description of the Revision:** Deletes the updated (U) date from the Florida Correctional Probation BRTP number 1176.**Why the rule is being revised:** Removes the date the Florida Correctional Probation BRTP number 1176 was updated because the Criminal Justice Professionalism (CJP) Division will no longer track course and program updates in the rule.**Revised by:** Glenn Koenig**Comment [GJ151]:****11B-35.002(1)(c)3.-5.:****Description of the Revision:** Deletes the retired Traditional Correctional Cross-Over Training to Traditional Correctional Probation BRTP number 667, Traditional Law Enforcement Cross-Over Training to Traditional Correctional Probation BRTP number 660, and CMS Application-Based Law Enforcement Cross-Over Training to Traditional Correctional Probation BRTP number 1156.**Why the rule is being revised:** Removes the Traditional Correctional Cross-Over Training to Traditional Correctional Probation BRTP number 667, Traditional Law Enforcement Cross-Over Training to Traditional Correctional Probation BRTP number 660, and CMS Application-Based Law Enforcement Cross-Over Training to Traditional Correctional Probation BRTP number 1156 from the list of Correctional Probation Basic Recruit Training Programs because the programs have been retired for more than four years.**Revised by:** Glenn Koenig

2.6.	1183	Correctional Officer Cross-Over Training to Florida Correctional Probation BRTP	194	E-4/1/08 U-7/1/12
3.7.	1184	Law Enforcement Officer Cross-Over Training to Florida Correctional Probation BRTP	130	E-4/1/08 U-7/1/12 R-6/30/14
4.8.	NA	Correctional Probation Auxiliary BRTP; there is no course. To become certified as a Correctional Probation Auxiliary Officer, pursuant to subsection 11B-35.003(8)(7), F.A.C., a basic recruit student shall complete the Correctional Probation BRTP, pursuant to paragraph (5)(d)(e) of this rule section.	NA	NA

Comment [GJ152]:**11B-35.002(1)(c)6.-7.:**

Description of the Revision: Deletes the updated (U) date from the Correctional Officer Cross-Over Training to Florida Correctional Probation BRTP number 1183 and Law Enforcement Officer Cross-Over Training to Florida Correctional Probation BRTP number 1184.

Why the rule is being revised: Removes the date the Correctional Officer Cross-Over Training to Florida Correctional Probation BRTP number 1183 and Law Enforcement Officer Cross-Over Training to Florida Correctional Probation BRTP number 1184 were updated because the Criminal Justice Professionalism (CJP) Division will no longer track course and program updates in the rule.

Revised by: Glenn Koenig

Comment [GJ153]:**11B-35.002(1)(c)8.:**

Description of the revision: Updates the rule reference.

Why the rule is being revised: Updates the rule reference.

Revised by: Glenn Koenig

Comment [GJ154]:**11B-35.002(5):**

Description of the revision: Revises the sub-paragraphs in Rule 11B-35.002(5)(a)-(h), F.A.C.

Why the rule is being revised: Changes the sub-paragraphs because of the updated list of Commission-approved Basic Recruit Training Programs outlined in Rule 11B-35.002(5)(a)-(h), F.A.C.

Revised by: Glenn Koenig

Comment [GJ155]:**11B-35.002(5)(a):**

Description of the Revision: Deletes the retired Traditional Law Enforcement BRTP number 002 from the list of Basic Recruit Training Programs.

Why the rule is being revised: Removes the Traditional Law Enforcement BRTP number 002 from the list of Basic Recruit Training Programs because the programs have been retired for more than four years.

Revised by: Glenn Koenig

Comment [GJ156]:**11B-35.002(5)(c)-(d):**

Description of the revision: Deletes the retired Traditional Correctional Probation BRTP number 602 and CMS Application-Based Law Enforcement BRTP number 224.

Why the rule is being revised: Removes the Traditional Correctional Probation BRTP number 602 and CMS Application-Based Law Enforcement BRTP number 224 because the programs have been retired for more than four years.

Revised by: Glenn Koenig

3547 (2)(a) Within four years of the beginning date of a Commission-approved Basic Recruit Training Program, an
3548 individual shall successfully complete the program, achieve a passing score on the applicable State Officer
3549 Certification Examination (SOCE) pursuant to Rule 11B-30.0062, F.A.C., and gain employment and certification as
3550 an officer.

3551 (b) An individual who fails to comply with the requirements in paragraph (2)(a) of this rule section for the
3552 discipline in which the training was completed, within four years of the date of beginning such training, shall as a
3553 condition for obtaining employment comply with the following:

3554 1. Successfully complete the applicable Commission-approved Basic Recruit Training Program pursuant to
3555 Rule 11B-35.002, F.A.C.; and

3556 2. Achieve a passing score on the applicable State Officer Certification Examination pursuant to Rule
3557 11B-30.0062, F.A.C.

3558 (3) Each training school that offers a Commission-approved Basic Recruit Training Program, pursuant to this
3559 rule section, shall deliver all course materials included in the program. Delivery of the course materials shall
3560 comply with the requirements set forth in the Commission's approved Basic Recruit Training Curriculum.

3561 (4) A basic recruit student shall successfully complete all courses in a Commission-approved Basic Recruit
3562 Training Program to be eligible to take the applicable State Officer Certification Examination for the discipline.

3563 (5) Commission-approved Basic Recruit Training Programs. Pursuant to Section 943.12, F.S., Commission-
3564 approved Basic Recruit Training Programs establish the minimum required entry-level training for law enforcement,
3565 correctional, and correctional probation officers. Individuals who are requesting employment as an officer, and have
3566 not had previous basic recruit training or have not been certified as an officer in the discipline for which certification
3567 is sought, and have met the requirements of Sections 943.13(1)-(8) and (11), 943.14(7), and 943.17(1)(g), F.S., shall
3568 successfully complete a Commission-approved Basic Recruit Training Program pursuant to this rule section. The
3569 Commission's Basic Recruit Training Programs are:

3570 ~~(a) Traditional Law Enforcement Basic Recruit Training Program number 002 (Retired June 30, 2004).~~

3571 ~~(a)(b) Traditional Correctional Basic Recruit Training Program number 502 (Retired June 30, 2012).~~

3572 ~~(c) Traditional Correctional Probation Basic Recruit Training Program number 602 (Retired August 31, 2007).~~

3573 ~~(d) CMS Application-Based Law Enforcement Basic Recruit Training Program number 224 (Retired March~~
3574 ~~31, 2008).~~

3575 ~~(b)(e) Florida CMS Law Enforcement Basic Recruit Training Program number 1177 (Retired June 30, 2014).~~

3576

3577 ~~(c)~~ Florida Law Enforcement Academy number 2000 (Effective July 1, 2014):

	Course Name	Course Hours
1.	Introduction to Law Enforcement	10
2.	Legal	62
3.	Interactions in a Diverse Community	40
4.	Interviewing and Report Writing	56
5.	Fundamentals of Patrol	35
6.	Calls for Service	36
7.	Criminal Investigations	50
8.	Crime Scene to Courtroom	35
9.	Critical Incidents	44
10.	Traffic Stops	30
11.	DUI Traffic Stops	24
12.	Traffic Crash Investigations	32
13.	CMS Law Enforcement Vehicle Operations	48
14.	CMS First Aid for Criminal Justice Officers	40
15.	CMS Criminal Justice Firearms	80
16.	CMS Criminal Justice Defensive Tactics	80
17.	Dart-Firing Stun Gun	8
18.	Criminal Justice Officer Physical Fitness Training	60
	TOTAL	770

3578 ~~(d)~~ Florida Correctional Probation Basic Recruit Training Program number 1176, Version 2008.04 (Effective ~~July 1, 2012~~)
 3579 ~~April 1, 2008~~ ~~July 1, 2012~~):

	Course Name	Course Hours
1.	Correctional Probation Legal	57
2.	Correctional Probation Interpersonal Communication Skills	44
3.	Correctional Probation Caseload Management	40
4.	Correctional Probation Supervision	88
5.	Correctional Probation Investigations	39
6.	Correctional Probation Management Information Systems	27
7.	CMS Criminal Justice Defensive Tactics	80
8.	CMS First Aid for Criminal Justice Officers	40
9.	Criminal Justice Officer Physical Fitness Training	34
	TOTAL	449

Comment [GJ157]:

11B-35.002(5)(g):

Description of the revision: Revises the effective date of the Florida Correctional Probation Basic Recruit Training Program number 1176, Version 2008.04, and changes it from July 1, 2012 to April 1, 2008.

Why the rule is being revised: Corrects the effective date of the Florida Correctional Probation Basic Recruit Training Program number 1176, Version 2008.04, and changes it from July 1, 2012 to April 1, 2008, which is the date the Commission approved the program.

Revised by: Glenn Koenig

Rule 11B-35.002

111

Effective 9-4-16

**Training Programs: Basic Recruit Training
 Programs for Law Enforcement, Correctional,
 and Correctional Probation**

3580 ~~(e)(4)~~ Florida CMS Correctional Basic Recruit Training Program number 1190, (Effective July 1, 2012):

	Course Name	Course Hours
1.	Introduction to Corrections	32
2.	Communications	40
3.	Officer Safety	16
4.	Facility and Equipment	8
5.	Intake and Release	18
6.	Supervising in a Correctional Facility	40
7.	Supervising Special Populations	20
8.	Responding to Incidents and Emergencies	16
9.	CMS First Aid for Criminal Justice Officers	40
10.	CMS Criminal Justice Firearms	80
11.	CMS Criminal Justice Defensive Tactics	80
12.	Officer Wellness and Physical Abilities	30
	TOTAL	420

3581 (6) Commission-approved Basic Recruit Cross-Over Training Programs. The Commission has established
 3582 basic recruit cross-over training programs to provide lateral movement of officers between criminal justice
 3583 disciplines.

3584 (a) Officers entering a basic recruit cross-over training program shall comply with the employment
 3585 requirements of Section 943.1395(3), F.S., and subsections 11B-27.002(4) and 11B-35.002(2), F.A.C.; and

3586 (b) An applicant requesting to attend a Commission-approved Basic Recruit Cross-Over Training Program
 3587 shall:

3588 1. Be an active certified officer in the discipline the officer is moving from; or

3589 2. ~~Have not been separated from employment in the discipline the officer is moving from for more than~~
 3590 ~~four years; or~~

3591 ~~3.2. Within four years of the beginning date of the Commission-approved Basic Recruit Training Program for~~
 3592 ~~the discipline the officer is moving from, have successfully completed the # Commission-approved Basic Recruit~~
 3593 ~~Training Program and passed the State Officer Certification Examination (SOCE), within four years, for the~~
 3594 ~~discipline the officer is moving from.~~

3595 (c) A Commission-approved Basic Recruit Cross-Over Training Program requires that an officer comply with
 3596 Section 943.17(1)(g), F.S., successfully complete the required courses in the cross-over training program for the
 3597 discipline in which cross-over certification is being requested, successfully complete the applicable high-liability
 3598 training requirements pursuant to subsection (6) of this rule section, if applicable, and achieve a passing score on the
 3599 applicable State Officer Certification Examination pursuant to Rule 11B-30.0062, F.A.C.

3600 (d) Law Enforcement Cross-Over Basic Recruit Training Programs.

3601 ~~1. Traditional Correctional Cross-Over to CMS Application-Based Law Enforcement Basic Recruit Training~~
 3602 ~~Program number 1143 (Retired March 31, 2008).~~

3603 ~~2. Traditional Correctional Probation Cross-Over to CMS Application-Based Law Enforcement Basic Recruit~~
 3604 ~~Training Program number 1157 (Retired March 31, 2008).~~

3605

Comment [GJ158]:

11B-35.002(6)(b)2.:

Description of the revision: Revised to allow an individual who is not currently employed in a sworn position to qualify to attend a cross-over course.

Why the rule is being revised: Changes the rule to allow an individual who may have been employed in a discipline for many years but had retired or otherwise left employment, to be eligible to attend a cross-over course that if they had entered the cross-over course prior to leaving employment, they would have been eligible.

Revised by: Terry Baker

Comment [GJ159]:

11B-35.002(6)(b)3.:

Description of the revision: Revised to clearly identify the four year time frame in which an applicant who completes a Basic Recruit Training Program can qualify to attend a cross-over course.

Why the rule is being revised: Specifies when the four year period begins for an individual to enter a cross-over course if they have only completed a Commission-approved Basic Recruit Training Program.

Revised by: Terry Baker

Comment [GJ160]:

11B-35.002(6)(d):

Description of the revision: Revises the subparagraph numbering in Rule 11B-35.002(5)(d)1.-7., F.A.C., because #1. and 2. were removed.

Why the rule is being revised: Changes the subparagraph numbering because of the updated list of Commission-approved Law Enforcement Cross-Over Basic Recruit Training Programs outlined in Rule 11B-35.002(5)(d)1.-7., F.A.C.

Revised by: Glenn Koenig

Comment [GJ161]:

11B-35.002(6)(d)1.-2.:

Description of the revision: Deletes the retired Traditional Correctional Cross-Over to CMS Application-Based Law Enforcement BRTP number 1143 and Traditional Correctional Probation Cross-Over CMS Application-Based Law Enforcement BRTP number 1157.

Why the rule is being revised: Removes the Traditional Correctional Cross-Over to CMS Application-Based Law Enforcement BRTP number 1143 and Traditional Correctional Probation Cross-Over CMS Application-Based Law Enforcement BRTP number 1157 because the programs have been retired for more than four years.

Revised by: Glenn Koenig

3606 ~~1.3-~~ Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training
 3607 Program number 1178 (Retired June 30, 2012).

3608 ~~2.4-~~ Correctional Officer Cross-Over Training to Florida Law Enforcement Academy number 2003 (Effective
 3609 July 1, 2014). An individual, who has successfully completed the Correctional Basic Recruit Training Program and
 3610 passed the SOCE, shall complete the following courses to satisfy the training requirements to become a law
 3611 enforcement officer:

	Course Title	Course Hours
a.	Overview of Law Enforcement	64
b.	Interactions In Crisis Situations	10
c.	Reporting Procedures	32
d.	Fundamentals Of Patrol	35
e.	Calls For Service	36
f.	Criminal Investigations	50
g.	Crime Scene To Courtroom	35
h.	Critical Incidents	44
i.	Traffic Stops	30
j.	DUI Traffic Stops	24
k.	Traffic Crash Investigations	32
l.	Cross-Over Program Updates	8
m.	CMS Law Enforcement Vehicle Operations	48
n.	Dart-Firing Stun Gun	8
o.	Cross-Over Handgun Transition Course	24
p.	Correctional Cross-over to Law Enforcement Officer Wellness	35
	TOTAL	515

3612 ~~3.5-~~ Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training
 3613 Program number 1191 (Retired June 30, 2014).

3614 ~~4.6-~~ Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Academy number 2004
 3615 (Effective July 1, 2014). An individual who has successfully completed the Correctional Probation Basic Recruit
 3616 Training Program and passed the SOCE, shall complete the following courses to satisfy the training requirements to
 3617 become a law enforcement officer:

	Course Title	Course Hours
a.	Overview of Law Enforcement	64
b.	Law Enforcement Report Writing	28
c.	Fundamentals of Patrol	35
d.	Responding to Calls for Service	47
e.	Criminal Investigations	50
f.	Crime Scene Procedures	27

g.	Critical Incidents	44
h.	Traffic Stops	30
i.	DUI Traffic Stops	24
j.	Traffic Crash Investigations	32
k.	Cross-Over Program Updates	8
l.	CMS Law Enforcement Vehicle Operations	48
m.	Dart-Firing Stun Gun	8
n.	CMS Criminal Justice Firearms	80
o.	Correctional Probation Cross-Over to Law Enforcement Officer Wellness	42
	TOTAL	567

3618 ~~5.7~~ Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit
3619 Training Program number 1179 (Retired June 30, 2014).

3620 (e) Correctional Cross-Over Basic Recruit Training Programs.

3621 ~~1. CMS Application-Based Law Enforcement Cross-Over to Traditional Correctional Basic Recruit Training~~
3622 ~~Program number 1155 (Retired March 31, 2008).~~

3623 ~~2. Traditional Correctional Probation Cross-Over to Traditional Correctional Basic Recruit Training Program~~
3624 ~~number 556 (Retired March 31, 2008).~~

3625 ~~1.3~~ Law Enforcement Officer Cross-Over Training to Traditional Correctional Basic Recruit Training Program
3626 number 1181 (Retired June 30, 2012).

3627 ~~2.4~~ Law Enforcement Officer Cross-Over Training to Florida CMS Correctional Basic Recruit Training
3628 Program number 2005 (Effective July 1, 2014). An individual, who has successfully completed the Law
3629 Enforcement Officer Basic Recruit Training Program and passed the SOCE, shall complete the following courses to
3630 satisfy the training requirements to become a correctional officer:

Course Title	Course Hours
Overview of Corrections	14
Officer Safety	16
Facility and Equipment	8
Intake and Release	18
Supervising in a Correctional Facility	40
Supervising Special Populations	20
Law Enforcement Cross-Over to Correctional Responding to Incidents and Emergencies	12
Cross-Over Program Updates	8
Cross-Over Handgun Transition Course	24
Law Enforcement Cross-over to Correctional Officer Wellness	12
TOTAL	172

Comment [GJ162]:

11B-35.002(6)(e)1.-7.:

Description of the revision: Deletes the retired CMS Application-Based Law Enforcement Cross-Over to Traditional Correctional BRTP number 1155 and Traditional Correctional Probation Cross-Over to Traditional Correctional BRTP number 556; and rennumbers subparagraphs in Rule 11B-35.002(6)(e), F.A.C.

Why the rule is being revised: Removes the CMS Application-Based Law Enforcement Cross-Over to Traditional Correctional BRTP number 1155 and Traditional Correctional Probation Cross-Over to Traditional Correctional BRTP number 556 because the programs have been retired for more than four years; and rennumbers subparagraphs in Rule 11B-35.002(6)(e), F.A.C.

Revised by: Glenn Koenig

3633 ~~3.5~~ Law Enforcement Officer Cross-Over Training to Florida CMS Correctional BRTP number 1192 (Retired
3634 June 30, 2014).

3635 ~~4.6~~ Correctional Probation Officer Cross-Over Training to Traditional Correctional Basic Recruit Training
3636 Program number 1182 (Retired June 30, 2012).

3637 ~~5.7~~ Correctional Probation Officer Cross-Over Training to Florida CMS Correctional Basic Recruit Training
3638 Program number 1193 (Effective July 1, 2012). An individual, who has successfully completed the Correctional
3639 Probation Officer Basic Recruit Training Program and passed the SOCE, shall complete the following courses to
3640 satisfy the training requirements to become a correctional officer:

	Course Name	Course Hours
a.	Introduction to Corrections	32
b.	Correctional Probation Cross-Over to Correctional Radio Communications and Searches	10
c.	Facility and Equipment	8
d.	Intake and Release	18
e.	Supervising in a Correctional Facility	40
f.	Supervising Special Populations	20
g.	Responding to Incidents and Emergencies	16
h.	Cross-Over Program Updates	8
i.	CMS Criminal Justice Firearms	80
j.	Correctional Probation Cross-Over to Correctional Officer Wellness	18
	TOTAL	250

3641 (f) Correctional Probation Cross-Over Basic Recruit Training Programs.

3642 1. Traditional Correctional Cross-Over to Traditional Correctional Probation Basic Recruit Training Program
3643 number 667 (Retired March 31, 2008).

3644 2. CMS Application-Based Law Enforcement Cross-Over to Traditional Correctional Probation Basic Recruit
3645 Training Program number 1156 (Retired March 31, 2008).

3646 3. Law Enforcement Officer Cross-Over Training to Florida Correctional Probation Basic Recruit Training
3647 Program number 1184 (Retired June 30, 2014).

3648 4. A law enforcement officer who requests certification as a correctional probation officer shall successfully
3649 complete the Correctional Probation BRTP and pass the SOCE to satisfy the training requirements.

3650

3651 5. Correctional Officer Cross-Over Training to Florida Correctional Probation Basic Recruit Training
 3652 Program number 1183 (Effective ~~April 1, 2008~~ July 1, 2012). An individual who has successfully completed the
 3653 Correctional Basic Recruit Training Program and passed the SOCE, shall complete the following courses to satisfy
 3654 the training requirements to become a correctional probation officer:

	Course Name	Course Hours
a.	Correctional Cross-Over to Correctional Probation Legal and Communications	18
b.	Correctional Cross-Over to Correctional Probation Supervision	57
c.	Correctional Cross-Over to Correctional Probation Investigations	30
d.	Correctional Probation Management Information Systems	27
e.	Correctional Probation Caseload Management	40
g.	Cross-Over Program Updates	8
h.	Correctional Cross-Over to Correctional Probation Officer Wellness	14
	TOTAL	194

3655 Rulemaking Authority 943.03(4), 943.12(1), (2), 943.17 FS. Law Implemented 943.12, 943.17 FS. History--New
 3656 12-13-92, Amended 1-10-94, 8-7-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07,
 3657 6-9-08, 9-28-09, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

Comment [GJ163]:

11B-35.002(6)(f)5.:

Description of the revision: Revises the effective date of the Correctional Officer Cross-Over Training to Florida Correctional Probation Basic Recruit Training Program number 1183, and changes it from July 1, 2012 to April 1, 2008.

Why the rule is being revised: Corrects the effective date of the Correctional Officer Cross-Over Training to Florida Correctional Probation Basic Recruit Training Program number 1183, and changes it from July 1, 2012 to April 1, 2008, which is the date the Commission approved the program.

Revised by: Glenn Koenig

3658 **11B-35.0021 Courses and Requirements for Basic Recruit Training, Advanced, Specialized, and**
3659 **Instructor Training Requiring Proficiency Demonstration.**

3660 (1) High-Liability Basic Recruit Training Program Courses:

3661 (a) CMS Criminal Justice Firearms.

3662 (b) CMS Law Enforcement Vehicle Operations.

3663 (c) CMS Criminal Justice Defensive Tactics.

3664 (d) CMS First Aid for Criminal Justice Officers.

3665 (e) Cross-Over Handgun Transition Course.

3666 (2) DUI Traffic Stops.

3667 (3) High-Liability Instructor Training Courses:

3668 (a) CMS Firearms Instructor Course, number 801.

3669 (b) CMS Vehicle Operations Instructor Course, number 800.

3670 (c) CMS Defensive Tactics Instructor Course, number 802.

3671 (d) CMS First Aid Instructor Course, number 1114.

3672 (4) Specialized Instructor Courses:

3673 (a) Speed Measurement Instructor Course, number 1159.

3674 (b) Breath Test Instructor Course, number 1110.

3675 (c) Breath Test Instructor Renewal Course, number 1111.

3676 (d) Canine Team Training Instructor Course, number 1199.

3677 (5) Advanced Training Program Courses:

3678 (a) Speed Measurement Course, number 1158.

3679 (b) Underwater Police Science and Technology course, number 077.

3680 (6) Specialized Training Program Courses:

3681 (a) Canine Team Training Course, number 1198.

3682 (b) Safe Handling of Firearms course, number 2007.

3683 (7) Applicants shall complete the training requirements set forth in subsections 11B-20.0014(2)-(3), F.A.C., to
3684 become certified by the Commission to instruct in the topics of firearms, vehicle operations, defensive tactics, first
3685 aid, speed measurement, canine, diving, and breath test.

3686 (8) Instructor to student ratios for instruction of proficiency skills in High-Liability Basic Recruit Training
3687 Program Courses, DUI Traffic Stops, High-Liability Instructor Training Courses, Specialized Instructor Courses,
3688 Advanced Training Program Courses, and Specialized Training Program Courses, requiring proficiency
3689 demonstration.

3690 (a) For instruction of the CMS Criminal Justice Firearms Course, Cross-Over Handgun Transition Course,
3691 CMS Firearms Instructor Course, or Safe Handling of Firearms course, there shall be no more than six students
3692 actively engaged on a firearms range for each Commission-certified firearms instructor. One rangemaster shall
3693 supervise all range activity while training is actively engaged. The rangemaster shall be a Commission-certified
3694 firearms instructor and shall not be included as an instructor to comply with the instructor to student ratio
3695 requirements. Discretionary course of fire shall be conducted with a one-to-one instructor to student ratio. Actively
3696 engaged is defined as "a student on the firing range handling a weapon."

3697

Comment [GJ164]:

11B-35.0021(7):

Description of the revision: Adds "canine" and "diving" to the list of instructor certification topics.

Why the rule is being revised: Adds the reference of "canine" and "diving" to the list of instructor certification topics as outlined in subsections 11B20.0014(2)-(3), F.A.C.

Revised by: Glenn Koenig

3698 (b) For instruction of the CMS Law Enforcement Vehicle Operations Course or CMS Vehicle Operations
3699 Instructor Course, there shall be at least one Commission-certified vehicle operations instructor for each vehicle
3700 actively engaged on a driving range. One rangemaster shall supervise all range activity while training is actively
3701 engaged. Actively engaged is defined as "a vehicle that is at the point between the start and end of an exercise."
3702 Returning from or being in route to a driving range or course shall not be considered as actively engaged. The
3703 rangemaster shall be a Commission-certified vehicle operations instructor and shall not be included as an instructor
3704 to comply with the instructor to vehicle ratio requirements.

3705 (c) For instruction of the CMS Criminal Justice Defensive Tactics Course or CMS Defensive Tactics Instructor
3706 Course, there shall be one lead defensive tactics instructor that shall be counted in the instructor to student ratio of
3707 one Commission-certified defensive tactics instructor for every eight students actively engaged in defensive tactics.
3708 Actively engaged is defined as "a student engaged in the practical performance of any one of the approved defensive
3709 tactics techniques."

3710 (d) For instruction of the CMS First Aid for Criminal Justice Officers Course and CMS First Aid Instructor
3711 Course, at least one Commission-certified CMS First Aid Instructor shall be required for every ten students actively
3712 engaged in the practical and performance areas of the training. Actively engaged is defined as "a student involved
3713 in the practical performance of any first aid skills training." CPR instructors, who possess an active CPR instructor
3714 certification from the American Heart Association (AHA), American Red Cross (ARC), American Safety & Health
3715 Institute (ASHI), or other entity referenced in Rule 64J-1.022, F.A.C., are permitted to instruct CPR only in the
3716 CMS First Aid for Criminal Justice Officers Course and may be used to meet the required instructor to student ratio
3717 for demonstration of CPR proficiency skills only in the CMS First Aid for Criminal Justice Officers Course. A copy
3718 of the Instructor Exemption Application form CJSTC-82 and a copy of the CPR instructor's active CPR Instructor
3719 Certification shall be maintained in the course file. Form CJSTC-82 can be obtained by contacting Commission
3720 staff at (850) 410-8615 or at the following FDLE Internet address
3721 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3722 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>.

Comment [GJ165]:
11B-35.0021(8)(d):
TECHNICAL REVISION; updated the forms
link.

3723 (e) For instruction of the Speed Measurement Course or the Speed Measurement Instructor Course, there shall
3724 be one Commission-certified Speed Measurement Instructor for each class. Speed Measurement Device Operators
3725 are authorized to instruct the practical exercises in the Speed Measurement Course or the Speed Measurement
3726 Instructor Course under the supervision of a certified Speed Measurement Instructor. A copy of the Instructor
3727 Exemption form CJSTC-82 shall be maintained in the course file.

3728 (f) For instruction of the Breath Test Instructor Course, there shall be at least one Commission-certified Breath
3729 Test Instructor, who shall also be Alcohol Testing Program staff, for each class. An individual, who has a
3730 professional or technical certification or three years of experience in the specified subject matter to be instructed,
3731 shall be authorized to instruct the relevant topic under the supervision of the FDLE Alcohol Testing Program
3732 Commission-certified instructor. A copy of the Instructor Exemption form CJSTC-82 shall be maintained in the
3733 course file.

3734 (g) For instruction of the Breath Test Instructor Renewal Course, there shall be at least one Commission-
3735 certified Breath Test Instructor, who shall also be Alcohol Testing Program staff, for each class. An individual, who
3736 has a professional or technical certification or three years of experience in the specified subject matter to be
3737 instructed, shall be authorized to instruct the relevant topic under the supervision of the Commission-certified Breath
3738 Test Instructor. A copy of the Instructor Exemption form CJSTC-82 shall be maintained in the course file.

3739 (h) For instruction of the Underwater Police Science and Technology course, there shall be at least one
3740 Commission-certified Criminal Justice Diving Instructor for each eight students actively engaged in water activities.
3741 Training centers are permitted to use qualified safety divers in assisting the instructor with water exercises. For each
3742 qualified safety diver, two additional students are permitted to actively engage in water activities. A maximum of
3743 two qualified safety divers are permitted per instructor. Qualified safety divers shall not be enrolled as students in
3744 the course in which they are assisting and shall not be included as an instructor to comply with the instructor to
3745 student ratio requirements. Actively engaged is defined as "a student in the water participating in the practical
3746 performance of any dive activities." Qualified safety diver is defined as "an individual who possesses a current
3747 Advanced Open Water Dive Certification, is an active or former member of a criminal justice dive team, and is
3748 approved by the training center director or designee to assist the instructor with water exercises." A copy of the
3749 Instructor Exemption form CJSTC-82 shall be maintained in the course file.

3750 (i) For instruction of the Canine Team Training Course number 1198, there shall be at least one Commission-
3751 certified instructor for eight student canine teams while actively engaged in canine team activities. Individuals with
3752 three years of documented experience working with canines and approved by the training center director or designee
3753 are allowed to assist the instructor during practical exercises and shall not be included as an instructor to comply
3754 with the instructor to student ratio requirements. Actively engaged is defined as a student canine team actively
3755 working and performing practical exercises. A copy of the Instructor Exemption form CJSTC-82 shall be
3756 maintained in the course file.

3757 (j) For instruction of the Canine Team Training Instructor Course number 1199, there shall be at least one
3758 Commission-certified instructor for eight student canine teams while actively engaged in canine team activities.
3759 Individuals approved by the training center director or designee are allowed to assist the instructor during practical
3760 exercises and shall not be included as an instructor to comply with the instructor to student ratio requirements.
3761 Actively engaged is defined as a student canine team actively working and performing practical exercises. A copy
3762 of the Instructor Exemption form CJSTC-82 shall be maintained in the course file.

3763 Rulemaking Authority 943.03(4), 943.12(1), (2), 943.14(3), 943.17 FS. Law Implemented 943.12(5), 943.17 FS.
3764 History—New 12-13-92, Amended 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-21-07, 6-9-08,
3765 9-28-09, 3-13-13, 5-29-14, 7-29-15, **9-4-16**.

11B-35.0023 Student Transfers within Basic Recruit Training Programs.

(1) Pursuant to subsection 11B-35.002(1), F.A.C., Commission-approved Basic Recruit Training Programs shall be offered only at training schools certified by the Criminal Justice Standards and Training Commission for the respective discipline.

(2) A student may transfer courses from a Commission-approved Basic Recruit Training Program to another training school, for the same training program, provided:

(a) The courses have been successfully completed four years from the beginning date of the Commission-approved Basic Recruit Training Program; and

(b) The student has not been dismissed from the previous training school; and

(c) Verification has been made by reviewing the student's grade on the ATMS Global Profile Report.

(d) Basic recruit training courses requiring proficiency demonstrations that were successfully completed shall be transferable. Demonstration of proficiency skills required by the rule at the time of the requested transfer shall be met by the student. The training center director or designee shall evaluate the student's completed performance evaluation form(s) and ensure the student meets the current proficiency standards. Demonstration of the new skills shall be documented on the applicable performance evaluation form pursuant to Section 11B-35.0024, F.A.C.

(3) Both the transferring student and the receiving training school shall request the transferring training school to complete and submit the appropriate student records. Upon receipt of such request, the transferring training school is responsible for submitting the transferring student's records to the receiving training school.

(4) When a student has successfully completed courses included in a Commission-approved Basic Recruit Training Program at two or more training schools, and has met all requirements for completion of the program set forth in the requirements of this rule section, the training school where the student has successfully completed the greatest number of courses in that program, shall upon receipt of the student records from the other training school(s), submit a Training Report form CJSTC-67 to Commission staff. The training school submitting form CJSTC-67, may require the student to demonstrate the required proficiency skills not completed at that school, pursuant to subsection 11B-35.0024(1), F.A.C. The training school submitting form CJSTC-67 shall provide the student with written evidence of the student's successful completion of the Basic Recruit Training Program.

(5) Nothing in this rule section shall be construed to prevent a training school from admitting a student for the limited purpose of completing a course(s) required for completion of a Commission-approved Basic Recruit Training Program at another training school where the student is enrolled.

Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.17 FS. History--New 12-13-92, Amended 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 6-9-08, 9-28-09, 3-13-13.

3798 **11B-35.0024 Student Performance in Commission-approved High-Liability Basic Recruit Training**
3799 **Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring**
3800 **Proficiency Demonstration.**

3801 (1) Students enrolled in a Commission-approved Basic Recruit Training Program, Instructor Training Course,
3802 or Specialized or Advanced Training Course shall qualify through demonstration of proficiency skill(s) in the
3803 applicable course(s) and pass a written end-of-course examination.

3804 (2)(a) A basic recruit student shall be given the opportunity for one additional attempt at the required
3805 demonstration of proficiency skill(s), or one re-examination of required written end-of-course examination in DUI
3806 Traffic Stops and each of the four high-liability topics of firearms, vehicle operations, defensive tactics, and first aid.
3807 A basic recruit student, who has failed to pass the written end-of-course examination or the required demonstration
3808 of the proficiency skill(s) after a second attempt, shall be deemed to have failed the training course.

3809 (b) An instructor student shall pass a written end-of-course examination and demonstrate proficiency skill(s)
3810 during the first attempt. An instructor student, who has failed to pass the written end-of-course examination or
3811 successfully demonstrated the proficiency skill(s) during the first attempt, shall be deemed to have failed the
3812 instructor training course. An instructor student who has failed a written end-of-course examination or the
3813 proficiency skills(s) during the first attempt, shall be granted a reexamination by the training center director if:

3814 1. There is technical difficulty in the administration of the test, such as a power failure or evacuation of the
3815 building; or

3816 2. A condition of the student adversely impacts the student's ability to achieve a passing score on an end-of-
3817 course examination. A condition of the student that adversely impacts the student's ability could include illness or
3818 death of a family member; or

3819 3. The end-of-course testing instrument is determined to be invalid by the training school.

3820 (3) Successful completion and demonstration of proficiency skills is required for each of the following high-
3821 liability courses: CMS Criminal Justice Defensive Tactics Course, CMS Defensive Tactics Instructor Course, CMS
3822 Criminal Justice Firearms Course, Cross-Over Handgun Transition Course, CMS Firearms Instructor Course, Safe
3823 Handling of Firearms course, CMS Law Enforcement Vehicle Operations Course, CMS Vehicle Operations
3824 Instructor Course, CMS First Aid for Criminal Justice Officers Course, and CMS First Aid Instructor Course.

3825 (a) CMS Criminal Justice Defensive Tactics Course.

3826 1. The CMS Criminal Justice Defensive Tactics Course shall be delivered to students enrolled in a
3827 Commission-approved Basic Recruit Training Program.

3828 2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course
3829 examination and demonstrate at 100% proficiency, defensive tactics skills taught by a training school, with the
3830 results recorded on the required CMS Defensive Tactics Performance Evaluation, form CJSTC-6 CMS, revised
3831 November 5, 2015 ~~November 7, 2013~~, effective 9/2016 ~~5/2014~~, hereby incorporated by reference. Form CJSTC-6
3832 CMS can be obtained at the following FDLE Internet address:
3833 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3834 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting
3835 Commission staff at (850) 410-8615. Form CJSTC-6 CMS shall be maintained in the student or course file.

3836 3. A basic recruit student shall be subject to chemical agent contamination as described in the CMS Criminal
3837 Justice Defensive Tactics Course. Prior to beginning a Law Enforcement, Correctional, or Correctional Probation
3838 Basic Recruit Training Program, a student shall complete the Physical Fitness Assessment form CJSTC-75B. This
3839 form verifies that there are no known medical conditions that would prevent a student from participating in chemical
3840 agent contamination. ~~A student who has provided the training school with documentation of prior chemical agent~~
3841 ~~exposure that includes chemical agent contamination and working through the effects of chemical agent~~
3842 ~~contamination in a training environment, shall be exempt from this requirement.~~

3843

Comment [GJ166]:

11B-35.0024(3)(a)2.:

Description of the revision: Revises the CMS Defensive Tactics Performance Evaluation, form CJSTC- 6 CMS.

Why the rule is being revised: Revises the CMS Defensive Tactics Performance Evaluation, form CJSTC- 6 CMS, to remove questions related to chemical agent exposure exemption.

Revised by: Glen Hopkins/TCDA

Comment [GJ167]:

11B-35.0024(3)(a)2.:

TECHNICAL REVISION; updated the forms link.

Comment [GJ168]:

11B-35.0024(3)(a)3.:

Description of the revision: Removes the chemical agent exposure exemption from the rule text.

Why the rule is being revised: Revises the rule text to remove the chemical agent exposure exemption to require all students to undergo chemical agent contamination as described in the CMS Criminal Justice Defensive Tactics Course.

Revised by: Glen Hopkins/TCDA

3844 (b) CMS Defensive Tactics Instructor Course.

3845 1. An instructor student shall complete the Defensive Tactics Instructor requirements pursuant to Rule
 3846 11B-20.0014, F.A.C., to instruct the following courses: The CMS Criminal Justice Defensive Tactics Course in a
 3847 Commission-approved Basic Recruit Training Program or the CMS Defensive Tactics Instructor Course.

3848 2. A defensive tactics instructor student shall achieve a score of no less than 85% on the required written end-
 3849 of-course examination and demonstrate all Defensive Tactics High-Liability Proficiency Skills, at 100% for all
 3850 proficiency skills, with the results recorded on the required CJSTC-6 CMS form. A copy of the completed form
 3851 CJSTC-6 CMS shall be provided to the student and the original form CJSTC-6 CMS shall be maintained in the
 3852 student or course file.

3853 (c) CMS Criminal Justice Firearms Course.

3854 1. The CMS Criminal Justice Firearms Course shall be delivered to students enrolled in a Commission-
 3855 approved Basic Recruit Training Program.

3856 2. A basic recruit student shall achieve a score of 80% on the required written end-of-course examination and
 3857 demonstrate the required Firearms High-Liability Proficiency Skills, using a commercially produced B-21E target or
 3858 equivalent Pride Enterprises (P.R.I.D.E.) target, at 80% or higher using a handgun (revolver or semi-automatic pistol
 3859 for both daylight and night) and a long gun (shotgun or semiautomatic rifle/carbine). The results shall be recorded
 3860 on the required CMS Firearms Performance Evaluation form CJSTC-4 CMS, revised ~~November 5, 2015 December~~
 3861 ~~16, 2010, effective 9/2016 (effective 3/2013)~~, hereby incorporated by reference. Form CJSTC-4 CMS can be
 3862 obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
 3863 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
 3864 Commission staff at (850)410-8615. Form CJSTC-4 CMS shall be maintained in the student or course file.

3865 (d) CMS Firearms Instructor Course.

3866 1. An instructor student shall complete the Firearms Instructor requirements pursuant to Rule 11B-20.0014,
 3867 F.A.C., to instruct the following courses: The CMS Criminal Justice Firearms Course in a Commission-approved
 3868 Basic Recruit Training Program or CMS Firearms Instructor Course.

3869 2. A firearms instructor student shall achieve a score of no less than 85% on the required written end-of-
 3870 course examination and demonstrate the required Firearms High-Liability Proficiency Skills, using a commercially
 3871 produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target, at 85% or higher using a handgun
 3872 (revolver or semi-automatic pistol for both daylight and night) and a long gun (shotgun or semi-automatic
 3873 rifle/carbine) for all proficiency skills, with the results recorded on the required CJSTC-4 CMS form. A copy of the
 3874 completed form CJSTC-4 CMS shall be provided to the student and the original form CJSTC-4 CMS shall be
 3875 maintained in the student or course file.

3876 (e) Safe Handling of Firearms course. A student enrolled in the Safe Handling of Firearms course shall
 3877 achieve a score of 80% on the required written end-of-course examination. Students shall demonstrate all Firearms
 3878 Handling Proficiency Skills for the safe handling of handguns (both revolver and semiautomatic pistol) and long
 3879 guns (both shotgun and semiautomatic rifle/carbine) at 100%. The results shall be recorded on the required
 3880 Firearms Handling Performance Evaluation form CJSTC-21, created November 6, 2014, effective 7/2015, hereby
 3881 incorporated by reference. Form CJSTC-21 can be obtained at the following FDLE Internet address:
 3882 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
 3883 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
 3884 Commission staff at (850) 410-8615. Form CJSTC-21 shall be maintained in the student or course file.

3885

Comment [GJ169]:
 11B-35.0024(3)(c)2.:

Description of the Revision: Revises and incorporates the CMS Firearms Performance Evaluation, form CJSTC-4 CMS.

Why the rule is being revised: Incorporates the revised CMS Firearms Performance Evaluation, form CJSTC-4 CMS, to include local agencies; add the Safe Handling of Firearms Course to the list of courses required to maintain the instructor to student ratio; add a line for the rangemaster's printed name; clarify language on the proficiency check lists; and revise language to clarify scoring criteria

Revised by: Glenn Koenig

Comment [GJ170]:

11B-35.0024(3)(e):
TECHNICAL REVISION; updated the forms link.

Comment [GJ171]:

11B-35.0024(3)(e):
TECHNICAL REVISION; updated the forms link.

3886 (f) CMS First Aid for Criminal Justice Officers Course.

3887 1. The CMS First Aid for Criminal Justice Officers Course shall be delivered to students enrolled in a

3888 Commission-approved Basic Recruit Training Program.

3889 2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course

3890 examination and demonstrate the required First Aid High-Liability Proficiency Skills at 100%, with the results

3891 recorded on the required CMS First Aid Performance Evaluation, form CJSTC-5 CMS, revised November 5, 2015

3892 December 16, 2010, effective 9/2016 (effective 3/2013), hereby incorporated by reference. Form CJSTC-5 CMS

3893 can be obtained at the following FDLE Internet address:

3894 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>

3895 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting

3896 Commission staff at (850) 410-8615. Form CJSTC-5 CMS shall be maintained in the student or course file.

3897 (g) CMS First Aid Instructor Course.

3898 1. An instructor student shall complete the CMS First Aid Instructor Course pursuant to Rule 11B-20.0014,

3899 F.A.C., to instruct the following courses: The CMS First Aid for Criminal Justice Officers Course in a Commission-

3900 approved Basic Recruit Training Program or the CMS First Aid Instructor Course.

3901 2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course

3902 examination and demonstrate the required First Aid High-Liability Proficiency Skills, at 100% for all proficiency

3903 skills, with the results recorded on the required CJSTC-5 CMS form. A copy of the completed form CJSTC-5 CMS

3904 shall be provided to the student and the original form CJSTC-5 CMS shall be maintained in the student or course

3905 file.

3906 (h) CMS Law Enforcement Vehicle Operations Course.

3907 1. The CMS Law Enforcement Vehicle Operations Course shall be delivered to students enrolled in a

3908 Commission-approved Basic Recruit Training Program.

3909 2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course

3910 examination and demonstrate the required Vehicle Operations High-Liability Proficiency Skills, with four out of

3911 five runs (80%) for each exercise, with the results recorded on the required CMS Vehicle Operations Performance

3912 Evaluation, form CJSTC-7 CMS, revised November 5, 2015 November 7, 2013, effective 9/2016 5/2014, hereby

3913 incorporated by reference. Form CJSTC-7 CMS can be obtained at the following FDLE Internet address:

3914 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>

3915 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting

3916 Commission staff at (850) 410-8615. Form CJSTC-7 CMS shall be maintained in the student or course file. Form

3917 CJSTC-7 CMS shall be maintained in the student or course file.

3918 (i) CMS Vehicle Operations Instructor Course.

3919 1. An instructor student shall complete the Vehicle Operations Instructor requirements pursuant to Rule

3920 11B-20.0014, F.A.C., to instruct the following courses: The CMS Law Enforcement Vehicle Operations Course in a

3921 Commission-approved Basic Recruit Training Program or the CMS Vehicle Operations Instructor Course.

3922 2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course

3923 examination and demonstrate the required Vehicle Operations High-Liability Proficiency Skills, with four out of

3924 five runs (80%) for each exercise, with the results recorded on the required CJSTC-7 CMS form. A copy of the

3925 completed form CJSTC-7 CMS shall be provided to the student and the original form CJSTC-7 CMS shall be

3926 maintained in the student or course file.

3927

Comment [GJ172]:
11B-35.0024(3)(f)2.:

Description of the Revision: Revises the CMS First Aid Performance Evaluation, form CJSTC-5 CMS.

Why the rule is being revised: Incorporates the revised CMS First Aid Performance Evaluation, form CJSTC-5 CMS, to update the incorporated reference due to previous renumbering of subsections to Rule 11B-35.0024(3); updates the proficiency requirements and include clarification that CPR instructors who possess an active CPR instructor certification; and adds "agency administrator" to the form's print and signature lines to allow local agencies to use the form to document officer requalifications as needed.

Revised by: Glenn Koenig

Comment [GJ173]:
11B-35.0024(3)(f)2.:

TECHNICAL REVISION; updated the forms link.

Comment [GJ174]:
11B-35.0024(3)(h)2.:

Description of the Revision: Revises the CMS Vehicle Operations Performance Evaluation, form CJSTC-7 CMS.

Why the rule is being revised: Revises the CMS Vehicle Operations Performance Evaluation, form CJSTC-7 CMS, to update the incorporated reference due to the previous renumbering of subsections to Rule 11B-35.0024(3) and add the rangemaster and agency administrator to the form's print and signature lines to allow local agencies to use the form to document officer requalifications as needed.

Revised by: Glenn Koenig

Comment [GJ175]:
11B-35.0024(3)(h)2.:

TECHNICAL REVISION; updated the forms link.

3928 (4) Successful completion and demonstration of proficiency skills is required for each of the following basic
3929 recruit, advanced, specialized instructor, or specialized training program courses: DUI Traffic Stops, Speed
3930 Measurement Course, Speed Measurement Instructor Course, Breath Test Instructor Course, Breath Test Instructor
3931 Renewal Course, Breath Test Operator Course, Breath Test Operator Renewal Course, Agency Inspector Course,
3932 Agency Inspector Renewal Course, Underwater Police Science and Technology course, Canine Team Training
3933 Course, Canine Team Training Instructor Course, and Role-play Scenarios for Facilitative Learning.

3934 (a) DUI Traffic Stops Course.

3935 1. The DUI Traffic Stops Course shall be delivered to students enrolled in a Commission-approved Law
3936 Enforcement Basic Recruit Training Program.

3937 2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course
3938 examination and demonstrate the required DUI Traffic Stops proficiency skills at 100% proficiency, with the results
3939 recorded on the required DUI Traffic Stops Performance Evaluation, form CJSTC-13 CMS, created October 30,
3940 2008, revised November 7, 2013, effective 5/2014, hereby incorporated by reference. Form CJSTC-13 CMS can be
3941 obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3942 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
3943 Commission staff at (850) 410-8615. Form CJSTC-13 CMS shall be maintained in the student or course file.

Comment [GJ176]:
11B-35.0024(4)(a)2.:
TECHNICAL REVISION; updated the forms
link.

3944 (b) Speed Measurement Course, number 1158. A student shall achieve a score of no less than 80% on the
3945 required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results
3946 recorded on the required Speed Measurement Operator Performance Report form CJSTC-11, revised November 7,
3947 2013, effective 5/2014, hereby incorporated by reference. Form CJSTC-11 can be obtained at the following FDLE
3948 Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3949 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
3950 Commission staff at (850) 410-8615. Form CJSTC-11 shall be maintained in the student or course file.

Comment [GJ177]:
11B-35.0024(4)(b):
TECHNICAL REVISION; updated the forms
link.

3951 (c) Speed Measurement Instructor Course, number 1159.

3952 1. An instructor student shall complete the Speed Measurement Instructor requirements, pursuant to Rule
3953 11B-20.0014, F.A.C., to instruct speed measurement courses and the speed measurement instructor course.

3954 2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course
3955 examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required
3956 Speed Measurement Device Instructor Field Evaluation form CJSTC-10, revised November 7, 2013, effective
3957 5/2014, hereby incorporated by reference. Form CJSTC-10 can be obtained at the following FDLE Internet address:
3958 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3959 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
3960 Commission staff at (850) 410-8615. A copy of the completed form CJSTC-10 shall be provided to the student and
3961 the original form CJSTC-10 shall be maintained in the student or course file.

Comment [GJ178]:
11B-35.0024(4)(c)2.:
TECHNICAL REVISION; updated the forms
link.

3962 (d) Breath Test Instructor Course, number 1110.

3963 1. An instructor student shall complete the Breath Test Instructor Course requirements pursuant to Rule
3964 11B-20.0014, F.A.C., to instruct the Breath Test Operator Course, Breath Test Operator Renewal Course, Agency
3965 Inspector Course, and Agency Inspector Renewal Course.

3966 2. An instructor applicant shall achieve a score of no less than 85% on the required written end-of-course
3967 examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required
3968 Breath Test Instructor Performance form CJSTC-17, created and Commission-approved December 16, 2010,
3969 (effective 3/2013), hereby incorporated by reference. Form CJSTC-17 can be obtained at the following FDLE
3970 Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3971 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
3972 Commission staff at (850) 410-8615. A copy of the completed form shall be provided to the student and the original
3973 shall be maintained in the course file.

Comment [GJ179]:
11B-35.0024(4)(d)2.:
TECHNICAL REVISION; updated the forms
link.

3974

3975 (e) Breath Test Instructor Renewal Course, number 1111.

3976 1. An instructor student shall complete the Breath Test Instructor Renewal Course requirements pursuant to
3977 Rule 11B-20.0017, F.A.C., to satisfy the continuing education requirements for a Breath Test Instructor
3978 Certification.

3979 2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course
3980 examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required form
3981 CJSTC-17. A copy of the completed form shall be provided to the student and the original shall be maintained in
3982 the course file.

3983 (f) Breath Test Operator Course, number 851. A student shall achieve a score of no less than 80% on the
3984 required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results
3985 recorded on the required Breath Testing Course Performance form CJSTC-14, created and Commission-approved
3986 December 16, 2010, (effective 3/2013), hereby incorporated by reference. Form CJSTC-14 can be obtained at the
3987 following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
3988 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
3989 Commission staff at (850) 410-8615. A copy of the completed form shall be provided to the student and the original
3990 shall be maintained in the course file.

3991 (g) Breath Test Operator Renewal Course, number 951. A student shall achieve a score of no less than 80% on
3992 the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the
3993 results recorded on the required form CJSTC-14. A copy of the completed form shall be provided to the student and
3994 the original shall be maintained in the course file.

3995 (h) Agency Inspector Course, number 850. A student shall achieve a score of no less than 80% on the required
3996 written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded
3997 on the required form CJSTC-14. A copy of the completed form shall be provided to the student and the original
3998 shall be maintained in the course file.

3999 (i) Agency Inspector Renewal Course, number 950. A student shall achieve a score of no less than 80% on the
4000 required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results
4001 recorded on the required form CJSTC-14. A copy of the completed form shall be provided to the student and the
4002 original shall be maintained in the course file.

4003 (j) Underwater Police Science and Technology course number 077. A student shall achieve a score of no less
4004 than 80% on the required written end-of-course examination and demonstrate the required proficiency skills at
4005 100%, with the results recorded on the required Criminal Justice Diver Performance Evaluation form CJSTC-19,
4006 revised November 6, 2014, hereby incorporated by reference. Form CJSTC-19 can be obtained at the following
4007 FDLE Internet Address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
4008 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
4009 Commission staff at (850) 410-8615. A copy of the completed form shall be provided to the student and the original
4010 shall be maintained in the course file.

4011 (k) Canine Team Training Course number 1198. A handler shall achieve a score of no less than 80% on the
4012 required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results
4013 recorded on the required Canine **Team** Performance Evaluation form CJSTC-83, revised **November 5, 2015**
4014 ~~November 6, 2014~~, effective **9/2016 7/2015**, hereby incorporated by reference. Form CJSTC-83 can be obtained at
4015 the following FDLE Internet Address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
4016 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>, or by contacting
4017 Commission staff at (850) 410-8615. A copy of the completed form shall be provided to the student and the original
4018 maintained in the course file.

4019

Comment [GJ180]:
11B-35.0024(4)(f):
TECHNICAL REVISION; updated the forms
link.

Comment [GJ181]:
11B-35.0024(4)(j):
TECHNICAL REVISION; updated the forms
link.

Comment [GJ182]:
11B-35.0024(4)(k):
Description of the Revision: Incorporates the revised Canine Team Performance Evaluation, form CJSTC-83.
Why the rule is being revised: Incorporates the revised Canine Team Performance Evaluation, form CJSTC-83, to specify that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.
Revised by: AGC Fern Rosenwasser

Comment [GJ183]:
11B-35.0024(4)(k):
TECHNICAL REVISIONS; added "Team" to the title of form CJSTC-83 and updated the forms link

4020 (l) Canine Team Training Instructor Course number 1199.

4021 1. An instructor student shall complete the Canine Team Training Instructor Course requirements pursuant to

4022 Rule 11B-20.0014, F.A.C., to instruct the Canine Team Training Course number 1198 and Canine Team Training

4023 Instructor Course number 1199.

4024 2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course

4025 examination, demonstrate instruction of one classroom topic from the Canine Team Training Course number 1198,

4026 and demonstrate instructing field exercises in obedience, criminal apprehension, building search, area search, and

4027 tracking and trailing from the Canine Team Training Course number 1198, with the results recorded on the required

4028 performance evaluation form. A copy of the completed Canine Team Instructor Performance Evaluation form

4029 CJSTC-20, revised November 6, 2014, effective 7/2015, hereby incorporated by reference, shall be provided to the

4030 student and the original form CJSTC-20 maintained in the instructor student course file. Form CJSTC-20 can be

4031 obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>

4032 ~~<http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx>~~, or by contacting

4033 Commission staff at (850) 410-8615. A copy of the completed form shall be provided to the student and the original

4034 maintained in the course file.

4035 (m) Role-play Scenarios for Facilitative Learning course number 2001. An instructor student shall achieve a

4036 score of no less than 85% on the required written end-of-course examination. There are no proficiency requirements

4037 for this course.

4038 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented ~~119.071~~, 943.12, 943.17 FS. History—New

4039 2-17-93, Amended 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09,

4040 6-3-10, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

Comment [GJ184]:
11B-35.0024(4)(l)2.:
TECHNICAL REVISION; updated the forms
link.

Comment [GJ185]:
REMOVED TECHNICAL REVISION
11B-35.0024 (Law Implemented):
Description of the Revision: Updates the statutory
law being implemented by this rule to include
119.071, F.S.
Why the rule is being revised: Updates the
statutory law being implemented by this rule to
include 119.071, F.S.
Revised by: AGC Fern Rosenwasser

4041 **11B-35.003 Basic Recruit Training Programs for Law Enforcement, Correctional, and Correctional**
4042 **Probation Auxiliary Training.**

4043 (1) Commission-approved Auxiliary Basic Recruit Training Programs are created to train applicants for
4044 employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or
4045 part-time officers.

4046 (2) To become certified as a law enforcement or correctional ~~an~~ auxiliary officer, an applicant shall meet the
4047 requirements outlined in Sections 943.13(1) – (9), and (11), 943.14(7), and 943.17(1)(g), F.S. To become certified
4048 as a correctional probation auxiliary officer, an applicant shall meet the requirements outlined in Sections
4049 943.13(1)-(9), and (11), and 943.14(7), F.S., and shall complete the Florida Correctional Probation Basic Recruit
4050 Training Program in its entirety. Applicants requesting certification as a correctional officer shall complete the
4051 Florida CMS Correctional Basic Recruit Training Program in its entirety. Applicants requesting certification as a
4052 law enforcement auxiliary officer shall successfully complete the following Auxiliary Officer Basic Recruit Training
4053 Program requirements:

4054 (a) Auxiliary Officer Prerequisite Course taught at a Commission-certified training school using Commission-
4055 certified instructors; and

4056 (b) High-liability Training Courses for vehicle operations, defensive tactics, and firearms, taught by a
4057 Commission-certified instructor and taught at a Commission-certified training school or criminal justice agency.

4058 (c) Instruction of the CMS Law Enforcement Vehicle Operations Course is based on the employing agency
4059 requirements. Auxiliary officers operating an agency vehicle are required to complete this training.

4060 (3) A training school shall submit form CJSTC-67 to Commission staff upon an individual's successful
4061 completion of a CMS Law Enforcement Officer Prerequisite Course. The training school or agency shall document
4062 the student's successful completion of the applicable Basic Recruit Training High-Liability Courses, pursuant to
4063 subsection 11B-35.0024(3), F.A.C. Regardless of where the Basic Recruit Training High-Liability Course is
4064 completed, the employing agency shall maintain the training documentation in the officer's file.

4065 (4) Commission-approved Basic Recruit Training High-Liability Courses instructed at a Commission-certified
4066 training school shall be recognized by the Commission for applicants requesting certification as a law enforcement,
4067 correctional, or correctional probation officer, if the applicant has completed training within the past four years
4068 pursuant to subsection 11B-35.002(2), F.A.C. Recognition of completed Basic Recruit Training High-Liability
4069 Courses shall comply with paragraph 11B-35.0023(2)(d), F.A.C.

4070 (5) Individuals exempt from completing the 40-hour CMS First Aid for Criminal Justice Officers course in the
4071 CMS Law Enforcement Auxiliary Officer Basic Recruit Training Program, based on education and training
4072 experience in the United States or its territories, shall complete the 111-hour CMS Law Enforcement Auxiliary
4073 Officer Prerequisite Course, pursuant to paragraph (6)(a) of this rule section, and the applicable high-liability
4074 courses pursuant to paragraphs (6)(b)-(d) of this rule section. The following individuals shall possess an active
4075 certificate or license that shall be maintained in the course file to be eligible for the exemption:

4076 (a) Certified emergency medical technicians who have three years experience.

4077 (b) Certified paramedics who have three years experience.

4078 (c) Licensed physicians, who are actively involved in emergency care and have three years experience in
4079 emergency medical care.

4080 (d) Licensed physician's assistants, who are actively involved in emergency care and have three years
4081 experience in emergency medical care.

4082 (e) Registered nurses or licensed practical nurses, who are actively involved in emergency care and have three
4083 years experience in emergency medical care.

4084 (f) Members of the Armed Forces of the United States on active duty entitled to practice as an Emergency
4085 Medical Technician (EMT) or a Florida paramedic set forth in Chapter 401, F.S., Part III., who have three years
4086 experience in emergency medical care.

Comment [GJ186]:

11B-35.003(2):

Description of the revision: Makes a grammatical change to remove the word "an" from rule text.

Why the rule is being revised: Makes a grammatical change to remove the word "an" from rule text.

Revised by: Glenn Koenig

4087 (6) CMS Law Enforcement Auxiliary Officer Basic Recruit Training Program number 1180
 4088 (Effective April 1, 2008).

(a)	CMS Law Enforcement Auxiliary Officer Prerequisite Course	Course Hours
1.	Law Enforcement Auxiliary Introduction	27
2.	Law Enforcement Auxiliary Patrol and Traffic	19
3.	Law Enforcement Auxiliary Investigations	17
4.	Dart-Firing Stun Gun	8
5.	CMS First Aid for Criminal Justice Officers	40
	CMS Law Enforcement Auxiliary Officer Prerequisite Course	111
(b)	CMS Criminal Justice Firearms This course shall be taught by a Commission-certified high-liability instructor at a training school or agency.	80
(c)	CMS Criminal Justice Defensive Tactics This course shall be taught by a Commission-certified high-liability instructor at a training school or agency.	80
(d)	CMS Law Enforcement Vehicle Operations **CMS Law Enforcement Vehicle Operations is optional and is based on employing agency requirements. If required, the course shall be taught by a Commission-certified high-liability instructor at a training school or agency. If CMS Law Enforcement Vehicle Operations is not instructed, the total program hours will be reduced to 271 hours.	48
	CMS Law Enforcement Auxiliary Officer Program TOTAL	**319

4089 ~~(7) Correctional Auxiliary Officer Basic Recruit Training Program number 501 (Retired June 30, 2012).~~

4090 ~~(7)(8)~~ Correctional Auxiliary Officer Basic Recruit Training Program. To become a Correctional Auxiliary
 4091 Officer an individual shall complete the Florida CMS Correctional Basic Recruit Training Program, number 1190,
 4092 pursuant to paragraph 11B-35.002(5)(~~c~~)(~~b~~), F.A.C.

4093 ~~(8)(9)~~ Correctional Probation Auxiliary Officer Basic Recruit Training Program. To become a Correctional
 4094 Probation Auxiliary Officer an individual shall complete the Florida Correctional Probation Basic Recruit Training
 4095 Program, number 1176, pursuant to paragraph 11B-35.002(5)(~~d~~)(~~e~~), F.A.C.

4096 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(5), 943.17(1)(a) FS. History--New
 4097 12-13-92, Amended 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09,
 4098 6-3-10, 3-13-13, 5-29-14, 9-4-16.

4099

Comment [GJ187]:
11B-35.003(7)-(9):

Description of the revision: Deletes the retired Correctional Auxiliary Officer BRTP number 501, revises the paragraph numbering, and updates the paragraph rule reference because programs were removed from Rule 11B-35.002, F.A.C., that have been retired.

Why the rule is being revised: Removes the Correctional Auxiliary Officer BRTP number 501 because the program has been retired for more than four years, revises the paragraph numbering, and updates the paragraph rule reference because programs were removed from Rule 11B-35.002, F.A.C., that have been retired.

Revised by: Glenn Koenig

4100 **11B-35.005 Career Development Training Program.**
4101 There is established by the Criminal Justice Standards and Training Commission a program of Career Development
4102 Training Courses, which shall be limited to training related to promotion to a higher rank or position.
4103 ~~Rulemaking Specific~~ Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.17(1)(~~c~~) FS. History—~~New~~
4104 12-13-92, Amended 1-2-97, 7-7-99, 11-5-02.

Comment [GJ188]:
Technical Revision

4105 **11B-35.006 Advanced Training Program.**

4106 (1) Commission-approved Advanced Training Program Courses were created to enhance an officer's
 4107 knowledge, skills, and abilities for the job the officer performs and are used by an officer to satisfy mandatory
 4108 retraining requirements or eligibility for salary incentive monies pursuant to Rule Chapter 11B-14, F.A.C.

4109 (a) An officer may not receive both salary incentive credit and mandatory retraining credit for completion of
 4110 an Advanced Training Program Course. Such courses shall include one major topic and be at least 40 hours long.

4111 (b) The following is a complete list of active Advanced Training Program Courses:

	Course Number	Course Name	Course Hours
1.	006	Line Supervision	80
2.	011	Developing and Maintaining a Sound Organization	40
3.	012	Planning the Effective Use of Financial Resources	40
4.	013	Building and Maintaining a Sound Behavioral Climate	40
5.	016	Narcotics and Dangerous Drugs Investigations	40
6.	019	Criminal Law	40
6.7.	020	Case Preparation and Court Presentation	40
7.8.	032	Special Tactical Problems	40
9.	033	Sex Crimes Investigations	40
8.40.	036	Injury and Death Investigations	40
9.41.	047	Interviews and Interrogations	40
10.42.	050	Stress Management Techniques	40
11.43.	053	Crisis Intervention	40
14.	054	Organized Crime	40
12.45.	057	Discipline and Special Confinement Techniques	40

Comment [GJ189]:

11B-35.006(1)(b):

Description of the revision: Revises the paragraph numbering of Rule 11B-35.006(1)6.-48., F.A.C.

Why the rule is being revised: Revises the paragraph numbering of Rule 11B-35.006(1)6.-48., F.A.C., because several paragraphs were removed.

Revised by: Glenn Koenig

Comment [GJ190]:

11B-35.006(1)(b)6.:

Description of the revision: Deletes Criminal Law, number 019, from the list of Advanced Training Program Courses and adds the course to the list of Specialized Training Program Courses.

Why the rule is being revised: Removes Criminal Law, number 019, from the list of Advanced Training Program Courses and adds the course to the list of Specialized Training Program Courses based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ191]:

11B-35.006(1)(b)9.:

Description of the revision: Retires and deletes Sex Crimes Investigations, number 033, from the list of Advanced Training Program Courses.

Why the rule is being revised: Removes Sex Crimes Investigations, number 033, from the list of Advanced Training Program because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ192]:

11B-35.006(1)(b)14.:

Description of the revision: Deletes Organized Crime, number 054, from the list of Advanced Training Program Courses and adds the course to the list of Specialized Training Program Courses.

Why the rule is being revised: Removes Organized Crime, number 054, from the list of Advanced Training Program Courses and adds the course to the list of Specialized Training Program Courses based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

4112

16.	058	Supervision of the Youthful Offender	40
13.17.	068	Advanced Report Writing and Review	40
18.	072	Firefighting for Correctional Officers	40
19.	073	Community and Human Relations	40
14.20.	074	Substance Abuse Awareness and Education	40
15.21.	077	Underwater Police Science and Technology	80
22.	080	Computers and Technology in Criminal Justice	40
16.23.	085	Emergency Preparedness for Correctional Officers	40
17.24.	087	Advanced Traffic Homicide Investigations	80
18.25.	088	Traffic Crash Reconstruction	80
19.26.	090	School Resource Officer	40
20.27.	091	Domestic Intervention and Investigations	40
21.28.	093	Hostage Negotiation	40
22.29.	094	Drug Abuse Resistance Education (D.A.R.E.) – FDLE instructed only	80
23.30.	096	Drug Abuse Resistance Education (D.A.R.E.)	40
24.31.	094 & 097	Drug Abuse Resistance Education (D.A.R.E.)	40
25.32.	098	Basic Traffic Homicide Investigations	80
26.33.	100	Crimes Against the Elderly	40
27.34.	107	Middle Management	40
28.35.	809	*Field Training Officer Course for Law Enforcement Officers (This course is not mandated for field training officers)	40
29.36.	1100	*Field Training Officer Course for Correctional Officers (This course is not mandated for field training officers)	40
30.37.	1151	Conducting Background Investigations	40
31.38.	1152	Investigation and Supervision of Officer-Involved Deadly Force Incidents	40
39.	1153	Computer Crime Investigations	40
40.	1154	Financial Fraud Investigations	40

Comment [GJ193]:**11B-35.006(1)(b)16.:**

Description of the revision: Retires and deletes Supervision of the Youthful Offender, number 058, from the list of Advanced Training Program Courses.

Why the rule is being revised: Removes Supervision of the Youthful Offender, number 058, from the list of Advanced Training Program Courses because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ194]:**11B-35.006(1)(b)18.-19.:**

Description of the revision: Retires and deletes Firefighting for Correctional Officers, number 072, and Community and Human Relations, number 073, from the list of Advanced Training Program Courses.

Why the rule is being revised: Removes Firefighting for Correctional Officers, number 072, and Community and Human Relations, number 073, from the list of Advanced Training Program Courses because the courses were retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ195]:**11B-35.006(1)(b)22.:**

Description of the revision: Retires and deletes Computers and Technology in Criminal Justice, number 080, from the list of Advanced Training Program Courses.

Why the rule is being revised: Removes Computers and Technology in Criminal Justice, number 080, from the list of Advanced Training Program Courses because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ196]:**11B-35.006(1)(b)39.-40.:**

Description of the revision: Retires and deletes Computer Crime Investigations, number 1153, and Financial Fraud Investigations, number 1154, from the list of Advanced Training Program Courses.

Why the rule is being revised: Removes Computer Crime Investigations, number 1153, and Financial Fraud Investigations, number 1154, from the list of Advanced Training Program Courses because the courses were retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

4115

32,41.	1158	Speed Measurement Course	40
42.	1161	Managing and Communicating with Inmates and Offenders	40
33,43.	1163	Gangs and Security Threat Groups	40
44.	1164	Inmate Manipulation	40
34,45.	1165	Spanish for Criminal Justice Professionals	40
35,46.	1166	Advanced Investigative Techniques of Human Trafficking Offenses	40
47.	1187	Investigating Crimes Against Children	40

4116

Comment [GJ197]:**11B-35.006(1)(b)42.:**

Description of the revision: Retires and deletes Managing and Communicating with Inmates and Offenders, number 1161, from the list of Advanced Training Program Courses.

Why the rule is being revised: Removes Computer Managing and Communicating with Inmates and Offenders, number 1161, from the list of Advanced Training Program Courses because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ198]:**11B-35.006(1)(b)44.:**

Description of the revision: Retires and deletes Inmate Manipulation, number 1164, from the list of Advanced Training Program Courses.

Why the rule is being revised: Removes Inmate Manipulation, number 1164, from the list of Advanced Training Program Courses because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ199]:**11B-35.006(1)(b)47.:**

Description of the revision: Retires and deletes Investigating Crimes Against Children, number 1187, from the list of Advanced Training Program Courses.

Why the rule is being revised: Removes Investigating Crimes Against Children, number 1187, from the list of Advanced Training Program Courses because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

4117

48.	1188	*Field Training Officer Course for Correctional Probation Officers (This course is not mandated for field training officers)	40
36.	1137	Violent Crime Investigator Training Course	40
<p>*Officers who are currently receiving salary incentive payment for completion of the Field Training Officer Course number 051, are not eligible to receive additional salary incentive credit for course number 809; or 1100; or 1188.</p> <p>Officers who are currently receiving salary incentive payment for completion of the Radar Speed Measurement Training Course for Law Enforcement Officers number 055 and Laser Speed Measurement Operators Course for Law Enforcement Officers number 095 are not eligible to receive additional salary incentive credit for course number 1158.</p>			

4118 (2) Course number 094, Drug Abuse Resistance Education (D.A.R.E.), may be offered only through the
 4119 certified state D.A.R.E. training school. The Florida certified state D.A.R.E. training school is located within the
 4120 Florida Department of Law Enforcement. D.A.R.E. course numbers are: Course #094 (80 hours), or #094 split with
 4121 #097 (40 hours) for salary incentive, and #096 (40 hours) for mandatory retraining.

4122 (3) Only officers and support personnel who have written approval from their respective agency administrator
 4123 or designee may attend Advanced Training Program Courses. Applicants shall submit evidence of their agency
 4124 administrator's approval in a format established and agreed upon by the Local Regional Training Council and
 4125 training school.

4126 (4) To successfully complete an Advanced Training Program Course, a student shall comply with student
 4127 attendance, performance, and course documentation requirements pursuant to Rule 11B-35.001, F.A.C.

4128 (5) Training schools shall report the successful completion of Advanced Training Program Courses for officers
 4129 pursuant to paragraph 11B-35.001(11)(b), F.A.C., if they have received written or electronic authorization from the
 4130 officer's respective agency for salary incentive credit.

4131 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(5), 943.17(1)(b) FS. History—New
 4132 12-13-92, Amended 1-10-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08,
 4133 9-28-09, 6-3-10, 3-13-13, 9-4-16.

4134

Comment [GJ200]:

11B-35.006(1)(b)48.:

Description of the revision: Retires and deletes Field Training Officer Course for Correctional Probation Officers, number 1188, from the list of Advanced Training Program Courses and removes the salary incentive statement (*) associated with the course.

Why the rule is being revised: Removes Field Training Officer Course for Correctional Probation Officers, number 1188, from the list of Advanced Training Program Courses because the courses were retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014. Also, removes the salary incentive statement (*) associated with the course.

Revised by: Glenn Koenig

Comment [GJ201]:

11B-35.006(1)(b)36. (NEW):

Description of the revision: Incorporates the new 11B-35.006(1)(b)36., F.A.C., to add the Violent Crime Investigator Training Course, number 1137, to the list of Advanced Training Program Courses and removes the course from the list of Specialized Training Program Courses.

Why the rule is being revised: Adds Violent Crime Investigator Training Course, number 1137, to the list of Advanced Training Program Courses and removes the course from the list of Specialized Training Program Courses based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ202]:

11B-35.006 (Law Implemented):

Description of the revision: Updates the statutory law being implemented by this rule and changes it to 943.17(1)(b), F.S.

Why the rule is being revised: Changes the statutory law being implemented by this rule to reflect 943.17(1)(b), F.S., based upon staff's finding during its 2015 OFARR rule review.

Revised by: Glenn Koenig

11B-35.007 Specialized Training Program.

(1) The Commission's Specialized Training Program may be used by training schools and consist of the following Commission-approved:

- (a) Specialized Goals and Objectives, pursuant to subsection (2) of this rule section;
- (b) Specialized Instructor Training Courses, pursuant to subsection (3) of this rule section; and
- (c) Specialized Training Program Courses, pursuant to subsection (4) of this rule section.

(2) Courses developed from the Specialized Goals and Objectives have been designed to use Commission-established categories, topics, and objectives that encompass subject matter pertinent to training within the criminal justice profession. Such courses shall be developed using a "menu" approach to fulfill local criminal justice agency training needs.

(a) Commission-established categories for Specialized Goals and Objectives are:

- 1. Communication Skills.
- 2. Crime Prevention.
- 3. Health.
- 4. High-Liability.
- 5. Investigations.
- 6. Legal Issues.
- 7. Management and Supervision.
- 8. Science and Technology.
- 9. Inmate Supervision and Control.
- 10. Community Policing.

(b) A training school shall adhere to the following procedures to develop courses from the Specialized Goals and Objectives:

- 1. Determine local agency training needs and applicable course content.
- 2. Review the category list to determine the applicable category.
- 3. Refer to topic lists within the category(ies) chosen to determine the subject area(s) covered.
- 4. Write the student learning goal(s) for the course.
- 5. Select the relevant objective(s) from the chosen topic(s) to cover the specific subject matter.
- 6. Develop the lesson plan.
- 7. Maintain information required for the Specialized Training Program Course file pursuant to Rule 11B-35.001, F.A.C.
- 8. Combine categories, topics, and objectives to develop a Specialized Training Program Course. In addition, objectives may be extracted from the Advanced Training Program Course series to develop a Specialized Training Program Course. If a portion of an Advanced Training Program Course is used, the course number and objective number shall be identified.
- 9. Establish the number of hours of instruction according to local agency needs. A training school shall determine the number of objectives needed for each block of course instruction. To provide further flexibility, a maximum of four hours of electives may be used for each forty hours of course instruction.

10. Document the training by completing a Specialized Training Documentation, form CJSTC-16, revised November 7, 2013, effective 5/2014, hereby incorporated by reference, and when applicable complete a Specialized Training Documentation Supplemental, form CJSTC-16A, revised May 6, 2004, hereby incorporated by reference. Forms CJSTC-16 and CJSTC-16A can be obtained at the following FDLE Internet address:

Comment [GJ203]:
11B-35.007(2)(b)10.:
TECHNICAL REVISION; updated the forms link.

4177 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
 4178 [http://www.fdle.state.fl.us/Content/CJSTC/Publications/Professionalism Program Forms.aspx](http://www.fdle.state.fl.us/Content/CJSTC/Publications/Professionalism%20Program%20Forms.aspx), or by contacting
 4179 Commission staff at (850) 410-8615. A training school shall attach the goals and objectives provided by the
 4180 instructor to form CJSTC-16 and complete "Section A" of the form. Forms CJSTC-16 and CJSTC-16A shall be
 4181 maintained in the course file at the training school.

4182 (3) Specialized Instructor Training Courses pursuant to paragraph (1)(b) of this rule section. The following
 4183 Specialized Instructor Training Courses are developed and approved by the Commission for instructor training and
 4184 shall be delivered in their entirety by a training school for an individual to qualify to apply as a Commission-
 4185 certified instructor.

	Course Number	Course Names	Course Hours
(a)	1115	General Instructor Refresher Course	8
(b)	1116	CMS Instructor Techniques Course (Retired 11/14/08)	80
(c)	803	CMS General Instructor Transition Course (Retired 3/31/08)	12
(b)(d)	800	CMS Vehicle Operations Instructor Course	40
(e)	805	CMS Vehicle Operations Instructor Transition Course (Retired 3/31/08)	16
(c)(f)	801	CMS Firearms Instructor Course	44
(g)	806	CMS Firearms Instructor Transition Course (Retired 3/31/08)	12
(d)(h)	802	CMS Defensive Tactics Instructor Course	80
(i)	807	CMS Defensive Tactics Instructor Transition Course (Retired 3/31/08)	32

Comment [GJ204]:
11B-35.007(3):

Description of the revision: Revises the paragraph numbering of Rule 11B-35.007(3)(b)-(r), F.A.C.
Why the rule is being revised: Revises the paragraph numbering of Rule 11B-35.007(3)(b)-(r), F.A.C., because several paragraphs were removed.
Revised by: Glenn Koenig

Comment [GJ205]:
11B-35.007(3)(b)-(c):

Description of the revision: Deletes the retired CMS Instructor Techniques Course, number 1116, and CMS General Instructor Transition Course, number 803, from the list of Specialized Instructor Training Courses.
Why the rule is being revised: Removes the CMS Instructor Techniques Course, number 1116, and CMS General Instructor Transition Course, number 803, from the list of Specialized Instructor Training Courses because the courses have been retired for more than four years.
Revised by: Glenn Koenig

Comment [GJ206]:
11B-35.007(3)(e):

Description of the revision: Deletes the retired CMS Vehicle Operations Instructor Transition Course, number 805, from the list of Specialized Instructor Training Courses.
Why the rule is being revised: Removes the CMS Vehicle Operations Instructor Transition Course, number 805, from the list of Specialized Instructor Training Courses because the course has been retired for more than four years.
Revised by: Glenn Koenig

Comment [GJ207]:
11B-35.007(3)(g):

Description of the revision: Deletes the retired CMS Firearms Instructor Transition Course, number 806, from the list of Specialized Instructor Training Courses.
Why the rule is being revised: Removes the CMS Firearms Instructor Transition Course, number 806, from the list of Specialized Instructor Training Courses because the course has been retired for more than four years.
Revised by: Glenn Koenig

Comment [GJ208]:
11B-35.007(3)(i):

Description of the revision: Deletes the retired CMS Defensive Tactics Instructor Transition Course, number 807, from the list of Specialized Instructor Training Courses.
Why the rule is being revised: Removes the CMS Defensive Tactics Instructor Transition Course, number 807, from the list of Specialized Instructor Training Courses because the course has been retired for more than four years.
Revised by: Glenn Koenig

4186

4187

(e)(+)	1114	CMS First Aid Instructor Course	40
(k)	804	CMS First Aid Instructor Transition Course (Retired 3/31/08)	8
(f)(+)	1107 1199	Canine Team Training Instructor Course (Retired 11/6/13) Canine Team Training Instructor Course	40 80
(m)	1109	Laser Speed Measurement Device (LSMD) Instructor Transition Course for Radar Instructors (Retired 12/31/08)	24
(g)(+)	1110	Breath Test Instructor Course	40
(h)(+)	1111	Breath Test Instructor Renewal Course	8
(i)(+)	1159	Speed Measurement Instructor Course	40
(j)(+)	1186	Florida General Instructor Techniques Course	64
(k)(+)	2001	Role-play Scenarios for Facilitative Learning	16

4188 (4) Commission-approved Specialized Training Program Courses pursuant to paragraph (1)(c) of this rule
 4189 section. The following Commission-approved Specialized Training Program Courses are developed and approved
 4190 by the Commission and have not been designated as Commission-approved Advanced Training Program Courses:

	Course Number	Course Names	Course Hours
(a)	1196	Contraband Forfeiture	16
(b)	1144	Human Interaction Course	16
(b)(e)	1131	Human Diversity In-service Training for Discriminatory Profiling and Professional Traffic Stops	4
(c)(d)	1112 1198	Canine Team Training Course (Retired 11/6/13) Canine Team Training Course (Effective 11/7/13)	400 480
(d)(e)	1113	Laser Speed Measurement Device (LSMD) Transition Operators Course for Radar Operators (Retired 12/31/08)	12
(e)(+)	1132	Parking Enforcement Specialist for Civilians	16
(f)(+)	1133	Selective Traffic Enforcement Program for Civilians	80
(g)(+)	732	Traffic Control Officer for Civilians	8
(h)(+)	1134	Criminal Justice Officer Ethics Course	8
(j)	1135	Crimes Against Children	24

4191

Comment [GJ209]:
11B-35.007(3)(k):
Description of the revision: Deletes the retired CMS First Aid Instructor Transition Course, number 804, from the list of Specialized Instructor Training Courses.
Why the rule is being revised: Removes the CMS First Aid Instructor Transition Course, number 804, from the list of Specialized Instructor Training Courses because the course has been retired for more than four years.
Revised by: Glenn Koenig

Comment [GJ210]:
11B-35.007(3)(m):
Description of the revision: Deletes the retired Laser Speed Measurement Device (LSMD) Instructor Transition Course for Radar Instructors, number 1109, from the list of Specialized Instructor Training Courses.
Why the rule is being revised: Removes the Laser Speed Measurement Device (LSMD) Instructor Transition Course for Radar Instructors, number 1109, from the list of Specialized Instructor Training Courses because the course has been retired for more than four years.
Revised by: Glenn Koenig

Comment [GJ211]:
11B-35.007(4):
Description of the revision: Revises the paragraph numbering of Rule 11B-35.007(4)(b)-(z), F.A.C.
Why the rule is being revised: Revises the paragraph numbering of Rule 11B-35.007(4)(b)-(z), F.A.C., because several paragraphs were removed.
Revised by: Glenn Koenig

Comment [GJ212]:
11B-35.007(4)(b):
Description of the revision: Retires and deletes Human Interaction Course, number 1144, from the list of Specialized Training Program Courses.
Why the rule is being revised: Removes Human Interaction Course, number 1144, from the list of Specialized Training Program Courses because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.
Revised by: Glenn Koenig

Comment [GJ213]:
11B-35.007(4)(j):
Description of the revision: Retires and deletes Crimes Against Children, number 1135, from the list of Specialized Training Program Courses.
Why the rule is being revised: Removes Crimes Against Children, number 1135, from the list of Specialized Training Program Courses because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.
Revised by: Glenn Koenig

(k)	1136	Domestic Violence	8
(l)	1137	Violent Crime Investigator Training Course	40
(i)(m)	808	CMS Field Training Officer Transition Course (Retired 12/31/08)	8
(n)	1140	Basic Incident Command System (ICS) Course	6
(o)	1141	Intermediate Incident Command System (ICS) Course	18
(p)	1142	Advanced Incident Command System (ICS) Course	14
(j)(q)	1149	Special Populations	32
(r)	1150	Problem Solving Model: SECURE	6
(k)(s)	1160	Dart-Firing Stun Gun	8
(l)(t)	1167	CMS General Instructor Update Course (Retired 12/31/10)	4
(m)(u)	1169	CMS Defensive Tactics and Firearms Instructor Update Course (Retired 12/31/10)	6
(n)(v)	1185	Elder Abuse Investigations	4
(o)(w)	1189	Physical Fitness Trainer Course	32
(p)(x)	1194	Responding to Veterans	16
(q)(y)	1195	Public Safety Telecommunications for Law Enforcement Officers	40
(r)(z)	1197	STEP Course for Red Light Cameras	40
(s)(aa)	2002	Property Repossession Processes	2
(t)(bb)	2006	Canine Team Training Instructor Update Course	24
(u)(cc)	2007	Safe Handling of Firearms	16
(v)(dd)	2008	District Courts of Appeal Marshal Minimum Standards Training Program	32

Comment [GJ214]:**11B-35.007(4)(k):**

Description of the revision: Retires and deletes Domestic Violence, number 1136, from the list of Specialized Training Program Courses.

Why the rule is being revised: Removes Domestic Violence, number 1136, from the list of Specialized Training Program Courses because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ215]:**11B-35.007(4)(l):**

Description of the revision: Deletes Violent Crime Investigator Training Course, number 1137, from the list of Specialized Training Program Courses and adds the course to the list of Advanced Training Program Courses.

Why the rule is being revised: Removes Violent Crime Investigator Training Course, number 1137, from the list of Specialized Training Program Courses and adds the course to the list of Advanced Training Program Courses based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ216]:**11B-35.007(4)(n)-(p):**

Description of the revision: Retires and deletes the following courses from the list of Specialized Training Program Courses: Basic Incident Command System (ICS) Course, number 1140; Intermediate Incident Command System (ICS) Course, number 1141; and Advanced Incident Command System (ICS) Course, number 1142.

Why the rule is being revised: Removes Basic Incident Command System (ICS) Course, number 1140; Intermediate Incident Command System (ICS) Course, number 1141; and Advanced Incident Command System (ICS) Course, number 1142, from the list of Specialized Training Program Courses because the courses were retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ217]:**11B-35.007(4)(r):**

Description of the revision: Retires and deletes Problem Solving Model: SECURE, number 1150, from the list of Specialized Training Program Courses.

Why the rule is being revised: Removes Problem Solving Model: SECURE, number 1150, from the list of Specialized Training Program Courses because the course was retired based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

4194

(w)	<u>019</u>	<u>Criminal Law</u>	<u>40</u>
(x)	<u>054</u>	<u>Organized Crime</u>	<u>40</u>
(y)	<u>2009</u>	<u>Diabetic Emergencies and Officer Response</u>	<u>2</u>

4195 (5) The following Commission-approved Specialized Training Program Courses are developed and approved
 4196 by the Commission and have not been designated as Commission-approved Advanced Training Program Courses:

(a)	851	Breath Test Operator Course	16
(b)	951	Breath Test Operator Renewal Course	4
(c)	850	Agency Inspector Course	24
(d)	950	Agency Inspector Renewal Course	6

4197 (6) Successfully completed Commission-approved Specialized Training Program Courses may be credited
 4198 toward an officer's mandatory retraining requirement pursuant to Rule 11B-27.00212, F.A.C. Documentation of
 4199 such training shall be provided to students and shall include the name of the training school delivering the course,
 4200 the course title or topics taught, course date(s), and course hours, or login records, or electronic records of
 4201 participation.

4202 (7) Criminal Justice Standards and Training Trust Fund Officer Training Monies may be expended to conduct
 4203 Commission-approved Specialized Training Program Courses pursuant to subsection (1) of this rule section. Officer
 4204 Training Monies shall be expended pursuant to the requirements of Rule Chapter 11B-18, F.A.C.

4205 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.175, 943.25 FS. History--New
 4206 12-13-92, Amended 8-7-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08,
 4207 9-28-09, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

Comment [GJ218]:

11B-35.007(4)(w)-(x):

Description of the revision: Moves the following from the Advanced Training Program list to the Specialized Training Program Courses list: Criminal Law, number 019; and Organized Crime, number 054.

Why the rule is being revised: Moves the Criminal Law, number 019; and Organized Crime, number 054, from the Advanced Training Program list to the list of Specialized Training Program Courses based upon the Statewide Criminal Justice Officer Post-Basic Training Needs Assessment approved by the Commission in August 2014.

Revised by: Glenn Koenig

Comment [GJ219]:

11B-35.007(4)(y):

Description of the revision: Adds new Diabetic Emergencies and Officer Response, number 2009, to the list of Specialized Training Program Courses.

Why the rule is being revised: Adds the newly developed Diabetic Emergencies and Officer Response, number 2009, to the list of Specialized Training Program Courses based upon the legislative mandate for FDLE to create diabetes awareness training.

Revised by: Glenn Koenig

4208 **11B-35.0085 Criminal Justice Training School Requirements for Local Administration and Security of**
4209 **Examinations for Training Courses.** A training center director shall maintain the security and confidentiality of
4210 all examinations used in all Commission-approved courses in the following manner:

4211 (1) Pursuant with Section 943.173(2), F.S., the Commission shall authorize the administration of examinations
4212 at training schools. Administration of examinations shall consist of the training center director or designee(s)
4213 developing examination items, maintaining examination item banks, preparing examination forms, administering
4214 examinations, retaining student examinations, proctoring, grading, and recording the results of the examinations.

4215 (2) A training center director shall develop and maintain written procedures outlining the security of training
4216 school examinations to include preparation, administration, proctoring, storing, grading, disposal, and student
4217 review.

4218 (3) Written procedures, examinations, and examination materials shall be made available for inspection by
4219 Commission staff.

4220 (4) To maintain the security of the examinations outlined in this rule section, a training center director shall
4221 ensure that:

4222 (a) The security and confidentiality of examinations and examination materials are maintained and obsolete
4223 examination materials are destroyed.

4224 (b) Examination materials are secured and accessible only by training school staff approved by the training
4225 center director.

4226 (c) Examination items are not reviewed with students prior to administration of the test.

4227 (d) Student contact with examination materials is conducted in a controlled presentation to prohibit students
4228 from recording or transcribing test questions and answers.

4229 (5) Examination materials, including the examination and individual answer forms for each training course,
4230 shall be retained for not less than two years after the date the examination is completed.

4231 Rulemaking Specific Authority 943.12(1), (2) FS. Law Implemented 943.173 FS. History--New 7-7-99, Amended
4232 11-5-02, 11-30-04.

Comment [GJ220]:
Technical Revision

11B-35.009 Exemption from Basic Recruit Training.

(1) Definitions. For the purpose of this rule section, the following definitions shall apply:

(a) “Employing agency” means any agency authorized by law to employ or appoint officers pursuant to Section 943.10(4), F.S.

(b) “Comparable basic recruit training program in another state or for the federal government,” means any successfully completed sworn officer training course or courses, irrespective of the completion date, which when viewed together include all the primary training topics pursuant to subsection (3) of this rule section, for the discipline in which the applicant is seeking an exemption, pursuant to Section 943.131(2), F.S. Commission-approved Basic Recruit Training Courses may be substituted for courses not included in basic level training.

(c) “Another state” means one or more of the United States or its territories, or any combination thereof, with the exception of the State of Florida.

(d) “Federal Government” means any agency of the United States government that employs or appoints sworn officers, a Native American Indian tribe or band that employs or appoints sworn officers, or any branch or entity of the United States Armed Forces or any combination thereof.

(e) “Full time” means any employed or appointed status in which a normal work week consists of forty or more on-duty hours, exclusive of overtime, holidays, regular days off, leave, or other authorized or ordered absence from work.

(f) “Sworn officer” means an individual whose work experience, as required in this rule section, meets the definition of a law enforcement, correctional, and correctional probation officer pursuant to Section 943.10(1) – (3), F.S.

(g) “At least one year” means a time period of twelve months sworn experience that shall have occurred at no more than two criminal justice agencies over a period not to exceed eighteen months as a full-time sworn officer in a specified discipline, excluding periods during which an individual was enrolled in or attending basic recruit training.

(h) Pursuant to Section 943.1395(3), F.S., and subsection 11B-27.00212(11), F.A.C., an “Inactive Florida Officer” means an individual who has met the certification and employment requirements of Section 943.13, F.S., and has not been employed as an officer in the discipline for which the individual was a Florida certified officer for a period of four to eight years.

(2) An individual who applies for certification as a Florida officer shall qualify for exemption from completing a Commission-approved Basic Recruit Training Program if the applicant has:

(a) Successfully completed basic recruit training comparable in content to the Basic Recruit Training Program for the discipline for which the individual claims exemption or a previously completed Commission-approved Basic Recruit Training Program; and

(b) Prior service as a full-time sworn officer in another state or the Federal Government for at least one year, pursuant to paragraph (1)(g) of this rule section, in the criminal justice discipline for which the individual is requesting an exemption. There shall be no more than an 8-year break in employment, which is measured from the separation date of the most recent qualifying employment to the time a complete application is submitted for an exemption under this rule section. The twelve months sworn experience shall have occurred at no more than two criminal justice agencies over a period not to exceed eighteen months as a full-time sworn officer in the discipline for which an exemption is being requested.

(3) For individuals who request an exemption from a Commission-approved Basic Recruit Training Program, the employing agency or Criminal Justice Selection Center shall:

(a) Verify that the applicant’s law enforcement training is comparable to the Commission’s Florida Law Enforcement Academy for which the exemption is requested, and at a minimum reflects successful completion of training, pursuant to the Exemption-From-Training form CJSTC-76, for the topics of Legal, Interactions in a Diverse Community, Interviewing and Report Writing, Patrol (including Fundamentals, Calls for Service, and Critical Incidents), Criminal Investigations (including Crime Scene and Courtroom), Traffic Stops, Traffic Crash Investigations, Vehicle Operations, First Aid or equivalent, Firearms, and Defensive Tactics.

4281 (b) Verify that the applicant's correctional officer training is comparable to the Commission's Florida CMS
4282 Correctional Basic Recruit Training Program whenever an exemption is requested, and at a minimum reflects
4283 successful completion of training, pursuant to the Exemption-From-Training form CJSTC-76, for the topics of
4284 Legal, Communications, Officer Safety, Facility and Equipment, Intake and Release, Supervising in a Correctional
4285 Facility, Supervising Special Populations, Responding to Incidents and Emergencies, Firearms, Defensive Tactics,
4286 and First Aid or Equivalent.

4287 (c) Verify that the applicant's correctional probation officer training is comparable to the Commission's
4288 Florida Correctional Probation Basic Recruit Training Program whenever an exemption is requested, and at a
4289 minimum reflects successful completion of training, pursuant to the Exemption-From-Training form CJSTC-76, for
4290 the topics of Legal, Interpersonal Communication Skills, Caseload Management, Supervision, Investigations,
4291 Management Information Systems, Defensive Tactics, and First Aid or equivalent.

4292 (d) Verify the required training and the authenticity of documents submitted by an individual through
4293 telephone or written confirmation of documents such as, criminal justice agency training records, training school
4294 records, official transcripts, curricula or curricula summaries, certificates of completion, or other such documents
4295 that verify the applicant's successful completion of comparable basic recruit training in another state or for the
4296 federal government, and affidavits executed by a custodian or custodians of such records or other persons with direct
4297 knowledge that support the individual's successful completion of comparable basic recruit training.

4298 (e) Verify that the individual has met the required prior sworn experience by obtaining copies of one or more
4299 of the following:

- 4300 1. Agency employee payroll record;
4301 2. Agency employment record;
4302 3. Employment verification by an authorized representative of the individual's previous employer or
4303 employers; and
4304 4. Other documentation that confirms the applicant's previous experience and employment as an officer for at
4305 least one year.

4306 (4) Inactive Florida officers who have been separated from employment for a period of four to eight years, may
4307 apply for exemption from re-taking the Basic Recruit Training Program for which the officer has been previously
4308 certified as a sworn officer. There shall be no more than an eight-year break in employment, which is measured
4309 from the separation date of the most recent qualifying employment to the time a complete application is submitted,
4310 for an exemption under this rule section. The employing agency or Criminal Justice Selection Center shall verify
4311 that the applicant has:

4312 (a) Successfully completed the Basic Recruit Training Program for the discipline for which re-activation of
4313 certification is requested; and

4314 (b) Been employed and certified as a criminal justice officer in Florida in the discipline for which reactivation
4315 or certification is requested.

4316 (5) Documentation requirements for out-of-state, federal, and inactive Florida Officers. Upon verification of
4317 an individual's request for exemption of training, pursuant to this rule section, an employing agency or Criminal
4318 Justice Selection Center shall submit to Commission staff a completed Exemption-From-Training, form CJSTC-76,
4319 revised November 5, 2015 ~~November 6, 2014~~, effective 9/2016 ~~7/2015~~, hereby incorporated by reference, for out-
4320 of-state, federal, and inactive Florida Officers. Form CJSTC-76 can be obtained at the following FDLE Internet
4321 address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
4322 ~~http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism Program Forms.aspx~~, or by contacting
4323 Commission staff at (850) 410-8615. Supporting documentation verifying the individual's compliance with
4324 comparable basic recruit training and sworn criminal justice experience pursuant to this rule section shall be
4325 maintained on file by the employing agency or Criminal Justice Selection Center and submitted to Commission staff
4326 for review. The agency shall be notified of the approval or denial of the requested exemption of certification in
4327 writing within 30 working days. Any appeal of denial of exemption is governed by Section 120.57, F.S.

4328

Comment [GJ221]:

11B-35.009(5):

Description of the revision: Incorporates the revised Exemption-From-Training, form CJSTC-76.

Why the rule is being revised: Incorporates the revised Exemption-From-Training, form CJSTC-76, to specify that only the last four digits of the applicant's social security number are required for completion of the form, and this information may be requested, pursuant to 119.071, F.S.

Revised by: AGC Fern Rosenwasser

Comment [GJ222]:

11B-35.009(5):

TECHNICAL REVISION; updated the forms link.

4329 (6) High-Liability Basic Recruit Training proficiency skills requirements for out-of-state, federal, or inactive
4330 Florida officers. Prior to applying for certification, an out-of-state or federal officer, or inactive Florida officer, who
4331 is exempt from completing a Commission-approved Basic Recruit Training Program, pursuant to Section
4332 943.131(2), F.S., shall demonstrate proficiency in the required High-Liability Basic Recruit Training Proficiency
4333 Skills of vehicle operations, firearms, defensive tactics, and first aid, pursuant to Rule 11B-35.0024, F.A.C., for the
4334 discipline for which certification is sought. Such officers shall achieve a passing score on the State Officer
4335 Certification Examination, pursuant to Rule 11B-30.0062, F.A.C., and paragraph 11B-30.008, F.A.C.
4336 Demonstration of proficiency in the required High-Liability Basic Recruit Training Proficiency Skills and passing
4337 the State Officer Certification Examination shall be completed within one year after notification of approval of the
4338 Exemption-From-Training form CJSTC-76. Individuals who do not complete the required demonstration of
4339 proficiency in the High-Liability Basic Recruit Training Proficiency Skills and achieve a passing score on the State
4340 Officer Certification Examination within one year, are permitted to apply for another exemption from training,
4341 pursuant to Section 943.131(2), F.S., provided they meet the eligibility requirements outlined in Section 943.131(2),
4342 F.S. Upon demonstration of proficiency in the required High-Liability Basic Recruit Training Proficiency Skills, the
4343 training school shall complete an Exemption-From-Training Proficiency Demonstration, form CJSTC-76A, revised
4344 November 6, 2014, effective 7/2015, hereby incorporated by reference, and provide a copy to the officer of form
4345 CJSTC-76A. Form CJSTC-76A can be obtained at the following FDLE Internet address:
4346 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>
4347 <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting
4348 Commission staff at (850) 410-8615. The training center director or designee shall, within thirty days of course
4349 completion, electronically transmit a completed Training Report form CJSTC-67 through the Commission's ATMS,
4350 or submit an updated form CJSTC-67.

Comment [GJ223]:
11B-35.009(6):
TECHNICAL REVISION; updated the forms
link.

4351 (7) Regardless of the number of exemptions from training an individual receives, the individual shall not take
4352 the State Officer Certification Examination more than three times without enrolling in and completing a
4353 Commission-approved Basic Recruit Training Program pursuant to Section 943.1397(2), F.S.

4354 (8) Individuals, who have qualified for an exemption from a Commission-approved Basic Recruit Training
4355 Program, pursuant to this rule section, shall become employed within four years from the beginning date of the
4356 required proficiency demonstration as entered on the Training Report form CJSTC-67.

4357 (9) Individuals applying for exemption from a Commission-approved Basic Recruit Training Program,
4358 outlined in this rule section, shall not engage in conduct that subverts or attempts to subvert the State Officer
4359 Examination process pursuant to Rule 11B-30.009, F.A.C.

4360 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented ~~119.071~~, 943.131(2) FS. History—New
4361 1-2-97, Amended 7-7-99, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

Comment [GJ224]:
REMOVED TECHNICAL REVISION
Technical Revision