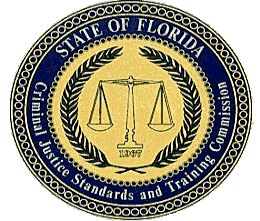




## CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION

RULES AND FORMS EFFECTIVE: 9/4/16



### 2015-2016 PROPOSED RULE REVISIONS

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### Bureau of Administrative Code Website

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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	09-04-16	<u>11B-35.0024</u>
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<u>CJSTC-4 CMS</u>	CMS Firearms Performance Evaluation <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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.
<u>CJSTC-5 CMS</u>	CMS First Aid Performance Evaluation <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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"> <li>No SS # required.</li> </ul>	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"> <li>No SS # required.</li> </ul>	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"> <li>No SS # required</li> </ul>	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.
<u>CJSTC-19</u>	Criminal Justice Diver Performance Evaluation <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	11/07/13 Created 11/06/14 Revised	05/2014 7/2015	11B-35.0024(4)(j) 11B-35.0024(4)(j)

<b><i>Proficiency Forms</i></b>				
<b>Form Number</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
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)  <ul style="list-style-type: none"> <li>No SS#; rule references verified.</li> </ul>	07/09/07 Created	03/03/08	11B-27.014(2)(b)

<b><i>RADAR/LASER FORMS</i></b>				
<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<u>CJSTC-10</u>	Speed Measurement Device Instructor Field Evaluation (Renamed Form)  <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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  <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-18</u></a>	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)
<a href="#"><u>CJSTC-70</u></a>	Patrol Canine Team Certification Application <ul style="list-style-type: none"> <li>Handler: Requires Full SS #.</li> <li>First Instructor: Full SS#.</li> <li>Second Instructor: Full SS#.</li> <li>Evaluator: Last 4 Numbers of SS #.</li> </ul> <b>Canine Team Certification Application</b> (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 11/05/15 Revised	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 9/2016	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) 11B-27.013(2)(e)
<a href="#"><u>CJSTC-70A</u></a>	Canine Course Equivalency Checklist <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	11/07/13 Created 11/06/14 Revised 11/05/15 Revised	05/2014 7/2015 9/2016	11B-27.013(3)(c) 11B-27.013(3)(b) 11B-27.013(3)(b)2.
<a href="#"><u>CJSTC-71</u></a>	Instructor Certification Application <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-81</u></a>	Instructor Competency Checklist <ul style="list-style-type: none"> <li>Requires Full SS# because this form is connected to form CJSTC-71.</li> </ul>	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 11/05/15 Revised 11/05/15 Revised	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 9/2016 9/2016	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. and 11B-20.0014(1)(d)
<a href="#"><u>CJSTC-82</u></a>	Instructor Exemption <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)

<b>INSTRUCTOR CERTIFICATION FORMS</b>				
<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
		12/16/10 Revised 11/06/14 Revised	03/2013 7/2015	11B-35.001(11)(c)8. 11B-35.001(10)(d)8.
<a href="#"><u>CJSTC-83</u></a>	Patrol Duty Canine Team Proficiency Examination <ul style="list-style-type: none"> <li>• Handler: Requires Full SS #.</li> <li>• Evaluator 1: Requires Last Four Numbers of SS #.</li> <li>• Evaluator 2: Requires Last Four Numbers of SS #.</li> </ul> <b>Canine Team Performance Evaluation</b> (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)(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)
<a href="#"><u>CJSTC-84</u></a>	Instructor Compliance Application <ul style="list-style-type: none"> <li>• Requires Full SS #.</li> </ul>	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

<b>EMPLOYMENT, REGISTRATION, AND SEPARATION TRAINING FORMS</b>				
<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<a href="#"><u>CJSTC-16</u></a>	Specialized Training Documentation <ul style="list-style-type: none"> <li>• No SS # required.</li> </ul>	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.
<a href="#"><u>CJSTC-16A</u></a>	Specialized Training Documentation Supplemental <ul style="list-style-type: none"> <li>• No SS # required.</li> </ul>	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.
<a href="#"><u>CJSTC-29</u></a>	Criminal Justice Training School Certification and Recertification Application <ul style="list-style-type: none"> <li>• No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-58</u></a>	Authority for Release of Information <ul style="list-style-type: none"> <li>• Requires Last 4 Numbers of SS #.</li> </ul>	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**

<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<a href="#"><u>CJSTC-59</u></a>	Officer Certification Application <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-60</u></a>	Registration of Employment Affidavit of Compliance <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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-27.0022(3) 11B-27.002(2) 11B-27.002(2) 11B-27.002(2) 11B-27.002(2)
<a href="#"><u>CJSTC-61</u></a>	Affidavit of Separation <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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.
<a href="#"><u>CJSTC-61A</u></a>	Affidavit of Separation Supplemental <ul style="list-style-type: none"> <li>No SS # required.</li> </ul> <p>First Rule Packet Second Rule Packet</p>	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.
<a href="#"><u>CJSTC-62</u></a>	Fingerprint Notification <ul style="list-style-type: none"> <li>Requires Last 4 numbers of SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-63</u></a>	Higher Education For Salary Incentive Report <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-65</u></a>	Temporary Employment Authorization Statement <ul style="list-style-type: none"> <li>Requires Last 4 Numbers of SS #.</li> </ul>	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.
<a href="#"><u>CJSTC-67</u></a>	Training Report <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-67A</u></a>	Academy Physical Fitness Standards Report <ul style="list-style-type: none"><li>Requires Full SS #.</li></ul>	11/08/07 Created 11/06/14 Revised	06/09/08 7/2015	11B-35.001(11)(b) 11B-35.001(10)(a)
<a href="#"><u>CJSTC-68</u></a>	Affidavit of Applicant <ul style="list-style-type: none"><li>Requires Full SS #.</li></ul>	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)
<a href="#"><u>CJSTC-74</u></a>	Mandatory Retraining Report Old Form CJSTC-74 effective 1996 <ul style="list-style-type: none"><li>Requires Full SS #.</li></ul>	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)
<a href="#"><u>CJSTC-74</u></a>	<b>Mandatory Retraining Report</b>	08/07/08 Revised	04/16/09	11B-27.00212(4)
<a href="#"><u>CJSTC-75</u></a>	Physician's Assessment <ul style="list-style-type: none"><li>Requires Last 4 Numbers of SS #.</li></ul>	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)
<a href="#"><u>CJSTC-75A</u></a>	Patient Information <ul style="list-style-type: none"><li>Requires Last 4 Numbers of SS #.</li></ul>	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)

## EMPLOYMENT, REGISTRATION, AND SEPARATION TRAINING FORMS

<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<a href="#"><u>CJSTC-75B</u></a>	Physical Fitness Assessment <ul style="list-style-type: none"> <li>Requires Last 4 Numbers of SS #.</li> </ul>	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.
<a href="#"><u>CJSTC-76</u></a>	Equivalency-of-Training <ul style="list-style-type: none"> <li>Requires Last 4 Numbers of SS #.</li> </ul> <p><b>Exemption-From-Training</b> (Renamed Form)</p>	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 12/16/10 Revised 11/07/13 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 05/2012 05/2014 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)
<a href="#"><u>CJSTC-76A</u></a>	Equivalency-of-Training Proficiency Demonstration <ul style="list-style-type: none"> <li>Requires Last 4 Numbers of SS #.</li> </ul> <p><b>Exemption-From-Training Proficiency Demonstration</b> (Renamed Form)</p>	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)
<a href="#"><u>CJSTC-77</u></a>	Employment Background Investigative Report <ul style="list-style-type: none"> <li>Requires Last 4 Numbers of SS #.</li> </ul>	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.
<a href="#"><u>CJSTC-78</u></a>	Internal Investigation Report <ul style="list-style-type: none"> <li>Requires Last 4 Numbers of SS #.</li> </ul>	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)

<b><i>EMPLOYMENT, REGISTRATION, AND SEPARATION TRAINING FORMS</i></b>				
<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<a href="#"><u>CJSTC-79</u></a>	Name Change Application <ul style="list-style-type: none"> <li>Requires Last 4 Numbers of SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-86</u></a>	Mandatory Firearms Training Report <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-86A</u></a>	Law Enforcement Officer Firearms Qualification Standard <ul style="list-style-type: none"> <li>Requires Last 4 Numbers of SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-86B</u></a>	Injury in the Line of Duty <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul> <b>Injury or Illness Exemption for the Firearms Law Enforcement Officer Qualification Standard</b> (Renamed Form)	01/29/09 Created   12/16/10 Revised 11/05/15 Revised	09/28/09   05/2012 9/2016	11B-27.0212(14)(e)   11B-27.0212(14)(e) 11B-27.0212(14)(e)

<b><i>LOCAL DOLLAR EXPENDITURES FORM</i></b>				
<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<a href="#"><u>CJSTC-24</u></a>	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**

<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<a href="#"><u>CJSTC-200</u></a>	Training School Contact Report Course Monitor <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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)
<a href="#"><u>CJSTC-201</u></a>	Firing Range Facility and Equipment Requirements <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-202</u></a>	Driving Range Facility and Equipment Requirements <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-203</u></a>	Defensive Tactics Facility and Equipment Requirements <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-204</u></a>	Staffing Requirements <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-205</u></a>	Training School Classroom Facility and Equipment Requirements <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-206</u></a>	Non-Compliance Follow-up Report <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-207</u></a>	Agency New Hire Report <ul style="list-style-type: none"> <li>Requires Full SS #.</li> </ul>	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**

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

### **CRIMINAL JUSTICE STANDARDS AND TRAINING TRUST FUND FORMS**

<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<a href="#"><u>CJSTC-300</u></a>	Officer Training Monies Semi-Annual Expenditure Report <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-301</u></a>	Officer Training Monies Year End Fiscal Report <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-302</u></a>	Officer Training Monies Programmatic Change and Budget Amendment <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-310</u></a>	Officer Training Monies Operating Budget <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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)
<a href="#"><u>CJSTC-311</u></a>	Operating Capital Outlay Property Disposal Request <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	05/06/04 Created 12/16/10 Revised 11/05/15 Revised	11/30/04 03/2013 9/2016	11B-18.0053(4)(e) 11B-18.0053(4)(e) 11B-18.0053(4)(e)

<b>STATE OFFICER CERTIFICATION EXAMINATION FORMS</b>				
<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<a href="#"><u>CJSTC-502</u></a>	Application for Individuals Requesting Special Test Accommodations  • 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)
<a href="#"><u>CJSTC-510</u></a>	State Officer Certification Examination Grade Review Request  • 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)
<a href="#"><u>CJSTC-511</u></a>	State Officer Certification Examination Review  • 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)
<a href="#"><u>CJSTC-516</u></a>	Applicant State Officer Certification Examination Overall Test Results  • 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***

<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
CJSTC-3	Role Play Practicum Check Sheet <ul style="list-style-type: none"> <li>No SS # required.</li> </ul>	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**

<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
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"><li>No SS # required.</li></ul>	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"><li>Requires Last 4 Numbers of SS #.</li></ul>	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"><li>No SS # required.</li></ul>	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"><li>No SS # required.</li></ul>	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***

<b>Form Number Link</b>	<b>Commission-Approved Forms</b>	<b>Commission Approved</b>	<b>Effective Date</b>	<b>Incorporated In the following Rule(s)</b>
<a href="#"><u>CJSTC-517</u></a>	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		

**RULE TITLES:****RULE NOS.:**

1. Definitions.	<u>11B-14.001</u>
2. General Program Provisions.	<u>11B-14.002</u>
3. Authorized Salary Incentive Payments.	<u>11B-14.003</u>
4. Annual Salary Incentive Compensation Report.	<u>11B-14.005</u>

**11B-14.001 Definitions.** For the purpose of this rule chapter, the definitions of “employing agency,” “law enforcement officer,” “correctional officer,” “correctional probation officer,” and “Commission,” pursuant to Section 943.10, F.S., and the definitions of “community college degree or equivalent,” “bachelor’s degree,” and “accredited college or university or community college,” pursuant to Section 943.22, F.S., shall be deemed controlling. The definition of “law enforcement officer” also includes those elected officers who, pursuant to Section 943.253, F.S., choose to participate in the Salary Incentive Program. In addition, for the purpose of this rule chapter, the term “officer” is limited to include “law enforcement officer,” “correctional officer,” or “correctional probation officer,” pursuant to Section 943.10(14), F.S. Further, in order to provide effectively for the administration of the Salary Incentive Program, certain additional definitions are necessary, therefore, the following words or phrases shall have these meanings:

(1) “Career Development Training Course” means a course in the Commission-approved Career Development Training Program that consists of advanced or technical training related to promotion to a higher rank or position pursuant to Section 943.17(1)(c), F.S.

(2) “Federal or Private Training” means a Commission-approved training program that enhances an officer’s knowledge, skills, and abilities for the job performed and is approved by the Commission for salary incentive payment. Commission-approved Federal or Private Training Programs are listed in subsection 11B-14.002(4), F.A.C.

(3) “Advanced Training Course” means a course in the Commission-approved Advanced Training Program that enhances an officer’s knowledge, skills, and abilities for the job performed, pursuant to Section 943.17(1)(c), F.S.

(4) “Annual Salary Incentive Compensation Report” means “a computerized report prepared annually,” that lists for each agency the name of its officers, date of employment, and correct monthly payments by the type of salary incentive an officer is eligible to receive, and contains the required signature lines, pursuant to Section 943.22(2)(i), F.S.

(5) “Officer” means an individual who meets the statutory requirements pursuant to Section 943.13, F.S.

(6) “Educational Training” means an associate’s degree, equivalent, or bachelor’s degree pursuant to Sections 943.22(2)(b), (c), F.S.

(7) “ATMS” means the Commission’s Automated Training Management System.

(8) “Basic Recruit Training Program” means Commission-approved Basic Recruit Training Programs for law enforcement, correctional, and correctional probation officers.

(9) For Commission-approved Basic Recruit and Advanced Training Program Courses, the terms “successfully completed,” “successfully complete,” and “pass” are defined in subsection 11B-35.001(9), F.A.C., or for federal or private training programs, a letter from the agency head attached to the Certificate of Completion that confers the successful completion of a federal or private training program.

(10) “ATMS Global Profile Report” means a continuous record of criminal justice officer employment, salary incentive, mandatory training, certifications, instructor topics, examination records, equivalency of training exemption, and officer training generated from the Automated Training Management System.

Specific Authority 943.03(4), 943.12(1), 943.22(2)(h) FS. Law Implemented 943.22 FS. History—New 8-19-72, 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, 9-3-87, 12-13-92, 1-2-97, 7-7-99, 11-5-02, 11-30-04, 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 Course, as defined in subsection 11B-14.001(1), F.A.C., and Advanced Training Program Course, 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, revised November 5, 2015, effective 9/2016, hereby incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-07373>, shall be electronically transmitted to Commission staff through the Commission's ATMS. Form CJSTS-67 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/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.:

	<b>Federal or Private Training</b>	<b>Code</b>	<b>Hours</b>
(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

(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>, 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

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

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

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

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

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

(15) All forms referenced in this rule chapter may be obtained on the following web site: <http://www.fdle.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 Authority 943.03(4), 943.12(1), 943.22(2)(h) FS. Law Implemented 943.22 FS. History-- 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, 5-23-88, 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, 7-29-15, 9-4-16.

**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



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.

**RULE TITLES:****RULE NOS.:**

<b>1.</b>	Operational Definitions.	<u>11B-18.003</u>
<b>2.</b>	Regional Training Areas.	<u>11B-18.004</u>
<b>3.</b>	Establishment of Regional Training Councils.	<u>11B-18.005</u>
<b>4.</b>	Regional Training Council Meetings.	<u>11B-18.0051</u>
<b>5.</b>	Development of Budgets.	<u>11B-18.0052</u>
<b>6.</b>	Officer Training Monies Budget and Expenditure Categories.	<u>11B-18.0053</u>
<b>7.</b>	Development of Officer Training Monies Budgets and Required Reports.	<u>11B-18.0071</u>
<b>8.</b>	Areas of Responsibility.	<u>11B-18.008</u>
<b>9.</b>	Applicability, Contractual Obligations.	<u>11B-18.009</u>
<b>10.</b>	Criminal Justice Standards and Training Commission Fiscal Program Audits and Instruction and Facility Evaluations.	<u>11B-18.010</u>

**11B-18.003 Operational Definitions.** For the purpose of this rule chapter, the definitions of “Auxiliary Law Enforcement Officer,” “Auxiliary Correctional Officer,” “Auxiliary Correctional Probation Officer,” “Commission,” “Correctional Officer,” “Correctional Probation Officer,” “Criminal Justice Training School,” “Commission staff,” “Program,” “Employing Agency,” “Law Enforcement Officer,” “Officer,” “Part-time Law Enforcement Officer,” “Part-time Correctional Officer,” “Part-time Correctional Probation Officer,” “Private Criminal Justice Training School,” “Public Criminal Justice Training School,” “Support Personnel,” and “Training Center Director,” pursuant to Section 943.10, F.S., shall apply. The operational definitions are as follows:

(1) “Advanced Training Program” means Commission-approved courses that are limited to training that enhances an officer’s knowledge, skills, and abilities for the job an officer performs pursuant to paragraph Section 943.17(1)(b), F.S.

(2) “Budget Amendment” means a transfer of funds from one budget category to another budget category within an approved regional training budget.

(3) “Budget Cycle” means the process and procedure for the development, preparation, review, approval, implementation, or execution of a regional training budget, and is identified with a fiscal year beginning July 1, and ending June 30 of the following calendar year.

(4) “Regional Training Council” means a Local Regional Training Council or a State Regional Training Council established in this rule chapter pursuant to Section 943.25(4), F.S.

(5) “Criminal Justice Standards and Training Trust Fund” means “Officer Training Monies” appropriated by the Legislature to provide Commission-approved Advanced and Specialized Training Program Courses for law enforcement, correctional, and correctional probation officers pursuant to Section 943.25(2), F.S.

(6) “Department” means the Florida Department of Law Enforcement pursuant to Section 943.02(1), F.S.

(7) “Distribution Formula” means the Commission-approved distribution formula established in this rule chapter used to calculate the distribution of Officer Training Monies to the training regions pursuant to Section 943.25(4)(b), F.S.

(8) “Encumbered Funds” means Officer Training Monies that have been obligated during a given fiscal year by proper execution of a purchase order or other formal agreement that is enforceable as a contract for disbursement of those funds.

(9) “Fiscal Year” means July 1 of one year through June 30 of the next year.

(10) “Local Regional Training Council” means a Regional Training Council established pursuant to Section 943.25(4), F.S., and is composed of representatives of Commission-certified training schools, and local law enforcement and local correctional agencies within a region.

- (11) “Operating Budget” means an approved regional budget that includes proposed expenditures for a given fiscal year in the categories of administrative expenditures, training costs, and operating capital outlay.
- (12) “Personal Property” means all things other than real property that are subject to ownership.
- (13) “Programmatic Change” means any change made within a budget category.
- (14) “Real Property” means land, and generally whatever is erected or growing upon or affixed to the land.
- (15) “Reciprocal Payment” means reimbursement to a region for the expense of training a trainee from another region pursuant to Section 943.25(5)(a), F.S.
- (16) “Fiscal Agent” means the person(s) appointed or approved by a training center director(s) or Regional Training Council, who is responsible for providing fiscal assistance and expertise to the Regional Training Council(s) and school(s). The fiscal agent is responsible for the records, accountings, and other materials or information regarding expenditures from Officer Training Monies.
- (17) “Specialized Training Program Courses,” defined in Rule 11B-35.007, F.A.C., are Commission-approved courses delivered through a Commission-certified training school, that demonstrate job relevance, instructional quality, and training needed at the local level.
- (18) “State Regional Training Councils” means the two training councils, one of which is comprised of representatives from state law enforcement agencies, and the other from the Florida Department of Corrections.
- (19) “Year End Fiscal Report” means the report prepared at the close of the budget cycle, which is used to advise Commission staff and the Commission of all expended, encumbered, and unexpended Officer Training Monies within the operating budget.
- (20) “Expenditure Formula” means the formula established by the Commission specifying the expenditure of a training region’s budget.
- (21) “Emergency Budget Amendment” means a transfer of Officer Training Monies from one budget category to another budget category, which requires a revision to the expenditure formula.
- (22) “Advanced Training Course” on or after July 1, 1985, means a Commission-approved Advanced Training Program Course that enhances an officer’s knowledge, skills, and abilities for the job performed, pursuant to Section 943.17(1)(b), F.S., and for the purpose of this rule chapter, means Commission-approved Training Program Courses.
- (23) “Commission-certified training school” means a training school pursuant to Section 943.10(16), F.S.
- (24) “Training funded with Officer Training Monies” means Commission-approved Advanced and Specialized Training Program Courses funded in whole or in part with Officer Training Monies.
- (25) “Student fees funded with Officer Training Monies” means payment for tuition, lab fees, and other related fees, for Commission-approved Advanced and Specialized Training Program Courses that have been approved by an accredited college or school district, as defined in Section 943.22, F.S.
- Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(5), 943.25(3) FS. (Supp. 1998). 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, 5-23-88, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 3-13-13.

**11B-18.004 Regional Training Areas.** For the purposes of Officer Training Monies activities, sixteen regional training areas comprised of the criminal justice agencies and Commission-certified training schools located within each regional training area are established. The names of the Commission-certified training schools can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Training-Resources/Training-Centers.aspx> or by contacting Commission staff at (850)410-8615. The following sixteen regional training areas are established:

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

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

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

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

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

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

(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.

(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.

(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.

(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.

(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.

(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.

(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.

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

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

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

Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.25(4) FS. (Supp. 1998). History— 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, 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.

**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.

366 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.25(4) FS. History--New 1-13-81,  
367 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,  
368 10-17-90, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 3-21-07, 3-13-13.  
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**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 Authority 943.03(4), 943.12(1), (2), 943.25(4) 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.

**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.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx> 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 Authority 943.03(4), 943.12(1), (2), 943.25(4)(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.



**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.

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

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

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

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

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

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

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

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

(e) Operating Capital Outlay Property shall not be disposed of or transferred without prior notification to and approval by Commission staff. An Operating Capital Outlay Property Disposal Request, form CJSTC-311, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07391>, shall be completed and submitted to Commission staff when disposing or transferring Operating Capital Outlay Property. Form CJSTC-311 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

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

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

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

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

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

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

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

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

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

Rulemaking Authority 943.03(4), 943.12(1), (2), 943.25(2), (4), (5) FS. Law Implemented 943.25 FS. History-New 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.

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

(4) Year-End Fiscal Report. Each Regional Fiscal Agent shall submit to Commission staff a completed Officer Training Monies Year-End Fiscal Report, form CJSTC-301, revised February 7, 2002, hereby incorporated by reference, reporting all expenditures, to include a list of all Operating Capital Outlay Property purchased pursuant to subsection 11B-18.0053(4), F.A.C. The report shall be filed by October 30 of each year and shall include interest earned for the previous fiscal year ending June 30. Form CJSTC-301 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) Encumbered Officer Training Monies. Purchases shall be encumbered by close of the fiscal year, which is June 30. An encumbered purchase occurs when a purchase order has been issued or a binding contract negotiated prior to the end of the budget year. Purchases that encumber Officer Training Monies shall be received and paid by a training school no later than December 31. If Officer Training Monies are encumbered on June 30, the training school shall submit to Commission staff a "Preliminary" form CJSTC-301, on or before October 30, and a "Final" form CJSTC-301, on or before the following January 30.

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

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

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

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

Rulemaking Authority 943.03(4), 943.12(1), (2), 943.25(4), (5) FS. Law Implemented 943.25 FS. History—New 1-13-81, Amended 7-1-81, 7-28-82, 1-7-85, 1-28-86, Formerly 11B-18.071, Amended 7-13-87, 5-23-88, 10-17-90, 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.



**RULE TITLES:**

**RULE NOS.:**

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|---|--------------------|
| 1. Definitions and Minimum Requirements for General Certification of Instructors.     | <u>11B-20.001</u>  |
| 2. Denial and Discipline of Instructor Certification.                                 | <u>11B-20.0012</u> |
| 3. Commission Instructor Certification Categories.                                    | <u>11B-20.0013</u> |
| 4. Minimum Requirements for High-Liability and Specialized Instructor Certifications. | <u>11B-20.0014</u> |
| 5. Inspection of Instructor Certification Applications.                               | <u>11B-20.0016</u> |
| 6. Maintenance and Duration of Instructor Certifications.                             | <u>11B-20.0017</u> |

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

(1) Definitions:

(a) "Successful completion" of a course is documented as a "Pass" on the completed Training Report, form CJSTC-67, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07374>. Form CJSTC-67 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

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

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

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

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

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

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

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

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

(2) Instructor applicants applying for instructor certification shall:

(a) Complete the Instructor Certification Application, form CJSTC-71, revised November 7, 2013 (effective 5/2014), hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-03936>. Form CJSTC-71 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615;

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

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

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

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

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

(3) General Instructor Certification.

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

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

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

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

a. The instructor applicant shall be supervised by and have his or her instructional abilities evaluated by a training center director or agency administrator, who is currently an instructor, or a designee who is currently an instructor. The training center director, agency administrator, or designee shall complete the Instructor Competency Checklist, form CJSTC-81, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07383>. Form CJSTC-81 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

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

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

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

5. Instructor Separation or Change of Affiliation.

a. When an instructor requests a change of affiliation, the training center director, agency administrator, or designee shall complete an Affidavit of Separation, form CJSTC-61, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07370>, and submit to Commission staff, or immediately transmit through the Commission's ATMS. Form CJSTC-61 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615. A copy shall be maintained in the instructor's file.

b. Instructor Separation. When a training center director, agency administrator, or designee separates an instructor, the training center director, agency administrator, or designee shall notify the instructor of the separation and submit form CJSTC-61 to Commission staff or electronically transmit through the Commission's ATMS. A copy of form CJSTC-61 shall be maintained in the Instructor's file. An instructor's certification shall become inactive upon separation and remain inactive until the instructor is affiliated with a training school or agency. If the

separation involves a violation of Section 943.13(4), F.S., or moral character violation, the training center director, agency administrator, or designee shall also complete the Affidavit of Separation Supplement, form CJSTC-61A, revised December 16, 2010 (effective 5/2012), hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-02217>, and form CJSTC-61, and submit to Commission staff or immediately transmit through the Commission's ATMS. Form and CJSTC-61A can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

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

(b) Equivalent Instructor Training.

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

- a. Training liability.
- b. Ethics.
- c. Human diversity training required by Section 943.1758, F.S.
- d. Adult learning theory.
- e. Communication skills.
- f. Instructional aids.
- g. Principles of instruction.
- h. Lesson plan preparation.
- i. Evaluation, measurement, and simulation.
- j. Demonstration of instructional ability.
- k. Group management.
- l. Facilitation skills.
- m. Applied Learning Concepts.

2. Instructor applicants shall complete an internship.

a. The instructor applicant shall be supervised by and have his or her instructional abilities evaluated by a training center director or agency administrator, who is currently an instructor, or a designee who is currently an instructor. The training center director, agency administrator, or designee, shall complete the Instructor Competency Checklist form CJSTC-81.

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

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

3. Instructor applicants shall complete the Instructor Certification Application form CJSTC-71 and attach all required documentation prior to submitting the application for approval. The training center director, agency administrator, or designee is required to submit form CJSTC-71 to Commission staff or electronically transmit

through the Commission's ATMS. Form CJSTC-71 and supporting documentation on each affiliated instructor shall be maintained in the instructor's file.

(c) Exemption from Instructor Techniques Courses.

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

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

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

(4) Exemption from General Instructor Certification. An individual, who has a professional or technical certification or three years of experience in the specified subject matter to be instructed, shall be exempt from General Instructor Certification. The training center director or designee shall document the individual's qualifications by completing the Instructor Exemption, form CJSTC-82, revised November 6, 2014 effective 7/2015, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-05654>, which shall be maintained in the course file at the training school. Form CJSTC-82 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

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

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

Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 943.12(3), (9), 943.14(3) 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, 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, 7-29-15, 9-4-16.

**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.

- 942           2. Suspension of certification for a period not to exceed two years.
- 943           3. Placement on a probationary status for a period not to exceed two years. Upon the violation of such terms  
944 and conditions, the Commission is authorized to revoke certification or impose additional penalties as enumerated in  
945 this subsection.
- 946           4. Successful completion by the instructor of any basic recruit, advanced, or career development training or  
947 such retraining required by the Commission.
- 948           5. Issuance of a reprimand.
- 949           (b) For the perpetration by the instructor of an act or acts that would constitute a violation of paragraph  
950 11B-20.0012(2)(f), F.A.C., the Commission shall impose a penalty consistent with subsections 11B-27.005(4)-(7),  
951 F.A.C., for an act or acts establishing a “lack of good moral character” defined in subsection 11B-27.0011(4), F.A.C.
- 952 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(3), 943.14(3) FS. History—New 10-26-  
953 88, Amended 1-2-97, 7-7-99, 7-29-01, 11-5-02, 11-30-04, 3-21-07, 6-9-08, 5-29-14.

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

Except as otherwise provided in this rule section or by law, individuals who instruct training courses pursuant to Rule Chapter 11B-35, F.A.C., at or through a training school, shall be certified by the Criminal Justice Standards and Training Commission. The Commission offers the following categories of certification to instructor applicants:

- (1) General Instructor Certification.
- (2) High-Liability Instructor Certifications.
  - (a) Vehicle Operations Instructor Certification.
  - (b) Firearms Instructor Certification.
  - (c) Defensive Tactics Instructor Certification.
  - (d) First Aid Instructor Certification.
- (3) Specialized Instructor Certifications.
  - (a) Criminal Justice Diving Instructor Certification.
  - (b) Speed Measurement Instructor Certification.
  - (c) Canine Team Instructor Certification.
  - (d) Breath Test Instructor Certification.

Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 943.12(3), (9), 943.14(3), 943.17 FS. History—New 7-29-01, Amended 11-5-02, 11-30-04, 3-21-07, 6-9-08, 5-29-14.

971 **11B-20.0014 Minimum Requirements for High-Liability and Specialized Instructor Certifications.**

972 (1) High-Liability Topics Instructor Certification. Instructor applicants shall comply with the following  
973 requirements for certification:

974 (a) Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for  
975 General Instructor Certification at the same time the applicant is requesting certification in the high-liability topic.  
976 Multiple topics may be applied for at the same time.

977 (b) Complete three years experience as a certified criminal justice officer or three years experience in the topic  
978 of instruction for which certification is sought.

979 (c) Complete the instructor training requirements set forth in subsection (2) of this rule section, for High-  
980 Liability Instructor Topics for which the instructor applicant is requesting certification. The High-Liability Training  
981 Courses and proficiency requirements are outlined in Rule 11B-35.0024, F.A.C.

982 (d) Be evaluated by his or her students. Student evaluation shall be reviewed with the instructor applicant by a  
983 training center director, agency administrator, or an instructor designated by the training center director or agency  
984 administrator and documented on the Instructor Competency Checklist form CJSTC-81, revised November 5, 2015,  
985 effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07384>.

986 (e) Complete the Instructor Certification Application form CJSTC-71 and attach all documents prior to  
987 submitting the application for approval.

988 (f) Instructor applicants who apply for a High-Liability Instructor Certification shall have completed the  
989 applicable High-Liability Instructor Course within four years of the date the instructor applicant applies for  
990 certification. Instructor applicants who apply for a High-Liability Instructor Certification more than four years from  
991 the date training was completed shall complete an internship and demonstrate the proficiency skills applicable to the  
992 high-liability topic. Instructor applicants shall meet the requirements for High-Liability Instructor Certification for  
993 each topic requested.

994 (2) High-Liability Instructor Topics.

995 (a) Vehicle Operations Instructor Certification. Instructor applicants who request to obtain certification to  
996 instruct vehicle operations topics shall:

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

999 2. Have successfully completed through a training school the Vehicle Operations Instructor Course (retired  
1000 6/30/04) or CMS Vehicle Operations Instructor Course; and

1001 3. Have successfully completed a high-liability internship documented on the Instructor Competency  
1002 Checklist form CJSTC-81 that is supervised by a certified vehicle operations instructor.

1003 (b) Firearms Instructor Certification. Instructor applicants who request to obtain certification to instruct  
1004 firearms topics shall:

1005 1. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),  
1006 F.A.C.; and

1007 2. Have successfully completed through a training school the Firearms Instructor Course (retired 6/30/04) or  
1008 CMS Firearms Instructor Course; and

1009 3. Have successfully completed a high-liability internship documented on the Instructor Competency  
1010 Checklist form CJSTC-81 that is supervised by a certified firearms instructor.

1011 (c) Defensive Tactics Instructor Certification. Instructor applicants who request to obtain certification to  
1012 instruct defensive tactics topics shall:

1013 1. Comply with the requirements for General Instructor Certification pursuant to subsection 11B-20.001(3),  
1014 F.A.C.; and



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

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

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

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

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

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

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

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

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

a. Qualifying professional certifications or licenses:

1. Certified emergency medical technicians.

2. Certified paramedics.

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

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

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

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

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

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

(3) Specialized Instructor Certifications. Instructor applicants who apply for a Specialized Instructor Certification shall have completed the applicable specialized instructor course within four years of the date the instructor applicant applies for certification. Instructor applicants who apply for a Specialized Instructor Certification more than four years from the date training was completed shall meet the requirements for completing

an internship and demonstration of proficiency skills if applicable to the specialized topic. Instructor applicants shall meet the following requirements for each Specialized Instructor Certification requested:

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

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

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

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

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

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

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

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

4. Complete the Speed Measurement Device Instructor Field Evaluation, form CJSTC-10, revised November 7, 2013. Effective 5/2014, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-03926>. Form CJSTC-10 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

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

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

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

1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for a General Instructor Certification at the same time the applicant requests Canine Team Instructor Certification.

2. Possess a minimum of five years criminal justice canine team experience documented in the instructor applicant's file at the training school or agency. This does not include canines used by certified officers exclusively for tracking and trailing or specific detection, which are excluded from the certification process.

3. Successfully complete the Canine Team Training Course number 1112 (retired 11/6/2013) or Canine Team Training Course number 1198 or an equivalent course approved by a Commission-approved evaluator.

4. Successfully complete the Canine Team Training Instructor Course number 1199 or Canine Team Training Instructor Course number 1107 (retired 11/6/2013), through a training school.

5 Complete the Canine Team Instructor Performance Evaluation, form CJSTC-20, created November 7, 2013, effective 5/2014, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-03932>. Form CJSTC-20 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

6. Successfully complete a Canine Team internship supervised by a certified Canine Team Instructor and document on the Instructor Competency form CJSTC-81. An instructor applicant shall instruct any topic of the Canine Team Training or Canine Team Training Instructor Course.

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

8. Provide verification that there is not a sustained “excessive use-of-force” complaint against the instructor applicant, involving the use of the canine at the time a canine was under his or her command, at the agency(s) where the instructor applicant obtained experience as a canine officer. The verification shall be documented on agency letterhead and signed by the agency administrator or designee.

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

1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for a General Instructor Certification at the same time the applicant requests a Breath Test Instructor Certification.

2. Successfully complete the Breath Test Instructor Course and proficiency requirements outlined in Rule 11B-35.0024(4)(d), F.A.C., through a training school.

3. Have a minimum of three years experience as a certified breath test operator and agency inspector.

4. Possess a valid Breath Test Operator Permit and a valid Agency Inspector Permit at the time the application for breath test instructor certification is submitted.

5. Successfully complete a Breath Test internship supervised by a certified Breath Test Instructor and document on the Instructor Competency Checklist form CJSTC-81. An instructor applicant shall instruct in one topic from any of the following courses: Breath Test Operator Course, Breath Test Operator Renewal Course, Agency Inspector Course, or Agency Inspector Renewal Course.

6. Be evaluated by his or her students. Student evaluations shall be reviewed with the instructor applicant by a training center director, agency administrator, or an instructor designated by the training center director or agency administrator, and shall be documented on form CJSTC-81, which shall be maintained in the instructor’s file at the training school or agency.

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

Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 943.12(3), (9), 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, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

1144 **11B-20.0016 Inspection of Instructor Certification Applications.**

1145 (1) For instructor applicants who have not been certified by the Commission and who have met the  
1146 certification requirements set forth in Rules 11B-20.001 and 11B-20.0014, F.A.C., the employing training center  
1147 director, agency administrator, or designee shall:

1148 (a) Collect the Instructor Certification Application form CJSTC-71 and verify the instructor meets the  
1149 requirements of paragraph 11B-20.001(2)(c), F.A.C. Verify the instructor's professional expertise, pursuant with  
1150 Rules 11B-20.001 and 11B-20.0014, F.A.C., for the specific certification being requested. Form CJSTC-71 and  
1151 required documentation shall be maintained in the instructor's training file at the training school or agency.

1152 (b) Sign the instructor application after the instructor applicant has completed a satisfactory internship.

1153 (c) Electronically transmit the information to Commission staff on form CJSTC-71, through the Commission's  
1154 ATMS.

1155 (2) If the instructor applicant's file at the training school or agency is missing documentation or contains  
1156 deficient documentation, the instructor applicant and the training school or agency shall be notified of such  
1157 documentation on the Instructor Certification Deficiency Notification, form CJSTC-271, revised November 5, 2015,  
1158 effective 9-2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07390>.  
1159 Form CJSTC-271 can be obtained at the following FDLE Internet address:  
1160 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-  
1161 8615.

1162 (3) The effective date of the instructor certification shall be the date the application is approved by  
1163 Commission staff. Application for additional instructor certification topics shall be made pursuant to Rules 11B-  
1164 20.001 and 11B-20.0014, F.A.C. An instructor's renewal date shall not change with the addition of instructor  
1165 certification topics. Any additional instructor certification topics applied for within six months of the instructor's  
1166 renewal deadline shall automatically renew on the renewal deadline.

1167 (4) The instructor applicant shall satisfy the deficiency(s) by submitting the required documentation to  
1168 Commission staff within 90 days of the receipt of the Instructor Certification Deficiency Notification form  
1169 CJSTC-271. The Commission has the authority to grant or deny the instructor applicant's certification for failure to  
1170 meet the 90-day requirement. Upon denial of the application, the instructor applicant may reapply for certification.

1171 Rulemaking Authority 120.60(1), 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 120.60(1), 943.12(3), (9),  
1172 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.

**11B-20.0017 Maintenance and Duration of Instructor Certifications.** Documentation for instructors shall be maintained in the instructor's file at the respective training school or agency. Additionally, the training school or agency shall submit or transmit to Commission staff, through the Commission's ATMS, an Instructor Compliance Application, form CJSTC-84, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-07387>, to verify compliance with the mandatory retraining requirements. Form CJSTC-84 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

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

Example:

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

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

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

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

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

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

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

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

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

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

(7) Lapse of Instructor Certifications.

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

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

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

1219 (d) Specialized Instructor Certification. Instructors whose Specialized Instructor Certification has lapsed shall  
1220 complete an internship in the applicable specialized topic documented on form CJSTC-81.

1221 (8) Breath Test Instructors who have not met the continuing education requirement required pursuant to  
1222 paragraph (5)(b) in this rule section, shall successfully complete the Breath Test Instructor Renewal Course prior to  
1223 submitting a request for reactivation of their Breath Test Instructor Certification.

1224 (9) Breath Test Instructors who fail the Breath Test Instructor Renewal Course shall successfully complete the  
1225 Breath Test Instructor Course and proficiency requirements outlined in paragraph 11B-35.0024(4)(d), F.A.C.,  
1226 through a Commission-certified training school, complete a Breath Test internship, and apply for Breath Test  
1227 Instructor certification.

1228 Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 943.12(3), 943.14(3) FS. History–  
1229 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, 7-29-15, 9-4-16.

1230	<b>Certification of Criminal Justice Training Schools</b>	<b>Chapter 11B-21</b>
1231	<b>RULE TITLES:</b>	<b>RULE NOS.:</b>
1232	1. Local Advisement and Definitions.	<u>11B-21.001</u>
1233	2. Criminal Justice Training Schools' Request for Certification, Expansion of	<u>11B-21.002</u>
1234	Certification, and Re-certification.	
1235	3. Criminal Justice Training School Requirements for Certification and Re-certification.	<u>11B-21.005</u>
1236	4. Criminal Justice Training School Satellite Facilities and Equipment Requirements.	<u>11B-21.0051</u>
1237	5. Criminal Justice Training School Disciplinary Guidelines and Revocation of Certification.	<u>11B-21.018</u>
1238	6. Criminal Justice Training School Inspections.	<u>11B-21.019</u>
1239	<b>11B-21.001 Local Advisement and Definitions.</b>	
1240	(1) "Training school" means those training academies and training schools that are certified by the Criminal	
1241	Justice Standards and Training Commission.	
1242	(2) "Training program(s)" means Commission-approved training administered by Commission-certified	
1243	criminal justice training schools pursuant to Rule Chapter 11B-35, F.A.C.	
1244	(3) Each training school shall establish a method for receiving advisement from the employing agencies served	
1245	by the training school. The advisement method shall consist of an established advisory committee, a Regional	
1246	Training Council, or any other method agreed upon by the training school and employing agencies in the service	
1247	area.	
1248	(4) The purpose of such advisement shall be to provide information concerning training needs, number of	
1249	trainees to be enrolled, type of training courses to be offered, effectiveness of training, expenditure of Criminal	
1250	Justice Standards and Training Trust Fund Officer Training Monies, and other information that may be useful to	
1251	training schools.	
1252	(5) Training School Customer Survey. With respect to the services provided by training schools, a Satisfaction	
1253	Survey of officer training needs shall be conducted to maintain on-going communication with criminal justice	
1254	agencies. The survey shall be conducted twice during the certification period and shall be distributed to criminal	
1255	justice agencies and returned to Commission staff for compilation of survey findings. The survey findings shall be	
1256	forwarded to the respective training schools for review and a report containing the compilation of survey findings	
1257	shall be submitted to the Criminal Justice Standards and Training Commission.	
1258	Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(5), (6), 943.25(4), (9) FS. History–	
1259	New 7-21-82, Amended 1-26-83, 9-1-83, 1-28-86, Formerly 11B-21.01, Amended 1-2-97, 7-7-99, 11-5-02, 11-30-	
1260	04, 3-27-06.	

1261 **11B-21.002 Criminal Justice Training Schools' Request for Certification, Expansion of Certification, and**  
1262 **Re-certification.**

1263 (1) Training organizations requesting Commission certification, re-certification, or expansion of a current  
1264 certification shall apply to the Commission by submitting to Commission staff a completed Training School  
1265 Certification, Re-certification, or Expansion of Certification Application, form CJSTC-29, revised November 6,  
1266 2014, effective 7-2015, hereby incorporated by reference, [https://www.flrules.org/Gateway/reference.asp?No=Ref-](https://www.flrules.org/Gateway/reference.asp?No=Ref-05628)  
1267 [05628](https://www.flrules.org/Gateway/reference.asp?No=Ref-05628). Form CJSTC-29 shall reflect that certification is for the training organization requesting the certification, re-  
1268 certification, or expansion of a current certification. Form CJSTC-29 can be obtained at the following FDLE  
1269 Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission  
1270 staff at (850) 410-8615.

1271 (2) Pursuant to Section 943.12(3), F.S., the Commission shall authorize the issuance of certificates to criminal  
1272 justice training schools. A training school shall be categorized as a type "A," "B," or "C," certification and assigned  
1273 one of the following certification codes:

1274 (a) Type "A" certification grants a training school the authority to deliver Commission-approved Basic Recruit  
1275 Training Program Courses for law enforcement, correctional, and correctional probation officers, and Commission-  
1276 approved Advanced and Specialized Training Program Courses outlined in Rule Chapter 11B-35, F.A.C.

1277 (b) Type "B" certification grants a training school the authority to deliver Commission-approved Basic Recruit  
1278 Training Program Courses for law enforcement and Commission-approved Advanced and Specialized Training  
1279 Program Courses outlined in Rule Chapter 11B-35, F.A.C.

1280 (c) Type "C" certification grants a training school the authority to deliver Commission-approved Basic Recruit  
1281 Training Program Courses for correctional and correctional probation officers, and Commission-approved Advanced  
1282 and Specialized Training Program outlined in Rule Chapter 11B-35, F.A.C.

1283 (3) Request for Training School Initial Certification.

1284 (a) The training organization requesting initial certification shall obtain approval from the Regional Training  
1285 Council in its area prior to applying for an initial certification, via a Training School Certification, Re-certification,  
1286 or Expansion of Certification Application form CJSTC-29.

1287 (b) A training needs analysis shall be conducted by Commission staff for the region or local training area to be  
1288 served by the organization requesting certification. An inspection shall be conducted of the training organization to  
1289 ensure compliance with the requirements for certification pursuant to Rule 11B-21.005, F.A.C. An application for  
1290 certification of a training organization shall be denied by the Commission for any training organization that does not  
1291 demonstrate that a training need exists in the region or local training area intended to be served by the training  
1292 organization or does not comply with the requirements set forth in Rule 11B-21.005, F.A.C.

1293 (c) A training organization shall receive a notice of intent to approve or deny certification. If a request for  
1294 certification is denied, the notice shall specify the grounds for the denial, and the denial shall be conducted pursuant  
1295 to Chapter 120, F.S. A training organization that has been denied Commission certification as a training school may  
1296 reapply or petition the Commission after such action is effective. The Commission shall require a hearing, at which  
1297 time the affected training organization shall show cause why its application for certification should be accepted, or  
1298 its petition granted.

1299 (d) Commission approval of a training school for delivery of Commission training shall continue in effect until  
1300 the next recertification date pursuant to paragraph 11B-21.002(5)(a), F.A.C.

1301 (4) Request for Expansion for Certification. A training school that requests expansion of its certification shall  
1302 follow the procedures in subsection 11B-21.002(3), F.A.C. The expansion portion of the certification shall be  
1303 treated as an initial certification. The certification expiration date of the expansion shall remain the same as the  
1304 current expiration date.

1305 (5) Request for Commission Re-certification.

1306 (a) A training school that requests continued certification by the Commission shall submit a completed  
1307 Criminal Justice Training School Certification, Re-certification or Expansion of Certification Application form



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

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

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

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

Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), 943.14 FS. History--New 7-21-82, Amended 1-28-86, Formerly 11B-21.02, Amended 12-13-92, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 3-21-07, 6-9-08, 9-28-09, 3-13-13, 7-29-15, 9-4-16.

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

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

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

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

(3) Classroom Facility and Equipment Requirements. Comply with the classroom facility and equipment requirements set forth in the Training School Classroom Facility Requirements, form CJSTC-205, revised October 30, 2008, hereby incorporated by reference. Form CJSTC-205 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

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

(a) When conducting Commission-approved vehicle operations training, comply with the driving range facility, equipment, and instructor to student ratio requirements set forth in subsection 11B-35.0021(8), F.A.C., and in the Driving Range Facility and Equipment Requirements, form CJSTC-202, revised November 7, 2013, effective 5/2014, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-03943>. Form CJSTC-202 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(b) Deviation from the Standard Driving Range. Should any driving range proposed for construction after July 1, 1988, deviate from the standards set forth in form CJSTC-202, plans for such construction shall be submitted to Commission staff for initial review, and then to the Commission for final approval or disapproval. Justification for such construction shall include a statement of explanation and supporting documentation justifying the need to deviate from the established standard. A recommendation for deviation from the Commission's driving facility requirement shall ensure that vehicle operation training exercises can be safely and effectively performed.

(5) Defensive Tactics Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting Commission-approved defensive tactics training, comply with the defensive tactics equipment, facility, and instructor to student ratio requirements set forth in subsection 11B-35.0021(8), F.A.C., and in the Defensive Tactics Facility and Equipment Requirements, form CJSTC-203, revised November 7, 2013, effective 5/2014, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-03944>. Form CJSTC-203 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(6) Firing Range Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting Commission-approved firearms training, comply with the firing range equipment, facility, and instructor to student ratio requirements set forth in subsection 11B-35.0021(8), F.A.C., and in the Firing Range Facility and Equipment Requirements, form CJSTC-201, revised December 16, 2010 (effective 3/2013), hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-02239>. Form CJSTC-201 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Firearms training shall be supervised directly by a Commission-certified firearms instructor and the instructor shall have access to at least one firearms range designed for criminal justice firearms instruction.

(7) First Aid Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting Commission-approved first aid training, comply with the first aid equipment, facility, and instructor to student ratio requirements set forth in subsection 11B-35.0021(8), F.A.C., and in the First Aid Instructional Requirements, form CJSTC-208, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-07389>. Form CJSTC-208 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

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

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

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

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

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

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

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

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

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

(11) Comply with criminal history background requirements as set forth in subsection 11B-27.0021(4), F.A.C., and Section 943.14(7), F.S.

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

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

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

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

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

Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(2), (3), (8), 943.14, 943.17(1)(g) FS. History—New 7-21-82, Formerly 11B-21.05, Amended 1-28-86, 8-30-89, 12-24-89, 6-3-91, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 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.

1434 **11B-21.0051 Criminal Justice Training School Satellite Facilities and Equipment Requirements.**

1435 (1) A satellite facility shall be defined as a training facility or location that is not part of the immediate  
1436 premises of a training school and is not used to comply with a training school's certification requirements. A high-  
1437 liability satellite training facility shall comply with the facility and equipment requirements set forth in subsection  
1438 11B-21.019(1), F.A.C.

1439 (2) Such training schools utilizing satellite training facilities, inclusive of high-liability facilities, to deliver  
1440 training, shall:

1441 (a) Provide notification, in writing, via e-mail, or telephonic communication, pursuant to subsection  
1442 11B-35.001(2), F.A.C.

1443 (b) Identify active satellite locations by the type of facility and street address, and certify in writing to  
1444 Commission staff prior to July 1 of each fiscal year that its designated satellite training facility complies with Rule  
1445 11B-21.005, F.A.C. Training schools shall notify Commission staff of any new satellite sites and the satellite site's  
1446 compliance with the Commission's requirements, prior to delivering training, or immediately upon scheduling the  
1447 course when under thirty days. Prior to utilizing a satellite training facility, pursuant to Rule 11B-21.005, F.A.C., a  
1448 driving range, firearms range, and defensive tactics facility shall comply with the equipment and facility  
1449 requirements, and shall not be used for Commission training until approved by Commission staff.

1450 (c) Comply with the requirements of Rule 11B-21.005, F.A.C., for the delivery of training at satellite sites.  
1451 Only those sites that submit notification to Commission staff, set forth in subsection 11B-35.001(2), F.A.C.,  
1452 regarding notification of scheduled courses, shall be approved to instruct training at a satellite facility.

1453 (d) Obtain approval from the affected Regional Training Council(s) and local training school prior to delivery  
1454 of training at a satellite site outside its service area. Notification of such action shall be submitted to Commission  
1455 staff.

1456 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), (7), 943.14, 943.17(1)(g) FS.  
1457 History—New, 11-5-02. Amended 11-30-04.

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

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

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

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

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

(d) Failure to comply with trainee attendance and performance standards pursuant to subsections 11B-35.001(9) and (12), F.A.C.

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

(2) Information obtained from a written complaint or other documentation, shall be used by the Commission to determine whether probable cause exists to justify the initiation of administrative action against the training school's certificate. Should a Commission Probable Cause Determination Hearing find probable cause to believe that the training school has committed a violation of Commission rules, the Commission shall:

(a) Issue an Administrative Complaint, or

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

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

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

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

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

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

(4) A training school whose Commission certification has been revoked may reapply or petition the Commission for certification pursuant to the provisions of paragraph 11B-21.002(5)(d), F.A.C.

Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), 943.14, 943.25(3) FS. History—New 10-17-90, Amended 12-13-92, 8-7-94, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, 6-9-08, 9-4-16.

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

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

(a) Firing Range Facility and Equipment Requirements form CJSTC-201.

(b) Driving Range Facility and Equipment Requirements form CJSTC-202.

(c) Defensive Tactics Facility and Equipment Requirements form CJSTC-203.

(d) CMS First Aid Instructional Requirements form CJSTC-208.

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

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

(b) Staffing Requirements form CJSTC-204.

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

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

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

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

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

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

1542	<b>Certification and Employment or Appointment</b>	<b>Chapter 11B-27</b>
1543	<b>RULE TITLES:</b>	<b>RULE NOS.:</b>
1544	1. Moral Character.	<u>11B-27.0011</u>
1545	2. Certification, Employment or Appointment, Reactivation, and	<u>11B-27.002</u>
1546	Terminating Employment or Appointment of Officers.	
1547	3. High School Graduation or Equivalent.	<u>11B-27.0021</u>
1548	4. Fingerprint Processing and Criminal Record Results.	<u>11B-27.00211</u>
1549	5. Maintenance of Officer Certification.	<u>11B-27.00212</u>
1550	6. Temporary Employment Authorization.	<u>11B-27.00213</u>
1551	7. Background Investigations.	<u>11B-27.0022</u>
1552	8. Controlled Substance Testing Procedures.	<u>11B-27.00225</u>
1553	9. Duty to Report, Investigations, Procedures	<u>11B-27.003</u>
1554	10. Probable Cause Determination.	<u>11B-27.004</u>
1555	11. Revocation or Disciplinary Actions; Disciplinary Guidelines; Range	<u>11B-27.005</u>
1556	of Penalties; Aggravating and Mitigating Circumstances.	
1557	12. Denial of Certification.	<u>11B-27.007</u>
1558	13. Canine Team Certification.	<u>11B-27.013</u>
1559	14. Implementation of the Law Enforcement Officers Safety Act of 2004.	<u>11B-27.014</u>
1560	<b>11B-27.0011 Moral Character.</b>	
1561	(1) For the purpose of certification, employment, or appointment, pursuant to procedures established by	
1562	paragraph 11B-27.002(1)(g) and Rule 11B-27.00225, F.A.C., the employing agency is responsible for conducting a	
1563	thorough background investigation to determine the moral character of an applicant, pursuant to Section 943.13(7),	
1564	F.S.	
1565	(2) The unlawful use of any controlled substances pursuant to Rule 11B-27.00225, F.A.C., by an applicant for	
1566	certification, employment, or appointment, at any time proximate to the submission of application for certification,	
1567	employment, or appointment, conclusively establishes that the applicant is not of good moral character pursuant to	
1568	Section 943.13(7), F.S. The unlawful use of any controlled substances specified in Rule 11B-27.00225, F.A.C., by	
1569	an applicant may or may not conclusively establish that the applicant is not of good moral character pursuant to	
1570	Section 943.13(7), F.S., depending upon the type of controlled substance used, the frequency of use, and the age of	
1571	the applicant at the time of use. Nothing in this rule chapter is intended to restrict the requirements of Section	
1572	943.13(7), F.S., to controlled substance use only.	
1573	(3) Upon written request and submission of materials, the Commission shall evaluate the qualification of an	
1574	applicant to determine compliance with “good moral character” pursuant to this rule section. Written materials	
1575	submitted to the Commission upon request for reinstatement of certification shall include, if available, all prior	
1576	Commission disciplinary records, agency disciplinary records, victim statement(s), or citizen input. The Notice of	
1577	Petition for reinstatement shall be published in the Florida Administrative Register or in the jurisdiction of the	
1578	petitioning agency.	
1579	(4) For the purposes of the Criminal Justice Standards and Training Commission’s implementation of any of	
1580	the penalties specified in Section 943.1395(6) or (7), F.S., a certified officer’s failure to maintain good moral	
1581	character required by Section 943.13(7), F.S., is defined as:	
1582	(a) The perpetration by an officer of an act that would constitute any felony offense, whether criminally	
1583	prosecuted or not.	



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

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, 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, 812.014, 812.015, 812.14, 817.235, 817.49, 817.563, 817.565, 817.61, 817.64, 827.04, 828.12, 831.30, 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, 856.021, 870.01, 893.13, 893.147, 901.36, 914.22, 934.03, 944.35, 944.37, and 944.39, F.S.

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

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

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

1. Excessive use of force, defined as a use of force on a person by any officer that is not justified under 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 be authorized under Section 944.35(1)(a), F.S.

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

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

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

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

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

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

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

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

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

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

6. False statements during the employment application process.

- 1631 7. Conduct that subverts or attempts to subvert the State Officer Certification Examination process pursuant to  
1632 Rule 11B-30.009, F.A.C.
- 1633 8. Conduct that subverts or attempts to subvert the Basic Abilities Test process pursuant to subsection  
1634 11B-35.0011(1), F.A.C.
- 1635 9. Conduct that subverts or attempts to subvert the examination process for Commission-approved training at  
1636 a Commission-certified training school or an employing agency promotional examination process which shall  
1637 include the following:
- 1638 a. Removing from the examination room any of the examination materials.
  - 1639 b. Reproducing or reconstructing any portion of the examination.
  - 1640 c. Aiding by any means in the reproduction of any portion of the examination.
  - 1641 d. Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a past, current,  
1642 or future examination.
  - 1643 e. Communication with any other examinee during the administration of the examination.
  - 1644 f. Copying answers from another examinee, or intentionally allowing one's answers to be copied by another  
1645 examinee during the administration of the examination.
  - 1646 g. Having in one's possession during the administration of the examination, any books, notes, written or  
1647 printed materials, or data of any kind, not supplied as part of, or required for, the test administration.
  - 1648 h. Falsifying or misrepresenting information required for admission to the examination.
  - 1649 i. Impersonating an examinee.
  - 1650 j. Having an impersonator take the examination on one's behalf.
  - 1651 k. Disrupting the test administration.
  - 1652 l. Revealing the test questions or other information that would compromise the integrity of the examination.
- 1653 10. Any overt, conspicuous, or public act of a sexual or simulated sexual nature which is likely to be observed  
1654 by others.
- 1655 11. Any willful and offensive exposure or exhibition of his or her sexual organs in public or on the private  
1656 premises of another or so near thereto as to likely be seen except in any place provided or set apart for that purpose.
- 1657 12. Willful failure of the agency administrator to comply with Chapter 943, F.S., as it pertains to the Criminal  
1658 Justice Standards and Training Commission or Commission rules.
- 1659 13. Intentional abuse of a Temporary Employment Authorization, pursuant to Section 943.131(1), F.S.
- 1660 14. Misuse of Electronic Database. Willfully and knowingly accessing an electronic database within the trust  
1661 of an officer, by using said database to access restricted information for an illegitimate or personal purpose with bad  
1662 intent. Bad intent may be evidenced by:
- 1663 a. A pattern of misuse that demonstrates improper accesses or violations.
  - 1664 b. If the violation occurred after the officer received agency or Commission discipline for improperly  
1665 accessing a computer database, or after the officer received formal training on the database(s) that includes  
1666 provisions on the improper use of said database(s).
  - 1667 c. The existence of a current or past non-amicable or otherwise contentious relationship between the officer  
1668 and the subject of the query, or when the purpose of the query is to identify person(s) linked or associated to said  
1669 relationship.
  - 1670 d. Pre-textual queries based on age, race, sex, gender, or other personal identifying characteristics.
  - 1671 e. Any additional action taken by the officer as a result of the information obtained from the query, for  
1672 example, retaining, copying, or reproducing the information obtained from the query, or disseminating information  
1673 not listed as confidential or exempt in Chapter 119, Florida Statutes, obtained as a result of the query.

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

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

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

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

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

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

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

Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.13(7), 943.1395(7) FS. History—New 1-7-85, 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, 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, 7-29-15, 9-4-16.

1703 **11B-27.002 Certification, Employment or Appointment, Reactivation, and Terminating Employment or**  
1704 **Appointment of Officers.**

1705 (1) Certification or Reactivation of Certification. Prior to submitting an application for certification or  
1706 reactivation of certification for a law enforcement, correctional, or correctional probation officer, the employing  
1707 agency shall collect and verify documents establishing that an applicant has complied with the requirements of  
1708 Section 943.13, F.S. Verified documents shall be maintained in the officer's training file at the employing agency.  
1709 The following documents are required for verification of an applicant's compliance with this rule section:

1710 (a) Evidence of the applicant's age and citizenship verified by any of the following documents:

- 1711 1. Copy of birth certificate; or
- 1712 2. Copy of court documentation that attests to birth; or
- 1713 3. Current and valid U.S. passport that indicates U.S. citizenship and birth date; or
- 1714 4. Report of Birth Abroad of a Citizen of the United States, issued by a U.S. Consular Office; or
- 1715 5. Certificate of Naturalization from the United States Department of Immigration and Naturalization.

1716 (b) Evidence that the applicant is a high school graduate or its equivalent pursuant to Rule 11B-27.0021,  
1717 F.A.C.

1718 (c) Evidence that an applicant's fingerprints have been processed by the Federal Bureau of Investigation or the  
1719 Florida Department of Law Enforcement, if identified as a single state offender or multi-state offender, pursuant to  
1720 Rule 11B-27.00211, F.A.C.

1721 (d) A Physician's Assessment, form CJSTC-75, revised November 8, 2007, hereby incorporated by reference,  
1722 or an equivalent form signed by a physician, certified advanced registered nurse practitioner, or physician assistant  
1723 licensed in the United States or its territories, verifying the applicant's fitness to perform the duties of an officer  
1724 pursuant to Section 943.13(6), F.S. Form CJSTC-75 can be obtained at the following FDLE Internet address:  
1725 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-  
1726 8615. A copy of the officer's position description shall be reviewed by the physician to ensure that the applicant can  
1727 meet the physical standards required of the position. A Patient Information, form CJSTC-75A, revised November 8,  
1728 2007, hereby incorporated by reference, may also be provided to the examining physician, certified advanced  
1729 registered nurse practitioner, or physician assistant for reference. Form CJSTC-75A can be obtained at the following  
1730 FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting  
1731 Commission staff at (850) 410-8615. The CJSTC-75 form or equivalent, shall be completed with each new  
1732 employment or appointment of an officer, and shall not be completed more than one year prior to an officer's  
1733 employment or appointment. A CJSTC-75 form prepared for a specific employing agency shall not be used by any  
1734 other employing agency.

1735 (e) Evidence, by verification of military records, that the individual has not received a dishonorable discharge  
1736 from any of the Armed Forces of the United States, pursuant to paragraph 11B-27.0022(2)(c), F.A.C.

1737 (f) An Affidavit of Applicant, form CJSTC-68, revised December 16, 2010 (effective 3/2013), hereby  
1738 incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-02236>, executed by the applicant  
1739 attesting that the applicant complies with the employment or appointment qualifications pursuant to Sections  
1740 943.13(1)-(10), F.S. Form CJSTC-68 can be obtained at the following FDLE Internet address:  
1741 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-  
1742 8615.

1743 (g) Evidence that a thorough background investigation was conducted not more than one year prior to the date  
1744 of employment or appointment as an officer or civilian officer trainee, pursuant to Rule 11B-27.0022, F.A.C. A  
1745 thorough background investigation shall be conducted in conjunction with an officer's employment or appointment,  
1746 regardless of existing evidence that a thorough background investigation of the officer was conducted for a previous  
1747 employment or appointment.

1748 (h) Evidence that the applicant has successfully completed a Commission-approved Basic Recruit Training  
1749 Program, pursuant to Rules 11B-35.002 and 11B-35.003, F.A.C., and has achieved a passing score on the State

Officer Certification Examination for the discipline for which certification is being sought pursuant to Section 943.13(10), F.S.

(2) The employing agency administrator is required, within 30 days of hire, to submit to Commission staff or electronically transmit through the Commission's Automated Training Management System (ATMS), and maintain on file a Registration of Employment Affidavit of Compliance, form CJSTC-60, revised December 16, 2010 (effective 3/2013), hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-02235>, attesting to compliance by the employing agency with the following requirements. Form CJSTC-60 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(a) For law enforcement, correctional, and correctional probation officer applicants who have not been previously certified and who have complied with the certification requirements pursuant to Sections 943.13(1)-(10), F.S., the employing agency shall certify to the Commission that the applicant is eligible for certification by submitting to Commission staff or electronically transmitting through the Commission's Automated Training Management System (ATMS), a completed Officer Certification Application, form CJSTC-59, revised December 16, 2010 (effective 3/2013), hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-02234>, within 30 days of the applicant's compliance with the certification requirements, notwithstanding whether the applicant is separated from employment. Upon receipt of an Officer Certification Application Deficiency Notification, form CJSTC-259, revised November 8, 2007, hereby incorporated by reference, the employing agency shall maintain on file, a copy of form CJSTC-59 and any other employment documentation. Forms CJSTC-59 and CJSTC-259 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The employing agency shall submit a copy of form CJSTC-259 and the missing or deficient documentation to Commission staff within 90 days of the date the form was signed and issued to the agency. Failure by the employing agency to submit missing or deficient documentation within the required 90 days may result in denial of an applicant's request for certification. An officer applicant shall not work as a sworn officer prior to meeting the requirements of Section 943.13, F.S., except as authorized pursuant to Section 943.131, F.S.

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

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

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

1. A Registration of Employment Affidavit of Compliance form CJSTC-60.
2. An Employment Background Investigative Report, form CJSTC-77, revised December 16, 2010 (effective 3/2013), hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-02237>. Form CJSTC-77 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.
3. An Affidavit of Applicant form CJSTC-68.
4. A Temporary Employment Authorization Statement, form CJSTC-65, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07372>. Form CJSTC-65 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.
5. Proof of age documentation.
6. Proof of citizenship documentation.
7. Legal document(s) for name change.
8. High School Diploma, GED, and Equivalency of Foreign and Non-Public High School Curriculum pursuant to subsection 11B-27.0021(1), F.A.C.
9. A copy of the most recently issued DD 214, or other official documents from the United States Military denoting the discharge status or copy of the officer's current military identification. Wording on the documentation shall indicate the discharge was any discharge other than dishonorable.
10. An FBI Civil Applicant Response provided from a Live Scan device by the Florida Department of Law Enforcement (FDLE) Certified Mail Application, with the National Crime Information Center (NCIC) criminal history record attached, and an FDLE Customer Summary Report and Transaction Listing with the Florida Criminal Information Center (FCIC) criminal history record attached. If a Civil Applicant Response is not received by the agency, the FCIC Criminal History indicating no single state or multi-state offender criminal history record exists shall be proof the applicant's fingerprints have been processed.
11. An Exemption-From-Training, form CJSTC-76, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07380>, and an Exemption-From-Training Proficiency Demonstration, form CJSTC-76A, revised November 6, 2014, effective 7/2015, hereby incorporated by reference, for previous Florida and out-of-state, federal, or military officers, if the officer used this training option. Forms CJSTC-76 and CJSTC-76A can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.
12. Results of the State Officer Certification Examination for training completed after June 30, 1993.
13. A Physician's Assessment form CJSTC-75 or equivalent.
14. Drug screen results of at least a 7-panel test pursuant to paragraph 11B-27.00225(2)(d), F.A.C.
15. An Affidavit of Separation, form CJSTC-61, November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07371>, and Affidavit of Separation Supplement, form CJSTC-61A, revised December 16, 2010, (effective 5/2012), hereby incorporated by reference, if the officer has separated employment with the agency. Forms CJSTC-61 and CJSTC-61A can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

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

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

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

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

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

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

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

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

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

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

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

Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(3), 943.13, 943.133, 943.139, 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, 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, 6-9-08, 6-3-10, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

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

(1) A high school graduate shall be an individual who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program through an educational provider recognized by a public educational system within the United States or its territories, or received a foreign high school diploma.

(2) Compliance with this rule section shall be documented by the employing agency and made available to Commission staff for review. Criteria for proof of compliance and authenticity of the diploma includes:

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

(b) A diploma issued by a private school.

(c) A letter on the letterhead from a School Board District Office or high school principal verifying completion of a high school program and issuance of a high school diploma.

(d) For individuals who have completed a home school program, documentation that the education program has met the requirements of Section 1002.41, F.S., or of the Department of Education from the state where the home school program was completed.

(e) Proof that the diploma has been accepted by an accredited college or university, as defined in Section 943.22(1), F.S., for entrance into a degree seeking program.

(f) For individuals who have completed an education program in a foreign jurisdiction, documentation that the diploma or official school transcript, indicating the date of graduation or completion, is equivalent to the requirements for a U.S. High School Diploma or equivalency diploma. Documents shall be transcribed by a certified translator and notarized as true and correct.

(3) In the absence of proof of successful high school graduation, the following shall be acceptable as meeting the minimum educational requirements:

(a) Transcript verification of successful completion of one of the following educational requirements from an institution accredited by an accrediting body recognized by the United States Department of Education or licensed as a degree granting institution by the Commission for Independent Education, pursuant to Section 1005.02(7), F.S., shall be acceptable as meeting the educational requirements of this rule section:

1. At least 30 semester hours; or

2. 45 quarter hours of college work; or

3. An associate or higher degree.

(b) A certificate issued by the United States Armed Forces Institute (U.S.A.F.I.) prior to December 31, 1974, showing successful completion of high school equivalency.

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



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

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

(2) Private Correctional Institutions and Jails.

(a) Private correctional institutions under contract with the Florida Department of Management Services (DMS) or the Florida Department of Children and Families (DCF) shall submit for processing an applicant's fingerprints to the FDLE. The private correctional institution is required to use an electronic fingerprinting submission device and is responsible for any cost associated with the fingerprint submission. The response to the fingerprint submission shall be electronically transmitted to the respective contract agency (DMS or DCF) for review for compliance with Section 943.13(4), F.S. The contract agency will complete the Fingerprint Notification, form CJSTC-62, revised November 8, 2007, hereby incorporated by reference, or other written notice to document compliance with Section 943.13(4), F.S., and provide it to the private correctional institution. Form CJSTC-62 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(13) Use-of-Force training. An officer shall, as a part of the officer's 40-hour continuing education or training every four years, be required to complete the following Use-of-Force training.

(a) Use-of-Force training shall include the following topics of instruction:

1. Scenario-based Firearms Training.

2. Physiological Response Dynamics Training.

3. Less-lethal force options available within the agency.

4. Agency policies on Use-of-Force training.

5. Legal aspects regarding Use-of-Force training.

(b) A law enforcement and correctional officer shall complete Use-of-Force training pursuant to subparagraphs (13)(a)1.-5., of this rule section.

(c) A correctional probation officer shall complete Use-of-Force training pursuant to subparagraphs (13)(a)2.-5., of this rule section.

(d) An officer's employing agency shall report the completion of Use-of-Force training to Commission staff, pursuant to (4) of this rule section.

(e) An officer is permitted to substitute instruction of Use-of-Force training to satisfy the continuing education or training requirements for the officer's four-year mandatory retraining cycle.

(14) Law Enforcement Officer Firearms Qualification Standard. Beginning July 1, 2006, a law enforcement officer shall be required to qualify on the Commission's approved course of fire with the proficiency skills documented on the Law Enforcement Officer Firearms Qualification Standard, form CJSTC-86A, revised December 16, 2010, (effective 3/2013), hereby incorporated by reference, and maintained in the officer's employment file. Form CJSTC-86A can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(a) A law enforcement officer who fails to demonstrate proficiency skills on the required firearms qualification standard shall not perform the duties of a sworn officer.

(b) Reporting of the compliance with this standard shall be June 30, 2008, and every two years thereafter. Documentation supporting the demonstration of proficiency skills shall be reported on the Mandatory Firearms Training Report, form CJSTC-86, revised November 8, 2007, hereby incorporated by reference, and maintained in the officer's file. Form CJSTC-86 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The employing agency shall submit or electronically transmit to Commission staff through the Commission's ATMS, the date of completion.

(c) In the event a law enforcement officer fails to meet this standard by June 30 of each reporting year, the officer's certificate shall become inactive until the employing agency provides documentation to Commission staff establishing that the firearms qualification standard has been satisfied. Active officers who were separated from employment or appointment for not satisfying the firearms qualification standard, and do not meet the standard within six months of separation from employment or appointment, shall comply with the certification or reactivation of certification requirement(s) of subsection 11B-27.002(1), F.A.C., prior to reemployment.

(d) The certificate of a law enforcement officer shall become inactive if the officer has separated from employment or appointment and is not reemployed or reappointed within the two-year reporting cycle. The officer will be required to comply with the firearms qualification standard upon employment or appointment.

(e) In the event a law enforcement officer is injured in the line of duty or has a chronic illness and fails to meet this standard by June 30 of a reporting year, the agency administrator or designee shall complete the Injury or Illness Exemption for the Firearms Law Enforcement Officer Qualification Standard form CJSTC-86B, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07388>. Form CJSTC-86B can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The agency shall submit form CJSTC-86B and the supporting medical documentation to Commission staff prior to the June 30 deadline to ensure the officer's certificate does not become inactive on the reporting deadline for that two-year reporting cycle. An additional form CJSTC-86B shall be submitted for each subsequent reporting cycle.

(15) Elder Abuse Training. As a part of basic recruit training or the officer's continuing education or training, a law enforcement officer shall be required to complete training on identifying and investigating elder abuse and neglect.

(a) Certified law enforcement officers shall complete Elder Abuse Training on or before June 30, 2011 pursuant to Section 943.17296, F.S.

(b) The training shall include instruction on the identification of and appropriate responses for persons suffering from dementia and on identifying and investigating elder abuse and neglect.

(c) Law enforcement officers who have successfully completed one of the following programs will have satisfied this training requirement:

1. Florida CMS Law Enforcement BRTP number 1177 (Effective 4/1/08).
2. Correctional Officer Cross-Over Training to Florida CMS Law Enforcement BRTP number 1178 (Retired 6/30/12). Correctional Officer Cross-Over Training to Florida CMS Law Enforcement BRTP number 1191 (Retired 6/30/14).
3. Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement BRTP number 1179 (Retired 6/30/14).
4. CMS Law Enforcement Auxiliary Officer BRTP number 1180 (Effective 4/1/08).
5. Crimes Against the Elderly advanced training course number 100 (Effective 4/1/06).
6. Elder Abuse Training for Law Enforcement course by the Department of Elder Affairs (Effective 10/30/08).
7. Elder Abuse Investigations specialized training program course number 1185. There are no required minimum training hours for mandatory retraining, however, training schools are permitted to teach the course as a specialized training program course requiring a minimum of four contact hours.

(d) An officer who fails to comply with the elder abuse and neglect training requirements pursuant to Section 943.17296, F.S., shall become an inactive Florida officer. The officer's certification shall become reactivated when the officer's employing agency provides Commission staff with verification that the officer has met the continuing education or training requirement.

(e) Upon an officer's completion of the required training the employing agency shall submit, or electronically transmit to Commission staff through the Commission's ATMS, the date of completion.

Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12, 943.13(11), 943.135, 943.1395(3), 943.1701, 943.1715, 943.1716, 943.253 FS. History—New, 11-5-02. Amended 12-3-03, 11-30-04, 3-27-06, 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, F.A.C.

**11B-27.00213 Temporary Employment Authorization.** A Certificate of Compliance shall not be issued to officers employed on a Temporary Employment Authorization (TEA) prior to meeting the requirements of Sections 943.13(1)-(10), F.S.

(1) A TEA shall only be issued pursuant to Section 943.131, F.S. Individuals hired on a TEA shall comply with the firearms training program established by Section 943.17(1)(a), F.S.

(a) Pre-Training TEA. Individuals employed or appointed on a pre-training TEA shall:

1. Begin a Commission-approved Basic Recruit Training Program within 180 days of being placed on a TEA.

2. Successfully complete eight hours of firearms training, which shall include demonstration of proficiency in the presence of a Commission-certified firearms instructor.

3. Successfully complete a Commission-approved Basic Recruit Training Program within 18 months of beginning the training program.

4. Achieve a passing score on the State Officer Certification Examination (SOCE) within 180 days from the date that basic recruit training was completed.

5. To employ or appoint an individual on a TEA, who has not completed a Commission-approved Basic Recruit Training Program, the employing agency shall document circumstances for the critical need to employ or appoint such individual on a Temporary Employment Authorization Statement form CJSTC-65, which shall be maintained in the officer's file at the employing agency.

(b) Post-training TEA. Individuals employed or appointed on a post-training TEA shall:

1. Have completed a Commission-approved Basic Recruit Training Program and is waiting to take the next scheduled SOCE.

2. Have 180 days from the completion date of the Basic Recruit Training Program or commencement of employment, whichever is later, to achieve a passing score on the SOCE.

(c) A TEA shall terminate if a basic recruit student fails to pass the Basic Recruit Training Program.

1. If a basic recruit student fails a course in the Basic Recruit Training Program, the student shall be permitted to remain on the TEA while retaking the failed course; and

2. Shall be required to enroll in the next available course to complete the Basic Recruit Training Program.

(2) An officer employed on a TEA, shall be excused from the firearms training requirement upon placement of a statement in the officer's file at the employing agency. The statement shall be signed by the agency administrator confirming that the TEA-appointed officer shall not be permitted to carry a firearm until the following classroom training requirements have been fulfilled:

(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

(b) Firearms Range Training. The trainee's proficiency demonstration shall be documented on a CMS Firearms Performance Evaluation, form CJSTC-4 CMS, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-07365>, and maintained in the trainee's file at the employing agency. Form CJSTC-4 CMS can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The instructor shall qualify the trainee with a handgun (revolver or semi-automatic pistol) and long gun (shotgun or semiautomatic rifle/carbine) using the Commission's Basic Recruit Training Firearms Course of Fire, pursuant to form CJSTC-4 CMS, and the form shall be maintained in the trainee's file at the employing agency. Trainees shall fire a long gun as prescribed in the Commission-approved Basic Recruit Training Program.

(3) The Commission shall separate an officer from employment, through the Commission's ATMS, if the officer's TEA exceeds 180 days without enrollment in a Commission-approved Basic Recruit Training Program, fails to complete a Commission-approved Basic Recruit Training Program within 18 months, or the officer has failed to achieve a passing score on the SOCE within 180 consecutive days after successful completion of a Basic Recruit Training Program.

(4) Agencies applying to temporarily employ or appoint an individual who has had a previous TEA registered with the Commission in the same discipline, may do so only if:

(a) The individual was previously certified as a full-time or part-time officer; or

(b) The individual was previously hired on a TEA and has separated from the employing agency or discontinued training while still in good standing, and has had a break-in-service from the last employment for a minimum of four years. Such individual shall comply with the firearms training requirements pursuant to Rule 11B-35.0024, F.A.C., and Section 943.17(1)(a), F.S., unless the agency administrator has waived such requirements in subsection (2) of this rule section, and shall enroll in a Commission-approved Basic Recruit Training Program within 180 days of employment in the first training program offered in the geographic area, or in the first assigned state training program for a state officer.

(5) Individuals employed on a TEA, pursuant to Section 943.131, F.S., are subject to disciplinary action by the Commission.

Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(3), 943.13, 943.131, 943.133, 943.139, 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, 6-3-10, 5-21-12, 3-13-13, 9-4-16.



**11B-27.0022 Background Investigations.**

(1) Pursuant to Section 943.133, F.S., and Rule 11B-27.0011, F.A.C., the employing agency shall conduct a thorough background investigation of each applicant. The employing agency shall provide evidence that a complete background investigation was conducted, pursuant to the requirements on the Employment Background Investigative Report form CJSTC-77, not more than one year prior to the date of employment or appointment as an officer or civilian officer trainee, pursuant to Rule 11B-27.0022, F.A.C. A complete background investigation shall be conducted in conjunction with an officer's employment or appointment, regardless of existing evidence that a thorough background investigation of the officer was conducted for a previous employment or appointment. The agency shall maintain in the applicant's file at the employing agency a summary of the background investigation findings, signed and dated by the investigator and the agency administrator or designee. The summary shall verify the following information:

(a) Prior criminal justice employments of the applicant and the facts and reasons for any prior separations of employment. An officer applicant's prior criminal justice employments shall be verified, including an applicant with no previous Florida employment as an officer.

(b) Processed applicant fingerprint responses on file reflecting state and national criminal history record checks. If the processed applicant fingerprint response has not yet been received, the agency shall maintain on file the FCIC/NCIC criminal history and wanted person responses.

(c) Evidence that a urine sample furnished by the applicant was analyzed for the presence of controlled substances, or evidence thereof, pursuant to Rule 11B-27.00225, F.A.C. In cases where an applicant's urine sample is found to contain a controlled substance or evidence thereof, upon the completion of the analysis procedures pursuant to Rule 11B-27.00225, F.A.C., the employing agency shall, if requested by the applicant, permit the applicant to provide to the employing agency evidence that the applicant lawfully used or ingested the said controlled substance.

(d) The applicant is of good moral character.

(2) The employing agency shall, at a minimum, use the following background investigation procedures:

(a) Obtain previous employment data from prior employers. Criminal justice agencies conducting background investigations have the option of using the Authority for Release of Information, form CJSTC-58, revised December 16, 2010 (effective 3/2013), hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-02322>, pursuant to Sections 943.134(2) and (4), F.S., hereby incorporated by reference. Form CJSTC-58 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(b) Research military records. A copy of the most recently issued DD 214, or other official separation document(s) from the United States Military denoting the discharge status or a copy of the officer's current military identification, shall be maintained in the officer's file at the employing agency. The agency shall document contact with the applicant's commanding officer or designee if the applicant is currently serving on active duty or military reserve to ensure the applicant is compliant with military regulations. Wording on the documentation shall indicate the discharge was any discharge other than dishonorable. A military discharge that is other than an honorable discharge, shall be investigated by the agency. The agency shall submit a Request Pertaining to Military Record, form OMB No. 3095-0029.

(c) Verify the applicant's response regarding prior history of unlawful conduct through a Florida Crime Information Center and National Crime Information Center records and warrants check.

(d) Verify the applicant's response regarding unlawful drug use pursuant to subsection 11B-27.0011(2), F.A.C.

(3) The employing agency shall submit or electronically transmit to Commission staff through the Commission's ATMS, a Registration of Employment Affidavit of Compliance form CJSTC-60. The agency shall also submit to Commission staff a completed Employment Background Investigative Report form CJSTC-77, for each officer employed or appointed. The original form CJSTC-77 that has been signed and dated by the investigator and the agency administrator or designee shall be retained in the applicant's file.

Rulemaking Authority 943.03(4) 943.12(1), 943.133(3) FS. Law Implemented 943.133, 943.139 FS. 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, 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.

2258       **11B-27.00225 Controlled Substance Testing Procedures.**

2259       (1) The employing agency is required to conduct a background investigation upon each applicant for  
2260 certification, or employment or appointment, which shall include the analysis of a urine sample furnished by the  
2261 applicant for the presence of controlled substances or metabolites, which shall be consistent with the procedures for  
2262 drug testing pursuant to Section 112.0455, F.S. and Rule Chapter 59A-24, F.A.C., which have been adopted by the  
2263 Agency for Health Care Administration. A new urine sample shall be submitted for analysis following any break-  
2264 in-service.

2265       (2) The employing agency shall verify the following requirements for the collection and analysis of urine  
2266 samples:

2267       (a) The procedures for collection sites and specimen collection complies with the requirements of Rule  
2268 59A-24.005, F.A.C.

2269       (b) Each applicant gave written consent prior to giving the sample for collection, analysis for evidence of  
2270 controlled substances, and disclosure of the analysis results to the employing agency and to the Commission.

2271       (c) The procedures for analyzing and reporting the urine sample were consistent with Rule 59A-24.006, F.A.C.

2272       (d) The laboratory performing the analysis did analyze the urine sample for the presence of the following seven  
2273 substances:

- 2274       1. Amphetamines (amphetamine and methamphetamine).
- 2275       2. Cannabis or Cannabinoids.
- 2276       3. Cocaine or Cocaine Metabolite.
- 2277       4. Phencyclidine.
- 2278       5. Opiates (codeine and morphine).
- 2279       6. Barbiturates.
- 2280       7. Benzodiazepines.

2281       Specific Authority 943.03(4), 943.12(1) FS. Law Implemented 943.13(7), 943.133, 943.1395 FS. History--New  
2282 7-13-87, Amended 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04.

**11B-27.003 Duty to Report, Investigations, Procedures.**

(1) Pursuant to Section 943.1395(5), F.S., an employing agency shall conduct an investigation when having cause to suspect that an officer it employs or employed at the time of the alleged violation, or employed on a Temporary Employment Authorization (TEA) pursuant to Section 943.131, F.S., does not comply with Section 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C. An investigation shall be conducted and concluded when the employing agency has cause to suspect that an officer is in violation of Section 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C. The agency's investigation shall contain an official disposition, which shall be reported to Commission staff pursuant to subsection (2) of this rule section.

(2) Upon concluding the investigation:

(a) If the allegations are sustained, the employing agency shall complete an Internal Investigation Report, form CJSTC-78, revised November 8, 2007, hereby incorporated by reference, regardless of whether any civil service appeal, arbitration, employment hearing, administrative, civil, or criminal action is pending or contemplated. Form CJSTC-78 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.

(b) If the allegations are sustained, and are a violation of Section 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C., the employing agency shall forward to Commission staff the complete investigative package, which shall include the following, no later than 45 days after the allegations are sustained:

1. A completed Internal Investigation Report form CJSTC-78.
2. The allegations.
3. A summary of the facts.
4. Names of witnesses.
5. Witness statements and depositions.
6. Certified court documents.
7. Any other supportive documentation or information.

(c) If the allegations are not sustained, unfounded, or the officer has been exonerated, or the allegations that are sustained are only violations of the employing agency's policies, and are not violations of Section 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C., the employing agency shall complete form CJSTC-78 and maintain the form on file at the agency.

Specific Authority 943.03(4), 943.12(1) FS. Law Implemented 943.1395(5) FS. History--New 10-6-82, 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.

2313 **11B-27.004 Probable Cause Determination.** At the conclusion of the preliminary investigation and when the  
2314 reports and documents are received as directed by Sections 943.139 and 943.1395, F.S., a determination of probable  
2315 cause shall be made before the Commission initiates proceedings to take disciplinary action against the certification  
2316 of an officer.

2317 (1) For the purpose of probable cause determinations, the chairperson of the Commission or designee shall  
2318 appoint Probable Cause Panels of three Commission members and one alternate member, to hold Probable Cause  
2319 Determination Hearings for terms specified in their appointment. The Commission Chairperson or designee shall  
2320 appoint a chairperson for each panel, and the panels shall meet as necessary.

2321 (2) A Probable Cause Determination Hearing is the conclusion of the preliminary investigation, and is not a  
2322 hearing pursuant to Sections 120.569 and 120.57, F.S.

2323 (3) Each Probable Cause Determination Hearing shall be noticed in the Florida Administrative Weekly  
2324 pursuant to Section 120.525, F.S. The respondent shall be mailed a prior notice of the Probable Cause  
2325 Determination Hearing and a subsequent notification of whether or not probable cause was determined by the panel.

2326 (4) After considering all evidence, a majority vote of the Probable Cause Panel shall determine whether or not  
2327 probable cause exists to file an administrative complaint pursuant to Section 120.60(5), F.S., charging a violation of  
2328 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  
2329 authorized to make a penalty recommendation to the Commission, or to direct Commission staff to offer a  
2330 settlement agreement in the case.

2331 (5) The panel is authorized to issue a Letter of Guidance to the officer when the panel determines that it is not  
2332 practical to initiate proceedings against an officer's certification. A copy of the Letter of Guidance shall be retained  
2333 in the officer's file within the Criminal Justice Professionalism Program, Bureau of Standards.

2334 (6) The Probable Cause Panel is authorized to offer the respondent the opportunity to enter into an Intervention  
2335 Program if there would otherwise be a finding of probable cause but the Panel finds that there are significant  
2336 mitigating circumstances or that the violation is not egregious. The terms and conditions of the Probable Cause  
2337 Panel's Intervention Programs may include the following:

2338 (a) Successful completion of training or retraining deemed appropriate by the panel.

2339 (b) Participation in psychological, occupational, or substance abuse counseling.

2340 (c) Furnishing blood, breath, or urine samples, and consent to the release of analysis results of such random or  
2341 scheduled tests.

2342 (d) Payment of restitution for damages or loss created by the officer's misconduct.

2343 (e) Any other such rehabilitative terms and conditions.

2344 (f) As a standard condition of the Intervention Program, the respondent shall refrain from any violation of  
2345 Sections 943.13(4) and (7), F.S., and subsections 11B-27.001(2) and (4), F.A.C. For the Intervention Program to  
2346 be a viable alternative in consideration of probable cause, the respondent shall agree to all terms and conditions  
2347 recommended by the panel. The respondent shall be responsible for successfully completing the terms and  
2348 conditions of the Intervention Program within a specified period. Once the respondent has reported the successful  
2349 completion of the terms and conditions to Commission staff, the matter shall be presented to a Probable Cause  
2350 Panel. The panel shall then issue a Letter of Guidance in lieu of a finding of probable cause, pursuant with  
2351 subsection (5) of this rule section. Failure of the respondent to either agree to or successfully complete the terms  
2352 and conditions of the Intervention Program within the specified time frame, shall result in the matter being returned  
2353 to the Probable Cause Panel for a finding of probable cause and the issuance of an Administrative Complaint.

2354 (7) When Commission staff determines that the respondent has been retained by the employing agency,  
2355 Commission staff shall issue a Letter of Acknowledgment of agency action in these cases, provided the employing  
2356 agency shall have taken significant agency action as defined in subsections 11B-27.005(1)-(2), F.A.C.

2357 (8) Commission staff:

2358 (a) Shall not issue a Letter of Acknowledgment to a respondent who has been issued a Letter of  
2359 Acknowledgment within three years prior to the date of receipt of the information described in paragraph  
2360 11B-27.003(2)(b), F.A.C.

(b) Shall not issue a Letter of Acknowledgment to a respondent who has been issued a Letter of Guidance within five years prior to the date of receipt of the information described in paragraph 11B-27.003(2)(b), F.A.C.

(c) Shall not issue a Letter of Acknowledgment to a respondent who has been disciplined by the Commission within eight years prior to the date of receipt of the information described in paragraph 11B-27.003(2)(b), F.A.C.

(d) Shall not issue a Letter of Acknowledgement to a respondent if the penalty guidelines of subsection 11B-27.005(5), F.A.C., specify prospective suspension to revocation as the guideline penalty for the offense.

(9) In cases where the respondent has been terminated or disciplined and is seeking review of that termination or discipline through the administrative or judicial process, the respondent and employing agency shall notify Commission staff of such review. Pending final resolution, Commission staff shall hold such cases in abeyance.

(10)(a) If administrative or judicial review results in a final disposition of the respondent's termination or discipline, the case shall no longer be held in abeyance and Commission staff shall review the case for the issuance of a Letter of Acknowledgment, if applicable, or for presentation to the Commission for Commission action.

(b) In cases in which administrative or judicial review results in a final reversal of discipline imposed by the employing agency relating to the alleged misconduct that is subject to review by the Commission, or criminal proceedings that result in the respondent's acquittal on all charges subject to review by the Commission after a trial, Commission staff shall take no further action, provided that Commission staff may present the case to a Probable Cause Panel upon Commission staff's specific showing that the findings of fact in the collateral proceedings were based upon inclusion or exclusion of evidence, or that the testimony was a departure from the essential requirements of law, the findings of fact in the collateral proceedings were not supported by competent and substantial evidence, or were clearly contrary to the evidence presented.

(11)(a) In cases in which the facts presented to Commission staff are inconclusive, lack reliability, are insufficient to permit a reasonable determination of what occurred, or fail to demonstrate that the alleged misconduct meets the statutory criteria for Commission action, Commission staff shall "no cause" the case. Commission staff shall reopen a case that has been "no caused" if new evidence or witnesses become available to Commission staff. However, Commission staff shall "no cause" a violation of paragraph 11B-27.0011(4)(b) or (c), F.A.C., if the officer is alleged to have committed the violation more than eight years prior to the case being presented at a Probable Cause Determination Hearing.

(b) Commission staff's characterization of misconduct based upon the facts as presented shall control processing of misconduct cases under the rules of the Commission.

(12) Commission staff shall submit annually to the Commission, a listing of those agencies that fail to impose significant agency disciplinary action pursuant to subsections 11B-27.005(1)-(2), F.A.C.

(13) When the Probable Cause Panel has insufficient information to determine the existence of probable cause, but in good faith believes that Commission staff can obtain the information necessary to reach a decision, the panel shall enter a finding of "Insufficient Information." The case shall be continued until reasonable efforts by Commission staff have been concluded to obtain the additional information requested by the panel, at which time the case shall be scheduled before a Probable Cause Panel for further review.

Rulemaking Authority 943.03(4), 943.12(1), 943.1395 FS. Law Implemented 943.1395 FS. History--New 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, 5-29-14, 9-4-16.

**11B-27.005 Revocation or Disciplinary Actions; Disciplinary Guidelines; Range of Penalties; Aggravating and Mitigating Circumstances.**

(1) For the purpose of implementing the provisions of Rule 11B-27.004, F.A.C., “significant agency action” is defined as follows:

(a) For an offense that would be sanctioned by suspension of certification under these guidelines herein: Suspension from duty without pay for at least one day, or any change in assignment or duties that results in reduction in compensation.

(b) For an offense that would be sanctioned by probation of certification under these guidelines herein: Any documented or written formal action, any change in assignment or duties that results in reduction in compensation.

(2) Additionally, for an offense that requires retraining, in addition to suspension or probation, “significant agency action” shall include agency certification of in-service retraining by a qualified instructor. For an offense that requires counseling, in addition to suspension or probation, there shall be agency certification of counseling by a qualified counselor.

(3) Pursuant to the provisions of Section 943.1395(8), F.S., disciplinary proceedings shall be conducted as prescribed in Chapter 120, F.S., Administrative Procedures Act, and Rule Chapter 28 F.A.C., Uniform Rules of Procedures, when there is a determination of probable cause that a certificate holder, hereinafter referred to as a “certified officer,” has failed to maintain compliance with:

(a) Sections 943.13(4) or (7), F.S.; or

(b) An order of the Commission previously issued during a disciplinary hearing; or

(c) The Temporary Employment Authorization (TEA) requirements pursuant to Section 943.131, F.S.

(4)(a) The Commission sets forth in paragraphs (5)(a)-(d) of this rule section, a range of disciplinary guidelines from which disciplinary penalties shall be imposed upon certified officers who have been found by the Commission to have violated Section 943.13(7), F.S. The purpose of the disciplinary guidelines is to give notice to certified officers of the range of penalties or prescribed penalties that shall be imposed for particular violations of Section 943.13(7), F.S., absent aggravating or mitigating circumstances, as provided in subsection (6) of this rule section. The disciplinary guidelines are based upon a “single count violation” of each provision listed. All penalties at the upper range of the sanctions set forth in the guidelines (i.e., suspension or revocation), include lesser penalties (i.e., reprimand, remedial training, or probation), that may be included in the final penalty at the Commission’s discretion.

(b) In determining a penalty that may be imposed by the Commission, when a penalty guideline recommendation includes “suspension,” the Commission is authorized to consider the number of days of employment suspension imposed upon the officer by the employing agency for retroactive or parallel inclusion in the length of a certification suspension imposed by the Commission. When a penalty guideline recommendation includes “prospective suspension,” no such inclusion is authorized.

(5) When the Commission finds that a certified officer has committed an act that violates Section 943.13(7), F.S., the Commission shall issue a final order imposing penalties within the ranges recommended in the following disciplinary guidelines:

(a) For the perpetration by the officer of an act that would constitute any felony offense, pursuant to paragraph 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 Commission shall be to impose a penalty ranging from suspension of certification to revocation. Specific violations and penalties that shall be imposed, absent mitigating circumstances, include the following:

	<b>Violation</b>	<b>Recommended Penalty Range</b>
1.	Felony assault (Sections 784.021, 784.07, F.S.)	Prospective suspension to revocation
2.	Felony battery (Sections 784.041, 784.045, 784.07, F.S.)	Prospective suspension to revocation
3.	Grand theft (Section 812.014, F.S.)	Revocation
4.	Possession, sale of controlled substance (Section 893.13, F.S.)	Revocation

5.	Tampering with evidence (Section 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 (Sections 843.11, 944.47, 951.22, F.S.)	Revocation
7.	Other introduction of contraband into a jail or prison (Sections 944.47, 951.22, F.S.)	Suspension to revocation
8.	False Statements (Sections 837.02, 837.021, 837.05(2), 838.022, F.S.)	Prospective Suspension to revocation
9.	Felony stalking (Section 784.048, F.S.)	Revocation
10.	Sexual battery, unlawful sexual activity with a minor (Sections 794.011, 794.05, F.S.)	Revocation
11.	Lewd or lascivious offense, child under 16 (Section 800.04, F.S.)	Revocation
12.	Child abuse (Section 827.03, F.S.)	Prospective suspension to revocation
13.	Aggravated child abuse with violence (Section 827.03, F.S.)	Revocation
14.	Resisting an officer with violence (Section 843.01, F.S.)	Prospective suspension to revocation
15.	Felony controlled substance violation (Sections 893.13, 893.135, 893.147, 893.149, F.S.)	Revocation
16.	Bribery (Section 838.015, F.S.)	Revocation
17.	Unlawful compensation or reward for official behavior (Section 838.016, F.S.)	Revocation
18.	Video Voyeurism	Prospective suspension and probation with counseling to revocation

(b) For the perpetration by the officer of an act that would constitute any of the misdemeanor offenses, 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., the action of the Commission shall be to impose a penalty ranging from probation of certification to suspension of certification. Specific violations and penalties that shall be imposed, absent aggravating or mitigating circumstances, include the following:

	<b>Violation</b>	<b>Recommended Penalty Range</b>
1.	Assault (Section 784.011, F.S.)	Suspension
2.	Battery (Section 784.03, F.S.)	Suspension
3.	Petit Theft (Section 812.014, F.S.)	Suspension to revocation
4.	False reports and statements (Sections 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 (Section 790.10, F.S.)	Probation with training
6.	Discharging a firearm in public (Section 790.15, F.S.)	Suspension
7.	Passing a worthless check (Section 832.05, F.S.)	Probation
8.	Prostitution or lewdness; voyeurism (Sections 796.07, 810.14, F.S.)	Prospective suspension, and probation with counseling to revocation
9.	Indecent exposure (Section 800.03, F.S.)	Suspension, and probation with counseling to revocation

10.	Driving or boating under the influence; second DUI Offense (Sections 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 (Section 893.13, F.S.)	Revocation
12.	Neglect or refusal to aid (Section 843.06, F.S.)	Suspension to revocation
13.	Second violation of domestic violence or other protective injunction (Sections 741.31, 784.047, F.S.)	Prospective suspension to revocation
14.	Stalking (Section 784.048, F.S.)	Prospective suspension to revocation
15.	Battery involving domestic violence with slight or moderate victim physical injury (Sections 741.28, 784.03, F.S.)	Prospective suspension to revocation

2447 (c) For the perpetration by the officer of an act or conduct, as described in paragraph 11B-27.0011(4)(c),  
 2448 F.A.C., if such act or conduct does not constitute a crime described in paragraphs (5)(a)-(b) of this rule section, the  
 2449 action of the Commission shall be to impose the following penalties, absent aggravating or mitigating  
 2450 circumstances:

	<b>Violation</b>	<b>Recommended Penalty Range</b>
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 with training.
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



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

2453 (d) Notwithstanding subsection (4) of this rule section, for the unlawful use by a certified officer of any  
 2454 controlled substances specified in Section 893.13, F.S., or Rule 11B-27.00225, F.A.C., pursuant to paragraph  
 2455 11B-27.0011(4)(d), F.A.C., the action of the Commission, absent clear and convincing evidence of complete  
 2456 rehabilitation and substantial mitigating circumstances, shall be to impose a penalty ranging from prospective  
 2457 suspension to revocation.

2458 (6) The Commission shall be entitled to deviate from the disciplinary guidelines in this rule section, upon a  
 2459 showing of aggravating or mitigating circumstances by evidence presented to the Commission, if pursuant to  
 2460 Section 120.57(2), F.S., or to an Administrative Law Judge, if pursuant to Section 120.57(1), F.S., prior to the  
 2461 imposition of a final penalty. The Commission shall base a deviation from the disciplinary guidelines upon a  
 2462 finding of one or more of the following:

2463 (a) Aggravating circumstances:

- 2464 1. Whether the certified officer used official authority to facilitate the misconduct.
- 2465 2. Whether the misconduct was committed while the certified officer was performing other duties.
- 2466 3. The number of violations found by the Commission.
- 2467 4. The number and severity of prior disciplinary actions taken against the certified officer by the Commission,  
 2468 provided the officer was previously disciplined by the Commission within the preceding eight years or received a  
 2469 Letter of Guidance within the preceding five years.
- 2470 5. The severity of the misconduct.
- 2471 6. The danger to the public.
- 2472 7. The actual damage, physical or otherwise, caused by the misconduct.
- 2473 8. The lack of deterrent effect of the penalty imposed by the employing agency.
- 2474 9. The pecuniary benefit or self-gain to the officer realized by the misconduct.
- 2475 10. Whether the misconduct was motivated by unlawful discrimination.
- 2476 11. Any behavior constituting "domestic violence" defined by Section 741.28(1), F.S.
- 2477 12. Whether the certified officer has previously received a Letter of Acknowledgment within the preceding  
 2478 three years.

2479 13. The certified officer has not filed any answer to the Administrative Complaint or otherwise responded to  
 2480 the allegations of misconduct alleged by the Commission.

2481 (b) Mitigating circumstances:

- 2482 1. The officer's employment status in a position requiring Commission certification at the time of the final  
 2483 hearing before the Commission.
- 2484 2. The recommendations of character or employment references.

2485 3. The lack of severity of the misconduct.

2486 4. The length of time the officer has been certified by the Commission.

2487 5. Any effort of rehabilitation by the certified officer.

2488 6. The effect of disciplinary or remedial action taken by the employing agency or recommendations of the  
2489 employing agency administrator.

2490 7. The recommendation of a Probable Cause Panel to impose a penalty below the penalty guideline.

2491 8. Effort of the officer to retract a false statement prior to the close of the disciplinary or criminal  
2492 investigation.

2493 (7) The Commission shall impose one or more of the following penalties, listed in increasing order of severity:

2494 (a) The issuance of a reprimand.

2495 (b) Successful completion by the certified officer of a Basic Recruit Training Program, Advanced Training  
2496 Program, or Career Development Training Program, or such retraining deemed appropriate by the Commission.

2497 (c) Placement on a probationary status for a period not to exceed two years and subject to the terms and  
2498 conditions imposed by the Commission. The Commission may impose one or more of the following terms and  
2499 conditions of probation:

2500 1. Periodic reports from the officer, supervisor, or counselor, or indirect or direct supervision by a  
2501 Commission-approved supervisor.

2502 2. Furnishing urine samples and consents to the release of analysis results of random or scheduled urine drug  
2503 tests at the officer's expense.

2504 3. Participation in psychological, occupational, or substance abuse counseling.

2505 4. Successful completion of training or retraining specified in paragraphs (5)(b)-(c) of this rule section.

2506 5. Refraining from violations of Sections 943.13(4) and (7), F.S.

2507 6. The payment of restitution for damages or loss created by the certified officer's misconduct.

2508 7. The effective date of any period of probation imposed on a respondent by the Commission shall begin  
2509 fifteen days from the filing date of the Final Order, unless such probation is to follow a period of prospective  
2510 suspension. Commission staff shall monitor the probation status of each officer to ensure compliance with the  
2511 conditions of probation. Commission staff shall report to the Commission satisfactory completion of probation, as  
2512 well as any violations of the conditions of probation. If the officer violates any of the conditions of probation,  
2513 Commission staff shall report the violations to the Commission for consideration of further disciplinary action,  
2514 pursuant to subsection (3) of this rule section and Section 943.1395(7)(c), F.S.

2515 (d) Suspension of certification and the privilege of employment as an officer for a period not to exceed two  
2516 years.

2517 (e) Revocation of certification.

2518 (8)(a) The provisions of subsections (1)-(7) of this rule section are not intended and shall not be construed to  
2519 limit the ability of the Commission to pursue or recommend collateral, civil, or criminal actions when appropriate.

2520 (b) The provisions of subsections (1)-(7) of this rule section are not intended and shall not be construed to limit  
2521 the ability of the Commission to informally dispose of disciplinary actions by stipulation, agreed settlement, or  
2522 consent order, pursuant to Section 120.57(4), F.S.

2523 (9) Action by the Commission disciplining an officer's certification shall concurrently discipline all other  
2524 certifications of any nature issued to that officer by the Criminal Justice Standards and Training Commission  
2525 pursuant to Sections 943.1395(1) and 943.12(3), F.S., and Rules 11B-20.001 and 11B-27.002, F.A.C.

2526

2527 (10) Temporary Employment Authorization (TEA). Individuals employed on a TEA, pursuant to Section  
2528 943.131, F.S., are subject to the following discipline by the Commission:

2529 (a) If the Commission issues a probationary period to an individual employed on a TEA, such individual shall  
2530 be eligible for certification pending successful completion of the terms and conditions of the probationary period.

2531 (b) If the Commission issues a suspension period to an individual employed on a TEA, such individual shall  
2532 not be eligible for certification until the completion of the suspension period.

2533 (c) If an individual commits a revocable offense the Commission shall deny the individual's request for  
2534 certification.

2535 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(3), 943.1395(8) FS. History--New  
2536 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,  
2537 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,  
2538 9-4-16.

2539       **11B-27.007 Denial of Certification.** Should the Commission find that an applicant for certification fails to  
2540 meet the qualifications established pursuant to Section 943.13(1) through (10), F.S., or any rules promulgated  
2541 thereunder, the Commission shall notify the applicant by forwarding a statement of denial, and shall forward a copy  
2542 to the agency that submitted the application for certification. The statement of denial shall specify the basis for  
2543 Commission action, and shall be forwarded to the applicant pursuant to the procedures of Rule Chapter 120, F.S.,  
2544 Administrative Procedure Act, and the Uniform Rules of Procedure, Chapter 28, F.A.C.

2545 Specific Authority 943.03(4), 943.12(1) FS. Law Implemented 120.60, 120.62, 943.1395 FS. History—New  
2546 10-6-82, Amended 1-7-85, Formerly 11B-27.07, Amended 7-7-99, 8-22-00.

2547 **11B-27.013 Canine Team Certification.**

2548 (1) Definitions.

2549 (a) "Canine team" shall refer to a certified officer and a specific canine working together in the performance of  
2550 law enforcement or correctional duties. "Handler" refers to the certified officer who trains and controls the canine.  
2551 This definition does not include canines used by certified officers exclusively for tracking and trailing or specific  
2552 detection, which are excluded from the certification process.

2553 (b) "Canine evaluator" shall refer to a person who is authorized by the Commission to administer the canine  
2554 team performance evaluation to canine teams and to attest to the proficiency of the canine team pursuant with the  
2555 performance evaluation. The evaluator shall determine if training submitted by an agency that is requesting  
2556 certification is equivalent to the 480-hour Canine Team Training Course number 1198. The canine team evaluator  
2557 applicant requesting approval of the Commission shall be required to possess the minimum training and experience  
2558 pursuant to subsection (7) of this rule section, and documented in a request to Commission staff. A Commission-  
2559 approved evaluator shall not verify equivalent training that he or she delivered.

2560 (c) "Equivalent Training" shall refer to the Canine Team Training Course number 1198 not delivered at a  
2561 Commission-certified training school, or any canine team training course other than the Commission-approved  
2562 Canine Team Training Course number 1198. Equivalent training shall be a minimum of 480 hours and shall comply  
2563 with the goals and objectives of the Canine Team Training Course number 1198. For a previously Commission-  
2564 certified handler assigned a new canine, equivalent training shall refer to the 80-hour minimum training requirement.

2565 (2) Canine team certification requirements. Commission certification of a canine team is not required. If a  
2566 canine team seeks Commission certification, the canine team shall meet the following requirements:

2567 (a) A canine team shall successfully complete the Canine Team Training Course number 1198, or equivalent  
2568 training as defined in subsection (1) of this rule section, at a minimum of 480 hours before applying for certification,  
2569 or

2570 (b) A canine team that has successfully completed the Canine Team Training Course number 1112, or  
2571 equivalent training, at a minimum of 400 hours prior to the retirement of that course on November 6, 2013, shall  
2572 become certified by October 31, 2015. Failure to become certified by that date shall require the canine team to  
2573 successfully complete Canine Team Training Course number 1198, or equivalent training, at a minimum of 480  
2574 hours.

2575 (c) A canine team shall successfully demonstrate proficiency skills pursuant to paragraph (3)(c) of this rule  
2576 section.

2577 (d) A previously Commission-certified handler assigned a new canine shall comply with the training goals and  
2578 objectives in the Canine Team Training Course number 1198, with the exception of the academic block of  
2579 instruction. The canine team shall train for a minimum of 80 hours, which shall be verified by a Commission-  
2580 approved evaluator as equivalent training, and successfully demonstrate the required proficiency skills.

2581 (e) A canine team shall provide documentation of the canine team's compliance with certification requirements  
2582 and submit a Canine Team Certification Application, form CJSTC-70, revised November 5, 2015, effective 9/2016,  
2583 hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07377>. Form CJSTC-70  
2584 can be obtained at the following FDLE Internet address:  
2585 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-  
2586 8615.

2587 (3) Required documentation for certification of a canine team. Documentation of compliance for Commission  
2588 certification of canine teams shall include:

2589 (a) A completed Canine Team Certification Application form CJSTC-70. Prior to submitting a form  
2590 CJSTC-70, the agency employing the canine team shall collect, verify, and have on file documents establishing  
2591 compliance with the requirements of this rule section, regardless of where canine training takes place.

2592 (b) Documentation of successful completion of canine team training shall include the following:

2593 1. Certificate of successful completion of the Canine Team Training Course number 1198 delivered at a  
2594 Commission-certified training school and taught by Commission-certified Canine Instructors; or

2. Successful completion of the equivalent training shall be documented on the Canine Course Equivalency Checklist form CJSTC-70A, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07378>. Form CJSTC-70A can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

a. Canine Team Training Course number 1198 not delivered at a Commission-certified training school shall be deemed as equivalent training by a Commission-approved evaluator.

b. Any canine team training course other than the Commission-approved Canine Team Training Course number 1198 shall be deemed equivalent training by a Commission-approved evaluator if the course is a minimum of 480 hours and complies with the objectives of the Canine Team Training Course number 1198.

3. The employing agency submitting form CJSTC-70 shall provide documentation of training to the Commission-approved evaluator. The evaluator shall review and document of the training on form CJSTC-70A.

(c) A completed Canine Team Performance Evaluation form CJSTC-83, revised November 6, 2014, effective 7/2015, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-05655>, shall be verified by evaluator(s) to ensure the canine team completed the proficiency requirements. Form CJSTC-83 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

1. Successful completion of the canine team performance evaluation shall be administered by two Commission-approved canine team evaluators and documented on form CJSTC-83. A Commission-approved canine team evaluator conducting the initial training of a canine team shall not participate in the initial certification of that team. One of the Commission-approved canine team evaluators shall not be affiliated with the employing agency of the canine team being examined for certification. A Commission-approved canine team evaluator shall not administer a performance evaluation to a canine that is assigned as the evaluator's work partner.

2. The canine team proficiency topics are permitted to be administered in random order by the evaluator or concurrently by the evaluator.

3. During the initial evaluation the canine team shall test in all topics of the performance evaluation. If a canine team fails to successfully demonstrate proficiency on one specific topic during the initial evaluation, one re-evaluation is permitted to be given for the specific topic during the initial evaluation. The handler shall be allowed to remediate with the canine prior to declaring intent to repeat the specific topic. If a canine team fails to complete the specific topic or any additional topics, the canine team shall be deemed to have failed the performance evaluation. Remediation is defined as the handler working with the canine to resolve the topic of deficiency specified in form CJSTC-83 in the "Re-examination and Remediation Process" section.

4. If a canine team fails to successfully demonstrate proficiency for any topic(s) during the first performance evaluation, the handler shall remediate the canine team in the topic(s). The canine team shall retest after a minimum of 24 hours from the date of the first failure and successfully demonstrate proficiency in the specific failed topic(s) under the supervision of two Commission-approved evaluators. One evaluator shall be an original evaluator involved in the initial proficiency failure. The handler shall provide documentation, to include lesson plans and signed attendance rosters, of the remedial training to the Commission-approved evaluators prior to the administration of the re-evaluation.

5. If a canine team fails to successfully demonstrate proficiency in the specific failed topic(s) during the second attempt, the handler shall remediate with the same canine in the specific failed topic outlined in the Canine Team Training Course number 1198. The canine team shall retest after a minimum of 30 days from the date of the second failure. The canine team shall repeat the performance evaluation in its entirety under the supervision of two Commission-approved evaluators. One evaluator shall be an evaluator who was involved in the initial proficiency failure for that canine team. The handler shall provide documentation, to include lesson plans and signed attendance rosters, of the remedial training to the Commission-approved evaluators prior to the administration of the re-evaluation.

6. A canine team that has failed a third attempt to pass a Canine Team Performance Evaluation shall be deemed to have failed the certification process, and shall complete the Canine Team Training Course number 1198 or equivalent training prior to submitting an application for certification. Form CJSTC-83 shall be used to document the third failure of the canine team and submitted by one of the canine team evaluators to the Florida Department of Law Enforcement, Criminal Justice Professionalism, Post Office Box 1489, Tallahassee, Florida 32302.

7. Documentation of the training shall be made available to the Commission-approved evaluators prior to the administration of a subsequent canine team performance evaluation.

(4) Renewal of Certification.

(a) A Canine Team Certification shall lapse if it is not renewed on or before October 31 of the year following the initial certification.

(b) If the canine team handler applying for recertification has not changed canines or the canine team certification has not expired, the employing agency requesting renewal of the certification shall complete the applicable sections and submit form CJSTC-70 marked "Renewal," and document the canine team proficiency on form CJSTC-83, in compliance with the requirements of subsection (3) of this rule section.

(c) If the canine team certification has expired, the employing agency requesting renewal of the certification shall complete the applicable sections and submit form CJSTC-70 marked "Renewal," and document the canine team proficiency on form CJSTC-83, in compliance with the requirements of subsection (3) of this rule section.

(5) Change of assigned canine team. If a Commission-certified canine handler or canine ceases to be assigned as part of a canine team by the employing agency, the certification shall lapse.

(a) Notification of changes in a canine team assignment shall be submitted to Commission staff in writing to the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302, provided the handler is not assigned a new canine.

(b) A Commission-certified canine handler who has been assigned a new canine, shall submit form CJSTC-70, marked "New" and "Canine Team Change" after complying with the requirements of this rule section.

(6) Inspection of canine team applicant files.

(a) Upon determination of an unfavorable inspection by Commission staff, the deficiencies shall be documented on a Canine Team Certification Deficiency Notification form CJSTC-270, revised November 6, 2014, effective 7/2015, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-05660>. Form CJSTC-270 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(b) The employing agency shall satisfy the deficiency(ies) by submitting the required documentation to Commission staff within 90 days of the receipt of the Canine Team Certification Deficiency Notification form CJSTC-270. The Commission has the authority to deny the employing agency's request for canine team certification for failure to meet the 90-day requirement. Upon denial of the application, the employing agency may reapply for canine team certification.

(7) Canine Team Evaluators.

(a) Prior to being approved by the Commission as a canine team evaluator, the evaluator applicant shall provide documentation verifying the evaluator applicant has complied with the following requirements:

1. Documentation of one year of experience as a Commission-certified canine team instructor.

2. Documentation on form CJSTC-70 that the evaluator applicant has taught the Canine Team Training Course number 1198; or the Canine Team Training Course number 1112 (retired 11/6/2013); or equivalent training in its entirety to a minimum of six canine teams that have successfully completed the canine team certification process. Canine teams trained exclusively for tracking and trailing or specific detection shall not be included in this total.

2688 3. Verification that the evaluator applicant has evaluated a minimum of twelve canine teams under the  
2689 supervision of Commission-approved evaluators, which shall be documented on form CJSTC-83. Canine teams  
2690 trained exclusively for tracking and trailing or specific detection shall not be included in this total.

2691 4. A letter of recommendation for the evaluator applicant from a training center director, agency  
2692 administrator, or designee.

2693 5. Request for evaluator status. A letter from the evaluator applicant requesting approval from the  
2694 Commission as a “canine team evaluator” shall be forwarded to the Florida Department of Law Enforcement,  
2695 Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302, Attention Bureau Chief of  
2696 the Bureau of Standards, for the initial request for approval as a canine team evaluator. The letter shall include the  
2697 evaluator’s full name, the last four digits of the evaluator’s social security number, complete address, and  
2698 documentation of compliance with the standards set forth in this rule section.

2699 (b) Approval of canine team evaluator status. Upon a review of the documents and determination that the  
2700 evaluator applicant has complied with the requirements set forth in this rule section, a letter acknowledging approval  
2701 by the Commission shall be forwarded to the evaluator applicant.

2702 (c) Maintenance of canine team evaluator status. Commission-approved evaluators shall be required to  
2703 submit a request for continuance as an evaluator, to the address in paragraph (7)(a) of this rule section within four  
2704 years of the date of approval, with documentation that verifies the evaluator has completed a minimum of four  
2705 canine team performance evaluations within the four-year period. The verifying documentation shall be copies of  
2706 form CJSTC-70 attesting that the performance evaluation was administered by the evaluator. A canine team  
2707 evaluator’s “approval status” shall expire four years following the date approved by the Commission. If the  
2708 Commission-approved evaluator’s “approval status” expires, the evaluator shall comply with the maintenance  
2709 requirements in this rule section as an evaluator applicant under the supervision of two Commission-approved  
2710 canine team evaluators and shall document the evaluation skills on form CJSTC-83. Canine team evaluators with an  
2711 expired status shall submit for approval a “request for evaluator status” and comply with the requirements in  
2712 paragraph (7)(a) of this rule section.

2713 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(16) FS. History—New 3-29-89,  
2714 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,  
2715 6-3-10, 3-13-13, 5-29-14, 5-29-14, 7-29-15, 9-4-16.



2716 **11B-27.014 Implementation of the Federal Law Enforcement Officers Safety Act of 2004.**

2717 (1) Requirements to demonstrate the firearms proficiency requirements under the federal Law Enforcement  
2718 Officers Safety Act of 2004 (18 U.S.C.A. § 926C) in Florida.

2719 (a) To carry a concealed firearm under the Federal Law Enforcement Officers Safety Act of 2004 (“Act”), a  
2720 qualified retired law enforcement ( “retiree”), as defined in 18 U.S.C.A. § 926C, shall show that he or she has  
2721 demonstrated the firearms proficiency required by the Act within the past twelve months of the time he or she  
2722 possesses a concealed firearm.

2723 (b) The Act provides the following two methods for a retiree to demonstrate firearms proficiency:

2724 1. One method allows the retiree to return to the agency from which he or she retired to meet the agency’s  
2725 firearms proficiency standards as applied to the agency’s active officers. Under the Act, an agency has the option to  
2726 offer this alternative.

2727 2. The second method allows the retiree to meet the minimum firearms standards applied to active law  
2728 enforcement officers by the state of the retiree’s residence.

2729 (c) For retirees who reside in Florida, the option to meet the state’s minimum firearms standards shall be  
2730 demonstrated using the Commission’s approved minimum firearms proficiency course of fire (“course of fire”),  
2731 conducted in a manner specified in paragraph (2)(c) of this rule section, pursuant to the Law Enforcement Officer  
2732 Firearms Qualification Standard on form CJSTC-86A incorporated by reference in subsection 11B-27.00212(14),  
2733 F.A.C.

2734 (2) Requirements for administering the course of fire are as follows:

2735 (a) The range master conducting the course of fire shall be an active Commission-certified firearms instructor  
2736 pursuant to paragraphs 11B-20.0014(2)(c) or (d), F.A.C.

2737 (b) The range master shall issue a Commission-approved Firearms Proficiency Verification Card, form  
2738 CJSTC-600, created on July 9, 2007, hereby incorporated by reference, to each retiree who successfully completes  
2739 the course of fire as required on form CJSTC-86A.

2740 (c) The range master shall maintain the following documentation that is related to the completion of the course  
2741 of fire for each retiree who successfully completes the course, and the retained documentation shall be subject to  
2742 audit during regular business hours upon a two-day written notice by Commission staff:

2743 1. Full name of the retiree completing the course of fire.

2744 2. Address of the retiree completing the course of fire.

2745 3. The Course of Fire Proficiency Score. A passing score is a minimum score of 80%, which is 32 of 40  
2746 rounds in the scoring area using a commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.)  
2747 target. The scoring shall be any hit that is inside or touches the exterior scoring line of the four and five zone of the  
2748 B-21E target.

2749 4. Date the course of fire was completed.

2750 5. Location where the course of fire was conducted.

2751 6. The specific number imprinted on the CJSTC-600 form issued to the retiree who completed the course of  
2752 fire.

2753 7. Type(s) of firearm(s).

2754 (3) Firing Range Requirements.

2755 (a) The course of fire shall be conducted on any public or private range that meets the shooting distance  
2756 requirements on form CJSTC-86A.

2757 (b) The owner of a firing range is not required to administer the course of fire on the owner’s firing range.

2758 (c) The retiree shall be responsible for any fee associated with the course of fire.

2759 (4) Issuance and Maintenance of form CJSTC-600.

2760 (a) A request for form CJSTC-600 shall be made in writing to the Florida Department of Law Enforcement,  
 2761 Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302, Attention: Officer  
 2762 Records Section.

2763 1. A Commission-certified firearms instructor is allowed to receive up to 50 each of the CJSTC-600 form  
 2764 with each written request, and the request shall include the firearm instructor's full name, mailing address and  
 2765 physical address if different from the mailing address, telephone number, and the name of the Commission-certified  
 2766 training school, defined as "training school" in subsection 11B-18.003(23), F.A.C., affiliation or criminal justice  
 2767 agency affiliation.

2768 2. A training school is allowed to receive up to 200 each of the CJSTC-600 form with each written request,  
 2769 and the request shall be made on the training school's letterhead signed by the training center director or designee.

2770 3. If a retiree loses form CJSTC-600, a replacement card shall not be reissued. The retiree shall be required to  
 2771 complete the course of fire, again, and be issued a new CJSTC-600 form.

2772 (b) A Commission-certified firearms instructor shall only issue a CJSTC-600 form for successful completion  
 2773 of the course of fire. Each CJSTC-600 form shall be issued with a specific number imprinted on the form and the  
 2774 firearms instructor shall maintain documentation for a period of two years indicating to whom the CJSTC-600 was  
 2775 issued, which shall be subject to audit by Commission staff during regular business hours upon a two-day written  
 2776 notice by Commission staff.

2777 (c) The CJSTC-600 form shall expire one year from the date the retiree completed the course of fire.

2778 (5) Admission to a range to attempt to complete the course of fire shall be under the terms and conditions of  
 2779 the range master, and solely at the range master's discretion. Neither state law nor the Act provide a retiree with a  
 2780 right to demand access to a range or an opportunity to attempt the course of fire.

2781 (6) It is not the responsibility of the Commission, any Commission certified firearms instructor, a training  
 2782 school, or any other entity operating a firearms range, at the time of the firearms qualification, to verify or certify  
 2783 that a retiree meets any of the additional requirements of a "qualified retired law enforcement officer" under the Act.  
 2784 Meeting the Act's qualifications is solely the responsibility of the retiree. The range master is not required to  
 2785 otherwise verify a retiree's status under the Act at the time of the firearms qualification.

2786 Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12, 943.132 FS. History—New 3-3-08,  
 2787 Amended 6-3-10, 3-13-13.

2788	<b>State Officer Certification Examination</b>	<b>Chapter 11B-30</b>
2789	<b>RULE TITLES:</b>	<b>RULE NOS.:</b>
2790	1. State Officer Certification Examination General Eligibility Requirements.	<u>11B-30.006</u>
2791	2. State Officer Certification Examination Assignment and Retake Eligibility Requirements.	<u>11B-30.0062</u>
2792	3. Application for the State Officer Certification Examination and Notification Process.	<u>11B-30.007</u>
2793	4. Examination Accommodations for Applicants with Disabilities.	<u>11B-30.0071</u>
2794	5. State Officer Certification Examination Site Administration.	<u>11B-30.008</u>
2795	6. Applicant Conduct at Test Site and Notice of Protection of Program Privileges.	<u>11B-30.009</u>
2796	7. Applicants Charged with Violations; Right of Hearing.	<u>11B-30.010</u>
2797	8. Examination Scoring and Grade Notification.	<u>11B-30.011</u>
2798	9. Post Examination Review of Missed Questions, Answers, and Grading Key.	<u>11B-30.012</u>
2799	10. Challenge to Examination Results; Right of Hearing.	<u>11B-30.013</u>
2800	<b>11B-30.006 State Officer Certification Examination General Eligibility Requirements.</b>	
2801	(1) For the purposes of this rule chapter, the terms “successfully completed” and “successfully complete” are	
2802	defined as being denoted with a “Pass,” pursuant to subsection 11B-35.001(8), F.A.C., on the completed Training	
2803	Report, form CJSTC-67, revised November 5, 2015, effective 9/2016, hereby incorporated by reference,	
2804	<a href="http://www.flrules.org/Gateway/reference.asp?No=Ref-07375">http://www.flrules.org/Gateway/reference.asp?No=Ref-07375</a> . Form CJSTC-67 can be obtained at the following	
2805	FDLE Internet address: <a href="http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx">http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx</a> , or by contacting	
2806	Commission staff at (850) 410-8615.	
2807	(2) The following individuals are eligible to take the State Officer Certification Examination (SOCE) for the	
2808	requested criminal justice discipline:	
2809	(a) Individuals who, within four years of beginning basic recruit training, have successfully completed a	
2810	Commission-approved Basic Recruit Training Program, pursuant to paragraphs 11B-35.002(1)(a), (b), and (c),	
2811	F.A.C.	
2812	(b) Inactive Florida law enforcement, correctional, and correctional probation officers, defined in Section	
2813	943.1395(3), F.S., who comply with paragraph 11B-27.00212(12)(a), and Rule 11B-35.009, F.A.C., shall pass the	
2814	SOCE within one year of notification of approval of the Exemption-From-Training, form CJSTC-76, revised	
2815	November 5, 2015, effective 9/2016, incorporated by reference,	
2816	<a href="http://www.flrules.org/Gateway/reference.asp?No=Ref-07381">http://www.flrules.org/Gateway/reference.asp?No=Ref-07381</a> . Form CJSTC-76 can be obtained at the following	
2817	FDLE Internet address: <a href="http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx">http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx</a> , or by contacting	
2818	Commission staff at (850) 410-8615.	
2819	(c) Out-of-state, military, and federal law enforcement, correctional, and correctional probation officers who	
2820	comply with Rule 11B-35.009, F.A.C., shall pass the SOCE within one year of notification of approval of the	
2821	Exemption-From-Training form CJSTC-76.	
2822	Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(17), 943.131(2), 943.1397 FS. History–	
2823	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, 6-9-08,	
2824	6-3-10, 5-21-12, 5-29-14, 7-29-15, 9-4-16.	

**11B-30.0062 State Officer Certification Examination Assignment and Retake Eligibility Requirements.**

(1) Individuals who have successfully completed a Commission-approved Basic Recruit Training Program or are exempt from a Basic Recruit Training Program, pursuant to subsection 11B-30.006(2), F.A.C., shall be allowed to apply for and take the applicable Paper and Pencil or Computer-Based State Officer Certification Examination (SOCE) corresponding to the specific law enforcement, correctional, or correctional probation discipline and curriculum for which training was completed or exempted. Individuals completing a Basic Recruit Training Program shall pass the SOCE within four years of the beginning date of training pursuant to subsection 11B-27.002(4), F.A.C. Individuals exempt from a Basic Recruit Training Program shall pass the SOCE within one year of receiving the exemption pursuant to Section 943.131, F.S.

(2) Should an individual fail to achieve an overall passing score on the SOCE, the individual shall be permitted two opportunities to reapply and retake the examination.

Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(17), 943.13(10), 943.1397 FS. History - New, 7-29-01, Amended 11-5-02, 11-30-04, 6-9-08, 5-21-12, 3-13-13.

**11B-30.007 Application for the State Officer Certification Examination and Notification Process.**

(1) Application to take the State Officer Certification Examination (SOCE) shall be made by submitting an application online per the instructions available on the following FDLE website, <http://www.fdle.state.fl.us/Content/certification-exam.aspx>. All applications shall be accompanied by payment of the \$100 examination fee using a credit card or debit card:

(2) If a mechanical fault, natural event, or other problem associated with the administration of the SOCE occurs, the applicant shall be permitted to reschedule the examination with the test site without submitting an additional application or examination fee to the Florida Department of Law Enforcement. Re-scheduling of the SOCE shall not constitute a re-examination.

Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(17), 943.1397(3) FS. History—New 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.

2899 (7) Definition of Terms.

2900 (a) Person with disabilities means any person who:

2901 1. Has a physical, mental, or specific learning disability, which presently substantially limits one or more

2902 major life activities;

2903 2. Has a record of such disability; or

2904 3. Is regarded as having such disability.

2905 (b) Major life activities are activities that an average person can perform with little or no difficulty, for

2906 example walking, talking, hearing, breathing, learning, working, caring for one's self, and performing manual tasks.

2907 (c) A person with a physical disability means any person who has a permanent or temporary physical or

2908 psychomotor disability. Examples, pursuant to this rule section, include individuals with a hearing or sight

2909 disability, or those who may need special accommodation to move about.

2910 (d) A person with a learning disability means any person who has a permanent or temporary mental disability,

2911 such as brain damage, brain dysfunction, dyslexia, or a perceptual disorder.

2912 (e) For purposes of this rule, "an appropriate professional" is a person licensed, pursuant to Chapter 460

2913 (Chiropractic), 490 (Psychological Services), 458 (Medical Practice), 459 (Osteopathy), 461 (Podiatric Medicine),

2914 463 (Optometry), 468, Part I (Speech-Language Pathology and Audiology), or 490 (Psychological Services or

2915 certified as a School Psychologist by the Florida Department of Education), Florida Statutes, or is licensed in the

2916 state in which the certification of disability was performed. Any certification, documentation, or recommendation

2917 relating to the individual's disability provided by an appropriate professional, and pursuant to the requirements of

2918 this rule, shall not be extended beyond the scope permitted by the law for that professional or that which the

2919 professional knows or has reason to know that he or she is not competent to perform.

2920 Rulemaking Authority 943.03(4), 943.12(1), 943.1397 FS. Law Implemented 943.12(17), 943.1397 FS. History–

2921 New 7-29-01, Amended 11-5-02, 11-30-04, 3-21-07, 6-9-08, 5-21-12.

2922           **11B-30.008 State Officer Certification Examination Site Administration.**

2923           (1) Administration of the Computer-Based State Officer Certification Examination (CB-SOCE) shall be  
2924 limited to test sites authorized by the Commission and located within the State of Florida. To be eligible to  
2925 administer the CB-SOCE, a test site must be:

2926           (a) A test center exclusively dedicated to the administration of academic and/or professional certification or  
2927 licensure examinations and operated or contracted by a Commission-approved criminal Justice training center or its  
2928 parent organization; or

2929           (b) A computer lab located at a Commission-approved criminal justice training school.

2930           (2) Examination administrators and proctors are responsible for maintaining secure and proper administration  
2931 of the Paper and Pencil State Officer Certification Examination (P&P-SOCE). During the administration of the  
2932 SOCE, applicants shall follow the instructions of the examination administrator and proctors, and shall only be  
2933 permitted to ask questions of the examination administrator relating to the test administration instructions.

2934           (3) An applicant who has been scheduled to take the P&P-SOCE shall arrive at the scheduled examination site  
2935 on the designated date and time, and shall present a valid photo identification. Each time an applicant takes the  
2936 examination, the applicant shall present a valid driver's license, state identification card issued by the Florida  
2937 Department of Highway and Safety Motor Vehicles, a valid military identification, or a State of Florida agency  
2938 identification card. The identification shall contain the applicant's first and last name, which shall correspond with  
2939 the name on the examination roster.

2940           Rulemaking Authority 943.03(4), 943.12(1), (17) FS. Law Implemented 943.12(17), 943.131(2) FS. History--New  
2941 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,  
2942 5-21-12, 5-29-14.



2943        **11B-30.009 Applicant Conduct at Test Site and Notice of Protection of Program Privileges.**

2944        Any violation of the provisions of this subsection shall be documented in writing to the Program Director of the  
2945        Criminal Justice Professionalism Program.

2946        (1) The applicant shall not engage in conduct that subverts or attempts to subvert the Paper and Pencil or  
2947        Computer-Based State Officer Certification Examination (SOCE) process. An applicant engaging in conduct  
2948        intended to subvert the SOCE process shall be dismissed from the SOCE administration. Conduct that subverts or  
2949        attempts to subvert the SOCE process includes:

2950            (a) Removing from the examination room any of the SOCE materials.

2951            (b) Reproducing or reconstructing any portion of the SOCE.

2952            (c) Aiding by any means in the reproduction of any portion of the SOCE.

2953            (d) Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a past, current,  
2954        or future SOCE.

2955            (e) Revealing test questions or other information that would compromise the integrity of the SOCE.

2956            (f) Communication with any other applicant during the administration of the SOCE.

2957            (g) Copying answers from another applicant, or intentionally allowing one's answers to be copied by another  
2958        applicant during the administration of the SOCE.

2959            (h) Having in one's possession during the administration of the SOCE, any books, notes, written, or printed  
2960        materials or data of any kind.

2961            (i) Failing to comply with the SOCE administrator's instructions with the intent to subvert the SOCE process.

2962            (j) Falsifying or misrepresenting information required for admission to the SOCE.

2963            (k) Impersonating an applicant.

2964            (l) Having an impersonator take the SOCE on one's behalf.

2965            (m) Disrupting the test administration.

2966        (2) An applicant, who engages in conduct in subsection (1) of this rule section, shall be denied access to take  
2967        the SOCE until the Commission's disciplinary process has been completed, pursuant to subsection (3) of this rule  
2968        section.

2969        (3) When the Commission finds that an applicant has committed an act that violates subsection (1) of this rule  
2970        section, the Commission shall impose one or more of the following sanctions:

2971            (a) Declare the applicant has failed the SOCE.

2972            (b) Require the applicant to forfeit the application fee.

2973            (c) Declare the applicant ineligible to apply to take the SOCE in any discipline for a period of five years  
2974        pursuant to Section 943.13(7), F.S., regarding good moral character for employment or appointment as an officer.

2975            (d) Deny certification by the Commission as a law enforcement, correctional, or correctional probation officer,  
2976        pursuant to Rule 11B-27.007, F.A.C.

2977        (4) The applicant shall not engage in conduct that violates the standards of the SOCE Administration. An  
2978        applicant has violated the standards of the SOCE administration by:

2979            (a) Failing to comply with the SOCE administrator's instructions at the test site.

2980            (b) Possession of anything other than the personal identification and pencils at the test site for the P&P-SOCE.  
2981        Possession of anything other than personal identification for the Computer-Based SOCE (CB-SOCE).

2982        (5) When an applicant has committed an act that violates subsection (4) of this rule section, the applicant shall  
2983        be subject to the following sanctions:

2984            (a) Dismiss the applicant from the SOCE test administration; and

2985 (b) Declare the applicant has failed the SOCE and is ineligible to participate in the review process outlined in  
2986 Rule 11B-30.0012, F.A.C.; and  
2987 (c) Require the applicant to forfeit the application fee.  
2988 (6) When an applicant holds a Commission certification and has committed an act that violates subsection (1)  
2989 of this rule section, the applicant's certification(s) shall be subject to disciplinary action pursuant to Rule  
2990 11B-27.0011 and subsection 11B-27.005(5), F.A.C.  
2991 Rulemaking Authority 943.03(4), 943.12(1), (17), 943.173(3) FS. Law Implemented 943.12(17), 943.13(7),  
2992 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-  
2993 06, 3-21-07, 5-21-12.

2994        **11B-30.010 Applicants Charged with Violations; Right of Hearing.** Should the Commission find that an  
2995 applicant has violated the provisions of subsection 11B-30.009(2), F.A.C., the Commission shall notify the applicant  
2996 of the violation by submitting a statement invalidating the applicant's State Officer Certification Examination  
2997 (SOCE). The statement invalidating the applicant's SOCE shall specify the basis for the Commission's action and  
2998 shall be forwarded to the applicant. The applicant shall be entitled to a hearing pursuant to the Administrative  
2999 Procedures Act set forth in Chapter 120, F.S., and the Uniform Rules of Procedures, Chapter 28-106, F.A.C.  
  
3000        Specific Authority 943.03(4), 943.12(1) FS. Law Implemented 120, 943.12(17) FS. History--New 1-10-94,  
3001 Amended 7-7-99, 8-22-00, 7-29-01, 11-5-02.

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**11B-30.012 Post Examination Review of Missed Questions, Answers, and Grading Key.**

(1) Individuals who have failed the State Officer Certification Examination (SOCE) shall have the right to review their missed examination questions and corresponding grading key at a post-examination review. The post-examination review shall be scheduled and conducted by Commission staff or their authorized agent. The post-examination review shall be limited to one-half the time regularly allowed for the corresponding SOCE. Individuals reviewing a computer-based SOCE shall schedule their review via the Commission's test administration vendor. Individuals reviewing a paper-and-pencil SOCE shall schedule their review by submitting a State Officer Certification Examination Grade Review Request, form CJSTC-510, revised November 8, 2007, hereby incorporated by reference, and shall be received by the Florida Department of Law Enforcement by the established deadline date for the Examination Review Session requested. Form CJSTC-510 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(2) The SOCE post-examination reviews shall be conducted in the presence of Commission staff or the Commission's authorized agents. All paper-and-pencil SOCE reviews shall be held at regularly scheduled monthly post-examination review sessions conducted at the Florida Department of Law Enforcement, Criminal Justice Professionalism Program. The SOCE paper-and-pencil post-examination review schedule is produced annually and is available on the Florida Department of Law Enforcement's (FDLE) website at <http://www.fdle.state.fl.us>, or from FDLE, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302, Attention SOCE Section.

(3) Individuals shall review their SOCE grades within 120 calendar days of the individual's SOCE date. Individuals who fail to attend a post-examination review session within 120 days of their SOCE shall not be allowed to challenge questions on the SOCE, but shall be allowed to review their missed questions, their chosen answer, and the correct answer. Participants in the post-examination review session shall be permitted to review only one examination during each session and shall only review each examination once. Individuals shall not be permitted to review their SOCE after the expiration of their examination eligibility pursuant to Rule 11B-30.006, F.A.C.

(a) Individuals reviewing a paper-and-pencil SOCE shall be provided with the SOCE test results and the State Officer Certification Examination Review, form CJSTC-511, revised November 8, 2007, hereby incorporated by reference. Form CJSTC-511 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-511 shall be signed by the individual requesting the review at the conclusion of a post-examination review session. Only individuals scheduled for the Examination Review Session shall be present during an Examination Review Session.

(b) All individuals at a post-examination review session shall acknowledge these rules and affirm to abide by all such rules in writing for the paper-and-pencil SOCE or electronically for the computer-based SOCE.

(4) Individuals shall be prohibited from bringing materials into or removing materials from a post-examination review session, except that individuals shall be permitted to bring one copy of the official curriculum corresponding to the examination reviewed.

(5) The provisions and sanctions of Rule 11B-30.009, F.A.C., shall apply to individuals in a post-examination review session, and any individual who violates the standards in Rule 11B-30.009, F.A.C., shall be dismissed from the review session.

(6) Individuals submitting challenges to questions shall be notified in writing, within thirty working days of the post-examination review session of the Commission's response to the challenges submitted during the post-examination review session.

Rulemaking Authority 943.03(4), 943.12(1), (17) FS. Law Implemented 943.12(17), 943.173 FS. History—New 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, 5-29-14, 7-29-15, 9-4-16.

**11B-30.013 Challenge to Examination Results; Right of Hearing.** Should the Commission deny an individual's Paper and Pencil or Computer-Based State Officer Certification Examination (SOCE) grade review challenge, the Commission shall notify the individual by submitting a statement denying the challenge. The statement shall specify the basis for the Commission's denial and shall be forwarded to the individual. The individual shall be entitled to a hearing pursuant to the Administrative Procedures Act set forth in Chapter 120, F.S., and the Uniform Rules of Procedure, Rule Chapter 28, F.A.C.

Rulemaking Authority 943.03(4), 943.12(1), (17) FS. Law Implemented 120, 943.12(17) FS. History-New 1-10-94, Amended 1-2-97, 7-7-99, 8-22-00, 7-29-01, 5-21-12.

3068	<b>Training Programs</b>	<b>Chapter 11B-35</b>
3069	<b>RULE TITLES:</b>	<b>RULE NOS.:</b>
3070	1. General Training Programs; Requirements and Specifications.	<u>11B-35.001</u>
3071	2. eLearning Instruction	<u>11B-35.0010</u>
3072	3. Basic Abilities Test Requirements for Applicant Admission into a Law Enforcement and	<u>11B-35.0011</u>
3073	Correctional Basic Recruit Training Program.	
3074	4. Basic Recruit Training Programs for Law Enforcement, Correctional,	<u>11B-35.002</u>
3075	and Correctional Probation.	
3076	5. Courses and Requirements for Basic Recruit Training, Advanced, and	<u>11B-35.0021</u>
3077	Instructor Training Requiring Proficiency Demonstration.	
3078	6. Student Transfers within Basic Recruit Training Programs.	<u>11B-35.0023</u>
3079	7. Student Performance in Commission-approved High-Liability Basic Recruit	<u>11B-35.0024</u>
3080	Training Courses, Instructor Training Courses, and Specialized and Advanced Training	
3081	Program Courses Requiring Proficiency Demonstration.	
3082	8. Basic Recruit Training Programs for Law Enforcement, Correctional,	<u>11B-35.003</u>
3083	and Correctional Probation Auxiliary Training.	
3084	9. Career Development Training Program.	<u>11B-35.005</u>
3085	10. Advanced Training Program.	<u>11B-35.006</u>
3086	11. Specialized Training Program.	<u>11B-35.007</u>
3087	12. Criminal Justice Training School Requirements for Local Administration	<u>11B-35.0085</u>
3088	and Security of Examinations for Training Courses.	
3089	13. Exemption from Basic Recruit Training.	<u>11B-35.009</u>
3090	<b>11B-35.001 General Training Programs; Requirements and Specifications.</b>	
3091	(1) Throughout this rule chapter “training programs,” “courses,” “instructors,” and “training schools” refer to	
3092	Commission-approved training programs, courses, instructors, and training schools. Commission-approved Basic	
3093	Recruit, Advanced, and Specialized Training Programs are intended to provide job-related training to law	
3094	enforcement, correctional, and correctional probation officers. The training programs are:	
3095	(a) Basic Recruit Training Programs that provide for the acquisition of employment skills necessary for officer	
3096	certification and employment; and	
3097	(b) Advanced Training Programs that maintain officer certification, enhance officer knowledge, skills, and	
3098	abilities, and assist in an officer’s promotion to a higher rank.	
3099	(c) Specialized Training Programs that provide for officer post-basic or in-service training that enhance an	
3100	officer’s knowledge, skills, and abilities in a specific area.	
3101	(2) Notification of scheduled courses. The training center director or designee shall notify the assigned local	
3102	Commission field specialist of scheduled, rescheduled, or cancelled Commission-related training courses. This	
3103	notification shall be at least 30 days in advance, or immediately upon scheduling, rescheduling, or cancellation of	
3104	the course when under 30 days. Notification shall include at a minimum:	
3105	(a) Date(s) of course(s).	
3106	(b) Location of course(s).	
3107	(c) Title of course(s).	
3108	(d) Time of course(s).	
3109		

(3) Instructors who teach Commission-approved Basic Recruit, Advanced, and Specialized Training Program Courses at a training school shall:

(a) Be a Commission-certified General Instructor pursuant to subsection 11B-20.001(3), F.A.C., or be exempt from certification pursuant to subsection 11B-20.001(4), F.A.C.

(b) Be required to hold additional certifications for specified areas of instruction in Commission courses pursuant to Rule 11B-20.0014, F.A.C.

(4) Commission-approved training shall be made available to the following:

(a) Students who enroll in a Commission-approved Basic Recruit Training Program to become certified law enforcement, correctional, or correctional probation officers.

(b) Students who enroll in a Commission-approved Advanced or Specialized Training Program Course and are Commission-certified law enforcement, correctional, or correctional probation officers.

(c) Criminal justice officers and support personnel, defined in Section 943.10(11), F.S., are authorized to expend Officer Training Monies to attend Commission-approved Advanced and Specialized Training Program Courses delivered through a training school. The Commission has further authorized support personnel to attend training courses funded with Officer Training Monies, as defined in paragraph 11B-18.0053(3)(a), F.A.C.

(5) The training center director shall ensure that each student is provided with a paper copy of the Commission's currently approved Basic Recruit Training Curriculum applicable to the student's enrollment prior to or at the beginning of the program.

(6) Training center directors shall ensure that instructors are delivering the current Commission-approved training programs in compliance with Commission rules.

(7) Training curricula and delivery requirements shall be maintained for Commission-approved Basic Recruit, Advanced, and Specialized Training Programs within the Florida Department of Law Enforcement, Criminal Justice Professionalism Program.

(8) Student academic performance in courses.

(a) Each training center director shall make available to its students and Commission staff a written copy of its performance standards.

(b) The terms "successfully completed" and "successfully complete" are denoted with a "Pass" on the completed Training Report form CJSTC-67 and are defined as follows: A student enrolled in a Commission-approved Basic Recruit Training Program shall achieve a score of no less than 80% on each of the written end-of-course examinations, exclusive of demonstration of proficiency skills in the Basic Recruit Training Courses. A student enrolled in a Commission-approved Advanced or Specialized Training Program Course pursuant to subparagraph (8)(d), of this rule section shall achieve a score of no less than 80% on the written end-of-course examination. A student enrolled in a Specialized Instructor Training Course shall achieve a score of no less than 85% on the written end-of-course examination, exclusive of demonstration of any proficiency skills.

(c) The training center director or designee is responsible for the development, maintenance, and administration of comprehensive end-of-course examinations. The training center director or designee is authorized to develop, maintain, and administer additional academic tests for courses and is not limited to only the utilization of a comprehensive end-of-course examination. Training schools shall maintain examinations for Commission-approved Basic Recruit, Advanced, Specialized Instructor Training, and Specialized Training Program Courses, pursuant to subparagraph (8)(d), of this rule section and in compliance with the administration, confidentiality, and security requirements of subsections 11B-35.0085(2)-(5), F.A.C.



(d) Specialized Instructor Training Courses outlined in subsection 11B-35.007(3), F.A.C., and the following Specialized Training Program Courses require an end-of-course examination:

	<b>Course Number</b>	<b>Course Title</b>	<b>Course Hours</b>
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.	2007	Safe Handling of Firearms	16
10.	2008	District Courts of Appeal Marshal Minimum Standards Training Program	32

(e) End-of-course examinations shall be developed and administered for each course in a basic recruit training program based on the learning objectives in each course, with the exception of the physical fitness and officer wellness courses.

(9) Implementation of the new Correctional Probation Basic Recruit Training Program. The Commission is preparing a significant update to the Commission-approved Correctional Probation Basic Recruit Training Program to be implemented in 2016. This program and courses are based on a statewide job-task analysis and provides an enhanced learning environment. Delivery of the program shall comply with the requirements set forth in the Commission's new approved Correctional Probation Basic Recruit Training Curriculum.

(10) Reporting requirements for Commission-approved Basic Recruit, Advanced, and Specialized Training Program Courses are as follows:

(a) The training center director or designee shall determine the beginning and ending dates of each Basic Recruit Training Program, and within thirty days following the class starting date shall forward a Training Report, form CJSTC-67, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07376>, to Commission staff through the Commission's Automated Training Management System (ATMS). Form CJSTC-67 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(b) Following the completion of a Commission-approved Basic Recruit Training Program, Advanced Training Program Course, or Instructor Training Course, the training center director or designee shall, within thirty days of the program or course completion date, electronically transmit a completed Training Report form CJSTC-67, or transmit an updated CJSTC-67 form through the Commission's ATMS. Submission of the Academy Physical Fitness Standards Report, form CJSTC-67A, revised November 6, 2014, effective 7/2015, hereby incorporated by reference, is required for the Florida CMS Law Enforcement, Florida Law Enforcement Academy, Florida Correctional Probation, and Florida CMS Correctional Basic Recruit Training Programs within thirty days of the course completion. Form CJSTC-67A can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(c) The following Specialized Training Program Courses shall be submitted to Commission staff through the Commission's ATMS, by transmitting a completed form CJSTC-67 within thirty days of the course completion:

1. Canine Team Training Course.
2. Breath Test Operator Course.
3. Breath Test Operator Renewal Course.
4. Agency Inspector Course.
5. Agency Inspector Renewal Course.

(d) The training center director or designee shall ensure that the records for Commission-approved Basic Recruit, Advanced, and Specialized Training Program Courses are maintained in the course file within the training school. Each course shall be subject to audit by Commission staff. Such records shall, at a minimum, include:

1. Course outline(s) and daily schedule(s).
2. Course(s) name and contact person.
3. Date(s) of course(s).
4. Full legal name of all attending students.
5. Test scores and test materials shall be made available for review by Commission staff upon request, pursuant to Section 11B-35.0085, F.A.C.
6. The number of course electives for all courses delivered using Commission-approved Specialized Goals and Objectives.
7. Applicable proficiency checklists and performance reports.
8. List of course instructor(s) to include full name and a copy of the instructor's current ATMS Global Profile Report filed alphabetically in a master file, or maintained in the course file, or completion of Instructor Exemption, form CJSTC-82, revised November 6, 2014, effective 7/2015, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-05651> if applicable. Form CJSTC-82 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.
9. Student daily attendance records, to include documentation of excused absences, pursuant to subsection (11) of this rule section.
10. Documentation of student makeup work, pursuant to subsection (12) of this rule section.
11. Documentation on transfer students, pursuant to Section 11B-35.0023, F.A.C. .
12. Completed Training Report form CJSTC-67.
13. Form CJSTC-67A for Basic recruit Training Programs pursuant to subsection 11B-35.001(14), F.A.C.
14. For Basic Recruit Training Programs, proof of compliance with Sections 943.14(7) and 943.17(1)(g), F.S., and paragraph 11B-35.001(14)(b), F.A.C., which includes a completed Physical Fitness Assessment, form CJSTC-75B, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07379>. Form CJSTC-75B can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.
15. A training school re-examination policy and documented justification for each student re-examination administered.
16. A list of expenditures from the Criminal Justice Standards and Training Trust Fund Officer Training Monies for Commission-approved Advanced and Specialized Training Program Courses when Officer Training Monies are used to fund the course.

(11) Student attendance requirements for Commission-approved Basic Recruit Training Programs outlined in subsection 11B-35.002(1), F.A.C., Specialized Training Programs outlined in subsection 11B-35.007(1), F.A.C., and Advanced Training Program Courses outlined in paragraph 11B-35.006(1)(b), F.A.C.

(a) The training center director or designee shall maintain daily student attendance records or login records or electronic records of participation for each training course. A training school shall have a written copy of its attendance policy available for review by students and Commission staff.

(b) Each student shall attend or login and complete all sessions of a training course except for absences approved by the training center director or designee. Documentation specifying the reason for the excused absence or non-completion of login activity or non-completion of student assignments shall be maintained in the course file at the training school. Students shall be responsible for class work missed during absences. The training center director or designee shall determine the content and quantity of makeup work. Documentation of the student's make-up work shall be signed by the training center director or designee and maintained in the student or course file at the training school.

(c) Competency-Based Instruction. The Commission approves competency-based instruction in the delivery of basic recruit training programs, specialized training program courses, specialized instructor training courses, and courses created from specialized goals and objectives, defined in subparagraph (12)(c)1., of this rule section.

1. Competency-based instruction is defined as "curriculum that uses specific objectives and performance-based learning to achieve performance standards, in lieu of established contact hours" in a delivery format that ensures that the training school delivers all curriculum materials.

2. Training schools are permitted to use competency-based instruction for courses within the basic recruit training programs except for the physical fitness and officer wellness courses. The delivery of basic recruit training programs shall adhere to total program hours.

3. Training schools are permitted to use eLearning instruction for Commission-approved Specialized Training Program Courses, Specialized Instructor Courses, and Specialized Goals and Objectives, pursuant to Rule 11B-35.0010, F.A.C.

(12) Student Re-examination Policy for Commission-approved Basic Recruit Training Program Courses.

(a) A student shall achieve a passing score, pursuant to subsection 11B-35.001(9), F.A.C., on all end-of-course examinations in a Commission-approved Basic Recruit Training Program to successfully complete a program. A student who has failed a written end-of-course examination may be granted a re-examination by the training center director if:

1. There is technical difficulty in the administration of the test.

2. A condition of the student adversely impacts the student's ability to achieve a passing score on an end-of-course examination.

3. The end-of-course testing instrument is shown to be invalid.

(b) Exclusive of the Commission's Basic Recruit Training Courses requiring proficiency demonstration and re-examinations in paragraph (12)(a) of this rule section, a student may be granted one written end-of-course re-examination during a single Basic Recruit Training Program. Students, who have failed the written end-of-course examination after a second attempt, shall be deemed to have failed the course.

(c) The training center director is authorized to approve a student's request for re-examination.

(13) Student re-examination policy for Commission-approved Advanced and Specialized Training Program Courses. A student who has failed a written end-of-course examination in a Commission-approved Advanced or Specialized Training Program Course may be granted a re-examination of the course by the training center director as set forth in paragraph (12)(a) of this rule section. Each training school shall develop its own administrative procedures for processing a student's request for a re-examination as set forth in subsection (12) of this rule section. Training school procedures for processing student requests for re-examination shall be documented and maintained on file at the training school for review by Commission staff and the student.

(14) Basic Recruit Student Physical Fitness Program.

(a) Commission-certified training schools are responsible for developing a physical fitness program and shall provide a copy to Commission staff. The physical fitness program shall be designed to improve the student's overall physical fitness, improve the student's performance on the second physical fitness test, and provide a foundation for lifelong fitness.

(b) Basic Recruit Student Physical Fitness Test and Chemical Agent Exposure. Prior to beginning a Basic Recruit Training Program, a student shall receive a physical examination and complete the Physical Fitness Assessment form CJSTC-75B, <https://www.flrules.org/Gateway/reference.asp?No=Ref-05637>, which shall be maintained in the student or course file at the training school.

(c) A student shall complete the physical fitness program to successfully complete a Commission-approved Basic Recruit Training Program. The student shall complete the physical fitness test within the first two weeks of beginning a basic recruit training program and complete a second physical fitness test within the final two weeks of a basic recruit training program. The physical fitness tests are not required for cross-over or auxiliary basic recruit training programs.

(15) Proof of course completion. A training school shall, within thirty days following the completion of a Commission-approved Basic Recruit, Advanced, or Specialized Training Program Course, provide to a student who has successfully completed the program, a certificate, which shall contain at a minimum, the name of the training school, the student's name, the dates of the program or course, the number of program or course hours, the title of the Basic Recruit, Advanced, or Specialized Training Program Course, and the current training center director's signature. Basic Recruit Training Completion Certificates shall contain the Curriculum Version Number for the course taught. The training school shall provide a certificate to a student who has successfully completed a Commission-approved Basic Recruit Training Program, and the student shall be required to pass the State Officer Certification Examination.

Rulemaking Authority 943.03(4), 943.12(1), (2), 943.17 FS. Law Implemented 943.12, 943.17 FS. 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, 6-9-08, 9-28-09, 6-3-10, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

3298 **11B-35.0010 eLearning Instruction.**

3299 (1) Training schools are permitted to use eLearning instruction for Commission-approved Specialized Training  
3300 Program Courses and Specialized Instructor Courses, and courses created from Specialized Goals and Objectives.

3301 (2) eLearning Instruction is defined as a broad set of applications and processes that are facilitated and  
3302 supported by information and communications technology (ICT) that includes, but are not limited to web-based  
3303 learning, computer-based learning, virtual classrooms, digital media, internet learning, intranet learning, satellite  
3304 broadcast, interactive TV, and CD-ROM.

3305 (3) Courses developed from Specialized Goals and Objectives and Specialized Training Program Courses shall  
3306 receive full credit for the number of Officer Training Units (OTU) established for delivery of a course. "Officer  
3307 Training Unit" is defined as "the number of seat hours determined to deliver a course through classroom  
3308 instruction."

3309 (4) Training schools are permitted to expend Criminal Justice Standards and Training Trust Fund Officer  
3310 Training Monies for conducting eLearning instruction for Commission-approved Specialized Training Program  
3311 Courses and Specialized Instructor Courses, and courses created from Specialized Goals and Objectives, provided  
3312 the courses are delivered using a learning management system, are instructor led, and the courses meet minimum  
3313 standards pursuant to (4)(b) of this rule section. Officer Training monies shall be expended pursuant to the  
3314 requirements of Rule Chapter 11B-18, F.A.C.

3315 (a) "Learning Management System (LMS) is defined as a web-based software application for the  
3316 administration, documentation, tracking, and reporting of training programs, classroom and on-line events,  
3317 eLearning programs, and training content. The LMS shall facilitate:

- 3318 1. Management of users, roles, courses, and instructors.
- 3319 2. Manager approval.
- 3320 3. Student messaging and notifications.
- 3321 4. Assembly and delivery of learning resources utilizing the Shareable Content Object Reference Model  
3322 (SCORM).
- 3323 5. Navigation of course sequence.
- 3324 6. Collaborative learning (e.g., application sharing, discussion threads).
- 3325 7. On-line assessment.
- 3326 8. Display of scores and transcripts.
- 3327 9. Grading of coursework and roster processing.
- 3328 10. Collection and preservation of student activity and performance data.
- 3329 11. Web-based or blended course delivery (web-based and classroom combined) accessible via internet  
3330 enabled computing and/or mobile platforms.

3331 (b) eLearning courses shall conform to the minimum standards and criteria established and shall be  
3332 documented on the eLearning Course Minimum Standards, Form CJSTC-18, Commission-approved December 16,  
3333 2010, (effective 3/2013), hereby incorporated by reference, prior to delivery of the course and maintained in the  
3334 course file. An electronic copy of the corresponding course shall be maintained for a minimum of five years, and  
3335 upon request shall be made available for review by Commission staff. Form CJSTC-18 can be obtained at the  
3336 following FDLE Internet address: [http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx)  
3337 [Forms.aspx](http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx), or by contacting Commission staff at (850) 410-8615.

3338 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.175, 943.25 FS. History--New 3-13-13.

3340 **11B-35.0011 Basic Abilities Test Requirements for Applicant Admission into a Law Enforcement and**  
3341 **Correctional Basic Recruit Training Program.**

3342 (1) Basic Abilities Test. To comply with Section 943.17(1)(g), F.S., applicants who apply for entry into a  
3343 Commission-approved Basic Recruit Training Program after January 1, 2002, shall obtain a passing score on a  
3344 Commission-approved Basic Abilities Test (BAT) for the law enforcement or correctional disciplines, prior to  
3345 entering a program. The BAT shall be administered in the state of Florida.

3346 (a) The applicant shall not take a specific provider's BAT more than three total times in each discipline during  
3347 any twelve-month period. Any subsequent results on the provider's test in each discipline within this period will be  
3348 invalid.

3349 (b) BAT providers shall restrict access to the BAT to those applicants who produce valid photo identification  
3350 pursuant to paragraph 11B-30.008 F.A.C. Providers shall validate the name, date of birth, gender, and social  
3351 security number of each applicant to ensure that the information given by the applicant is consistent with the  
3352 applicant's driver license and social security record.

3353 (c) The applicant shall not engage in conduct that subverts or attempts to subvert the BAT process. Conduct  
3354 that subverts or attempts to subvert the BAT process includes:

- 3355 1. Removing BAT materials from the examination room.
- 3356 2. Reproducing or reconstructing any portion of the BAT.
- 3357 3. Aiding by any means in the reproduction of any portion of the BAT.
- 3358 4. Selling, distributing, buying, receiving, or having unauthorized possession of any portion of a past, current,  
3359 or future BAT.
- 3360 5. Revealing test questions or other information that would compromise the integrity of the BAT.
- 3361 6. Possession of altered BAT official documents including student performance reports.

3362 (d) The applicant shall not violate the standards of the BAT test administration. Violations of test  
3363 administration include:

- 3364 1. Communication with any other applicant during the administration of the BAT.
- 3365 2. Copying answers from another applicant or intentionally allowing one's answers to be copied by another  
3366 applicant during the administration of the BAT.
- 3367 3. Having in one's possession during the administration of the BAT, any books, notes, written, or printed  
3368 materials or data of any kind.
- 3369 4. Failing to comply with the BAT administrator's instructions.

3370 (e) The applicant shall not violate the applicant identification process. Conduct that violates the applicant  
3371 identification process is as follows:

- 3372 1. Falsifying or misrepresenting information required for admission to the BAT.
- 3373 2. Impersonating an applicant.
- 3374 3. Having an impersonator take the BAT on one's behalf.
- 3375 4. Disrupting the test administration.

3376 (f) Any violation of the provisions of this rule section shall be documented in writing and submitted to  
3377 Commission staff within seven days to the Florida Department of Law Enforcement, Criminal Justice  
3378 Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302.

3379 (g) When the Commission finds that an applicant has committed an act that violates paragraphs (1)(c)-(e) of  
3380 this rule section, the Commission shall impose one or more of the following sanctions:

- 3381 1. Declare the applicant has failed the BAT;

3382           2.   Require the applicant to forfeit the application fee;  
3383           3.   Declare the applicant ineligible to apply to take the BAT in any discipline for a period of five years;  
3384           4.   Deny certification by the Commission pursuant to Rule 11B-27.007, F.A.C.;  
3385           5.   Take action against any currently held Commission certification pursuant to Rule 11B-27.0011 and  
3386 subsection 11B-27.005(5), F.A.C.  
3387           (h) A passing score on a Commission-approved Basic Abilities Test is valid four years from the date of the  
3388 test.  
3389           (2) Requests for accommodations pursuant to the American with Disabilities Act shall be governed by  
3390 subsection 11B-30.0071(4), F.A.C. Determinations as to eligibility for accommodations shall be made by the  
3391 individual BAT providers on a case-by-case basis.  
3392 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.17 FS. History—New 7-29-01.  
3393 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.

**11B-35.002 Basic Recruit Training Programs for Law Enforcement, Correctional, and Correctional Probation.**

(1) There are established by the Criminal Justice Standards and Training Commission, Basic Recruit Training Programs (B RTP) that provide the minimum required knowledge and proficiency skills necessary for officer employment and certification pursuant to Sections 943.10(1)-(3), F.S. Individuals who apply for employment as a Florida law enforcement, correctional, or correctional probation officer, shall successfully complete one of the following Commission-approved Basic Recruit Training Programs:

(a) <b>Law Enforcement Discipline</b>				
	<b>Program Number</b>	<b>Basic Recruit Training Programs</b>	<b>Program Hours</b>	<b>Retired (R) Effective (E)</b>
1.	1177	Florida CMS Law Enforcement B RTP	770	E-4/1/08 R-6/30/14
2.	1178	Correctional Officer Cross-Over Training to Florida CMS Law Enforcement B RTP	457	E-4/1/08 R-6-30-12
3.	1191	Correctional Officer Cross-Over Training to Florida CMS Law Enforcement B RTP	489	E-7/1/12 R-6-30-14
4.	1179	Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement B RTP	579	E-4/1/08 R-6-30-14
5.	1180	CMS Law Enforcement Auxiliary Officer B RTP	319	E-4/1/08
6.	2000	Florida Law Enforcement Academy	770	E-7/1/14
7.	2003	Correctional Officer Cross-Over Training to Florida Law Enforcement Academy	515	E-7/1/14
8.	2004	Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Academy	567	E-7/1/14

(b) <b>Correctional Discipline</b>				
	<b>Program Number</b>	<b>Basic Recruit Training Programs</b>	<b>Program Hours</b>	<b>Retired (R) Effective (E)</b>
1.	502	Traditional Correctional B RTP	552	R-6/30/12
2.	1181	Law Enforcement Officer Cross-Over Training to Traditional Correctional B RTP	199	R-6/30/12
3.	1192	Law Enforcement Officer Cross-Over Training to Florida CMS Correctional B RTP	156	E-7/1/12 R-6/30/14
4.	1182	Correctional Probation Officer Cross-Over Training to Traditional Correctional B RTP	256	R-6/30/12
5.	1193	Correctional Probation Officer Cross-Over Training to Florida CMS Correctional B RTP	250	E-7/1/12
6.	501	Correctional Auxiliary Officer B RTP  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 B RTP, pursuant to paragraph (5)(h) of this rule section.	254	R-6/30/12



7.	1190	Florida CMS Correctional B RTP	420	E-7/1/12
8.	2005	Law Enforcement Officer Cross-Over Training to Florida CMS Correctional B RTP	172	E-7/1/14

(c)	<b>Correctional Probation Discipline</b>			
	<b>Program Number</b>	<b>Basic Recruit Training Programs</b>	<b>Program Hours</b>	<b>Retired (R) Effective (E)</b>
1.	1176	Florida Correctional Probation B RTP	449	E-4/1/08
2.	1183	Correctional Officer Cross-Over Training to Florida Correctional Probation B RTP	194	E-4/1/08
3.	1184	Law Enforcement Officer Cross-Over Training to Florida Correctional Probation B RTP	130	E-4/1/08 R-6/30/14
4.	NA	Correctional Probation Auxiliary B RTP; there is no course. To become certified as a Correctional Probation Auxiliary Officer, pursuant to subsection 11B-35.003(8), F.A.C., a basic recruit student shall complete the Correctional Probation B RTP, pursuant to paragraph (5)(d) of this rule section.	NA	NA

(2)(a) Within four years of the beginning date of a Commission-approved Basic Recruit Training Program, an individual shall successfully complete the program, achieve a passing score on the applicable State Officer Certification Examination (SOCE) pursuant to Rule 11B-30.0062, F.A.C., and gain employment and certification as an officer.

(b) An individual who fails to comply with the requirements in paragraph (2)(a) of this rule section for the discipline in which the training was completed, within four years of the date of beginning such training, shall as a condition for obtaining employment comply with the following:

1. Successfully complete the applicable Commission-approved Basic Recruit Training Program pursuant to Rule 11B-35.002, F.A.C.; and

2. Achieve a passing score on the applicable State Officer Certification Examination pursuant to Rule 11B-30.0062, F.A.C.

(3) Each training school that offers a Commission-approved Basic Recruit Training Program, pursuant to this rule section, shall deliver all course materials included in the program. Delivery of the course materials shall comply with the requirements set forth in the Commission's approved Basic Recruit Training Curriculum.

(4) A basic recruit student shall successfully complete all courses in a Commission-approved Basic Recruit Training Program to be eligible to take the applicable State Officer Certification Examination for the discipline.

(5) Commission-approved Basic Recruit Training Programs. Pursuant to Section 943.12, F.S., Commission-approved Basic Recruit Training Programs establish the minimum required entry-level training for law enforcement, correctional, and correctional probation officers. Individuals who are requesting employment as an officer, and have not had previous basic recruit training or have not been certified as an officer in the discipline for which certification 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 successfully complete a Commission-approved Basic Recruit Training Program pursuant to this rule section. The Commission's Basic Recruit Training Programs are:

(a) Traditional Correctional Basic Recruit Training Program number 502 (Retired June 30, 2012).

(b) Florida CMS Law Enforcement Basic Recruit Training Program number 1177 (Retired June 30, 2014).

3429

(c) Florida Law Enforcement Academy number 2000 (Effective July 1, 2014):

	<b>Course Name</b>	<b>Course Hours</b>
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
	<b>TOTAL</b>	<b>770</b>

3430

(d) Florida Correctional Probation Basic Recruit Training Program number 1176, Version 2008.04 (Effective

3431 April 1, 2008):

	<b>Course Name</b>	<b>Course Hours</b>
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
	<b>TOTAL</b>	<b>449</b>

3432 (e) 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

3433 (6) Commission-approved Basic Recruit Cross-Over Training Programs. The Commission has established  
3434 basic recruit cross-over training programs to provide lateral movement of officers between criminal justice  
3435 disciplines.

3436 (a) Officers entering a basic recruit cross-over training program shall comply with the employment  
3437 requirements of Section 943.1395(3), F.S., and subsections 11B-27.002(4) and 11B-35.002(2), F.A.C.; and

3438 (b) An applicant requesting to attend a Commission-approved Basic Recruit Cross-Over Training Program  
3439 shall:

- 3440 1. Be an active certified officer in the discipline the officer is moving from; or
- 3441 2. Have not been separated from employment in the discipline the officer is moving from for more than four  
3442 years; or
- 3443 3. Within four years of the beginning date of the Commission-approved Basic Recruit Training Program for  
3444 the discipline the officer is moving from, have successfully completed the Commission-approved Basic Recruit  
3445 Training Program and passed the State Officer Certification Examination (SOCE).

3446 (c) A Commission-approved Basic Recruit Cross-Over Training Program requires that an officer comply with  
3447 Section 943.17(1)(g), F.S., successfully complete the required courses in the cross-over training program for the  
3448 discipline in which cross-over certification is being requested, successfully complete the applicable high-liability  
3449 training requirements pursuant to subsection (6) of this rule section, if applicable, and achieve a passing score on the  
3450 applicable State Officer Certification Examination pursuant to Rule 11B-30.0062, F.A.C.

3451 (d) Law Enforcement Cross-Over Basic Recruit Training Programs.

3452 1. Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training  
3453 Program number 1178 (Retired June 30, 2012).

3454 2. Correctional Officer Cross-Over Training to Florida Law Enforcement Academy number 2003 (Effective  
3455 July 1, 2014). An individual, who has successfully completed the Correctional Basic Recruit Training Program and  
3456 passed the SOCE, shall complete the following courses to satisfy the training requirements to become a law  
3457 enforcement officer:

	<b>Course Title</b>	<b>Course Hours</b>
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
	<b>TOTAL</b>	<b>515</b>

3. Correctional Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program number 1191 (Retired June 30, 2014).

4. Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Academy number 2004 (Effective July 1, 2014). An individual who has successfully completed the Correctional Probation Basic Recruit Training Program and passed the SOCE, shall complete the following courses to satisfy the training requirements to become a law enforcement officer:

	<b>Course Title</b>	<b>Course Hours</b>
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

5. Correctional Probation Officer Cross-Over Training to Florida CMS Law Enforcement Basic Recruit Training Program number 1179 (Retired June 30, 2014).

(e) Correctional Cross-Over Basic Recruit Training Programs.

1. Law Enforcement Officer Cross-Over Training to Traditional Correctional Basic Recruit Training Program number 1181 (Retired June 30, 2012).

2. Law Enforcement Officer Cross-Over Training to Florida CMS Correctional Basic Recruit Training Program number 2005 (Effective July 1, 2014). An individual, who has successfully completed the Law Enforcement Officer Basic Recruit Training Program and passed the SOCE, shall complete the following courses to 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

3. Law Enforcement Officer Cross-Over Training to Florida CMS Correctional BRTP number 1192 (Retired June 30, 2014).

4. Correctional Probation Officer Cross-Over Training to Traditional Correctional Basic Recruit Training Program number 1182 (Retired June 30, 2012).

5. Correctional Probation Officer Cross-Over Training to Florida CMS Correctional Basic Recruit Training Program number 1193 (Effective July 1, 2012). An individual, who has successfully completed the Correctional Probation Officer Basic Recruit Training Program and passed the SOCE, shall complete the following courses to 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

3483 (f) Correctional Probation Cross-Over Basic Recruit Training Programs.

3484 1. Traditional Correctional Cross-Over to Traditional Correctional Probation Basic Recruit Training Program  
3485 number 667 (Retired March 31, 2008).

3486 2. CMS Application-Based Law Enforcement Cross-Over to Traditional Correctional Probation Basic Recruit  
3487 Training Program number 1156 (Retired March 31, 2008).

3488 3. Law Enforcement Officer Cross-Over Training to Florida Correctional Probation Basic Recruit Training  
3489 Program number 1184 (Retired June 30, 2014).

3490 4. A law enforcement officer who requests certification as a correctional probation officer shall successfully  
3491 complete the Correctional Probation BRTP and pass the SOCE to satisfy the training requirements.

3492 5. Correctional Officer Cross-Over Training to Florida Correctional Probation Basic Recruit Training  
3493 Program number 1183 (Effective April 1, 2008). An individual who has successfully completed the Correctional  
3494 Basic Recruit Training Program and passed the SOCE, shall complete the following courses to satisfy the training  
3495 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

3496 Rulemaking Authority 943.03(4), 943.12(1), (2), 943.17 FS. Law Implemented 943.12, 943.17 FS. History–New  
3497 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,  
3498 6-9-08, 9-28-09, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

3499       **11B-35.0021 Courses and Requirements for Basic Recruit Training, Advanced, Specialized, and**  
3500 **Instructor Training Requiring Proficiency Demonstration.**

3501       (1) High-Liability Basic Recruit Training Program Courses:

3502       (a) CMS Criminal Justice Firearms.

3503       (b) CMS Law Enforcement Vehicle Operations.

3504       (c) CMS Criminal Justice Defensive Tactics.

3505       (d) CMS First Aid for Criminal Justice Officers.

3506       (e) Cross-Over Handgun Transition Course.

3507       (2) DUI Traffic Stops.

3508       (3) High-Liability Instructor Training Courses:

3509       (a) CMS Firearms Instructor Course, number 801.

3510       (b) CMS Vehicle Operations Instructor Course, number 800.

3511       (c) CMS Defensive Tactics Instructor Course, number 802.

3512       (d) CMS First Aid Instructor Course, number 1114.

3513       (4) Specialized Instructor Courses:

3514       (a) Speed Measurement Instructor Course, number 1159.

3515       (b) Breath Test Instructor Course, number 1110.

3516       (c) Breath Test Instructor Renewal Course, number 1111.

3517       (d) Canine Team Training Instructor Course, number 1199.

3518       (5) Advanced Training Program Courses:

3519       (a) Speed Measurement Course, number 1158.

3520       (b) Underwater Police Science and Technology course, number 077.

3521       (6) Specialized Training Program Courses:

3522       (a) Canine Team Training Course, number 1198.

3523       (b) Safe Handling of Firearms course, number 2007.

3524       (7) Applicants shall complete the training requirements set forth in subsections 11B-20.0014(2)-(3), F.A.C., to  
3525 become certified by the Commission to instruct in the topics of firearms, vehicle operations, defensive tactics, first  
3526 aid, speed measurement, canine, diving, and breath test.

3527       (8) Instructor to student ratios for instruction of proficiency skills in High-Liability Basic Recruit Training  
3528 Program Courses, DUI Traffic Stops, High-Liability Instructor Training Courses, Specialized Instructor Courses,  
3529 Advanced Training Program Courses, and Specialized Training Program Courses, requiring proficiency  
3530 demonstration.

3531       (a) For instruction of the CMS Criminal Justice Firearms Course, Cross-Over Handgun Transition Course,  
3532 CMS Firearms Instructor Course, or Safe Handling of Firearms course, there shall be no more than six students  
3533 actively engaged on a firearms range for each Commission-certified firearms instructor. One rangemaster shall  
3534 supervise all range activity while training is actively engaged. The rangemaster shall be a Commission-certified  
3535 firearms instructor and shall not be included as an instructor to comply with the instructor to student ratio  
3536 requirements. Discretionary course of fire shall be conducted with a one-to-one instructor to student ratio. Actively  
3537 engaged is defined as “a student on the firing range handling a weapon.”



(b) For instruction of the CMS Law Enforcement Vehicle Operations Course or CMS Vehicle Operations Instructor Course, there shall be at least one Commission-certified vehicle operations instructor for each vehicle actively engaged on a driving range. One rangemaster shall supervise all range activity while training is actively engaged. Actively engaged is defined as “a vehicle that is at the point between the start and end of an exercise.” Returning from or being in route to a driving range or course shall not be considered as actively engaged. The rangemaster shall be a Commission-certified vehicle operations instructor and shall not be included as an instructor to comply with the instructor to vehicle ratio requirements.

(c) For instruction of the CMS Criminal Justice Defensive Tactics Course or CMS Defensive Tactics Instructor Course, there shall be one lead defensive tactics instructor that shall be counted in the instructor to student ratio of one Commission-certified defensive tactics instructor for every eight students actively engaged in defensive tactics. Actively engaged is defined as “a student engaged in the practical performance of any one of the approved defensive tactics techniques.”

(d) For instruction of the CMS First Aid for Criminal Justice Officers Course and CMS First Aid Instructor Course, at least one Commission-certified CMS First Aid Instructor shall be required for every ten students actively engaged in the practical and performance areas of the training. Actively engaged is defined as “a student involved in the practical performance of any first aid skills training.” CPR instructors, who possess an active CPR instructor certification from the American Heart Association (AHA), American Red Cross (ARC), American Safety & Health Institute (ASHI), or other entity referenced in Rule 64J-1.022, F.A.C., are permitted to instruct CPR only in the CMS First Aid for Criminal Justice Officers Course and may be used to meet the required instructor to student ratio for demonstration of CPR proficiency skills only in the CMS First Aid for Criminal Justice Officers Course. A copy of the Instructor Exemption Application form CJSTC-82 and a copy of the CPR instructor’s active CPR Instructor Certification shall be maintained in the course file. Form CJSTC-82 can be obtained by contacting Commission staff at (850) 410-8615 or at the following FDLE Internet address <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>.

(e) For instruction of the Speed Measurement Course or the Speed Measurement Instructor Course, there shall be one Commission-certified Speed Measurement Instructor for each class. Speed Measurement Device Operators are authorized to instruct the practical exercises in the Speed Measurement Course or the Speed Measurement Instructor Course under the supervision of a certified Speed Measurement Instructor. A copy of the Instructor Exemption form CJSTC-82 shall be maintained in the course file.

(f) For instruction of the Breath Test Instructor Course, there shall be at least one Commission-certified Breath Test Instructor, who shall also be Alcohol Testing Program staff, for each class. An individual, who has a professional or technical certification or three years of experience in the specified subject matter to be instructed, shall be authorized to instruct the relevant topic under the supervision of the FDLE Alcohol Testing Program Commission-certified instructor. A copy of the Instructor Exemption form CJSTC-82 shall be maintained in the course file.

(g) For instruction of the Breath Test Instructor Renewal Course, there shall be at least one Commission-certified Breath Test Instructor, who shall also be Alcohol Testing Program staff, for each class. An individual, who has a professional or technical certification or three years of experience in the specified subject matter to be instructed, shall be authorized to instruct the relevant topic under the supervision of the Commission-certified Breath Test Instructor. A copy of the Instructor Exemption form CJSTC-82 shall be maintained in the course file.

(h) For instruction of the Underwater Police Science and Technology course, there shall be at least one Commission-certified Criminal Justice Diving Instructor for each eight students actively engaged in water activities. Training centers are permitted to use qualified safety divers in assisting the instructor with water exercises. For each qualified safety diver, two additional students are permitted to actively engage in water activities. A maximum of two qualified safety divers are permitted per instructor. Qualified safety divers shall not be enrolled as students in the course in which they are assisting and shall not be included as an instructor to comply with the instructor to student ratio requirements. Actively engaged is defined as “a student in the water participating in the practical performance of any dive activities.” Qualified safety diver is defined as “an individual who possesses a current Advanced Open Water Dive Certification, is an active or former member of a criminal justice dive team, and is approved by the training center director or designee to assist the instructor with water exercises.” A copy of the Instructor Exemption form CJSTC-82 shall be maintained in the course file.

(i) For instruction of the Canine Team Training Course number 1198, there shall be at least one Commission-certified instructor for eight student canine teams while actively engaged in canine team activities. Individuals with three years of documented experience working with canines and approved by the training center director or designee are allowed to assist the instructor during practical exercises and shall not be included as an instructor to comply with the instructor to student ratio requirements. Actively engaged is defined as a student canine team actively working and performing practical exercises. A copy of the Instructor Exemption form CJSTC-82 shall be maintained in the course file.

(j) For instruction of the Canine Team Training Instructor Course number 1199, there shall be at least one Commission-certified instructor for eight student canine teams while actively engaged in canine team activities. Individuals approved by the training center director or designee are allowed to assist the instructor during practical exercises and shall not be included as an instructor to comply with the instructor to student ratio requirements. Actively engaged is defined as a student canine team actively working and performing practical exercises. A copy of the Instructor Exemption form CJSTC-82 shall be maintained in the course file.

Rulemaking Authority 943.03(4), 943.12(1), (2), 943.14(3), 943.17 FS. Law Implemented 943.12(5), 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, 3-21-07, 6-9-08, 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.

**11B-35.0024 Student Performance in Commission-approved High-Liability Basic Recruit Training Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring Proficiency Demonstration.**

(1) Students enrolled in a Commission-approved Basic Recruit Training Program, Instructor Training Course, or Specialized or Advanced Training Course shall qualify through demonstration of proficiency skill(s) in the applicable course(s) and pass a written end-of-course examination.

(2)(a) A basic recruit student shall be given the opportunity for one additional attempt at the required demonstration of proficiency skill(s), or one re-examination of required written end-of-course examination in DUI Traffic Stops and each of the four high-liability topics of firearms, vehicle operations, defensive tactics, and first aid. A basic recruit student, who has failed to pass the written end-of-course examination or the required demonstration of the proficiency skill(s) after a second attempt, shall be deemed to have failed the training course.

(b) An instructor student shall pass a written end-of-course examination and demonstrate proficiency skill(s) during the first attempt. An instructor student, who has failed to pass the written end-of-course examination or successfully demonstrated the proficiency skill(s) during the first attempt, shall be deemed to have failed the instructor training course. An instructor student who has failed a written end-of-course examination or the proficiency skills(s) during the first attempt, shall be granted a reexamination by the training center director if:

1. There is technical difficulty in the administration of the test, such as a power failure or evacuation of the building; or

2. A condition of the student adversely impacts the student's ability to achieve a passing score on an end-of-course examination. A condition of the student that adversely impacts the student's ability could include illness or death of a family member; or

3. The end-of-course testing instrument is determined to be invalid by the training school.

(3) Successful completion and demonstration of proficiency skills is required for each of the following high-liability courses: CMS Criminal Justice Defensive Tactics Course, CMS Defensive Tactics Instructor Course, CMS Criminal Justice Firearms Course, Cross-Over Handgun Transition Course, CMS Firearms Instructor Course, Safe Handling of Firearms course, CMS Law Enforcement Vehicle Operations Course, CMS Vehicle Operations Instructor Course, CMS First Aid for Criminal Justice Officers Course, and CMS First Aid Instructor Course.

(a) CMS Criminal Justice Defensive Tactics Course.

1. The CMS Criminal Justice Defensive Tactics Course shall be delivered to students enrolled in a Commission-approved Basic Recruit Training Program.

2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate at 100% proficiency, defensive tactics skills taught by a training school, with the results recorded on the required CMS Defensive Tactics Performance Evaluation, form CJSTC-6 CMS, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07368>. Form CJSTC-6 CMS can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-6 CMS shall be maintained in the student or course file.

3. A basic recruit student shall be subject to chemical agent contamination as described in the CMS Criminal Justice Defensive Tactics Course. Prior to beginning a Law Enforcement, Correctional, or Correctional Probation Basic Recruit Training Program, a student shall complete the Physical Fitness Assessment form CJSTC-75B. This form verifies that there are no known medical conditions that would prevent a student from participating in chemical agent contamination.

(b) CMS Defensive Tactics Instructor Course.

1. An instructor student shall complete the Defensive Tactics Instructor requirements pursuant to Rule 11B-20.0014, F.A.C., to instruct the following courses: The CMS Criminal Justice Defensive Tactics Course in a Commission-approved Basic Recruit Training Program or the CMS Defensive Tactics Instructor Course.

2. A defensive tactics instructor student shall achieve a score of no less than 85% on the required written end-of-course examination and demonstrate all Defensive Tactics High-Liability Proficiency Skills, at 100% for all proficiency skills, with the results recorded on the required CJSTC-6 CMS form. A copy of the completed form CJSTC-6 CMS shall be provided to the student and the original form CJSTC-6 CMS shall be maintained in the student or course file.

(c) CMS Criminal Justice Firearms Course.

1. The CMS Criminal Justice Firearms Course shall be delivered to students enrolled in a Commission-approved Basic Recruit Training Program.

2. A basic recruit student shall achieve a score of 80% on the required written end-of-course examination and demonstrate the required Firearms High-Liability Proficiency Skills, using a commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target, at 80% or higher using a handgun (revolver or semi-automatic pistol for both daylight and night) and a long gun (shotgun or semi-automatic rifle/carbine). The results shall be recorded on the required CMS Firearms Performance Evaluation form CJSTC-4 CMS, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07366>. Form CJSTC-4 CMS can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615. Form CJSTC-4 CMS shall be maintained in the student or course file.

(d) CMS Firearms Instructor Course.

1. An instructor student shall complete the Firearms Instructor requirements pursuant to Rule 11B-20.0014, F.A.C., to instruct the following courses: The CMS Criminal Justice Firearms Course in a Commission-approved Basic Recruit Training Program or CMS Firearms Instructor Course.

2. A firearms instructor student shall achieve a score of no less than 85% on the required written end-of-course examination and demonstrate the required Firearms High-Liability Proficiency Skills, using a commercially produced B-21E target or equivalent Pride Enterprises (P.R.I.D.E.) target, at 85% or higher using a handgun (revolver or semi-automatic pistol for both daylight and night) and a long gun (shotgun or semi-automatic rifle/carbine) for all proficiency skills, with the results recorded on the required CJSTC-4 CMS form. A copy of the completed form CJSTC-4 CMS shall be provided to the student and the original form CJSTC-4 CMS shall be maintained in the student or course file.

(e) Safe Handling of Firearms course. A student enrolled in the Safe Handling of Firearms course shall achieve a score of 80% on the required written end-of-course examination. Students shall demonstrate all Firearms Handling Proficiency Skills for the safe handling of handguns (both revolver and semiautomatic pistol) and long guns (both shotgun and semiautomatic rifle/carbine) at 100%. The results shall be recorded on the required Firearms Handling Performance Evaluation form CJSTC-21, created November 6, 2014, effective 7/2015, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-05627>. Form CJSTC-21 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-21 shall be maintained in the student or course file.

(f) CMS First Aid for Criminal Justice Officers Course.

1. The CMS First Aid for Criminal Justice Officers Course shall be delivered to students enrolled in a Commission-approved Basic Recruit Training Program.

2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required First Aid High-Liability Proficiency Skills at 100%, with the results recorded on the required CMS First Aid Performance Evaluation, form CJSTC-5 CMS, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07367>. Form CJSTC-5 CMS can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-5 CMS shall be maintained in the student or course file.

(g) CMS First Aid Instructor Course.

1. An instructor student shall complete the CMS First Aid Instructor Course pursuant to Rule 11B-20.0014, F.A.C., to instruct the following courses: The CMS First Aid for Criminal Justice Officers Course in a Commission-approved Basic Recruit Training Program or the CMS First Aid Instructor Course.

2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course examination and demonstrate the required First Aid High-Liability Proficiency Skills, at 100% for all proficiency skills, with the results recorded on the required CJSTC-5 CMS form. A copy of the completed form CJSTC-5 CMS shall be provided to the student and the original form CJSTC-5 CMS shall be maintained in the student or course file.

(h) CMS Law Enforcement Vehicle Operations Course.

1. The CMS Law Enforcement Vehicle Operations Course shall be delivered to students enrolled in a Commission-approved Basic Recruit Training Program.

2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required Vehicle Operations High-Liability Proficiency Skills, with four out of five runs (80%) for each exercise, with the results recorded on the required CMS Vehicle Operations Performance Evaluation, form CJSTC-7 CMS, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07369>. Form CJSTC-7 CMS can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-7 CMS shall be maintained in the student or course file. Form CJSTC-7 CMS shall be maintained in the student or course file.

(i) CMS Vehicle Operations Instructor Course.

1. An instructor student shall complete the Vehicle Operations Instructor requirements pursuant to Rule 11B-20.0014, F.A.C., to instruct the following courses: The CMS Law Enforcement Vehicle Operations Course in a Commission-approved Basic Recruit Training Program or the CMS Vehicle Operations Instructor Course.

2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course examination and demonstrate the required Vehicle Operations High-Liability Proficiency Skills, with four out of five runs (80%) for each exercise, with the results recorded on the required CJSTC-7 CMS form. A copy of the completed form CJSTC-7 CMS shall be provided to the student and the original form CJSTC-7 CMS shall be maintained in the student or course file.

(4) Successful completion and demonstration of proficiency skills is required for each of the following basic recruit, advanced, specialized instructor, or specialized training program courses: DUI Traffic Stops, Speed Measurement Course, Speed Measurement Instructor Course, Breath Test Instructor Course, Breath Test Instructor Renewal Course, Breath Test Operator Course, Breath Test Operator Renewal Course, Agency Inspector Course, Agency Inspector Renewal Course, Underwater Police Science and Technology course, Canine Team Training Course, Canine Team Training Instructor Course, and Role-play Scenarios for Facilitative Learning.

(a) DUI Traffic Stops Course.

1. The DUI Traffic Stops Course shall be delivered to students enrolled in a Commission-approved Law Enforcement Basic Recruit Training Program.

2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required DUI Traffic Stops proficiency skills at 100% proficiency, with the results recorded on the required DUI Traffic Stops Performance Evaluation, form CJSTC-13 CMS, created October 30, 2008, revised November 7, 2013, effective 5/2014, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-03929>. Form CJSTC-13 CMS can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-13 CMS shall be maintained in the student or course file.

(b) Speed Measurement Course, number 1158. A student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required Speed Measurement Operator Performance Report form CJSTC-11, revised November 7, 2013, effective 5/2014, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-02323>. Form CJSTC-11 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-11 shall be maintained in the student or course file.

(c) Speed Measurement Instructor Course, number 1159.

1. An instructor student shall complete the Speed Measurement Instructor requirements, pursuant to Rule 11B-20.0014, F.A.C., to instruct speed measurement courses and the speed measurement instructor course.

2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required Speed Measurement Device Instructor Field Evaluation form CJSTC-10, revised November 7, 2013, effective 5/2014, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-03927>. Form CJSTC-10 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. A copy of the completed form CJSTC-10 shall be provided to the student and the original form CJSTC-10 shall be maintained in the student or course file.

(d) Breath Test Instructor Course, number 1110.

1. An instructor student shall complete the Breath Test Instructor Course requirements pursuant to Rule 11B-20.0014, F.A.C., to instruct the Breath Test Operator Course, Breath Test Operator Renewal Course, Agency Inspector Course, and Agency Inspector Renewal Course.



2. An instructor applicant shall achieve a score of no less than 85% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required Breath Test Instructor Performance form CJSTC-17, created and Commission-approved December 16, 2010 (effective 3/2013), hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-02325>. Form CJSTC-17 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. A copy of the completed form shall be provided to the student and the original shall be maintained in the course file.

(e) Breath Test Instructor Renewal Course, number 1111.

1. An instructor student shall complete the Breath Test Instructor Renewal Course requirements pursuant to Rule 11B-20.0017, F.A.C., to satisfy the continuing education requirements for a Breath Test Instructor Certification.

2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required form CJSTC-17. A copy of the completed form shall be provided to the student and the original shall be maintained in the course file.

(f) Breath Test Operator Course, number 851. A student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required Breath Testing Course Performance form CJSTC-14, created and Commission-approved December 16, 2010 (effective 3/2013), hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-02324>. Form CJSTC-14 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. A copy of the completed form shall be provided to the student and the original shall be maintained in the course file.

(g) Breath Test Operator Renewal Course, number 951. A student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required form CJSTC-14. A copy of the completed form shall be provided to the student and the original shall be maintained in the course file.

(h) Agency Inspector Course, number 850. A student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required form CJSTC-14. A copy of the completed form shall be provided to the student and the original shall be maintained in the course file.

(i) Agency Inspector Renewal Course, number 950. A student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required form CJSTC-14. A copy of the completed form shall be provided to the student and the original shall be maintained in the course file.

(j) Underwater Police Science and Technology course number 077. A student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required Criminal Justice Diver Performance Evaluation form CJSTC-19, revised November 6, 2014, effective 7/2015, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-05623>. Form CJSTC-19 can be obtained at the following FDLE Internet Address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. A copy of the completed form shall be provided to the student and the original shall be maintained in the course file.

(k) Canine Team Training Course number 1198. A handler shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required proficiency skills at 100%, with the results recorded on the required Canine Team Performance Evaluation form CJSTC-83, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07386>.



3849 Form CJSTC-83 can be obtained at the following FDLE Internet Address:  
3850 <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-  
3851 8615. A copy of the completed form shall be provided to the student and the original maintained in the course file.

3852 (l) Canine Team Training Instructor Course number 1199.

3853 1. An instructor student shall complete the Canine Team Training Instructor Course requirements pursuant to  
3854 Rule 11B-20.0014, F.A.C., to instruct the Canine Team Training Course number 1198 and Canine Team Training  
3855 Instructor Course number 1199.

3856 2. An instructor student shall achieve a score of no less than 85% on the required written end-of-course  
3857 examination, demonstrate instruction of one classroom topic from the Canine Team Training Course number 1198,  
3858 and demonstrate instructing field exercises in obedience, criminal apprehension, building search, area search, and  
3859 tracking and trailing from the Canine Team Training Course number 1198, with the results recorded on the required  
3860 performance evaluation form. A copy of the completed Canine Team Instructor Performance Evaluation form  
3861 CJSTC-20, revised November 6, 2014, effective 7/2015, hereby incorporated by reference  
3862 <https://www.flrules.org/Gateway/reference.asp?No=Ref-05626>, shall be provided to the student and the original  
3863 form CJSTC-20 maintained in the instructor student course file. Form CJSTC-20 can be obtained at the following  
3864 FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting  
3865 Commission staff at (850) 410-8615. A copy of the completed form shall be provided to the student and the original  
3866 maintained in the course file.

3867 (m) Role-play Scenarios for Facilitative Learning course number 2001. An instructor student shall achieve a  
3868 score of no less than 85% on the required written end-of-course examination. There are no proficiency requirements  
3869 for this course.

3870 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12, 943.17 FS. History--New 2-17-93,  
3871 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, 6-3-10, 3-13-13,  
3872 5-29-14, 7-29-15, 9-4-16.

3873 **11B-35.003 Basic Recruit Training Programs for Law Enforcement, Correctional, and Correctional**  
3874 **Probation Auxiliary Training.**

3875 (1) Commission-approved Auxiliary Basic Recruit Training Programs are created to train applicants for  
3876 employment or appointment by criminal justice agencies, with or without compensation, to assist or aid full-time or  
3877 part-time officers.

3878 (2) To become certified as a law enforcement or correctional auxiliary officer, an applicant shall meet the  
3879 requirements outlined in Sections 943.13(1) – (9), and (11), 943.14(7), and 943.17(1)(g), F.S. To become certified  
3880 as a correctional probation auxiliary officer, an applicant shall meet the requirements outlined in Sections  
3881 943.13(1)-(9), and (11), and 943.14(7), F.S., and shall complete the Florida Correctional Probation Basic Recruit  
3882 Training Program in its entirety. Applicants requesting certification as a correctional officer shall complete the  
3883 Florida CMS Correctional Basic Recruit Training Program in its entirety. Applicants requesting certification as a  
3884 law enforcement auxiliary officer shall successfully complete the following Auxiliary Officer Basic Recruit Training  
3885 Program requirements:

3886 (a) Auxiliary Officer Prerequisite Course taught at a Commission-certified training school using Commission-  
3887 certified instructors; and

3888 (b) High-liability Training Courses for vehicle operations, defensive tactics, and firearms, taught by a  
3889 Commission-certified instructor and taught at a Commission-certified training school or criminal justice agency.

3890 (c) Instruction of the CMS Law Enforcement Vehicle Operations Course is based on the employing agency  
3891 requirements. Auxiliary officers operating an agency vehicle are required to complete this training.

3892 (3) A training school shall submit form CJSTC-67 to Commission staff upon an individual's successful  
3893 completion of a CMS Law Enforcement Officer Prerequisite Course. The training school or agency shall document  
3894 the student's successful completion of the applicable Basic Recruit Training High-Liability Courses, pursuant to  
3895 subsection 11B-35.0024(3), F.A.C. Regardless of where the Basic Recruit Training High-Liability Course is  
3896 completed, the employing agency shall maintain the training documentation in the officer's file.

3897 (4) Commission-approved Basic Recruit Training High-Liability Courses instructed at a Commission-certified  
3898 training school shall be recognized by the Commission for applicants requesting certification as a law enforcement,  
3899 correctional, or correctional probation officer, if the applicant has completed training within the past four years  
3900 pursuant to subsection 11B-35.002(2), F.A.C. Recognition of completed Basic Recruit Training High-Liability  
3901 Courses shall comply with paragraph 11B-35.0023(2)(d), F.A.C.

3902 (5) Individuals exempt from completing the 40-hour CMS First Aid for Criminal Justice Officers course in the  
3903 CMS Law Enforcement Auxiliary Officer Basic Recruit Training Program, based on education and training  
3904 experience in the United States or its territories, shall complete the 111-hour CMS Law Enforcement Auxiliary  
3905 Officer Prerequisite Course, pursuant to paragraph (6)(a) of this rule section, and the applicable high-liability  
3906 courses pursuant to paragraphs (6)(b)-(d) of this rule section. The following individuals shall possess an active  
3907 certificate or license that shall be maintained in the course file to be eligible for the exemption:

3908 (a) Certified emergency medical technicians who have three years experience.

3909 (b) Certified paramedics who have three years experience.

3910 (c) Licensed physicians, who are actively involved in emergency care and have three years experience in  
3911 emergency medical care.

3912 (d) Licensed physician's assistants, who are actively involved in emergency care and have three years  
3913 experience in emergency medical care.

3914 (e) Registered nurses or licensed practical nurses, who are actively involved in emergency care and have three  
3915 years experience in emergency medical care.

3916 (f) Members of the Armed Forces of the United States on active duty entitled to practice as an Emergency  
3917 Medical Technician (EMT) or a Florida paramedic set forth in Chapter 401, F.S., Part III., who have three years  
3918 experience in emergency medical care.

3919 (6) CMS Law Enforcement Auxiliary Officer Basic Recruit Training Program number 1180  
 3920 (Effective April 1, 2008).

(a)	<b>CMS Law Enforcement Auxiliary Officer Prerequisite Course</b>	<b>Course Hours</b>
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
	<b>CMS Law Enforcement Auxiliary Officer Prerequisite Course</b>	<b>111</b>
(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
	<b>CMS Law Enforcement Auxiliary Officer Program TOTAL</b>	<b>**319</b>

3921 (7) Correctional Auxiliary Officer Basic Recruit Training Program. To become a Correctional Auxiliary  
 3922 Officer an individual shall complete the Florida CMS Correctional Basic Recruit Training Program, number 1190,  
 3923 pursuant to paragraph 11B-35.002(5)(e), F.A.C.

3924 (8) Correctional Probation Auxiliary Officer Basic Recruit Training Program. To become a Correctional  
 3925 Probation Auxiliary Officer an individual shall complete the Florida Correctional Probation Basic Recruit Training  
 3926 Program, number 1176, pursuant to paragraph 11B-35.002(5)(d), F.A.C.

3927 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(5), 943.17(1)(a) FS. History—New  
 3928 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,  
 3929 6-3-10, 3-13-13, 5-29-14, 9-4-16.

3930

3931        **11B-35.005 Career Development Training Program.**

3932        There is established by the Criminal Justice Standards and Training Commission a program of Career Development  
3933        Training Courses, which shall be limited to training related to promotion to a higher rank or position.

3934        Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.17(1)(c) FS. History—New 12-13-92,  
3935        Amended 1-2-97, 7-7-99, 11-5-02.

**11B-35.006 Advanced Training Program.**

(1) Commission-approved Advanced Training Program Courses were created to enhance an officer's knowledge, skills, and abilities for the job the officer performs and are used by an officer to satisfy mandatory retraining requirements or eligibility for salary incentive monies pursuant to Rule Chapter 11B-14, F.A.C.

(a) An officer may not receive both salary incentive credit and mandatory retraining credit for completion of an Advanced Training Program Course. Such courses shall include one major topic and be at least 40 hours long.

(b) The following is a complete list of active Advanced Training Program Courses:

	<b>Course Number</b>	<b>Course Name</b>	<b>Course Hours</b>
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.	020	Case Preparation and Court Presentation	40
7.	032	Special Tactical Problems	40
8.	036	Injury and Death Investigations	40
9.	047	Interviews and Interrogations	40
10.	050	Stress Management Techniques	40
11.	053	Crisis Intervention	40
12.	057	Discipline and Special Confinement Techniques	40
13.	068	Advanced Report Writing and Review	40
14.	074	Substance Abuse Awareness and Education	40
15.	077	Underwater Police Science and Technology	80
16.	085	Emergency Preparedness for Correctional Officers	40
17.	087	Advanced Traffic Homicide Investigations	80
18.	088	Traffic Crash Reconstruction	80
19.	090	School Resource Officer	40
20.	091	Domestic Intervention and Investigations	40
21.	093	Hostage Negotiation	40
22.	094	Drug Abuse Resistance Education (D.A.R.E.) – FDLE instructed only	80
23.	096	Drug Abuse Resistance Education (D.A.R.E.)	40
24.	094 & 097	Drug Abuse Resistance Education (D.A.R.E.)	40
25..	098	Basic Traffic Homicide Investigations	80
26.	100	Crimes Against the Elderly	40
27.	107	Middle Management	40
28.	809	*Field Training Officer Course for Law Enforcement Officers (This	40

		course is not mandated for field training officers)	
29.	1100	*Field Training Officer Course for Correctional Officers (This course is not mandated for field training officers)	40
30.	1151	Conducting Background Investigations	40
31.	1152	Investigation and Supervision of Officer-Involved Deadly Force Incidents	40
32.	1158	Speed Measurement Course	40
33.	1163	Gangs and Security Threat Groups	40
34.	1165	Spanish for Criminal Justice Professionals	40
35.	1166	Advanced Investigative Techniques of Human Trafficking Offenses	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.</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>			

3943 (2) Course number 094, Drug Abuse Resistance Education (D.A.R.E.), may be offered only through the  
3944 certified state D.A.R.E. training school. The Florida certified state D.A.R.E. training school is located within the  
3945 Florida Department of Law Enforcement. D.A.R.E. course numbers are: Course #094 (80 hours), or #094 split with  
3946 #097 (40 hours) for salary incentive, and #096 (40 hours) for mandatory retraining.

3947 (3) Only officers and support personnel who have written approval from their respective agency administrator  
3948 or designee may attend Advanced Training Program Courses. Applicants shall submit evidence of their agency  
3949 administrator's approval in a format established and agreed upon by the Local Regional Training Council and  
3950 training school.

3951 (4) To successfully complete an Advanced Training Program Course, a student shall comply with student  
3952 attendance, performance, and course documentation requirements pursuant to Rule 11B-35.001, F.A.C.

3953 (5) Training schools shall report the successful completion of Advanced Training Program Courses for officers  
3954 pursuant to paragraph 11B-35.001(11)(b), F.A.C., if they have received written or electronic authorization from the  
3955 officer's respective agency for salary incentive credit.

3956 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(5), 943.17(1)(b) FS. History--New  
3957 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,  
3958 9-28-09, 6-3-10, 3-13-13, 9-4-16.

3959

**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 <http://www.flrules.org/Gateway/reference.asp?No=Ref-03930>, 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: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. A training school shall attach the goals and objectives provided by the instructor to form CJSTC-16 and complete "Section A" of the form. Forms CJSTC-16 and CJSTC-16A shall be maintained in the course file at the training school.

(3) Specialized Instructor Training Courses pursuant to paragraph (1)(b) of this rule section. The following Specialized Instructor Training Courses are developed and approved by the Commission for instructor training and shall be delivered in their entirety by a training school for an individual to qualify to apply as a Commission-certified instructor.

	Course Number	Course Names	Course Hours
(a)	1115	General Instructor Refresher Course	8
(b)	800	CMS Vehicle Operations Instructor Course	40
(c)	801	CMS Firearms Instructor Course	44
(d)	802	CMS Defensive Tactics Instructor Course	80
(e)	1114	CMS First Aid Instructor Course	40
(f)	1107 1199	Canine Team Training Instructor Course (Retired 11/6/13) Canine Team Training Instructor Course	40 80
(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

(4) Commission-approved Specialized Training Program Courses pursuant to paragraph (1)(c) of this rule section. The following Commission-approved Specialized Training Program Courses are developed and approved 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)	1131	Human Diversity In-service Training for Discriminatory Profiling and Professional Traffic Stops	4
(c)	1112 1198	Canine Team Training Course (Retired 11/6/13) Canine Team Training Course (Effective 11/7/13)	400 480
(d)	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



4015

(i)	808	CMS Field Training Officer Transition Course (Retired 12/31/08)	8
(j)	1149	Special Populations	32
(k)	1160	Dart-Firing Stun Gun	8
(l)	1167	CMS General Instructor Update Course (Retired 12/31/10)	4
(m)	1169	CMS Defensive Tactics and Firearms Instructor Update Course (Retired 12/31/10)	6
(n)	1185	Elder Abuse Investigations	4
(o)	1189	Physical Fitness Trainer Course	32
(p)	1194	Responding to Veterans	16
(q)	1195	Public Safety Telecommunications for Law Enforcement Officers	40
(r)	1197	STEP Course for Red Light Cameras	40
(s)	2002	Property Repossession Processes	2
(t)	2006	Canine Team Training Instructor Update Course	24
(u)	2007	Safe Handling of Firearms	16
(v)	2008	District Courts of Appeal Marshal Minimum Standards Training Program	32
(w)	019	Criminal Law	40
(x)	054	Organized Crime	40
(y)	2009	Diabetic Emergencies and Officer Response	2

4016 (5) The following Commission-approved Specialized Training Program Courses are developed and approved  
 4017 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

4018 (6) Successfully completed Commission-approved Specialized Training Program Courses may be credited  
 4019 toward an officer's mandatory retraining requirement pursuant to Rule 11B-27.00212, F.A.C. Documentation of  
 4020 such training shall be provided to students and shall include the name of the training school delivering the course,  
 4021 the course title or topics taught, course date(s), and course hours, or login records, or electronic records of  
 4022 participation.

4023 (7) Criminal Justice Standards and Training Trust Fund Officer Training Monies may be expended to conduct  
 4024 Commission-approved Specialized Training Program Courses pursuant to subsection (1) of this rule section. Officer  
 4025 Training Monies shall be expended pursuant to the requirements of Rule Chapter 11B-18, F.A.C.

4026 Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.175, 943.25 FS. History—New  
 4027 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,  
 4028 9-28-09, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16.

4029       **11B-35.0085 Criminal Justice Training School Requirements for Local Administration and Security of**  
4030 **Examinations for Training Courses.** A training center director shall maintain the security and confidentiality of  
4031 all examinations used in all Commission-approved courses in the following manner:

4032       (1) Pursuant with Section 943.173(2), F.S., the Commission shall authorize the administration of examinations  
4033 at training schools. Administration of examinations shall consist of the training center director or designee(s)  
4034 developing examination items, maintaining examination item banks, preparing examination forms, administering  
4035 examinations, retaining student examinations, proctoring, grading, and recording the results of the examinations.

4036       (2) A training center director shall develop and maintain written procedures outlining the security of training  
4037 school examinations to include preparation, administration, proctoring, storing, grading, disposal, and student  
4038 review.

4039       (3) Written procedures, examinations, and examination materials shall be made available for inspection by  
4040 Commission staff.

4041       (4) To maintain the security of the examinations outlined in this rule section, a training center director shall  
4042 ensure that:

4043       (a) The security and confidentiality of examinations and examination materials are maintained and obsolete  
4044 examination materials are destroyed.

4045       (b) Examination materials are secured and accessible only by training school staff approved by the training  
4046 center director.

4047       (c) Examination items are not reviewed with students prior to administration of the test.

4048       (d) Student contact with examination materials is conducted in a controlled presentation to prohibit students  
4049 from recording or transcribing test questions and answers.

4050       (5) Examination materials, including the examination and individual answer forms for each training course,  
4051 shall be retained for not less than two years after the date the examination is completed.

4052 Rulemaking Authority 943.12(1), (2) FS. Law Implemented 943.173 FS. History--New 7-7-99, Amended 11-5-02,  
4053 11-30-04.

**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.

(b) Verify that the applicant's correctional officer training is comparable to the Commission's Florida CMS Correctional Basic Recruit Training Program whenever an 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, Communications, Officer Safety, Facility and Equipment, Intake and Release, Supervising in a Correctional Facility, Supervising Special Populations, Responding to Incidents and Emergencies, Firearms, Defensive Tactics, and First Aid or Equivalent.

(c) Verify that the applicant's correctional probation officer training is comparable to the Commission's Florida Correctional Probation Basic Recruit Training Program whenever an 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, Interpersonal Communication Skills, Caseload Management, Supervision, Investigations, Management Information Systems, Defensive Tactics, and First Aid or equivalent.

(d) Verify the required training and the authenticity of documents submitted by an individual through telephone or written confirmation of documents such as, criminal justice agency training records, training school records, official transcripts, curricula or curricula summaries, certificates of completion, or other such documents that verify the applicant's successful completion of comparable basic recruit training in another state or for the federal government, and affidavits executed by a custodian or custodians of such records or other persons with direct knowledge that support the individual's successful completion of comparable basic recruit training.

(e) Verify that the individual has met the required prior sworn experience by obtaining copies of one or more of the following:

1. Agency employee payroll record;
2. Agency employment record;
3. Employment verification by an authorized representative of the individual's previous employer or employers; and
4. Other documentation that confirms the applicant's previous experience and employment as an officer for at least one year.

(4) Inactive Florida officers who have been separated from employment for a period of four to eight years, may apply for exemption from re-taking the Basic Recruit Training Program for which the officer has been previously certified as a sworn officer. There shall be no more than an eight-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 employing agency or Criminal Justice Selection Center shall verify that the applicant has:

(a) Successfully completed the Basic Recruit Training Program for the discipline for which re-activation of certification is requested; and

(b) Been employed and certified as a criminal justice officer in Florida in the discipline for which reactivation or certification is requested.

(5) Documentation requirements for out-of-state, federal, and inactive Florida Officers. Upon verification of an individual's request for exemption of training, pursuant to this rule section, an employing agency or Criminal Justice Selection Center shall submit to Commission staff a completed Exemption-From-Training, form CJSTC-76, revised November 5, 2015, effective 9/2016, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-07382>, for out-of-state, federal, and inactive Florida Officers. Form CJSTC-76 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Supporting documentation verifying the individual's compliance with comparable basic recruit training and sworn criminal justice experience pursuant to this rule section shall be maintained on file by the employing agency or Criminal Justice Selection Center and submitted to Commission staff for review. The agency shall be notified of the approval or denial of the requested exemption of certification in writing within 30 working days. Any appeal of denial of exemption is governed by Section 120.57, F.S.

(6) High-Liability Basic Recruit Training proficiency skills requirements for out-of-state, federal, or inactive Florida officers. Prior to applying for certification, an out-of-state or federal officer, or inactive Florida officer, who is exempt from completing a Commission-approved Basic Recruit Training Program, pursuant to Section 943.131(2), F.S., shall demonstrate proficiency in the required High-Liability Basic Recruit Training Proficiency Skills of vehicle operations, firearms, defensive tactics, and first aid, pursuant to Rule 11B-35.0024, F.A.C., for the discipline for which certification is sought. Such officers shall achieve a passing score on the State Officer Certification Examination, pursuant to Rule 11B-30.0062, F.A.C., and paragraph 11B-30.008, F.A.C. Demonstration of proficiency in the required High-Liability Basic Recruit Training Proficiency Skills and passing the State Officer Certification Examination shall be completed within one year after notification of approval of the Exemption-From-Training form CJSTC-76. Individuals who do not complete the required demonstration of proficiency in the High-Liability Basic Recruit Training Proficiency Skills and achieve a passing score on the State Officer Certification Examination within one year, are permitted to apply for another exemption from training, pursuant to Section 943.131(2), F.S., provided they meet the eligibility requirements outlined in Section 943.131(2), F.S. Upon demonstration of proficiency in the required High-Liability Basic Recruit Training Proficiency Skills, the training school shall complete an Exemption-From-Training Proficiency Demonstration, form CJSTC-76A, revised November 6, 2014, effective 7/2015, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-05646>, and provide a copy to the officer of form CJSTC-76A. Form CJSTC-76A can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/cms/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The training center director or designee shall, within thirty days of course completion, electronically transmit a completed Training Report form CJSTC-67 through the Commission's ATMS, or submit an updated form CJSTC-67.

(7) Regardless of the number of exemptions from training an individual receives, the individual shall not take the State Officer Certification Examination more than three times without enrolling in and completing a Commission-approved Basic Recruit Training Program pursuant to Section 943.1397(2), F.S.

(8) Individuals, who have qualified for an exemption from a Commission-approved Basic Recruit Training Program, pursuant to this rule section, shall become employed within four years from the beginning date of the required proficiency demonstration as entered on the Training Report form CJSTC-67.

(9) Individuals applying for exemption from a Commission-approved Basic Recruit Training Program, outlined in this rule section, shall not engage in conduct that subverts or attempts to subvert the State Officer Examination process pursuant to Rule 11B-30.009, F.A.C.

Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.131(2) FS. History—New 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.