



Florida Department of
Law Enforcement

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**CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION
TECHNICAL MEMORANDUM 2011-03**

TO: Criminal Justice Agencies
Criminal Justice Training Schools
Criminal Justice Selection Centers

FROM: Program Director Michael D. Crews 
Criminal Justice Professionalism Program

SUBJECT: Update to ATMS Firearms Qualification Page

Rule 11B-27.00212(14), F.A.C., mandates that all certified law enforcement officers (full-time, part-time, and auxiliary) shall qualify at least once every two years on the Commission's approved course of fire with the results of the qualification documented on the Law Enforcement Officer Firearms Qualification standard form CJSTC-86A. **An actively CJSTC-certified firearms instructor shall conduct the firearms qualification and shall not sign his or her own form CJSTC-86A.** The firearms qualification cycle is from July 1 of each even numbered year to June 30 of the next even numbered year (i.e. July 1, 2010 to June 30, 2012).

Due to recent discoveries, several agency qualifications have not been conducted by Commission-certified firearms instructors, therefore, the Commission's Automated Training Management System (ATMS) has been changed to require entry of the Commission-certified firearms instructor's social security number, who conducted the qualification, at the time the officer's firearms qualification date is entered into ATMS on the Firearms Qualification page.

If the instructor did not possess an active firearms instructor certification on the date of the qualification, the entry will be rejected. It is possible that an instructor could be currently certified, but was not certified on the date the qualification took place, which would result in the entry being rejected. If the instructor's certification was active on the date of qualification, but is not currently active, the record should be accepted by ATMS. If an entry is rejected, the employing agency shall take the following steps to resolve the issue:

1. Verify that the instructor's SSN and the qualification dates are correct. The date being entered should be the date of qualification on form CJSTC-86A. If either date is incorrect, reenter the correct information.
2. If the instructor who signed form CJSTC-86A was not certified at the time of the qualification, determine if another instructor was present for the qualification that is authorized to sign form CJSTC-86A. Have the second instructor countersign form CJSTC-86A, and enter the second instructor's SSN on the ATMS Firearms Qualification page along with the date of qualification.

Form CJSTC-86A shall be maintained in the officer's employment file along with the Mandatory Firearms Training Report form CJSTC-86. Form CJSTC-86 shall be printed when an officer's firearms qualification is entered into the ATMS and shall be signed by the agency head or designee.

3. If a Commission-certified firearms instructor was not present for the qualification, a valid qualification will need to be conducted before the end of the current cycle. Because an officer is required to qualify once within the two-year period, the employing agency may be able to conduct the new qualification at the officer's next scheduled qualification, if the officer qualifies more than once every two years. As long as one valid qualification occurs during the two-year cycle, the requirement shall be met. If a valid qualification does not occur during the two-year cycle, the officer's certification shall become inactive and the officer shall be separated from sworn employment until a valid qualification is conducted and the officer will incur a break in service.

If you have any questions regarding the entry into ATMS, please contact your assigned Records Liaison. If you have any questions regarding the qualification requirements, please contact your assigned Field Representative.

MC/tb/djh

cc: Criminal Justice Standards and Training Commission Members