




Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2019-12**

DATE: September 12, 2019
TO: Criminal Justice Training Center Directors
FROM: Director Dean Register 
Criminal Justice Professionalism Division
SUBJECT: Entering Specialized Training Program Courses in ATMS

The Automated Training Management System (ATMS) now allows users to enter Specialized Training Program courses. Beginning October 1, 2019, all Specialized Training Program courses taught at Commission-certified training schools should be entered in ATMS. This will provide officers and criminal justice employing agencies a more complete history of training completed by the officer.

The process to enter Specialized Training Program courses in ATMS is the same as entering other courses. Each Commission-approved course is assigned a course name and number in ATMS (see attached list). In ATMS, select the course's name and then enter the session number, start date, end date, and number of hours taught. Because Specialized Training Program courses may be taught using competency-based instruction pursuant to Rule 11B-35.001(12)(c), F.A.C., the course hours entered should be the actual number of contact hours. Once the user submits this information, they will be prompted to enter the names of the students in the course.

Courses taught using the specialized goals and objectives pursuant to Rule 11B-35.007(2), F.A.C., should be entered using course name "Specialized Goals and Objectives" with course number 9999. When this course is selected, in addition to the session number, start date, end date, and number of hours taught, the ATMS user will be prompted to enter a course title. The course title is determined by the training center personnel and should be descriptive of the course content. Once the user submits this information, they will be prompted to enter the students in the course.

If you have questions, please contact Training and Research Manager Terry Baker, Bureau of Standards, at TerryBaker@fdle.state.fl.us or (850) 410-8688.

cc: Criminal Justice Standards and Training Commission

Attachment

Technical Memorandum 2019-12 (Attachment)

ATMS Course Number	Commission Specialized Training Program Courses	Passing Score	Course Hours
021	Criminal Law (Version 2016.09)	N/A	40
022	Autism Spectrum Disorder Awareness (Version 2017.10)	N/A	4
023	Eyewitness Identification (Version 2017.11)	N/A	1
056	Organized Crime (Version 2016.09)	N/A	40
732	Traffic Control Officer for Civilians (Version 2013.10)	80%	8
850	Agency Inspector Course (Version 2015.08)	80%	24
851	Breath Test Operator Course (Version 2015.08)	80%	16
950	Agency Inspector Renewal Course (Version 2015.08)	80%	6
951	Breath Test Operator Renewal Course (Version 2015.08)	80%	4
1131	Human Diversity In-service Training for Discriminatory Profiling and Professional Traffic Stops (Version 2001.10)	N/A	4
1132	Parking Enforcement Specialist for Civilians (Version 2014.02)	80%	16
1133	Selective Traffic Enforcement Program for Civilians (Version 2014.02)	80%	80
1134	Criminal Justice Officer Ethics Course (Version 2005.04)	N/A	8
1149	Special Populations (Version 2012.10)	N/A	40
1160	Dart-Firing Stun Gun (Version 2008.08)	N/A	8
1185	Elder Abuse Investigations (Version 2012.10)	N/A	4
1189	Physical Fitness Trainer Course (Version 2011.05)	N/A	24
1194	Responding to Veterans (Version 2012.05)	N/A	16
1195	Public Safety Telecommunications for Law Enforcement Officers (Version 2016.01)	N/A	40
1196	Contraband Forfeiture (Version 2012.11)	N/A	16
1197	STEP for Red Light Cameras (Version 2012.11)	N/A	40
1198	Canine Team Training Course (Version 2014.08)	80%	480
1401	Crisis Intervention Training for School Resource Officers (Version 2019.05)	N/A	24
1402	Single Officer Response to Active Threat and Shooter Incidents (Version 2019.05)	N/A	16
2002	Property Repossession Processes (Version 2014.11)	N/A	2
2007	Safe Handling Of Firearms (Version 2015.08)	80%	16
2008	District Courts of Appeal Marshal Minimum Standards Training Program (Version 2014.11)	80%	32
2009	Diabetic Emergencies and Officer Response	N/A	2
9999	Specialized Goals and Objectives	N/A	Varies