



Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2019-13**

DATE: October 22, 2019
TO: Criminal Justice Agency Administrators
Criminal Justice Training Center Directors
Criminal Justice Selection Center Directors
FROM: Director Dean Register *DR*
Criminal Justice Professionalism Division
SUBJECT: Equivalency of Training Process Overview

In 2018, the Florida Legislature amended s. 943.131(2), F.S., to permit employing agencies, training centers, or selection centers to process requests for an exemption from completing a Commission-approved Basic Recruit Training Program (B RTP), also referred to as Equivalency of Training (EOT). Rule 11B-35.009, F.A.C., identifies the steps and requirements for review and approval of an EOT request. This technical memorandum reviews the requirements for approving requests for an EOT.

For an inactive Florida officer requesting an EOT, the approving entity must verify the applicant successfully completed the B RTP for the discipline in which he or she is requesting reactivation. The approving entity must also verify that the applicant was employed and certified as a criminal justice officer in Florida for the discipline in which he or she is requesting reactivation, with a separation from sworn employment for a period of four to eight years. Typically, information contained in the Automated Training Management System (ATMS) can be used to verify eligibility. A person who only received auxiliary certification from the Commission is not eligible for an EOT.

For an out-of-state or federal officer requesting an EOT, the approving entity must verify the applicant completed comparable basic recruit training and served at least one year as a full-time officer in the discipline for which he or she is applying. The approving entity must obtain documentation supporting the completion of comparable basic recruit training from the applicant or other sources. The approving entity must verify the authenticity and accuracy of the documents through telephone or written confirmation from sources such as criminal justice agency or training school records, official transcripts, affidavits executed by the custodian of such records, or persons with direct knowledge of the applicant's completion of basic recruit training.

The approving entity must also obtain documentation supporting the one-year employment requirement from the employing agency. This documentation can be agency employee payroll records, other agency employment records, or employment verification by an authorized representative of the employing agency.

For a former special operations forces member requesting an EOT, the approving entity must verify that the applicant served at least five years as a special operations forces member with no more than a four-year break in service since his or her separation from special operations forces. The approving entity must obtain supporting documentation such as DD-214 forms showing dates of service and assignment; official letters or correspondence from the military defining the service time and assignment; or other official military documents confirming eligibility for the EOT.

Persons reviewing and approving requests for an EOT should review and be thoroughly familiar with ss. 943.131(2) and (3), F.S., and Rule 11B-35.009, F.A.C. Documentation obtained during the EOT process must be retained pursuant to the applicable General Records Schedules established by the Florida Department of State, Division of Library and Information Services.

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