



## **Criminal Justice Standards and Training Commission**

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

### **CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION** **TECHNICAL MEMORANDUM 2019-18**

DATE: November 22, 2019

TO: Criminal Justice Agency Administrators  
Criminal Justice Training Center Directors

FROM: Director Dean Register *DR*  
Criminal Justice Professionalism Division

SUBJECT: Entering Students Attending Advanced Training Program Courses for Mandatory Retraining in ATMS

Effective December 1, 2019, the Automated Training Management System (ATMS) will allow training center users to enter students who attend an Advanced Training Program Course for mandatory retraining credit. All students who attend Advanced Training Program Courses starting on or after December 1, 2019, taught at Commission-certified training schools should be entered in the class roster in ATMS.

The training school personnel entering students who are attending an Advanced Training Program Course for mandatory retraining credit will select the check box for Mandatory Retraining labeled "MR" in the student entry section. The check box defaults to unchecked, so no action will be required when entering students who take the course for salary incentive credit. The check box will also be able to be edited from the class roster page should a student be entered incorrectly.

The Training Report, form CJSTC-67, will reflect all students entered in the class roster. Students who are checked as taking the course for mandatory retraining will be reflected on Training Report, form CJSTC-67, in bold.

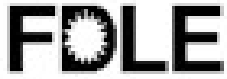
In addition to the changes to the class entry process, the Global Profile Sheet will now list all Advanced Training Program Courses an officer takes, including those taken on or after December 1, 2019 for mandatory retraining. A column has been added to the Training area to identify if an Advanced Training Program Course was taken for salary incentive or mandatory retraining.

This is informational only for criminal justice employing agencies. Employing agencies will continue to update an officer's mandatory retraining for certification in ATMS as in the past. A sample Training Report, form CJSTC-67, and Global Profile Sheet are attached for review.

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

cc: Criminal Justice Standards and Training Commission

Attachments



# TRAINING REPORT

Florida Department of  
Law Enforcement

Incorporated in Rules 11B-14.002(2), 11B-20.001(1)(a),  
11B-30.006(1), 11B-35.001(10)(a), F.A.C.



CJSTC 67

Please type or print in black or blue ink and use capital and small letters for names, titles, training school's name, student's name, and course

All courses completed for mandatory retraining credit shall be submitted on the Mandatory Retraining Report form CJSTC-74, by the employing

Pursuant to Rule 11B-35.001(10)(a), F.A.C., the training center director or designee shall determine the beginning and ending dates of each basic recruit training program 30 days following the date the class began, and shall forward a Training Report form CJSTC-67 to Commission staff through the Automated Training Management System (ATMS).

1. Training School Name:	Training School	4. Course Title:	Line Supervision
2. Course Sequence Number:	00	5. Course Presentation Dates:	
	School	Beginning:	11/01/2019
2019	006	Ending:	11/06/2019
Year	Course		
3. Total Number of Course Hours:	80	6. Basic Recruit Curriculum Version Number:	2009.10

7. Social Security Number (Last four digits only)	8. Student's Full Legal Name	9. Race	10. Sex	11. Date of Birth	12. Pass, Fail, Incomplete or Dismiss Pursuant to Rule 11B- 35.001(8)	13. Processed Fingerprints
	LASTFIRSTMIDDLE INITIAL					
0000	Doe, John	WH	M	10/01/1967	P	
0000	Sample	WH	M	06/13/1996	P	

14. Training School Director or Designee's Signature

15. Date Signed

## Florida Department of Law Enforcement

### Global Profile Sheet

Name:	<b>SAMPLE</b>		
Race:	<b>Otr</b>	Sex:	<b>O</b>
Education: <b>Bachelor</b>			

### Employment

Agency	Class	Type	Start Date	Sep. Date	Sep. Reason	TEA	FP Date
Employing Agency	LE	FT	06/08/2018	11/23/2018	Voluntary Separation (Not involving misconduct)	N	11/30/2017
Employing Agency	LE	FT	02/08/2019			N	01/22/2019

### Salary Incentive

Basic LE	Education	Career Dev.	Maximum Eligible
\$0	\$80	\$0	\$80

### Mandatory Firearms Qualification

Law Enforcement Officer Firearms Qualification Standard
07/29/2019

### Certification

Type	Number	Status	Cert. Date	Mand. Ret. Due Date	Mand. Ret. Completion Date	4 Year Break in Service
LE	000000	Active	06/27/2018	06/30/2022		

### Topic

Topic	Topic Date	Recert Date	Status	Met Req
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There is no topic information available for this person

### Exam

Type	Date	Form	Overall	Amended
LE	6/7/2018	24	Pass	

Type	Date	Form	Vendor	Overall	Expiration
BATLE	08/18/2017	07LE1	Industrial/organizational Solutions	Pass	08/18/2021

### Equivalency

Agency	Discipline	Application Date	Decision Date	Approval Authority	Advised Date	Status	Exp Date
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No Equivalency Records found for this person

### Training

Start Date	End Date	Sequence	Version	Type	MR/SI	Title	Grade	Hours Taught
01/11/2018	05/28/2018	00-2018-2000-1	2017.07	BLE		Florida Law Enforcement Academy	P	770
01/07/2019	01/11/2019	00-2019-036-1	2010.04	A	SI	Injury And Death Investigations	P	40
11/01/2019	11/06/2019	00-2019-006-2	2009.10	A	MR	Line Supervision	P	80

### WMD/ICS Training for Certified Law Enforcement Officers

Training Name	Completion Date
Weapons of Mass Destruction(WMD)	5/28/2018
Incident Command System (ICS)	5/28/2018