



## Criminal Justice Standards and Training Commission

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### CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION TECHNICAL MEMORANDUM 2020-01

DATE: January 16, 2020  
TO: Criminal Justice Agency Administrators  
Criminal Justice Training Center Directors  
FROM: Director Dean Register *DR*  
Criminal Justice Professionalism Division  
SUBJECT: Clarification on Mandatory Retraining-Eligible Courses

This technical memorandum addresses confusion or misinformation about which courses officers can use to meet mandatory retraining requirements. The guidelines for mandatory retraining are established in section 943.135, F.S., and operationalized in Rule 11B-27.00212, F.A.C.

Full-time, part-time, and auxiliary officers must successfully complete 40 hours of training or education, which must include the mandatory topics outlined in Rule 11B-27.00212, F.A.C., every four years as a condition of continued employment. That mandatory retraining may include in-service, Advanced, Specialized, or Career Development courses.

The agency administrator of the officer's employing agency decides whether a course can be used for mandatory retraining credit.

The items listed below, while not a comprehensive set of guidelines, are considerations when selecting mandatory retraining-eligible courses:

- A course can be a CJSTC-approved course, but it does not have to be.
- A course can be taught by a CJSTC-certified instructor, but it does not have to be unless the course itself requires it (e.g., Advanced course).
- A course can be taught through a CJSTC-certified training center, but it does not have to be unless the course itself requires it (e.g., Advanced course, Instructor course).
- A course can be taught by agency staff or third-party vendors.
- Courses can be delivered in a classroom or online.
- College courses, Advanced courses, and Career Development courses can be counted for salary incentive or mandatory retraining, **but not both**. College courses taken to obtain a degree for which the officer will be eligible for salary incentive cannot be used for mandatory retraining. The agency administrator determines if a course is going to count for salary incentive or mandatory retraining.

For detailed guidance, review Rule 11B-27.00212, F.A.C.

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