





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

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### **CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION** **TECHNICAL MEMORANDUM 2021- 09**

DATE: October 14, 2021  
TO: Criminal Justice Agency Administrators  
FROM:  Director Dean Register  
 Criminal Justice Professionalism Division  
SUBJECT: New Firearms Qualification Update Feature in the Automated Training Management System (ATMS)

Rule 11B-27.00212(14), Florida Administrative Code, requires all law enforcement officers to qualify at least once every two years on the Commission's course of fire. Agency personnel are required to update each law enforcement officer's record in ATMS by entering the date the officer qualified and the Commission-certified firearms instructor who administered the qualification. Historically, agency personnel have been required to access each officer's record in ATMS to enter the firearms qualification information. A new feature has been added to ATMS to allow agency users to update the firearms qualification record for multiple officers with one operation. This option is currently available in ATMS.

To update multiple officer records at one time, agency users must:

1. Select "Batch Firearms Qualification" under the "Officer Records" tab in the left menu. All officers at the agency who have not met the firearms qualification requirement will be displayed.
2. Enter the firearms instructor's SSN and qualification date for each officer.
3. Select "Save" at the bottom of the page when the information has been entered for all officer records to be updated.
4. Scroll to the bottom of the page and select "Print CJSTC 86A" if a copy of the CJSTC 86A is needed for the agency training files.
5. Select "Refresh" to remove previously submitted firearms qualification records from the officer list.

If you have any questions regarding this new feature, please contact your assigned criminal justice customer service specialist in the Officer Records Section at [CJPStandardsRecords@fdle.state.fl.us](mailto:CJPStandardsRecords@fdle.state.fl.us) or (850) 410-8600.

cc: Criminal Justice Standards and Training Commission