




Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION TECHNICAL MEMORANDUM 2023-03

DATE: March 9, 2023

TO: Criminal Justice Training Center Directors

FROM: Director Felipe Williams
Criminal Justice Professionalism Division 

SUBJECT: Revised First Aid Instructor Course #1114

First Aid Instructor Course

The Commission has approved the revised First Aid Instructor Course, #1114 (version 2023.02). This course outlines the new basic recruit training (BRT) First Aid for Criminal Justice Officers course, instructor evaluations, forms, and exercises. This 40-hour instructor-led course will prepare new first aid instructors to teach the newly revised curriculum to instructors and BRT students.

The new BRT First Aid for Criminal Justice Officers course will go into effect for basic recruit training programs beginning on or after July 1, 2023. After July 1, 2023, only Commission-certified first aid instructors who have completed the revised First Aid Instructor Course, #1114, or the First Aid Instructor Update Course, #1419, will be authorized to teach the new curriculum.

New Version Effective Date

The revised First Aid Instructor Course (version 2023.02) will go into effect immediately. The previous version of the course has been removed from the curriculum materials website.

Instructional Videos and New CJSTC Forms

Instructional videos for the revised First Aid Instructor Course will be uploaded to the curriculum materials website in late spring. Included in this technical memorandum are the new forms CJSTC-5 and CJSTC-208 for course version 2023.02.

If you have any questions regarding the First Aid Instructor Course, please contact Training and Research Manager Garrett Riggs at GarrettRiggs@fdle.state.fl.us or (850) 410-8648, or Training and Research Manager Rob Bates at RobertBates@fdle.state.fl.us or (850) 410-8672.

cc: Criminal Justice Standards and Training Commission



Florida Department of
Law Enforcement

FIRST AID PERFORMANCE EVALUATION

Incorporated by Reference in Rule 11B-35.0024(3)(f)2., F.A.C.



CJSTC
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1. AGENCY OR TRAINING SCHOOL NAME: _____ 2. CLASS NUMBER: _____
3. STUDENT'S PRINTED NAME: _____ 4. STUDENT'S IDENTIFICATION NUMBER: _____
5. THE STUDENT IS A: BASIC RECRUIT STUDENT ☐ OR INSTRUCTOR STUDENT ☐ OR EQUIVALENCY OF TRAINING (EOT) STUDENT ☐
6. BASIC RECRUIT AND EOT STUDENT PERFORMANCE REQUIREMENTS AND BASIC RECRUIT STUDENT RETEST:
 - **DEMONSTRATION OF PROFICIENCY:** Once evaluation on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. A basic recruit or EOT student shall demonstrate all of the required First Aid High Liability Proficiency Skills.
 - **WRITTEN END-OF-COURSE EXAMINATION:** A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination.
 - **RETEST:** A basic recruit student shall be given the opportunity for one additional attempt at the required demonstration of each first aid proficiency skill or one re-examination of the required written end-of-course examination for the First Aid for Criminal Justice Officers, but not both.
A basic recruit student, who has failed to pass the required written end-of-course examination or the required demonstration of proficiency after a second attempt, shall be deemed to have failed the First Aid for Criminal Justice Officers Course.
 - **REMEDATION PLAN(S) ATTACHED:** Yes ☐
If a basic recruit student was not successful in the first attempt to demonstrate any of the required proficiency skills, attach a remediation plan. Student retesting shall be documented on this form. A basic recruit student is allowed only one remediation for each proficiency skill.
7. INSTRUCTOR STUDENT PERFORMANCE REQUIREMENTS:
 - **DEMONSTRATION OF PROFICIENCY:** An instructor student is not required to demonstrate proficiency skills in CPR; however, CPR Instructor Certification is required prior to becoming a First Aid Instructor. Once evaluation on a proficiency skill has begun, no additional training, assistance, or practice is allowed on that proficiency skill. An instructor student shall complete the First Aid Instructor Course pursuant to Rule 11B-20.0014, F.A.C., to instruct the First Aid for Criminal Justice Officers Course or the First Aid Instructor Course. No retest allowed.
 - **WRITTEN END-OF-COURSE EXAMINATION:** An instructor student shall achieve a minimum score of no less than 85% on the first aid written end-of-course examination. No retest allowed.
An instructor student who fails either the demonstration of proficiency or the written end-of-course examination shall be deemed to have failed the First Aid Instructor Course.
8. INSTRUCTOR TO STUDENT RATIO: For instruction of the First Aid for Criminal Justice Officers Course or First Aid Instructor Course, at least one Commission-certified First Aid Instructor shall be required for every ten students actively engaged in the practical and performance areas of the training. Instructors shall hold a current CPR Instructor Certification from an entity referenced in Rule 64J-1.022, F.A.C. **Actively engaged** is defined as "a student involved in the practical performance of any first aid skills training." For CPR instruction, follow the guidelines of your instructor's certifying agency affiliation instructor to student ratio.
9. FIRST AID DEMONSTRATION: PASS ☐ OR FAIL ☐
10. WRITTEN END-OF-COURSE EXAMINATION (BASIC RECRUIT AND INSTRUCTOR STUDENTS ONLY):
 - FIRST ATTEMPT: PASS ☐ OR FAIL ☐ OR N/A ☐
 - RETEST (BASIC RECRUIT ONLY): PASS ☐ OR FAIL ☐
11. FAILURE OF COURSE:
 - ☐ **Basic Recruit Student.** The basic recruit student has failed the First Aid for Criminal Justice Officers Course.
 - ☐ **Equivalency of Training Student.** The equivalency of training student has failed to demonstrate proficiency in First Aid for Criminal Justice Officers.
 - ☐ **Instructor Student.** The instructor student has failed the First Aid Instructor Course.
12. STUDENT'S SIGNATURE: _____ 13. DATE: _____
14. LEAD INSTRUCTOR'S PRINTED NAME: _____
15. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR, OR DESIGNEE'S PRINTED NAME: _____
16. AGENCY ADMINISTRATOR, TRAINING CENTER DIRECTOR OR DESIGNEE'S SIGNATURE: _____
17. DATE THE EVALUATION WAS COMPLETED: _____

STUDENT NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

EVALUATION: For each proficiency skill listed, instructors shall print and initial their name by the proficiency skill(s) they evaluate. If the same instructor evaluates proficiency skills listed back-to-back on this form, the instructor is permitted to print and initial their name for the first proficiency skill, and then draw an arrow down through the subsequent proficiency skills. Comments may be used at any time, but are required for a failure. Additional space for comments is provided at the end of this form.

I. BODY SUBSTANCE ISOLATION (BSI)	DATE OF FIRST ATTEMPT: _____		DATE OF SECOND ATTEMPT: _____		EVALUATION
	PASS	FAIL	PASS	FAIL	
DEMONSTRATE ALL OF THE FOLLOWING					
1. Properly put on protective gloves, checking for correct size and defects.					_____ FIRST ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS
2. Properly remove and dispose of contaminated protective gloves without contaminating self or others.					_____ SECOND ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS
COMMENTS: _____					
<p>II. CARDIOPULMONARY RESUSCITATION: The required topics shall include foreign body airway obstruction, rescue breathing, and CPR on an adult, child, and infant, and shall include AED training. A basic recruit or EOT student is required to successfully complete CPR/AED training to pass the course.</p> <p>DESIGNATED CPR ASSOCIATED STANDARDS. The standards for performance for CPR are determined by the lead CPR instructor's affiliated certifying association guidelines from the American Heart Association (AHA), American Red Cross (ARC), American Safety & Health Institute (ASHI), or other entity referenced in the Department of Health Rule 64J-1.022, F.A.C. The lead CPR instructor's affiliated association shall set the CPR performance criteria and cognitive CPR examination. A basic recruit student who does not meet the designated association CPR standards shall not be permitted to take the end-of-course examination for the First Aid for Criminal Justice Officer Course.</p>					
DATE: _____		_____ LEAD INSTRUCTOR'S PRINTED NAME LEAD INSTRUCTOR'S SIGNATURE _____ CPR INSTRUCTOR CERTIFICATION EXPIRATION DATE Instructors shall possess and maintain a valid CPR Instructor Certification from an entity referenced in Rule 64J-1.022, F.A.C. _____ CPR CERTIFYING ENTITY			
PASS <input type="checkbox"/> OR FAIL <input type="checkbox"/>					
COMMENTS: _____					
III. PATIENT ASSESSMENT	DATE OF FIRST ATTEMPT: _____		DATE OF SECOND ATTEMPT: _____		EVALUATION
	PASS	FAIL	PASS	FAIL	
USING PPE, DEMONSTRATE ALL OF THE FOLLOWING					
1. Scene size-up					_____ FIRST ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS _____ SECOND ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS
2. LOC-AVPU					
3. Massive hemorrhage					
4. Airway					
5. Respirations					
6. Circulation					
7. Head injury/hypothermia					
8. Secondary/On-going assessment (MARCH)					
9. Recovery position/position of comfort					
COMMENTS: _____					

STUDENT NAME: _____

STUDENT IDENTIFICATION NUMBER: _____

IV. SHOCK	DATE OF FIRST ATTEMPT: _____		DATE OF SECOND ATTEMPT: _____		EVALUATION
	PASS	FAIL	PASS	FAIL	
Using PPE, DEMONSTRATE ALL OF THE FOLLOWING					_____
1. Monitoring MARCH					FIRST ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS
2. Positioning patient properly					_____
3. Maintaining normal body temperature					SECOND ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS
COMMENTS: _____					
V. BLEEDING	DATE OF FIRST ATTEMPT: _____		DATE OF SECOND ATTEMPT: _____		EVALUATION
	PASS	FAIL	PASS	FAIL	
Using PPE, DEMONSTRATE ALL OF THE FOLLOWING					_____
1. Direct pressure/wound packing/dressing/bandaging					FIRST ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS
2. Tourniquet					_____
Self-application					SECOND ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS
Patient application					_____
3. Chest seal (commercial or improvised)					SECOND ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS
COMMENTS: _____					
VI. MOVING PATIENTS	DATE OF FIRST ATTEMPT: _____		DATE OF SECOND ATTEMPT: _____		EVALUATION
	PASS	FAIL	PASS	FAIL	
Using PPE, MOVE A PATIENT WITH A SPINAL CORD INJURY BY DEMONSTRATING ALL OF THE FOLLOWING					_____
1. Manual spinal stabilization/motion restriction					FIRST ATTEMPT EVALUATOR'S PRINTED NAME AND INITIALS
2. Log roll maneuver					_____
Using PPE, MOVE A PATIENT BY PERFORMING ONE OF THE FOLLOWING					SECOND ATTEMPT EVALUATOR'S PRINTED NAME AND INITIALS
3. Arm or ankle drag					_____
4. Shoulder drag (choose one: civilian, internal, or external vest)					SECOND ATTEMPT EVALUATOR'S PRINTED NAME AND INITIALS
5. Two-person extremity lift					_____
6. SEAL Team 3 Carry					SECOND ATTEMPT EVALUATOR'S PRINTED NAME AND INITIALS
Using PPE, MOVE A PATIENT BY PERFORMING ONE OF THE FOLLOWING (NOTE: OPTIONAL FOR CORRECTIONAL STUDENTS)					_____
7. Vehicle dump (1 or 2 officers)					SECOND ATTEMPT EVALUATOR'S PRINTED NAME AND INITIALS
8. Rear seat vehicle load (head or feet first)					_____
COMMENTS: _____					

COMMENTS: _____



Florida Department of
Law Enforcement

FIRST AID INSTRUCTIONAL REQUIREMENTS

Incorporated by Reference in Rule 11B-21.005(7), F.A.C.



**CJSTC
208**

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TRAINING SCHOOL

REVIEWER

DATE and TIME

Location: _____

Rule 11B-21.005, F.A.C., requires that a Commission-certified training school conducting CJSTC first aid training have the following equipment available:

1. _____ The training materials shall include the following:

- | | |
|--|--|
| <input type="checkbox"/> Adhesive tape
<input type="checkbox"/> Adult resuscitation manikin
<input type="checkbox"/> Body Substance Isolation (BSI) kit that includes gloves, eye protection, facemask or shield, gown or coverall with sleeves, shoe covers, and biohazard bag
<input type="checkbox"/> Bullet-proof/tactical vest (optional)
<input type="checkbox"/> CPR mask with one-way valve (one for each student)
<input type="checkbox"/> Disposable protective gloves in varying sizes
<input type="checkbox"/> Gauze pads (4" x 4")
<input type="checkbox"/> Imitation or simulated blood | <input type="checkbox"/> Improvised chest seal material (commercial chest seal preferred)
<input type="checkbox"/> Infant resuscitation manikin
<input type="checkbox"/> Material for improvised chest seal
<input type="checkbox"/> Non-disposable blanket
<input type="checkbox"/> Pressure bandage/dressing
<input type="checkbox"/> Roll-type bandages (2" or 3")
<input type="checkbox"/> Tourniquet (commercial)
<input type="checkbox"/> Vehicle (optional for CO)
<input type="checkbox"/> Wound packing, rolled, Z-folded, or hemostatic gauze
<input type="checkbox"/> Writing instrument (ex. pen, marker) |
|--|--|

2. _____ For every two students actively and physically engaged in first aid practical exercises and testing, the training school shall provide 64 square feet of unobstructed floor space. For each additional student actively and physically engaged, add an additional 32 square feet. Do not include victims when calculating the total square footage requirements.

3. _____ Equip areas used for first aid practical exercises with a first aid kit. The first aid kit shall be at the facility when basic recruit students are actively engaged in practical exercises or when CJSTC training is in session, and shall be immediately accessible to instructors and basic recruit students.

The first aid kit shall include at a minimum the following supplies:

- | | | |
|--|---|---|
| Cold packs/plastic bags and ice (3-5)
Flashlight
One biohazard bag
One box of adhesive bandages, 1" or 2"
One CPR mask with one-way valve
One emergency blanket
One eye-dressing kit | One gauze bandage roll, any size
One pair of trauma shears
One roll of adhesive tape
Protective gloves of varying sizes
Sterile eyewash
Two 4" bandage compresses
Two chest seals | Two occlusive dressings
Two pressure bandages/dressings
Two tourniquets (commercial)
Two triangular bandages
Wound packing, rolled, or hemostatic gauze
Writing instrument (e.g., pen, marker) |
|--|---|---|

In Compliance ☐

Not In Compliance ☐

Corrected on site by the Field Specialist ☐

Rule Violation: _____, F.A.C.

Comments: _____

Field Specialist's Signature

Date

Training Center Director or Coordinator or Instructor Signature

Date

Created 2/7/2002

Original-FDLE

1st Copy – Training School

1 of 1

Commission-Approved Revisions: _____

2nd Copy – Field Representative

Form Effective Date: _____