




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 2024-03

DATE: February 20, 2024

TO: Criminal Justice Agency Administrators

FROM: Director Chad Brown 
Criminal Justice Professionalism Division

SUBJECT: 2024 Annual Salary Incentive Compensation Report

This technical memorandum is issued as a reminder for criminal justice agencies to submit their Annual Salary Incentive Compensation Report.

Pursuant to Chapter 943.133(7), F.S., "The employing agency must annually submit information to the commission, as specified by rule, relating to all certified officers employed by or appointed to the employing agency so that the commission may update its records for all certified officers." Additionally, pursuant to Chapter 943.22(2)(i), F.S., "Each employing agency shall annually submit reports to the commission containing information relative to compensation of full-time officers employed by it." In January 2024, Annual Salary Incentive Compensation Reports were posted in the Automated Training and Management System (ATMS) under the "Reports" tab for each criminal justice agency. This report satisfies the requirements of Chapters 943.133(7) and 943.22(2)(i), F.S.

Please compare the demographic, employment, and salary incentive data **with your agency records** for each sworn officer, note any discrepancies on the report, attach any supporting documentation, and return the report with the signature page to: Florida Department of Law Enforcement (FDLE), Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida, Attention "Records Section" or via email to CJPStandardsRecords@fdle.state.fl.us. If you have no corrections to the report you are still required to submit the report and signature page to FDLE pursuant to Chapters 943.133(7) and 943.22(2)(i), F.S. Please submit the report to FDLE no later than May 31, 2024.

Should you have any questions regarding the Annual Salary Incentive Reports, please contact the Officer Records Section at (850) 410-8600.

cc: Criminal Justice Standards and Training Commission