

The Florida Department of Law Enforcement Statement of Agency Organization and Operation

This statement of agency organization and operation has been prepared in accordance with the requirements of Section 28-101.001, FAC and is available to any person upon request.

The Florida Department of Law Enforcement (FDLE) was created by Section 20.201, F.S. The mission of FDLE is to “*promote public safety and strengthen domestic security by providing services in partnership with local, state, and federal criminal justice agencies to prevent, investigate, and solve crimes while protecting Florida's citizens and visitors*”. Through its seven Regional Operations Centers (ROCs) and five Divisions, FDLE delivers investigative, forensic, information, training and protection/security services to Florida’s criminal justice community.

In 1967, the Florida Legislature merged the responsibilities of several state criminal justice organizations to create the Bureau of Law Enforcement. The Bureau began with 94 positions, headed by a Commissioner who reported to the Governor, certain Cabinet members, two Sheriffs and one Chief of Police. Then in July 1969, due to government restructuring, the Bureau became FDLE.

FDLE is composed of five divisions: Executive Direction and Business Support, Criminal Investigations and Forensic Science, Criminal Justice Information, Criminal Justice Professionalism and the Florida Capitol Police. In addition, the department formally coordinates nine boards, councils, and commissions. FDLE’s duties, responsibilities and procedures are mandated through Chapter 943, F.S. and Chapter 11, F.A.C.

The head of the department is the Governor and Cabinet. The Executive Director of the department (Commissioner) is appointed by the Governor with the approval of the Cabinet and subject to confirmation by the Senate. The Commissioner must be a Florida resident with at least five years training or experience in law enforcement. He or she may establish a command, operational and administrative services structure to assist, manage and support the department in operating programs and delivering services.

Agency publications, documents, forms, applications, etc. may be obtained via FDLE’s website at <http://www.fdle.state.fl.us> or by calling FDLE Headquarters at (850) 410-7000. The FDLE mailing address is:

Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, FL 32302-1489

The agency clerk is Dana Kelly. Her mailing address is Florida Department of Law Enforcement, Office of General Counsel, P.O. Box 1489, Tallahassee, FL 32302-1489 and email address is AgencyClerk@fdle.state.fl.us. The agency clerk’s duties include record keeping of all documents filed with the agency pursuant to Chapter 120, F.S., and indexing/filing of all final agency actions and orders. Documents may be filed during regular hours of operation, from 8:00am to 5:00pm, Monday through Friday, excluding state observed holidays. Any document received by the agency clerk after 5:00pm shall be filed as of 8:00am on the next regular business day.

Information concerning the filing of documents can be obtained via the Office of General Counsel (OGC) at (850) 410-7676. A person who files a document by electronic mail or facsimile transmission shall be aware:

1. That the original physically signed document must be retained by that party during the duration of the proceeding and during any subsequent appeal or proceeding in that cause, and that the party shall produce it upon the request of other parties; and
2. That any delay, disruption, or interruption of the electronic signal may result in the untimely receipt of your document, which may result in the dismissal of your request and that in filing by electronic mail or facsimile transmission you accept the full risk that the document may not be properly filed with the clerk as a result.

To obtain information about variances or waivers of agency rules, individuals should contact Assistant General Counsel, Caitlin Mawn in the OGC at (850) 410-7676. Her mailing address is Florida Department of Law Enforcement, Office of General Counsel, P.O. Box 1489, Tallahassee, FL 32302-1489. Additional information about variances and waivers can also be found online at: <http://www.fdle.state.fl.us/cms/CJSTC/Officer-Requirements/Variance-and-Waiver.aspx>.

HEADQUARTERS PHONE NUMBERS

General Information.....	(850)410-7000
Commissioner's Office.....	(850)410-7001
Agency Clerk.....	(850)410-7676
Public Information Office.....	(850)410-7001
Business Support	(850)410-7260
Investigations and Forensic Science	(850)410-8300
Criminal Justice Information	(850)410-7100
Criminal Justice Professionalism	(850)410-8600
Florida Capitol Police.....	(850)488-1790

EXECUTIVE DIRECTION AND BUSINESS SUPPORT

Executive Direction provides management, coordination, and leadership to the agency, and ensures that FDLE's mission and objectives are being followed, pursuant to Chapters 20 and 943, F.S., and Chapter 11, F.A.C. This includes the Offices of Executive Director, Inspector General, External Affairs and Executive Investigations, Protective Operations Section and OGC. The agency planning and research function is housed within the Office of Executive Director and provides analysis and research dealing with key issues of interest to the law enforcement community and FDLE. The Protective Operations Section ensures full-time security of the Governor, the Governor's immediate family, the Governor's office and the Governor's mansion and grounds. They are also often called upon to provide security or transportation to visiting dignitaries and governors of other states and their families. OGC is designated as the custodian of records for all public record requests pursuant to Chapter 119, F.S. and its attorneys are authorized to accept service of legal documents on behalf of the Commissioner and FDLE.

Business Support provides the internal framework needed to support the agency's business operations and administrative functions. Services include the Offices of Budget Management and Policy Planning, General Services, Financial Management, Human Resources and Criminal Justice Grants. These services assist FDLE's divisions by coordinating and providing the business activities necessary for the daily operations of the agency.

INVESTIGATIONS AND FORENSIC SCIENCE

Manages, coordinates and provides investigative and forensic services pursuant to Sections 943.04, 943.26 - 943.36, F.S. through headquarters and the department's seven ROCs located in Pensacola, Tallahassee, Jacksonville, Orlando, Tampa Bay, Miami and Ft. Myers.

CRIME LABORATORY SERVICES

Offers forensic services on physical evidence collected and submitted for analysis by law enforcement agencies and/or collected by FDLE's crime scene teams through six regional crime laboratories. Provides scientific analysis and expert testimony on evidentiary materials in the following disciplines: chemistry, toxicology, latent prints, biology/DNA, firearms, crime scene, questioned documents, impression evidence, trace evidence and digital evidence. Also houses the state's DNA Database, which collects, analyzes, and stores DNA samples from offenders convicted and/or arrested for designated crimes. Utilizes powerful forensic databases such as the Biometric Identification System, the FBI Next Generation Identification System, the National Integrated Ballistics Information Network and the Combined DNA Indexing System.

INVESTIGATIVE SERVICES

Conducts independent investigations and coordinates multi-jurisdictional and special criminal investigations with local, state, and federal authorities within FDLE's six focus areas: violent crime, economic crime, drug crime, public integrity, computer crime and domestic security/counterterrorism. Investigates officer involved shootings and incidents that result in serious injury or death that occurs within the jurisdiction of the Florida Department of Corrections. Also, responds to child abduction and missing persons cases and enforces Florida's sexual offender/predator laws.

Coordinates and directs counterterrorism efforts for the state of Florida, through seven Regional Domestic Security Task Forces, which are co-chaired by FDLE's Special Agents in Charge and Florida Sheriffs. Working closely with federal, state, and local agencies, the department is committed to enhancing Florida's domestic security preparedness relating to threats and acts of terrorism through the implementation of Florida's Domestic Security Strategy.

The Office of Statewide Investigative Services (OSIS) ensures consistency in training, program implementation, procedures and enforcement among FDLE's investigative components. Also houses Enforcement Investigative Support, which provides analytical and investigative support regarding sexual offenders/predators, career offenders, unidentified deceased persons and missing persons and Mutual Aid Services, which coordinates state and local law enforcement response during a declared state of emergency or natural or man-made mass disaster.

The Office of Statewide Intelligence houses the Florida Fusion Center, which includes FDLE's 24/7 information sharing and intelligence functions and the Florida Intelligence Center, which provides specialized intelligence resources in conjunction with criminal justice agencies throughout Florida, to identify and monitor emerging crime trends, counterterrorism activities and issues of importance to Florida's criminal justice landscape. Maintains a secure, integrated statewide database containing intelligence information on cybercrime, violent crimes, gangs, narcotics and economic crime investigations, and domestic security activities.

CRIMINAL JUSTICE INFORMATION

Provides central repository of criminal justice information for the state of Florida and operates under the authority of Section 943.05, F.S. and Chapter 11C, F.A.C., including criminal history

records, wanted and missing persons, stolen vehicles, guns and property, and domestic violence injunctions and furnishes the information to all Florida criminal justice agencies through the Florida Crime Information Center (FCIC), which links agencies to the FBI's National Crime Information Center (NCIC). Criminal Justice Network (CJNet) is a secure gateway which grants law enforcement access to various applications provided by the criminal justice community in addition to resources for compliance to the FBI's CJIS Security Policy. Biometric Identification System provides immediate positive identification of fingerprints of arrested persons and an automatic update of the criminal history files.

PREVENTION AND CRIME INFORMATION SERVICES

Ensures quality of data available in the FCIC system and plays a major role in the development of policy for national sharing of criminal justice information with the FBI and other states. Provides training to agencies to ensure FCIC/NCIC users adhere to the FBI's security policy requirements. Offers criminal identification screening services to criminal justice agencies, non-criminal justice agencies, and private citizens to identify persons with criminal warrants, arrests, and convictions. Performs criminal history record checks on persons seeking to purchase a firearm from a licensed firearm dealer and researches records missing disposition information to determine a person's eligibility to purchase a firearm. Also, compiles statistical information about Florida crime for the FBI's annual "Crime in the United States".

NETWORK SERVICES

Provides information technology capabilities critical to today's law enforcement community. Provides network services, hardware, software, programming, technical support, systems analysis, web design, host/server support, end user computing and field system support for FDLE systems and databases. Provides statewide support via the Customer Support Center and maintains the technical infrastructure supporting all FDLE systems and networks, as well as the CJNet.

CRIMINAL JUSTICE PROFESSIONALISM

Promotes and facilitates competency and professional conduct of Florida's criminal justice officers and delivers training to FDLE members and Florida's criminal justice community. Works with criminal justice agencies to provide entry-level and in-service officer training and to maintain disciplinary standards, pursuant to Sections 316.1932, 316.1933, 322.63, 327.352, 943.09 - 943.25, F.S. and Chapters 11B, 11D-8 and 11K, F.A.C.

LAW ENFORCEMENT STANDARDS COMPLIANCE SERVICES

Ensures Florida's criminal justice officers and training schools maintain compliance with the Criminal Justice Standards and Training Commission's approved minimum standards of officer conduct and training. Maintains certification and employment information for active certified criminal justice officers in Florida and conducts audits of officer training schools to assure compliance with rules and law. Coordinates disciplinary actions against officers failing to meet prescribed standards. Administers the state's alcohol testing program through inspections of alcohol breath test equipment, certification of equipment operators and permitting of blood alcohol analysts.

TRAINING AND CERTIFICATION SERVICES

Develops and implements criminal justice training curricula and certification examinations for law enforcement, corrections and correctional probation officer applicants. Designs and provides in-person and free, online education and training programs in response to the needs of the department and the criminal justice community. Provides intensive training seminars for criminal justice executives and managers on contemporary law enforcement issues.

FLORIDA CAPITOL POLICE

Provides security for the Governor's Office, the Cabinet, Legislature, visiting dignitaries and other state officials and employees and visitors to the Capitol Complex and Capitol Circle Office Complex, under the authority of Section 943.61, F.S. Conducts investigations and responds to bomb threats and hazardous devices or suspicious package incidents.

BOARDS/ COUNCILS/ COMMISSIONS

The following boards, councils, and commissions are coordinated by FDLE:

The Commission for Florida Law Enforcement Accreditation, Inc. was established pursuant to Section 943.125, F.S., to develop a program for accreditation achievable by all Florida law enforcement agencies. Its primary goal is to establish uniform law enforcement standards throughout the state that are, industry best practices, practical, easily understood and clearly interpreted. The Commission, through its standards, ensures agencies and their personnel are accountable to the constituency they serve.

The Florida Corrections Accreditation Commission, Inc. was created pursuant to Section 943.125, F.S., and serves as Florida's jail accreditation program. Accreditation standards are based primarily on the Florida Model Jail Standards (FMJS). To make the most comprehensive and beneficial program available, additional standards were adopted to address personnel, fiscal, and other areas not covered under the FMJS. In 2007, the Commission created standards and a process specifically to accredit organizations with pre-trial responsibilities. In 2016, the pretrial program was expanded to include probation offices.

The Medical Examiners Commission was created pursuant to Section 406.02, F.S., and Chapter 11G, F.A.C. It oversees the operation of the statewide medical examiners and establishes minimum and uniform standards of excellence in statewide medical examiner services. The Commission investigates violations of Chapter 406, FS, or Chapter 11G, F.A.C., and responds to inquiries made by the public or others concerning medical examiner activities in the state.

The Florida Violent Crime and Drug Control Council was created within FDLE pursuant to Section 943.031, F.S. and Chapter 11N, F.A.C. address violent criminal activity and coordinate drug enforcement efforts. When funds are appropriated, the Council reviews and approves all requests for disbursement of funds from the Violent Crime Investigative Emergency and Drug Control Strategy Implementation Account. The Victim/Witness Protection Review Committee was created within the council to review and approve or deny all requests for reimbursement of victim/witness protection funding.

The Criminal and Juvenile Justice Information Systems Council was created pursuant to Section 943.06, F.S. It provides statewide oversight of justice information systems and data while developing plans and policies to facilitate the coordination of information sharing and interoperability, and ensuring appropriate access and security. The Council has specific statutory oversight duties for CJNet and is the independent oversight body required for the receipt of federal criminal justice grants in Florida.

The Criminal Justice Standards and Training Commission was created within FDLE, pursuant to Section 943.11, F.S. and Chapter 11B, F.A.C. It establishes uniform entry standards for the employment and training of criminal justice officers, certifies officers who meet the minimum standards, and administers appropriate administrative sanctions in instances when an officer, instructor, or certified training center is found in violation of state standards.

The Florida Criminal Justice Executive Institute Policy Board was established within FDLE pursuant to Section 943.1755, F.S. It establishes administrative procedures and operational guidelines to ensure that criminal justice executive training needs are identified and met through the delivery of quality instruction.

The Domestic Security Oversight Council was established within FDLE pursuant to Section 943.0313, F.S., to provide executive direction and leadership with respect to terrorism prevention, preparation, protection, response, and recovery efforts by state and local agencies in this state. It serves as an advisory council to provide guidance to the state's regional domestic security task forces and other domestic security working groups and to make recommendations to the Governor and the Legislature regarding the expenditure of funds and allocation of resources related to counter-terrorism and domestic security efforts.

The Missing Endangered Persons Information Clearinghouse Advisory Board addresses, recommends, and assists in developing strategies relating to education, law enforcement, victim advocacy, public and parental awareness, legislation, prevention and dissemination of information necessary to accomplish the mission of creating a safe environment for all of Florida's children and to assist in the recovery of all missing children.