



**AGENDA**  
**FLORIDA DEPARTMENT OF LAW ENFORCEMENT**  
**February 24, 2026**

Attachments to the items below can be viewed at the following link:

<http://www.fdle.state.fl.us/Cabinet/Cabinet-Packages.aspx>

**ITEM 1** Respectfully submit report on **Department's Contracts, Agreements and Purchases over \$100,000 for FY 25-26 2<sup>nd</sup> Quarter (October 1 to December 31).**

(See Attachment 1)

**RECOMMEND ACCEPT REPORT**

**ITEM 2** Respectfully submit **Notice of Proposed Rules for the following: Rule Chapters 11B-14.002, 11B-20.001, 11B-21.005, 11B-27.0011, 11B-27.002, 11B-27.00212, 11B-27.00225, 11B-27.005, 11B-27.014, 11B-30.006, 11B-35.001, 11B-35.0024, 11C-4.003, 11C-4.006, 11C-6.004, 11C-10.003, 11D-6.003, 11D-8.002, 11D-8.0035, 11D-8.0036, 11D-8.004, 11D-8.007, 11D-8.0075, 11D-8.011, 11D-8.014, 11D-8.019, 11D-12.005, 11D-12.006 F.A.C.** The department also requests approval to file for final adoption if no substantive changes to the rules are required following publication of the notice of proposed rules.

(See Attachment 2)

**RECOMMEND APPROVAL**

## Attachment 1



# CONTRACTS, AGREEMENTS AND PURCHASES OVER \$100,000

Q2 - FY 2025-2026 (October 1 to December 31, 2025)

VENDOR	PURCHASE ORDER	SERVICE	TYPE	TERM	AMOUNT
Aero FX, Inc. dba Emerald Coast Aviation	C695D6	Engine overhaul for 1965 Beachcraft Baron B55	Alternate Contract Source	One Time Purchase	\$125,600.00
AVI-SPL	C65DD3	Purchase of audio-visual equipment for the Fort Myers Regional Operations Center facility training room	Alternate Contract Source	One Time Purchase	\$243,358.03
Bob Barker Company, Inc.	C67A54	Purchase of FDLE clothing for non-sworn members	State Term Contract	One Time Purchase	\$194,837.42
Carahsoft Technology Corp.	C687BF	Purchase of TRM Labs Cryptocurrency Transaction Monitoring Software	Alternate Contract Source	12/1/25-11/30/26	\$124,995.00
Cleartronic, Inc.	EP489346	Maintenance and support for ReadyOp dashboard, Alastar module, and GovCloud communication platform	Single Source	12/1/25-11/30/30	\$504,945.03
Department of Management Services	971:4614	Facilities lease - 12,922 square feet of office space in Tallahassee	Exempt - Transaction with Other Governmental Entity	Perpetual	\$221,999.93 Annually
Florida Sheriffs Association 1122 Program	C663AA	Software as a Service (SaaS) for Internet Crimes Against Children (ICAC) Task Force	1122 Program	One Year Purchase	\$2,080,171.94
	C668AD	Moving and expansion of high-density filing system for the Statewide DNA Database as part of the relocation project		One Time Purchase	\$220,170.00
Forensic Technology Inc.	C662AA	Purchase of BrassTrax Acquisition Stations and Matchpoint Analysis Stations	Single Source	10/1/25-9/30/27	\$1,310,074.30
Idemia Identity & Security USA, LLC	C68639	IDEMLIA modification to add iris matching workflow to Multi-Biometric Identification System (MBIS)	Single Source	12/1/25-6/30/26	\$242,000.00
Insight Public Sector	C67D3C	Purchase of Dell Powerstore 3200Q Network Switch	Alternate Contract Source	One Time Purchase	\$995,915.98
	C68EBF	Purchase of Cellebrite software for local law enforcement		12/14/25-12/13/26	\$507,786.08
	C6523C	Axiom Pro SaaS Digital Document Management and Microfilm Digitizing Solution		12/1/25-11/30/26	\$411,890.78
	C690F6	Purchase of Magnet Graykey Software		12/1/25-11/30/26	\$136,635.72
InstantServe LLC	C668A1	1,500 hours of IT staff augmentation - Security Analyst for Information Security Governance	State Term Contract	11/7/25-6/30/26	\$117,000.00
Life Technologies Corporation	C692DA	Purchase of Reagents - Tallahassee DNA Laboratory	Single Source		\$485,627.28
	C6713D	Purchase of Reagents - Orlando DNA Laboratory			\$216,509.65
	C65D0B	Purchase of Reagents - Jacksonville DNA Laboratory			\$192,532.32
	C64F99	Purchase of Reagents - Pensacola DNA Laboratory			\$190,397.31
	C683AD	Purchase of Reagents - Tampa Bay DNA Laboratory			\$155,853.79
Metro Fibernet, LLC	EP493996	Confidential Internet Services	Exempt - Utilities	60 months	\$120,000.00
West Publishing Corporation	EP488739	Westlaw Proflex Subscription	Alternate Contract Source	7/1/25-6/30/28	\$278,631.00

## Attachment 2

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11B-14, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULE 11B-14.002  
SALARY INCENTIVE PROGRAM

SUMMARY OF THE RULE

Revises Training Report, form CJSTC-67.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11B-14.002(2): Incorporates the revised Training Report, form CJSTC-67, to include additional race/ethnicity clarifications and update instructions for completing the form.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

### **FEDERAL COMPARISON STATEMENT**

There are no federal requirements dealing with this topic.

### **SUMMARY OF HEARING**

No requests for a public hearing or written comments have been received.

NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Criminal Justice Standards and Training Commission

Rule Chapter: 11B-14; Salary Incentive Program

RULE NO.:	RULE TITLE:
11B-14.002	General Program Provisions

PURPOSE AND EFFECT:
Subsection 11B-14.002(2), F.A.C.: Incorporates the revised Training Report, form CJSTC-67, to include additional race/ethnicity clarifications and update instructions for completing the form.

**SUMMARY:**

Revised Training Report, form CJSTC-67.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:** The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 943.03(4), 943.12(1), 943.22(2)(h) FS.

**LAW IMPLEMENTED:** 943.22 FS.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Bureau Chief Glen Hopkins

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 28, 2025

THE FULL TEXT OF THE PROPOSED RULE IS:

**11B-14.002 General Program Provisions.**

(1) No change.

(2) Career Development Training Program Course, as defined in subsection 11B-14.001(1), F.A.C., and Advanced Training Program Course, as defined in subsection 11B-14.001(3), F.A.C., that have been successfully completed, as defined in subsection 11B-14.001(9), F.A.C., by eligible officers, shall be verified by the training center director or designee, as defined in paragraph 11B-21.005(8)(a), F.A.C. To verify successful completion of a Commission-approved Advanced or Career Development Training Program Course and to authorize salary incentive payments, a Training Report, form CJSTC-67, revised August 14, 2025, effective 3/2026 ~~August 15, 2024, effective 3/2025~~, hereby incorporated by reference, [http://www.flrules.org/Gateway/reference.asp?No=Ref-  
https://flrules.org/Gateway/reference.asp?No=Ref17830](http://www.flrules.org/Gateway/reference.asp?No=Ref-https://flrules.org/Gateway/reference.asp?No=Ref17830), shall be electronically transmitted to Commission staff through the Commission's ATMS. Form CJSTC-67 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx> or by contacting Commission staff at (850) 410-8615.

(3) through (15) No change.

*Rulemaking Authority 943.03(4), 943.12(1), 943.22(2)(h) FS. Law Implemented 943.22 FS. History– New 10-16-78, Amended 9-11-79, 1-13-81, 5-16-83, 1-7-85, Formerly 11B-14.02, Amended 7-13-87, 9-3-87, 5-23-88, 5-14-92, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 3-13-13, 7-29-15, 9-4-16, 7-19-17, 5-20-21, 4-9-25, \_\_\_\_\_.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11B-20, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULES 11B-20.001

CERTIFICATION OF CRIMINAL JUSTICE TRAINING INSTRUCTORS

SUMMARY OF THE RULE

Revises Training Report, form CJSTC-67; and Instructor Certification Application, form CJSTC-71.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11B-20.001(1)(a): Incorporates the revised Training Report, form CJSTC-67, to include additional race/ethnicity clarifications and update instructions for completing the form.

11B-20.001(2)(a): Incorporates the revised Instructor Certification Application, form CJSTC-71, to include additional race/ethnicity clarifications and update instructions for completing the form.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to

exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

FEDERAL COMPARISON STATEMENT

There are no federal requirements dealing with this topic.

SUMMARY OF HEARING

No requests for a public hearing or written comments have been received.

NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Criminal Justice Standards and Training Commission

Rule Chapter: 11B-20; Certification of Criminal Justice Training Instructors

RULE NO.:	RULE TITLE:
11B-20.001	Definitions and Minimum Requirements for General Certification of Instructors

PURPOSE AND EFFECT:
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Paragraph 11B-20.001(1)(a), F.A.C.: Incorporates the revised Training Report, form CJSTC-67, to include additional race/ethnicity clarifications and update instructions for completing the form.

Paragraph 11B-20.001(2)(a), F.A.C.: Incorporates the revised Instructor Certification Application, form CJSTC-71, to include additional race/ethnicity clarifications and update instructions for completing the form.

**SUMMARY:**

Revised Training Report, form CJSTC-67; and Instructor Certification Application, form CJSTC-71.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:** The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 943.03(4), 943.12(1), 943.14(3) FS.

**LAW IMPLEMENTED:** 943.12(3), (9), 943.14(3) FS.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

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**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Bureau Chief Glen Hopkins

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 28, 2025

THE FULL TEXT OF THE PROPOSED RULE IS:

**11B-20.001 Definitions and Minimum Requirements for General Certification of Instructors.**

(1) Definitions:

(a) "Successful completion" of a course is documented as a "Pass" on the completed Training Report, form CJSTC-67, revised August 14, 2025, effective 3/2026 ~~August 15, 2024, effective 3/2025~~, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-17832>. Form CJSTC-67 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615.

(b) through (j) No change.

(2) Instructor applicants applying for instructor certification shall:

(a) Complete the Instructor Certification Application, form CJSTC-71, revised August 14, 2025, effective 3/2026 ~~August 15, 2024, effective 3/2025~~, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-17833>. Form CJSTC-71 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850)410-8615;

(b) through (c) No change.

(3) through (6) No change.

*Rulemaking Authority 943.03(4), 943.12(1), 943.14(3) FS. Law Implemented 943.12(3), (9), 943.14(3) FS. History–New 7-21-82, Formerly 11B-20.01, Amended 10-26-88, 5-14-92, 12-8-92, 1-10-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09, 6-3-10, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16, 7-19-17, 8-15-18, 7-9-19, 5-20-21, 6-23-22, 8-30-23, 6-20-24, 4-9-25, \_\_\_\_\_.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11B-21, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULE 11B-21.005  
CERTIFICATION OF CRIMINAL JUSTICE TRAINING SCHOOLS

SUMMARY OF THE RULE

Revises Firing Range Facility and Equipment Requirements, form CJSTC-201.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11B-21.005(6): Incorporates the Firing Range Facility and Equipment Requirements, form CJSTC-201, to remove the lighting distance restriction due to changes to the curriculum.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

### **FEDERAL COMPARISON STATEMENT**

There are no federal requirements dealing with this topic.

### **SUMMARY OF HEARING**

No requests for a public hearing or written comments have been received.

NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Criminal Justice Standards and Training Commission

Rule Chapter: 11B-21; Certification of Criminal Justice Training Schools

RULE NO.:	RULE TITLE:
11B-21.005	Criminal Justice Training School Requirements for Certification and Re-Certification

PURPOSE AND EFFECT:
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Subsection 11B-21.005(6), F.A.C.: Incorporates the Firing Range Facility and Equipment Requirements, form CJSTC-201, to remove the lighting distance restriction due to changes to the curriculum.

**SUMMARY:**

Revised Firing Range Facility and Equipment Requirements, form CJSTC-201.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE**

**RATIFICATION:** The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 943.03(4), 943.12(1), (2) FS.

**LAW IMPLEMENTED:** 943.12(2), (3), (8), 943.14, 943.17(1)(g) FS.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

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If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

NAME OF PERSON ORIGINATING PROPOSED RULE: Bureau Chief Glen Hopkins

NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE: Governor and Cabinet

DATE PROPOSED RULE APPROVED BY AGENCY HEAD: December 17, 2025

DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR: October 28, 2025

THE FULL TEXT OF THE PROPOSED RULE IS:

**11B-21.005 Criminal Justice Training School Requirements for Certification and Re-certification.**

Training Schools certified by the Commission shall comply with the following requirements:

(1) through (5) No change.

(6) Firing Range Facility, Equipment, and Instructor to Student Ratio Requirements. When conducting Commission-approved firearms training, comply with the firing range equipment, facility, and instructor to student ratio requirements set forth in subsection 11B-35.0021(8), F.A.C., and in the Firing Range Facility and Equipment Requirements, form CJSTC-201, revised August 14, 2025, effective 3/2026 ~~August 15, 2024, effective 3/2025~~, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-17844>. Form CJSTC-201 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Firearms training shall be supervised directly by a Commission-certified handgun, rifle, or shotgun instructor, as appropriate, and the instructor shall have access to at least one firearms range designed for criminal justice firearms instruction.

(7) through (12) No change.

*Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(2), (3), (8), 943.14, 943.17(1)(g) FS.*

*History—New 7-21-82, Formerly 11B-21.05, Amended 1-28-86, 8-30-89, 12-24-89, 6-3-91, 12-13-92, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09, 5-21-12, 3-13-13, 5-29-14, 9-4-16, 8-15-18, 5-20-21, 6-23-22, 8-30-23, 6-20-24, 4-9-25.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11B-27, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULES 11B-27.0011, 11B-27.002, 11B-27.00212, 11B-27.00225, 11B-27.005,  
AND 11B-27.014

CERTIFICATION AND EMPLOYMENT OR APPOINTMENT

SUMMARY OF THE RULE

Revises Registration of Employment Affidavit of Compliance, form CJSTC-60; Name Change Application, form CJSTC-79; Employment Background Investigative Report, form CJSTC-77; Mandatory Retraining Report, form CJSTC-74; Law Enforcement Officer Firearms Qualification Standard, form CJSTC-86A; and Injury or Illness Exemption for the Firearms Law Enforcement Officer Qualification Standard, form CJSTC-86B; incorporates new State of Florida Domestic Violence Lethality Assessment, form FDLE-DVLA-001; amends moral character violation of Sexual Harassment; amends penalty guideline for Unprofessional Relationship; updates medical review officer (MRO) requirement, “firearms” to “handgun” term, law enforcement officer training; and removes railroad police employment class from forms.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11B-27.0011(4)(c)4.: Amends the moral character violation of Sexual Harassment to make it consistent with the language contained in the federal law, 29 C.F.R. 1604.11, by removing specification that harassment must involve physical contact or misuse of official position.

11B-27.002(2): Incorporates the revised Registration for Employment Affidavit of Compliance, form CJSTC-60, to include additional race/ethnicity clarifications, remove Railroad Police as an employment class, and update instructions for completing the form.

11B-27.002(2)(b): Incorporates the revised Name Change Application, form CJSTC-79, to update the rule reference and include a line for the Agency Administrator or Designee to legibly print their name on the form.

11B-27.002(3)(a)2.: Incorporates the revised Employment Background Investigative Report, form CJSTC-77, to remove Railroad Police as an employment class.

11B-27.00212(4): Incorporates the revised Mandatory Retraining Report, form CJSTC-74, to remove Railroad Police as an employment class.

11B-27.00212(14): Updates rule to include qualifications for rifle and shotgun and incorporates the revised Law Enforcement Officer Firearms Qualification Standard, form CJSTC-86A, to add rifle and shotgun qualifications and remove Railroad Police as an employment class.

11B-27.00212(14)(a): Updates rule to include requirements for law enforcement officers to demonstrate proficiency in the use and carry of rifles and shotguns while performing the duties of a sworn officer.

11B-27.00212(14)(b): Updates rule because agencies were having difficulties qualifying newly hired officers within the time limit and those officers had recently completed training that required the identical qualification, but the qualification could not be used due to the officer not being employed and certified at the time.

11B-27.00212(14)(e): Incorporates the revised Injury or Illness Exemption for the Firearms Law Enforcement Officer Qualification Standard, form CJSTC-86B, to change the rule reference and remove Railroad Police as an employment class.

11B-27.00212(19)(e): Incorporates the new State of Florida Domestic Violence Lethality Assessment, form FDLE-DVLA-001, that law enforcement officers may complete after administering a lethality assessment to victims of intimate partner violence, pursuant to the Florida Legislature's change to s. 741.29, F.S., during the 2024 Legislative Session.

11B-27.00225(2)(e): Updates rule to clarify that a medical review officer or MRO's review and signature are required for all drug screen results.

11B-27.005(5)(c)2.: Amends the moral character violation of Sexual Harassment to make it consistent with the language contained in the federal law, 29 C.F.R. 1604.11, by removing physical contact or misuse of position.

11B-27.005(5)(c)5.: Amends the rule language of the penalty guideline for Unprofessional Relationship to delete unnecessary or repetitive language and provide a penalty guideline of prospective suspension of certification to revocation.

11B-27.005(5)(c)6.-17.: Removes repetitive language in subparagraph 11B-27.005(5)(c)6. and renames the list of violations.

11B-27.014(6): Updates the rule language to change the term from Commission-certified "firearms" instructor to Commission-certified "handgun" instructor.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND**  
**LEGISLATIVE RATIFICATION**

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate

within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

#### FEDERAL COMPARISON STATEMENT

There are no federal requirements dealing with this topic.

#### SUMMARY OF HEARING

No requests for a public hearing or written comments have been received.

NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Criminal Justice Standards and Training Commission

Rule Chapter: 11B-27; Certification and Employment or Appointment

RULE NO.:	RULE TITLE:
11B-27.0011	Moral Character
11B-27.002	Certification, Employment or Appointment, Reactivation, and Terminating Employment or Appointment of Officers
11B-27.00212	Maintenance of Officer Certification
11B-27.00225	Controlled Substance Testing Procedures
11B-27.005	Revocation or Disciplinary Actions; Disciplinary Guidelines; Range of Penalties; Aggravating and Mitigating Circumstances
11B-27.014	Implementation of the Law Enforcement Officers Safety Act of 2004

PURPOSE AND EFFECT:

Sub-paragraph 11B-27.0011(4)(c)4., F.A.C.: Amends the moral character violation of Sexual Harassment to make it consistent with the language contained in the federal law, 29 C.F.R. 1604.11, by removing specification that harassment must involve physical contact or misuse of official position.

Subsection 11B-27.002(2), F.A.C.: Incorporates the revised Registration for Employment Affidavit of Compliance, form CJSTC-60, to include additional race/ethnicity clarifications, remove Railroad Police as an employment class, and update instructions for completing the form.

Paragraph 11B-27.002(2)(b), F.A.C.: Incorporates the revised Name Change Application, form CJSTC-79, to update the rule reference and include a line for the Agency Administrator or Designee to legibly print their name on the form.

Sub-paragraph 11B-27.002(3)(a)2., F.A.C.: Incorporates the revised Employment Background Investigative Report, form CJSTC-77, to remove Railroad Police as an employment class.

Subsection 11B-27.00212(4), F.A.C.: Incorporates the revised Mandatory Retraining Report, form CJSTC-74, to remove Railroad Police as an employment class.

Subsection 11B-27.00212(14), F.A.C.: Updates rule to include qualifications for rifle and shotgun and incorporates the revised Law Enforcement Officer Firearms Qualification Standard, form CJSTC-86A, to add rifle and shotgun qualifications and remove Railroad Police as an employment class.

Paragraph 11B-27.00212(14)(a), F.A.C.: Updates rule to include requirements for law enforcement officers to demonstrate proficiency in the use and carry of rifles and shotguns while performing the duties of a sworn officer.

Paragraph 11B-27.00212(14)(b), F.A.C.: Updates rule because agencies were having difficulties qualifying newly hired officers within the time limit and those officers had recently completed training that required the identical qualification, but the qualification could not be used due to the officer not being employed and certified at the time.

Paragraph 11B-27.00212(14)(e), F.A.C.: Incorporates the revised Injury or Illness Exemption for the Firearms Law Enforcement Officer Qualification Standard, form CJSTC-86B, to change the rule reference and remove Railroad Police as an employment class.

Paragraph 11B-27.00212(19)(e), F.A.C.: Incorporates the new State of Florida Domestic Violence Lethality Assessment, form FDLE-DVLA-001, that law enforcement officers may complete after administering a lethality assessment to victims of intimate partner violence, pursuant to the Florida Legislature's change to s. 741.29, F.S., during the 2024 Legislative Session.

Paragraph 11B-27.00225(2)(e), F.A.C.: Updates rule to clarify that a medical review officer or MRO's review and signature are required for all drug screen results.

Sub-paragraph 11B-27.005(5)(c)2., F.A.C.: Amends the moral character violation of Sexual Harassment to make it consistent with the language contained in the federal law, 29 C.F.R. 1604.11, by removing physical contact or misuse of position.

Sub-paragraph 11B-27.005(5)(c)5., F.A.C.: Amends the rule language of the penalty guideline for Unprofessional Relationship to delete unnecessary or repetitive language and provide a penalty guideline of prospective suspension of certification or revocation.

Sub-paragraph 11B-27.005(5)(c)6.-17., F.A.C.: Removes repetitive language in subparagraph 11B-27.005(5)(c)6. and renumbers the list of violations.

Subsection 11B-27.014(6), F.A.C.: Updates the rule language to change the term from Commission-certified “firearms” instructor to Commission-certified “handgun” instructor.

**SUMMARY:**

Revised Registration of Employment Affidavit of Compliance, form CJSTC-60; Name Change Application, form CJSTC-79; Employment Background Investigative Report, form CJSTC-77; Mandatory Retraining Report, form CJSTC-74; Law Enforcement Officer Firearms Qualification Standard, form CJSTC-86A; and Injury or Illness Exemption for the Firearms Law Enforcement Officer Qualification Standard, form CJSTC-86B; new State of Florida Domestic Violence Lethality Assessment, form FDLE-DVLA-001; amended moral character violation of Sexual Harassment; amended penalty guideline for Unprofessional Relationship; updated medical review officer (MRO) requirement, “firearms” to “handgun” term, law enforcement officer training; and removed railroad police employment class from forms.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE**

**RATIFICATION:** The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department’s economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 741.29(2), 943.03(4), 943.12(1) FS.

**LAW IMPLEMENTED:** 741.29(2), 943.12, 943.12(3), 943.13, 943.13(7), (11), 943.132, 943.133, 943.135, 943.139, 943.1395, 943.1395(3), (7), (8), 943.1701, 943.1715, 943.1716, 943.253 FS.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Bureau Chief Glen Hopkins

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 28, 2025

THE FULL TEXT OF THE PROPOSED RULE IS:

**11B-27.0011 Moral Character.**

- (1) through (3) No change.
- (4) For the purposes of the Criminal Justice Standards and Training Commission's implementation of any of the penalties specified in Section 943.1395(6) or (7), F.S., a certified officer's failure to maintain good moral character required by Section 943.13(7), F.S., is defined as:
  - (a) through (b) No change.
  - (c) The perpetration by an officer of acts or conduct that constitute the following offenses:
    - 1. through 3. No change.
    - 4. Sexual harassment pursuant to and consistent with decisions interpreting 29 C.F.R. 1604.11, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when ~~the harassment involves physical contact or misuse of official position and when:~~
      - a. through c. No change.
      - 5. through 15. No change.
  - (d) No change.
- (5) through (7) No change.

*Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.13(7), 943.1395(7) FS. History—New 1-7-85, Formerly 11B-27.011, Amended 7-13-87, 10-25-88, 12-13-92, 9-5-93, 1-19-94, 8-7-94, 11-5-95, 1-2-97, 7-7-99, 8-22-00, 11-5-02, 4-11-04, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 4-16-09, 6-3-10, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16, 8-15-18, 5-5-20, 6-26-22, 6-25-24, \_\_\_\_\_.*

**11B-27.002 Certification, Employment or Appointment, Reactivation, and Terminating Employment or Appointment of Officers.**

- (1) No change.
- (2) The employing agency administrator is required, within 30 days of hire, to submit to Commission staff or electronically transmit through the Commission's Automated Training Management System (ATMS), and maintain on file a Registration of Employment Affidavit of Compliance, form CJSTC-60, revised August 14, 2025, effective 3/2026 August 15, 2024, effective 3/2025, hereby incorporated by reference

<http://www.flrules.org/Gateway/reference.asp?No=Ref-17853> <https://flrules.org/Gateway/reference.asp?No=Ref-17853>, attesting to compliance by the employing agency with the following requirements. Form CJSTC-60 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(a) No change.

(b) Name changes shall be verified by the employing agency through verification of information on legal documents such as a marriage license or official name change documents. To document an officer's name change, a completed Name Change Application, form CJSTC-79, revised August 14, 2025, effective 3/2026 November 8, 2007, hereby incorporated by reference <http://www.flrules.org/Gateway/reference.asp?No=Ref-17853>, and a copy of supporting documentation shall be submitted to Commission staff. Form CJSTC-79 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(3) Employment requirements pursuant to Sections 943.13, F.S., shall be documented on an Agency New Hire Report, form CJSTC-207, revised August 12, 2021, effective 6/2022, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-14226>. Form CJSTC-207 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(a) The files of newly hired officers are subject to an on-site inspection by Commission staff to ensure compliance with the requirements of Chapter 943, F.S., and Rule Chapter 11B-27, F.A.C. All documents collected in conjunction with the background investigation shall be available for review. The following documents shall be reviewed for completeness:

1. No change.

2. An Employment Background Investigative Report, form CJSTC-77, revised August 14, 2025, effective 3/2026 August 15, 2024, effective 3/2025, hereby incorporated by reference <https://flrules.org/Gateway/reference.asp?No=Ref-17855>. Form CJSTC-77 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

3. through 15. No change.

(b) No change.

(4) through (5) No change.

*Rulemaking Authority 943.03(4), 943.12(l) FS. Law Implemented 943.12(3), 943.13, 943.133, 943.139, 943.1395 FS. History—New 10-6-82, Amended 4-26-84, 1-7-85, Formerly 11B-27.02, Amended 9-3-87, 3-29-89, 5-14-92, 12-13-92, 9-5-93, 1-19-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 6-3-10, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16, 9-14-17, 8-15-18, 7-9-19, 5-5-20, 5-20-21, 6-26-22, 8-30-23, 4-9-25.*

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#### **11B-27.00212 Maintenance of Officer Certification.**

(1) through (3) No change.

(4) Continuing education or training pursuant to Section 943.135, F.S. Upon an officer's completion of the required continuing education or training the employing agency shall submit or electronically transmit to Commission staff through the Commission's ATMS, and maintain in file a completed Mandatory Retraining Report, form CJSTC-74, revised August 14, 2025, effective 3/2026 ~~August 15, 2024, effective 3/2025~~, hereby incorporated by reference <https://flrules.org/Gateway/reference.asp?No=Ref-17864>. Form CJSTC-74 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Criminal justice agencies shall not update an officer's mandatory training unless an officer is employed by the agency or has met the requirement for employment pursuant to subsection 11B-27.002(1), F.A.C.

(5) through (13) No change.

(14) Law Enforcement Officer Firearms Qualification Standard. A Beginning July 1, 2006, a law enforcement officer shall be required to qualify on the Commission's approved courses of fire for the handgun, patrol rifle, and shotgun that they carry or operate while performing the duties of a sworn officer, with the proficiency skills documented on the Law Enforcement Officer Firearms Qualification Standard, form CJSTC-86A, revised August 14, 2025, effective 3/2026 ~~August 15, 2024, effective 3/2025~~, hereby incorporated by reference <https://flrules.org/Gateway/reference.asp?No=Ref-17865>, and maintained in the officer's employment file. Form CJSTC-86A can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(a) A law enforcement officer who fails to demonstrate proficiency skills on the required handgun firearms qualification standard shall not perform the duties of a sworn officer; a law enforcement officer who fails to demonstrate proficiency on the required rifle or shotgun qualification standard shall not carry or operate a rifle or shotgun, respectively, while performing the duties of a sworn officer.

(b) Reporting of the compliance with this standard shall be June 30, 2008, and every two years thereafter. Documentation supporting the demonstration of proficiency skills shall be reported on the Law Enforcement Officer Firearms Qualification Standard, form CJSTC-86A, and maintained in the officer's file. Form CJSTC-86A can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The employing agency shall submit or electronically transmit to Commission staff through the Commission's ATMS, the date of completion. Law enforcement officers who are initially employed and certified on or after June 1 of the reporting year and who completed a law enforcement Commission-approved Basic Recruit Training Program pursuant to Rule 11B-35.002, F.A.C., or who demonstrated proficiency in the high liability skills pursuant to Subsection 11B-35.009(7), F.A.C., within the previous two years, shall have satisfied the firearms qualification standard for the reporting year. The date the officer completed the law enforcement Commission-approved Basic Recruit Training Program or the demonstrations of proficiency pursuant to Subsection 11B-35.009(7), F.A.C., shall be the date of completion to be submitted or electronically transmitted to Commission staff through the Commission's ATMS.

(c) through (d) No change.

(e) In the event a law enforcement officer is injured in the line of duty or has a chronic illness and fails to meet this standard by June 30 of a reporting year, the agency administrator or designee shall complete the Injury or Illness Exemption for the Firearms Law Enforcement Officer Qualification Standard form CJSTC-86B, revised August 14, 2025, effective 3/2026 ~~August 13, 2020, effective 5/2021~~, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref-13135>. Form CJSTC-86B can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The agency shall submit form CJSTC-86B and the supporting medical documentation to Commission staff prior to the June 30 deadline to ensure the officer's certificate does not become inactive on the

reporting deadline for that two-year reporting cycle. An additional form CJSTC-86B shall be submitted for each subsequent reporting cycle.

(15) through (18) No change.

(19) Administering Lethality Assessments. As a part of an officer's continuing education or training, a law enforcement officer shall be required to complete training on the policies and procedures for administering a lethality assessment to victims of intimate partner violence.

(a) through (d) No change.

(e) The lethality assessment may be completed on the State of Florida Domestic Violence Lethality Assessment, form FDLE-DVLA-001, created May 12, 2025, effective July 15, 2025, hereby incorporated by reference  
<http://www.flrules.org/Gateway/reference.asp?No=Ref-> . Form FDLE-DVLA-001 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. The agency shall refer to s. 741.29, F.S., for the requirements pertaining to the State of Florida Domestic Violence Lethality Assessment form.

*Rulemaking Authority 741.29(2), 943.03(4), 943.12(1) FS. Law Implemented 741.29(2), 943.12, 943.13(11), 943.135, 943.1395(3), 943.1701, 943.1715, 943.1716, 943.253 FS. History—New, 11-5-02. Amended 12-3-03, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 4-16-09, 9-28-09, 6-3-10, 5-21-12, 3-13-13, 9-4-16, 8-15-18, 5-5-20, 5-20-21, 6-26-22, 8-30-23, 6-25-24, 4-9-25, \_\_\_\_\_.* Editorial Note: See 11B-27.0023, F.A.C.

#### **11B-27.00225 Controlled Substance Testing Procedures.**

(1) No change.

(2) The employing agency shall verify the following requirements for the collection and analysis of urine samples:

(a) through (d) No change.

(e) The results of the analysis were reviewed and signed by a Medical Review Officer or “MRO” as defined in Rule 59A-24.003, F.A.C.

*Specific Authority 943.03(4), 943.12(1) FS. Law Implemented 943.13(7), 943.133, 943.1395 FS. History—New 7-13-87, Amended 1-2-97, 7-7-99, 8-22-00, 11-5-02, 11-30-04, \_\_\_\_\_.*

#### **11B-27.005 Revocation or Disciplinary Actions; Disciplinary Guidelines; Range of Penalties; Aggravating and Mitigating Circumstances.**

(1) through (4) No change.

(5) When the Commission finds that a certified officer has committed an act that violates Section 943.13(7), F.S., the Commission shall issue a final order imposing penalties within the ranges recommended in the following disciplinary guidelines:

(a) through (b) No change.

(c) For the perpetration by the officer of an act or conduct, as described in paragraph 11B-27.0011(4)(c), F.A.C., if such act or conduct does not constitute a crime described in paragraphs (5)(a)-(b) of this rule section, the action of the Commission shall be to impose the following penalties, absent aggravating or mitigating circumstances:

	<b>Violation</b>	<b>Recommended Penalty Range</b>
1.	No change.	
2.	Sexual harassment <del>involving physical contact or misuse of position</del>	Probation with training to suspension with training.
3. through 4.	No change.	
5.	Unprofessional relationship with an inmate, detainee, probationer, or parolee, or community controlee <del>that subsequently impairs the officer's ability to perform necessary duties and responsibilities fairly and objectively or that jeopardizes the security of the correctional institution</del>	<u>Prospective suspension with training to revocation</u>
6.	<del>Other unprofessional relationship with an inmate, detainee, probationer or parolee, or community controlee</del>	<del>Probation of certification with training to suspension with training</del>
6 7.	False statements during the employment application process	Suspension to revocation
7 8.	Conduct that subverts or attempts to subvert the State Officer Certification Examination process pursuant to subsection 11B-30.009(1), F.A.C.	Revocation

<u>8 9.</u>	Subverting Commission-approved training or employing agency promotional examination process	Suspension to revocation
<u>9 10.</u>	Any overt, conspicuous, or public act of a sexual or simulated sexual nature which is likely to be observed by others	Suspension to revocation
<u>10 11.</u>	Willful failure of the agency administrator to comply with Chapter 943, F.S., as it pertains to the Commission or Commission rules	Suspension to revocation
<u>11 12.</u>	Conduct that subverts or attempts to subvert the Basic Abilities Test process pursuant to subsection 11B-35.0011(1), F.A.C.	Revocation
<u>12 13.</u>	Misuse of Electronic Database	Probation to suspension
<u>13 14.</u>	Intentional Abuse of a Temporary Employment Authorization	Suspension to revocation
<u>14 15.</u>	Any willful and offensive exposure or exhibition of his or her sexual organs in public or on the private premises of another or so near thereto as to likely be seen except in any place provided or set apart for that purpose.	Suspension to revocation
<u>15 16.</u>	Discriminatory conduct specified in sub-paragraph 11B-27.0011(4)(c)15.a., F.A.C.	Written reprimand to revocation
<u>16 17.</u>	Discriminatory conduct specified in sub-paragraph 11B-27.0011(4)(c)15.b., F.A.C.	Revocation

(d) No change.

(6) through (12) No change.

*Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(3), 943.1395(8) FS. History—New 10-6-82, Amended 1-7-85, Formerly 11B-27.05, Amended 3-29-89, 12-13-92, 2-17-93, 1-19-94, 8-7-94, 11-5-95,*

1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 4-11-04, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 6-3-10, 5-21-12, 5-29-14, 9-4-16, 8-15-18, 5-5-20, 5-20-21, 6-26-22, 6-25-24, \_\_\_\_\_.

**11B-27.014 Implementation of the Federal Law Enforcement Officers Safety Act of 2004.**

(1) through (5) No change.

(6) It is not the responsibility of the Commission, any Commission certified handgun firearms instructor, a training school, or any other entity operating a firearms range, at the time of the firearms qualification, to verify or certify that a retiree meets any of the additional requirements of a “qualified retired law enforcement officer” under the Act. Meeting the Act’s qualifications is solely the responsibility of the retiree. The range master is not required to otherwise verify a retiree’s status under the Act at the time of the firearms qualification.

*Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12, 943.132 FS. History—New 3-3-08,*

*Amended 6-3-10, 3-13-13, 7-9-19, 5-5-20, 4-9-25, \_\_\_\_\_.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11B-30, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULE 11B-30.006  
STATE OFFICER CERTIFICATION EXAMINATION

SUMMARY OF THE RULE

Revises Training Report, form CJSTC-67.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11B-30.006(1): Incorporates the revised Training Report, form CJSTC-67, to include additional race/ethnicity clarifications and update instructions for completing the form.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

### **FEDERAL COMPARISON STATEMENT**

There are no federal requirements dealing with this topic.

### **SUMMARY OF HEARING**

No requests for a public hearing or written comments have been received.

NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Criminal Justice Standards and Training Commission

Rule Chapter: 11B-30; State Officer Certification Examination

RULE NO.:	RULE TITLE:
11B-30.006	State Officer Certification Examination General Eligibility Requirements

PURPOSE AND EFFECT:
Subsection 11B-30.006(1), F.A.C.: Incorporates the revised Training Report, form CJSTC-67, to include additional race/ethnicity clarifications and update instructions for completing the form.

**SUMMARY:**

Revised Training Report, form CJSTC-67.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE**

**RATIFICATION:** The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 943.03(4), 943.12(1) FS.

**LAW IMPLEMENTED:** 943.12(17), 943.131(2), 943.1397 FS.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

NAME OF PERSON ORIGINATING PROPOSED RULE: Bureau Chief Glen Hopkins

NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE: Governor and Cabinet

DATE PROPOSED RULE APPROVED BY AGENCY HEAD: December 17, 2025

DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR: October 28, 2025

THE FULL TEXT OF THE PROPOSED RULE IS:

**11B-30.006 State Officer Certification Examination General Eligibility Requirements.**

(1) For the purposes of this rule chapter, the terms “successfully completed” and “successfully complete” are defined as being denoted with a “Pass,” pursuant to subsection 11B-35.001(10), F.A.C., on the completed Training Report, form CJSTC-67, revised August 14, 2025, effective 3/2026 August 15, 2024, effective 3/2025, hereby incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-17872>. Form CJSTC-67 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(2) No change.

*Rulemaking Authority 943.03(4), 943.12(1) FS. Law Implemented 943.12(17), 943.131(2), 943.1397 FS. History–New 1-10-94, Amended 8-7-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 6-3-10, 5-21-12, 5-29-14, 7-29-15, 9-4-16, 7-19-17, 8-15-18, 7-9-19, 4-9-25, \_\_\_\_\_.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11B-35, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULES 11B-35.001 AND 11B-35.0024  
TRAINING PROGRAMS  
SUMMARY OF THE RULE

Revises Training Report, form CJSTC-67; and First Aid Performance Evaluation, form CJSTC-5.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11B-35.001(11)(a): Incorporates the revised Training Report, form CJSTC-67, to include additional race/ethnicity clarifications and update instructions for completing the form.

11B-35.0024(3)(e)2.: Incorporates the revised First Aid Performance Evaluation, form CJSTC-5, to update the rule reference and add “correctional probation” students to the optional note of moving patients.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to

exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

FEDERAL COMPARISON STATEMENT

There are no federal requirements dealing with this topic.

SUMMARY OF HEARING

No requests for a public hearing or written comments have been received.

NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Criminal Justice Standards and Training Commission

Rule Chapter: 11B-35; Training Programs

RULE NO.:	RULE TITLE:
11B-35.001	General Training Programs; Requirements and Specifications
11B-35.0024	Student Performance in Commission-approved High-Liability Basic Recruit Training Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring Proficiency Demonstration

**PURPOSE AND EFFECT:**

Paragraph 11B-35.001(11)(a), F.A.C.: Incorporates the revised Training Report, form CJSTC-67, to include additional race/ethnicity clarifications and update instructions for completing the form.

Subparagraph 11B-35.0024(3)(e)2., F.A.C.: Incorporates the revised First Aid Performance Evaluation, form CJSTC-5, to update the rule reference and add “correctional probation” students to the optional note of moving patients.

**SUMMARY:**

Revised Training Report, form CJSTC-67; and First Aid Performance Evaluation, form CJSTC-5.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE**

**RATIFICATION:** The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department’s economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 943.03(4), 943.12(1), (2), 943.17 FS.

**LAW IMPLEMENTED:** 943.12, 943.17 FS.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Joyce Gainous-Harris at 850-410-8615, or joycegainous-harris@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Bureau Chief Glen Hopkins

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 28, 2025

THE FULL TEXT OF THE PROPOSED RULE IS:

**11B-35.001 General Training Programs; Requirements and Specifications.**

(1) through (10) No change.

(11) Reporting requirements for Commission-approved Basic Recruit, Advanced, Specialized, and Special Operations Forces Training Program Courses are as follows:

(a) The training center director or designee shall determine the beginning and ending dates of each Basic Recruit Training Program and Special Operations Forces Training Program, and within thirty days following the class starting date shall forward a Training Report, form CJSTC-67, revised August 14, 2025, effective 3/2026 August 15, 2024, effective 3/2025, hereby incorporated by reference [http://www.flrules.org/Gateway/reference.asp?No=Ref-  
https://flrules.org/Gateway/reference.asp?No=Ref\\_17874](http://www.flrules.org/Gateway/reference.asp?No=Ref-https://flrules.org/Gateway/reference.asp?No=Ref_17874), to Commission staff through the Commission's Automated Training Management System (ATMS). Form CJSTC-67 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615.

(b) through (c) No change.

(12) through (16) No change.

*Rulemaking Authority 943.03(4), 943.12(1), (2), 943.17 FS. Law Implemented 943.12, 943.17 FS. History—New 12-13-92, Amended 8-7-94, 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09, 6-3-10, 5-21-12, 3-13-13, 5-29-14, 7-29-15, 9-4-16, 7-19-17, 8-15-18, 7-9-19, 5-5-20, 5-20-21, 6-23-22, 8-30-23, 6-20-24, 4-9-25.*

**11B-35.0024 Student Performance in Commission-approved High-Liability Basic Recruit Training Courses, Instructor Training Courses, and Specialized and Advanced Training Program Courses Requiring Proficiency Demonstration.**

(1) through (2) No change.

(3) Successful completion and demonstration of proficiency skills is required for each of the following high-liability courses: Criminal Justice Defensive Tactics Course, Defensive Tactics Instructor Course, Criminal Justice Firearms Course, Handgun Instructor Course, Patrol Rifle Instructor Course, Shotgun Instructor Course, Law Enforcement Vehicle Operations Course, Vehicle Operations Instructor Course, First Aid for Criminal Justice Officers Course, and First Aid Instructor Course.

(a) through (d) No change.

(e) First Aid for Criminal Justice Officers Course.

1. No change.

2. A basic recruit student shall achieve a score of no less than 80% on the required written end-of-course examination and demonstrate the required First Aid High-Liability Proficiency Skills at 100%, with the results recorded on the required First Aid Performance Evaluation, form CJSTC-5, revised August 14, 2025, effective 3/2026

August 18, 2022, effective 8/2023, hereby incorporated by reference

<http://www.flrules.org/Gateway/reference.asp?No=Ref->

[https://www.flrules.org/Gateway/reference.asp?No=Ref\\_15512](https://www.flrules.org/Gateway/reference.asp?No=Ref_15512). Form CJSTC-5 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>, or by contacting Commission staff at (850) 410-8615. Form CJSTC-5 shall be maintained in the student or course file.

(f) through (j) No change.

(4) No change.

*Rulemaking Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12, 943.17 FS. History—New 2-17-93, Amended 1-2-97, 7-7-99, 8-22-00, 7-29-01, 11-5-02, 11-30-04, 3-27-06, 3-21-07, 6-9-08, 9-28-09, 6-3-10, 3-13-13, 5-29-14, 7-29-15, 9-4-16, 7-19-17, 5-5-20, 5-20-21, 6-23-22, 8-30-23, 6-20-24, 4-9-25, \_\_\_\_\_.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11C-4, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULE 11C-4.003 AND 11C-4.006  
CRIME INFORMATION BUREAU; CRIMINAL HISTORY RECORDS; FINGERPRINTING  
AND REPORTS

SUMMARY OF THE RULE

Amending rules to specify how fingerprint cards are submitted and updating email addresses.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

The rule change is requested to reflect the best practices of submitting hard copies of fingerprint cards and to update the email addresses being utilized by the agency.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative

ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

**FEDERAL COMPARISON STATEMENT**

There are no federal requirements dealing with this topic.

**SUMMARY OF HEARING**

No requests for a public hearing or written comments have been received.

## NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Division of Criminal Justice Information Services

Rule Chapter: 11C-4; Crime Information Bureau; Criminal History Records; Fingerprinting and Reports

RULE NO.: RULE TITLE:

11C-4.003 Arrest Fingerprint Card Submission

11C-4.006 Final Disposition Reporting

### PURPOSE AND EFFECT:

11C-4.003: Updating the rule to reflect the current email address for inquiries related to arrest submissions and clarifying the fingerprint submission process.

11C-4.006: Updating the rule to reflect the current email address.

### **SUMMARY:**

Amending rules to specify how fingerprint cards are submitted and updating email addresses.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:**  
The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE: N/A. EFFECT ON THOSE OTHER RULES: N/A.** The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 943.03(4), 943.05(2), 943.051(2), 943.052, F.S.

**LAW IMPLEMENTED:** 943.05, 943.051, 943.052, F.S.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Criminal Justice Information Services, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

Rachel Truxell at (850)410-7100, or [racheltruxell@fdle.state.fl.us](mailto:racheltruxell@fdle.state.fl.us), or write to Florida Department of Law Enforcement, Criminal Justice Information Services, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Rachel Truxell at (850)410-7100, or racheltruxell@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Information Services, 2331 Phillips Road, Tallahassee, Florida 32308.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Bureau Chief Mary Jackson

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 28, 2025

THE TEXT OF THE PROPOSED RULE IS:

**11C-4.003 Arrest Fingerprint Card Submission.**

All law enforcement agencies of the State shall take the following action on all felony, misdemeanor, or comparable ordinance arrests of adults and on all felony and statutorily specified misdemeanor arrests of juveniles:

- (1) through (2) No change.
- (3) Fingerprints completed on hard cards must be submitted ~~Submit on a daily basis all completed fingerprint cards to: Florida Department of Law Enforcement, Attention: Florida Crime Information Center Bureau, Post Office Box 1489, Tallahassee, Florida 32302-1489.~~
- (4) Contact the Department with any arrest submission inquiries at [CJISBiometrics@fdle.state.fl.us](mailto:CJISBiometrics@fdle.state.fl.us).  
[Statutes@fdle.state.fl.us](mailto:Statutes@fdle.state.fl.us).

*Rulemaking Authority 943.03(4), 943.05(2)(d), 943.051(2) FS. Law Implemented 943.05, 943.051 FS. History—New 6-24-76, Amended 6-27-78, Formerly 11C-4.03, Amended 7-7-99, 3-21-07, 6-9-08, 3-13-13, 5-29-14, \_\_\_\_\_.*

**11C-4.006 Final Disposition Reporting.**

- (1) through (3) No change.
- (4) Contact the Department for information on how to access the disposition submission software at [EDA@fdle.state.fl.us](mailto:EDA@fdle.state.fl.us). [Disposition@fdle.state.fl.us](mailto:Disposition@fdle.state.fl.us).

*Rulemaking Authority 943.03(4), 943.052 FS. Law Implemented 943.052 FS. History—New 6-24-76, Amended 11-12-81, Formerly 11C-4.06, Amended 7-7-99, 6-9-08, 3-13-13, \_\_\_\_\_.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11C-6, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULE 11C-6.004  
PROCEDURES FOR REQUESTING CRIMINAL HISTORY  
RECORDS; ACCESS TO CRIMINAL JUSTICE INFORMATION FOR  
RESEARCH OR STATISTICAL PURPOSES; AND SALE AND  
DELIVERY OF FIREARMS

SUMMARY OF THE RULE

Updating the Volunteer & Employee Criminal History System (VECHS) Application for Qualified Entities form referenced in rule to provide information on the VECHS program, updating the name of the section that processes VECHS applications and correcting a typographical error in the rule requesting access to criminal justice information for research or statistical purposes.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

Updating the form referenced in rule.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

**FEDERAL COMPARISON STATEMENT**

There are no federal requirements dealing with this topic.

**SUMMARY OF HEARING**

FDLE received no requests for a public hearing and no written comments were submitted.

## NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Division of Criminal Justice Information Services

Rule Chapter: 11C-6; Criminal History Records Dissemination Policy

RULE NO.: RULE TITLE:

11C-6.004 Procedures for Requesting Criminal History Records.

PURPOSE AND EFFECT:

11C-6.004: Updating the rule to reflect the current version of the VECHS Qualified Entity Application form and the name of the unit within the agency that provides these services.

**SUMMARY:**

Updates to the forms references in the rule and the name of the unit.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:**

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE: N/A. EFFECT ON THOSE OTHER RULES: N/A.** The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 943.03(4), 943.053(3), 943.0542, 943.056, FS.

**LAW IMPLEMENTED:** 943.053(3), 943.0542, 943.056, FS.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Criminal Justice Information Services, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

Rachel Truxell at 850-410-7100, or racheltruxell@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Information Services, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Rachel Truxell at 850-410-7100, or racheltruxell@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Criminal Justice Information Services, 2331 Phillips Road, Tallahassee, Florida 32308.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Policy and Planning Administrator Joshua Gray

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 28, 2025

THE TEXT OF THE PROPOSED RULE IS:

**11C-6.004 Procedures for Requesting Criminal History Records.**

(1) Requests for Florida criminal history records contained in the systems of the Florida Department of Law Enforcement are to be requested through electronic means as provided by the Department or directed to the following address:

Florida Department of Law Enforcement  
Criminal Justice Information Services  
Applicant Services Unit Criminal History Services  
Post Office Box 1489  
Tallahassee, Florida 32302-1489.

In order for the Department to respond to requests for Florida criminal history information, the person or entity who wishes to review or secure such information shall provide to the Department the subject's full name, race, sex, and date of birth or approximate age. If available, the social security number may be provided.

(2) through (3) No change.

(4) Entities applying to the Florida Department of Law Enforcement to be qualified to receive criminal history records under the NCPA of 1993, as amended, must first complete and submit the following documents to the Florida Department of Law Enforcement, in accordance with the instructions provided: VECHS Application for Qualified Entities Qualified Entity Application – Volunteer & Employee Criminal History System (NCPA 1; Rev. November 2025, hereby incorporated by reference <https://www.flrules.org/Gateway/reference.asp?No=Ref->) April 2024. Entities that are qualified through the Florida Department of Law Enforcement to receive criminal history records under the NCPA must have their employees, volunteers, contractors, and vendors submit fingerprints electronically for each person to the Florida Department of Law Enforcement for each request for a criminal history record check. An employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, this includes, persons who are being paid by the qualified entity as a contractor, a subcontractor, or a business or individual providing services as a vendor, shall qualify as an employee for this purpose. A volunteer shall be defined as any person who, of his or her own free will, provides goods or services, to any qualified entity, with no monetary or material compensation. Qualified entities that release to another qualified entity any criminal history record information received pursuant to the NCPA must complete and maintain the following document, in accordance with the instructions provided: VECHS Dissemination Log – Volunteer & Employee Criminal History System (NCPA 4, Rev. July 2025 December 2021, <https://www.flrules.org/Gateway/reference.asp?No=Ref->).

*Rulemaking Authority 943.03(4), 943.053(3), 943.0542, 943.056, FS. Law Implemented 943.053(3), 943.0542, 943.056 FS. History–New 12-30-76, Amended 11-7-83, Formerly 11C-6.04, Amended 9-1-88, 4-1-93, 7-7-99, 8-22-00, 7-29-01, 12-3-03, 6-9-08, 6-3-10, 5-21-12, 3-13-13, 5-29-14, 9-4-16, 7-19-17, 8-15-18, 7-6-22, 8-30-23, 7-22-24, 4-9-25, \_\_\_\_\_.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11C-10, FLORIDA ADMINISTRATIVE CODE  
PROMULGATING RULE 11C-10.003  
MISSING ENDANGERED PERSONS CLEARINGHOUSE

SUMMARY OF THE RULE

Promulgating the procedure for Spectrum Alerts.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11C-10.003: This is a new alert from recent legislation, this promulgation of rule is to provide the procedures and processes to the public for how the Spectrum Alert will be implemented.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

### **FEDERAL COMPARISON STATEMENT**

There are no federal requirements dealing with this topic.

### **SUMMARY OF HEARING**

No requests for a public hearing or written comments have been received.

## NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Division of Criminal Justice Information Services

Rule Chapter: 11C-10; Missing Endangered Persons Clearinghouse

RULE NO.: RULE TITLE:

11C-10.003 SPECTRUM Alert

PURPOSE AND EFFECT:

11C-10.003: Promulgating the procedures on how the SPECTRUM Alerts will be implemented.

**SUMMARY:**

Processes and procedures on SPECTRUM Alerts.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:**  
The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 937.0401(4), 943.03(4), FS.

**LAW IMPLEMENTED:** 937.0401, F.S.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Missing Persons and Offender Enforcement, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

John McClellan at 850-410-7000, or johnmcclellan@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Missing Persons and Offender Enforcement, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

John McClellan at 850-410-7000, or johnmcclellan@fdle.state.fl.us, or write to Florida Department of Law Enforcement, Missing Persons and Offender Enforcement, 2331 Phillips Road, Tallahassee, Florida 32308..

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Director Melissa Bujeda

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 29, 2025

**11C-10.003 SPECTRUM Alerts.**

- (1) Definitions:
  - (a) “Imminent Danger” means an immediate threat that poses a risk of harm or injury.
  - (b) “Kidnapping” has the same meaning as provided in section 787.01, F.S.
  - (c) “Autism Spectrum Disorder” (ASD) means a condition defined by atypical or impaired development in social interaction and communication skills and the presence of repetitive behaviors and restricted interests. ASD is considered a “spectrum disorder” because there are many characteristics that vary from person to person, and these can change over time as a result of intervention and development.
- (2) Steps for Activation of a Spectrum Alert:
  - (a) The local law enforcement agency of jurisdiction will contact the Florida Department of Law Enforcement (FDLE) Missing Endangered Persons Information Clearinghouse (MEPIC) via phone at 1-888-356-4774 to request activation. The requesting local law enforcement agency of jurisdiction shall contact MEPIC directly to begin the alert process.
  - (b) A conference call will be conducted between a sworn member of the local law enforcement agency, a regional FDLE Special Agent Supervisor, a sworn member of the FDLE Enforcement and Investigative Support Bureau, a MEPIC analyst, and a MEPIC Supervisor.
  - (c) The conference call participants will work together to determine if the criteria for activation have been met and what information should be broadcast to the public. Authorization for the alert must be unanimously agreed upon by all participants.
- (3) Spectrum Alert Criteria:
  - (a) The activation of a Spectrum Alert requires the following five (5) criteria to be met:
    - i. The child must be under 18 years of age.
    - ii. The law enforcement agency of jurisdiction reasonably believes the child has autism spectrum disorder (ASD).
    - iii. The law enforcement agency of jurisdiction has a well-founded belief, based on an active investigation, that the child is in danger of death or serious bodily injury.
    - iv. There is a detailed description and/or photograph of the child to broadcast to the public.
    - v. The law enforcement agency of jurisdiction recommends activation.
  - (b) The requesting law enforcement agency must verify the facts of the case and confirm that the child is missing prior to a Spectrum Alert being issued by MEPIC. If a Spectrum Alert is activated and evidence of kidnapping is later discovered, the local law enforcement agency of jurisdiction should contact MEPIC directly to discuss upgrading the alert.
- (4) Wireless Emergency Alert (WEA):
  - (a) A WEA may be appropriate to alert the public to a Spectrum Alert when the law enforcement agency of jurisdiction reasonably believes that the child has autism spectrum disorder and is in imminent danger of death or serious bodily injury and a kidnapping has not occurred. Such dangers could include, but are not limited to, nearby natural or man-made surroundings that represent a severe threat due to the child’s age or having ASD.
  - (b) The WEA may be used as part of an Emergency Alert System (EAS) to alert the public to a Spectrum Alert. The WEA is reserved for situations where law enforcement has a reasonable belief that the child can be located within a defined geographic area.
  - (c) Several additional factors must be considered when determining if a WEA is applicable, such as the age of the child, the timeframe of the missing episode, the use of a vehicle, wandering affiliation, a hazardous geographic area, or the time of day the alert is requested.
- (5) Cancellation of a Spectrum Alert:
  - (a) Once the missing child has been located, the local law enforcement agency of jurisdiction shall immediately contact the FDLE MEPIC via phone at 1-888-356-4774 to request cancellation of the Spectrum Alert.

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11D-6, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULE 11D-6.003  
DNA DATABASE COLLECTION  
SUMMARY OF THE RULE

Revise rule to allow for discretion in accepting DNA samples with less viable fingerprint impressions.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11D-6.003: Modifying the rule allows for more DNA samples to be accepted when the fingerprints can be confirmed via other sources.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

### **FEDERAL COMPARISON STATEMENT**

There are no federal requirements dealing with this topic.

### **SUMMARY OF HEARING**

No requests for a public hearing or written comments have been received.

## NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Division of Local Law Enforcement Assistance

Rule Chapter: 11D-6; DNA Database Collection

RULE NO.: RULE TITLE:

11D-6.003 Procedures

**PURPOSE AND EFFECT:**

11D-6.003: Revised to allow for discretion in utilizing DNA sample with partially legible fingerprints when complete fingerprints are available.

**SUMMARY:**

Revise rule to allow discretion in accepting DNA samples.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:**

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 943.03(4), 943.325(4),(5),(17), F.S.

**LAW IMPLEMENTED:** 943.325 FS.

**IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):**

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, IFS, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

Leigh Clark at (850)410-7000 or leighclark@fdle.state.fl.us or write to Florida Department of Law Enforcement, IFS, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Leigh Clark at (850)410-7000 or [leighclark@fdle.state.fl.us](mailto:leighclark@fdle.state.fl.us) or write to Florida Department of Law Enforcement, IFS, 2331 Phillips Road, Tallahassee, Florida 32308.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Director Jason Bundy

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 31, 2025

THE FULL TEXT OF THE PROPOSED RULE IS:

**11D-6.003 Procedures.**

(1) DNA Sample collection.

(a) A qualifying offender providing DNA samples must be identified in the manner specified by the Oral Swab Collection Kit Instructions and Form FDLE/FOR-005, revised September 2022, and incorporated by reference, <http://www.flrules.org/Gateway/reference.asp?No=Ref-16785>, prior to taking the DNA samples from such offender. Form FDLE/FOR-005 and additional kits may be obtained from the Florida Department of Law Enforcement, DNA Database, Post Office Box 1489, Tallahassee, Florida 32302-1489. A qualifying offender may also be identified through use of the Falcon Rapid-ID Edge device or during the process of Rapid DNA Analysis.

1. DNA samples submitted from qualifying offenders without the use of the Falcon Rapid-ID Edge device must be accompanied by a completed Swab Collection Kit form FDLE/FOR-005. The imprinting of the offender's left and right thumbs, by means of an inked impression, in the spaces indicated on the form shall be completed as well. Inked fingerprint impressions must be legible for fingerprint classification and comparison purposes. DNA samples accompanied by one or more illegible inked fingerprint impressions ~~will~~may be unacceptable for entry into the DNA Database and ~~will~~may be rejected by FDLE. ~~If rejected, the~~ collecting agency must then submit a new DNA sample and completed form.

2. DNA samples submitted from qualifying offenders through use of the FALCON Rapid-ID Edge device must be accompanied by the printout and barcode generated by the application. Any required information not captured by the Falcon/Rapid-ID DNA Availability application shall be filled out on the Swab Collection Kit form FDLE/FOR-005.

3. DNA samples submitted from qualifying offenders and processed through the use of Rapid DNA Analysis shall include the submission of an additional DNA sample taken and accompanied by the printout and barcode generated by the application. Any required information not captured by the Falcon/Rapid-ID DNA Availability application shall be filled out on the Swab Collection Kit form FDLE/FOR-005.

(b) When identification of the qualifying offender is accomplished, DNA samples shall be taken from the qualifying offender in the manner described in Section 943.325(3), F.S.

(c) Such samples shall be taken using only the Oral Swab Collection Kit pursuant to paragraph (1)(a) of this rule section.

(d) Collection, labeling, storage, handling, and transmittal of DNA Samples shall be as prescribed in the printed instructions included with each oral swab sample collection kit. The collecting agency should forward DNA samples to the Department within 7 working days of collection.

(2) Removal of DNA Information from the DNA Database. Persons seeking removal of their DNA information from the DNA Investigative Support Database shall mail certified copies of the required documentation as described in Section 943.325(16), F.S., to the FDLE DNA Investigative Support Database, P.O. Box 1489, Tallahassee, Florida 32302-1489.

*Rulemaking Authority 943.03(4), 943.325(4), (5), (17) FS. Law Implemented 943.325 FS. History—New 7-4-90, Amended 7-6-99, 8-22-00, 7-29-01, 11-5-02, 6-3-10, 3-13-13, 7-19-17, 7-22-24, \_\_\_\_\_.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11D-8, FLORIDA ADMINISTRATIVE CODE  
AMENDING RULES 11D-8.002, 11D-8.0035, 11D-8.0036, 11D-8.004, 11D-8.007,  
11D-8.0075, 11D-8.011, 11D-8.014, AND 11D-8.019

IMPLIED CONSENT PROGRAM

SUMMARY OF THE RULE

Updating definitions including definition of Authorized Repair Facility, modifying reference solution concentrations, Breath Test Inspection timeframes, updating breath test instruments being utilized, updating records that are being retained, gas chromatography results, revising the referenced forms.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11D-8.002: Updating definitions, amending the definition of Authorized Repair Facility to include additional parties for authorized repairs of equipment. 11D-8.0035: Revises the alcohol concentrations of reference solutions and corrects an error in the previous edition. 11D-8.0036: Updates section to be in alignment with accreditation standards. 11D-8.004: Clarifies the breath test inspection timeframes from calendar year to twelve months. 11D-8.007: Modifies the reference to only one breath test instrument to allow for upcoming advanced model being utilized. 11D-8.0075: Includes an alcohol reference solution certification for records retention. 11D-8.011: Clarifying process and acceptable standards for gas chromatographic results. 11D-8.014: Update rule to include requirements for submissions. 11D-8.019: Incorporates revised and updated forms.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND**  
**LEGISLATIVE RATIFICATION**

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

**FEDERAL COMPARISON STATEMENT**

There are no federal requirements dealing with this topic.

**SUMMARY OF HEARING**

No requests for a public hearing or written comments have been received.

## NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Division of Local Law Enforcement Assistance

Rule Chapter: 11D-8: Implied Consent Program

RULE NO.: RULE TITLE:

11D-8.002 Definitions

11D-8.0035 Approval of Alcohol Reference Solution and Sources

11D-8.0036 Approval of Dry Gas Standards Source

11D-8.004 Department Inspection and Registration of Breath Test Instruments

11D-8.007 Approved Breath Test Instruments – Access, Facility Requirements, Observation Period, and Operational Procedures

11D-8.0075 Agency Retention of Records

11D-8.011 Approval of Blood Alcohol Test Methods

11D-8.014 Blood Alcohol Permit – Analyst: Renewal

11D-8.019 Forms

### PURPOSE AND EFFECT:

11D-8.002: Updating definitions, amends the definition of Authorized Repair Facility for repairs of authorized instruments.

11D-8.0035: Revises the alcohol concentrations of reference solutions and corrects an error.

11D-8.0036: Updates section to be in alignment with accreditation standards.

11D-8.004: Clarifies the breath test inspection timeframes from calendar year to twelve months.

11D-8.007: Modifies the reference to only one breath test instrument to allow for upcoming advancement model being utilized.

11D-8.0075: Including alcohol reference solution certificate to records for retention.

11D-8.011: Clarifying process and acceptable standards for gas chromatographic results.

11D-8.014: Update rule to include requirements for submission.

11D-8.019: Incorporates revised forms.

### SUMMARY:

Updating definitions including definition of Authorized Repair Facility, modifying reference solution concentrations, Breath Test Inspection timeframes, updating breath test instruments being utilized, updating records that are being retained, gas chromatography results, revising the referenced forms.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:**  
The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a

legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 316.1932(1)(a)2., (f)1., 316.1933(2)(b), 316.1934(3), 322.63(3)(a),(b), 327.352(1)(b)3.,(d) F.S.

**LAW IMPLEMENTED:** 316.1932(1)(b), 2., 316.1933(2)(b), 316.1934(3), 322.63(3),(b), 327.352(1)(e), 327.353(2),(b), 327.354(3), F.S.

IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, Criminal Justice Professionalism, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

Shayla Platt at (850)410-7000 or ShaylaPlatt@fdle.state.fl.us or write to Florida Department of Law Enforcement, IFS, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Shayla Platt at (850)410-7000 or ShaylaPlatt@fdle.state.fl.us or write to Florida Department of Law Enforcement, IFS, 2331 Phillips Road, Tallahassee, Florida 32308.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Senior Management Analyst Supervisor Shayla Platt

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 31, 2025

THE FULL TEXT OF THE PROPOSED RULE IS:

**11D-8.002 Definitions.**

(1) Acceptable Range – the results of alcohol reference solutions or and dry gas standards analyses which fall within the following ranges at each alcohol vapor concentration: ~~0.05 g/210L range is 0.045 to 0.055 g/210L; 0.08 g/210L range is 0.075 to 0.085 g/210L; 0.15 g/210L range is 0.143 to 0.158 g/210L; 0.20 g/210L range is 0.190 to 0.210 g/210L; 0.300 g/210L range is 0.285 to 0.315 g/210L.~~

<u>Alcohol Reference Solution or Dry Gas Standard Concentrations (g/210L)</u>	<u>Range g/210L (Inclusive)</u>	
<u>0.02</u>	<u>0.015</u>	<u>0.025</u>
<u>0.05</u>	<u>0.045</u>	<u>0.055</u>
<u>0.08</u>	<u>0.075</u>	<u>0.085</u>
<u>0.15</u>	<u>0.143</u>	<u>0.158</u>
<u>0.20</u>	<u>0.190</u>	<u>0.210</u>
<u>0.30</u>	<u>0.285</u>	<u>0.315</u>

(2) No change.

(3) Acetone Solution – a mixture of acetone and distilled or deionized water provided by the Department.

(4) through (12) No change.

(13) Authorized Repair Facility – the Department, the breath test instrument manufacturer, or an entity authorized by the breath test instrument manufacturer to service and repair such breath test instrument.

(14) through (27) No change.

*Rulemaking Authority 316.1932(1)(a)2., (f)1., 316.1933(2)(b), 316.1934(3), 322.63(3)(a), (b), 327.352(1)(b)3. FS. Law Implemented 316.1932(1)(b)2., 316.1933(2)(b), 316.1934(3), 322.63(3)(b), 327.352(1)(e), 327.353(2), 327.354(3) FS. History–New 10-31-93, Amended 1-1-97, 7-6-99, 7-29-01, 11-5-02, 12-9-04, 3-27-06, 7-29-15, 7-17-25.*

**11D-8.003 Approval of Breath Test Methods and Instruments.**

(1) through (5) No change.

**11D-8.0035 Approval of Alcohol Reference Solution and Sources.**

(1) No change.

(a) The source must prepare alcohol reference solution, and be capable of producing a minimum batch volume of 800 bottles, each containing at least 500 milliliters, to produce the following vapor alcohol concentrations: 0.02g/210L, 0.05 g/210L, 0.08 g/210L, 0.20g/210L, and .030 g/210L;

(b) No change.

(2) through (3) No change.

*Rulemaking Authority 316.1932(1)(a)2., (f)1., 322.63(3)(a), 327.352(1)(b)3., (d) FS. Law Implemented 316.1932(1)(b)2.,*

*316.1934(3), 322.63(3)(b), 327.352(1)(e), 327.354(3) FS. History—New 7-6-99, Amended 7-29-01, 12-9-04, 7-29-15, 9-4-16, 7-22-24, 7-17-25.*

**11D-8.0036 Approval of Dry Gas Standards Source.**

(1) The Department shall approve a source of dry gas standards for use by agencies in the State of Florida. The source approved by the Department shall be an ISO 17034 or similarly accredited entity that manufactures dry gas standards and meets the following requirements:

(a) through (b) No change.

(c) The source must be capable of producing a minimum of 300 cylinders of dry gas standard during a thirty day period at ~~an~~ alcohol vapor concentrations of 0.05 g/210L, 0.08 g/210L, 0.15 g/210L, and 0.230 g/210L.

(d) No change.

(2) No change.

*Rulemaking Authority 316.1932(1)(a)2., (f)1., 322.63(3)(a), (b), 327.352(1)(b)3. FS. Law Implemented 316.1932(1)(b)2., 316.1934(3), 322.63(3)(b), 327.352(1)(e), 327.354(3) FS. History—New 11-5-02, Amended 12-9-04, 7-17-25.*

**11D-8.004 Department Inspection and Registration of Breath Test Instruments.**

(1) No change.

(2) Registered breath test instruments shall be inspected by the Department at least once every twelve months (see example below) each calendar year to ensure accuracy and reliability, and must be accessible to the Department for inspection. A department inspection must be conducted subsequent to repair and prior to being placed in evidentiary use.

<u>EXAMPLE:</u>	
Department Inspection Completed	April 5, 2025
Department Inspection Due Date	April 5, 2026

(3) through (4) No change.

*Rulemaking Authority 316.1932(1)(a)2., (f)1., 322.63(3)(a), 327.352(1)(b)3. FS. Law Implemented 316.1932(1)(b)2., 316.1934(3), 322.63(3)(b), 327.352(1)(e), 327.354(3) FS. History—New 10-31-93, Amended 1-1-97, 7-29-01, 11-5-02, 12-9-04, 3-27-06, 7-29-15, 7-17-25.*

**11D-8.005 Periodic Department Inspections of Breath Test Instruments.**

No change.

**11D-8.006 Agency Inspection of Breath Test Instruments.**

(1) through (2) No change.

**11D-8.007 Approved Breath Test Instruments – Access, Facility Requirements, Observation Period, and Operational Procedures.**

(1) Evidentiary breath test instruments shall only be accessible to a person issued a valid permit by the

Department and to persons authorized by a permit holder. This section does not prohibit agencies from sending an instrument out of evidentiary use to an authorized repair facility or the Department via common carrier transport. Only authorized repair facilities or the Department are authorized to remove the top cover of an ~~Intoxilyzer 8000~~ evidentiary breath test instrument.

(2) The instrument will be located in a secured environment which limits access to authorized persons described in subsection (1), ~~and will be kept clean and dry~~. All breath test facilities, equipment and supplies are subject to inspection by the Department.

(3) No change.

(4) When operating an evidentiary breath test instrument, a breath test operator shall conduct a breath test in accordance with the applicable operating procedures. For the ~~Intoxilyzer 8000~~ - Operational Procedures – Intoxilyzer 8000 FDLE/ATP Form 37, and the results of the test shall be recorded on the Breath Alcohol Test Affidavit – Intoxilyzer 8000 FDLE/ATP Form 38, for the Intoxilyzer 9000- Operational Procedures- Intoxilyzer 9000 FDLE/ATP Form 37a, and the results of the test shall be recorded on the Breath Alcohol Test Affidavit- Intoxilyzer 9000 FDLE/ATP Form 38a.

*Rulemaking Authority 316.1932(1)(a)2., (f)1., 322.63(3)(a), 327.352(1)(b)3. FS. Law Implemented 316.1932(1)(b)2., 316.1934(3), 322.63(3)(b), 327.352(1)(e), 327.354(3) FS. History–New 10-31-93, Amended 1-1-97, 7-29-01, 11-5-02, 12-9-04, 3-27-06, 7-29-15, 7-17-25.*

#### **11D-8.0075 Agency Retention of Records.**

(1) Each agency shall maintain the following records for at least three years from the last entry date: agency inspection reports and breath test instrument repair records. The breath test instrument registration shall be retained by an agency for at least three years after the instrument is removed from evidentiary use. Dry gas standard and alcohol reference solution certificates of analysis shall be retained by an agency for at least three years after receipt. These records shall be accessible to the Department upon request.

(2) through (3) No change.

*Rulemaking Authority 316.1932(1)(a)2., (f)1., 322.63(3)(a), 327.352(1)(b)3. FS. Law Implemented 322.63(3), 327.354(3) FS. History–New 7-29-01, Amended 11-5-02, 12-9-04, 7-29-15, 7-17-25.*

#### **11D-8.011 Approval of Blood Alcohol Test Methods.**

(1) No change.

(2) ~~For The Department shall approve~~ gas chromatographic analytical procedures approvals the laboratory shall submit to the Department procedures which meet the following specifications:

(a) through (f) No change.

(g) The maximum acceptable bias shall be + or – 10% and precision (%CV) shall not exceed 10% at each concentration.

(3) No change.

(a) An upgrade or replacement of instrument;

(b) A change in the type or thickness of the stationary phase in the analytical column(s);

(c) A change in the nominal length of the analytical column(s);

(d) A change in the injection port or inlet settings such as temperature or split ratio;

(e) A change in the gas chromatograph oven temperature or temperature program;

- (fe) A change in the type of carrier gas used; and
- (gf) A change in the column flow or pressure settings.

For changes not specifically listed above, the Department shall determine if the changes are substantial on a case-by-case basis.

(4) No change.

(5) When a change to the method or analytical procedure is deemed substantial the laboratory must submit to the Department documentation as outlined in subparagraph 11D8.011(2) (a-g).

*Rulemaking Authority 316.1932(1)(a)2., (f)1., 322.63(3)(a), 327.352(1)(b)3., (d) FS. Law Implemented 316.1933(2)(b), 316.1934(3), 322.63(3)(b), 327.352(1)(e), 327.353(2), 327.354(3) FS. History-New 10-31-93, Amended 7-29-15, 7-17-25.*

#### **11D-8.014 Blood Alcohol Permit – Analyst: Renewal.**

(1) No change.

(2) In order to remain qualified for such permit, an analyst must satisfactorily determine the blood alcohol level of one ~~at least~~ 1 proficiency test containing two samples annually using a Department approved procedure.

(a) The laboratory must ~~will~~ use a proficiency test provider that is accredited to ISO/IEC 17043 or similarly accredited and has the applicable proficiency test on its scope of accreditation.

(b) Results will be deemed satisfactory if they fall within the expected range indicated by the proficiency test provider or results within the calculated proficiency sample mean + or – 3 standard deviations.

~~(c) Results will be deemed unsatisfactory if they fall outside the expected range indicated by the proficiency test provider.~~

(3) No change.

(4) No change.

(a) No change.

(b) Remediation must include a requirement for the analyst to successfully complete a competency test as outlined in subparagraph 11D-8.013(2)(a)6~~5~~., F.A.C.

(c) through (d) No change.

(5) Failure to satisfactorily determine the blood alcohol level of two (2) proficiency test in a row shall result in revocation of the blood analyst permit. If the permit is revoked for this reason, the analyst may reapply for a new permit no sooner than 12 months following the date of revocation.

*Rulemaking Authority 316.1932(1)(a)2., (f)1., 322.63(3)(a), 327.352(1)(b)3. FS. Law Implemented 316.1932(1)(b), 316.1933(2)(b), 316.1934(3), 322.63(3)(b), 327.352(1)(e), 327.353(2), 327.354(3) FS. History-New 10-31-93, Amended 1-1-97, 11-5-02, 5-29-14, 7-17-25.*

### **11D-8.019 Forms.**

These forms may be obtained by contacting the Florida Department of Law Enforcement, Alcohol Testing Program, P.O. Box 1489, Tallahassee, Florida 32302.

Application for Permit to Conduct Blood Alcohol Analyses FDLE/ATP Form 4, revised September 2024, effective date July 2025, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18208>.

Breath Test Permit Application, FDLE/ATP Form 8, revised September 2024, effective date July 2025, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18210>.

Certificate of Assurance, FDLE/ATP Form 32 revised March 2001, effective date July 2015, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18227>.

Instrument Evaluation Procedures FDLE/ATP Form 34, revised March 2004, effective date July 2015, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18228>.

Department Inspection Procedures FDLE/ATP Form 36, revised August 2005, effective date July 2015, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18229>.

Department Inspection Procedures FDLE/ATP Form 36a created September 20252024, effective date July 20265, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18211>.

Operational Procedures – Intoxilyzer 8000 FDLE/ATP Form 37, revised August 2005, effective date July 2015, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18230>.

Operational Procedures – Intoxilyzer 9000 FDLE/ATP Form 37a, created September 20254, effective date July 20265, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18212>.

Breath Alcohol Test Affidavit – Intoxilyzer 8000 FDLE/ATP Form 38, created March 2004, effective date July 2015, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18231>.

Breath Alcohol Test Affidavit – Intoxilyzer 9000 FDLE/ATP Form 38a, created September 2024, effective date July 2025, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18213>.

Agency Inspection Procedures – Intoxilyzer 8000 FDLE/ATP Form 39, revised August 2005, effective date July 2015, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18232>.

Agency Inspection Procedures – Intoxilyzer 9000 FDLE/ATP Form 39a, created September 20252024, effective date July 20262025, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18215>.

Agency Inspection Report – Intoxilyzer 8000 FDLE/ATP Form 40, created March 2004, effective date July 2015, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18233>.

Agency Inspection Report – Intoxilyzer 9000 FDLE/ATP Form 40a, created September 20252024, effective date July 20262025, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18225>.

Department Inspection Report – Intoxilyzer 8000, FDLE/ATP Form 41, revised August 2005, effective date July 2015, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18226>.

Department Inspection Report – Intoxilyzer 9000, FDLE/ATP Form 41a, created September 20252024, effective date July 20262025, hereby incorporated by reference, <https://www.flrules.org/Gateway/reference.asp?No=Ref-18217>.

*Rulemaking Authority 316.1932(1)(a)2., (f)1., 316.1933(2)(b), 316.1934(3), 322.63(3)(a), (b), 327.352(1)(b)3. FS. Law Implemented 316.1932(1)(b), 316.1933(2)(b), 316.1934(3), 322.63(3)(b), 327.352(1)(e), 327.353(2)(b), 327.354(3) FS. History – New 7-17-25.*

STATE OF FLORIDA  
DEPARTMENT OF LAW ENFORCEMENT  
CHAPTER 11D-12, FLORIDA ADMINISTRATIVE CODE  
PROMULGATION OF RULES 11D-12.005 AND 11D-12.006  
SEXUAL OFFENSE KIT TRACKING DATABASE

SUMMARY OF THE RULE

Instituting the definitions and the procedure for the Expedited DNA Testing Grant.

FACTS AND CIRCUMSTANCES JUSTIFYING THE RULE

11D-12.005: Instituting definitions of terms that will be utilized in the implementation and administration of the Expedited DNA Testing Grant.

11D-12.006: Instituting the process and procedures in which the Expedited DNA Testing Grant will be implemented and administered.

SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND  
LEGISLATIVE RATIFICATION

The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative

ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

**FEDERAL COMPARISON STATEMENT**

There are no federal requirements dealing with this topic.

**SUMMARY OF HEARING**

No requests for a public hearing or written comments have been received.

## NOTICE OF PROPOSED RULE

NAME OF AGENCY: Department of Law Enforcement

Division or Board: Division of Local Law Enforcement Assistance

Rule Chapter: 11D-12; Sexual Offense Kit Tracking Database

RULE NO.: RULE TITLE:

11D-12.005 Definitions

11D-12.006 Procedures

### PURPOSE AND EFFECT:

11D-12.005: Instituting definitions of terms that will be utilized in the implementation and administration of Expedited DNA Testing Grant.

11D-12.006: Instituting the process and procedures in which the Expedited DNA Testing Grant will be implemented and administered.

### SUMMARY:

Instituting the definitions and the procedure for the Expedited DNA Testing Grant.

**SUMMARY OF STATEMENT OF ESTIMATED REGULATORY COSTS AND LEGISLATIVE RATIFICATION:**  
The Agency has determined that this will not have an adverse impact on small business or likely increase directly or indirectly regulatory costs in excess of \$200,000 in the aggregate within one year after the implementation of the rule. A SERC has not been prepared by the agency.

The Agency has determined that the proposed rule is not expected to require legislative ratification based on the statement of estimated regulatory costs or if no SERC is required, the information expressly relied upon and described herein: The Department's economic analysis of the adverse impact or potential regulatory costs of the proposed rule did not exceed any of the criteria established in Section 120.541(2)(a), Florida Statutes.

**OTHER RULES INCORPORATING THIS RULE:** N/A. **EFFECT ON THOSE OTHER RULES:** N/A. The proposed rule is not expected to exceed any of the criteria set forth in Section 120.541(2)(a), F.S., and thus, a legislative ratification is not required under Section 120.541(3), F.S. This determination is based upon the nature of the subject matter of the proposed amendment.

Any person who wishes to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative must do so in writing within 21 days of this notice.

**RULEMAKING AUTHORITY:** 943.03(4), 943.328(6), F.S.

**LAW IMPLEMENTED:** 943.328, F.S.

IF REQUESTED WITHIN 21 DAYS OF THE DATE OF THIS NOTICE, A HEARING WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW (IF NOT REQUESTED, THIS HEARING WILL NOT BE HELD):

**DATE AND TIME:** Friday, January 16, 2026 at 10:00 a.m.

**PLACE:** Florida Department of Law Enforcement, IFS, 2331 Phillips Road, Tallahassee, Florida 32308.

**AMERICANS WITH DISABILITIES ACT:** Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 5 days before the workshop/meeting by contacting:

Leigh Clark at (850)410-7000 or [leighclark@fdle.state.fl.us](mailto:leighclark@fdle.state.fl.us) or write to Florida Department of Law Enforcement, IFS, 2331 Phillips Road, Tallahassee, Florida 32308.

If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

**THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE IS:**

Leigh Clark at (850)410-7000 or leighclark@fdle.state.fl.us or write to Florida Department of Law Enforcement, IFS, 2331 Phillips Road, Tallahassee, Florida 32308.

**NAME OF PERSON ORIGINATING PROPOSED RULE:** Director Jason Bundy

**NAME OF AGENCY HEAD WHO APPROVED THE PROPOSED RULE:** Governor and Cabinet

**DATE PROPOSED RULE APPROVED BY AGENCY HEAD:** December 17, 2025

**DATE NOTICE OF PROPOSED RULE DEVELOPMENT PUBLISHED IN FAR:** October 31, 2025

THE FULL TEXT OF THE PROPOSED RULE IS:

**11D-12.005 Definitions.**

As used in Rule 11D-12.00X, F.A.C., the following definitions apply:

- (1) “STR DNA Testing” shall mean the methods and technologies utilized to generate a Short Tandem Repeat (STR) profile compatible with forensic STR DNA testing utilized for generation of profiles for the Combined DNA Index System (CODIS)
- (2) “STR profile” shall mean a Short Tandem Repeat DNA profile generated by or owned by a participating member of the statewide criminal laboratory analysis system (943.32, F.S.) with access to the state CODIS database (943.325, F.S.).
- (3) “DNA record” means all information associated with the collection and analysis of a person’s DNA sample, including the distinguishing characteristics collectively referred to as a DNA profile, and includes STR profiles, SNP profiles, and the results of whole genome sequencing. (119.071, F.S.)
- (4) “Public crime laboratory” shall mean a member of the statewide criminal laboratory analysis system (943.32, F.S.)
- (5) “Participating entities” shall mean Florida law enforcement agencies who employ law enforcement officers as defined in s. 943.10 and the Department.
- (6) “Private laboratory” shall mean a vendor laboratory holding accreditation from a recognized accrediting body (American National Standards Institute-National Accreditation Board, ANAB; American Association for Laboratory Accreditation, A2LA) where the Scope of Accreditation includes STR DNA testing.
- (7) “Quality Assurance Standards” shall refer to the current version of the Quality Assurance Standards for Forensic DNA Testing Laboratories as issued by the Director of the Federal Bureau of Investigation which apply to laboratories in the generation of DNA profiles that may be offered to the National DNA Index System and/or are generated using Federal funds. The following are defined within the QAS: Accreditation, Casework reference sample, CODIS, Outsourcing, Ownership, Ownership review, Technical Leader, Technical review, Vendor laboratory.

*Rulemaking Authority 120.536(1), 120.54, 943.325(4), 943.328(1), FS. Law Implemented 943.328 FS. History—\_\_\_\_\_.*

THE FULL TEXT OF THE PROPOSED RULE IS:

**11D-12.006 Procedures.**

Expedited DNA Testing Grant Program

- (1) Any statewide or local Florida Law Enforcement Agency, including such agencies that house a laboratory that is part of the statewide criminal laboratory analysis system (943.32, F.S.) may apply for funding, when available, for the use of a private accredited laboratory for forensic DNA testing.
- (2) Funding may be utilized under two circumstances.
  - (a) The technology or technique needed to perform STR DNA testing is not readily available from the statewide criminal laboratory analysis system
    - i. Attestation by the DNA Technical Leader or supervisory member of the public crime laboratory which normally provides DNA services to the applicant, that the technology or technique is not readily available, must be documented on the application form
  - (b) When the public crime laboratory that normally serves the law enforcement customer advises that its anticipated turnaround time for the case exceeds that which the investigating agency determines is necessary to advance the investigation
    - i. The public crime laboratory which normally provides DNA services to the applicant must indicate its capacity to accommodate a rushed testing request and provide a

good faith estimate as to the time needed to conduct the requested DNA testing, to be documented on the application form.

ii. A need for expedited DNA testing services to advance the investigation is demonstrated by the applicant on the application form and does not include expedited DNA testing where the putative perpetrator has already been identified, is currently incarcerated, or for pending hearing and trial proceedings.

(3) Technical and Case Criteria

(a) Cases where CODIS-eligible DNA profile(s) may be developed, require approval from the public crime laboratory DNA Technical Leader before DNA testing is initiated, as per the current National DNA Index System (NDIS) Operational Procedures Manual, the Quality Assurance Standards for Forensic DNA Testing Laboratories (QAS) as issued by the Director of the Federal Bureau of Investigation (FBI), and the public crime laboratory's Memorandum of Understanding with the FBI for the use of CODIS

(b) Participating entities must not purposefully split cases between the public and private laboratory, meaning some evidence submitted to each for the same case, barring circumstances where the public crime laboratory has not validated the most appropriate procedure to perform the necessary testing for one or more items of evidence.

i. Some DNA records for known casework reference sample donors cannot be provided to the private vendor laboratory by the public crime laboratory; therefore, it may be necessary for some known reference standard samples to be sent to the private vendor laboratory along with the evidence as well as to the public laboratory for comparison and CODIS entry purposes.

(c) Cases where all necessary known reference samples from individuals associated with the case (alleged victim, alleged suspect, subjects, elimination donors) are available for direct comparisons with forensic crime scene samples and where the evidentiary profiles are either not eligible for CODIS entry or would not benefit the criminal justice community by being entered into CODIS (expected resulting profiles are already in CODIS) do not require public laboratory DNA TL prior approval.

i. Law enforcement agencies and vendor laboratories may not petition the public crime laboratory DNA TL for technical ownership review after testing has been initiated or completed.

(d) Acceptance of STR DNA profiles for technical ownership review and possible entry into CODIS will not be considered for any case where DNA TL approval was not obtained prior to initiation of DNA extraction by the vendor, per case submission to the vendor.

(e) Funds are to be used for STR DNA testing using generally accepted methods, where expediency beyond that available from the public laboratory is warranted.

(f) Funds may not be used for cases where use of the private vendor laboratory would not comply with 932.326, F.S. regarding the required testing of sexual assault evidence kits.

(4) Vendor Criteria and Responsibility

(a) Accreditation by a recognized accrediting body to ISO/IEC 17025:2017, additional requirements for Forensic DNA Testing Laboratories as determined by the accrediting body, and the current version of the FBI DNA QAS.

i. Must satisfy accreditation requirements of the Federal DNA Identification Act (34 U.S.C. §12592).

(b) It is the responsibility of the grant applicant to ensure the chosen vendor qualifies to receive the passthrough grant funding and to obtain any necessary approvals.

(c) Any vendor receiving passthrough funding, must supply the public laboratory with all documentation necessary to satisfy QAS 17 (Outsourcing Ownership). The FBI On-site Vendor Program where documentation is collected but not reviewed or audited does not substitute for this requirement.

(d) All vendors must adhere to F.S. 760.40 and F.S. 119.071 and any other applicable Florida Statutes and Florida Administrative Code Rule in order to be eligible to receive passthrough funding.

(5) Public Crime Laboratory Responsibility

- (a) Regarding the technical ownership review of data generated by a private vendor laboratory, the public crime laboratory must follow its own Polices and Procedures, however named, and adhere to all documents indicated in (3)(a).
- (b) The law enforcement applicant must liaise with the public crime laboratory that would normally provide DNA testing services for that agency as part of the Statewide Crime Laboratory System (FDLE Regional Crime Laboratories, Miami-Dade Sheriff's Office Crime Laboratory, Broward Sheriff's Office Crime Laboratory, Indian River Regional Crime Laboratory, Palm Beach Sheriff's Office Crime Laboratory, Pinellas County Forensic Laboratory) to complete its application form.
- (c) If a Vendor laboratory for which the public laboratory DNA TL has not satisfied FBI DNA QAS 17 for a given calendar year is selected by the grant applicant, the public crime laboratory may request 45 calendar days to review and approve the necessary documentation prior to the initiation of testing.
  - i. The public crime laboratory DNA TL may refuse to review the technical specifications as per FBI DNA QAS 17.2, if the public crime laboratory deems in-house testing would be more expeditious. Consideration is given for time required to satisfy the QAS 17.3, to ensure the laboratory has and follows a documented procedure to verify the integrity of the DNA data received for the purposes of taking ownership of DNA data from a vendor laboratory.
- (d) As part of the application process, the public crime laboratory that would normally serve the law enforcement agency must provide a good faith estimate of the time it would take to process the case in-house.
- (e) A public crime laboratory may apply for and utilize funding to outsource testing in accordance with its own Policies and Procedures as a means of reducing overall turnaround time to customers, including cases it selects to outsource in order to accommodate expedited testing requests in-house and/or a case for which an application for Expedited DNA Testing Grant Funding was made.
  - i. The public crime laboratory's parent law enforcement agency will serve as grantee and provide the same documentation as any grantee (1).

(6) Application Review and Prioritization.

- (a) Applicants must use the prescribed form provided by the Department and submit all requested accompanying documentation in support of eligibility for consideration.
  - i. Application review by the Department is contingent on staffing and subject matter expert availability
- (b) Applications will be reviewed when funding is available. In the event insufficient funding is available, cases demonstrating exigent public safety threat may be prioritized.

(7) Awardees must follow procurement rules and provide performance reporting metrics, monthly during the period in which the grantee and the Department have an executed contract for passthrough funding, and including an end-of-case form.

(8) Status of funding and application materials will be maintained on the department website.

*Rulemaking Authority 943.03(4), 943.328(6), F.S. Law Implemented 943.328 FS. History- \_\_\_\_\_.*

## **CJSTC FORMS**

**TRAINING REPORT**

Incorporated by Reference in  
Rules 11B-14.002, 11B-20.001, 11B-30.006, and 11B-35.001, F.A.C.

**CJSTC**  
**67**

Please type or print in black or blue ink and use capital and small letters for names, titles, training school's name, student's name, and course titles

All courses completed for mandatory retraining credit shall be submitted on the Mandatory Retraining Report form CJSTC-74, by the employing agency.

Pursuant to Paragraph 11B-35.001(10)(a), F.A.C., the training center director or designee shall determine the beginning and ending dates of each basic recruit training program 30 days following the date the class began, and shall forward a Training Report form CJSTC-67 to Commission staff through the Automated Training Management System (ATMS).

1. Training School Name: \_\_\_\_\_

2. Course Sequence Number: \_\_\_\_\_

School

4. Course Title: \_\_\_\_\_

5. Course Presentation Dates:

Beginning: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Ending: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Total Number of Course Hours: \_\_\_\_\_

6. Basic Recruit Curriculum Version Number: \_\_\_\_\_

7. Social Security Number (Last four digits only)	8. Student's Full Legal Name	9. Race	10. Ethnicity	11. Sex	12. Date of Birth	13. Pass, Fail, Incomplete, or Dismiss Pursuant to Paragraph 11B-35.001(8)	14. Processed Fingerprints
LAST	FIRST	MIDDLE INITIAL					

15. Training Center Director or Designee's Signature

16. Date signed

## INSTRUCTIONS FOR COMPLETING FORM CJSTC-67

Use this form to report trainees who entered a Criminal Justice Standards and Training Commission (CJSTC) approved class.

### USE THIS FORM TO REPORT...

- That the training school presented the course.
- Students who began the class, and their race, ethnicity, date of birth, and sex.
- The number of hours the student attended.
- If the student passed, failed, did not complete the class, or was dismissed from the class.

### HOW TO COMPLETE EACH ITEM

After using all the lines in sections 7 – 14 on page 1, start a new page on a blank form. Complete items 1 - 5 on each page.

1. **Training School Name.** Enter the name of the training school.
2. **Course Sequence Number.** Enter the course sequence number as in this example: 99-91-055-02.
  - a. Enter the two-digit training school number before the first dash.
  - b. After the first dash, enter the last two digits of the year.
  - c. After the second dash, enter the three-digit CJSTC course number.
  - d. After the third dash, enter the two-digit course sequence number. The course sequence number is the number of times that the training school presented the course in the current year.  
**For example:** Flamingo Community College announced its second Radar Operators Training class for 1991. Flamingo listed its course sequence number as 99-91-055-02. Its training school number is 99; the year was 1991; the CJSTC course number for the Radar Operators Training course is 055; and the class was the second Radar Operators Training class that Flamingo offered in 1991.
3. **Total Number of Course Hours.** Enter the total number of course hours.
4. **Course Title.** Enter the title of the CJSTC approved course.
5. **Course Presentation Dates. Beginning.** Enter the date the course began. Enter as in this example: 01-15-1991. **Ending.** Enter the date the course ended.
6. Enter the Basic Recruit Curriculum Version number.
7. **Social Security Number.** Enter the last four digits of the student's social security number as in this example: 000-00-6789.
8. **Student's Full Name.** Enter the student's name as in this example: Warren, John D.
9. **Race.** Enter one of the following code letters to signify the student's race.  
**AS Asian:** Originated from any original peoples of Far East, Southeast Asian, Indian Sub-continent, or Pacific Islands. Examples are: China, Japan, Korea, Philippine Islands and Samoa.  
**A American Indian or Native Alaskan:** Originated from any original peoples of North America and maintain cultural identification through tribal affiliation or community recognition.  
**B Black:** Originated from any Black racial groups of Africa.  
**W White:** Originated from any original peoples of Europe, North Africa, or Middle East.  
**O Other:** Any peoples who are not Asian, Pacific Islander, American Indian, Native Alaskan, Black, or White.

10. **Ethnicity.** Enter one of the following code letters to signify the student's ethnicity.  
**H Hispanic or Latino:** Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.  
**N Non-Hispanic or Latino:** Persons who are not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish cultures or origins.
11. **Student's Sex.** Enter "F" for female or "M" for male to indicate the student's sex.
12. **Student's Date of Birth.** Enter the student's date of birth as in this example: 05/06/1974.
13. **Course Completion Status:** **Pass:** Enter "P" if the student passed the course. **Fail:** Enter "F" if the student failed the course. **Incomplete:** Enter "I" if the student did not complete the course. **Dismiss:** Enter "D" if the student was dismissed from the course.
14. **Processed Fingerprints for basic recruit training only.** Enter "YES" if the training school has an officer's processed fingerprints from the Florida Department of Law Enforcement (FDLE) or the Federal Bureau of Investigations (FBI), or notification from an employing agency that the processed fingerprints have been received and evaluated.
15. **Training Center Director's signature.** The training center director or designee shall sign this form.
16. **Date signed.** The training center director or designee shall enter the date of their signature.

### TRAINING CENTER REQUIREMENTS

**Submit the completed form:** Following the completion of a Commission-approved basic recruit training program, advanced training program course, instructor training courses referenced in Subsection 11B-35.007(3), F.A.C., and specialized courses referenced in Paragraph 11B-35.001(10)(c), F.A.C., the training center director or designee shall, within thirty days of the program or course completion date, electronically transmit a completed Training Report form CJSTC-67, or transmit an updated CJSTC-67 form through the Commission's ATMS.

INSTRUCTOR CERTIFICATION  
APPLICATION

Incorporated by Reference in Rule 11B-20.001, F.A.C.



CJSTC

71

Please type or print in black or blue ink and use capital and small letters to write names, titles, and addresses

1. Last Four Digits of Applicant's Social Security Number: \_\_\_\_\_

 2. Instructor's Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

 4. Race: White  Black  Asian   
American Indian or Native Alaskan  Other 

 5. Ethnicity: Hispanic or Latino  Non-Hispanic or Latino 

 6. Sex: Male  Female 

7. Enter "X" in the box that indicates the instructor's current status:

 Officer  \*Non-Officer or Civilian 

\*For non-sworn applicants the training center director, agency administrator, or designee shall ensure the applicant meets the requirements of Rule 11B-20.001(2)(b)-(c), F.A.C., regarding felony convictions.

 8. Employer: \_\_\_\_\_  
(Do not abbreviate employer name)

9. Employer Address: (Street) \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

10. Instructor Applicant's Contact Information:

Office or Mobile Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

11. Enter "X" in one of the following boxes to apply for:

 New  Add Subjects  Change of Affiliation 

A. The following documentation shall be attached for new applications, if applicable:

1. Resume for non-sworn applicants or ATMS Global Profile for officers; and
2. Copies of instructor course completion certificate(s) or ATMS Global Profile indicating course completion; and
3. Completed performance or field evaluation form(s); and
4. Professional licenses or certifications; and
5. Student evaluations of the instructor applicant; and
6. Completed Instructor Competency Checklist form CJSTC-81 and ATMS Global Profile of the instructor completing form CJSTC-81.

B. The following documentation shall be attached to add subjects if applicable:

1. Copies of the instructor course completion certificate(s) or ATMS Global Profile indicating course completion; and
2. Completed performance or field evaluation form(s); and
3. Professional licenses or certifications; and
4. Student evaluations of the instructor applicant; and
5. Completed Instructor Competency Checklist form CJSTC-81 and ATMS Global Profile of the instructor completing form CJSTC-81.

C. For Change of Affiliation:

- a. ATMS Global Profile.
- b. The applicant requests to be affiliated with:

## Training School or Agency Name

12. Enter "X" by each subject for the requested certification:

<input type="checkbox"/> General	<input type="checkbox"/> Speed Measurement
<input type="checkbox"/> Vehicle Operations	<input type="checkbox"/> Canine Team
<input type="checkbox"/> Defensive Tactics	<input type="checkbox"/> Breath Test
<input type="checkbox"/> First Aid	<input type="checkbox"/> Breath Test-9000
<input type="checkbox"/> Handgun	<input type="checkbox"/> Diving
<input type="checkbox"/> Shotgun	<input type="checkbox"/> Patrol Rifle

13. The applicant agrees that he or she has not been convicted of a felony or misdemeanor involving perjury or a false statement; has not received a dishonorable discharge from any of the Armed Forces of the United States; and has not after July 1, 1981, pled guilty or nolo contendere or have been found guilty of any felony or of a misdemeanor involving perjury or a false statement, notwithstanding suspension of sentence or withholding of adjudication; and has not had a certification issued by the Criminal Justice Standards and Training Commission relinquished or revoked.

Signature

Date Signed

I hereby affirm that the above information is true and can be verified by documents on file. **Training school or agency staff:** Verify all requirements are met and applicable documentation is attached and apply for certification through the Commission's ATMS or by submitting to Commission staff.

 14. \_\_\_\_\_  
Training Center Director, Agency Administrator, or Designee's Signature

Date signed: \_\_\_\_\_

 15. \_\_\_\_\_  
Training School or Employing Agency's Printed Name

16. Two-digit Training School Number or Employing Agency's ORI Number: \_\_\_\_\_

## CJSTC USE ONLY

<input type="checkbox"/> General	<input type="checkbox"/> Speed Measurement
<input type="checkbox"/> Vehicle Operations	<input type="checkbox"/> Canine Team
<input type="checkbox"/> Defensive Tactics	<input type="checkbox"/> Breath Test
<input type="checkbox"/> First Aid	<input type="checkbox"/> Breath Test-9000
<input type="checkbox"/> Handgun	<input type="checkbox"/> Diving
<input type="checkbox"/> Shotgun	<input type="checkbox"/> Patrol Rifle

Criminal Justice Standards and Training Commission Signature

Review date

Expiration date

Created 1/1/1992

Original – Agency or Training School

1 of 2

 Commission-Approved Revisions: 8/15/2024  
 Form Effective Date: 3/2025

**Instructor applicants applying for instructor certification shall:**

1. Be affiliated with a training school or agency.
2. Possess good moral character pursuant to Rule 11B-27.0011(4), F.A.C., as applied to instructor applicants and certified instructors.
3. Not have been convicted of a felony or of a misdemeanor involving perjury or false statement, or have received a dishonorable discharge from any of the Armed Forces of the United States; and
4. After July 1, 1981, any person who has pled guilty or nolo contendere to any felony or of a misdemeanor involving perjury or a false statement is not eligible for instructor certification, notwithstanding suspension of sentence or withholding of adjudication; and
5. Notwithstanding subsections (3) and (4) of Rule 20.001(2)(c)3., F.A.C., any person who has pled nolo contendere to a misdemeanor involving a false statement, prior to December 1, 1985, and has had such record sealed or expunged shall not be deemed ineligible for instructor certification.
6. Meet the requirements of Rule Chapter 11B-20, F.A.C.

**Instructions for Completing Form CJSTC-71:**

1. This form is required by the Criminal Justice Standards and Training Commission (CJSTC) to apply for instructor certification, add subject(s), or change the instructor's affiliation.
2. Instructor applicants shall complete items 1 - 12 and submit to a Commission-certified criminal justice training school or the instructor applicant's employing agency. The training school or agency shall assist in providing the required ATMS Global Profiles.
3. The training center director, agency administrator, or designee shall review the instructor's background, credentials, and abilities and shall approve and sign the instructor certification application upon finding that the instructor's credentials and abilities are satisfactory.
4. Upon approval, the training school or employing agency shall submit the approved application through the Commission's ATMS and shall make the documentation available for review by Commission staff.

**How to Complete Each Item:**

1. **Social Security Number.** Enter the last four digits of the instructor's nine-digit social security number.
2. **Name.** Enter the instructor's legal name. Enter the instructor's last and first name. If the instructor has a middle initial, enter it above "Mi."
3. **Date of birth.** Enter the instructor's date of birth as in this example: 08-21-1962.
4. **Race.** Enter X in the box beside the instructor's race. Races are defined as follows:
  - ◆ **Asian or Pacific Islander:** Originated from the original peoples of Far East, Southeast Asia, Indian Subcontinent, or Pacific Islands. (Examples are: China, Japan, Korea, Philippine Islands, and Samoa.)
  - ◆ **American Indian or Native Alaskan:** Originated from the original peoples of North America and maintain cultural identification through tribal affiliation or community recognition.
  - ◆ **Black:** Originated from the Black racial groups of Africa.
  - ◆ **White:** Originated from the original peoples of Europe, North Africa, or Middle East.
  - ◆ **Other:** Individuals who are not Hispanic, Asian, Pacific Islander, American Indian, Native Alaskan, Black, or White.

5. **Ethnicity.** Enter X in the box beside the instructor's ethnic group. Ethnic groups are defined as follows:

- ◆ **Hispanic or Latino:** Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- ◆ **Non-Hispanic or Latino:** Persons who are not of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish cultures or origin.

6. **Sex.** Enter X in the appropriate box.
7. **Current Status.** Enter X in the box that indicates the instructor's current status. If the instructor is non-sworn or not currently employed as a sworn officer, the training school shall ensure that the instructor meets the requirements of Rule 11B-27.0011, F.A.C.
8. **Employer.** Enter the name of the training school, agency, school, or business where the instructor is employed. Enter N/A if unemployed.
9. **Employer's address.** Enter the instructor's employment address. Enter the street address, including the apartment or P.O. Box number, on the first line. Enter the city on the second line. Enter the state and nine-digit zip code on the third line. Enter the employer's telephone number including the area code.
10. **Instructor Applicant's Contact Information.** Enter the instructor applicant's contact information.
11. **Applying For New Certification, Adding Subjects, or Changing Affiliation.** Attach the required documentation. Enter X in the box beside "New" if applying for new certification. If the instructor has a certification in one or more subjects and is applying for certification in additional subjects, enter X in the box beside "Add Subjects." If the instructor is currently a certified instructor and requests to change his or her affiliation, enter "X" in the box beside "Change of Affiliation."
12. **Subject(s) for which you are applying for certification.** Enter X in the box beside each subject for which the instructor is requesting CJSTC certification.
13. **Applicant's Signature.** The applicant shall indicate the name of the affiliating agency or training school and shall read and sign this form. Instructor applications are not valid unless signed by the applicant.

**Upon completion of items 1 – 13, the instructor shall submit this application to a Commission-certified criminal justice training school or employing agency.**

14. **Training Center Director, Agency Administrator, or designee's signature.** After verifying the applicant's credentials and abilities, the training center director, agency administrator, or designee shall sign this form.
15. **Enter the training center director, agency administrator, or designee's printed name.**
16. **Enter the Training School or Employing Agency's Name and Number or Agency ORI Number.** Enter the affiliating training school's name and two-digit training school number, or the employing agency's name and ORI number. Example: FL0370000.

**FIRING RANGE FACILITY AND  
EQUIPMENT REQUIREMENTS**

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

**CJSTC  
201**

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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 firearms training for basic recruit or instructor students, shall comply with the following specifications:

1. \_\_\_\_\_ The range shall have a bullet impact backstop that will stop and render harmless, bullets fired into it from firearms from the firing positions at the firing line, without ricochetting projectiles or debris, or striking individuals at the firing line.
2. \_\_\_\_\_ The range shall have a minimum of five firing positions with one target for each firing position. Range targets shall be placed at least 24 inches from the scoring edge to the scoring edge facing the shooters.
3. \_\_\_\_\_ The range shall have an observation position for the range master for indoor and outdoor range facilities that allow simultaneous unrestricted view of all firing positions and all areas within the confines of the impact area.
4. \_\_\_\_\_ The range shall have warning signs posted at all access points to the firing range that clearly identify the areas as a criminal justice firing range.
5. \_\_\_\_\_ The range shall have an operational public address system that is capable of transmitting instructions to all areas of the range to allow shooters on the firing line or in the firing booth to hear commands while firing with ear protectors in place.
6. \_\_\_\_\_ The range cover used for firing shall be permanently affixed, or is a portable construction with a base affixed to the ground, or is securely braced to ensure the shooter's safety.
7. \_\_\_\_\_ The range shall provide adequate lighting to allow shooters to clearly see the targets from all firing positions and to allow the range caller to clearly see all firing positions and targets.
8. \_\_\_\_\_ Firearm ranges used for practical exercises shall be equipped with a first aid kit. The first aid kit shall be located at the facility when basic recruit students are actively engaged in practical exercises or CJSTC training is in session and shall be immediately accessible to instructors and students.

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

Adhesive bandages, 1" or 2" (1 box)	Eye-dressing kit (1)	Tourniquets, commercial (2)
Adhesive tape (1 roll)	Flashlight (1)	Trauma shears (1)
Bandage compresses, 4" (1)	Gauze bandage roll, any size (1)	Triangular bandages (2)
Biohazard bag (1)	Occlusive dressings (2)	Wound packing, rolled, or hemostatic gauze
Cold packs/plastic bags and ice (3-5)	Pressure bandages/dressings (2)	Writing instrument (e.g., pen, marker)
CPR mask with one-way valve (1)	Protective gloves, varying sizes	
Emergency blanket (1)	Sterile eyewash	

9. \_\_\_\_\_ The range and associated equipment shall be maintained in proper working order to ensure safety of the shooters and instructors. Indoor ranges shall comply with the manufacturer's specifications for operational safety.

10. \_\_\_\_\_ The range shall have accessible drinking water, a restroom, and a rain-resistant shelter for all personnel engaged in training on the range.

11. \_\_\_\_\_ The range shall have telephone or radio communication immediately available to instructors.

12. \_\_\_\_\_ Access to the range shall be restricted to criminal justice trainees, criminal justice instructors, Commission staff, and personnel authorized by the training center director when firearms training is being conducted. The range must have warning signs posted.

13. \_\_\_\_\_ All personnel shall wear ear and eye protection while a student is actively engaged in a shooting exercise.

In Compliance  Non-Compliance  Corrected on Site by the Field Specialist

Rule Violation: \_\_\_\_\_, F.A.C.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Field Specialist's Signature

Date

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Training Center Director or Coordinator or Instructor Signature

Date

REGISTRATION FOR EMPLOYMENT  
AFFIDAVIT OF COMPLIANCE

Incorporated by Reference in Rule 11B-27.002, F.A.C.


 CJSTC  
60

Please type or print in black or blue ink and use capital and small letters to write names, addresses, and titles

1. Social Security Number: \_\_\_\_\_

2. Officer's Name: \_\_\_\_\_

Last

First

MI

3. Date of birth: \_\_\_\_\_

4. Race: \_\_\_\_\_

 White  Black  Asian  Other

 American Indian/Native Alaskan

 5. Ethnicity:  Hispanic or Latino  Non-Hispanic or Latino

 6. Sex:  Male  Female

7. Education (Check highest diploma or degree): \_\_\_\_\_

 EQ/AA/AS  BA/BS  MA/MS  JD/PHD/EDD

Note: To receive educational salary incentive, complete the Higher Education Report Form CJSTC-63.

8. Agency ORI: FL \_\_\_\_\_

9. Agency Name: \_\_\_\_\_

10. Employment Date: \_\_\_\_\_

11. Is this officer employed under a Temporary Employment Authorization? If yes, complete the Temporary Authorization form CJSTC-65.

 Yes  No

I hereby certify that I have collected, verified, and am maintaining on file evidence that the applicant has met the provisions of Section 943.13(1)-(8) and 943.131, F.S., or any rule adopted pursuant thereto. I fully understand that this affidavit constitutes an official statement under the purview of Section 837.06, F.S., is subject to verification by the Criminal Justice Standards and Training Commission, and any intentional false execution of this affidavit constitutes a misdemeanor of the second degree.

18. \_\_\_\_\_

Agency Administrator or Designee's Signature

19. \_\_\_\_\_

Date

20. \_\_\_\_\_

Agency Administrator or Designee's Printed Name and Title

## 21. OATH

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

 Sworn to (or affirmed) and subscribed before me by means of Physical Presence  OR Online Notarization  this \_\_\_\_\_

day of \_\_\_\_\_, year \_\_\_\_\_, by \_\_\_\_\_

Signature of Notary Public – State of Florida

Print, Type, or Stamp Commissioned name of Notary Public

 Personally Known  OR Produced Identification 

Type of Identification Produced \_\_\_\_\_

An officer shall not be employed in a sworn status until all requirements of Section 943.13, F.S. have been met.

## INSTRUCTIONS FOR COMPLETING FORM CJSTC-60

Use this form to register officers with the Criminal Justice Standards and Training Commission.

### USE THIS FORM WHEN:

1. An officer is initially employed.
2. Employment status is changed to full-time, part-time, or auxiliary.
3. An officer changes discipline. Disciplines are law enforcement, correctional, or correctional probation. Concurrent is when an officer has more than one certification.
4. An officer is reinstated because of a court order.
5. An officer transfers from one correctional institution to another with the Florida Department of Corrections.
6. An officer returns to the agency after a leave of absence.
7. The agency merges with another criminal justice agency.
8. An officer is terminated for not having fingerprints for a period not to exceed one calendar year from the date the officer was employed or appointed pursuant to Section 943.13(5), F.S.

### HOW TO COMPLETE THIS FORM

1. **Social Security Number.** Enter the officer's social security number as in this example: 000-00-0000.
2. **Name.** Enter the officer's legal last and first name. If the officer has a middle initial, enter it above (MI).
3. **Date of Birth.** Enter the officer's date of birth as in this example: 06-29-41.
4. **Race.** Enter X in the box beside the officer's race. Races are defined as follows:
  - a. **Asian:** Persons originated from any original peoples of Far East, southeast Asia, Indian Subcontinent, or Pacific Islands. Examples are : China, Japan, Korea, Philippine Islands and Samoa.
  - b. **American Indian or Native Alaskan:** Persons originated from any original peoples of North America and maintain cultural identification through tribal affiliation or community recognition.
  - c. **Black:** Persons originated from any Black racial groups of Africa.
  - d. **White:** Originated from any original peoples of Europe, North Africa, or Middle East.
  - e. **Other:** Persons originated from the combination of peoples or any peoples who are not Asian, Pacific Islander, American Indian, Native Alaskan, Black, or White.
5. **Ethnicity.** Enter X in the box beside the officer's ethnic group. Ethnic groups are defined as follows:
  - a. **Hispanic or Latino:** Persons of Cuban, Mexican Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
  - b. **Non-Hispanic or Latino:** Persons who are not of Cuban, Mexican Puerto Rican, South or Central American, or other Spanish culture or origin.
6. **Sex.** Enter X in the box beside the officer's sex.
7. **Education.** Enter X in the box for the highest certificate, diploma, or degree that the officer holds.
  - a. **EQ/AA/AS:** Equivalency, Associate of Arts, Associate of Science
  - b. **BA/BS:** Bachelor of Arts, Bachelor of Science
  - c. **MA/MS:** Master of Arts, Master of Science
  - d. **JD/PHD/EDD:** Jurist Doctorate (Doctorate of Law), Doctorate (Science Arts or Education.) Doctorate of Education.
8. **Agency ORI.** Enter the last seven digits of the agency's originating agency identifier number. There are nine digits in agency ORI codes and each ORI code begins with FL. Enter as in this example: FL 0370000.
9. **Agency Name.** Enter the agency's name.
10. **Employment date.** Enter the date the officer began working in a certified position, after successful completion of basic recruit training, unless he or she is employed under a temporary employment authorization (TEA). The employment date for the TEA shall be the initial date of employment. Enter as in this example: 05-28-1991.
11. **Temporary Employment Authorization.** Enter X in the box beside "Yes" if the agency hired an officer using a temporary employment authorization (TEA). Enter X in the box beside "No" if the officer was not hired using a TEA.
12. **Employment Class.** Enter X in the box beside the officer's employment type for the applicable discipline. **Note:** The "Special Elected or Appointed" box should only be checked if the person is an elected or appointed official affiliated with the agency for the purposes of maintaining the continued education requirement pursuant to Section 943.135(4), F.S.
13. **Employment type.** Enter X in the box for the type of employment.
  - a. **Example:** If the Flamingo County Sheriff's Office employs John Mason as a **FULL-TIME** law enforcement officer, enter X in the box beside full-time.
  - b. **Example:** If the Flamingo County Sheriff's Office employs John Mason, who is certified as a part-time law enforcement officer, enter X in the box beside **PART-TIME**.
  - c. **Example:** If the Flamingo County Sheriff's Office employs John Mason, who is certified as an auxiliary law enforcement or correctional officer, enter X box beside **AUXILIARY**.
14. **High-Liability Training for Certified Auxiliary Officers.** Only correctional or law enforcement officers may serve as a certified auxiliary officer. Enter X in the box beside "Yes" if proof of required high-liability training is in the officer's file. If "Yes" is marked, indicate the date the high-liability training was completed. Enter X in the box beside "No" if proof of high-liability training is not in the officer's file.
15. **Equivalency-of-Training.** Enter X in the box beside "Yes" if the agency is requesting an equivalency-of-training. Enter X in the box beside "No" if the agency is not requesting an equivalency-of-training. Enter X in the box beside "No" if the agency is not requesting an equivalency-of-training. **Example:** Jim Doss is employed by the Flamingo County Sheriff's Office and was previously certified out-of-state. Mr. Doss wants to become a Florida certified officer. Enter X in the box beside "Yes."
16. **Results of Processed Fingerprints.** Enter X in the box beside "Yes" if the agency has on file the results of the officer's processed fingerprints by FDLE and the FBI, and enter the date the results were received. Enter X in the box beside "No" if the agency does not have on file the fingerprint results.
17. **Controlled Substance Screening.** Enter X in the box beside "Yes" if the agency has completed the seven-panel controlled substance test requirement for the officer. Enter X in the box beside "No" if the agency has not completed the seven-panel controlled substance test requirement for the officer.
18. **Background Investigation.** Enter X in the box beside "Yes" if the agency has completed the required background investigation and has on file the required documents. Enter X in the box beside "no" if the agency has not completed the background investigation. **Note:** Officers should not be employed in a sworn status until all requirements of Section 943.13, F.S. have been met.

### AFFIDAVIT OF COMPLIANCE

The agency administrator or designee shall complete the remainder of this affidavit in the presence of a notary public.

18. **Agency administrator's signature.** The agency administrator or designee shall their name attesting that the information on the form is true and correct.
19. **Date signed.** The agency administrator or designee shall enter the date the affidavit was signed.
20. **Agency administrator's title.** Type or print the agency administrator or designee's title and date in black or blue ink.
21. **Notary.** The notary shall complete all blank spaces of this section.

### AGENCY REQUIREMENTS

- If the agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency.
- If the agency is unable to enter the information on-line through ATMS, please contact the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Records Section, at 850-410-8600 for assistance.

**NAME CHANGE APPLICATION**

Incorporated by Reference in Rule 11B-27.002, F.A.C.

**CJSTC****79****Please type or print in black or blue ink and use capital and small letters for names, titles, and addresses**

Use this form when an officer's official name changes because an officer marries ( include hyphenation, if any), an officer obtains legal name change through court action, or a discrepancy occurs in the officer's name, such as spelling, etc.

1. **Last Four Digits of Social Security Number:** \_\_\_\_\_2. **Officer's Previous Name:** \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_3. **Officer's New Name:** \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_4. **Agency ORI: FL:** \_\_\_\_\_  
Enter the last seven digits of the originating agency's identifier number.5. **Agency Name:** \_\_\_\_\_

6. Attach supporting documentation and maintain on file a copy of marriage license, divorce decree, birth certificate, naturalization certificate, current U.S. passport, or legal name change documents to support the officer's name change.

- Marriage
- Divorce
- Legal name change through court process
- Name entered incorrectly into ATMS
- Other

---

Agency Administrator or Designee's Name (Please Print Legibly)

---

Agency Administrator or Designee's Signature

---

Date Signed**AGENCY REQUIREMENTS**

Submit the completed name change form and attachments to the following address: Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302-1489, Attention: Records Section. Fax Number 850-410-8605.

EMPLOYMENT BACKGROUND  
INVESTIGATIVE REPORT

Incorporated by Reference in Rule 11B-27.002, F.A.C.



CJSTC

77

Please type or print in black or blue ink and use capital and small letters for names, titles, and addresses

This form must be attached to the Registration of Employment, Affidavit of Compliance form CJSTC-60.

1. Officer's Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_
2. Last Four Digits of the Officer's Social Security Number: \_\_\_\_\_
3. Agency ORI: FL \_\_\_\_\_
4. Agency Name: \_\_\_\_\_
5. Disciplines: Law Enforcement:  Correctional Probation:  Correctional  Concurrent
6. Results of Background Check:

<u>Mandatory Checks</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>	FDLE was contacted
Previous Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> VIA ATMS <input type="checkbox"/> Via Telephone
FCIC Record	<input type="checkbox"/>	<input type="checkbox"/>	On _____ for information on the applicant's
NCIC Record	<input type="checkbox"/>	<input type="checkbox"/>	Date _____
Local Law Enforcement	<input type="checkbox"/>	<input type="checkbox"/>	previous criminal justice employments or Commission action.
Military History	<input type="checkbox"/>	<input type="checkbox"/>	
Controlled Substances	<input type="checkbox"/>	<input type="checkbox"/>	

<u>Recommended</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>	<u>Not Utilized</u>
Job Related Psychological Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polygraph Examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neighborhood Check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Applicant Admits To:  Having previously committed an act, which constitutes a felony or misdemeanor even if previously not detected, not arrested or not prosecuted including, but not limited to, theft, possession of illegal drugs, fraud, etc.  
Describe: \_\_\_\_\_
8. Current and Recent Illegal Use of Controlled Substance (Indicate type and date last used):

<input type="checkbox"/> Marijuana _____	<input type="checkbox"/> Cocaine _____	<input type="checkbox"/> Opiates _____
<input type="checkbox"/> Designer Drugs _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> None _____

9. Investigative Findings. Please describe below, any findings contrary to Section 943.13(4) and (7), F.S., admitted acts, and other drug use:

\_\_\_\_\_

\_\_\_\_\_

Rule 11B-27.0011, FAC, requires an applicant's moral character to be carefully examined before hired by an agency. If the background investigation establishes that the applicant has a significant history of prior unlawful conduct, the Commission shall recommend that the agency does not hire the applicant, and that documentation of a background investigation is on file.

10. Signature and Attestment of Background Investigator: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby verify based on the above factors considered by this agency that the applicant is of good moral character as required by Section 943.13(7), F.S.

11. Signature of Employing Agency Administrator or Designee (Required)

(Date Signed)

## INSTRUCTIONS FOR COMPLETING FORM CJSTC-77

### USE THIS FORM TO...

- Report the results of the background investigation conducted on officers employed by the agency.
- Report when the agency initially employs an officer.

### HOW TO COMPLETE EACH ITEM

1. **Officer's Name:** Enter the last and first legal name. If the officer has a middle initial, enter it above MI.

2. **Social Security Number.** Enter the last four digits of the officer's social security number.

3. **Agency ORI:** Enter the last seven digits of the agency's originating agency identifier number as in this example: FL 0370000.

**Note:** The Department of Corrections (DC) offices, other than correctional institutions shall use an ORI code that identifies the DC region.

4. **Agency Name:** Enter the agency's correct name.

**Note:** Other than correctional institutions, the Department of Corrections offices shall list the "Department of Corrections" as the agency name.

5. **Disciplines:** Enter "X" in the box for law enforcement, correctional, or correctional probation discipline.

6. **Results:**

- **Mandatory Checks.** Enter "X" in the box for either satisfactory or unsatisfactory for each listed type of background check.

- Enter "N/A" on the line under satisfactory if the officer has had no prior military service.

- Enter the date as month/day/year to indicate when the FDLE was contacted to obtain information regarding the officer's record of separation from previous employers.

- **Recommended:** Enter "X" in the box under satisfactory, unsatisfactory, or not utilized for each type of investigative examination.

**Note:** The agency shall contact the FDLE Criminal Justice Professionalism Program, Records Section to obtain the facts and reasons about the officer's previous separations or Commission action from Florida agencies while employed in positions regulated by the Criminal Justice Standards and Training Commission.

7. **Applicant Admits To:** Enter "X" in the box if the officer admits to previously having committed and an unlawful act(s).

8. **Current and Recent Illegal Use of Controlled Substance:**

- Enter "X" in the box before the type of controlled substance that has been illegally used.

- Enter the month/year on the line above date following the type of controlled substance illegally used.

- Enter the year only if the month is unknown.

- Enter "X" in the box where there is no current or recent illegal use of designer drugs. Enter "X" in the box before "Other" for illegal drugs not specifically listed, followed by the month/year.

- Enter "X" in the box before "None" when there is no current or recent illegal use of any controlled substance.

9. **Investigative Findings:** Describe any findings indicated as unsatisfactory for any mandatory checks.

10. **Signature of Background Investigator and Date Signed:** The background investigator who conducted the investigation shall signs his or her name and enter the date signed. The investigator's signature attests that the investigation was conducted pursuant with procedures detailed in the Commission's Background Investigation Procedures manual.

11. **Agency Administrator's Signature and Date Signed.** The agency administrator or designee shall sign this form and enter the date signed.

### AGENCY REQUIREMENTS

- If the agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency or training school.
- If the agency is unable to enter the information on-line through ATMS, please contact the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Records Section, at 850-410-8600 for assistance.



Please type or print legibly in black or blue ink and use capital and small letters to write names, titles, and addresses

1. Last Four Digits of the Officer's Social Security Number: \_\_\_\_\_
2. Officer's name: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_
3. Agency ORI: FL \_\_\_\_\_
4. Agency name: \_\_\_\_\_
5. Officer employment type:  Law Enforcement  Correctional  Correctional Probation  Concurrent  
 Special Elected or Appointed
6. Training used to fulfill the 40-hour mandatory retraining requirement: Documentation of training used to fulfill this requirement shall be attached to this form. Documentation may include copies of certificates, memoranda, rosters, letters, course index or outline, or other documents that indicate completion of training. Documentation shall also include the date, number of hours, title of course, or conference or topic of the training, and the entity presenting the training.

COURSE OR CONFERENCE TITLE:	Hours

- 7a. College credit hours used for mandatory retraining requirement:

COLLEGE CREDIT:	

- 7b. Required retraining pursuant to sections 943.1701, 1716, 1758, 17295, F.S.: Certified officers who elect to instruct human diversity training, and law enforcement officers who elect to instruct Domestic Violence or Juvenile Sexual Offender Investigation training may substitute completion or instruction of such training to satisfy the officer's continuing training requirement. Documentation showing the date and hours instructed shall be attached to form CJSTC-74.

	Hours Completed
HUMAN DIVERSITY: No hourly requirement pursuant to legislation effective July 1, 2006.	
DOMESTIC VIOLENCE: Effective 7/1/98 and this training is required for law enforcement only. No hourly requirement.	
JUVENILE SEXUAL OFFENDER INVESTIGATIONS: Effective 7/1/98 and is required for law enforcement only. No hourly requirement.	
PROFESSIONAL TRAFFIC STOPS: Effective 10/1/2001, and is required for law enforcement only. The officer has the option of completing Professional Traffic Stops training to satisfy human diversity training. No hourly requirement.	
MISUSE OF ELECTRONIC DATABASES: Effective 10/1/2021, and is required for law enforcement only. No hourly requirement.	
OFFICER HEALTH AND WELLNESS PRINCIPLES: Effective 7/1/2023, and is required for law enforcement only. No hourly requirement.	
USE-OF-FORCE TRAINING FOR LAW ENFORCEMENT AND CORRECTIONAL OFFICERS. Scenario-based firearms training, physiological response dynamics training, less-lethal force options available within the agency, agency policies on use-of-force training, and legal aspects regarding use-of-force training.	
Date of Completion:	
USE-OF-FORCE TRAINING FOR CORRECTIONAL PROBATION OFFICERS. Physiological response dynamics training, less-lethal force options available within the agency, agency policies on use-of-force training, and legal aspects regarding use-of-force training.	
Date of Completion:	
Total Hours	

8. Enter the date the officer completed the mandatory retraining requirement: \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_ Date signed \_\_\_\_\_

AGENCIES SHALL BE NOTIFIED WHEN SUBJECT TOPICS CHANGE

## INSTRUCTIONS FOR COMPLETING FOR CJSTC-74

Form CJSTC-74 is used for in-service training, Specialized Training, Advanced, or Career Development Training Program Courses, and college credit used for mandatory retraining requirements.

Use this form to notify the Criminal Justice Standards and Training Commission when an officer meets the Commission's mandatory retraining requirements.

1. **Social Security Number:** Enter the last four digits of the officer's social security number.
2. **Officer's name.** Enter the officer's legal name. Enter the last and first name. If the officer has a middle initial enter it above MI.
3. **Agency ORI.** Enter the last seven digits of the agency's originating agency identifier number. There are nine digits in agency ORI codes. The first two have been entered for you, which are "FL". Enter as in this example: FL 0370000.
4. **Agency Name.** Enter the agency's name.
5. **Officer's Employment Type.** Enter X in one of the boxes for the officer's employment type for which mandatory retraining has been completed. If the officer is concurrent, Commission staff shall record the training for both a law enforcement and correctional officer. Concurrent means "that an officer is employed as a law enforcement and correctional officer."
6. **Training Used To Fulfill Mandatory Retraining Requirement's.** Report only training that the agency provided and any advanced or career development training program courses, or college credit used to satisfy mandatory retraining requirements.  
**Name of Course.** Enter the name of in-service training, specialized training, advanced, or career development training program courses.  
**Hours.** Enter the number of hours the officer completed for each course.
- 7a. **College Credit Hours.** Enter 40 hours credit for a three-hour college credit course.
- 7b. **Required Retraining.** Enter the hours the officer completed for the following training:
  - 1) Human Diversity training including Professional Traffic Stops. No hourly requirement pursuant to legislation effective July 1, 2006. At the agency administrator's discretion, Professional Traffic Stops training may be completed to satisfy Human Diversity training.
  - 2) Domestic Violence. There is no hourly requirement.
  - 3) Juvenile Sexual Offender Investigations. There is no hourly requirement.
- 4) Professional Traffic Stops. At the agency administrator's discretion, the officer has the option of completing Professional Traffic Stops training to also satisfy human diversity training.
- 5) Misuse of Electronic Databases. There is no hourly requirement, but training must include instruction on proper use, and limitations on use, of electronic databases and the penalties associated with the misuse of electronic databases.
- 6) Officer Health and Wellness Principles. The Commission-approved course must be completed.
- 7) Use-of-Force training for law enforcement and correctional officers. There is no hourly requirement.
- 8) Use-of-Force Training for correctional probation officers. There is no hourly requirement.
- 9) **NOTE:** Correctional and correctional probation officers are not required to complete training in Domestic Violence, Juvenile Sexual Offender Investigations, or Professional Traffic Stops.
- 10) **Total Hours.** Enter the total number of hours the officer completed for in-service training, specialized, advanced, career development training program courses, or college credit that has been listed on this form to fulfill the mandatory retraining requirement.

8. **Mandatory Retraining Completion Date.** Enter the date the officer completed his or her mandatory retraining requirements. Enter as in this example: 01-28-1991.
9. **Agency Administrator or Designee's Signature.** The agency administrator or designee shall sign this form.
10. **Date signed.** Enter the date the agency administrator or designee signed this form.

## AGENCY REQUIREMENTS

- If the agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency with the required documentation attached.
- If the agency is unable to enter the information on-line through ATMS, please contact the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Records Section, at 850-410-8600 for assistance.

**LAW ENFORCEMENT OFFICER  
FIREARMS QUALIFICATION  
STANDARD**

Incorporated by Reference in Rule 11B-27.00212, F.A.C.

**CJSTC****86A**

OFFICER'S NAME: \_\_\_\_\_ DATE PERFORMED: \_\_\_\_\_

OFFICER ID: \_\_\_\_\_ LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: \_\_\_\_\_

AGENCY'S NAME: \_\_\_\_\_ AGENCY'S ORI: FL \_\_\_\_\_

OFFICER EMPLOYMENT TYPE:  LAW ENFORCEMENT  SPECIAL ELECTED OR APPOINTED**HANDGUN QUALIFICATION**MAKE/MODEL HANDGUN # 1: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_ PASS  FAIL MAKE/MODEL HANDGUN # 2: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_ PASS  FAIL 

(Handgun #2 Space For Agency Use Only)

COMMENTS: \_\_\_\_\_

OFFICER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR'S PRINTED NAME: \_\_\_\_\_ EXPIRATION YEAR: \_\_\_\_\_

**RIFLE QUALIFICATION**MAKE/MODEL RIFLE: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_ PASS  FAIL 

COMMENTS: \_\_\_\_\_

OFFICER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR'S PRINTED NAME: \_\_\_\_\_ EXPIRATION YEAR: \_\_\_\_\_

 COMMISSION-CERTIFIED PATROL RIFLE INSTRUCTOR COMMISSION-CERTIFIED HANDGUN INSTRUCTOR AND COMPLETED AGENCY-APPROVED PATROL RIFLE INSTRUCTOR COURSE**SHOTGUN QUALIFICATION**MAKE/MODEL SHOTGUN: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_ PASS  FAIL 

COMMENTS: \_\_\_\_\_

OFFICER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INSTRUCTOR'S PRINTED NAME: \_\_\_\_\_ EXPIRATION YEAR: \_\_\_\_\_

 COMMISSION-CERTIFIED SHOTGUN INSTRUCTOR COMMISSION-CERTIFIED HANDGUN INSTRUCTOR AND COMPLETED AGENCY-APPROVED SHOTGUN INSTRUCTOR COURSE

AGENCY ADMINISTRATOR/DESIGNEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMISSION'S APPROVED COURSE OF FIRE FOR THE HANDGUN QUALIFICATION STANDARD		
Target: One B21-E	Number of Rounds: 38	Minimum Passing Score: 33
<b>STAGE 1: HIP AND TWO-HAND HIGH POINT FROM THE DRAW (1-3-yard lines; 6 rounds in 6 seconds)</b>		
<ul style="list-style-type: none"> <li>▪ Draw and fire 3 rounds from the hip; then create distance and fire 3 rounds from the two-hand high point in 6 seconds.</li> <li>▪ Assume the compressed ready.</li> </ul>		
<b>STAGE 2: TWO-HAND HIGH POINT FROM THE COMPRESSED READY (3-yard line; 2 rounds in 3 seconds per string, 2 strings)</b>		
<ul style="list-style-type: none"> <li>▪ Step left, fire 2 rounds in 3 seconds, and return to the compressed ready.</li> <li>▪ Realign on target.</li> <li>▪ Step right, fire 2 rounds in 3 seconds, and holster.</li> </ul>		
<b>STAGE 3: PRIMARY AND SUPPORT HAND EXTENDED FROM THE DRAW (3-yard line; 3 rounds in 5 seconds per string, 2 strings)</b>		
<ul style="list-style-type: none"> <li>▪ Draw with the primary hand only while stepping left, and fire 3 rounds in 5 seconds.</li> <li>▪ Reload (if needed); safely transition weapon to support hand; and assume the compressed ready.</li> <li>▪ Realign on target.</li> <li>▪ Step right and fire 3 rounds in 5 seconds with support hand only.</li> <li>▪ Safely transition to the primary hand and holster.</li> </ul>		
<b>STAGE 4: TWO-HAND HIGH POINT FROM THE DRAW (7-yard line; 2 rounds in 5 seconds per string; 2 strings)</b>		
<ul style="list-style-type: none"> <li>▪ Draw, step right, fire 2 rounds in 5 seconds, and holster.</li> <li>▪ Realign on target.</li> <li>▪ Draw, step left, fire 2 rounds in 5 seconds, and holster.</li> </ul>		
<b>STAGE 5: TWO-HAND HIGH POINT FROM THE DRAW WITH A MANDATORY RELOAD (7-yard line; 12 rounds in 20 seconds)</b>		
<ul style="list-style-type: none"> <li>▪ Draw, step right, fire 12 rounds in 20 seconds, and holster.</li> </ul>		
<b>STAGE 6: TWO-HAND HIGH POINT FROM THE DRAW (15-yard line; 6 rounds in 15 seconds)</b>		
<ul style="list-style-type: none"> <li>▪ Draw, step right, fire 6 rounds in 15 seconds, and holster.</li> </ul>		

COMMISSION'S APPROVED COURSE OF FIRE FOR THE RIFLE QUALIFICATION STANDARD			
<b>Target:</b> One B21-E	<b>Loadout:</b> 2 rifle mags (28 & 2) and pistol mag loaded	<b>Number of Rounds:</b> 31	<b>Minimum Passing Score:</b> 27 (must hit head shot in Stage 3)
<b>STAGE 1 (NO OPTICS): 25-YARD LINE; 9 ROUNDS IN 20 SECONDS</b>			
<ul style="list-style-type: none"> <li>Load, charge, and holster pistol; then make rifle patrol ready with 28 round magazine and turn off optics (this stage only).</li> <li>From a ready position, fire 3 rounds from standing, 3 rounds from kneeling, and 3 rounds from prone in 20 seconds.</li> </ul>			
<b>STAGE 2: 15-YARD LINE; 6 ROUNDS IN 15 SECONDS</b>			
<ul style="list-style-type: none"> <li>Turn optics on; combat reload using 2 round magazine.</li> <li>From a ready position, fire 3 rounds while standing, reload while dropping to kneeling, and fire 3 rounds from kneeling in 15 seconds.</li> </ul>			
<b>STAGE 3: 7-YARD LINE; 3 ROUNDS IN 2 SECONDS, THEN 3 ROUNDS IN 3 SECONDS</b>			
<ul style="list-style-type: none"> <li>From a ready position, fire 3 rounds in 2 seconds and return to ready position.</li> <li>Instructor: Before calling the next string of fire, mark head shots on target.</li> <li>Fire 2 rounds into the body and 1 round into the head in 3 seconds.</li> </ul>			
<b>STAGE 4: 7-YARD LINE; 2 ROUNDS IN 3 SECONDS, THEN 2 ROUNDS IN 3 SECONDS, THEN 2 ROUNDS IN 4 SECONDS</b>			
<ul style="list-style-type: none"> <li>From circle of safety facing the right, turn toward the target and fire 2 rounds in 3 seconds.</li> <li>From circle of safety facing the left, turn toward the target and fire 2 rounds in 3 seconds.</li> <li>From circle of safety facing up range, turn toward the target and fire 2 rounds in 4 seconds.</li> </ul>			
<b>STAGE 5: 7-YARD LINE; 4 ROUNDS IN 5 SECONDS WITH A MANDATORY TRANSITION TO PISTOL</b>			
<ul style="list-style-type: none"> <li>From a ready position, fire 4 rounds in 5 seconds.</li> </ul>			
COMMISSION'S APPROVED COURSE OF FIRE FOR THE SHOTGUN QUALIFICATION STANDARD			
<b>Target:</b> One B21-E	<b>Loadout:</b> 3 rounds in the tube (patrol ready) and 3 rounds available for reload	<b>Number of Rounds:</b> 6	<b>Minimum Passing Score:</b> Slugs—5 out of 6 8 pellet shot—42 out of 48 9 pellet shot—48 out of 54
<b>STAGE 1: 7-YARD LINE; 1 ROUND IN 3 SECONDS</b>			
<ul style="list-style-type: none"> <li>Make shotgun patrol ready with 3 rounds.</li> <li>From a ready position, fire 1 round in 3 seconds.</li> </ul>			
<b>STAGE 2: 7-YARD LINE; 2 ROUNDS IN 3 SECONDS</b>			
<ul style="list-style-type: none"> <li>From a ready position, fire 2 rounds in 3 seconds.</li> </ul>			
<b>STAGE 3: 15-YARD LINE; 1 ROUND IN 3 SECONDS</b>			
<ul style="list-style-type: none"> <li>Load 2 rounds in the tube without chambering.</li> <li>From a ready position, step left and fire 1 round in 3 seconds.</li> </ul>			
<b>STAGE 4: 15-YARD LINE; 2 ROUNDS IN 8 SECONDS WITH A MANDATORY RELOAD</b>			
<ul style="list-style-type: none"> <li>From a ready position, step right and fire 2 rounds in 8 seconds.</li> </ul>			

#### OFFICER TO INSTRUCTOR RATIO

For instruction of the Firearms Qualification Courses, it is recommended there be no more than six officers actively engaged on a firearms range for each Commission-certified handgun, rifle, or shotgun instructor.

#### **ACTIVELY ENGAGED**

Actively engaged is defined in Paragraph 11B-35.0021(8)(a), F.A.C., as "an officer on the firing range handling a weapon."

#### **FIREARMS QUALIFICATION COURSE REQUIREMENTS**

1. An officer shall be required to demonstrate proficiency with a minimum passing score or higher in the scoring area with the type of weapon that the officer carries or operates while performing the duties of a sworn officer. The scoring area shall be any hit that is inside or touches the exterior scoring line, for example, the 4 and 5 zone of a commercially produced B-21E or equivalent target. When shooting buckshot for the shotgun qualification, the scoring area shall include the full silhouette, including the arms. In Stage 3 of the rifle qualification, the officer must hit the head shot above the base of the earlobes on the target.
2. An officer shall use a commercially produced B-21E or equivalent target.
3. The Handgun Qualification Standard shall be administered by a currently certified Commission-approved handgun instructor. The Rifle Qualification Standard shall be administered by a Commission-approved rifle instructor **or** a Commission-approved handgun instructor who has completed rifle instructor training recognized by their employing agency. The Shotgun Qualification Standard shall be administered by a Commission-approved shotgun instructor **or** a Commission-approved handgun instructor who has completed shotgun instructor training recognized by their employing agency.
4. The Firearms Qualification Standard shall be conducted at a Commission-certified training school range, agency range, or private range.
5. A law enforcement officer who fails to demonstrate proficiency on the required handgun qualification standard shall not perform the duties of a sworn officer; a law enforcement officer who fails to demonstrate proficiency on the required rifle or shotgun qualification standard shall not carry or operate a rifle or shotgun, respectively, while performing the duties of a sworn officer.
6. Any remedial training and subsequent qualification attempts are the responsibility of the employing agency and the officer must meet the Firearms Qualification Standard prior to the officer working in the capacity as a sworn officer.

#### **USE OF REDUCED SIZED TARGETS FOR HANDGUN QUALIFICATION**

1. An employing agency is authorized to use a reduced sized target when a firing range with full qualification distance is not available and using the reduced sized target will allow an officer to satisfy the required Firearms Qualification Standard and comply with Subsection 11B-27.00212(14), F.A.C.
2. Use of a reduced sized target is limited to the Firearms Course of Fire Stage 6 (15-yard line: Two-hand High Point from Holster) handgun qualification. An officer is permitted to fire the 15-yard line handgun qualification at the 10-yard line using the Commission-approved CJSTC B-21E R33 target.

#### **INSTRUCTIONS FOR COMPLETING FORM CJSTC-86A**

1. Complete Form CJSTC-86A for each officer.
2. Enter the officer's name, ID, last four digits of the officer's social security number, agency name, agency ORI, employment type, and weapon information and enter the date the officer completed the performance objectives.
3. Place a check in the boxes provided for either PASS or FAIL to signify the officer's overall proficiency performance.
4. For each qualification completed, the officer shall sign his or her name and enter the date signed.
5. For each qualification completed, the instructor shall print and sign his or her name and the date signed. The instructor shall enter the expiration date of his or her handgun, rifle, or shotgun instructor certification.
6. The agency administrator or designee shall sign his or her name and enter the date signed.
7. The agency shall enter the qualification information on-line through Automated Training Management System (ATMS).
8. The agency shall retain this original form in the officer's file at the employing agency.



Please type or print legibly in black or blue ink and use capital and small letters to write names, titles, and addresses.

1. Last Four Digits of Social Security Number: \_\_\_\_\_

2. Officer Name: \_\_\_\_\_

3. Agency ORI: FL \_\_\_\_\_

4. Agency Name: \_\_\_\_\_

5. Officer Employment Type:  Law Enforcement  Special Elected or Appointed

I hereby affirm that the above named officer was injured or has a chronic illness and is unable to complete the Law Enforcement Officer Firearms Qualification Standard. Supporting medical documentation is attached. I fully understand that this affidavit constitutes an official statement under the purview of Section 837.06, F.S., is subject to verification by the Criminal Justice Standards and Training Commission, and any intentional false execution of this affidavit constitutes a misdemeanor of the second degree.

6. \_\_\_\_\_

7. \_\_\_\_\_

Agency Administrator or Designee's Signature

Date

8. \_\_\_\_\_

Agency Administrator or Designee's Printed Name and Title

**9. OATH**

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of

Physical Presence  OR Online Notarization  this \_\_\_\_\_

day of \_\_\_\_\_, year \_\_\_\_\_, By \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public – State of Florida

\_\_\_\_\_  
Print, Type, or Stamp Commissioned name of Notary Public

\_\_\_\_\_  
Personally Known  OR Produced Identification

\_\_\_\_\_  
Type of Identification Produced

The Commission recommends that the officer qualify on the required firearms qualification standard as soon as medically possible.

Attach supporting documentation to this document and submit to Commission staff at Criminal Justice Professionalism Program, ATTN: Officer Records, P. O. Box 1489, Tallahassee, Florida 32302-1489.

## INSTRUCTIONS FOR COMPLETING FORM CJSTC-86B

Use this form to notify the Criminal Justice Standards and Training Commission of injuries or chronic illnesses that prevent qualification on the Law Enforcement Officer Firearms Qualification Standard.

1. **Social Security Number.** Enter the last four digits of the officer's social security number. Enter the number as 000-00-1234.
2. **Officer's Name.** Enter the officer's legal name. Enter the last and first name and middle initial.
3. **Agency ORI.** Enter the last seven digits of your agency's originating agency identifier number. There are nine digits in agency ORI codes. "FL" has been entered. Enter as in this example: FL 0370000.
4. **Agency Name.** Enter your agency's name.
5. **Officer Employment Type.** Enter X in one of the boxes for the officer's employment type for which mandatory retraining has been completed.
6. **Agency Administrator or Designee's Signature.** The agency administrator or designee shall enter his or her signature.
7. **Date.** The date the agency administrator or designee signed this form.
8. **Agency Administrator or Designee's Printed Name and Title.** The agency administrator or designee shall print his or her name and title.
9. **Completion of Affidavit Section.** The notary public shall complete all blank lines in the Affidavit Section.

Submit this completed form and supporting medical documentation to: Florida Department of Law Enforcement, Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302-1489, **Attention: Records Section**



**STATE OF FLORIDA**  
**DOMESTIC VIOLENCE LETHALITY ASSESSMENT**



Officer Name:	Badge #:	Department/Precinct:		Case #:	
Victim Name:	DOB: ____ / ____ / ____	Sex:	Race/Ethnicity:	Date: ____ / ____ / ____	Time: am/pm
Victim Phone: ( ) -	Is this a safe #? <input type="checkbox"/> Yes <input type="checkbox"/> No	Relationship to offender:			
Offender's name:	Consent to follow-up call from service provider:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**A "Yes" response to any of Questions 1-4 will require law enforcement to advise the victim they are in a potentially lethal situation.**

1. Did they ever use a weapon against you or threaten you with a weapon?  Yes  No  No Ans
2. Did they ever threaten to kill you or your children?  Yes  No  No Ans
3. Do you believe they will try to kill you?  Yes  No  No Ans
4. Have they ever choked you or attempted to choke you?  Yes  No  No Ans

**A "No" response to Questions 1-4, but a "Yes" response to at least four of the questions between Questions 5-11 will require law enforcement to advise the victim they are in a potentially lethal situation.**

5. Do they have a gun or could they easily obtain a gun?  Yes  No  No Ans
6. Are they violently or constantly jealous, or do they control most of your daily activities?  Yes  No  No Ans
7. Did you leave or separate from them after you were living together or married?  Yes  No  No Ans
8. Are they unemployed?  Yes  No  No Ans
9. To the best of your knowledge, have they ever attempted suicide?  Yes  No  No Ans
10. Do you have a child who they believe is not their biological child?  Yes  No  No Ans
11. Have they ever followed, spied on, or left threatening messages for you?  Yes  No  No Ans

**If the result of the victim's response to Question 12 leads the law enforcement officer to believe the victim is in a potentially lethal situation, then law enforcement will be required to advise the victim of that result.**

12. Is there anything else that worries you about your safety? If so, what worries you?

--	--

Check one:	<input type="checkbox"/> The victim declined to be screened.
	<input type="checkbox"/> The officer could not administer the screen.
	<input type="checkbox"/> The victim is in a potentially lethal situation based on score.
	<input type="checkbox"/> The victim is in a potentially lethal situation based on the officer's belief.
	<input type="checkbox"/> The victim is not in a potentially lethal situation.

**Remember:** Law enforcement must advise *all* victims of the nearest locally certified domestic violence center, regardless of score or officer belief.

*Each situation may present unique factors that influence risk for lethal violence that are not captured in this assessment. Although most victims who are believed to be in a potentially lethal situation would not be expected to be killed, these victims face a much higher risk than other victims of intimate partner violence.*

**FIRST AID  
PERFORMANCE EVALUATION**

Incorporated by Reference in Rule 11B-35.0024, F.A.C.

**CJSTC****5**

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.
  - **REMEDIATION 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.

<b>I. BODY SUBSTANCE ISOLATION (BSI)</b>	<b>DATE OF FIRST ATTEMPT:</b> _____		<b>DATE OF SECOND ATTEMPT:</b> _____		<b>EVALUATION</b>
	PASS	FAIL	PASS	FAIL	
<b>Demonstrate All of the Following</b>					
1. Properly put on protective gloves, checking for correct size and defects.					<b>FIRST ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS</b>
2. Properly remove and dispose of contaminated protective gloves without contaminating self or others.					<b>SECOND ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS</b>
<b>Comments:</b>					
<b>II. CARDIOPULMONARY RESUSCITATION:</b> 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. <b>DESIGNATED CPR ASSOCIATED STANDARDS.</b> 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 <b>basic recruit student</b> 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.					
DATE: _____		<b>LEAD INSTRUCTOR'S PRINTED NAME</b>		<b>LEAD INSTRUCTOR'S SIGNATURE</b>	
PASS <input type="checkbox"/> OR FAIL <input type="checkbox"/>		<b>CPR INSTRUCTOR CERTIFICATION EXPIRATION DATE</b> Instructors shall possess and maintain a valid CPR Instructor Certification from an entity referenced in Rule 64J-1.022, F.A.C.			
<b>Comments:</b>					
<b>III. PATIENT ASSESSMENT</b>	<b>DATE OF FIRST ATTEMPT:</b> _____		<b>DATE OF SECOND ATTEMPT:</b> _____		<b>EVALUATION</b>
	PASS	FAIL	PASS	FAIL	
<b>Using PPE, Demonstrate All of the Following</b>					
1. Scene size-up					<b>FIRST ATTEMPT INSTRUCTOR'S PRINTED NAME AND INITIALS</b>
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					
<b>Comments:</b>					

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)					
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					
3. Arm or ankle drag					SECOND ATTEMPT EVALUATOR'S PRINTED NAME AND INITIALS
4. Shoulder drag (choose one: civilian, internal, or external vest)					
5. Two-person extremity lift					
6. SEAL Team 3 Carry					
USING PPE, MOVE A PATIENT BY PERFORMING ONE OF THE FOLLOWING (NOTE: OPTIONAL FOR CORRECTIONAL AND CORRECTIONAL PROBATION 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: \_\_\_\_\_

## **CJIS FORMS**



Florida Department of Law Enforcement  
Criminal Justice Information Services Division  
Applicant Services Unit Criminal History Services

**VECHS DISSEMINATION LOG**  
**Volunteer & Employee Criminal History System**  
**(VECHS) for Criminal History Record Checks**  
**under the National Child Protection Act of 1993, as amended,**  
**and Section 943.0542, Florida Statutes**

Date	Person Making Dissemination	Name on Disseminated Information	SID/ FBI UCN#	Requesting Entity Name, Number and Person	Disseminated by Telephone, Fax, or Mail?	Date Qualified Entity Status Verified

**INSTRUCTIONS:** A log entry must be made every time you share with another qualified entity any information you obtained from a criminal history records check with FDLE or the FBI. This includes the sharing of "No Record" information. The Dissemination Log must be retained for four (4) years from the date of the entry, and it must be made available to FDLE and FBI auditors.

**REMINDER:** Criminal history record information received from FDLE or the FBI under the National Child Protection Act, as amended, and section 943.0542, Florida Statutes, shall be used or shared only for the screening of current or prospective FLORIDA employees, volunteers, contractors, and/or vendors of **QUALIFIED ENTITIES**, pursuant to these laws. Misuse or unauthorized release of the information could subject you to civil and criminal sanctions.



## Application for Qualified Entities

Florida Department of Law Enforcement  
Applicant Services Unit Criminal History Services  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)

Thank you for your interest in the Florida Department of Law Enforcement's Volunteer and Employee Criminal History System (VECHS) program!

The Florida Department of Law Enforcement's (FDLE) Volunteer and Employee Criminal History System (VECHS) program is authorized under the National Child Protection Act (NCPA) (1993), as amended, and Florida Statute 943.0542.

FDLE's VECHS program is intended for entities providing services specifically focused on one or more of the vulnerable populations. Qualified entities meeting the criteria set forth by the NCPA and the Federal Bureau of Investigation (FBI) are able to screen approved employees and/or volunteers providing services as described in the application's summary of services. If you are unsure as to whether your entity qualifies for the VECHS program, please refer to the [FDLE's VECHS Eligibility Guide](#).

Please use the VECHS Application for Qualified Entities to provide the FDLE with the necessary information to determine whether your entity falls within the guidelines and parameters set forth by the NCPA, as amended, the FBI, and Florida Statute 943.0542. Once the FDLE VECHS Team has made a determination on your eligibility, you will be contacted with further instruction on how the entity's user agreement between the FDLE and the qualified entity will be executed.

Qualified entities have the option to participate in FDLE's Applicant Fingerprint Retention and Notification Program (AFRNP). Retaining fingerprints in the AFRNP allows your entity the ability to receive state and national arrest hit notifications for employees and volunteers. Please indicate on the application if you would like to participate in the AFRNP.

The cost for the first year of fingerprint retention is included in the initial criminal history record check fee. After the first year of retention, your entity will be invoiced an annual \$6.00 retention fee for each set of employee and/or volunteer fingerprints you choose to continue retaining.

Note: Public school districts, charter schools, specialty schools, and private schools accepting School Choice scholarship funding regulated by Department of Education (DOE) are required by Florida Statute 435.12 to participate and retain applicant fingerprints in the Agency for Health Care Administration's (AHCA) Care Provider Background Screening Clearinghouse. Any private schools accepting state scholarship funding must submit a VECHS Qualified Entity Application to the FDLE as authorized under NCPA and 435.12, F.S.

**Please submit as a typed form.**

# VECHS

Volunteer & Employee Criminal History System

## Application for Qualified Entities



Florida Department of Law Enforcement  
Applicant Services Unit Criminal History Services  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)

~~The National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes allows for the creation of the VECHS program. Through this program, FDLE and the Federal Bureau of Investigation (FBI) provide state and national criminal history record information on applicants, employees, and volunteers to qualified organizations in Florida. With this criminal history information, the organizations can more effectively screen out current and prospective volunteers and employees who are not suitable for contact with children, the elderly, or the disabled.~~

~~To be qualified to participate in the VECHS program, an organization (public, private, profit, or non-profit) must provide "care" or "care placement services" to children, the elderly, or the disabled.~~

### Entity Information

Entity Name:				
Mailing Address:				
	Street Address			Unit#
City	State	Zip	County	
Physical Operating Address:  <input type="checkbox"/> Check here if Physical Address is same as Mailing Address				
	Street Address			Unit#
City	State	Zip	County	

### Contact Information

Contact Person:			
Phone	Telephone:	Ext:	
E-mail Address:	<del>Fax</del> Direct Telephone:		
Entity Head: (Please Print)	E-mail Address:		

# VECHS

Volunteer & Employee Criminal History System

## Application for Qualified Entities



Florida Department of Law Enforcement  
Applicant Services Unit Criminal History Services  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)

### Summary of Services

Legal Type of Entity:	<input type="checkbox"/>	Governmental (Public)	<input type="checkbox"/>	Private, Non-Profit	<input type="checkbox"/>	Private, For-Profit
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**Are you designated as 501(c)(3) with the United States Internal Revenue Service?**  Yes  No  
If yes, please provide verifying documentation, such as IRS determination letters.

**Type of Staff being Screened:**  Employees  Volunteers  Both

**Please check all that apply to the service(s) that your entity provides to children, the elderly, or the disabled:**

Vulnerable Population Served	Care or Treatment	Education, Training, or Instruction	Supervision	Recreation	Care Placement
Children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please describe in detail the services your entity will provide and how those services will impact children, the elderly, or the disabled (continue on a separate page, if necessary):**

**Are you a K-12 private school?**  Yes  No

**If yes, are you receiving or applying to receive scholarship funds?**  Yes  No

**Are you currently receiving or applying to receive scholarship funds from the department of education?**

Currently Receiving?  Applying?  Neither of these

# VECHS

Volunteer & Employee Criminal History System

## Application for Qualified Entities



Florida Department of Law Enforcement  
Applicant Services Unit Criminal History Services  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)

**Once approved, please indicate your participation in the Applicant Fingerprint Retention and Notification Program (AFRNP):**

**No Participation**

**Employee & Volunteer Retention**

**Employee Retention Only**

**Volunteer Retention Only**

# VECHS

Volunteer & Employee Criminal History System

## Application for Qualified Entities



Florida Department of Law Enforcement  
Applicant Services Unit Criminal History Services  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)

**Do you wish to screen through the Care Provider Background Screening Clearinghouse?**

Yes  No

Do you understand that current or prospective employees and volunteers that are otherwise statutorily required to receive a state and national criminal history record check are not eligible for the VECCHS Program?  Yes  No

Do you plan to request state and national criminal history record checks on employees and volunteers currently residing outside the state of Florida? If yes, please explain:

Yes  No

~~Are you currently required by Florida state Statute to obtain state and national criminal history record checks on any of your current or prospective employees and volunteers?~~

Yes  No

**Are you currently screening employees and/or volunteers for another reason?**

Yes  No

**If yes, what is the state statute and/or state agency requiring you to screen current employees and/or volunteers?**  
Briefly explain.

~~If yes, what state agency monitors your entity and requires these criminal history record checks? Please check all that apply:~~

<input type="checkbox"/>	<del>Florida Department of Children and Families (DCF)</del>
<input type="checkbox"/>	<del>Florida Department of Education (DOE)</del>
<input type="checkbox"/>	<del>Florida Agency for Healthcare Administration (AHCA)</del>
<input type="checkbox"/>	<del>Florida Department of Elder Affairs (DOEA)</del>
<input type="checkbox"/>	If Other(s), please explain below:   

It is your responsibility to determine if your entity is otherwise statutorily required to complete criminal history record checks on current or prospective employees and volunteers. Please verify your statutory requirements for record checks with one of the above agencies or Florida Statutes before submitting your application. If you have contacted these agencies and still have questions regarding eligibility, please contact the FDLE VECCHS Program at (850) 410-8161 or at [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us).

# VECHS

Volunteer & Employee Criminal History System

## Application for Qualified Entities



Please submit your completed application to FDLE using the information below. Applications may be submitted by regular mail, e-mail, or fax, but **must be typed**.

Florida Department of Law Enforcement  
Applicant Services Unit Criminal History Services  
Phone: (850) 410-8161 [FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)

Florida Department of Law Enforcement  
Applicant Services Unit Criminal History Services  
ATTN: VECHS  
P.O. Box 1489  
Tallahassee, FL 32302-1489  
[FDLEVECHS@fdle.state.fl.us](mailto:FDLEVECHS@fdle.state.fl.us)  
Fax: 850-488-4424

Signature of Entity Head: \_\_\_\_\_ Date: \_\_\_\_\_

## **ALCOHOL TESTING PROGRAM FORMS**

# Florida Department of Law Enforcement Alcohol Testing Program

## DEPARTMENT INSPECTION PROCEDURES – INTOXILYZER 9000

1. Prepare at least two simulators for use and allow them to warm up for at least thirty minutes prior to the first analysis. When changing solutions, allow the new solution to warm up for at least ten minutes after the heater light turns off for the first time. Ensure that each simulator maintains an air leak resistant seal and an operational temperature of 34 C (+/- 0.2 C).
2. Only distilled or deionized water will be used for the Alcohol Free Test and the Interferent Detect Test. Class A glassware must be used when measuring solutions.
3. Only approved and non-expired alcohol reference solution and non-expired dry gas standards from an approved source must be used during the applicable portions of the inspection.
4. Access the Level 3 Menu. Select Maintenance. Select Inspection Test. Enter Department Inspection—or last name, first name and middle initial at INSPECTOR prompts.
5. All results are reported to three decimal places in g/210L. The result must be 0.000 for each air blank. The instrument will abort the inspection process if the air blank result is not 0.000. Except for DIAGNOSTIC CHECK, if a check or test is out of compliance the instrument will prompt the Department Inspector to REPEAT (Y/N) the check or test. Each check or test may only be repeated once. If a check or test must be repeated, the REASON reason or corrective action must be entered when prompted and recorded in the Remarks section of FDLE/ATP Form 41a Department Inspection Report – Intoxilyzer 9000.
  - Verify DATE. Adjust if necessary. Verify and TIME. Adjust if necessary.
  - Verify Department Inspector last name, first name and middle initial at INSPECTOR prompts.
  - Select DIAGNOSTIC CHECK (Pre-Inspection). The result must be OK. If any diagnostic check result is not OK, the instrument will abort the inspection process.
  - NUMBER OF SIMULATORS USED. Enter the number of simulators used during the inspection.
  - Select MINIMUM SAMPLE VOLUME CHECK. When PROVIDE SAMPLE NOW is displayed, provide a breath sample volume of less than 1.1L as shown on the display. The instrument will again display PROVIDE SAMPLE NOW. Provide a breath sample volume of greater than 1.1L as shown on the display. The result must be 0.000. Enter Y/N at the OK prompt.
  - DIAGNOSTIC CHECK (Pre-Inspection). Select Diagnostic Pre-Inspection Diagnostic Check. The result must be OK for each diagnostic check. If any diagnostic check result is not OK, the instrument will abort the inspection process.
  - NUMBER OF SIMULATORS USED. Enter the number of simulators used during the inspection.
  - Select ALCOHOL FREE SUBJECT. When PROVIDE SAMPLE NOW is displayed, introduce an alcohol-free breath sample into the instrument. The result must be 0.000.
  - Select MOUTH ALCOHOL TEST. When PROVIDE SAMPLE NOW is displayed, introduce an alcohol-free breath sample into the instrument. The result must be 0.000. Enter the lot number and expiration date of the mouth alcohol solution used. Rinse mouth with mouth alcohol solution. When PROVIDE SAMPLE NOW is displayed introduce a breath sample into the instrument. The result must be SLOPE NOT MET.
  - Select ALCOHOL FREE TEST. Attach a simulator containing 500 mL distilled or deionized water to the instrument. Conduct ten (10) analyses. The result must be 0.000 for each analysis.
  - Select INTERFERENT DETECT TEST. Enter the lot number and expiration date of the acetone solution used. Attach a simulator containing 3 mL of acetone stock solution and 500 mL distilled or deionized water to the instrument. Conduct ten (10) analyses. The result must be INTERFERENT DETECT for each analysis.
  - Select 0.02 g/210L TEST. Attach a simulator containing 0.02 g/210L alcohol reference solution to the instrument. Enter the lot number and expiration date of the alcohol reference solution used. Conduct ten (10) analyses. The result of each analysis must be within the acceptable range.
  - Select 0.08 g/210L TEST. Attach a simulator containing 0.08 g/210L alcohol reference solution to the instrument. Enter the lot number and expiration date of the alcohol reference solution used. Conduct ten (10) analyses. The result of each analysis must be within the acceptable range.
  - Select 0.30 g/210L TEST. Attach a simulator containing 0.30 g/210L alcohol reference solution to the instrument. Enter the lot number and expiration date of the alcohol reference solution used. Conduct ten (10) analyses. The result of each analysis must be within the acceptable range.
  - Select 0.15g/210L DRY GAS STANDARD TEST. Attach a simulator cylinder containing 0.15 g/210L dry gas standard to the instrument. Enter the lot number and expiration date of the dry gas standard used. Conduct ten (10) analyses. The result of each analysis must be within the acceptable range.
  - Select 0.08 g/210L DRY GAS STANDARD TEST. Attach a cylinder containing 0.08 g/210L dry gas standard to the instrument. Enter the lot number and expiration date of the dry gas standard used. Conduct ten (10) analyses. The result of each analysis must be within the acceptable range.

## Florida Department of Law Enforcement Alcohol Testing Program

- Select DIAGNOSTIC CHECK (Post-Inspection). The result must be OK for each diagnostic check. If the any diagnostic check result is not OK, the instrument will abort the inspection process.
- REVIEW/ EDIT REMARKS if needed.
- IN COMPLIANCE. Enter Y/N to record whether the instrument complies or does not comply with the requirements of Chapter 11D-8, FAC. If the instrument does not comply with Chapter 11D-8, FAC, remove the instrument from service and notify the Agency.

6. The results of the Department Inspection must be recorded on FDLE/ATP Form 41a Department Inspection Report – Intoxilyzer 9000. The standard deviations, and the average standard deviation, for the 0.02, 0.08 and 0.15, 0.30 g/210L %CV must not exceed +/- 10% at each concentration.

# Florida Department of Law Enforcement

## Alcohol Testing Program

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### OPERATIONAL PROCEDURES – INTOXILYZER 9000

- All results are reported to three decimal places in g/210L. The instrument must display READY prior to beginning the breath test. Push the green START button to begin the breath test.
- Enter Breath Test Operator permit number and PIN.
- DATE/TIME. Verify the displayed date and time. Change if necessary. Enter Verify Breath Test Operator first name, middle initial, and last name, and agency at USER OPERATOR prompts.
- SWIPE/SCAN OR ENTER DL. Swipe/Scan or manually enter the subject's driver license or identification card and verify DATE/TIME. Verify the displayed date and time. Change if necessary. LAST AGENCY INSPECTION DATE. Verify the Agency inspection date displayed.
- CYLINDER LOT#. Verify the Dry Gas Standard cylinder lot number and expiration date. Change if necessary.
- OBSERVATION PERIOD BEGAN. Enter the time the observation period began (must be at least 20 minutes).
- VIOLATION CODE. Enter the violation code.
- AIR BLANK. The result must be 0.000.
- DIAGNOSTICS CHECK. The result must be OK.
- AIR BLANK. The result must be 0.000.
- CONTROL TEST. The result must be between 0.075 and 0.085, inclusive.
- AIR BLANK. The result must be 0.000.
- PROVIDE SAMPLE NOW. Have the subject provide a breath sample into the instrument.
- AIR BLANK. The result must be 0.000.
- PLEASE WAIT. The instrument will countdown the time remaining for the wait period.
- AIR BLANK. The result must be 0.000.
- PROVIDE SAMPLE NOW. Have the subject provide a breath sample into the instrument.
- AIR BLANK. The result must be 0.000.

Note: If there is no 0.020 g/210L agreement between the first and second breath samples, the instrument will automatically request a third breath sample as follows:

- PLEASE WAIT. The instrument will countdown the time remaining for the wait period.
- AIR BLANK. The result must be 0.000.
- PROVIDE SAMPLE NOW. Have the subject provide a breath sample into the instrument.
- AIR BLANK. The result must be 0.000.
- CONTROL TEST. The result must be between 0.075 and 0.085, inclusive.
- AIR BLANK. The result must be 0.000.
- DIAGNOSTICS CHECK. The result must be OK.
- AIR BLANK. The result must be 0.000.
- 2. FDLE/ATP Form 38a Breath Alcohol Test Affidavit - Intoxilyzer 9000 will automatically print to the attached external printer containing all the results. 3. Complete FDLE/ATP Form 38a Breath Alcohol Test Affidavit - Intoxilyzer 9000.

# Florida Department of Law Enforcement

## Alcohol Testing Program

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### AGENCY INSPECTION PROCEDURES – INTOXILYZER 9000

1. Prepare at least one simulator for use with distilled/deionized water and allow it to warm up for at least thirty minutes prior to the first analysis. When adding acetone stock solution for interferent testing, allow the new solution to warm up for at least ten minutes. Ensure that the simulator maintains an air leak resistant seal and an operational temperature of 34°C (+/- 0.2°C).
2. Only distilled or deionized water must be used for the Alcohol-Free Test and the Interferent Detect Test. Class A glassware must be used when measuring solutions.
3. Only non-expired Dry Gas Standards from an approved source must be used during the applicable portions of the inspection.
4. Select OPTIONS to Access the Level 2 Menu. Enter Agency Inspector permit number and pin number. Select Control Testing. Select Agency Inspection. Confirm date, time, and Agency Inspector name last name, first name and middle initial at when prompted. INSPECTOR prompts.
5. All results are reported to three decimal places in g/210L. The result must be 0.000 for each air blank. The instrument will abort the inspection process if the air blank result is not 0.000. If any test is out of compliance, the instrument will prompt the Agency Inspector to REPEAT (Y/N) the test. Each test may only be repeated once. If a test must be repeated, the REASON-corrective action must be recorded entered when prompted and recorded in the Remarks section of FDLE/ATP Form 40a Agency Inspection Report – Intoxilyzer 9000.
  - Verify DATE. Adjust if necessary. Verify TIME. Adjust if necessary.
  - Select DIAGNOSTIC CHECK (Pre-Inspection). The result for each diagnostic check must be OK for each diagnostic check. If any diagnostic check result is not OK, the instrument will abort the inspection process.
  - NUMBER OF SIMULATORS USED. Enter the number of simulators used during the inspection.
  - Select ALCOHOL FREE SUBJECT When PROVIDE SAMPLE NOW is displayed, introduce an alcohol-free breath sample into the instrument. The result must be 0.000.
  - Select MOUTH ALCOHOL TEST. Enter the lot number and expiration date of the mouth alcohol solution used. When PROVIDE SAMPLE NOW is displayed, introduce an alcohol-free breath sample into the instrument. The result must be 0.000. Rinse mouth with mouth alcohol solution. When PROVIDE SAMPLE NOW is again displayed, introduce a breath sample into the instrument. The result must be SLOPE NOT MET.
  - Select ALCOHOL FREE TEST. Attach a simulator containing 500 mL distilled or deionized water to the instrument. Conduct three (3) analyses. The result must be 0.000 for each analysis.
  - Select INTERFERENT DETECT TEST. Attach a simulator containing 3mL of acetone stock solution and 500mL distilled or deionized water to the instrument. Enter the lot number and expiration date of the acetone stock solution used. Conduct three (3) analyses. The result must be INTERFERENT DETECT for each analysis.
  - Select 0.05 g/210L DRY GAS STANDARD TEST. Attach a cylinder containing 0.05 g/210L dry gas standard to the instrument. Enter the lot number and expiration date of the dry gas standard used. Conduct three (3) analyses. The result of each analysis must be within the acceptable range.
  - Select 0.08 g/210L DRY GAS STANDARD TEST. Attach a cylinder containing 0.08 g/210L dry gas standard to the instrument. Enter the lot number and expiration date of the dry gas standard used. Conduct three (3) analyses. The result of each analysis must be within the acceptable range.
  - Select 0.20 g/210L DRY GAS STANDARD TEST. Attach a cylinder containing 0.20 g/210L dry gas standard to the instrument. Enter the lot number and expiration date of the dry gas standard used. Conduct three (3) analyses. The result of each analysis must be within the acceptable range.
  - Select DIAGNOSTIC CHECK (Post-Inspection). The result must be OK for each diagnostic check must be OK. If any diagnostic check result is not OK, the instrument will abort the inspection process.
  - REVIEW/ EDIT REMARKS if needed.

# Florida Department of Law Enforcement

## Alcohol Testing Program

- ~~IN-COMPLIANCE. Enter Y/N to state whether the instrument complies or does not comply with the requirements of Chapter 11D-8, FAC. If the instrument does not comply with Chapter 11D-8, F.A.C., remove the instrument from service and notify the Department Inspector.~~
- ~~The inspection results must be recorded on Form 40a Agency Inspection Report – Intoxilyzer 9000 and signed by the Agency Inspector, certifying that the agency inspection was conducted in accordance with Chapter 11D-8, F.A.C.~~

6. ~~The results of the Agency Inspection must be recorded on FDLE/ATP Form 40a Agency Inspection Report – Intoxilyzer 9000.~~

7. 6. For regulatory and administrative purposes only, the results of the Agency Inspection must be made electronically available to the Department within five (5) days of completing the inspection.

# Florida Department of Law Enforcement Alcohol Testing Program

## AGENCY INSPECTION REPORT – INTOXILYZER 9000

Agency:

Time of Inspection:      Date of Inspection:

Serial Number:

Software:

CHECK OR TEST	YES	NO
Date and/or Time Adjusted		
Diagnostic Check (Pre-Inspection): OK		
Alcohol Free Subject Test: 0.000		
Mouth Alcohol Test: Slope Not Met <u>Lot #:</u> <u>Expiration Date:</u>		
Interferent Detect Test: Interferent Detected <u>Lot #:</u> <u>Expiration Date:</u>		
Diagnostic Check (Post-Inspection): OK		

Alcohol Free Test (g/210L)	0.05g/210L Dry Gas Std Test (g/210L) Lot#: Exp:	0.08g/210L Dry Gas Std Test (g/210L) Lot#: Exp:	0.20g/210L Dry Gas Std Test (g/210L) Lot#: Exp:

Number of Simulators Used: \_\_\_\_\_

Remarks:

The above instrument complies ( ) does not comply ( ) with Chapter 11D-8, FAC.

I certify that I hold a valid Florida Department of Law Enforcement Agency Inspector Permit and that I performed this inspection in accordance with the provisions of Chapter 11D-8, FAC.

---

Signature and Printed Name

---

Date

# Florida Department of Law Enforcement Alcohol Testing Program

## DEPARTMENT INSPECTION REPORT – INTOXILYZER 9000

**Agency :**  
**Time of Inspection :**

**Date of Inspection :**

**Serial Number :**  
**Software :**

<u>Check or Test</u>	<u>YES</u>	<u>NO</u>
<u>Date and/or Time Adjusted</u>		
<u>Diagnostic Check (Pre-Inspection): OK</u>		
<u>Minimum Sample Volume Check: OK</u>		
<u>Alcohol-Free Subject Test: 0.000</u>		
<u>Mouth Alcohol Test: Slope Not Met</u> <u>Lot #:</u> <u>Expiration Date:</u>		
<u>Interferent Detect Test: Interferent Detected</u> <u>Lot #:</u> <u>Expiration Date:</u>		
<u>Diagnostic Check (Post-Inspection): OK</u>		

Check or Test	YES	NO	Check or Test	YES	NO
Diagnostic Check (Pre-Inspection): OK			Date and/or Time Adjusted		
Minimum Sample Volume Check: OK			Barometric Pressure Sensor Check: OK		
Alcohol Free Subject Test: 0.000			Mouth Alcohol Test: Slope Not Met		
Interferent Detect Test: Interferent Detect			Diagnostic Check (Post-Inspection): OK		

%CV

**Number of Simulators Used :**

### Remarks:

# Florida Department of Law Enforcement

## Alcohol Testing Program

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The above instrument complies (    ) does not comply (    ) with Chapter 11D-8, FAC.

I certify that I performed this inspection in accordance with the provisions of Chapter 11D-8, FAC.

---

Signature and Printed Name

\_\_\_\_\_

Date