



Florida Department of
Law Enforcement

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**CRIMINAL JUSTICE STANDARDS & TRAINING COMMISSION
TECHNICAL MEMO 2011-08**

TO: Criminal Justice Training Schools

FROM: Bureau Chief Glen W. Hopkins
Criminal Justice Professionalism Program

SUBJECT: Scanned Audit Procedures

Numerous training schools have expressed interest in submitting electronic files in lieu of an on-site trust fund audit. In response to this interest, procedures have been developed for participation in electronic audits. Participation in the electronic audit process is strictly on a voluntary basis. To participate, the following procedures must be followed to ensure consistency in the audit process.

Prior to scanning all of the audit year files, please contact a trust fund auditor to submit a sample course file that will be audited. To verify the correct order in the course file and to determine that the required documentation is in the course file, a trust fund auditor and/or manager will conduct a review to ensure clarity of the scanned documents. Once the file has been approved, the remaining course files for the fiscal year audited can be scanned and submitted to the appropriate trust fund auditor.

The trust fund auditor will contact the director, fiscal agent, and chairperson to determine a date for the audit to take place. The training school must be available to answer any questions or concerns during this audit period. If additional documentation is needed, the training center and/or fiscal agent will forward them within the audit timeframe. If management determines that the information submitted is not legible or is not organized, an on-site audit will be performed. CJPP management maintains the final discretion as to whether an on-site audit will be conducted.

All scanned course files must have all documentation required by 11B-35.001(11) in each course file.

Advanced or Specialized Training Program Course Files

The folder name will be the name and date(s) of the course. There should be **one folder for each class** with the documents in the following order:

- Trust Fund Documentation (if the course was trust funded)
- CJSTC-67 or CJSTC-16
- Instructor List
- Instructor Profile(s)
- CJSTC-82 Form
- Schedule/Outline
- Roster
- Student Attendance Records
- Grades
- Test Scores/Materials
- Goals/Objectives
- Proficiency Form(s)
- Agency Authorization(s)

Commission-approved Basic Recruit Course Files

The folder name will be the name and date(s) of the course. Inside the course folder, **a separate folder for each of these sections** should be created with the associated documents inside:

- CJSTC-67
- Instructor List
- Instructor Profile(s)
- CJSTC-82 Form(s)
- Schedule/Outline
- Roster
- Student Attendance Records
- Grades
- Test Scores/Materials
- Goals/Objectives
- Proficiency Form(s)
- Criminal History(s)
- CJSTC-75B

11B-35.001(11) Reporting requirements for Commission-approved Basic Recruit, Advanced, and Specialized Training Program Courses are as follows:

(c) The training center director or designee shall ensure that the records for Commission-approved Basic Recruit, Advanced, and Specialized Training Program Courses are maintained within the training school. Each course shall be subject to audit by Commission staff. Such records shall, at a minimum, include:

1. Course outline(s) and schedule(s).
2. Course(s) name and contact person.
3. Date(s) of course(s).
4. Full legal name of all attending students.
5. Test scores and test materials shall be made available for review by Commission staff upon request.
6. The number of course electives for all courses delivered using Commission-approved Specialized Goals and Objectives.
7. Applicable proficiency checklists and performance reports.
8. List of course instructor(s) to include full name and Commission instructor certification expiration date, or completion of Instructor Exemption, form CJSTC-82, revised November 8, 2007, hereby incorporated by reference, if applicable. Form CJSTC-82 can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting Commission staff at (850) 410-8615.
9. Student attendance records.
10. Completed Training Report form CJSTC-67.
11. Form CJSTC-67A for Basic Recruit Training Programs pursuant to subsection 11B-35.001(15), F.A.C.
12. For Basic Recruit Training Programs, proof of compliance with Sections 943.14(7) and 943.17(1)(g), F.S., and subsection 11B-35.001(2), F.A.C., includes a completed Physical Fitness Assessment, form CJSTC-75B, created November 8, 2007, hereby incorporated by reference. Form CJSTC-75B can be obtained at the following FDLE Internet address: <http://www.fdle.state.fl.us/Content/CJST/Publications/Professionalism-Program-Forms.aspx>, or by contacting Commission staff at (850) 410-8615.
13. A training school re-examination policy and documented justification for each student re-examination administered.
14. A list of expenditures from the Criminal Justice Standards and Training Trust Fund Officer Training Monies for Commission-approved Advanced and Specialized Training Program Courses when Officer Training Monies are used to fund the course

The procedure will begin January 1, 2012, with the Fiscal Year 2010 - 2011 Audit Cycle.

GWH/rsj/djh

cc: Criminal Justice Standards and Training Commission Members