



Florida Department of  
Law Enforcement

Gerald M. Bailey  
*Commissioner*

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September 14, 2012

**CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION  
TECHNICAL MEMORANDUM 2012-20**

**TO:** Criminal Justice Training Center Directors  
**FROM:** Program Director Jennifer C. Pritt *for 9/14/2012*  
Criminal Justice Professionalism Program  
**SUBJECT:** Request for Existing High Liability Facilities as Satellite Sites

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Commission staff recently reviewed the method for training schools to request the addition of existing high liability facilities as satellite sites. To make the process more efficient, Commission staff has changed the process to allow a training school to add, and immediately use, a Commission-approved satellite site without waiting for a field representative to inspect the new site.

A list of current Commission-approved high liability training satellite sites has been placed on the FDLE website located at: <http://www.fdle.state.fl.us/Content/getdoc/631c7317-8b0c-4073-aba4-16fabe4eafdb/Approved-High-Liability-Satellite-Sites.aspx>, or you can type in [www.fdle.state.fl.us](http://www.fdle.state.fl.us) and select “**training**” located in the “**A-Z Index**” then select “**Approved High Liability Satellite Sites**,” located at the bottom of the screen.

To determine if a satellite site is approved, access the approved list and select the type of high liability site to be checked. The selected high liability site list will open as a Microsoft Excel spreadsheet. The spreadsheet will list the owner, address, FDLE tracking number, and field representative for each site. While reviewing the list, if the satellite site is on the list, this means that it is current and has been approved by Commission staff.

To use a Commission-approved high liability satellite site, the training center director or designee need only notify Commission staff (your field specialist) of their intent to add the site and the site is listed on the website as an approved site. Please be sure to include the FDLE tracking number with the request to ensure the correct site is added. Commission staff will add the site to the training school's approved satellite site list. The site will not be inspected by a field representative prior to use.

It is the responsibility of the training center director or designee to contact the owner of the satellite site to arrange for its use and to determine if additional equipment is required to ensure the site complies with Rule 11B-21.005, F.A.C. The field representative may conduct a facility inspection while monitoring classes at a high liability site, and training will be stopped until the site complies with Rule 11B-21.005, F.A.C.

**If a satellite site is not on the Commission-approved high liability list located on the website, the procedure to add the site remains as it currently is. The training center director or designee must request to add the satellite site and it must be inspected and approved by a field representative prior to use.**

Should you have any questions regarding this change, please contact your assigned Field Representative or Terry Baker, Training and Research Manager in the Bureau of Standards at (850) 410-8688.

JCP/GWH/tb/djh

cc: Criminal Justice Standards and Training Commission Members  
Criminal Justice Professionalism Program Members