



Florida Department of
Law Enforcement

Gerald M. Bailey
Commissioner

Criminal Justice Professionalism
Post Office Box 1489
Tallahassee, Florida 32302-1489
(850) 410-8600
www.fdle.state.fl.us

Rick Scott, *Governor*
Pam Bondi, *Attorney General*
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Adam Putnam, *Commissioner of Agriculture*

December 9, 2013

**CRIMINAL JUSTICE STANDARDS & TRAINING COMMISSION
TECHNICAL MEMO 2013-15**

TO: Criminal Justice Training Schools
FROM: Director Jennifer C. Pritt
Criminal Justice Professionalism Division

JCP 12/10/2013

SUBJECT: Retention of Student Fingerprints

Section 943.14(7), F.S., mandates that each criminal justice training school conduct a criminal history background check on all applicants prior to entry into a basic recruit training program. Section 943.05(2)(g), F.S., allows the fingerprints to be retained upon written request from the agency executive director. **Retention of student fingerprints is completely voluntary for training schools.** If a student is arrested while the fingerprints are being retained, an email shall be generated and forwarded to the email address associated with the ORI. This will allow the training center director to take what action he or she deems appropriate.

To retain training school student fingerprints, the training center director shall submit a completed written request (example attached) to the Florida Department of Law Enforcement, Post Office Box 1489, Tallahassee, Florida 32302, Attention: Criminal Justice Information Services (CJIS) Criminal History Services Section. Upon receipt of the the request, CJIS personnel shall provide a new customer user agreement that is required to be completed and returned to CJIS. Upon receipt of the completed user agreement, the fingerprints submitted under the training center ORI shall be retained.

The cost for fingerprint retention for the first year is included in the initial fingerprint fee. **For each additional year, there is a cost of \$6.00 for each fingerprint retained.** To avoid being invoiced by CJIS for fingerprints retained more than one year, training school personnel will review the retained fingerprints and delete the fingerprints of the students who completed the program and no longer require retention. CJIS personnel will provide training for management and purging of obsolete fingerprints from the system.

If you have questions regarding this technical memorandum, please contact Training and Research Manager Terry Baker of the Bureau of Standards, via e-mail at terrybaker@fdle.state.fl.us or at telephone number (850) 410-8688. If you have questions regarding the fingerprint retention process, please contact the Criminal History Services Section at (850) 410-8109.

JCP/GWH/tb/djh

cc: Criminal Justice Standards and Training Commission Members

Attachment

DRAFT REQUEST

Date

Criminal History Services Section
Florida Department of Law Enforcement
PO Box 1489
Tallahassee, Florida 32302-1489

Please accept this letter as a formal request to allow the (Name of Training Center) to begin utilizing the Applicant Fingerprint Retention and Notification Program offered by FDLE. We currently utilize ORI number (FLXXXXXXX) to request state and national criminal history information, as authorized under s. 943.14, Florida Statutes.

We also understand that a new customer user agreement will need to be executed. Please forward the agreement to:

Contact Name
Mailing Address
Telephone Number

Sincerely,

Training Center Director
Training Center Name