CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION
TECHNICAL MEMORANDUM 2018-02

DATE: January 24, 2018

TO: Criminal Justice Training Center Directors

FROM: Director Dean Register
             Criminal Justice Professionalism Division

SUBJECT: Enhancements to the Officer Training Monies Semi-Annual Expenditure Reports

Rule 11B-18.0071, Florida Administrative Code, requires that each Regional Training Council submit reports related to the use of Trust Fund Monies at various times throughout the year.

The 1st Officer Training Monies Semi-Annual Expenditure Reports, form CJSTC-300, for the current fiscal year (July – December) are due to the Criminal Justice Professionalism Division no later than February 15.

The 2nd Officer Training Monies Semi-Annual Expenditure Reports, form CJSTC-300, for the fiscal year ending June 30 (January – June) are due to the Criminal Justice Professionalism Division no later than August 15.

These reports are currently allowed to be scanned pursuant to Criminal Justice Standards and Training Commission Technical Memorandum 2014-14. In an effort to expedite this process and reduce the possibility of errors, the attached Excel spreadsheet should be submitted along with the scanned/signed copy of the reports.

Additionally, in order to improve inventory tracking, if Operating Capital Outlay (OCO) property is purchased, a detailed description of the property which includes property numbers and/or serial numbers, if applicable, should be listed on the report (CJSTC-300) for the semi-annual period in which the OCO property was purchased. A copy of the invoice and purchase order should be scanned along with the semi-annual expenditure report (CJSTC-300).

If you have any questions, please contact Training and Research Manager Terry Baker, Bureau of Standards, at TerryBaker@fdle.state.fl.us or (850) 410-8688.

DR/gwh/mr

cc: Criminal Justice Standards and Training Commission Members

Attachment