



## Criminal Justice Standards and Training Commission

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### **CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION** **TECHNICAL MEMORANDUM 2017-01**

DATE: January 17, 2017  
TO: Criminal Justice Training Center Directors  
FROM: Director Dean Register *DR*  
Criminal Justice Professionalism Division  
SUBJECT: Duties for Training Center Directors as Outlined in Rule 11B-21.005(8)(a), F.A.C.

This memorandum is being issued as a reminder of the requirements and limitations for training center directors outlined in Rule 11B-21.005(8)(a), F.A.C. This rule states that a training center must have *"One full-time salaried criminal justice training center director designated by a training school, and employed on a 12-month calendar with faculty or administrative status, whose responsibilities are the management and quality control of the Commission-approved training programs and do not include a teaching assignment. Any additional administrative responsibilities or any instructional responsibilities shall not be undertaken by the director upon a finding that such additional responsibilities interfere with the director's effective management of the training school."*

This rule does not preclude a director from being assigned additional duties or instructing in class when necessary. Any director undertaking additional duties or instructional responsibilities must be mindful of the impact the additional duties may have on the operation of the training school. If it appears additional duties are having a negative impact on the management and quality control of the training school, Commission staff would present the matter to the Commission for a determination of the impact and a finding regarding the additional duties.

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

DR/tb

cc: Criminal Justice Standards and Training Commission