

**Florida Department
of
Law Enforcement**

FDLE



**Canine Team,
Instructor, and
Evaluator Procedures
Manual**



**Criminal Justice
Standards
and Training
Commission**

TABLE OF CONTENTS

Section One – Canine Team Certification

Definitions.....	1
Canine Team Certification Requirements.....	1
Required Documentation for Certification of a Canine Team.....	2
Renewal of Certification.....	4
Change of Assigned Canine Team.....	4
Inspection of Canine Team Applicant Files.....	4

Section Two – Canine Team Instructor Certification..... 5

Section Three – Canine Team Evaluator Approval Process..... 7

Sample Letter for Request for New Evaluator Status.....	8
Sample Letter for Request for Evaluator Renewal.....	9
Sample letter for Request for Expired Evaluator.....	10

Section Four – CJSTC Forms

CJSTC-20 Canine Team Instructor Performance Evaluation.....	11
CJSTC-70 Canine Team Certification Application.....	11
CJSTC-70A Canine Course Equivalency Checklist.....	11
CJSTC-71 Instructor Certification Application.....	11
CJSTC-81 Instructor Competency Checklist.....	11
CJSTC-83 Canine Team Performance Evaluation.....	11
CJSTC-84 Instructor Compliance Application.....	12
CJSTC-270 Canine Team Certification Deficiency Notification Application.....	12
Canine Team Instructor and Evaluator Certification Checklist.....	13

Section Five – Canine Scent Pack Procedures

Procedures for Obtaining DEA 223 Registration Certificate.....	14
Procedures to Obtain Scent Packs.....	14
Drugs Available Through DEA Scent Pack Program.....	15
Replacement Drugs (reorders).....	15
Destruction of Drugs Procedure.....	15
DEA Forms.....	16

Section One – Canine Team Certification

Authorization: Rule 11B-27.013, F.A.C.

(1) Definitions:

(a) *Canine team* is a certified officer and a specific canine working together in the performance of law enforcement or correctional duties. The handler is a certified officer who trains and controls the canine. This definition does not include canines used by certified officers exclusively for tracking and trailing or specific detection, which the Commission excludes from the certification process.

(b) *Canine team evaluator* is a person the Commission authorizes to administer the Canine Team Performance Evaluation to canine teams and to attest to the proficiency of the canine team pursuant with the performance evaluation. The evaluator will determine if training submitted by an agency that is requesting certification is equivalent to the Commission-approved Canine Team Training Course. A Commission-approved evaluator will not verify equivalent training that he or she taught. The canine team evaluator applicant requesting approval of the Commission will be required to possess the minimum training and experience pursuant to subsection (7) of this rule section, and documented in a request to Commission staff.

(c) *Equivalent training* is the Commission-approved Canine Team Training Course not delivered at Commission-certified training school or any canine team-training course other than the Commission-approved Canine Team Training Course number 1198. Equivalent training will meet the hour requirements and will comply with the goals and objectives of the Commission-approved Canine Team Training Course number 1198. For a previously Commission-certified handler assigned a new canine, equivalent training is an 80-hour minimum training requirement.

(2) Canine team certification requirements: Commission certification of a canine team is not required. If a canine team seeks Commission certification, the canine team will meet the following requirements:

(a) A canine team will successfully complete the Canine Team Training Course number 1198, or equivalent training as defined in this rule section, at a minimum of 480 hours before applying for certification, or

(b) A canine team who has successfully completed the 1112 Canine Team Training Course, or equivalent training as defined in this rule section, at a minimum of 400 hours prior to the retirement of that course on November 6, 2013, will become certified by October 31, 2015. Failure to certify by that date will require the canine team to complete the Canine Team Training Course number 1198 successfully, at a minimum of 480 hours.

(c) A canine team will successful demonstrate proficiency skills pursuant to this rule section on CJSTC-83 Canine Team Performance Evaluation.

(d) A previously Commission-certified handler assigned a new canine will comply with the training goals and objectives in the Canine Team Training Course number 1198, with the exception of the academic block of instruction. This is an 80-hour minimum training requirement, verified and documented on the form CJSTC-70A Canine Course Equivalency Checklist by a Commission-approved evaluator.

Section One – Canine Team Certification

The canine team will successfully demonstrate proficiency skills.

(e) A canine team will provide documentation of the canine team's compliance with certification requirements and submit a form CJSTC-70 Canine Team Certification Application.

(3) Required documentation for certification of a canine team: Documentation of compliance for Commission certification of canine teams will include:

(a) A completed form CJSTC-70. Prior to submitting a form CJSTC-70, the agency employing the canine team will collect, verify, and have on file documents establishing compliance with the requirements of this rule section, regardless of where canine training takes place.

(b) Documentation of successful completion of canine team training will include the following:

1. Certificate of successful completion of the Canine Team Training Course number 1198 delivered at Commission-certified training school and taught by Commission-certified Canine Instructors, or

2. Document successful completion of equivalent training on the form CJSTC-70A, revised November 6, 2014.

a) Canine Team Training Course number 1198 not delivered at a Commission-certified training school is equivalent training.

b) Any canine team-training course other than the Commission-approved Canine Team Training Course number 1198 is equivalent training by a Commission-approved evaluator if the course is a minimum of 480 hours and complies with the goals and objectives of the Canine Team Training Course number 1198.

3. The employing agency submitting form CJSTC-70 will provide documentation of training to the Commission-approved evaluator. The evaluator will review and document verification of training on the form CJSTC-70A.

(c) To ensure the canine team completed the proficiency requirements, an evaluator will verify the completed the form CJSTC-83, revised November 6, 2014.

1. Two Commission-approved canine team evaluators will administer and document successful completion of the canine team performance evaluation on form CJSTC-83. A Commission-approved canine team evaluator conducting the initial training of a canine team will not participate in the initial certification of that team. One of the Commission-approved canine team evaluators will not hold an affiliation with the employing agency of the canine team he or she is examining for certification. A Commission-approved canine team evaluator will not administer a performance evaluation to a canine assigned as the evaluator's work partner.

2. The evaluator can administer canine team proficiency topics in random order or concurrently.

3. During the initial evaluation, the canine team will test in all topics of the

Section One – Canine Team Certification

performance evaluation. If a canine team fails to demonstrate proficiency on one specific topic successfully during the initial evaluation, the evaluator will permit one re-evaluation for the specific topic during the initial evaluation. The evaluator will allow the handler to remediate with the canine prior to declaring intent to repeat the specific topic. If a canine team fails to complete the specific topic or any additional topics, the canine team will fail the performance evaluation. Remediation is the handler working with the canine to resolve the topic of deficiency specified in form CJSTC-83 in the “Re-examination and Remediation Process” section.

4. If a canine team fails to demonstrate proficiency for any topic(s) successfully during the first performance evaluation, the handler will remediate the canine team in the topic(s). The canine team will retest after a minimum of 24 hours from the date of the first failure and successfully demonstrate proficiency in the specific failed topic(s) under the supervision of two Commission-approved evaluators. One evaluator will be an original evaluator involved in the initial proficiency failure. The handler will provide documentation, to include lesson plans and signed attendance rosters, of the remedial training to the Commission-approved evaluators prior to the administration of the re-evaluation. Use Form CJSTC-83 to document the first failure of the canine team.

5. If a canine team fails to demonstrate proficiency in the specific failed topic(s) successfully during the second attempt, the handler will remediate with the same canine in the specific failed topic outlined in the Canine Team Training Course number 1198. The canine team will retest after a minimum of 30 days from the date of the second failure. The canine team will repeat the performance evaluation in its entirety under the supervision of two Commission-approved evaluators. One evaluator will be an evaluator who was involved in the initial proficiency failure for that canine team. The handler will provide documentation, to include lesson plans and signed attendance rosters, of the remedial training to the Commission-approved evaluators prior to the administration of the re-evaluation. Use Form CJSTC-83 to document the second failure of the canine team.

6. A canine team that has failed a third attempt to pass a Canine Team Performance Evaluation will be deemed to have failed the certification process, and will complete the Canine Team Training Course number 1198 or an equivalent course prior to submitting an application for certification. Use Form CJSTC-83 to document the last failure of the canine team. One evaluator will submit the form to the Florida Department of Law Enforcement, Criminal Justice Professionalism, Post Office Box 1489, Tallahassee, Florida 32302.

7. Documentation of canine team training will be available to the Commission-approved evaluators prior to the administration of the canine team performance evaluation.

(4) Renewal of certification:

(a) A Canine Team Certification will lapse if the handler does not renew it on or before October 31 of the year following the initial certification.

Section One – Canine Team Certification

(b) If the canine team handler applying for recertification has not changed canines or the certification expired, the employing agency requesting renewal of the certification will complete the applicable section and submit form CJSTC-70 marked “Renewal” and document the canine team proficiency on form CJSTC-83.

(c) If the canine team applying for certification has expired, the employing agency requesting renewal of certification will submit form CJSTC-70 marked “Renewal,” and document the canine team proficiency on form CJSTC-83.

(5) Change of assigned canine team: If a Commission-certified canine handler or canine ceases his or her assignment as part of a canine team by the employing agency, the certification will lapse.

(a) Notification of changes in a canine team assignment will be submitted to Commission staff in writing to the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302, provided the handler is not assigned a new canine.

(b) A Commission-certified canine handler assigned a new canine will submit form CJSTC-70, marked “New” and “Canine Team Change” after complying with the training goals and objectives in the Canine Team Training Course number 1198, with the exception of the academic block of instruction. This is an 80-hour minimum training requirement, verified and documented on the form CJSTC-70A by a Commission-approved evaluator. The canine team will successfully demonstrate proficiency skills.

(a) Upon issuance of an unfavorable inspection on a Canine Team Certification Deficiency Notification Application form CJSTC-270, field services will note the deficiencies on form CJSTC-270.

(b) The employing agency will receive a Canine Team Certification if field services receive the corrected documentation within the 90-day period or upon a favorable inspection.

Section Two – Canine Team Instructor Certification

Authorization: Rule 11B-20.0014, F.A.C.

Instructor applicants who request to obtain certification to instruct Commission-approved canine team training courses will:

1. Possess a General Instructor Certification or be eligible for General Instructor Certification and apply for a General Instructor Certification at the same time the applicant requests Canine Team Instructor Certification.
2. Possess a minimum of five years criminal justice canine team experience documented in the instructor applicant's file at the training school or agency. This does not include canine teams used exclusively for tracking and trailing or specific detection, which the Commission excludes from the certification process. The canine team can obtain this experience at more than one agency.
3. Successfully complete the Canine Team Training Course 1198 or Canine Team Training Course 1122 (retired 11/6/13), or an equivalent course approved by a Commission-approved evaluator.
4. Successfully complete the Canine Team Training Instructor Course number 1199 or Canine Team Training Instructor Course number 1107 (retired 11/6/2013), through a training school.
5. Complete the form CJSTC-20 Canine Team Instructor Performance Evaluation, created November 7, 2013, and conducted by a certified Canine Team Instructor.
6. Successfully complete a Canine Team internship supervised by a certified Canine Team Instructor and document on the form CJSTC-81 Instructor Competency Checklist. An instructor applicant will instruct any topic of the Canine Team Training or Canine Team Training Instructor Course.
7. Review evaluations from your students. A training center director, agency administrator, or an instructor designated by the training center director or agency administrator will review student evaluations with the instructor applicant or an instructor designated by the training center director or agency administrator, and documented on form CJSTC-81.
8. Provide verification that there is not a sustained "excessive use-of-force" complaint against the instructor applicant, involving the use of the canine at the time a canine was under his or her command, at the agency(s) where the instructor applicant obtained experience as a canine officer. Document the verification on agency letterhead and signed by the agency administrator or designee.
9. Maintaining your general instructor certification will maintain your Canine Team Instructor certification. This requires that you instruct a Commission-approved Basic Recruit Training Program Course, or Advanced or a Specialized Training Program Course. You must instruct the course at a training school or instruct in-service training at an agency in a Canine Team related topic regarding procedures, training, or handling. You must complete this once during your four-year certification cycle.
10. Successfully complete continuing education or training approved by the training center director or agency administrator or designee.

Section Two – Canine Team Instructor Certification

11. Submit or transmit to Commission staff through the Commissions' ATMS and Instructor Compliance Application CJSTC 84, revised November 6, 2014, to verify compliance with the mandatory training requirements.

Section Three – Canine Team Evaluator Approval Process

Authorization: Rule 11B-27.013, F.A.C.

Prior to approval by the Commission as a canine team evaluator, the evaluator will provide documentation verifying the evaluator applicant has complied with the following requirements:

- (a) Document on form CJSTC-70 the completion of one year of experience as a Commission-certified canine team instructor.
- (b) Document that the canine team evaluator-applicant taught the Canine Team Course, in its entirety, to a minimum of six canine teams on form CJSTC-70. The teams must complete the Canine Team Certification process successfully. Canine teams trained exclusively for tracking or specific detection will not be included in this total.
- (c) Verify the canine team evaluator-applicant evaluated a minimum of twelve canine teams under the supervision of Commission-approved evaluators and document on the form CJSTC-83. Canine teams trained exclusively for tracking or specific detection will not be included in this total.
- (d) Provide a letter of recommendation for the canine team evaluator-applicant from a training center director, agency administrator, or designee.
- (e) Forward a letter from the canine team evaluator-applicant requesting approval as a canine team evaluator from the Commission to the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302, Attention Bureau Chief of the Bureau of Standards, for the initial request for approval as a canine team evaluator. The letter will include the evaluator's full name, the last four digits of the evaluator's social security number, complete address, and documentation of compliance with the standards in this rule section.
- (f) Upon a review of the documents and determination that the evaluator applicant has complied with the requirements set forth in this rule section, forward a letter acknowledging approval by the Commission to the evaluator applicant.
- (g) Commission-approved evaluators will be required to submit a request for continuance as an evaluator, to the address in paragraph (7)(e) of this rule section within four years of the date of approval, with documentation that verifies the evaluator has completed a minimum of four canine team performance evaluations within the four-year period. The verifying documentation will be copies of form CJSTC-70 attesting that the evaluator administered the performance evaluation.
- (h) A canine team evaluator's "approval status" will expire four years following the date approved by the Commission. If the Commission-approved evaluator's "approval status" expires, the evaluator will comply with the maintenance requirements and evaluate four Canine Teams as an evaluator applicant under the supervision of two Commission-approved canine team evaluators. These evaluators will document the evaluation skills on form CJSTC-83. Canine team evaluators with an expired status will submit for approval for a "request for evaluator status" and comply with the requirements in section (7)(e) of this rule section.

Section Three – Canine Team Evaluator Approval Process

Sample Letter for Request for New Evaluator Status

Month, Day, Year

Bureau Chief of Standards
Criminal Justice Professionalism Program
Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, Florida 32302

Dear Bureau Chief of Standards,

In compliance with F.A.C. Rule 11B27.013 (7)(a-g), I am requesting approval as a Commission-approved Canine Team Evaluator. I have included the personal information and documentation required for approval.

The required information needed for approval is as follows:

Name:
SSN:
Address:
Contact Phone Number:
Law Enforcement Agency: (if applicable)
Private Canine Training School: (if applicable)

The required documentation needed for approval is as follows:

Documentation establishing a minimum of one-year experience as a Commission-certified canine team instructor
Documentation on the form CJSTC-70 Canine Team Certification Application establishing that I have taught the Canine Team Training Course in its entirety to a minimum of six canine teams that have successfully completed the canine team certification process
Documentation on the form CJSTC-83 Canine Team Performance Evaluation establishing that I have evaluated a minimum of twelve canine teams under the supervision of a Commission approved evaluator
A letter of recommendation from a Training Center Director or Agency Head

Thank you for your assistance in this matter,

Sincerely,

Your Name

Section Three – Canine Team Evaluator Approval Process

Sample Letter for Request for Evaluator Renewal

Month, Day, Year

Bureau Chief of Standards
Criminal Justice Professionalism Program
Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, Florida 32302

Dear Bureau Chief of Standards,

In compliance with F.A.C. Rule 11B27.013 (7)(g), , I am requesting continuation of my status as a Commission-approved Canine Team Evaluator. I have included the personal information and documentation required for approval.

The required information needed for approval is as follows:

Name:
SSN:
Address:
Contact Phone Number:
Law Enforcement Agency: (if applicable)
Private Canine Training School: (if applicable)

The required documentation needed for approval is as follows:

Documentation on the form CJSTC-70 Canine Team Certification Application
establishing that I have completed four proficiency evaluations within the four-
year period of these canine teams

Thank you for your assistance in this matter,

Sincerely,

Your Name

Section Three – Canine Team Evaluator Approval Process

Sample Letter for Request for an Expired Evaluator

Month, Day, Year

Bureau Chief of Standards
Criminal Justice Professionalism Program
Florida Department of Law Enforcement
P.O. Box 1489
Tallahassee, Florida 32302

Dear Bureau Chief of Standards,

In compliance with F.A.C. Rule 11B27.013 (7)(e), I am requesting the reestablishment of my status as a Commission-approved Canine Team Evaluator. I have included the personal information and documentation required for approval.

The required information needed for approval is as follows:

Name:
SSN:
Address:
Contact Phone Number:
Law Enforcement Agency: (if applicable)
Private Canine Training School: (if applicable)

The required documentation needed for approval is as follows:

Documentation on the form CJSTC-83 Canine Team Performance Evaluation establishing that I have completed four proficiency evaluations as an evaluator applicant under the supervision of two Commission-approved canine team evaluators.

Thank you for your assistance in this matter,

Sincerely,

Your Name

Section Four – CJSTC Forms

Obtain CJSTC forms from the FDLE website:

<http://www.fdle.state.fl.us/CJSTC/Publications/Forms.aspx>

CJSTC-20 Canine Team Instructor Performance Evaluation

Use this form to document completion of the Canine Team Training Instructor Course number 1199. Follow the instructions for completing the form located on the front of the form.

CJSTC-70 Canine Team Certification Application

Use this form to apply for or renew a canine team's Criminal Justice Standards and Training Commission certification after successful completion of a Commission-approved Canine Team Training Course number 1198 or equivalent training. Follow the instructions for completing the form located on the back page of the form. Maintain documentation of compliance on file at the agency requesting certification and provide as proof of compliance with the requirements for canine team certification.

The employing agency submitting form CJSTC-70 will provide documentation of equivalent training to the Commission-approved evaluator for review and for Commission certification.

CJSTC-70A Canine Course Equivalency Checklist

Use this form to document equivalent training not delivered at a Commission-certified training school. Follow the instructions for completing the form located on the front of the form. The employing agency submitting the form CJSTC-70 must provide documentation of the training to the Commission –approved evaluator. The evaluator will review the documentation and verify the training is equivalent to the Canine Team Training Course number 1198.

Previously certified handlers are not required to provide documentation of equivalent training in Canine Academics. However, they must provide documentation of equivalent training that complies with the objectives related to obedience, criminal apprehension, building and area search, and patrol scenarios.

Tracking and Trailing are optional equivalency topics.

CJSTC-71 Instructor Certification Application

Use this form to apply for CJSTC instructor certification. Follow the instructions for completing the form located on the back page of the form. If you currently hold a certification as a general instructor, check "Add Subject."

CJSTC-81 Instructor Competency Checklist

Use this form to document successful completion of a Canine Team internship supervised by a certified Canine Team Instructor. Follow the instructions for completing the form located on the front of the form.

CJSTC-83 Canine Team Performance Evaluation

Use this form to document that a canine team demonstrated proficiency in the topics of obedience, criminal apprehension, building search, and area search, to comply

Section Four – CJSTC Forms

with the requirements for certification. The purpose of the form is to make the evaluation process uniform and thorough and assist you in documenting a team's ability or inability to perform the techniques. Follow the instructions for completing the form located on the first page of the form.

The evaluator may administer the canine team proficiency topics in random order or concurrently; however, the canine team must complete all sections of this form with exception of the elective topic in tracking and trailing. The form provides a section for the elective in tracking and trailing. Once testing in a topic area has begun, no additional training, assistance, or practice may occur in that topic area. If a canine team fails the performance evaluation, a re-examination may occur.

Use this form to document when a canine team has failed a first, second, and/or third attempt to pass a Canine Team Performance Evaluation. One of the canine team evaluators will document the third failure on this form and submit to the FDLE.

Use this form if the canine team applying for recertification has expired. The employing agency requesting renewal of the certification must submit the form CJSTC-70 Canine Team Certification Application marked "New." The agency must document the canine team proficiency on the CJSTC-83 Canine Team Performance Evaluation.

Use this form if the canine team handler receives a new canine, the employing agency requesting renewal of the certification must submit the form CJSTC-70 Canine Team Certification Application marked "New" and "Canine Team Change." The agency must document the canine team proficiency on the form CJSTC-83 Canine Team Performance Evaluation to document first, second, or third attempts at certification.

Use this form as verification that the canine team evaluator applicant has evaluated a minimum of twelve canine teams under the supervision of Commission-approved evaluators.

CJSTC-84 Instructor Compliance Application

Use this form to document compliance with the instructor certification maintenance-criteria: the instructor taught at least one class for each certification topic and completed at least one continuing education class for each certification topic. Follow the instructions for completing the form located on the front of the form.

CJSTC-270 Canine Team Certification Deficiency Notification Application

Use this form to document completion of the Canine Team Training Instructor Course number 1199. Follow the instructions for completing the form located on the front of the form.

Canine Team Instructor Certification and Evaluator Approval Checklist

General Instructor	Canine Team Instructor	Canine Team Evaluator	Certification Maintenance	Certification Expiration
<ul style="list-style-type: none"> <input type="checkbox"/> CJSTC-71 Instructor Certification Application form <input type="checkbox"/> ATMS profile and/or resume <input type="checkbox"/> Documentation of completion of the <i>Florida General Instructor Techniques Course number 1186</i> in the form of the actual course certificate from a training center and/or as documented on the ATMS profile <input type="checkbox"/> CJSTC-81 Instructor Competency Checklist form signed by a CJSTC-certified instructor <p><i>Note: The instructor's agency determines the length and content of internship, not FDLE or CJSTC.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> ATMS profile for the CJSTC-certified instructor signing the CJSTC-81 Instructor Competency Checklist form <input type="checkbox"/> Student Evaluations 	<ul style="list-style-type: none"> <input type="checkbox"/> CJSTC-71 Instructor Certification Application form, if already certified as General Instructor, check "Add Subjects" <input type="checkbox"/> Documentation of completion of the <i>Florida General Instructor Techniques Course number 1186</i> in the form of the actual course certificate from a training center and/or as documented on the ATMS profile or documentation of eligibility of certification <input type="checkbox"/> CJSTC-20 Canine Team Instructor Performance Evaluation form documenting completion of the <i>Canine Team Training Instructor Course number 1199</i> or the actual course certificate from a training center and/or as documented on the ATMS profile <input type="checkbox"/> Documentation of completion of the <i>Canine Team Training Course number 1198</i> or an equivalent course that is a minimum of 480 hours and approved by a CJSTC-approved evaluator in the form of the actual course certificate or as documented on the ATMS profile <input type="checkbox"/> CJSTC-81 Instructor Competency Checklist form indicating the internship included any topic covered in the <i>Canine Team Training Instructor Course number 1199</i> or the <i>Canine Team Training Course number 1198</i>, signed by a CJSTC-certified Canine Team Instructor <input type="checkbox"/> Documentation from the officer's agency that specifies his or her length of time as a canine officer, a minimum of five (5) years, <u>and</u> that there are no sustained, excessive use-of-force reports on record involving the instructor applicant <input type="checkbox"/> ATMS profile for the CJSTC-certified Canine Team Instructor signing the CJSTC-81 Instructor Competency Checklist form <input type="checkbox"/> Student evaluations 	<ul style="list-style-type: none"> <input type="checkbox"/> Documentation of one (1) year of experience as a CJSTC-certified Canine Team Instructor <input type="checkbox"/> CJSTC-70 Canine Team Certification Application forms documenting that the applicant taught the <i>Canine Team Training Course number 1198</i> in its entirety to a minimum of six (6) canine teams that became CJSTC-certified <input type="checkbox"/> CJSTC-83 Canine Team Performance Evaluation forms documenting that the applicant evaluated a minimum of twelve (12) canine teams under the supervision of two (2) CJSTC-approved evaluators <input type="checkbox"/> A letter of recommendation from a training center director or an agency head <input type="checkbox"/> A letter from the applicant requesting approval from the CJSTC as a "Canine Team Evaluator" to include: <ol style="list-style-type: none"> 1. Evaluator's full name 2. Last four digits of SSN 3. Complete address and phone number <input type="checkbox"/> Submit a letter to FDLE requesting approval as an evaluator along with the supporting documentation to: <p style="margin-left: 20px;">Florida Department of Law Enforcement Criminal Justice Professionalism Attn: Bureau of Standards P.O. Box 1489 Tallahassee, FL 32302</p> 	<p style="text-align: center;">K-9 Instructor</p> <ul style="list-style-type: none"> <input type="checkbox"/> CJSTC-84 Instructor Compliance Application documenting the instructor taught at least one (1) class for each certification topic (general, canine, etc.) and completion of at least one (1) continuing education class for each certification topic <p style="text-align: center;">K-9 Evaluator</p> <ul style="list-style-type: none"> <input type="checkbox"/> CJSTC-70 Canine Team Certification Application forms documenting completion of four (4) canine team performance evaluations, within the four (4) year certification period, and attesting that the evaluator administered the canine team evaluations <input type="checkbox"/> Submit a letter to FDLE requesting continuance as an evaluator along with the supporting documentation to: <p style="margin-left: 20px;">Florida Department of Law Enforcement Criminal Justice Professionalism Attn: Bureau of Standards P.O. Box 1489 Tallahassee, FL 32302</p> 	<p style="text-align: center;">General Instructor</p> <ul style="list-style-type: none"> <input type="checkbox"/> CJSTC-71 Instructor Certification Application form reapplying for instructor certification submitted to FDLE by the instructor's agency or training center where affiliated <input type="checkbox"/> Documentation of completion of the <i>General Instructor Refresher course number 1115</i> in the form of the actual course certificate from a training center and/or as documented on the ATMS profile <p style="text-align: center;">Canine Instructor</p> <ul style="list-style-type: none"> <input type="checkbox"/> CJSTC-71 Instructor Certification Application form reapplying for instructor certification submitted to FDLE by the instructor's agency or training center where affiliated <input type="checkbox"/> CJSTC-81 Instructor Competency Checklist form documenting completion of a new canine internship <p style="text-align: center;">Canine Evaluator</p> <ul style="list-style-type: none"> <input type="checkbox"/> CJSTC-83 Canine Team Performance Evaluation forms documenting that the evaluator evaluated a minimum of four (4) canine teams under the supervision of two (2) CJSTC-approved evaluators <input type="checkbox"/> Submit a letter to FDLE requesting re-approval as an evaluator along with the supporting documentation to: <p style="margin-left: 20px;">Florida Department of Law Enforcement Criminal Justice Professionalism Attn: Bureau of Standards P.O. Box 1489 Tallahassee, FL 32302</p>

Section Five – Canine Team Scent Pack Procedures

Narcotics needed for drug detection training may be obtained through the Drug Enforcement Agency; however, the agency must first be registered and obtain DEA form 225 for dog handlers.

Procedures for Obtaining DEA 223 Registration Certificate

(a) To register, go to the website: www.deadiversion.usdoj.gov. On this website click on “Registration,” Applications,” and “New Applications.” Follow the process as described. Fill out the DEA-225 form and submit the form on line. Once approved, your agency will receive a DEA-223 registration certificate and a packet containing DEA-222 forms needed to request the narcotics. The DEA-225 form, Section 2 should be marked as “Researcher-Dog,” and if the agency is requesting exemption of the yearly fee. You must complete Section 6. Mark the box for Order Forms (Section 3) so that the agency will receive the DEA-222 forms upon approval of registration.

(b) The DEA-223 registration form is valid one year from approval and renewed no later than two months prior to the expiration date. The DEA will mail a notice to the agency advising them of the approaching expiration date; however, the responsibility for maintaining the registration belongs to the agency. You may complete the renewal request on-line at www.deadiversion.usdoj.gov by filling out and submitting a DEA-225a form.

(c) To obtain assistance in this process, there is an 800 number and an e-mail address on the home page under “Registration Support.” Additional assistance may be found under “FAQ” and “Quicklinks” on the home page. This website is where agencies would go to renew previous applications.

Procedures to Obtain Scent Packs

(a) Once your law enforcement agency is registered, contact the DEA Special Testing and Research Lab, K-9 Training Materials Program at (703) 668-3300 for information on ordering these products. DEA will only supply these products to law enforcement agencies. Do not turn over these materials to the private handlers. The private handlers will not be able to obtain these products from the DEA.

(b) The Sheriff, Chief of Police or a person with an equivalent rank, must make request for controlled substances in writing on agency letterhead with an original signature. Address the letter to the following:

Jeffrey H. Comparin
Laboratory Director
DEA Special Testing and Research Laboratory
22624 Dulles Summit Court
Dulles, Virginia 20166-9509

(c) The letter must include a current contact person and phone number. Include a copy of the current DEA registration form DEA-223. Include an original and completed DEA-222 form in compliance with items list:

- No erasures, overwrites, whiteout or any form of editing are allowed.
- Complete the last line block to indicate the number of drugs the agency is

Section Five – Canine Team Scent Pack Procedures

requesting.

- The request must have the correct suppliers address and date of request.
- Only a designated person with the authority to procure controlled substances can sign the DEA-222 form.

(d) TDEA will only mail controlled substances to the address on the DEA-222 form and it must a street address, as a signature is required upon receipt of the narcotics.

(e) Follow these procedures each time the agency submits a request.

Drugs Available through DEA Scent Pack Program

(a) Any one-law enforcement agency may obtain no more than 28 grams of any one-drug type. However, the DEA may approve greater amounts if an agency has subunits located at different physical sites. Then, the DEA will supply each site with a 28-g package per drug type.

(b) In order to expedite orders, the DEA recommends that agencies request quantities of one (1) 28- gram package per drug type.

(c) The drug types that DEA maintains as stockpiles are:

Cocaine HCL	Methamphetamine HCL
Cocaine Base	MDMA (Ecstasy)
Heroin HCL	Marijuana

(d) Additional drugs such as hashish and black tar heroin may be available upon request.

Replacement Drugs (reorders)

(a) An agency may not receive drugs until 12 months has elapsed since receiving the last order.

(b) An agency cannot receive replacement materials until they destroy the materials received previously.

Destruction of Drugs Procedure

(a) Each individual agency will destroy the training aids obtained from DEA according to their own policies for destruction. They will not return the aids to the DEA.

(b) The agency must submit a copy of the completed form, Registrant's Inventory of Drugs Surrendered (DEA-41), to the laboratory at the time the agency request the replacement canine training-materials. If the agency needs materials for training while a new request is in process, the DEA-41, listing all of the materials to be destroyed, will be submitted with the request (no signature on second page). The request will be processed but not sent until the completed (signed) form is received at the DEA (FAX # 703-668-3321)

Section Five – Canine Team Scent Pack Procedures

DEA Forms

DEA-041 – Destruction of Controlled Substances

DEA-222 – US Official Order Form Schedules I & II may be ordered by the calling DEA Headquarters Registration Unit at 1-800-882-9539. A request for the forms may also be completed and submitted on line via the DEA web page. Go to the applications and on-line forms link. Scroll down the page and select the “Order Forms (DEA form 222)” link.

DEA-223 – You may obtain the Registration Form via the DEA web page. Go to the applications and on-line form link and fill out the DEA-225 form. The DEA will forward the DEA-223 registration certificate to the requesting agency once approved.