

The Bureau of Professional Development

Sheriff's Salary Supplement



Who Is Eligible To Receive The Salary Supplement?

Pursuant to Florida Statute 145.071 and Florida Administrative Code 11K-1.003, each Sheriff in Florida is Eligible to receive a Salary Supplement each year.



Who Is Eligible To Receive The Salary Supplement?

- The sheriff is eligible to receive up to \$2,000.00 annually.
- The initial year will be prorated based on when the training was received.

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Requirements

- The initial qualification must be completed within the first 6 years after first taking office.
- All courses for the applicable year must be completed within the same calendar year.
- Excess training hours cannot be carried over into the next year.

Requirements

- 40 hours of approved education/training must be completed during the initial calendar year (January – December).



Requirements

- Any sheriff who initially qualifies during a calendar year shall receive in that year a pro rata share of the special qualification salary based on the remaining period of the year.
- To remain qualified, the sheriff shall thereafter be required to complete each calendar year 20 hours of approved training. Additional training hours from one year do not roll over into the next year.
- An approved course may not be repeated by a sheriff for salary supplement for a period of at least 3 years.

Requirements

Requests for course approval must be received by the Florida Criminal Justice Executive Institute (FCJEI) Training Center Director 30 days prior to commencement of the course and should contain the following specific items:

- ❑ Course outline and number of hours
- ❑ List of instructors
- ❑ Projected date of attendance
- ❑ The FCJEI staff will make a recommendation to the FDLE Training Center Director, who will respond in writing to the sheriff at least 10 days prior to the course commencement

Requirements

Upon completion, the sheriff needs to submit a report to the FCJEL Director reflecting the following information:

- ❑ Course title
- ❑ Location of the course
- ❑ Dates of attendance
- ❑ Number of hours
- ❑ Copy of certificate of completion of the course

Extensions

In exceptional or emergency circumstances, a sheriff may request an extension of up to 90 days, provided a written request is received and approved by the FCJEI Training Center Director prior to the sheriff's special qualification salary date of expiration.



Approved Courses

Approved courses for initial qualifications or maintenance of qualification:

1. Executive level courses offered through the FCJCI
2. Specific management level programs offered by the following association, colleges, universities, or organizations
 1. National Sheriff's Association (National Sheriff's Institute Management Program)
 2. Southern Police Institute (Executive and Management Course)
 3. Northwestern Traffic Institute (Management and Administrative course)
 4. FBI National Academy
3. Any other education/training program approved by the FCJCI Training Center Director, in accordance with the previously mentioned procedures.

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