




Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2025-12**

DATE: June 18, 2025

TO: Criminal Justice Agency Administrators

FROM: Director Chad Brown 
Criminal Justice Professionalism Division

SUBJECT: Duty to Report Officer Misconduct

Pursuant to Section 943.1395(5), F.S., an employing agency shall conduct an investigation when having cause to suspect that an officer it employs or employed at the time of the alleged violation, or employed on a Temporary Employment Authorization (TEA) pursuant to Section 943.131, F.S., does not comply with Section 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C. An investigation shall be conducted and concluded when the employing agency has cause to suspect that an officer is in violation of Section 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C. The agency's investigation shall contain an official disposition which shall be reported to Commission staff pursuant to subsection (2) of this rule section.

If the allegations are sustained, the employing agency shall complete an Internal Investigation Report, form CJSTC-78, regardless of whether any civil service appeal, arbitration, employment hearing, administrative, civil, or criminal action is pending or contemplated.

If the allegations are sustained and are a violation of Section 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C., the employing agency shall forward to Commission staff the complete investigative package no later than 45 days after the allegations are sustained; the package shall include the following:

1. A completed Internal Investigation Report form CJSTC-78.
2. The allegations.
3. A summary of the facts.
4. Names of witnesses.
5. Witness statements and depositions.

6. Certified court documents.

7. Any other supportive documentation or information.

(c) If the allegations are not sustained, unfounded, the officer has been exonerated, or the allegations that are sustained are only violations of the employing agency's policies and are not violations of Section 943.13(4) or (7), F.S., or subsection 11B-27.0011(4), F.A.C., the employing agency shall complete form CJSTC-78 and maintain the form on file at the agency.

If you have any questions, please contact Training and Research Manager Erica Gaines at (850) 410-8645 or via email at EricaGaines@fdle.state.fl.us. In addition you can access FAQ's here: [Officer Discipline FAQ's](#).

/GWH

cc: Criminal Justice Standards and Training Commission