



Brevard Police Testing & Selection Center
3865 N. Wickham Road
Melbourne, FL 32935
(321) 433-5638

MEMORANDUM

To: Melbourne Beach Lieutenant Matthew Smith, Chairman
Brevard Police Testing Center Board of Directors

From: James Gibbens, Director

Date: May 16, 2024

Subject: Packet for May 30, 2024, Police Advisory Board Meeting

1. Call to Order: Roll Call to Establish Quorum (Chairman)
2. Pledge of the Allegiance (Chairman)
3. Approval of February 28, 2024, Meeting Minutes (Director) Vote Required
4. Consent Agenda (Director) Vote Required
 - a. Approval of Revenue-Expense Summary:
5. New Business Vote Required
 - a. FY/24-25 BPTC Operating Budget and Fee Schedule
6. Testing Center Issues (Director)
 - a. Updates from the Criminal Justice Standards and Training Commission
7. Public Comment (Director)
8. Adjournment (Director) Vote Required

Approval of February 28, 2024, Meeting Minutes

BREVARD POLICE TESTING AND SELECTION CENTER

Board Meeting Minutes February 28, 2024

On February 28, 2024 at 10:00 am, a meeting of the Brevard Police Testing and Selection Center Board of Directors was held at the Eastern Florida State College, Building 8, Room 210, 3865 N. Wickham Road, Melbourne, FL 32935. The following persons were in attendance:

Patrick Dovale, Commander, Cocoa PD – Vice Chair - By Phone

Evander Collier IV, Chief, Cocoa PD

Renee Purden, Chief, Orlando Melbourne International Airport PD

Mike Connor, Chief, Indialantic PD

Donna Seyferth, Interim Chief, Rockledge PD – Designee

P. Kent LeBlanc, Chief of Operations, State Attorney, 18th Judicial Circuit

Ann Perrin, Chief of Operations, State Attorney, 18th Judicial Circuit

Clifford R. Repperger, Jr., ESQ., BPTC Counsel

Stephen W. Salvo, Dean, Public Safety Institute, EFSC

Dr. Laura Sidoran, AVP, Students Affairs, EFSC

James Gibbens, Director, BPTC

Maria “Teri” Avina, Investigator, BPTC

Listra Daniel, Career & Technical Programs Specialist, BPTC

Kris Boyd, Investigator, BPTC

Melinda Schmohl, Spec., Career & Technical Programs, PSI

Timothy Weber, Sergeant, Indialantic PD

Brett Lockhart, Lt. BCSO

Ralph Garcia, Commander, Indian Harbour Beach PD

Stephen Bland, Lieutenant, Palm Bay PD

Tanya McBrien, Training Coordinator, Palm Bay

Troy Barbour, Sergeant, Titusville PD

Mark Jennings, Lt., Titusville PD

Matthew Smith, Lt., Melbourne Beach PD

Nancy Chapman, Melbourne PD

Michelle Curtiss, EFSC - Financial Aid

Scott Burnett, EFSC – Director, Support Services

Chris Crawford, Rockledge PD

MEETING MINUTES MOTION TRACKER 02/28/2024

START TIME: 10:07 AM

FINISH TIME: 11:01 AM

1. **Call to Order: Roll Call to Establish Quorum** (Chairman)

2. **Pledge of allegiance:** (Chairman) Director Gibbens

3. **Approval of November 30, 2023 Meeting Minutes:** (Chair)

Motion by: Chief Donna Seyferth, Rockledge PD

2nd Lt. Matthew Smith, Melbourne Beach PD

Debate/Vote:

Motion Carried **X**

Failed

4. **Consent Agenda:** (Director)

a. Approval of Revenue- Expense Summary

Motion by: Chief Mike Conner, Indialantic PD

2nd: Chief Evander Collier, Cocoa PD

Debate/Vote:

Motion Carried **X**

Failed

5. **New Business** (Director)

a. 2024 Officers (Chair & Vice-Chair)

Chair: Lt. Matthew Smith, Melbourne Beach PD

Vice Chair: Chief Mike Connor, Indialantic PD

Motion by: Chief Donna Seyferth, (2) Chief Renee Purden

Motion Carried **X**

Failed

b. **2024 Appeals Committee** (3) See Attached Email

(1). Lt. Matthew Smith, Melbourne Beach PD

(2). Chief Mike Connor, Indialantic PD

(3). Chief Evander Collier, Cocoa PD

Votes: (1) Chief Donna Seyferth, (2) Chief Renee Purden

Motion Carried **X**

Failed

c. Annual Review of Academy Admission Standards

Director Gibbens brought up the standard of experimental use of the following: Cocaine, amphetamines, barbiturates, or designer drugs such as Ecstasy (MDMA), GHB, LSD, Mescaline, Psilocybin (Mushrooms), Rohypnol (Roofies) and Special K (Ketamine). The question presented is how many times would be considered "experimental". Chief Collier stated that he was "old-school" and he is very strict so he would say "two" BUT that he would also consider the totality of the background before making a decision. Chief Purden agreed as did Chief Seyferth. The consensus concluded that 3 would be considered "experimental"; anything over that would be considered "lifestyle". Investigator Avina added that no matter what minimum standards are the agencies are still have the waiver letter. Motion was made to change experimental language in minimum standards to 3 times.

Motion : (1)Chief Renee Purden, (2)Chief Mike Connor

Motion Carried Failed

6. Testing Center Issues (Chair/Director)

a. ATMS Profile Check in Background Investigations

Director Gibbens brought up the issue regarding ATMS entries of applicants that have had issues in the past. He said that they need to be checked on each applicant to make sure there hasn't been some type of investigation or issue of separation due to negative behavior in the past. Director Gibbens added that the BPTC will be running ATMS on all background checks done by the agency. Investigator Avina added that if the agency includes a print out of ATMS for the academy packets, then the BPTC will not have to run them.

b. Discussion about Florida Law Enforcement Academy Scholarship Program

Michelle Curtiss from the office of EFCS Financial Aid came to talk about the Scholarship Program for the Law Enforcement Academy. Ms. Curtiss said that when the program first started, they were given \$120,000.00. Only \$38,000.00 was used. For F/Y 23-24 they were only given \$50,000.00 \$1,300.00 is left in the pot. For the next Fiscal Year Ms. Curtiss will be asking the state for \$120,000.00 Corrections Cadets will be able to apply for the grant, however they will get less due to the hours of the academy.

Applicants will have to fill out the FAFSA to get the grant. If an applicant qualifies for the PELL grant they are ineligible for the Scholarship Grant. For April 2024 LEA Academy, there will be no funding, however, for 11 weeks recruits will get funding from next year's budget.

If an Agency wants their applicant to receive funding, they will have to pass the Background Investigation and sign the Form 77. The candidates will then come to BPTC to see Teri, who will prepare an acceptance letter. This letter is needed to apply for the Scholarship. Ms. Curtiss stated that a Sponsorship letter would disqualify the candidate, but after discussion among several people, Ms. Curtiss stated she will work on this.

The Scholarship will also be available for EOT recruits if they meet the residency requirement. It was stated that if an agency provides a sponsorship letter that will be enough to waive the one year residency requirement. If a student is cut from the Agency, they do not have to pay it back.

c. Updates from February 2024 Criminal Justice Standards and Training Commission Meetings

See Package

7. **Public Comments** (Director)

Ann Perrin was introduced as the new Chief of Operations, State Attorney, 18th Judicial Circuit
P. Kent LeBlanc is retiring at the end of March 2024.

Psychological Evaluations: Director Gibbens said when Dr. Harrell indicates he's retiring, we will use Dr. Recine and keep looking for a future Psychologist. Dr. Harrell will give us a 6 month notice.

8. **Call to End of Meeting:** (Director)

Motion by: Chief Donna Seyferth, Rockledge PD

2nd: Chief Mike Connor, Indialantic PD

Motion Carried **X** Failed

Gibbens, James

From: Cliff Repperger <cliff@whitebirdlaw.com>
Sent: Wednesday, February 21, 2024 4:51 PM
To: Gibbens, James
Subject: RE: Question About By-Laws Language
Attachments: BYLAWS AND RULES FOR THE TRANSACTION OF BUSINESS.docx; BPTC APPEALS POLICY with Legal Changes (clean)_874446_1.DOC; BPTSC Board of Directors Bylaws Executed (Approved 012411).pdf

CAUTION: This email originated from outside of EFSC. Do not click links or open attachments unless you recognize the sender, know it was actually sent by them, and know the content is safe.

Jim,

I don't think there is anything in the By-Laws that would prevent the Board from designating (electing/selecting) the Chair and Vice Chair to serve as members of the Appeals Committee (with a third to be elected separately). Article II, Section 2 (c) of the current By-Laws provides that the Appeals Committee "shall be selected by the Board as outlined in Article II, Section 1(c)," which requires that the spots be filled by election from the membership of the Board.

If the Board simply adopts the practice of "electing" the Chair and Vice Chair (and then a third member) to the Appeals Committee every year (assuming that is your recommendation), I think they can simply do that without changing the By-Laws. If we want to make the Chair and Vice Chair permanent members of the Appeals Committee with no flexibility, then we'd have to formally amend the By-Laws. Attached is a pdf copy of the 2011 Revised By-Laws which I think is the most current adoption. The language in the Word copy you attached to your email (attached) doesn't match the language in the pdf, so I am not sure where that version came from or whether those are changes you are proposing. If so, we'd want to amend that draft further to define the Appeals Committee to always be comprised of the Chair, Vice Chair, and a third elected member.

There is/was also an Appeals Committee Policy that defined the Composition of the membership. I am attaching a Word version of the Appeal Committee Policy from 2013. I'm not sure if it has been changed since then, but assuming it has not been, Section 1.b. would also have to be amended if we want to change the membership to make the Chair and Vice Chair permanent members.

Hope that makes sense. If you want to discuss this in greater detail, please let me know.

Thanks,

Cliff

Clifford R. Repperger, Jr., Esq.
Partner

p. 321.327.5580 | f. 321.327.5655

2101 Waverly Place
Melbourne, FL 32901
www.whitebirdlaw.com

Approval of Revenue-Expense Summary

**BREVARD POLICE TESTING AND SELECTION PROGRAM
INDEX NUMBER 260020**

REVENUE / EXPENSE / CASH BALANCE

BEGINNING BALANCE: 07/01/23 **\$357,103.84**

REVENUE:		CLERK	COST SHARE	MISC FEE	TOTAL
JULY	2023	-	-	11,031.00	11,031.00
AUGUST	2023	14,744.85	-	13,550.99	28,295.84
SEPTEMBER	2023	5,319.85	4,400.00	4,070.00	13,789.85
OCTOBER	2023	14,653.75	10,200.00	16,115.00	40,968.75
NOVEMBER	2023	5,674.34	1,100.00	15,410.00	22,184.34
DECEMBER	2023	9,266.60	-	2,830.00	12,096.60
JANUARY	2024	8,408.88	2,200.00	18,321.00	28,929.88
FEBRUARY	2024	10,474.44	-	2,400.00	12,874.44
MARCH	2024	11,757.36	-	8,645.00	20,402.36
APRIL	2024	17,998.22	-	12,550.00	30,548.22
MAY	2024	-	-	-	-
JUNE	2024	-	-	-	-
TOTAL REVENUE					<u>\$221,121.28</u>

EXPENSE:		PERSONNEL	OPERATING	EQUIPMENT	TOTAL
JULY	2023	9,042.35	713.90	-	9,756.25
AUGUST	2023	17,307.76	13,818.97	-	31,126.73
SEPTEMBER	2023	25,607.56	4,137.84	-	29,745.40
OCTOBER	2023	16,600.10	3,711.14	-	20,311.24
NOVEMBER	2023	17,354.10	2,377.50	-	19,731.60
DECEMBER	2023	17,460.05	4,244.32	-	21,704.37
JANUARY	2024	17,354.71	14,132.46	-	31,487.17
FEBRUARY	2024	17,535.84	5,194.53	-	22,730.37
MARCH	2024	25,411.25	5,593.99	-	31,005.24
APRIL	2024	17,597.24	2,930.80	-	20,528.04
MAY	2024	-	-	-	-
JUNE*	2024	-	-	-	-
TOTAL EXPENSE					<u>\$238,126.41</u>

NET REVENUE OVER EXPENDITURES **\$ (17,005.13)**

YEAR ENDING BALANCE: **\$340,098.71**

FY/24-25 BPTC Operating Budget and Fee Schedule



**Brevard Police Testing & Selection Center
3865 N. Wickham Road
Melbourne, FL 32935
(321) 433-5638**

MEMORANDUM

**To: Melbourne Beach Lieutenant Matthew Smith, Chairman
Brevard Police Testing Center Board of Directors**

From: James Gibbens, Director

Date: May 15, 2024

Subject: BPTC FY/24-25 Budget

Analysis and research for the BPTC FY/24-25 budget projects a decrease in User Fees. The Clerk of the Court Distributions are projected to remain about the same as the previous year budget as well as the cost sharing contributions revenue. Additionally, there is a projected increase in fringe benefits, (Medicare, FICA, Workers Comp, Retirement etc.).

There is a difference in the FY23/24 approved budget reference personnel and salaries. At the time the budget was approved by the Board of Trustees on June 12, 2023, the budget document had Tina Hensel as the Investigator 1 and her salary was \$34,711. Tina Hensel left on June 29, 2023, and new hire Investigator 1 Kris Boyd started working on July 3, 2023 and his salary was \$33,700.

For the FY/24-25 Budget, we are projecting a Clerk's revenue of \$125,000 and a User Fee revenue of \$135,000. The Clerk of Court revenue and User Fees fluctuates on a yearly basis so it can be difficult to project future revenues with any accuracy which is one of the main reasons we recommend maintaining a healthy Trust Fund to lean on during challenging years.

Based upon the possible expected decrease in revenues, they may not be sufficient to cover the projected expenditures in FY 24/25 which may require the use of a portion of the Trust Fund to ensure adequate funds are available to sustain the operation. Fluctuating revenues are not unexpected and

demonstrates the importance of maintaining a healthy Trust Fund balance to the extent possible.

To continue to stabilize the budget for future years and reduce our reliance on the Trust Fund, a recommendation to increase some user fees were approved in last year's budget. The user fees approved for an increase were:

- Basic Law Enforcement Academy Applicant Background Investigation.
- Agency Sworn Officer Background Investigation.
- Polygraph/Psychological
-

A new User Fee category was added to the FY24/25 Fee Schedule Request called Corrections Student Fingerprinting. This User Fee Service is to be made available to a student that is applying to attend the Corrections Academy but is not hired by an agency or currently being sponsored.

From 943.14(7) Commission-certified criminal justice training schools; certificates and diplomas; exemptions; injunctive relief; fines.—

(7) Each criminal justice training school that offers law enforcement, correctional, or correctional probation officer basic recruit training, or selection center that provides applicant screening for criminal justice training schools, shall conduct a criminal history background check of an applicant prior to entrance into the basic recruit class. A complete set of fingerprints must be taken by an authorized criminal justice agency or by an employee of the criminal justice training school or selection center who is trained to take fingerprints.

The Trust Fund is healthy and has grown from \$171,000 in 2017 to \$340,000 as of April 2024. The Trust Fund is fiscally strong enough to allow for this expected drawdown of funds for the FY/24-25 Operating Budget if needed.

The attached BPTC FY24/25 budget documents are submitted for approval by the Brevard Police Testing Center Board of Directors.

	A	B	C	D	E	F	G	H	I
1	BPTC FY24/24 Budget Request (EFSC Waiver + 2 Full Time Investigators + Full Time Career & Technical Progam Specialist+ Agency Contributions)								
2									
3									
4									
5	INDEX CODE	DESCRIPTION	FY23/24 Approved	FY24/25 Requested					
6	41510	Operating Grants/Contracts	\$ 20,000.00	20,000.00					
7	41620	CLERK RECURRING REVENUE	125,000.00	125,000.00					
8	48901	MISC. FEE REVENUE	145,000.00	135,000.00					
9		REVENUE TOTAL	\$ 290,000.00	280,000.00					
10									
11			PERSONNEL BUDGET	CURRENT SALARIES	FY 24/25 REQUESTED				
12									
13	53050	DIRECTOR	\$ 61,800.00	\$ 63,654.00	65,563.00				
14	53050	Investigative 2	40,891.00	42,118.00	43,381.00				
15	54010	Investigator 1	34,711.00	33,700.00	34,711.00				
16	54010	ADMIN. SUPPORT ASST.	31,055.00	31,986.00	32,945.00				
17	56500	P/T PAA INSTRUCTORS	1,500.00	1,500.00	1,500.00				
18	58300	STUDENT ASSISTANT	-	-	-				
19		SALARY SUBTOTAL	\$ 169,957.00	\$ 172,958.00	\$178,100.00				
20									
21	59100	Medicare	\$ 10,757.66		10,949.00				
22	59101	FICA	2,515.91		2,561.00				
23	59203	FLORIDA RETIREMENT	20,665.13		24,071.00				
24	63502	Workers Comp Insurance	2,064.78		2,101.00				
25	59701	HEALTH INSURANCE	14,873.40		14,756.00				
26	59702	LIFE INS. CONTRIBUTION	537.84		547.00				
27	59703	DENTAL CONTRIBUTION	300.00		324.00				
28	59301		-		-				
29		BENEFITS SUBTOTAL	\$ 51,714.72		55,309.00				
30		PERSONNEL SUBTOTAL	\$ 221,671.72		233,409.00				
31									
32	* Misc. Revenue User Fees. EOT Reviews, LEO Applications, SOCE, PAT, EMS/Paramedic Screenings, Non-Sworn Backgrounds, Sworn Background Investigations								
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OPERATIONS BUDGET

60501 TRAVEL IN DISTRICT	\$		50.00			50.00			
60502 TRAVEL OUT DISTRICT			900.00			900.00			
60503 TRAVEL OUT STATE			-			-			
60507 TRAVEL NON-EMPLOYEE			-			-			
60511 E-PASS TOLLS			50.00			50.00			
61000 FREIGHT/POSTAGE			-			-			
61501 LOCAL TELEPHONE			2,500.00			2,500.00			
62001 PRINTING VENDOR			100.00			100.00			
62002 PRINTING COLLEGE			700.00			700.00			
62004 PHOTOCOPYING			1,500.00			1,500.00			
62504 SERVICE CONTRACT			2,000.00			2,000.00			
63001 RENTALS FACILITIES			-			-			
63005 RENTALS OTHER			-			-			
63505 INS. GENERAL LIABILITY			-			-			
64005 FUEL VEHICULAR			200.00			200.00			
64501 OTHER SERVICES			1,800.00			1,800.00			
64502 INST. MEMBERSHIP			300.00			300.00			
64505 ADVERTISING REQ. LAW			50.00			50.00			
64507 CONT. INSTRUCTION			-			-			
64509 BI SCREENING FEES			88,000.00			88,000.00			
64510 ADVERTISING NOT REQ.			-			-			
65003 LEGAL FEES			2,000.00			2,000.00			
65007 OTHER PROF. FEES			-			-			
65501 EDUC. MATERIALS & SUP.			500.00			500.00			
65502 OFF. MATERIALS & SUP.			3,000.00			3,000.00			
65503 DIPLOMAS & COVERS			-			-			
65701 Data SOFTWARE Educ.			-			-			
65702 DATA SOFTWARE ADMIN			-			-			

	A	B	C	D	E	F	G	H	I
67			66003 VEH. MATERIALS/SUP.	500.00		500.00			
68			66503 FOOD/FOOD PRODUCTS	250.00		250.00			
69			66504 OTHER SUPPLIES	400.00		400.00			
70			67000 SUBSCRIPTIONS	100.00		100.00			
71			67601 INDIRECT EXPENSE	-		-			
72			70606 MINOR TECHNOLOY EQUIP	-		-			
73			OPERATIONS SUBTOTAL	\$ 104,900.00		101,900.00			
74									
75			TOTAL FY EXPENSES:	\$ 326,571.72		335,309.00			
76			NET SURPLUS	\$ (36,571.72)		55,309.00			
77									<u>Draw Down from Trust Fund</u>
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FY25 BPTC Budget
Salary/Fringe

Account	Last Name	First Name	24/25 Salary		Medicare	FICA	Retirement	Life	W/C	Health	Dental
			Current 2024	with possible COLA 3%							
53050	Gibbens	James	63,654.00	65,563.62	4,064.94	950.67	8,896.98	203.25	780.21	1,332.00	-
53050	Avina	Maria	63,654.00	-	4,064.94	950.67	8,896.98	203.25	780.21	1,332.00	-
54010	Daniel	Listra	42,118.00	43,381.54	2,689.66	629.03	5,886.87	134.48	516.24	1,332.00	-
54010	Boyd	Kristopher	31,986.00	32,945.58	2,042.63	477.71	4,470.72	102.13	392.05	1,332.00	-
			33,700.00	34,711.00	2,152.08	503.31	4,710.28	107.60	413.06	10,760.00	324.00
56500	PAA Instructors		107,804.00	-	6,884.36	1,610.05	15,067.87	344.22	1,321.35	13,424.00	324.00
			1,500.00	-							
			1,500.00	-							
			172,958.00	176,601.74	10,949.31	2,560.73	23,964.86	547.47	2,101.56	14,756.00	324.00

Fringe Rates		
59100	Medicare	6.20%
59101	FICA	1.45%
59203	Retirement	13.57%
59702	Life	0.31%
63502	Worker's Comp	1.19%
59701	Health	
59703	Dental	

Salary Total 176,601.74
Fringe Total 55,203.92
231,805.66

From: Van Der Werken, Nicole <vanderwerkenn@easternflorida.edu>

Sent: Monday, May 13, 2024 8:32 AM

To: Gibbens, James <gibbensj@easternflorida.edu>

Cc: Ellison, Amanda <ellisona@easternflorida.edu>

Subject: RE: Salary Projection

Good morning Jim,

One item I wanted to mention is that we just found out that the retirement contribution is changing effective 7/1. It is currently 13.57% and will be increasing to 13.63%. This will increase the retirement contribution by a bit, bringing it to \$24,071.

Thank you,

Nicole Van Der Werken

Controller

Accounting Department

1519 Clearlake Road

Cocoa, FL 32922

PH: 321-433-7048

FX: 321-433-7027

www.easternflorida.edu



Please Note: Due to Florida's very broad public records law, most written communications to or from College employees regarding College business are public records, available to the public and media upon request. Therefore, this email communication may be subject to public disclosure.

**BREVARD POLICE TESTING AND SELECTION PROGRAM
INDEX NUMBER 260020**

REVENUE / EXPENSE / CASH BALANCE

BEGINNING BALANCE: 07/01/23 **\$357,103.84**

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MAY	2024	-	-	-	-
JUNE	2024	-	-	-	-
TOTAL REVENUE					<u>\$221,121.28</u>

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JUNE*	2024	-	-	-	-
TOTAL EXPENSE					<u>\$238,126.41</u>

NET REVENUE OVER EXPENDITURES **\$ (17,005.13)**

YEAR ENDING BALANCE: **\$340,098.71**

EASTERN FLORIDA STATE COLLEGE
INSTITUTE OF PUBLIC SAFETY
BREVARD POLICE TESTING AND SELECTION CENTER

FY 24-25 FEE SCHEDULE REQUEST
(Effective July 1, 2024 to June 30, 2025)

LE Academy Applicant Background (includes Poly, Psych, Prints, Credit, etc.)	\$525.
Physical Abilities Test.....	\$50.00
Fingerprint Checks.....	\$65.00
State Officer Certification Examination (SOCE).....	\$150.00
Agency Sworn Officer Background Investigation.....	\$525.00
Agency Non-Sworn Background Investigation.....	\$300.00
a. Polygraph	\$250.00
b. Psychological	\$250.00
EMT/Paramedic Applicant.....	\$200.00
Corrections Student Fingerprinting.....	\$150.00
Equivalency of Training Evaluation Services:	
a. Out-of-state and federal law enforcement officer.....	\$350.00
b. Florida Inactive officer.....	\$200.00

Updates from the Criminal Justice Standards and Training Commission- Tech Memos

May 2024 Advanced & Specialized Committee | Bureau of Training | Post-Basic Curriculum Agenda

1. HOUSE-KEEPING—

- Quick brief on new BRT firearms failure rates. Only 5 of 37 training schools are reporting a significant increase in failures.
- The updated form CJSTC-86A expected to be approved and uploaded to the forms webpage on or around June 10. There is no set number of attempts for the biennial qualification—that will be up to the agency. Treat agency qualification attempts for the new course of fire the same as you treat the current 40-round qualification course.
- When printing the 8-inch Recoil Management circle, make sure your instructors are printing it to “Actual Size.” Otherwise, the target may print smaller. Printing instructions are now in the 2023 and 2024 HL IG, on the page before the 8-inch target handout.
- Clarification regarding the handgun proficiency evaluation attempts. See Tech Memo 2024-04.
- The updated course materials website went live on 3/4. See Tech Memo 2024-05.
- High Liability Instructor Conference will be held at FPSI next month. Firearms SMEs holding Q&A Tue, May 7 from 1-4 in the Range Building. No registration is required to attend. We plan to record and upload the event for those who cannot make it.
- Post-Basic Curriculum Vacancy Status—filling final vacancy and asking for more positions to keep up with requests and demands.

2. POST-BASIC COURSES FOR THE MAY 2024 COMMISSION—

- Revision of ADV. #1166, *ADVANCED INVESTIGATIVE TECHNIQUES OF HUMAN TRAFFICKING CRIMES* (40-HOURS). See TCDA brief.

3. POST-BASIC COURSES FOR THE AUGUST 2024 COMMISSION—

- Revision of ADV. #107, *MIDDLE MANAGEMENT* (40-HOURS)
 - Finished, and now in editing.

4. COURSES IN-PROGRESS—

- New ADV. AND/OR SPEC. *ANIMAL CRIME INVESTIGATIONS* (XX-HOURS)
 - Held second face-to-face workshop in Ocala from 4/29 – 5/2.
 - **Nov 2024 CJSTC for approval**
- New *PATROL RIFLE OPERATOR COURSE* (XX-HOURS) & *SHOTGUN OPERATOR COURSE* (XX-HOURS) with INSTRUCTOR COURSE VERSIONS
 - 4 new courses: Patrol Rifle Instructor, Patrol Rifle Operator, Shotgun Instructor, Shotgun Operator.
 - **Feb 2025 CJSTC for approval**
- New SPEC. *RESPONDING TO ALZHEIMER’S AND DEMENTIA-RELATED ILLNESSES* (X-HOURS)—see HB 801 and TCDA brief.
 - Currently working virtually with the Dept. of Elder Affairs and other SMEs.
 - For LE, CO, and CPO.
 - Online training – elective; not mandatory.
 - **May 2025 CJSTC for approval (projected)**
- New SPEC. *LETHALITY ASSESSMENT TRAINING FOR LAW ENFORCEMENT OFFICERS* (X-HOURS)—see SB 1224 and TCDA brief.
 - Currently working virtually with several domestic violence advocacy groups and SMEs.
 - For LE, only.
 - Online training – one-time mandatory.
 - **May 2025 CJSTC for approval (projected)**
- Revision of ADV. #1138 *VIOLENT CRIME INVESTIGATIONS* (40-HOURS), and ADV. #036 *INJURY AND DEATH INVESTIGATIONS* (40-HOURS)
 - Need more SMEs.
 - Revising both courses simultaneously using the same group of SMEs.
 - Expected to hold a face-to-face workshop in August.
 - **Aug 2025 CJSTC for approval of both course revisions (projected)**

5. UP AHEAD—

- Revise outdated course: Adv. #020 *Case Preparation and Court Presentation*.
- Revise outdated course: Adv. #016 *Narcotics & Dangerous Drug Investigations*.
- Develop any new training required by the 2025 legislature.

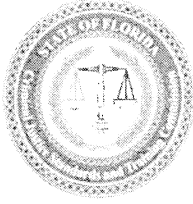
TRAINING CENTER	FAILURE RATES REPORTED
Northeast Florida Criminal Justice Training Center	Less failures
Northwest Florida State College Criminal Justice Training Center	Less failures
Southwest Florida Public Service Academy	Less failures
Lake Technical Center Criminal Justice Academy	Less failures
Polk State College Kenneth C. Thompson Institute of Public Safety	Less failures
Santa Fe College Institute of Public Safety	Less failures
Seminole State College Center for Public Safety	Less failures
Manatee Technical College	No significant changes
Manatee Sheriff's Office Training Center	No significant changes
Eastern Florida State College	No significant changes
Criminal Justice Academy of Osceola	No significant changes
St. Johns River State College	No significant changes
North Florida College	No significant changes
Citrus County Public Safety Training Center	No significant changes
George Stone Criminal Justice Training Center	No significant changes
Miami Police Training Center	No significant changes
Indian River State College	No significant changes
Miami-Dade Public Safety Training Institute & Research Center	No significant changes
Hillsborough Community College Ybor City Campus Criminal Justice Institute	No significant changes
Broward College Institute for Public Safety	No significant changes
Gulf Coast State College	No significant changes
Florida Highway Patrol Training Academy*	No significant changes
Hillsborough County Sheriff's Office	Minor increase in failures
Palm Beach State College	Minor increase in failures
Escambia County Sheriff's Office Training Academy	Minor increase in failures
Florida Gateway College Public Service Training Center at Olustee	Minor increase in failures
Florida Panhandle Technical College	Minor increase in failures
Valencia College Criminal Justice Institute	Minor increase in failures
Daytona State College School of Emergency Services	Minor increase in failures
Chipola College Criminal Justice Training Center	Minor increase in failures
Suncoast Technical College	Minor increase in failures
Volusia Sheriff's Office Training Academy	Minor increase in failures
Florida Public Safety Institute	Significant increase in failures
Department of Corrections	Significant increase in failures
South Florida State College	Significant increase in failures
College of Central Florida Criminal Justice Institute	Significant increase in failures
Pasco-Hernando State College Public Service Technology Center	Significant increase in failures (CO only)
Simpson Technical College Criminal Justice Academy**	
Broward County Sheriff's Office**	
NO RESPONSE YET	
Miami-Dade College School of Justice	
St. Petersburg College Southeastern Public Safety Institute	
College of the Florida Keys Institute for Public Safety	
Florida Fish and Wildlife Conservation Commission Law Enforcement Training Center	

* Aux classes only

** No classes yet

BRT FIREARMS FAILURE RATE 2023-2024


FAILURE RATE CATEGORIES	% TOTAL PER CATEGORY
MINOR TO NO INCREASE IN FAILURES	87%
Less Failures Reported	19%
No Significant Changes Reported	41%
Minor Increase in Failures Reported	27%
SIGNIFICANT INCREASE IN FAILURES	13%



Criminal Justice Standards and Training Commission

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2024-09**

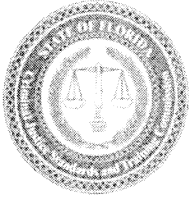
DATE: May 22, 2024
TO: Criminal Justice Training Center Directors
FROM: Director Chad Brown 
Criminal Justice Professionalism Division
SUBJECT: Non-Disclosure Agreement for the State Officer Certification Exam

When a candidate sits for the State Officer Certification Exam (SOCE), they are presented with several pages of information before the exam officially begins. One of these pages is a non-disclosure agreement (NDA). The NDA is in place to ensure that candidates do not share or distribute the items or images that they see during the exam. The SOCE is a high-stakes certification exam, and test security is paramount. Recently, FDLE staff noted that many candidates mark that they do not agree with the NDA. When that happens, the exam is immediately shut down, and the candidate cannot continue with the SOCE. Furthermore, based on the coding between FDLE and its contract provider Pearson VUE, when a candidate declines the NDA, it treats this as the candidate forfeiting one of their three attempts at the SOCE. Obviously, FDLE and Pearson VUE work together to restore these attempts, but the process is complicated and drains resources from FDLE's Information Technology Services (ITS).

Based on staff research, it appears that most of these incidents were accidents where the candidates did not mean to disagree. That being said, FDLE staff encourages training center directors, coordinators, instructors, and agency hiring personnel to remind their candidates to take the time to read through the opening pages during the exam. Not only do they contain the NDA agreement, but they also include other information on how to take the exam.

If you have any questions, please contact Training and Research Manager Jack Owens at JackOwens@fdle.state.fl.us or (850) 410-8669.

cc: Criminal Justice Standards and Training Commission




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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION TECHNICAL MEMORANDUM 2024-04

DATE: March 8, 2024

TO: Criminal Justice Training Center Directors

FROM: Director Chad Brown 
Criminal Justice Professionalism Division

SUBJECT: Handgun Proficiency Evaluation Attempts

This technical memorandum is issued to address the confusion regarding the correct number of attempts for each handgun proficiency evaluation.

Handgun Proficiency Evaluations

Every basic recruit student is allowed *two total attempts* per handgun proficiency evaluation, with a chance to remediate between attempt #1 and attempt #2. Instructor students are also allowed *two total attempts* per handgun proficiency evaluation, but with no chance to remediate between attempt #1 and attempt #2. One attempt means one try.

Handgun Qualifications

Every basic recruit student is allowed to *test twice* on the daylight and lowlight qualifications, with a chance to remediate between the initial test and the retest. The initial test means the first set of attempts, and the retest means the second set of attempts. Unlike with the handgun proficiency evaluations, instructor students do not get to test twice with the handgun qualifications.

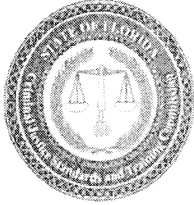
More information on the prescribed number of attempts for the handgun proficiency evaluations can be found in the:

- #801, Firearms Instructor Course (v.2023.07) on pages 5, 12, 35, 68, 69, and 93
- #1201, Firearms Instructor Update Course (v.2022.08) on pages 13, 33, and 44
- High Liability Instructor Guide (v.2023.07) on pages 105, 106, and 131
- form CJSTC-4, line 6 on page 1, and the evaluation pass/fail tables on page 2
- form CJSTC-4I, the evaluation pass/fail tables on page 2

Firearms instructors need to read the above CJSTC curricula and forms before teaching these classes to ensure they understand the training requirements.

If you have any questions regarding the handgun training requirements, please contact Training and Research Manager Rob Bates at RobertBates@fdle.state.fl.us or (850) 410-8672.


cc: Criminal Justice Standards and Training Commission



Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2024-05**

DATE: March 15, 2024
TO: Criminal Justice Training Center Directors
FROM: Director Chad Brown 
Criminal Justice Professionalism Division
SUBJECT: Course Materials Website Redesign

This technical memorandum is issued to address the recent updates made to the course materials website, effective March 4, 2024.

Curriculum staff worked with FDLE's Webmaster to redesign the course materials website in an effort to simplify navigation and make it easy for users to find the courses and instructor materials.

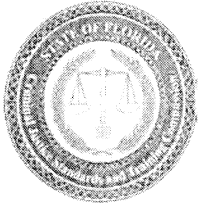
The following changes were made to the website:

- The curriculum homepage now contains buttons with icons that link to other pages on the site.
- Each page on the site has a sidebar menu with buttons that link to other pages on the site, including the home page.
- The Advanced, Specialized, and Instructor Training pages are now combined into a single page titled "Post-Basic Training" so that one page contains all of the post-basic courses.
- All tables are now expandable and collapsible.
- All basic and post-basic training tables are now reduced to the following columns:
 - Program/Course Title—these contain the program or course titles.
 - Student—these contain downloadable student or course guide files.
 - Instructor—these contain downloadable instructor guides and other instructor-specific files. Users will be directed to a landing page if there is more than one file.
- Non-FDLE-produced media files for post-basic courses are no longer available on the website since Commission staff are not responsible for maintaining these.

Please take a moment to explore and become familiar with the updated webpage:
<https://www.fdle.state.fl.us/ATMS/Home>

If you have any questions regarding the website redesign, please contact Training and Research Manager Rob Bates at RobertBates@fdle.state.fl.us or (850) 410-8672.

cc: Criminal Justice Standards and Training Commission




Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2024-06**

DATE: March 29, 2024

TO: Criminal Justice Training Center Directors

FROM: Director Chad Brown 
Criminal Justice Professionalism Division

SUBJECT: Florida Law Enforcement Reimbursement Program

Beginning with the 2022-2023 academic year, full-time law enforcement officers who were not sponsored by an employing agency and who relocated from outside the state or who transitioned from service in the special operations forces and completed an exemption from training (EOT) pursuant to s. 943.131(2), F.S., may be eligible to be reimbursed for up to \$1,000 for expenses incurred to obtain Florida law enforcement certification. These expenses may include fees associated with the EOT assessment, EOT training course, and the Law Enforcement State Officer Certification Examination.

The Department of Education (DOE) is responsible for the administration of the program and distribution of the reimbursement monies. For more information regarding the program, please contact the DOE Office of Student Financial Assistance at (888) 827-2004 or review the attached fact sheet and program application.

Attachments: Florida Law Enforcement Reimbursement Fact Sheet
Application for Florida Law Enforcement Reimbursement Program

cc: Criminal Justice Standards and Training Commission

Florida Law Enforcement Reimbursement Program

Section 1009.8961, Florida Statutes

State Board of Education Rule 6A-20.0285, Florida Administrative Code

Program Description

The Florida Law Enforcement Reimbursement Program (LERP) assists in the recruitment of law enforcement officers who relocate from outside of Florida or who transition from service in the special operations forces to Florida to become a full-time law enforcement officer within this state. Eligible participants will be reimbursed for up to \$1,000 for eligible expenses incurred while obtaining a Florida law enforcement officer certification. The LERP program will help Florida attract law enforcement officers who are crucial to the safety and well-being of communities.

Applying for Reimbursement

Law Enforcement Agencies (LEA) must submit the *Application for the Florida Law Enforcement Reimbursement Program*, applicant receipts, and a Florida Department of Law Enforcement, *Global Profile Sheet*, to the Florida Department of Education (FDOE), Office of Student Financial Assistance (OSFA), which must contain the following applicant demographic information:

- Applicant Full Name;
- Applicant Rank;
- Applicant Type: Out-of-state Law Enforcement Officer (LEO) or Special Operation Forces (SOF);
- Applicant Originating State or SOF Detail;
- Reimbursement amount:
 - Equivalency assessment cost,
 - Equivalency training cost, and
 - LEO Certification Examination cost.
- Employing Law Enforcement Agency (LEA) Name;
- LEA Payment Address;
- LEA City, State, Zip;
- LEA County;
- LEA Employer Federal Identification Number; and
- Application Receipt Date.

Requirements to Receive Funding

To receive reimbursement, the applicant's LEA shall certify that the applicant meets the requirements of section 1009.8961(3), Florida Statutes, and that the officer was not already sponsored by the employing agency to cover the cost of any commission required training.

Reimbursement Procedures

Reimbursement shall be awarded on a first-come, first-served basis according to the date the employing LEA receives the completed application and receipts for eligible expenses incurred, and is contingent upon an appropriation by the Florida Legislature. Once the LEA's application for reimbursement has been approved, the FDOE will transmit funds to the LEA, after which the LEA is required to reimburse approved LEO applicants for authorized amounts within 30 days of the receipt of funds from the FDOE.

Disbursement of Funds

Eligible applicants may be reimbursed for eligible costs and fees up to \$1,000, which include any cost or fee incurred for:

- Any equivalency assessment administered by the Criminal Justice Standards and Training Commission (commission) within the Department of Law Enforcement.
- Any equivalency training required by the commission.
- The law enforcement officer certification examination.

Contact Information

Address:

Florida Department of Education
Office of Student Financial Assistance
State Scholarship and Grant Programs
Suite 1344
325 West Gaines Street
Tallahassee, Florida 32399-0400

Phone:

888-827-2004

Email:

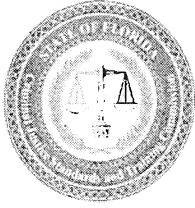
OSFA@fldoe.org

Application for the Florida Law Enforcement Reimbursement Program

This application is for the reimbursement of eligible expenses incurred while obtaining a Florida Law Enforcement Officer certification for applicants who relocated from outside the state of Florida or who transition from service in the special operations forces to become a full-time law enforcement officer within the state of Florida.

Applicant Name:	Applicant Rank:
<input type="checkbox"/> Out of State Law Enforcement Officer Prior state: _____	<input type="checkbox"/> Special Operations Forces Detail: _____
Reimbursement Amount: <ul style="list-style-type: none"> <input type="radio"/> Equivalency Assessment: \$ _____ <input type="radio"/> Equivalency Training: \$ _____ <input type="radio"/> LEO Certification Examination: \$ _____ Total Reimbursement Requested: (Maximum \$1,000) \$ _____	
Employing Law Enforcement Agency: Employer Name: _____ Payment Address: _____ City, State, Zip: _____ County: _____ Employer Federal Identification Number: _____ Received by: _____ Application Receipt Date: _____	


This application and receipts for eligible expenses must be submitted to the employing law enforcement agency. The law enforcement agency will submit the application, receipts, and the applicant Global Profile Sheet to the Florida Department of Education, Office of Student Financial Assistance by email to OSFA@fldoe.org. Funds are allocated on a first come, first serve basis. Reimbursements are contingent upon available funds and will be issued to the applicant by the employing law enforcement agency.



Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2024-07**

DATE: May 10, 2024
TO: Criminal Justice Training Center Directors
FROM: Director Chad Brown 
Criminal Justice Professionalism Division
SUBJECT: Excited Delirium

This technical memorandum is being issued to address the confusion regarding updates to the basic recruit training program's First Aid for Criminal Justice Officers course. Recent reports in the media indicate that FDLE dictates procedures for all criminal justice agencies in the state of Florida; however, this is not the case. The curriculum is developed by Criminal Justice Standards and Training Commission staff to provide recruits with the foundational knowledge required for certification. Subsequently, the Criminal Justice Standards and Training Commission approves this curriculum. The curriculum does not replace the policies and procedures of an individual agency.

During the most recent revision of the First Aid for Criminal Justice Officers course in the basic recruit training program's *High Liability* textbook, subject matter experts (SMEs) recommended that the curricula emphasize the need to get medical help for people "displaying a group of symptoms, such as severe agitation, hyperactivity, confusion, intense paranoia, and hallucinations, that appear suddenly but which have short duration and require immediate attention." The SMEs also recommended moving away from using the term "excited delirium" in an effort to better reflect how this condition is addressed at the national level.

The textbook states that "if you recognize these symptoms, it is important to get the patient help. Patients experiencing these symptoms need verbal calming, rapid de-escalation, and possibly medical treatment. Remove excess stimuli by turning off lights and sirens. Possible containment in a controlled and safe environment can ensure safety for everyone while the incident runs its course or prior to EMS arrival."

The steps described in the textbook are recommendations, not mandated procedures. The basic recruit training program provides foundational knowledge. In-depth training on any policies and procedures should be done at the agency level. Each encounter and response is situation-specific, and officers should always follow their specific agency's policies.

If you have any questions, please contact Training and Research Manager Garrett Riggs at GarrettRiggs@fdle.state.fl.us or (850) 410-8648.

cc: Criminal Justice Standards and Training Commission