



Florida Department of Law Enforcement

MANDATORY RETRAINING REPORT

Incorporated by Reference in Rule 11B-27.00212(4), F.A.C.



CJSTC 74

Please type or print legibly in black or blue ink and use capital and small letters to write names, titles, and addresses

- 1. Last Four Digits of the Officer's Social Security Number: \_\_\_\_\_ 2. Officer's name: \_\_\_\_\_ Last First MI
3. Agency ORI: FL \_\_\_\_\_
4. Agency name: \_\_\_\_\_
5. Officer employment type: [ ] Law Enforcement [ ] Correctional [ ] Correctional Probation [ ] Concurrent [ ] Special Elected or Appointed [ ] Railroad Police

6. Training used to fulfill the 40-hour mandatory retraining requirement: Documentation of training used to fulfill this requirement shall be attached to this form. Documentation may include copies of certificates, memoranda, rosters, letters, course index or outline, or other documents that indicate completion of training. Documentation shall also include the date, number of hours, title of course, or conference or topic of the training, and the entity presenting the training.

Table with 2 columns: COURSE OR CONFERENCE TITLE, Hours

7a. College credit hours used for mandatory retraining requirement:

Table with 2 columns: COLLEGE CREDIT, Hours

7b. Required retraining pursuant to sections 943.1701, 1716, 1758, 17295, F.S.: Certified officers who elect to instruct human diversity training, and law enforcement officers who elect to instruct Domestic Violence or Juvenile Sexual Offender Investigation training may substitute completion or instruction of such training to satisfy the officer's continuing training requirement. Documentation showing the date and hours instructed shall be attached to form CJSTC-74.

Table with 2 columns: Training Description, Hours Completed

8. Enter the date the officer completed the mandatory retraining requirement: \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_
Agency Administrator or Designee's Signature Date signed

AGENCIES SHALL BE NOTIFIED WHEN SUBJECT TOPICS CHANGE

## INSTRUCTIONS FOR COMPLETING FOR CJSTC-74

Form CJSTC-74 is used for in-service training, Specialized Training, Advanced, or Career Development Training Program Courses, and college credit used for mandatory retraining requirements.

**Use this form to notify the Criminal Justice Standards and Training Commission when an officer meets the Commission's mandatory retraining requirements.**

1. **Social Security Number:** Enter the last four digits of the officer's social security number.
2. **Officer's name.** Enter the officer's legal name. Enter the last and first name. If the officer has a middle initial enter it above MI.
3. **Agency ORI.** Enter the last seven digits of the agency's originating agency identifier number. There are nine digits in agency ORI codes. The first two have been entered for you, which are "FL". Enter as in this example: FL 0370000.
4. **Agency Name.** Enter the agency's name.
5. **Officer's Employment Type.** Enter X in one of the boxes for the officer's employment type for which mandatory retraining has been completed. If the officer is concurrent, Commission staff shall record the training for both a law enforcement and correctional officer. Concurrent means "that an officer is employed as a law enforcement and correctional officer."
  - 4) Professional Traffic Stops. At the agency administrator's discretion, the officer has the option of completing Professional Traffic Stops training to also satisfy human diversity training.
  - 5) Use-of-Force training for law enforcement and correctional officers. There is no hourly requirement.
  - 6) Use-of-Force Training for correctional probation officers. There is no hourly requirement.
  - 7) **NOTE:** Correctional and correctional probation officers are not required to complete training in Domestic Violence, Juvenile Sexual Offender Investigations, or Professional Traffic Stops.
  - 8) **Total Hours.** Enter the total number of hours the officer completed for in-service training, specialized, advanced, career development training program courses, or college credit that has been listed on this form to fulfill the mandatory retraining requirement.
6. **Training Used To Fulfill Mandatory Retraining Requirement's.** Report only training that the agency provided and any advanced or career development training program courses, or college credit used to satisfy mandatory retraining requirements.

**Name of Course.** Enter the name of in-service training, specialized training, advanced, or career development training program courses.

**Hours.** Enter the number of hours the officer completed for each course.
- 7a. **College Credit Hours.** Enter 40 hours credit for a three-hour college credit course.
- 7b. **Required Retraining.** Enter the hours the officer completed for the following training:
  - 1) Human Diversity training including Professional Traffic Stops. No hourly requirement pursuant to legislation effective July 1, 2006. At the agency administrator's discretion, Professional Traffic Stops training may be completed to satisfy Human Diversity training.
  - 2) Domestic Violence. There is no hourly requirement.
  - 3) Juvenile Sexual Offender Investigations. There is no hourly requirement.
  8. **Mandatory Retraining Completion Date.** Enter the date the officer completed his or her mandatory retraining requirements. Enter as in this example: 01-28-1991.
  9. **Agency Administrator or Designee's Signature.** The agency administrator or designee shall sign this form.
  10. **Date signed.** Enter the date the agency administrator or designee signed this form.

### AGENCY REQUIREMENTS

- If the agency is entering the information on-line through the Commission's Automated Management Training System (ATMS), please print this form and maintain the original on file at the agency with the required documentation attached.
- If the agency is not entering the information on-line through ATMS, maintain the original form on file at the agency and submit a completed copy of the form with the required documentation attached and a letter requesting FDLE to enter the data into ATMS. Submit the copies to: **Florida Department of Law Enforcement, Criminal Justice Professionalism Program, P.O. Box 1489, Tallahassee, Florida 32302-1489. Attention: Records Section. Fax Number: 850-410-8605**