



# ST. JOHNS RIVER STATE COLLEGE

JOE H. PICKENS, J.D., PRESIDENT  
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**PALATKA CAMPUS** 5001 ST. JOHNS AVENUE  
PALATKA, FL 32177-3807 | (386) 312-4200

**ST. AUGUSTINE CAMPUS** 2990 COLLEGE DRIVE  
ST. AUGUSTINE, FL 32084-1197 | (904) 808-7400

**ORANGE PARK CAMPUS** 283 COLLEGE DRIVE  
ORANGE PARK, FL 32065-7639 | (904) 276-6800

**SJRstate.edu**

EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

## MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: April 8, 2025

RE: April Board Meeting

The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, April 16, beginning at 2:00 p.m.** at the **St. Augustine Campus**. We will meet in the Viking Center Multipurpose Room V-112.

Immediately following the meeting will be an **Executive Session on Collective Bargaining**.

Please review the enclosed material and if you have any questions, do not hesitate to call me. If you are unable to attend, please call me before noon on that date.

Thank you.

JHP/sms

Enclosure



## ST. JOHNS RIVER STATE COLLEGE DISTRICT BOARD OF TRUSTEES

Meeting, Wednesday, April 16, 2025,  
2:00 p.m., **St. Augustine Campus**,  
Viking Center Multipurpose Room V-112

### MISSION STATEMENT

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates, associate and baccalaureate degrees, and provides high-quality education, training, and cultural opportunities to encourage scholarly achievement. St. Johns River State College delivers high-quality instruction through face-to-face and distance education modalities and creates a supportive learning environment that includes services and resources to enable all students to reach their educational goals.

*\*Note: At the discretion of the Chair or any other Board member, items may be taken out of order for action and/or discussion.*

- I. Call to Order
- II. Public Comment
- III. Presentation from Florida National Guard by Captain Jared Truheart
- IV. Old Business
- V. Consent Agenda – Chairperson Rich Komando Action  
*The items on the consent agenda are routine business and are not expected to require discussion before action. Items will be enacted by one motion. Any Trustee can request a topic to be removed from the consent agenda and discussed further for separate action.*
  - A. Minutes
    1. Approval of Minutes of February 19, 2025, Board Meeting
  - B. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown *(If you have any questions, please call Dr. Brown's direct #386-312-4202.)*
    1. Approval of Personnel Matters
  - C. Vice President for Finance/CFO – VP Randy Peterson *(If you have any questions, please call VP Peterson's direct #386-312-4022.)*
    1. Facilities Usage Report – February and March 2025
    2. Approval of Write-offs of Tangible Personal Property
    3. Approval of Monthly Financial Report – March 2025
    4. Budget Amendments
      - a. Operating Fund 1
      - b. Restricted Fund 2
      - c. Auxiliary Fund 3
      - d. Capital Outlay/Plant Fund 7

D. Vice President for Academic & Student Affairs – Dr. Ed Jordan *(If you have any questions, please call Dr. Jordan's direct #386-312-4151.)*

1. Approval of the following curriculum revisions effective Fall 2025 for Criminal Justice & Public Safety:

a. New Courses:

- CJK 0301 Introduction to Corrections
- CJK 0355 Legal for Correctional Officers
- CJK 0306 Communication for Correctional Officers
- CJK 0111 Interviewing and Report Writing in Corrections
- CJK 0327 Shift Management and Safety
- CJK 0321 Intake and Release
- CJK 0324 Supervision in a Correctional Facility
- CJK 0326 Supervising Correctional Populations
- CJK 0336 Incidents and Emergencies in Correctional Facilities

b. Courses to Delete:

- CJK 0300 Introduction to Corrections
- CJK 0305 Communication
- CJK 0310 Officer Safety
- CJK 0315 Facility and Equipment
- CJK 0320 Intake and Release
- CJK 0325 Supervising in a Correctional Facility
- CJK 0330 Supervising Special Populations
- CJK 0335 Responding to Incidents and Emergencies

c. Revised Programs:

- Basic Recruit Training Program for Florida Correctional Officers (0540)
- Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer (0545)
- Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer (0548)
- Correctional Probation Officer Crossover Training to Florida Law Enforcement Basic Recruit Training Program (0547)

2. Approval of the following curriculum revisions effective Fall 2025 for Engineering Technology:

a. New Course:

- SWS 2000 – Introduction to Soil Science

b. Revised Program:

- Engineering Technology (4300) Supply Chain Automation Specialization

3. Approval of the 2025-2026 Academic Calendar

VI. New Business

- A. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown – Action/Information Agenda Items *(If you have any questions, please call Dr. Brown's direct #386-312-4202.)*

1. Chief Operating Officer – Presented by Dr. Melanie Brown
  - a. Public Hearing for Amendment to SJR Board Rule 7.21 (R1) Acceleration Programs Public Hearing
  - b. Action to Approve Amendment to SJR Board Rule 7.21 (R1) Acceleration Programs Action
2. Facilities Management & Planning – Presented by Terry Thomas, AVP of Facilities, Planning, and Capital Projects (*If you have any questions, please call AVP Thomas' direct #386-312-4110.*)
  - a. Action to Award Modified Plans, Value Engineering Options, and Bid for the Remodel and Addition to the FloArts Building Project – Palatka Campus Action
- B. Vice President for Finance/CFO – VP Randy Peterson – Action/ Information Agenda Items (*If you have any questions, please call VP Peterson's direct #386-312-4022.*)
  1. Action to Approve Transfers from Board Designated Operating Reserves to Unexpended Plant Fund for the:
    - a. Palatka Campus Infrastructure Project Action
    - b. Flo Arts Deferred Maintenance and Renovation Project
  2. Financial Audit for FY Ended June 30, 2024 Information
  3. Department of Veterans Affairs Compliance Survey Information
  4. Federal Awards Audit for FY Ended June 30, 2024 Information
  5. Thrasher-Horne Center Emergency Exercise Information
- C. Vice President for Academic & Student Affairs – Dr. Ed Jordan (*If you have any questions, please call Dr. Jordan's direct #386-312-4151.*) – Presented by Dr. Jay Paterson, Assistant VP of Workforce and Career Services
  1. Public Hearing on Admission Criteria Change for the Associate in Science Degree in Nursing (ASN) Program Public Hearing
  2. Action to Approve Admission Criteria Change for the Associate in Science Degree in Nursing (ASN) Program Action
  3. Public Hearing on Admission Criteria Change for the Associate in Science Degree in Nursing (LPN-to-RN Bridge) Program Public Hearing
  4. Action to Approve Admission Criteria Change for the Associate in Science Degree in Nursing (LPN-to-RN Bridge) Program Action

- VII. President's Report
  - A. Request to Change Date of Board of Trustees Meeting in May Action
  - B. PECO Funding – House and Senate Information
  - C. Trademarks Information Information
- VIII. Trustees' Comments
  - A. Discussion and Action to Approve Results of the Board Self-Evaluation (*Confidential – Trustees Only*) Action
  - B. Action to Set Date, Time, and Place of Board Meetings for 2025-2026 Action
- IX. Adjournment

ST. JOHNS RIVER STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

February 19, 2025

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson  
Mr. Wendell Davis, Vice-Chair  
Mr. Nick Primrose  
Mr. Jud Sapp  
Mr. Cyrus Zomorodian

MEMBERS ABSENT:

Ms. Chereese Stewart (excused)

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary  
Jeremiah Blocker, Board Attorney

Chairperson Komando called the meeting to order at 2:00 pm.

Meeting Call to Order

The floor was open to Public Comments. Hearing none, the floor was closed to Public Comments.

Public Comment

There was no Old Business.

Old Business

Chairperson Komando requested approval of the Consent Agenda Items V.A-D:

Consent Agenda Items

A.1 - Minutes of January 22, 2025, Board Workshop and Meeting

B.1 - Chief Operating Officer/Senior Vice President – Dr. Melanie Brown: Personnel Matters

C.1-2 - Vice President for Finance/CFO – Randy Peterson: Facilities Usage Report for January 2025 and Monthly Financial Report – January 2025.

D.1-9 - Vice President for Academic & Student Affairs – Dr. Ed Jordan:

1. Curriculum revisions effective Fall 2025 for the Arts and Sciences Department: New Courses - Biological Sciences - BCH 4053 Biochemistry I, BCH 4053L Laboratory for Biochemistry I, BOT 3015 Plant Biology, BSC 3312 Principles of Marine Biology, BSC 3464 Biotechnology I, BSC 3464L Laboratory for Biotechnology I, BSC 4848 Scientific Communication, BSC 4900 Senior Capstone, BSC 4905 Supervised Research in Biology, MCB 4503

Virology, PCB 3023 Cell Biology, PCB 3023L  
 Laboratory for Cell Biology, PCB 3043 Ecology,  
 PCB 3043L Laboratory for Ecology, PCB 3063  
 Genetics, PCB 3063L Laboratory for Genetics, PCB  
 3674 Evolutionary Biology, PCB 4024 Molecular  
 Biology, ZOO 3713C Comparative Vertebrate  
 Anatomy; English - LIT 2000 Introduction to  
 Literature, LIT 2000 Honors Introduction to  
 Literature; Humanities - PHI 2600 Introduction to  
 Ethics; Social Science - HUS 1001 Introduction to  
 Human Services, HUS 3201 Group Dynamics, HUS  
 3304 Intra and Interpersonal Techniques, HUS  
 3314 Cognitive and Behavioral Therapy, HUS 3323  
 Introduction to Crisis Intervention, HUS 3340  
 Trauma and Post Traumatic Stress Disorder, HUS  
 3350 Issues in Domestic Violence, HUS 3505  
 Ethics in Human Services, HUS 3650  
 Administration in Human Services, HUS 4321 Case  
 Management and Problem Solving, HUS 4442 Drug  
 Awareness and Education, HUS 4526 Current  
 Issues in Mental Health, HUS 4700 Diagnosis and  
 Treatment Planning in Human Services, HUS 4722  
 Research Methods in Human Services, HUS 4951  
 Human Services Capstone; Revised Courses –  
English - AML 2010 American Literature I, AML  
 2010 Honors American Literature I, AML 2020  
 American Literature II, AML 2020 Honors American  
 Literature I, AML 2601 African American Literature I,  
 AML 2601 Honors African American Literature I,  
 ENC 1101 Composition I, ENC 1101 Honors  
 Composition I, ENL 2012 English Literature I, ENL  
 2012 Honors English Literature I, ENL 2022 English  
 Literature II, ENL 2022 Honors English Literature II,  
 ENL 2330 Introduction to Shakespeare, ENL 2330  
 Honors Introduction to Shakespeare, LIT 2182  
 Modern Irish Literature, LIT 2182 Honors Modern  
 Irish Literature, LIT 2380 Literature by Women, LIT  
 2380 Honors Literature by Women; Humanities -  
 ARH 2050 Art History I, ARH 2050 Honors Art  
 History I, ARH 2051 Art History II, ARH 2051  
 Honors Art History II, DAN 2100 Survey of Dance,  
 HUM 2220 Greek and Roman Humanities, HUM  
 2220 Honors Greek and Roman Humanities, HUM  
 2223 Late Roman and Medieval Humanities, HUM  
 2223 Honors Late Roman and Medieval  
 Humanities, HUM 2232 Renaissance and Baroque  
 Humanities, HUM 2232 Honors Renaissance and  
 Baroque Humanities, HUM 2234 Enlightenment and  
 Romanticism Humanities, HUM 2234 Honors  
 Enlightenment and Romanticism Humanities, HUM  
 2250 20th Century Humanities, HUM 2250 Honors

- 20th Century Humanities, HUM 2310 Mythology in Art, Literature, and Music, HUM 2310 Honors Mythology in Art, Literature, and Music, MUH 2110 Songs for the Dead: An Introduction to Music History and Literature, PHI 2630 Contemporary Ethics, PHI 2630 Honors Contemporary Ethics, THE 1020 Introduction to Theater History; Mathematics - MAT 0022 Developmental Mathematics Combined, MAT 1033 Intermediate Algebra; Physical Sciences - CHM 2211 Organic Chemistry II, PHY 1020 Introduction to Physics; Social Science - AMH 2020 United States History since 1877, AMH 2020 Honors United States History since 1877, SYG 1000 Introduction to Sociology, SYG 1000 Honors Introduction to Sociology, SYG 1430 Marriage and the Family; Student Life Skills - IDS 1110 Honors Explorations, SLS 1122 Academic Pathways for College Success; Courses to Delete - Student Life Skills - SLS 1401 Comprehensive Career Explorations; New Programs - Bachelor of Science in Biological Sciences, Bachelor of Science in Social and Human Services; Revised Programs - Honors Program, General Education, Associate in Arts.
2. Curriculum revisions effective Fall 2025 for the Florida School of the Arts: New Courses - Performing Arts and Production/Design - THE 3213 World Theatre History I, THE 4284 Period Costume, Architecture, and Décor I, TPA 3227C Stage Electronics and Networking, TPA 3231 Costuming and Wardrobe, TPA 3351C Lighting and Projection Technology and Programming, TPA 3401 Professional Practice in the Arts, TPA 4003 Design Seminar, TPA 4206C Advanced Stagecraft, TPA 4400 Production Management, TPA 4946 Production Practicum, TPA 4993 Production Portfolio Capstone, TPP 3251C Music Theatre Performance, TPP 3257 Music Theatre Voice, TPP 4310 Directing I; Visual Arts - CAP 3052 Game Design I, CAP 4056 Game Design II, DIG 3253 Digital Media Audio Production, DIG 3354 3D Character Animation, DIG 3433 Multimedia Video Production, DIG 4354 Advanced Animation Techniques, DIG 4359 Artificial Environments, DIG 4950 Senior Capstone Seminar, GRA 3001 Visual Communication, GRA 3154 Illustration Concepts and Techniques, GRA 3209 Applied Typography, GRA 3586 Interactive Web Design, GRA 3837 Motion Graphics, PGY 3204 Digital Video Production Lighting; Revised Courses - DAA 2661 Contemporary Repertory, DIG 2100 Web Design,



- PGY 2220C Commercial Photography, TPA 2220 Lighting Design; Courses to Delete - ART 2210C Ideas and Concepts, ART 2302C Experimental Drawing, ART 2503C Painting IV, ART 2954C Graphic Design Portfolio, DAA 2682 Dance Ensemble III, DAA 2683 Dance Ensemble IV, GRA 1100C Computer Based Images, MVS 1116 Class Guitar, MVS 1416 Applied Guitar, MVV 2522 Musical Theatre Repertory I, MVV 2523 Musical Theatre Repertory II, PGY 2802C Digital Imaging II, TPA 1090 Theatre Design Basics, TPA 2343 CAD for Theatre; New Programs - Bachelor of Applied Science in Digital Art and Media, Bachelor of Applied Science in Performance Design and Production; Revised Programs - Associate in Science in Stage Management.
3. Curriculum revisions effective Fall 2025 for the Teacher Education Department: New Courses - Exceptional Student Education - EDF 4943 Student Internship, EDG 4323 Professional Teaching Practices, EEX 4221 Assessment of Exceptional Education Students, EEX 4265 Curriculum and Instruction for Students with Disabilities 6-12, ESE 4945 Senior Seminar, LAE 4314 Teaching Language Arts, MAE 4326 How Children Learn Mathematics, SCE 3310 Teaching Science in the Elementary School, SSE 3312 Teaching Social Studies; EPI and Teacher Recertification - EDF 3940 Clinical Field Experience in Curriculum and Instruction, EDF 4603 Critical Issues in Classroom Management, Ethics, Law, and Safety, RED 4319 Diagnosis and Instructional Intervention in Reading, RED 4844 Reading Practicum; Revised Courses - RED 4342 Foundations of Research Practice in Reading Education; New Programs - Bachelor of Science in Exceptional Student Education; Revised Programs - The Educator Preparatory Institute (EPI), Teacher Recertification.
  4. Curriculum revisions effective Fall 2025 for Allied Health: Revised Programs - Emergency Medical Services (0085), Health Services Management (0133), Information Technology (0350/0351), Office Administration - Medical (2149), Radiologic Technology (2155/2156), Respiratory Care (2125/2126), Diagnostic Medical Sonography Technology (2135/2136).
  5. Curriculum revisions effective Fall 2025 for Criminal Justice & Public Safety: New Courses - PLA 2872 Artificial Intelligence and the Law; Revised Courses - CJE 4692 Technology and Crime; Revised Programs - Criminal Justice Technology (0080),

Criminal Justice Technology – Corrections Track (0089), Criminal Justice Technology – Law Enforcement Track (0089), Paralegal Studies (0170).

6. Curriculum revisions effective Fall 2025 for Business: Courses to Delete – BUL 2242, FIN 1122, MAN 2043, MAN 2500, TRA 2010; Revised Programs - Accounting Technology (0093), Business Administration (0202).
7. Curriculum revisions effective Fall 2025 for Computer Information Technology: Revised Courses - CTS 2358C Identity with Windows Server 2016; Courses to Delete – CAP 1760, CAP 2023, CAP 2047, CAP 2741, CAP 2762, CAP 2883C, CGS 2514, CGS 2545, CGS 2554, CGS 2811C, CGS 2820, CGS 2871, CGS 2930, CGS 2949, CIS 2252, CIS 2621, COP 1700, COP 2701, COP 2801, COP 2805, COP 2822, COP 2837, CTS 1142, CTS 211C, CTS 2155, CTS 2370, DIG 1109, DIG 2102; Revised Programs - Computer Programming and Analysis (2011), Network Systems Technology (0193).
8. Curriculum revisions effective Fall 2025 for Engineering Technology: Revised Programs - Engineering Technology (4300).
9. Curriculum revisions effective Fall 2025 for Nursing: Revised Courses - PRN 0290 Medical Surgical Nursing I, PRN 0291 Medical Surgical Nursing II, NUR 1212C Adult Health Nursing II, NUR 2244C Adult Health Nursing III; Revised Programs - Nursing (0208/0299), Nursing – LPN Bridge to ASN (0208/0298).

Mr. Davis moved approval of Consent Agenda Items IV.A-D. Mr. Sapp seconded the motion. Motion carried (Davis, Komando, Primrose, Sapp, Zomorodian – Yes).

Approved Consent  
Agenda Items IV.A-D

Dr. Melanie Brown reviewed for information only Amendment to SJR Board Rule 7.21 (R1) Acceleration Programs.

Chief Operating  
Officer Item V.A.1.a

AVP Terry Thomas reviewed for information only Change Order #001 to Foresight Construction Contract.

Chief Operating  
Officer Item V.A.2.a

Ms. Thomas reviewed and requested approval to Declare an Emergency for the Remodel and Addition to the FloArts Building Project Bid, Palatka Campus. This will allow the College staff and Kasper Architects to negotiate and modify the construction plans, specifications, and contract with the lowest responsible and responsive bidder. Ms. Thomas will utilize the

value engineering process while keeping the quality of the design. The contract and value engineering results will be brought for approval at the April Board meeting. President Pickens spoke regarding the alternates. Mr. Primrose clarified the amount budgeted for the project which is \$13.8M. It was noted that the \$14.4M bid does not include furniture, equipment, nor contingency. Discussion followed.

Mr. Davis moved, seconded by Mr. Sapp, to approve Chief Operating Officer Item V.A.2.b as submitted (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Primrose, Sapp, Zomorodian – Yes).

Approved Chief  
Operating Officer Item  
V.A.2.b

Ms. Thomas gave an update on the Student Housing Project, Palatka Campus. She overviewed the rate schedule. Next, she showed a video of the progress to date. Mr. Davis spoke as the representative Board member on the Student Housing DSO Board. He publicly recognized the quality of the work that Ms. Thomas has done on this project.

Chief Operating  
Officer Item V.A.2.c

VP/CFO Randy Peterson reviewed and requested approval of the 2024 Annual Property Inventory.

Mr. Sapp moved, seconded by Mr. Primrose, to approve VP/Chief Finance Officer Item V.B.1 as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Zomorodian – Yes).

Approved VP/Chief  
Finance Officer Item  
V.B.1

Chairman Komando noted that the item to Transfer from Board Designated Operating Reserves to the Unexpended Plant Fund has been tabled until the April meeting.

VP/Chief Finance  
Officer Item V.B.2

Dr. Ed Jordan reviewed and requested approval to Close the Network Security CCC (4127) and Plan a Teach-Out Period.

Mr. Davis moved, seconded by Mr. Zomorodian, to approve Vice President for Academic & Student Affairs Item V.C.1 as submitted (a detailed listing is contained in the material submitted by the Office of Vice President for Academic & Student Affairs). Motion carried (Davis, Komando, Primrose, Sapp, Zomorodian – Yes).

Approved Vice  
President for  
Academic & Student  
Affairs Item V.C.1

Dr. Ros Humerick presented for information only SJR State Evaluation and Recommendation for Institutional Accreditor.

VP/Chief Institutional Research Officer Item V.D.1

Dr. Humerick reviewed and requested approval for the College to Seek Accreditation with the Higher Learning Commission (HLC) and if a member of HLC, to Accept the Obligations of Membership.

Mr. Davis moved, seconded by Mr. Sapp, to approve VP/Chief Institutional Research Officer Item V.D.2 as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Institutional Research Officer). Motion carried (Davis, Komando, Primrose, Sapp, Zomorodian – Yes).

Approved VP/Chief Institutional Research Officer Item V.D.2

Dr. Humerick reviewed and requested approval for the College to Request a Change in Primary Accreditor with the United States Department of Education, Office of Federal Student Aid.

Mr. Primrose moved, seconded by Mr. Sapp, to approve VP/Chief Institutional Research Officer Item V.D.3 as submitted (a detailed listing is contained in the material submitted by the Office of VP/Chief Institutional Research Officer). Motion carried (Davis, Komando, Primrose, Sapp, Zomorodian – Yes).

Approved VP/Chief Institutional Research Officer Item V.D.3

President Pickens informed the Trustees that Pursuant to F.S. 1004.70(2), Chairman Rich Komando has appointed Trustee Wendell Davis as the Board Liaison to the Foundation effective until the District Board of Trustees Meeting in August 2025.

President's Report Item VI.A

President Pickens stated that enrollment is up.

President's Report - continued

President Pickens gave an update on athletics. The conference seasons begin this weekend.

President Pickens informed the Trustees that the volleyball coach resigned, and a new coach and assistant coach have been hired. While they are a successful husband and wife team from Richard Bland Community College in Virginia, the importance of academics was stressed during the interview process.

President Pickens reminded the Trustees that there will not be a board meeting in March. Spring break is March 17-21.

Trustee comments were made. Mr. Primrose asked about the Appropriations Project Request for the renovation of the classroom building and Workforce Training Center addition. President Pickens noted that Representative Sapp has filed the request and Senator Leek will file soon. Mr. Primrose noted that Representative Sapp is also sponsoring an appropriation for the Florida Advanced Technological Center and inquired about a partnership with SJR State. President Pickens indicated that he would follow up on that appropriation.


Trustee Comments

Chairman Komando noted that Rural Counties Day is scheduled for March 19-20 in Tallahassee.

Chairperson Komando adjourned the meeting at 3:00 p.m.

Adjournment

**TO:** Joe Pickens, J.D.  
College President

**FROM:** Melanie Rosen Brown, Ph.D.   
Chief Operating Officer/Senior Vice President

**DATE:** April 8, 2025

**RE:** **CONSENT** Agenda Items  
April 16, 2025, District Board of Trustees Meeting

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The following item is submitted for the Board of Trustees' consideration at the April 16, 2025, meeting:

**1. *Approval of Personnel Matters***

	<b>DISTRICT BOARD OF TRUSTEES</b>				
	<b>PERSONNEL MATTERS</b>				
	<b>BOARD MEETING: April 16, 2025</b>				
	<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>TYPE OF PAY OR ACTION</b>	<b>PAY SCALE OR RATE</b>	<b>DATES</b>
	Crystal Leyda	FT- Faculty	Hire	12 Month - Masters	3/3/2025
	Cindy McLeod	FT- Faculty	Contract Non-Renewal	N/A	7/31/2025
	<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>TYPE OF PAY OR ACTION</b>	<b>PAY SCALE OR RATE</b>	<b>DATES</b>
	Rose Morisseau-Moise	FT - Para-professional	Hire	PP - Grade 114	4/1/2025
	Samuel Lovitt	FT - Para-professional	Resignation	N/A	2/24/2025
	<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>TYPE OF PAY OR ACTION</b>	<b>PAY SCALE OR RATE</b>	<b>DATES</b>
	Caitlyn Vivar	PT - Para-professional	Hire	\$16.65/hr	03/31-04/25/25
	<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>TYPE OF PAY OR ACTION</b>	<b>PAY SCALE OR RATE</b>	<b>DATES</b>
	Victoria Morris	FT - Career Service	Resignation	N/A	4/25/2025
	Grant Phillips	FT - Career Service	Hire	CS - Grade 108	4/1/2025
	Melodi Weaver	FT - Career Service	Retirement	N/A	04/30/25
	<b>NAME</b>	<b>JOB CLASSIFICATION</b>	<b>TYPE OF PAY OR ACTION</b>	<b>PAY SCALE OR RATE</b>	<b>DATES</b>
	Dannielle Beasley	PT - Career Service	Hire	\$15.69/hr	02/14-04/25/25
	1. Drop Entry:				
	Melody Hargraves - Effective 5/1/2025				
	Karen Radcliff - Effective 5/1/2025				
	Donna Terry - Effective 4/1/2025				
	2. Request approval for the below to volunteer at Thrasher beginning 3/01/2025:				
	Deborah Berard				
	Christine Neal				
	Rebecca Raymond				



# ST. JOHNS RIVER

## S T A T E C O L L E G E

### Memorandum

**TO:** Joe Pickens, J.D.  
President

**FROM:** Randy Peterson  
Vice President/CFO

**DATE:** April 7, 2025

**RE:** Consent Agenda Items: April 16, 2025, District Board of Trustees Meeting

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The following Consent items are submitted for the Board of Trustees' consideration at the April 16, 2025, meeting:

**CONSENT AGENDA ITEMS:**

1. Facilities Usage Report – February and March 2025
2. Approval of Write-offs of Tangible Personal Property
3. Approval of Monthly Financial Report – March 2025
4. Budget Amendments
  - a. Operating Fund 1
  - b. Restricted Fund 2
  - c. Auxiliary Fund 3
  - d. Capital Outlay/Plant Fund 7





# ST. JOHNS RIVER

## S T A T E C O L L E G E

### MEMORANDUM

**To:** Mr. Randy Peterson  
VP for Finance

**From:** Amy Tincher *At*  
Senior Accountant

**Date:** April 7, 2025

**Subject:** Report on Facilities Use for February and March 2025

#### For the month of February 2025:

Putnam Republican Club	Palatka
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Fellowship of Christian Athletes	Palatka
Babe Ruth of Palatka	Palatka
Riverside Wealth Advisors	Palatka
United Way of St. Johns County	St Augustine
United Way of Northeast FL	Orange Park

#### For the month of March 2025:

Putnam Republican Club	Palatka
Daytona State College – DCF exams	Palatka
CC's Motorcycle Training	Palatka
Fellowship of Christian Athletes	Palatka
Babe Ruth of Palatka	Palatka
Riverside Wealth Advisors	Palatka
Oakleaf High School	Palatka
Matanzas High School	Palatka
Providence School of Jacksonville	Palatka

North Marion High School	Palatka
Vanguard High School	Palatka
Mission Trace HOA	St Augustine
Council of Financial Educators	St Augustine
United Way of St. Johns County	St Augustine
United Way of Northeast FL	Orange Park




# ST. JOHNS RIVER

## S T A T E C O L L E G E

### MEMORANDUM

**To:** Mr. Randy Peterson  
VP for Finance

**From:** Cindy Reed   
Assistant Controller

**Date:** April 7, 2025

**Subject:** Action on Write-Off of Tangible Personal Property

The write-off of tangible personal property must be approved by the Board of Trustees at the April 16, 2025, Board Meeting. I recommend write-off approval for the listed tangible personal property items from the college's property system. Please let me know if you have any questions on these items.

<u>Property #</u>	<u>Description</u>	<u>Reason for Write Off</u>	<u>Acquisition Date</u>
31560	Closed Circuit Security System	Item Obsolete	7/29/2014
31559	Server	Item Obsolete	7/29/2014
32449	Server	Item Obsolete	2/1/2019
32450	Server	Item Obsolete	2/1/2019
32451	Server	Item Obsolete	2/1/2019
32452	Server	Item Obsolete	2/1/2019
32453	Server	Item Obsolete	2/1/2019
32702	Server	Item Obsolete	5/21/2020
32703	Server	Item Obsolete	5/21/2020
32704	Server	Item Obsolete	5/21/2020



# **Monthly Financial Report**

**March 2025**

ST. JOHNS RIVER STATE COLLEGE  
BALANCE SHEET  
As of March 31, 2025

			FUND TYPE					
			GENERAL	RESTRICTED	AUXILIARY	SCHOLARSHIP	AGENCY	UNEXPENDED
			CURRENT	CURRENT				PLANT
	TOTAL							
Assets								
1 Cash	\$ 21,409,757	\$	2,864,864	\$ 466,126	\$ 7,154,813	\$ 21,420	\$ 2,131,286	\$ 8,771,248
2 Cash Equivalents	544		544	-	-	-	-	-
3 Certificates of Deposit	20,000,000		20,000,000	-	-	-	-	-
4 Accounts Receivable	2,617,658		2,319,893	83,741	31,805	44,746	-	137,473
5 Inventories	215,983		-	-	215,983	-	-	-
6 Due From Component Unit	-		-	-	-	-	-	-
7 Prepaid Assets	-		-	-	-	-	-	-
8 Other Assets	2,600		2,600	-	-	-	-	-
9 Due from State	13,683,246		-	-	-	-	-	13,683,246
10 Total Assets	57,929,789		25,187,901	549,867	7,402,602	66,167	2,131,286	22,591,967
11 Deferred Outflow of Resources	7,124,566		7,124,566	-	-	-	-	-
Liabilities								
12 Net Pension Liability	23,894,223		23,894,223	-	-	-	-	-
13 Compensated Absences Payable	2,681,975		2,681,975	-	-	-	-	-
14 Other Post Employment Benefit Payable	1,579,841		1,579,841	-	-	-	-	-
15 Deferred Revenue	86,983		-	-	86,431	-	-	552
16 Payables	2,253,821		55,959	6,878	51,400	8,298	2,131,286	-
17 Due to Other Funds	10,147		10,147	-	-	-	-	-
18 Total Liabilities	30,506,990		28,222,145	6,878	137,831	8,298	2,131,286	552
19 Deferred Inflow of Resources	3,551,631		3,551,631	-	-	-	-	-
20 Fund Balance	30,995,734		538,691	542,989	7,264,771	57,869	-	22,591,415
21 Amount Expected to be Financed in Future Years	24,583,104		24,583,104	-	-	-	-	-
22 Adjusted Fund Balance	55,578,839		25,121,795	542,989	7,264,771	57,869	-	22,591,415

ST. JOHNS RIVER STATE COLLEGE  
SUMMARY OF INCOME AND EXPENDITURES  
UNRESTRICTED CURRENT FUND  
For the Month Ended March 31, 2025

CURRENT YEAR 2024-2025					FY % 75.0%	PRIOR YEAR 2023-2024
	Current Budget	Year to Date Activity	Unobligated Balance	Act %		Year to Date Activity
Revenue:						
1 Tuition and Fees	\$ 10,019,491	\$ 10,372,941	\$ (353,450)	103.5%	\$	9,547,977
2 State Support	40,189,092	28,467,600	11,721,492	70.8%		25,860,144
3 Local Support	1,900,000	1,985,371	(85,371)	104.5%		1,960,609
4 Other Sources	1,491,000	1,480,733	10,267	99.3%		1,249,360
5 Total Revenue	53,599,583	42,306,644	11,292,939	78.9%		38,618,091
Expenditures:						
6 Salaries	26,600,729	20,242,506	6,358,223	76.1%		18,594,053
7 Benefits	9,987,073	7,205,041	2,782,032	72.1%		6,274,519
8 Total Salaries & Benefits	36,587,802	27,447,547	9,140,255	75.0%		24,868,572
9 Materials and Supplies	2,452,181	1,748,816	703,365	71.3%		1,765,874
10 Contracted Non Instructional	1,714,685	1,124,843	589,842	65.6%		1,101,240
11 Utilities	1,363,756	812,761	550,996	59.6%		803,896
12 Repairs and Maintenance	1,539,705	985,662	554,043	64.0%		940,895
13 Professional Fees	271,077	169,138	101,940	62.4%		128,688
14 Insurance	1,129,200	888,947	240,253	78.7%		991,398
15 Technology Services	207,781	139,704	68,077	67.2%		148,414
16 Travel	441,346	179,018	262,328	40.6%		168,855
17 Advertising	110,387	57,117	53,270	51.7%		88,022
18 Other Services	894,052	630,422	263,630	70.5%		556,173
19 Other Current Charges	1,043,060	722,145	320,915	69.2%		718,856
20 Total Current Expenses	11,167,231	7,458,573	3,708,659	66.8%		7,412,313
21 Capital Outlay	2,158,465	554,781	1,603,684	25.7%		1,083,939
22 Transfers	1,000,000	1,000,000	-	100.0%		-
23 Total Expenditures	50,913,499	36,460,901	14,452,598	71.6%		33,364,824
Net Revenues and						
24 Expenditures	\$ 2,686,084	\$ 5,845,743			\$	5,253,267
Budgeted Ending Adjusted						
25 Fund Balance *	\$ 21,921,289					

\* excludes Amount to be Financed in Future Years of \$24,583,104

ST. JOHNS RIVER STATE COLLEGE  
SUMMARY OF INCOME AND EXPENDITURES  
RESTRICTED CURRENT FUND  
For the Month Ended March 31, 2025

CURRENT YEAR 2024-2025					FY % 75.0%	PRIOR YEAR 2023-2024
	Current Budget	Year to Date Activity	Unobligated Balance	Act %		Year to Date Activity
Revenue:						
1 Federal Support	\$ 742,293	\$ 431,017	\$ 311,276	58.1%	\$	446,018
2 Student Fees	719,652	729,734	(10,082)	101.4%		661,908
3 State Support	111,407	80,193	31,214	72.0%		79,808
4 Other Sources	-	-	-	0.0%		-
5 Total Revenue	1,573,352	1,240,944	332,408	78.9%		1,187,734
Expenditures:						
6 Salaries	631,207	488,064	143,142	77.3%		444,825
7 Benefits	250,647	162,522	88,125	64.8%		130,952
8 Total Salaries & Benefits	881,853	650,586	231,268	73.8%		575,777
9 Materials and Supplies	279,732	187,081	92,651	66.9%		196,061
10 Contracted Non Instructional	45,315	31,450	13,865	69.4%		10,103
11 Repairs and Maintenance	2,691	2,691	-	0.0%		3,264
12 Professional Fees	28,776	27,341	1,435	95.0%		25,500
13 Technology Services	-	-	-	0.0%		18,470
14 Travel	112,841	75,720	37,121	67.1%		91,000
15 Advertising	649	649	-	0.0%		-
16 Other Services	126,896	86,909	39,987	68.5%		79,917
17 Other Current Charges	1,067	-	1,067	0.0%		10,365
18 Total Current Expenses	597,967	411,842	186,126	68.9%		434,680
19 Capital Outlay	151,944	5,221	146,723	3.4%		40,745
20 Total Expenditures	1,631,765	1,067,649	564,116	65.4%		1,051,201
21 Net Revenues and Expenditures	\$ (58,413)	\$ 173,295			\$	136,533



# **Budget Amendments**

**Fiscal Year 2024-2025**



**St. Johns River State College**  
**Budget Amendment Request**

Fiscal Year 2024-25  
Month March

**Reason for Amendment**

Amendment Number: 3      Fund Balance not Above 5% \_\_\_\_\_  
Transfer from Fund 1 \_\_\_\_\_  
Other (SBOE approval not required) x

Be it resolved that the District Board of Trustees, St. Johns River State College, in meeting assembled pursuant to Section 1011.30, Florida Statutes and Rule 6A-14.0716(3), Florida Administrative Code, hereby approves this amendment to the college budget for the fiscal year as follows:

Fund Name: General Fund      Fund Number: 1

Category	Original Budget	Increase	Decrease	Amended Budget
Begin Fund Balance	19,235,205			19,235,205
Revenues	53,599,583			53,599,583
<b>Total Available</b>	<b>72,834,788</b>			<b>72,834,788</b>
Personnel	35,532,619	1,055,183		36,587,802
Expenses	12,184,510		17,279	12,167,231
Equipment	2,141,187	17,278		2,158,465
End Fund Balance	22,976,472			21,921,290
<b>Total Accountable</b>	<b>72,834,788</b>			<b>72,834,788</b>

**Justification:** Increase personnel budget for State Health Insurance and categorical reclassification for Pipeline fund, and category changes as requested by departments for general operations.

**Certified:**

  
Vice President for Finance

**Date:**

4-1-25

**St. Johns River State College**  
**Budget Amendment Activity**  
**Fund 2: Restricted Funds**

Fiscal Year 2024-25  
Month March

Amendment Number: 3

Be it resolved that the District Board of Trustees, St. Johns River State College, in meeting assembled pursuant to Section 1011.30, Florida Statutes and Rule 6A-14.0716(3), Florida Administrative Code, hereby approves this amendment to the college budget for the fiscal year as follows:

Fund Name: Restricted Fund

Category	Estimated Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	\$ 369,694			\$ 369,694
Revenues				
Student Fees	719,652			719,652
Federal Support	694,043	48,250		742,293
State Support	111,407			111,407
Other Sources				-
Total Revenue Budget	1,525,102	48,250		1,573,352
Expenditures:				
Salaries and Benefits	945,156		63,303	881,853
Current Expenses	626,549		28,581	597,968
Capital Outlay	4,465	147,479		151,944
Total Expenditure Budget	1,576,170	147,479	91,884	1,631,765
Increase(Decrease) in Fund Balance	(51,068)	(99,229)	(91,884)	(58,413)
Estimated Ending Fund Balance	<u>\$ 318,626</u>			<u>\$ 311,281</u>

**Justification:** Adjust revenue budget and corresponding expense budget due to additional funding from Perkins Grant. Category changes allowed by grantor.

**Certified:**



Vice President for Finance

Date: 4-1-25

**ST. JOHNS RIVER STATE COLLEGE**  
**2024-25 RESTRICTED FUNDS**  
**BUDGET ADMENDMENTS AS OF MARCH 31, 2025**

	<b>2024-25 ESTIMATED BUDGET</b>	<b>BUDGET AMENDMENTS</b>	<b>CURRENT ADJUSTED BUDGET</b>	
<b><u>Revenue Budget</u></b>				
Carl Perkins PSAV	289,419	48,250	337,669	
Adult Education Family Literacy	324,585		324,585	
Federal Work Study Program	80,039		80,039	742,293
Criminal Justice Trust Fund	103,840		103,840	
Open Door Grant	1,067		1,067	
Wellness Program	6,500		6,500	111,407
Criminal Justice Selection Center	7,250		7,250	
Student Activities	712,402		712,402	719,652
<b>Total Revenue</b>	<b>1,525,102</b>	<b>48,250</b>	<b>1,573,352</b>	

	<b>2024-25 CURRENT BUDGET</b>	<b>PERSONNEL EXPENSES</b>	<b>CURRENT EXPENSES</b>	<b>CAPITAL OUTLAY</b>	<b>CURRENT ADJUSTED BUDGET</b>
<b><u>Expenditure Budget</u></b>					
Carl Perkins	297,152	(82,521)	(20,559)	143,597	337,669
Adult Education Family Literacy	316,852	11,873	(4,140)	1,214	325,799
Federal Work Study Program	80,039				80,039
Criminal Justice Trust Fund	108,027				108,027
Open Door 2022-23	1,067				1,067
Criminal Justice Selection Center	18,641				18,641
Wellness Program	29,307				29,307
Student Activities	725,085	7,345	(3,882)	2,668	731,216
<b>Total Expenditures</b>	<b>1,576,170</b>	<b>(63,303)</b>	<b>(28,581)</b>	<b>147,479</b>	<b>1,631,765</b>

**St. Johns River State College**  
**Budget Amendment Request**  
**Fund 3: Auxiliary Fund**

Fiscal Year 2024-2025  
Month March

Amendment Number: 3

Be it resolved that the District Board of Trustees, St. Johns River State College, in meeting assembled pursuant to Section 1011.30, Florida Statutes and Rule 6A-14.0716(3), Florida Administrative Code, hereby approves this amendment to the college budget for the fiscal year as follows:

Fund Name: Auxiliary Fund Fund Number 3

Category	Current Budget	Increase	Decrease	Amended Budget
Est. Begin Fund Balance	\$ 7,170,250			7,170,250
Revenues	4,884,650	342,600		5,227,250
<b>Total Available</b>	<b>12,054,900</b>	<b>342,600</b>	<b>-</b>	<b>12,397,500</b>
Personnel	1,060,082	76,953		1,137,035
Current Expenses	4,116,256	342,600		4,458,856
Equipment/Leases	11,539			11,539
Total Expenditures	5,187,877	419,553		5,607,430
<b>Total Budgeted Reserves</b>	<b>\$ 6,867,023</b>	<b>\$ (76,953)</b>	<b>\$ -</b>	<b>\$ 6,790,070</b>

**Justification:** Increase revenues and expenditures budget to reflect state dual enrollment funding now being recorded in Fund 3. Increase in personnel to cover State Health Insurance costs.

Certified:

  
Vice President for Finance

**FUND 3: AUXILIARY FUND BUDGET DETAILS**  
3/31/2025

	31100 Bookstore	31130 Food/Vending	31140 TH Cultural Art	31150 TH Rentals	TOTAL
1 <b>Begin Fund Balance</b>	4,793,402	186,257	1,686,573	504,017	7,170,250
2 Budgeted Revenue-Beginning	1,742,350	19,000	2,911,850	211,450	4,884,650
3 Additional Revenue from Book Sales	342,600				342,600
4 <b>Total Budgeted Revenue</b>	2,084,950	19,000	2,911,850	211,450	5,227,250
5 <b>Budgeted Expenses</b>					
6 Personnel	400,101	-	504,480	155,500	1,060,082
7 State Health Insurance	8,794		12,209	55,950	76,953
					-
8 <b>Total Personnel</b>	408,895	-	516,689	211,450	1,137,035
9 Operating	1,715,121	10,000	2,343,337	47,798	4,116,256
10 Purchase Books	342,600				342,600
					-
11 <b>Total Operating</b>	2,057,721	10,000	2,343,337	47,798	4,458,856
12 Equipment	-	-	7,206	4,333	11,539
					-
13 <b>Total Equipment</b>	-	-	7,206	4,333	11,539
14 <b>Total Budgeted Expenses</b>	2,466,616	10,000	2,867,232	263,581	5,607,430
15 Increase(Decrease) in Fund Balance	(381,666)	9,000	44,618	(52,131)	(380,180)
16 <b>Estimated Ending Fund Balance</b>	4,411,737	195,257	1,731,191	451,886	6,790,070

**St. Johns River State College**  
**Budget Amendment Request**  
**Fund 7: Capital Outlay/Plant Fund**

Fiscal Year 2024-25  
Month March

Amendment Number: 3

Be it resolved that the District Board of Trustees, St. Johns River State College, in meeting assembled pursuant to Section 1011.30, Florida Statutes and Rule 6A-14.0716(3), Florida Administrative Code, hereby approves this amendment to the college budget for the fiscal year as follows:

Fund Name: Plant Fund Number: 7

Category	Approved Budget	Increase	Decrease	Amended Budget
Beginning Fund Balance	\$ 17,737,336			\$ 17,737,336
Revenues	\$ 26,631,840			\$ 26,631,840
Expenditures:				
Capital Improvement Fee	\$ 3,199,155	\$ -	\$ -	\$ 3,199,155
Sale of Assets	43,537			43,537
Local Transfers	7,226,524			7,226,524
Capital Outlay & Debt Service (CO&DS)	616,685			616,685
Renovation/Remodel (PECO)	248,859			248,859
24/25 Reno Clasrm Bldg Wkfrs Ctr Add	10,000,000			10,000,000
State Deferred Maintenance	5,297,080			5,297,080
Total Expenditure Budget	\$ 26,631,840	\$ -	\$ -	\$ 26,631,840
Estimated Ending Fund Balance	<u>\$ 17,737,336</u>			<u>\$ 17,737,336</u>

**Justification:** Adjust budgets for scope of work changes (from and to Fund Contingency and Project.

**Certified:**   
Vice President for Finance

**Date:** 4-4-25

**ST. JOHNS RIVER STATE COLLEGE  
2024-25 CAPITAL OUTLAY BUDGET  
BUDGET AMENDMENT THREE**

<b>2024-25 APPROVED BUDGET</b>	<b>BUDGET AMENDMENT THREE</b>	<b>2024-25 AMENDED BUDGET</b>
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**REVENUE BUDGET**

Capital Improvement Fee	\$ 3,199,155	\$ -	\$ 3,199,155
21/22 Rem/Ren/Add Instructional & Support-Orange Park Campus	248,859		248,859
Capital Outlay & Debt Service (CO&DS)	616,686		616,686
State Deferred Maintenance	5,297,080		5,297,080
24/25 Reno Classroom Bldg. Workforce Center Addition	10,000,000		10,000,000
Other Income	43,537		43,537
College Funds	7,226,523	-	7,226,523
<b>2024-25 Capital Outlay Revenue Budget</b>	<b>\$ 26,631,840</b>	<b>\$ -</b>	<b>\$ 26,631,840</b>

**EXPENDITURE BUDGET**

**Capital Improvement Fee**

Student Safety Improvements	177,725	\$ -	177,725
SAC Building V (Viking Center) Furnishings & Equipment	23,780		23,780
Classroom Eq-Learning Resources	20,097		20,097
Academic Departmental Capital Equipment Needs	17,355		17,355
Technology Refresh 2022-23	219,783		219,783
Technology Refresh 2023-24	503,989		503,989
Technology Refresh 2024-25	600,000		600,000
C/W Carpet Replacement	15,192		15,192
PAC FloArts Black Box Renovation	16,193		16,193
Student Related Capital Purchases - Expenses	17,010		17,010
Cisco Phone Upgrade	12,134		12,134
Remodel/Addition to FloArts Building	275,000		275,000
Unallocated Funding	1,259,698	-	1,259,698
	<b>\$ 3,157,956</b>	<b>\$ -</b>	<b>\$ 3,157,956</b>

**Capital Improvement Fee - PSAV**

Unallocated Funding	\$ 41,199	\$ -	\$ 41,199
	<b>\$ 41,199</b>	<b>\$ -</b>	<b>\$ 41,199</b>

**Sales of Assets**

Miscellaneous Projects	\$ 11,497	\$ -	\$ 11,497
Sale of Assets Expenses	4,575		4,575
Unallocated Funding	27,465	-	27,465
	<b>\$ 43,536</b>	<b>\$ -</b>	<b>\$ 43,536</b>

**Local-Transfer**

PAC Building A (Admin.) Renovation	\$ 2,250	\$ -	\$ 2,250
Tree Campus	4,046		4,046
SAC Building V (Viking Center) Addition/Renovation	25,769		25,769
Security Updates	61,861		61,861
Facilities Planning	-	1,742	1,742
PAC Softball Batting Cage	778		778
Remodel/Addition to FloArts Building	910,759		910,759
Unallocated Funding	1,742	(1,742)	-
	<b>\$ 1,007,204</b>	<b>\$ 0</b>	<b>\$ 1,007,204</b>

**Local-Deferred Maintenance**

C/W Sidewalk Repairs	\$ 4,573	\$ -	\$ 4,573
PAC Covered Walkway	1,542		1,542
C/W Roof Repairs/Diagnostic Scans	-		-
C/W Miscellaneous Maintenance Projects	2,374,696		2,374,696
PAC Miscellaneous Deferred Maintenance (Beautification)	945,894		945,894
C/W Elevator Upgrades	88,655		88,655
PAC Site Improvements Project	2,493,550		2,493,550
Unallocated Funding	337	-	337
	<u>\$ 5,909,247</u>	<u>\$ -</u>	<u>\$ 5,909,247</u>

**Local-Capital Projects**

SAC Chiller/Cooling Tower Replacement	\$ -	\$ -	\$ -
PAC Sewer Lift Station Replacement	187,994	-	187,994
PAC Sewer Line & Manhole Replacement Phase 1	122,080		122,080
Unallocated Funding	-	-	-
	<u>\$ 310,074</u>	<u>\$ -</u>	<u>\$ 310,074</u>

**Capital Outlay & Debt Service**

Furniture Replacement	\$ 7,619	\$ -	\$ 7,619
C/W Roof Repair	-		-
Infrastructure & Site Improvements	234,958		234,958
PAC Storm Water Master Plan	50,000		50,000
Civil Rights Assessment - ADA Compliance	5,483		5,483
Library, Gender Neutral Restroom, PAC	6,500		6,500
Unallocated Funding	312,125	-	312,125
	<u>\$ 616,685</u>	<u>\$ -</u>	<u>\$ 616,685</u>

**21/22 OPC Ren/Rem (PECO)**

Unallocated Funding	<u>\$ 248,859</u>	<u>\$ -</u>	<u>\$ 248,859</u>
	<u>\$ 248,859</u>	<u>\$ -</u>	<u>\$ 248,859</u>

**State Deferred Maintenance**

PAC Building V Roof Replacement	\$ -	\$ -	\$ -
PAC Library Restroom/Window Wall System, ADA/Life Safety	1,629,745		1,629,745
SAC Chiller Replacement	1,314,205		1,314,205
OPC Chiller and Cooling Tower Replacement	1,230,350		1,230,350
PAC Sewer Piping Repair/Replacement	1,122,780	-	1,122,780
	<u>\$ 5,297,080</u>	<u>\$ -</u>	<u>\$ 5,297,080</u>

**24/25 PAC Ren/Add (PECO)**


PAC Ren/Add Classroom Building and Workforce Addition	<u>\$ 10,000,000</u>	<u>\$ -</u>	<u>10,000,000</u>
	<u>\$ 10,000,000</u>	<u>\$ -</u>	<u>\$ 10,000,000</u>

**2024-25 Capital Outlay Expenditure Budget**

<b>\$ 26,631,840</b>	<b>\$ 0</b>	<b>\$ 26,631,840</b>
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**TO:** Joe Pickens, J.D.  
College President

**FROM:** Edward P. Jordan, Ph.D.   
Vice President for Academic and Student Affairs

**DATE:** April 5, 2025

**RE:** Agenda Items: April 16, 2025, District Board of Trustees Meeting

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The following items are submitted for the Board of Trustees' consideration at the April 16, 2025, meeting:

**Consent Agenda Items:**

1. Approval of the following curriculum revisions effective Fall 2025 for Criminal Justice & Public Safety:

**A. New Courses:**

- CJK 0301 Introduction to Corrections
- CJK 0355 Legal for Correctional Officers
- CJK 0306 Communication for Correctional Officers
- CJK 0111 Interviewing and Report Writing in Corrections
- CJK 0327 Shift Management and Safety
- CJK 0321 Intake and Release
- CJK 0324 Supervision in a Correctional Facility
- CJK 0326 Supervising Correctional Populations
- CJK 0336 Incidents and Emergencies in Correctional Facilities

**B. Courses to Delete:**

- CJK 0300 Introduction to Corrections
- CJK 0305 Communication
- CJK 0310 Officer Safety
- CJK 0315 Facility and Equipment
- CJK 0320 Intake and Release
- CJK 0325 Supervising in a Correctional Facility
- CJK 0330 Supervising Special Populations

- CJK 0335 Responding to Incidents and Emergencies

**C. Revised Programs:**

- Basic Recruit Training Program for Florida Correctional Officers (0540)
- Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer (0545)
- Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer (0548)
- Correctional Probation Officer Crossover Training to Florida Law Enforcement Basic Recruit Training Program (0547)

2. Approval of the following curriculum revisions effective Fall 2025 for Engineering Technology:

**A. New Course:**

- SWS 2000 – Introduction to Soil Science

**B. Revised Program:**

- Engineering Technology (4300) Supply Chain Automation Specialization

3. Approval of the 2025-2026 Academic Calendar

**Instructional Curriculum Committee  
Curriculum Change Submission Form**  
**Submit this completed form with your curriculum changes.**

<b>Department:</b> Criminal Justice & Public Safety	<b>Date:</b> March 26, 2025
<b>New Courses:</b> <i>CJK 0301 Introduction to Corrections</i> <i>CJK 0355 Legal for Correctional Officers</i> <i>CJK 0306 Communication for Correctional Officers</i> <i>CJK 0111 Interviewing and Report Writing in Corrections</i> <i>CJK 0327 Shift Management and Safety</i> <i>CJK 0321 Intake and Release</i> <i>CJK 0324 Supervision in a Correctional Facility</i> <i>CJK 0326 Supervising Correctional Populations</i> <i>CJK 0336 Incidents and Emergencies in Correctional Facilities</i>	<b>Date Approved by Department:</b> <i>The Criminal Justice Standards and Training Commission updated curricula for the following programs: Basic Recruit Training Program for Florida Correctional Officers; Florida Correctional Probation Officer to Correctional Officer; Florida Correctional Probation Officer to Law Enforcement Officer; and Florida Law Enforcement Officer to Correctional Officer. The updates take effect on July 1, 2025. The updates to the Florida Correctional Probation Officer to Law Enforcement Officer only involve the addition of CJK 002 Introduction to Law Enforcement and CJK 0019 Interviewing and Report Writing which are existing courses in the curricula for criminal justice programs.</i>
<b>Revised Courses:</b>	<b>Date Approved by Department:</b>
<b>Courses to Delete:</b> <i>CJK 0300 Introduction to Corrections</i> <i>CJK 0305 Communication</i> <i>CJK 0310 Officer Safety</i> <i>CJK 0315 Facility and Equipment</i> <i>CJK 0320 Intake and Release</i> <i>CJK 0325 Supervising in a Correctional Facility</i> <i>CJK 0330 Supervising Special Populations</i> <i>CJK 0335 Responding to Incidents and Emergencies</i>	<b>Date Approved by Department:</b>
<b>New Programs:</b>	<b>Date Approved by Department:</b>

<b>Revised Programs:</b> <ol style="list-style-type: none"> <li>1. <i>Basic Recruit Training for Florida Correctional Officers (Revisions based on new Corrections Basic Recruit Curriculum)</i></li> <li>2. <i>Crossover Training Program for Florida Correctional Probation Officer to Correctional Officer (Revisions based on new Corrections Basic Recruit Curriculum)</i></li> <li>3. <i>Crossover Training Program for Florida Law Enforcement Officer to Correctional Officer (Revisions based on new Corrections Basic Recruit Curriculum)</i></li> <li>4. <i>Crossover Training Program for Florida Correctional Probation Officer to Law Enforcement Officer (CJK 002 Introduction to Law Enforcement and CJK 0019 Interviewing and Report Writing added to curriculum)</i></li> </ol>	<b>Date Approved by Department:</b>
<b>Terminate Programs:</b>	<b>Date Approved by Department:</b>
<p style="text-align: center;"><b>REMINDERS:</b></p> <ul style="list-style-type: none"> <li>• After approval by the Instructional Curriculum Committee, submit SCNS and Catalog/Student Handbook Change forms for all changes listed on this form.</li> <li>• Changes to degree requirements and new and terminated programs will be communicated to Academic Advising in late Spring.</li> <li>• New programs and program terminations require modifications to the SJR State Application as soon as possible—December ideally.</li> </ul>	

**Correctional Officer Cross-Over Training to Florida Law Enforcement **Officer** Academy Certificate**

**Location(s): St. Augustine Campus**

**Program Code: 0544**

**RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY**

*This program is designed for certified corrections officers who are planning a lateral movement between the criminal justice disciplines of corrections and law enforcement. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for law enforcement officers.*

*Intended to facilitate the lateral movement and to reduce duplication of instructional content, this program requires only those courses encompassing the law enforcement discipline and those high liability proficiency skills demonstrations not previously taken in the Florida Corrections Academy program.*

**For additional information, visit our website at [SJRstate.edu/criminaljustice](http://SJRstate.edu/criminaljustice) or call (904) 808-7490.**

To be eligible for acceptance into this corrections to law enforcement crossover program, the applicant must:

1. Be a certified corrections officer or have successfully completed the Basic Corrections Officer Academy and passed the state certification examination within 4 years of the beginning of the crossover program
2. Have passed the Criminal Justice Basic Abilities Test (CJBAT) for law enforcement
3. Not have been convicted of, or pled guilty or nolo-contendere to, any felony or misdemeanor involving perjury or false statement
4. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
5. Not have received a dishonorable discharge from any of the Armed Forces of the United States
6. Be able to pass a physical examination by a licensed physician
7. Not have used any illegal narcotics within 12 months prior to application
8. Complete the Criminal Justice Academy application process

**Correctional Officer Cross-Over Training to Florida Law Enforcement **Officer** Academy**

- **CJK 0002 Introduction to Law Enforcement 12 Hours**
- **CJK 0016 Communication 24 Hours**
- **CJK 0018 Legal 64 Hours**
- **CJK 0019 Interviewing and Report Writing 56 Hours**
- **CJK 0063 Fundamentals of Patrol 40 Hours**
- **CJK 0021 Serving Your Community 34 Hours**
- **CJK 0072 Crimes Against Persons 48 Hours**
- **CJK 0073 Crimes Involving Property and Society 12 Hours**
- **CJK 0079 Crime Scene Follow-Up Investigations 34 Hours**
- **CJK 0400 Traffic Incidents 12 Hours**
- **CJK 0401 Traffic Stops 24 Hours**
- **CJK 0402 Traffic Crash Investigations 30 Hours**
- **CJK 0403 DUI Traffic Stops 24 Hours**

- **CJK 0093 Critical Incidents 44 Hours**
- **CJK 0393 Crossover Program Updates 8 Hours**
- **CJK 0020 Law Enforcement Vehicle Operations 48 Hours**
- **CJK 0421 Conducted Electrical/Dart Firing Stun Gun 4 Hours**

**Total Program Contact Hours: 518**

- CJK 0002--Intro to Law Enforcement ~~Credits: 0.4~~
- CJK 0016--Communication ~~Credits: 0.8~~
- CJK 0018--Legal ~~Credits: 2.13~~
- CJK 0019--Interviewing & Report Writing ~~Credits: 1.87~~
- CJK 0020--GMS LE Vehicle Operations ~~Credits: 1.6~~
- CJK 0021--Serving Your Community ~~Credits: 1.13~~
- CJK 0063--Fundamentals of Patrol ~~Credits: 1.33~~
- CJK 0072--Crimes Against Persons ~~Credits: 1.6~~
- CJK 0073--Crimes Inv Prop & Society ~~Credits: 0.4~~
- CJK 0079--Crime Scene Follow-up Investig ~~Credits: 1.13~~
- CJK 0093--Critical Incidents ~~Credits: 1.47~~
- CJK 0393--xover Program Updates ~~Credits: 0.27~~
- CJK 0400--Traffic Incidents ~~Credits: 0.4~~
- CJK 0401--Traffic Stops ~~Credits: 0.8~~
- CJK 0402--Traffic Crash Investigations ~~Credits: 1~~
- CJK 0403--DUI Traffic Stops ~~Credits: 0.8~~
- CJK 0421--Conducted Elec Weapon DFSG ~~Credits: 0.13~~

**Total Program Contact Hours: 518**

## **Correctional Probation Officer Cross-Over Training to Florida Corrections Officer Academy Certificate**

**Location(s): St. Augustine Campus**

**Program Code: 0548**

### **RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY**

*This program is designed for certified correctional probation officers who are planning lateral movement between the criminal justice disciplines probation and corrections. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, in accordance with Florida Statute. Upon completion of the program, candidates will be eligible to take the state exam for corrections officers.*

*The program is intended to facilitate the lateral movement and to reduce the duplication of instructional content. It requires only those courses encompassing the corrections discipline and the high liability proficiency skills demonstrations not previously taken in the Florida Correctional Probation Academy.*

**For additional information, visit our website at [SJRstate.edu/criminaljustice](http://SJRstate.edu/criminaljustice) or call (904) 808-7490.**

To be eligible for acceptance into the correctional probation to corrections program, the applicant must:

1. Be a certified correctional probation officer or have successfully completed the Basic Correctional Probation Officer Academy and passed the state certification examination within 4 years of the beginning of the crossover program
2. Have passed the Criminal Justice Basic Abilities Test (CJBAT) for law enforcement
3. Not have been convicted of, pled guilty or nolo-contendere to any felony or a misdemeanor involving perjury or false statement
4. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
5. Not have received a dishonorable discharge from any of the Armed Forces of the United States
6. Be able to pass a physical examination by a licensed physician
7. Not have used any substances or prescription medication in violation of state or federal law within 12 months prior to application
8. Complete the Criminal Justice Academy application process

### **Correctional Probation Officer Cross-Over Training to Florida Corrections Officer Academy**

- **CJK 0301 Introduction to Corrections 32 Hours**
- **CJK 0355 Legal for Correctional Officers 22 Hours**
- **CJK 0306 Communication for Correctional Officers 32 Hours**
- **CJK 0111 Interviewing and Report Writing in Corrections 16 Hours**
- **CJK 0327 Shift Management and Safety 20 Hours**
- **CJK 0321 Intake and Release 16 Hours**
- **CJK 0324 Supervision in a Correctional Facility 32 Hours**
- **CJK 0326 Supervising Correctional Populations 25 Hours**
- **CJK 0336 Incidents and Emergencies in Correctional Facilities 20 Hours**
- **CJK 0393 Crossover Program Updates 8 Hours**

**Total Program Contact Hours: 223\***

**Law Enforcement Officer Cross-over to Correctional Basic Recruit**

- ~~CJK 0040--CMS Crim Justice Firearms~~ **Credits: 2.67**
- ~~CJK 0300--Introduction to Corrections~~ **Credits: 1.07**
- ~~CJK 0310--Officer Safety~~ **Credits: 0.53**
- ~~CJK 0315--Facility and Equipment~~ **Credits: 0.27**
- ~~CJK 0320--Intake and Release~~ **Credits: 0.6**
- ~~CJK 0325--Supervising in a Corr Facil~~ **Credits: 1.33**
- ~~CJK 0330--Supervising Spec Populations~~ **Credits: 0.67**
- ~~CJK 0335--Rsp to Incidents & Emergencies~~ **Credits: 0.53**
- ~~CJK 0393--xover Program Updates~~ **Credits: 0.27**

**Total Program Contact Hours: 238**

\* Students who completed Correctional Probation Officer Basic Recruit training prior to July 1, 2022, will need to complete the eighty (80) hour course CJK 0040 - CMS Crim Justice Firearms.



**Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Officer Academy Certificate**

**Location(s): St. Augustine Campus**

**Program Code: 0547**

**RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY**

*This program is designed for certified correctional probation officers who are planning lateral movement between the criminal justice disciplines probation and law enforcement. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission, in accordance with Florida Statute. Upon completion of the program, candidates will be eligible to take the state exam for law enforcement officers.*

*The program is intended to facilitate the lateral movement and to reduce the duplication of instructional content. It requires only those courses encompassing the law enforcement discipline and the high liability proficiency*

**For additional information, visit our website at [SJRstate.edu/criminaljustice](http://SJRstate.edu/criminaljustice) or call (904) 808-7490.**

To be eligible for acceptance into the correctional probation to law enforcement program, the applicant must:

1. Be a certified correctional probation officer or have successfully completed the Basic Correctional Probation Officer Academy and passed the state certification examination within 4 years of the beginning of the cross-over program
2. Have passed the Criminal Justice Basic Abilities Test (CJBAT) for law enforcement
3. Not have been convicted of, or pled guilty or nolo-contendere to, any felony or misdemeanor involving perjury or false statement
4. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
5. Not have received a dishonorable discharge from any of the armed forces of the United States
6. Be able to pass a physical examination by a licensed physician
7. Not have used any substances or prescription medication in violation of state or federal law within 12 months prior to application
8. Complete the Criminal Justice Academy application process

**Correctional Probation Officer Cross-Over Training to Florida Law Enforcement Officer Academy**

- **CJK 0002 Introduction to Law Enforcement 12 Hours**
- **CJK 0016 Communication 24 Hours**
- **CJK 0018 Legal 64 Hours**
- **CJK 0019 Interviewing and Report Writing 56 Hours**
- **CJK 0063 Fundamentals of Patrol 40 Hours**
- **CJK 0021 Serving Your Community 34 Hours**
- **CJK 0072 Crimes Against Persons 48 Hours**
- **CJK 0073 Crimes Involving Property and Society 12 Hours**
- **CJK 0079 Crime Scene Follow-Up Investigations 34 Hours**
- **CJK 0400 Traffic Incidents 12 Hours**
- **CJK 0401 Traffic Stops 24 Hours**
- **CJK 0402 Traffic Crash Investigations 30 Hours**

- **CJK 0403 DUI Traffic Stops 24 Hours**
- **CJK 0093 Critical Incidents 44 Hours**
- **CJK 0394 Crossover Program Updates 10 Hours**
- **CJK 0020 Law Enforcement Vehicle Operations 48 Hours**
- **CJK 0421 Conducted Electrical Weapon/Dart-Firing Stun Gun 4 Hours**

**Total Program Contact Hours: 520\***

- ~~CJK 0016--Communication~~ **Credits: 0.8**
- ~~CJK 0018--Legal~~ **Credits: 2.13**
- ~~CJK 0020--CMS LE ~~Law Enforcement~~ Vehicle Operations~~ **Credits: 1.6**
- ~~CJK 0021--Serving Your Community~~ **Credits: 1.13**
- ~~CJK 0040--CMS Criminal Justice Firearms~~ **Credits: 2.67 \***
- ~~CJK 0063--Fundamentals of Patrol~~ **Credits: 1.33**
- ~~CJK 0072--Crimes Against Persons~~ **Credits: 1.6**
- ~~CJK 0073--Crimes Involving Property & Society~~ **Credits: 0.4**
- ~~CJK 0079--Crime Scene Follow-up Investig~~ **Credits: 1.13**
- ~~CJK 0093--Critical Incidents~~ **Credits: 1.47**
- ~~CJK 0394--CPO: Xover ~~Crossover~~ Program Updates~~ **Credits: 0.33**
- ~~CJK 0400--Traffic Incidents~~ **Credits: 0.4**
- ~~CJK 0401--Traffic Stops~~ **Credits: 0.8**
- ~~CJK 0402--Traffic Crash Investigations~~ **Credits: 1**
- ~~CJK 0403--DUI Traffic Stops~~ **Credits: 0.8**
- ~~CJK 0421--Conducted Electrical Weapon/~~Dart-Firing Stun Gun~~ DFSG~~ **Credits: 0.13**

**Total Program Contact Hours: 532**

\* Students who completed Correctional Probation Officer Basic Recruit training prior to July 1, 2022 will need to complete the eighty (80) hour course CJK 0040 CMS Criminal Justice Firearms.

**Florida Corrections Officer Academy Certificate****Location(s): St. Augustine Campus****Program Code: 0540****RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY**

*This program provides job-related training to prepare candidates for entry-level employment as corrections officers. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for corrections officer.*

**For additional information, visit our website at [SJRstate.edu/criminaljustice](http://SJRstate.edu/criminaljustice) or call (904) 808-7490.**

To be eligible for the acceptance into the Corrections Officer Academy, a student must:

1. Be at least 19 years of age prior to the academy graduation
2. Have achieved a passing score on the Criminal Justice Basic Abilities Test for Corrections (CJBAT)
3. Have a high school diploma or GED
4. Be a United States citizen
5. Not have been convicted of, pled guilty or nolo-contendere to any felony, or a misdemeanor involving perjury or false statement
6. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
7. Not have received a dishonorable discharge from any of the Armed Forces branches of the United States
8. Possess a valid driver's license
9. Be able to pass a physical examination by a licensed physician
10. Not have used any illegal narcotics within 12 months prior to application

To be considered for acceptance into the program, a student must complete the following:

1. Application to SJR State
2. Application to the Florida Corrections Officer Academy
3. Basic Motor Skills Test

This program is mentally and physically challenging, and has special requirements including strict attendance and demonstration of proficiency in firearms, defensive tactics, and first aid. Additional program information and application packets can be obtained from the criminal justice program office or by visiting [SJRstate.edu/law](http://SJRstate.edu/law).

Note: Students are encouraged to take this Career Certificate program as a part of the Associate in Science degree in Criminal Justice Technology. More information about this program and the college credit given for the basic recruit can be found on Criminal Justice Technology - Law Enforcement Track, A.S.

## Florida Corrections Officer Academy

- **CJK 0301 Introduction to Corrections 32 Hours**
- **CJK 0355 Legal for Correctional Officers 22 Hours**
- **CJK 0306 Communication for Correctional Officers 32 Hours**
- **CJK 0111 Interviewing and Report Writing in Corrections 16 Hours**
- **CJK 0327 Shift Management and Safety 20 Hours**
- **CJK 0321 Intake and Release 16 Hours**
- **CJK 0324 Supervision in a Correctional Facility 32 Hours**
- **CJK 0326 Supervising Correctional Populations 25 Hours**
- **CJK 0336 Incidents and Emergencies in Correctional Facilities 20 Hours**
- **CJK 0031 First Aid for Criminal Justice Officers 40 Hours**
- **CJK 0040 Criminal Justice Firearms 80 Hours**
- **CJK 0051 Criminal Justice Defensive Tactics 80 Hours**
- **CJK 0340 Criminal Justice Officer Physical Fitness Training 30 Hours**

**Total Program Contact Hours: 445**

- ~~CJK 0031--CMS First Aid for Criminal Justice Officers Credits: 1.33~~
- ~~CJK 0040--CMS Criminal Justice Firearms Credits: 2.67~~
- ~~CJK 0051--CMS Criminal Justice Defensive Tactics Credits: 2.67~~
- ~~CJK 0300--Introduction to Corrections Credits: 1.07~~
- ~~CJK 0305--CJSTC Communications Credits: 1.33~~
- ~~CJK 0310--Officer Safety Credits: 0.53~~
- ~~CJK 0315--Facility and Equipment Credits: 0.27~~
- ~~CJK 0320--Intake and Release Credits: 0.6~~
- ~~CJK 0325--Supervising in a Correctional Facility Credits: 1.33~~
- ~~CJK 0330--Supervising Special Populations Credits: 0.67~~
- ~~CJK 0335--Responding to Incidents & Emergencies Credits: 0.53~~
- ~~CJK 0340--Officer Wellness & Physical Abilities Credits: 1~~

**Total Program Contact Hours: 420**

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**Law Enforcement Officer Cross-Over Training to Florida Corrections Officer Academy ~~GMS~~  
~~Correctional Basic Recruit Training Program~~ Certificate**

**Location(s): St. Augustine Campus**

**Program Code: 0545**

**RECRUIT COURSES AVAILABLE AT THE ST. AUGUSTINE CAMPUS ONLY**

*This program is designed for those certified law enforcement officers who are planning a lateral movement between the criminal justice disciplines of law enforcement and corrections. The curriculum is prescribed by the Florida Department of Law Enforcement, Criminal Justice Standards and Training Commission in accordance with Florida Statutes. Upon completion of the program, candidates will be eligible to take the state exam for corrections officer.*

*Intended to facilitate the lateral movement and to reduce duplication of instructional content, this program requires only those courses encompassing the discipline not previously taken in the Florida Law Enforcement Academy program.*

**For additional information, visit our website at [SJRstate.edu/criminaljustice](http://SJRstate.edu/criminaljustice) or call (904) 808-7490.**

To be eligible for acceptance into this law enforcement to corrections crossover program, the applicant must:

1. Be certified law enforcement officer or have successfully completed the Basic Law Enforcement Academy and passed the state certification examination within 4 years of the beginning of the crossover program
2. Have passed the Criminal Justice Basic Abilities Test (CJBAT) for corrections
3. Not have been convicted of, pled guilty or nolo-contendere to any felony, or a misdemeanor involving perjury or false statement
4. Not have been convicted of any crime involving domestic violence nor is under the provisions of a domestic violence injunction
5. Not have received a dishonorable discharge from any of the Armed Forces of the United States
6. Be able to pass a physical examination by a licensed physician
7. Not have used any illegal narcotics within 12 months prior to application
8. Complete the Criminal Justice Academy application process

**Law Enforcement Officer Cross-Over to Corrections Officer Academy ~~Correctional Basic Recruit~~**

- CJK 0301 Introduction to Corrections 32 Hours
- CJK 0355 Legal for Correctional Officers 22 Hours
- CJK 0306 Communication for Correctional Officers 32 Hours
- CJK 0111 Interviewing and Report Writing in Corrections 16 Hours
- CJK 0327 Shift Management and Safety 20 Hours
- CJK 0321 Intake and Release 16 Hours
- CJK 0324 Supervision in a Correctional Facility 32 Hours
- CJK 0326 Supervising Correctional Populations 25 Hours
- CJK 0336 Incidents and Emergencies in Correctional Facilities 20 Hours
- CJK 0393 Crossover Program Updates 8 Hours

**Total Program Contact Hours: 223**

- CJK 0300--Introduction to Corrections-**Credits:** 1.07
- CJK 0305--CJSTC Communications-**Credits:** 1.33
- CJK 0310--Officer Safety-**Credits:** 0.53
- CJK 0315--Facilty and Equipment-**Credits:** 0.27
- CJK 0320--Intake and Release-**Credits:** 0.6
- CJK 0325--Supervising in a Corr Facil-**Credits:** 1.33
- CJK 0330--Supervising Spec Populations-**Credits:** 0.67
- CJK 0335--Rsp to Incidents & Emergencies-**Credits:** 0.53
- CJK 0393--xover Program Updates-**Credits:** 0.27

**Total Program Contact Hours: 198**

## **Correctional Officer Discipline-specific Courses (2025.07)**

### **CJK0301: Introduction to Corrections (32 hours)**

**Course Description:** This course provides an introduction to the corrections profession, including the roles and responsibilities of correctional officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career.

#### **Course Objectives:**

- CO111.1. Describe the responsibilities of a correctional officer
- CO111.2. Identify the personal characteristics that are important for correctional officers
- CO111.3. Explain the main roles of a correctional officer
- CO111.4. Explain the importance of emotional intelligence for correctional officers
- CO112.1. Explain the regulations that define a correctional officer's authority and job
- CO112.2. Describe the role of the Criminal Justice Standards and Training Commission
- CO112.3. List the requirements for completing the basic recruit training program
- CO112.4. List the requirements for becoming a certified correctional officer in Florida
- CO112.5. Identify the statutory conditions and penalties of the officer disciplinary process
- CO113.1. Describe the basic structure of the U.S. criminal justice system
- CO113.2. Identify the different levels of U.S. law enforcement agencies
- CO113.3. Explain the structure and duties of the U.S. court system
- CO113.4. Describe the role of the correctional officer as it relates to the court system
- CO113.5. Describe the primary components of the U.S. correctional system
- CO113.6. List the divisions that oversee inmates and offenders at the state level
- CO114.1. Define the chain of command
- CO114.2. Explain the importance of following the proper chain of command
- CO114.3. Differentiate between vertical and lateral communication
- CO114.4. Identify the consequences of not following the proper chain of command
- CO114.5. Describe effective delegation of authority
- CO121.1. Give examples of ethical decision-making and an officer's duty to intervene
- CO121.2. Determine factors that have an influence on ethical decision-making
- CO121.3. Give examples of unethical behavior for a correctional officer
- CO121.4. Explain inappropriate disclosure of confidential information
- CO121.5. Explain what conflict of interest means for a correctional officer
- CO121.6. Describe sexual misconduct while on duty
- CO121.7. Identify behaviors that constitute sexual harassment an officer should avoid
- CO121.8. Identify appropriate responses to sexual harassment
- CO121.9. Describe the consequences of engaging in sexual harassment
- CO121.10. Describe how PREA relates to a correctional officer's duties
- CO122.1. Describe the impact of biased behavior
- CO122.2. Explain explicit and implicit bias and how each impacts a correctional officer
- CO122.3. Discuss the relationship between stereotyping, prejudice, and discrimination

CO122.4. Describe the concept of procedural justice and its four pillars

CO131.1. Describe the challenges of shiftwork

CO131.2. Explain methods of adjusting to shiftwork

CO131.3. Describe helpful techniques for falling asleep

CO131.4. Discuss actions to avoid when adjusting to an irregular sleep schedule due to shiftwork

CO132.1. List the three primary responses to stress

CO132.2. Describe the three categories of stress

CO132.3. Describe the symptoms and effects of post-traumatic stress disorder that a correctional officer may experience

CO132.4. Explain how trauma impacts the brain

CO132.5. Describe indicators of stress

CO133.1. Explain strategies for coping with stress and building resilience

CO133.2. List available resources for managing mental and physical health

CO133.3. Identify signs that a fellow officer is coping poorly with stress

CO133.4. Discuss how to provide support to officers who are experiencing stress

CO133.5. Explain how to help officers who may experience suicidal ideation

CO133.6. Describe how to develop personal resilience against trauma, fatigue, and stigma for career longevity



## **CJK0355: Legal for Correctional Officers (22 hours)**

**Course Description:** This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the corrections profession.

### **Course Objectives:**

- CO211.1. Explain the role of constitutional law
- CO211.2. Discuss criminal law and its relation to statutory law and ordinances
- CO211.3. Describe the role of civil law
- CO211.4. Identify the importance of staying current with case law
- CO211.5. Explain how to find and read the Florida Statutes
- CO211.6. Identify the importance of staying current with agency policies and procedures
- CO212.1. Determine how the Constitution impacts the role of a correctional officer
- CO212.2. Discuss the role of the amendments to the Constitution and the Bill of Rights in relation to corrections
- CO213.1. Identify the different categories and classes of offenses
- CO213.2. List the common crimes committed by inmates in a correctional facility
- CO213.3. Discuss the common crimes committed by staff and visitors in a correctional facility
- CO213.4. Explain the elements of crimes
- CO213.5. Identify the major types of evidence found in a correctional facility
- CO213.6. List the components of the chain of custody in a correctional facility
- CO221.1. Identify the rights inmates retain while inside a correctional facility
- CO221.2. Explain what a search is and how it relates to corrections
- CO221.3. Explain what probable cause is and how it relates to corrections
- CO221.4. Explain what a seizure is and how it relates to corrections
- CO221.5. Identify what types of searches can be used for visitors entering and exiting a correctional facility
- CO221.6. Determine how and when a *Miranda* warning is issued in a correctional setting
- CO221.7. Describe how the requirements of the Health Insurance Portability and Accountability Act operate in a correctional setting
- CO221.8. Discuss inmates' rights to privileged communication
- CO222.1. Describe the purpose of the Prison Rape Elimination Act
- CO222.2. Explain what sexual abuse is in the context of a correctional setting
- CO222.3. Explain what voyeurism is in the context of a correctional setting
- CO222.4. Describe how sexual abuse and harassment impact the safety and security of a correctional facility
- CO222.5. Explain a correctional officer's role in enforcing PREA
- CO223.1. Explain why contraband is a problem
- CO223.2. Identify what items are regarded as contraband
- CO223.3. Explain how the Florida Model Jail Standards and the Florida Administrative Code address managing contraband
- CO223.4. Discuss how contraband is brought into a facility
- CO224.1. Explain reasonable force and how it is applied in a correctional facility
- CO224.2. Identify the questions to consider in any use of force situation
- CO224.3. Discuss the Florida Statutes on a correctional officer's use of force

CO224.4. Identify the liabilities and penalties for excessive use of force  
CO224.5. Identify the liabilities and penalties for failure to report use of force  
CO231.1. Differentiate between the types of liabilities in a correctional setting  
CO231.2. List the elements and examples of officer negligence  
CO231.3. Differentiate between the two main categories of damages that may be awarded in a civil lawsuit  
CO231.4. Describe officer actions that can lead to civil liability  
CO231.5. Discuss civil liability under federal laws  
CO231.6. Discuss what the consequences may be if an officer is found civilly or criminally liable  
CO231.7. Describe how an agency may be liable for an officer's actions  
CO232.1. Identify how to limit officer and agency liability  
CO232.2. Discuss the concept of qualified immunity  
CO232.3. Explain acting within the scope of employment  
CO232.4. Describe the legal defenses that protect officers from civil and criminal liability

## **CJK0306: Communication for Correctional Officers (32 hours)**

**Course Description:** This course provides students with the foundational knowledge of effective communication within a correctional environment, including interpersonal communication, de-escalation, and recognizing and responding to manipulation tactics.

### **Course Objectives:**

- CO311.1. Describe the elements of effective communication
- CO311.2. Describe how to demonstrate professionalism
- CO311.3. Explain how courtesy impacts an officer's behavior and interaction with inmates and others
- CO311.4. Discuss how active listening is used in effective communication
- CO311.5. List how the elements of active listening are used in communication
- CO311.6. Describe the role of empathy in effective communication
- CO311.7. Explain how trauma can affect communication
- CO311.8. Discuss how to interact with inmates in a diverse environment while applying officer safety
- CO311.9. Identify cultural influences that can affect interpersonal communications
- CO312.1. Describe the differences between verbal and non-verbal communication
- CO312.2. Discuss how to communicate using command presence and verbal command
- CO313.1. Identify potential barriers to effective communication
- CO313.2. Describe how to defuse a situation through conflict management
- CO313.3. Describe how emotional intelligence is a valuable tool in conflict management
- CO321.1. Explain the difference between manipulation and deception
- CO321.2. Describe the methods inmates use to manipulate and deceive
- CO321.3. Identify the behaviors that officers should display to minimize inmate manipulation and deception
- CO321.4. Discuss the methods visitors and volunteers use to manipulate and deceive
- CO321.5. Describe how officers can respond to potential boundary violations from inmates
- CO321.6. Describe how officers can respond to potential boundary violations by their peers
- CO322.1. Identify how self-talk, self-awareness, and self-de-escalation can help with communication
- CO322.2. Describe the core communication competencies and how to use them when communicating

## **CJK0111: Interviewing and Report Writing in Corrections (16 hours)**

**Course Description:** This course introduces students to the importance of documentation and report writing in a correctional environment.

### **Course Objectives:**

- CO411.1. Explain the importance of asking questions to gather information
- CO411.2. Discuss the importance of building rapport with inmates
- CO411.3. Explain the purpose of an interview
- CO411.4. Explain when formal interviewing may be required
- CO411.5. Identify when and how to obtain a written statement
- CO412.1. Explain the purpose of note-taking
- CO412.2. Identify the details of an incident and the basic questions that notes should address
- CO412.3. List the types of critical information to record during note-taking
- CO412.4. Describe strategies for taking effective notes
- CO421.1. Explain the importance of preparing and submitting a well-written report
- CO421.2. Identify potential readers of correctional reports
- CO421.3. List the common types of reports that officers prepare
- CO421.4. List common incidents and activities that may require a report
- CO421.5. Identify what to include in a report
- CO422.1. Explain the importance of reviewing notes before writing a report
- CO422.2. Describe how to organize report information
- CO422.3. Describe how to compose the three main parts of a report narrative
- CO422.4. Explain the importance of reviewing facts in your report
- CO422.5. Describe how to use clear and plain language to write complete and accurate reports
- CO422.6. Explain the importance of using legible handwriting
- CO422.7. Describe the importance of writing and submitting a report in a timely manner
- CO422.8. Discuss the importance of avoiding unprofessional writing
- CO422.9. Distinguish between professional and casual language
- CO422.10. Identify strategies for improving vocabulary
- CO423.1. Explain the importance of proper grammar when writing a report
- CO423.2. Discuss the importance of using proper punctuation when writing a report
- CO423.3. Describe how to use proper sentence structure when writing a report
- CO423.4. Describe how to use verb tense correctly when writing a report
- CO423.5. Explain how to use proper spelling and capitalization rules when writing a report
- CO424.1. Explain how to edit and proofread a report for completeness and grammatical errors
- CO424.2. Describe how to finalize and submit a report for a supervisor's approval

## **CJK0327: Shift Management and Safety (20 hours)**

**Course Description:** This course teaches the basics of situational awareness and safety measures within a correctional environment, including equipment, security checks, searches, contraband, and maintaining general facility safety.

### **Course Objectives:**

- CO511.1. Define situational awareness
- CO511.2. Describe situational awareness in the corrections setting
- CO511.3. Identify the skills that can enhance officer safety
- CO511.4. Explain when situational awareness is appropriate and how to disengage
- CO512.1. Identify common equipment assigned to specific areas and activities in a facility
- CO512.2. Describe the process of inspecting common equipment
- CO512.3. Describe the process of issuing and receiving equipment
- CO512.4. Discuss common equipment inventory processes
- CO512.5. Explain how to store common equipment used in a facility
- CO512.6. Identify the types of hazardous equipment used in a facility
- CO512.7. Describe how firearms and ammunition are issued in a facility
- CO513.1. Describe the role of radios for correctional officers
- CO513.2. Explain how to properly transmit a message on a radio
- CO513.3. Identify the types of radios used in correctional facilities
- CO513.4. Discuss the purpose and types of radio codes
- CO513.5. Explain the purpose of a radio base station
- CO521.1. List the common equipment used in searches
- CO521.2. Describe how to document details of an area search
- CO522.1. Explain techniques for examining the property of any person entering a facility
- CO522.2. Explain when to conduct a pat search of inmates
- CO523.1. Identify types of areas to be searched in a facility
- CO523.2. Describe how to conduct a systematic search of an area
- CO523.3. Explain how to conduct a vehicle search
- CO524.1. Explain the correctional officer's duty to control contraband
- CO524.2. List the categories of contraband
- CO524.3. Give examples of common inmate weapons
- CO524.4. Describe common methods of introducing contraband into correctional facilities
- CO524.5. Identify methods of detecting contraband
- CO524.6. Describe the process of collecting, processing, and disposing of contraband
- CO524.7. Describe the process of documenting contraband
- CO524.8. Discuss the final disposition of contraband
- CO524.9. Identify appropriate receptacles for contraband disposal
- CO524.10. Identify contraband disposal methods
- CO524.11. List contraband items that need special disposal
- CO525.1. List the types of mail an inmate may receive in a correctional facility
- CO525.2. Explain how inmates receive digital mail
- CO525.3. Discuss ways to monitor digital mail
- CO525.4. Explain how inmate mail is processed

CO525.5. Describe how to process legal and privileged mail

CO525.6. Explain how to process outgoing mail

CO525.7. Describe how to confiscate incoming and outgoing mail in a correctional facility

CO531.1. Discuss how correctional officers keep the facility safe using security equipment

CO531.2. Identify the different types of facility security equipment

CO531.3. Describe the procedures for operating entry and exit equipment in a facility

CO532.1. Explain the importance of security standards for the safety of inmates, officers, and visitors in a facility

CO532.2. Describe the guidelines for completing a basic inspection and inspecting for property damage

CO532.3. Describe how to conduct facility security inspections

CO532.4. Explain how to look for structural deficiencies

CO532.5. Describe how to conduct facility security checks

CO533.1. Explain how to maintain a secure facility perimeter

CO541.1. Identify the organizations that may govern a facility's safety standards

CO541.2. Explain the facility safety standards for emergency preparedness and response

CO541.3. Identify the possible hazards that can cause facility safety deficiencies

CO541.4. Describe the responsibilities for correcting facility safety deficiencies

CO542.1. List the elements of a facility sanitation plan

CO542.2. List the elements of a facility's environmental health program

CO542.3. Identify the common health hazards found in a facility

## **CJK0321: Intake and Release (16 hours)**

**Course Description:** This course provides an overview of the intake and reception process in a correctional facility, classification and housing assignments, and explains the basic release process at county and state facilities.

### **Course Objectives:**

- CO601.1. Describe the medical tasks that are completed during admission at county and state correctional facilities
- CO601.2. List ways to verify a person's identity during intake and reception
- CO601.3. Identify the common features included in arrest papers
- CO601.4. Identify the common features included in commitment papers
- CO601.5. List the terminology used in court paperwork
- CO601.6. Identify when arrest or commitment papers are complete
- CO601.7. List which documents inmates are allowed to access while in custody
- CO602.1. Describe how an inmate and their property should be searched during intake and reception
- CO602.2. Describe the methods for handling inmate property
- CO602.3. Give examples of the types of property inmates are allowed to keep while in custody
- CO602.4. Explain how to inventory and accurately describe property that will be stored until an inmate's release
- CO602.5. Identify what hygiene items are issued to an inmate when they enter a facility
- CO603.1. Identify what information is available in the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC)
- CO603.2. List the legal requirements for using FCIC and NCIC information
- CO603.3. Describe how to obtain quality finger and palm prints
- CO603.4. Explain the importance of the Biometric Identification Solution, LiveScan, and Rapid ID technologies
- CO603.5. Identify where signatures are required on a fingerprint or palm print card
- CO603.6. List the DNA requirements for convicted or charged felons according to the Florida Statutes
- CO603.7. Identify the requirements for photographing a person
- CO603.8. Describe what information to include when generating an inmate identification wristband or card
- CO604.1. Explain the importance of classification when determining housing assignments
- CO604.2. Distinguish the differences between the three security levels used in county correctional facilities
- CO604.3. Distinguish the differences between the five custody grades used in state correctional facilities
- CO604.4. Describe the categories of initial segregation and how housing is assigned
- CO605.1. Describe how the release process works
- CO605.2. Explain gain-time and when it is awarded
- CO605.3. List the different types of releases
- CO605.4. Describe the proper procedures before releasing an inmate
- CO605.5. Identify what information is needed when transporting or arranging transport for an inmate's release
- CO605.6. Describe the process for returning personal and stored property
- CO605.7. Explain how gratuity applies to an inmate's release

## **CJK0324: Supervision in a Correctional Facility (32 hours)**

**Course Description:** This course provides foundational knowledge of the processes for monitoring inmates in a variety of situations, transporting inmates, and addressing disciplinary issues.

### **Course Objectives:**

- CO711.1. Discuss the importance of observing inmate activity
- CO711.2. Describe how to use the senses to ensure facility, inmate, and staff safety
- CO711.3. Describe how to monitor inmate behavior
- CO711.4. Explain how surveillance equipment can help monitor inmates
- CO712.1. Explain the importance of an inmate count for safety and security
- CO712.2. List the main types of inmate counts
- CO712.3. Describe how to conduct an inmate count
- CO712.4. Describe how to document an inmate count using a count slip
- CO713.1. List the unusual occurrences that can disrupt the normal operations of a facility
- CO713.2. Identify the indicators of a potential disturbance
- CO713.3. Identify when to document usual and unusual occurrences
- CO721.1. Distinguish between the different types of housing units
- CO721.2. Describe how to monitor inmate behavior in the housing area
- CO721.3. Describe how to monitor and log inmates entering or exiting the housing area
- CO721.4. Discuss how to ensure the inmates keep themselves and the housing unit clean and orderly
- CO722.1. Identify the different types of common areas in a facility
- CO722.2. Explain how to conduct regular security checks of the common areas
- CO723.1. Explain how to conduct a security check of the dining area prior to mealtime
- CO723.2. Describe how to monitor food distribution during mealtime
- CO723.3. Describe how to monitor inmates during mealtime
- CO723.4. Discuss the importance of conducting a security check of the dining area after mealtime
- CO724.1. Define what infirmary care is
- CO724.2. Identify the requirements for infirmary-level care
- CO724.3. Describe how inmates can ask for and receive medical care
- CO724.4. Describe how to maintain inmate and medical staff safety while in the infirmary
- CO724.5. Explain how to conduct a search of the inmates before and after admission into the infirmary
- CO725.1. Differentiate between contact and non-contact visits
- CO725.2. List the valid forms of identification and security equipment required for different types of visitors
- CO725.3. Describe how to search the visitation area for safety hazards and security issues before a visitation
- CO725.4. Describe how to search visitors for contraband before admitting them to the visitation area
- CO725.5. Explain how to direct visitors to the visitation area while maintaining safety and security
- CO725.6. Discuss the process for notifying an inmate of visitor arrival in the designated visitation area
- CO725.7. Describe how to search an inmate before entering the visitation area
- CO725.8. Describe how to monitor an inmate and visitor during a visitation
- CO725.9. Explain how to complete inmate visitation while maintaining safety and security
- CO726.1. Differentiate between inside and outside work squads
- CO726.2. Describe how to verify an inmate's identity for a work detail



CO726.3. Describe how to search an inmate before and after a work detail

CO726.4. Discuss how to maintain accountability of a work detail

CO726.5. Discuss how to maintain inmate safety and security during a work detail

CO726.6. Describe how to monitor inmates during a work detail

CO726.7. Discuss how to maintain facility and inmate safety and security at the end of a work detail

CO727.1. Explain what to communicate to medical staff regarding inmate security concerns

CO727.2. Describe how to maintain inmate safety and hospital security

CO727.3. Identify the role of security restraint devices

CO727.4. Identify the role of clinical restraints and clinical seclusion

CO727.5. Describe how to maintain inmate safety and hospital security during an inmate medical emergency

CO731.1. Describe how to count and search inmates before an escort

CO731.2. Describe how to escort inmates while maintaining safety and security

CO731.3. Explain what actions to take after completing an inmate escort

CO732.1. Identify the function of each type of inmate transport vehicle

CO732.2. Describe how to inspect and search an inmate transport vehicle for safety and contraband

CO732.3. Describe what the security concerns are when loading and unloading inmates

CO732.4. Describe the functions of the different types of inmate transport vehicle security devices

CO732.5. Explain the role of inmate transport documents

CO732.6. Explain how to secure inmates in the transport vehicle while maintaining safety and security

CO732.7. Describe how to transport inmates while maintaining safety and security

CO741.1. List the different referral services available to inmates

CO741.2. Identify changes in inmate behavior that may require a referral

CO741.3. Explain the process of making an inmate referral

CO741.4. Describe an officer's responsibilities after making an inmate referral

CO741.5. Describe the safety and security considerations when moving an inmate after making a referral to services

CO741.6. Describe the notification and documentation process after making a referral

CO742.1. Explain the role of progressive discipline for an inmate rule violation or infraction

CO742.2. Describe the process of progressive discipline for minor and major rule violations, including inmate isolation

CO742.3. Identify corrective actions an officer can take as part of the inmate disciplinary process

## **CJK0326: Supervising Correctional Populations (25 hours)**

**Course Description:** This course provides an introduction to the various populations within a correctional environment and includes information on legal aspects of providing care and custody for inmates under the Americans with Disabilities Act (ADA) and the Prison Rape Elimination Act (PREA).

### **Course Objectives:**

- CO811.1. Identify the categories of special populations
- CO811.2. Discuss why inmates form unique societies
- CO811.3. Describe the common types of societies inmates form
- CO811.4. Explain the structural dynamics of inmate societies
- CO812.1. Describe the Americans with Disabilities Act
- CO812.2. Describe how a facility complies with ADA when providing a reasonable accommodation for an inmate with a disability
- CO813.1. Describe the rights of people with mental illness in a correctional facility
- CO813.2. List the different ways an inmate may gain access to mental health services
- CO813.3. Identify factors that increase the risk of suicidal ideation for inmates
- CO813.4. Describe what to do if an officer suspects an inmate has suicidal ideation
- CO813.5. Describe some of the characteristics of psychosis
- CO813.6. Explain how to communicate with inmates experiencing psychosis
- CO813.7. Describe the possible signs of inmates experiencing mania
- CO813.8. Describe how to communicate with inmates experiencing mania
- CO813.9. Discuss some common signs of anxiety and panic attacks
- CO813.10. Explain how to assist inmates experiencing a panic attack
- CO813.11. Discuss the use of force options that can de-escalate a situation involving an inmate with mental illness
- CO813.12. Explain the role of the Baker Act in county facilities as it relates to inmates with mental illness
- CO814.1. Describe some common signs and symptoms of possible substance abuse
- CO814.2. List possible indicators of substance withdrawal
- CO814.3. Describe the housing considerations for and treatment available to an inmate with substance abuse issues
- CO814.4. Explain an officer's role when monitoring an inmate who is participating in a court-ordered substance abuse treatment program
- CO815.1. Describe the characteristics of a developmental disability
- CO815.2. Describe the characteristics of autism spectrum disorder (ASD)
- CO815.3. Identify challenges related to the safety of inmates with ASD in correctional facilities
- CO815.4. Explain how to communicate with inmates with ASD
- CO815.5. Describe effective de-escalation techniques when communicating with inmates with ASD
- CO815.6. Describe the characteristics of an intellectual disability
- CO815.7. Explain how to communicate effectively with inmates with an intellectual disability
- CO816.1. Describe how to effectively supervise inmates with physical disabilities
- CO816.2. List some of the common auxiliary aids and health-care appliances for inmates with physical disabilities
- CO816.3. Explain how to monitor an inmate who has a personal care attendant
- CO817.1. Describe how to monitor and assist inmates who are pregnant

CO817.2. List chronic diseases an inmate may have

CO817.3. List infectious diseases that may be found in a correctional facility

CO817.4. Explain how to prevent the spread of infectious diseases in a correctional facility

CO817.5. Describe how to respond to an inmate with a non-emergency or emergency medical need

CO817.6. Describe how to monitor inmates with a terminal illness

CO817.7. List the different medical conditions that may be aggravated by the use of chemical agents or ECDs

CO818.1. Identify the legal requirements for incarcerating juvenile inmates

CO818.2. Explain why an inmate may be designated as a youthful offender

CO818.3. Describe common characteristics of juveniles at correctional facilities

CO818.4. List the types of required programs and services available to juveniles and youthful offenders at correctional facilities

CO819.1. Describe some characteristics of elderly inmates

CO819.2. Describe how to effectively communicate with an elderly inmate

CO819.3. Identify when to make special considerations for an elderly inmate with physical limitations

CO819.4. Describe some health issues that elderly inmates may experience

CO819.5. Explain how to communicate with inmates with Alzheimer's disease or dementia

CO819.6. Discuss the special considerations to make when monitoring elderly inmates

CO8110.1. Discuss the common characteristics of female inmates

CO8110.2. Describe how to communicate effectively with female inmates

CO8110.3. Explain the types of health-care products available to female inmates

CO8111.1. Identify what the acronym LGBTQ+ stands for .

CO8111.2. Discuss effective approaches for managing inmates who are part of the LGBTQ+ community

CO8111.3. Explain how PREA affects searches of intersex and transgender inmates

CO8111.4. Explain the housing, programming, and safety issues unique to intersex and transgender inmates

CO8112.1. Explain consent and how it relates to PREA

CO8112.2. Identify populations that are at increased risk of sexual abuse while incarcerated

CO8112.3. Describe the importance of screening and housing inmates to prevent sexual abuse and harassment

CO8112.4. List possible signs an inmate is being sexually abused or harassed by other inmates

CO8112.5. Describe the reporting processes for inmates alleging sexual abuse or harassment

CO8112.6. Explain officers' requirements for reporting sexual abuse and harassment and safeguarding victims

CO8112.7. Identify the steps the first responding officer should make to preserve any physical evidence from an inmate allegation of sexual abuse

CO821.1. Describe what a security threat group (STG) is and how it impacts a correctional facility

CO821.2. Identify signs of possible STG presence in a facility

CO821.3. Explain possible indicators of pending escalation of STG activity

CO821.4. Explain how to deter STG activity

CO821.5. Describe how to document STG activity

CO822.1. Describe the reasons for administrative confinement and the possible conditions and privileges of inmates in administrative confinement

CO822.2. Describe the reasons for protective management and the possible conditions and privileges of inmates in protective management

CO822.3. Describe the reasons for disciplinary confinement and the possible conditions and privileges of inmates in disciplinary confinement a

CO822.4. Describe how to adjust the monitoring routine of inmates who are in confinement or protective management

CO822.5. Explain the housing and monitoring requirements unique to an inmate on death row

## **CJK0336: Incidents and Emergencies in Correctional Facilities (20 hours)**

**Course Description:** This course provides foundational knowledge in identifying and responding to critical incidents within a correctional facility.

### **Course Objectives:**

- CO911.1. Identify what information to convey during a critical incident
- CO911.2. Describe the protocols for chain of command during a critical incident
- CO911.3. Determine when to call for assistance during a critical incident
- CO911.4. Explain how to set up a perimeter during a critical incident
- CO911.5. List guidelines for an evacuation
- CO911.6. Explain how to help resolve a critical incident
- CO911.7. Discuss how to document a critical incident
- CO921.1. Differentiate between a disturbance and a riot
- CO921.2. Describe the conditions that could prompt a disturbance or riot
- CO921.3. Identify the necessary equipment for responding to a disturbance or riot
- CO921.4. Explain standard procedures for responding to a disturbance or riot
- CO922.1. Describe the signs of an escape attempt and how to prevent it
- CO922.2. Identify the necessary equipment and resources for responding to an escape or escape attempt
- CO922.3. Explain standard procedures for responding to an escape
- CO923.1. Define what a hostage incident is
- CO923.2. Identify the necessary equipment for responding to a hostage incident
- CO923.3. Explain standard procedures for responding to a hostage incident
- CO923.4. Explain standard procedures if you are taken hostage
- CO924.1. Describe the indicators of a bomb threat
- CO924.2. Identify the necessary equipment for responding to a bomb threat
- CO925.1. Describe the indicators of a facility assault
- CO925.2. Identify the necessary equipment for responding to a facility assault
- CO925.3. Describe the measures used to prevent and resolve a facility assault
- CO925.4. Explain standard procedures for responding to a facility assault
- CO926.1. Explain the safety risks of hazardous materials
- CO926.2. Describe what a safety data sheet is and why it is used
- CO926.3. Identify the classes and dangers of hazardous materials described in the *Emergency Response Guidebook (ERG)*
- CO926.4. Describe the indicators of hazardous materials
- CO926.5. Identify the necessary equipment for responding to a hazardous materials incident
- CO926.6. Explain standard procedures for responding to a hazardous materials incident
- CO926.7. Explain how to store and move sensitive facility supplies
- CO927.1. Explain what a medical emergency is and how to recognize signs and symptoms
- CO927.2. Identify the necessary equipment and resources for responding to a medical emergency
- CO927.3. Explain standard procedures for responding to a medical emergency
- CO928.1. Describe the components and indicators of a facility fire
- CO928.2. Identify the necessary equipment for responding to a facility fire
- CO928.3. Differentiate between the types and uses of fire extinguishers

CO928.4. List the steps for using a portable fire extinguisher  
CO928.5. Explain standard procedures for responding to a facility fire  
CO929.1. Differentiate between natural disasters and human-instigated disasters  
CO929.2. Identify the necessary equipment for responding to a disaster  
CO929.3. Explain standard procedures for responding to a disaster  
CO931.1. Identify which staff to notify when a crime has occurred  
CO931.2. Explain how to control a crime scene  
CO931.3. Identify how to enter a crime scene to administer first aid while not disturbing evidence  
CO931.4. Explain how to secure, protect, and document a crime scene  
CO931.5. State how to identify and properly collect evidence for a crime scene  
CO932.1. Explain the importance of identifying and separating victims, witnesses, and suspects during an incident  
CO932.2. Explain how to secure victims, witnesses, and suspects during an incident

# **Correctional Probation Officer**

## **Discipline-specific Courses (2025.07)**

### **CJK0260: Introduction to Correctional Probation (14 hours)**

**Course Description:** This course provides an introduction to the corrections profession, including the roles and responsibilities of correctional probation officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career.

#### **Course Objectives:**

- CP111.1. Describe the mission and values of the Florida Department of Corrections
- CP111.2. Describe the philosophy of correctional probation within the Florida Department of Corrections
- CP111.3. Describe the relationship between the re-entry process and recidivism as implemented by the Department of Corrections
- CP111.4. Define correctional probation officer as established by the Florida Statutes
- CP111.5. Identify the core functions and primary responsibilities of a probation officer in the Department of Corrections
- CP111.6. Describe the role of a misdemeanor probation officer in providing continuous supervision of offenders
- CP111.7. Describe the probation officer's leadership qualities for directing and managing an offender under supervision
- CP111.8. Describe the leadership strategies that are specific to a probation officer managing offenders under supervision
- CP121.1. Summarize the basic structure of the U.S. criminal justice system
- CP121.2. Describe the role of municipal law enforcement agencies in Florida
- CP121.3. Describe the role of county law enforcement agencies in Florida
- CP121.4. Describe the role of state law-enforcement agencies in Florida
- CP121.5. Describe the role of federal law enforcement agencies in the U.S. criminal justice system
- CP121.6. Describe the major components of the federal, state, and local court systems
- CP121.7. Describe the individual roles of the components of the correctional system in Florida
- CP122.1. Describe the organizational structure within the Office of Community Corrections
- CP122.2. Recognize the differences in officer ranks across criminal justice disciplines
- CP122.3. Define the function of the chain of command within an organization.
- CP122.4. Differentiate between vertical and lateral communication within the proper chain of command
- CP122.5. Describe the importance of the delegation of authority within the proper chain of command in the Office of Community Corrections
- CP131.1. Describe the mission and primary responsibilities of the Criminal Justice Standards and Training Commission (CJSTC) as established by the Florida Statutes
- CP131.2. Describe the requirements for certification as a correctional probation officer, established by the Florida Statutes
- CP132.1. List reasons the Criminal Justice Standards and Training Commission (CJSTC) may suspend or revoke a correctional probation officer's certification

CP132.2. List the penalties established in the officer discipline process by the Criminal Justice

CP132.3. Summarize the rights of a correctional probation officer as established in the Officer Bill of Rights

CP141.1. Describe professional behaviors an officer should exhibit on and off duty

CP141.2. Identify the Department of Corrections Code of Conduct and Oath of Allegiance

CP141.3. Describe appropriate relationships an officer should maintain with offenders under supervision on and off duty

CP141.4. Describe inappropriate relationships an officer should avoid with offenders under supervision on and off duty

CP141.5. Describe unethical behaviors an officer should avoid on and off duty

CP141.6. Avoid inappropriate disclosure by recognizing privileged communication

CP141.7. Recognize conflict of interest situations an officer should be aware of on and off duty

CP141.8. Recognize factors that have an influence on ethical problem solving in the performance of an officer's job duties

CP141.9. Apply an assessment tool for making decisions in difficult ethical situations on and off duty

CP142.1. Describe the elements of sexual harassment, including the reasonable person legal standard

CP142.2. Describe behaviors that constitute sexual harassment that an officer should avoid

CP142.3. Describe the possible disciplinary action imposed on an officer who engages in sexual harassment

CP142.4. Apply effective strategies for preventing sexual harassment

CP143.1. Differentiate between the impact of stress, eustress, and distress on the physical and emotional responses of the body

CP143.2. Recognize the levels of stress an officer may experience in performing job duties

CP143.3. Recognize the factors that may cause stress for an officer when performing job duties

CP143.4. Recognize the signs of and responses to stress that an officer may exhibit when performing job duties

CP143.5. Use stress reduction and management techniques to promote officer wellness and effective job performance



## **CJK0264: Legal Foundations for Correctional Probation Officers (44 hours)**

**Course Description:** This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the correctional probation officer profession.

### **Course Objectives:**

- CP211.1. Define the law within a social context and how the evolution of the law governs our communities
- CP211.2. Describe the differences between criminal and civil statutory law
- CP211.3. Describe the importance of a probation officer maintaining familiarity with local ordinances in the performance of their job duties
- CP211.4. Describe how administrative law affects the job duties of a probation officer
- CP211.5. Describe how case law affects the job duties of a probation officer
- CP211.6. Describe the correlation between the powers of the U.S. Constitution and the Florida Constitution
- CP211.7. Describe the role of the three branches of government as outlined in the Articles of the U.S. Constitution
- CP211.8. Describe the role and purpose of the amendments to the U.S. Constitution
- CP211.9. Describe the functions of the amendments included in the Bill of Rights
- CP211.10. Describe the role of the due process clause as described in the Fifth and Fourteenth Amendments to the U.S. Constitution
- CP211.11. Maintain current knowledge of legal developments in constitutional, statutory, and case law, to perform the job duties of a probation officer effectively
- CP221.1. Define criminal liability as established in constitutional law and the Florida Statutes
- CP221.2. Define civil liability as established in constitutional law and the Florida Statutes
- CP221.4. Describe the types of damages that may result from negligence by an officer
- CP221.5. Describe negligence as it applies to the performance of an officer's job duties
- CP221.6. Provide examples of common types of acts that lead to civil or criminal liability for an officer
- CP221.7. Describe the importance of an officer acting under the color of authority
- CP221.8. Describe the differences between criminal and civil violations of federal civil rights
- CP221.9. Describe the differences between direct and vicarious liability as they apply to the responsibilities of the Department of Corrections
- CP222.1. Describe sovereign immunity as it applies to an officer in the performance of their job duties
- CP222.2. Describe acting within the scope of employment addressed in chapter 111, F.S.
- CP222.3. Describe qualified immunity as it applies to an officer in the performance of their job duties
- CP222.4. Describe acts that protect an officer from liability when performing job duties
- CP222.5. Define the emergency doctrine as established in case law
- CP222.6. Describe how officers can protect themselves and the Department of Corrections against liability
- CP231.1. Describe the authority of a probation officer to conduct a search in the performance of their job duties
- CP231.2. Describe the scope of a warrantless planned search legally permitted for a probation officer when supervising an offender

CP231.3. Describe the authority of a probation officer to seize contraband when conducting a search of an offender under supervision

CP232.1. Describe a probation officer's authority to make an arrest of an offender under supervision, with or without a warrant, as established in the Florida Statutes

CP232.2. Distinguish between the authority of a probation officer and law enforcement officer to conduct a warrantless arrest of an offender under supervision

CP232.3. Provide examples of situations in which a probation officer has the legal authority to make a warrantless arrest of an offender under supervision

CP232.4. Describe the role of a notice to appear (NTA) for an offender who violates their conditions of supervision

CP232.5. Describe the role of a release on own recognizance (ROR) for an offender who violates their conditions of supervision

CP233.1. Describe situations where the law permits a probation officer to use force, to include the degree of force necessary

CP233.2. Describe reasonable force, including the case law, which establishes the standard of objective reasonableness

CP233.3. List the questions contained in the objective reasonableness test that an officer must answer in any use of force situation

CP233.4. Recognize the consequences for the misuse of force that an officer and the Department can incur, applying federal and state law

CP241.1. Identify the witness, victim, and suspect in an incident or crime that may involve an offender under supervision

CP241.2. Identify when an offender under supervision is a principal in the first degree in an incident or crime

CP241.3. Identify when an offender under supervision is an accessory or accessory after the fact in an incident or crime

CP241.4. Describe criminal attempt as defined in the Florida Statutes

CP241.5. Describe the elements of solicitation as outlined in the Florida Statutes

CP241.6. Describe the elements of conspiracy as outlined in the Florida Statutes

CP242.1. Describe the role of the Florida Evidence Code as provided in the Florida Statutes

CP242.2. Describe the differences between the various types of direct evidence provided in the Florida Evidence Code

CP242.3. Explain the three main reasons why criminal justice personnel use evidence in court

CP251.1. Describe the different types of subpoenas that an officer may receive while monitoring an offender under supervision

CP251.2. Identify the different people involved in serving and accepting a subpoena

CP251.3. Explain an officer's responsibility to comply with the conditions of a subpoena, applying Department policy

CP252.1. Identify the different participants and their specific roles in a legal proceeding

CP252.2. Describe the purpose of the first appearance hearing after the arrest of an offender

CP252.3. Describe the purpose of an arraignment after the arrest of an offender

CP252.4. Describe the conditions for pretrial release of an offender to include the factors for consideration

CP252.5. Describe the purpose of a bond hearing when determining pretrial release conditions

CP252.6. Describe the purpose of a deposition as it relates to a trial or hearing

CP252.7. Describe the purpose of a suppression hearing before or during a trial

CP252.8. Describe the process of a trial by judge or jury

CP252.9. Describe the role of a sentencing hearing after an offender's conviction, including restitution

CP252.10. Describe the role of a violation of probation hearing for an offender under supervision

CP253.1. Prepare for a legal proceeding before providing testimony for an offender under supervision.

CP253.2. Describe the role of the oath or affirmation before providing testimony in a legal proceeding

CP253.3. Describe professional behavior when testifying in a legal proceeding while also applying Department policy

CP253.4. Describe the difference between direct and cross-examination, including responding to leading questions

CP253.5. Describe the role of the rule of sequestration that a judge may order during a legal proceeding

CP253.6. Describe how to answer questions professionally when providing testimony in a legal proceeding while also applying Department policy

CP253.7. Describe how to respond to sustained or overruled objections when providing testimony in a legal proceeding

CP253.8. Understand officer choices for the read or waive option when participating in a deposition while also applying Department policy

CP253.9. Provide accurate and complete information when testifying in a deposition for an offender under supervision

CP253.10. Provide accurate and complete information when testifying at a sentencing hearing for an offender under supervision.

CP253.11. Provide accurate and complete information when testifying at a violation of probation hearing for an offender under supervision.

CP253.12. Describe the penalties for perjury in legal proceedings as established in the Florida Statutes

CP253.13. Describe some of the negative consequences of perjury that may affect an officer

CP261.1. Describe the different classes of felony offenses as established in the Florida Statutes

CP261.2. Describe the different classes of misdemeanor offenses and associated penalties as established in the Florida Statutes

CP261.3. Describe types of non-criminal or civil infractions as established in the Florida Statutes

CP261.4. Describe types of local ordinance violations that can incur criminal penalties, applying municipal or county codes and the Florida Statutes

CP262.1. Describe enhanced penalties for crimes committed against criminal justice officers, attorneys, or judges, including crimes involving a law enforcement firearm theft

CP262.2. Describe enhanced penalties for hate crimes as established in the Florida Statutes

CP262.3. Describe the enhanced penalties for crimes committed using a weapon, including robbery and battery, as established in the Florida Statutes

CP262.4. Describe enhanced penalties for committing a felony that benefits the interests of a criminal gang as established in the Florida Statutes

CP262.5. Describe enhanced penalties associated with types of habitual and violent offenders as established in the Florida Statutes

CP262.6. Describe enhanced penalties associated with prison releasee reoffenders as established in the Florida Statutes

CP263.1. Describe adjudication withheld, including an offender's responsibilities and consequences of reoffending

CP263.2. Describe the role of the pretrial intervention program for individuals charged but not convicted of a crime, including the role of the officer.

CP263.3. Describe the purpose, qualifications, and responsibilities of an offender who participates in an alternative sentencing program as established in the Florida Youthful Offender Act

CP263.4. Describe the principles of the drug offender probation program, including the court's responsibilities

CP263.5. Describe the role of the Military Veterans and Service Members Court Program, including offender qualifications and the court's responsibility

CP264.1. Describe the legal basis for sentencing guidelines as established by the Florida Statutes

CP264.2. Describe the uniform set of standards in the Criminal Punishment Code that provides sentencing guidelines for offenders

CP264.3. Describe the role of sentencing scoresheets while also applying Department policy

## **CJK0265: Communications (46 hours)**

**Course Description:** This course provides students with the foundational knowledge of effective communication for correctional probation officers, including interpersonal communication, de-escalation, and interviewing techniques.

### **Course Objectives:**

- CP311.1. Describe the communication process when interacting with others
- CP311.2. Describe the elements of effective verbal communication when interacting with others
- CP311.3. Describe the common personal characteristics of an officer who communicates effectively with others
- CP311.4. Describe common elements of non-verbal communication that may assist an officer when interacting with others
- CP311.5. Describe common techniques an officer can use to evaluate verbal and non-verbal communication
- CP311.6. Recognize real and perceived barriers to effective communication
- CP311.7. Describe how an officer can use self-talk strategies to communicate professionally
- CP312.1. Describe routine challenges an officer may encounter on the job
- CP312.2. Use the appropriate problem-solving model when resolving issues while also applying Department policy
- CP312.3. Evaluate the results of implementing the selected problem-solving model
- CP312.4. Adapt the problem-solving model if it has not been effective in resolving the issue
- CP313.1. Choose the appropriate conflict resolution style(s) to resolve a conflict situation involving an offender under supervision
- CP313.2. Recognize when an offender under supervision is escalating a situation through anger
- CP313.3. Apply effective strategies to restore order in a conflict situation involving an offender under supervision
- CP314.1. Recognize the common characteristics of a diverse individual or group throughout the performance of an officer's job duties
- CP314.2. Recognize biases an officer may encounter during the performance of their job duties.
- CP314.3. Interact with offenders in a diverse environment while also applying officer safety
- CP315.1. Describe the characteristics of an offender under supervision with a psychotic disorder
- CP315.2. Describe the characteristics of an offender under supervision with a mood disorder
- CP315.3. Describe the characteristics of an offender under supervision with an anxiety disorder
- CP315.4. Describe the characteristics of an offender under supervision with a personality disorder
- CP315.5. Describe how to adapt supervision techniques when monitoring an offender with a mental illness while also applying Department policy
- CP315.6. Interact with a mentally ill offender who is a danger to themselves or others while also applying officer safety and the Florida Statutes
- CP315.7. Recognize the medical circumstances that mimic mental illness when interacting with an offender under supervision.
- CP315.8. Provide the appropriate resource information to a mentally ill offender under supervision
- CP316.1. Describe the role of the Americans with Disabilities Act (ADA) when supervising disabled offenders

CP316.2. Describe the characteristics of an individual with a developmental disability

CP316.3. Describe the characteristics of an individual with an intellectual disability

CP316.4. Interact with an intellectually disabled offender using appropriate communication skills to ensure their comprehension

CP316.5. Describe the characteristics of an individual with autism spectrum disorder (ASD)

CP316.6. Interact with an offender who has autism using appropriate communication techniques, maintaining a calm environment, and applying officer safety

CP316.7. Interact with an offender with a physical disability, providing reasonable accommodations, and applying the Florida Statutes

CP316.8. Describe the characteristics of offenders who are veterans in a civilian environment

CP316.9. List the physical and psychological disabilities associated with offenders who are veterans

CP316.10. Describe the characteristics of a person with post-traumatic stress disorder (PTSD) and traumatic brain injury (TBI)

CP316.11. Identify challenges that an offender who is also a veteran may face when obtaining employment after returning to civilian life

CP316.12. Identify possible coping behaviors that an offender who is also a veteran or active-duty personnel may use to avoid stress

CP316.13. Describe how to respond to an offender who is also a veteran with a TBI or PTSD

CP316.14. Describe the common physical characteristics of an elderly offender under supervision

CP316.15. Describe the common cognitive disabilities of an elderly offender under supervision

CP316.16. Describe how to respond to an elderly offender with disabilities who is under supervision

CP316.17. Describe the community resources that may assist an elderly offender with disabilities who is under supervision

CP321.1. Describe the life experiences that may cause an offender to undergo a crisis while under supervision

CP321.2. Recognize the basic stages of a crisis situation that an offender can experience while under supervision

CP321.3. Describe a basic intervention format for responding to an offender in a crisis situation

CP321.4. Identify how to get the attention of an offender in a crisis situation while applying officer safety

CP321.5. Describe strategies for effectively listening to an offender in a crisis situation

CP321.6. Assess an offender's perception of reality during a crisis situation while applying officer safety

CP321.7. Develop a trusting rapport with an offender in a crisis situation

CP321.8. Describe how to resolve a crisis situation involving an offender under supervision, using a combination of direct, collaborative, or indirect actions

CP322.1. Identify common signs and symptoms of an offender exhibiting suicidal behavior while under supervision

CP322.2. Use basic suicide prevention strategies to discourage an offender under supervision from committing suicide, applying officer safety

CP322.3. Respond to an offender under supervision when their suicide attempt is unsuccessful

CP331.1. Identify a request for a public record of an offender under supervision

CP331.2. Identify the difference between confidential records and exempt records when responding to a public records request of an offender under supervision

CP331.3. Provide an appropriate response to a public records request of an offender under supervision while applying the Florida Statutes and Department policy

CP331.4. Provide offender information to the requesting county, state, or sentencing authority within the required time frame

CP331.5. Respond to all media inquiries in a timely, efficient, and courteous manner while applying Department policy

CP341.1. Identify the role of an interview when gathering information related to an offender under supervision

CP341.2. Prepare for the interview process to ensure the collection of all necessary information

CP341.3. Describe the phases of an interview when gathering information related to an offender under supervision

CP341.4. Describe basic interviewing techniques an officer can use during the interview process to ensure that all the necessary information is collected

CP341.5. Describe basic questioning techniques an officer can use during the interview process to ensure that all the necessary information is collected

CP341.6. Recognize common signs of deception exhibited by a person during an interview.

CP341.7. Document all statements made during an interview using a notepad or Department-approved form

CP342.1. Describe the common types of probation reports that an officer may write regarding an offender under supervision

CP342.2. Gather all relevant information from a variety of sources before writing a report

CP342.3. Organize information appropriate to the type of report before writing a report

CP342.4. Review all gathered information for accuracy and validity before writing a report

CP342.5. Describe how to write a report using Standard English grammar and structure

CP342.6. Describe the elements of a well-written report for an offender under supervision

CP342.7. Evaluate the report for grammar, mechanics, and accuracy of information prior to submitting to the appropriate Department personnel

CP343.1. Describe the role of an incident report when performing the duties of a probation officer

CP343.2. Prepare a detailed and thorough incident report while applying Department policy

CP343.3. Describe the function of a use of force report

## **CJK0266: Intake and Orientation (24 hours)**

**Course Description:** This course provides students with an overview of the intake and orientation process used by correctional probation officers, including documentation and notification processes.

### **Course Objectives:**

- CP411.1. List the common types of offender information to document in the Offender Based Information System (OBIS) during the intake process
- CP411.2. Describe the common types of release notifications to review during the intake process
- CP411.3. Determine the common types of legal documents to review during the intake process
- CP411.4. Determine an offender's supervision requirements when reviewing the legal documents or release notifications during the intake process
- CP411.5. Define contact standard for an offender under supervision
- CP411.6. Describe the supervision levels, types, and statuses as they relate to contact standards for an offender throughout supervision
- CP411.7. Monitor an offender's movements in the Offender Based Information System (OBIS) during the intake process and throughout supervision
- CP421.1. Identify the Department intake documents and forms an offender must complete during the intake process
- CP421.2. Determine an offender's ability to complete an intake form sufficiently
- CP421.3. Verify an offender's information on the intake forms for accuracy and completeness during the intake process
- CP421.4. List the acceptable forms of identification used to verify the identity of an offender
- CP421.5. Compare results from criminal justice database searches to match the identity of an offender reporting for supervision to include all offender aliases
- CP421.6. Correlate FCIC/NCIC results for active warrants or detainers with the identity of an offender under supervision
- CP421.7. Determine an offender's assigned field office using Department-approved documentation and resources
- CP421.8. Instruct an offender to report to the assigned field office with the reporting instructions and, if required, provide a travel permit
- CP431.1. Describe the role of a probation officer to an offender under supervision during the orientation process
- CP431.2. Provide an interpreter after determining an offender's inability to comprehend the standard conditions of supervision because of a language barrier
- CP431.3. Read the standard conditions of supervision directly from the Florida Statutes and again in plain language to an offender
- CP431.4. Record an offender's acknowledgement of understanding the standard conditions of supervision before documenting in case notes
- CP431.5. Provide information to an offender regarding additional responsibilities outlined in the Instructions to the Offender form
- CP431.6. Determine an offender's monetary obligations using Department-approved documentation and court or sentencing authority resources



CP431.7. Process an offender's monetary obligations in OBIS using the offender financial obligations agreement (OFOA) and Court Ordered Payment System (COPS)

CP431.8. Describe special condition(s) of supervision imposed by the court or sentencing authority on an offender under supervision.

CP431.9. Describe a comprehensive individualized supervision plan (ISP) for an offender under supervision

CP432.1. Describe the community resources that provide opportunities for offenders to comply with conditions of supervision and successful re-entry

CP432.2. Describe the role of contracted vendors when providing services to offenders under supervision

CP432.3. Recognize the importance of building productive community partnerships when providing resources to offenders

CP432.4. Describe formal and informal agreements between the Department and community resource providers that can assist offenders under supervision

CP433.1. Describe community resources that may satisfy an offender's community service requirements

CP433.2. Identify any restrictions that may prohibit an offender from completing community service requirements at a specific worksite

CP433.3. Describe the process for approving community service worksites that may satisfy an offender's community service requirements

CP433.4. Describe an offender's alternatives for community service requirements in lieu of restitution

CP433.5. Direct an offender to complete the community service requirements imposed by the court or sentencing authority based on the conditions of supervision and Department policy

CP434.1. Identify temporary community shelters an offender may use and any restrictions that could potentially disqualify the offender

CP434.2. Provide an offender with information about community shelters and the availability for temporary housing

CP435.1. Identify any victim(s) associated with the crime committed by an offender under supervision

CP435.2. List Department-approved sources for obtaining victim information associated with the crime committed by an offender

CP435.3. Verify the accuracy of all victim information associated with the crime committed by an offender before documenting in case notes

CP435.4. Notify the victim or victim's family of an offender's supervision status while applying the Florida Statutes

CP435.5. Describe the role of the VINE system when monitoring an offender's incarceration or supervision status

CP441.1. Provide an offender with the required forms and information regarding the Health Insurance Portability and Accountability Act (HIPAA) during the intake and orientation process

CP441.2. Provide an offender with basic civil rights information during the intake and orientation process

CP441.3. Provide an offender with instructions regarding the grievance procedure during the orientation process while applying the Florida Administrative Code (F.A.C.)

CP442.1. Describe the legal provisions of the Prison Rape Elimination Act (PREA)

CP442.2. Identify how the Prison Rape Elimination Act (PREA) may affect a probation officer in the performance of their duties

CP442.3. Record any actions taken related to the Prison Rape Elimination Act (PREA) in an offender's case notes while applying Department policy

CP443.1. Describe the role of the probation officer when obtaining the photograph of an offender under supervision during the intake and orientation process

CP443.2. Verify that an offender's photograph is uploaded on the Department intranet while applying Department policy

CP443.3. Identify the exceptions to photographing offenders under supervision while applying the Florida Statutes and Department policy

CP443.4. Describe the role of the Rapid ID system when positively identifying an offender under supervision

CP443.5. Recognize the differences between a search and a match transaction when identifying an offender through the Rapid ID system

CP443.6. Describe the different responses that the Rapid ID System can provide after submitting an offender's fingerprints

CP443.7. Verify the identity of an offender under supervision before collecting a DNA sample while applying the Florida Statutes and Department policy

CP443.8. Gather an approved DNA submission kit and PPE before collecting a DNA sample from an offender under supervision

CP443.9. Collect a DNA sample from an offender under supervision in a professional and safe manner while applying Department policy

CP443.10. Process the DNA sample collected from an offender under supervision, safely and securely, applying Department policy

## **CJK0267: Caseload Management (32 hours)**

**Course Description:** This course provides the foundational knowledge of caseload management for correctional probation officers, including organization and maintenance of cases.

### **Course Objectives:**

- CP511.1. List the required documents and information within an offender's case file, applying the Florida Statutes and Department policy
- CP511.2. Organize offender case documents and files systematically, for efficient accessibility
- CP511.3. Conduct prompt filing of all documents, including those containing confidential information related to offenders under supervision
- CP511.4. Secure paper and electronic documents related to an offender under supervision
- CP511.5. Position the computer monitor in a secure setting when protecting the confidentiality of electronic records related to an offender under supervision
- CP511.6. Maintain an organized workspace and case files in a professional manner, applying Department policy
- CP511.7. Describe the role of the Investigative Tracking Statistics (ITS) system when managing tasks and deadlines in the Offender Based Information System (OBIS)
- CP511.8. Organize tasks based on level of importance and associated deadlines for effective caseload management
- CP511.9. Establish realistic time frames for completing tasks associated with an officer's duties
- CP511.10. Use a calendar regularly when scheduling appointments and monitoring deadlines during caseload management activities
- CP511.11. Describe Other (OTH) investigation tasks, to include the required time frames, when performing the duties of an officer
- CP511.12. Prepare an Other (OTH) investigation involving an offender under supervision for supervisor approval
- CP511.13. Organize your fieldwork itinerary and tasks for effective caseload management in the field
- CP512.1. Describe the functions of the Offender Based Information System (OBIS) for documenting information related to an offender under supervision
- CP512.2. Identify who has access to specific types of offender information in the Offender Based Information System (OBIS)
- CP512.3. Describe the process for obtaining access to the Offender Based Information System (OBIS)
- CP512.4. Describe common screen character names and transactions when navigating in the Offender Based Information System (OBIS)
- CP512.5. Describe the primary Offender Based Information System (OBIS) screens associated with the intake process
- CP512.6. Describe the reports and information the Offender Based Information System (OBIS) can generate
- CP513.1. Review the case file and the Offender Based Information System (OBIS) screens throughout supervision, when managing an offender under supervision
- CP513.2. Identify the process for updating information in the Offender Based Information System (OBIS) for an offender under supervision
- CP513.3. Determine the necessary tasks to manage the case of an offender under supervision effectively

CP513.4. Recognize the role of case notes when documenting information related to offenders under supervision

CP513.5. Describe basic types of offender-related information to document in case notes

CP514.1. Describe an initial 60-day review (IT60) investigation, including the required time frames and documentation, when monitoring an offender under supervision

CP514.2. Process an initial 60-day review (IT60) investigation of an offender under supervision within the required time frame

CP514.3. Describe a re-review (REVV) investigation, including the required time frames and documentation, when monitoring an offender under supervision

CP515.1. Describe the role of an Offender Based Information System (OBIS)-generated exception when managing an offender caseload

CP515.2. List types of exceptions the Offender Based Information System (OBIS) can generate when managing an offender caseload

CP515.3. Respond to an exception generated by the Offender Based Information System (OBIS) when managing an offender caseload

CP516.1. Investigate a missing case file incident regarding an offender under supervision

CP516.2. Recreate the missing case file of an offender under supervision to include the necessary documents, forms, and signatures

CP521.1. Verify if an offender under supervision is eligible for a cost of supervision (COS) prepayment discount, applying the Florida Statutes and Department policy

CP521.2. Describe the procedures for processing a cost of supervision (COS) prepayment discount for an offender under supervision, applying Department policy

CP521.3. Describe the cost of supervision (COS) waiver, applying the Florida Statutes

CP521.4. List common reasons the sentencing authority may waive a cost of supervision (COS) fee

CP521.5. Describe the procedures for processing a cost of supervision (COS) waiver based on offender eligibility, federal guidelines, and Department policy

CP521.6. Describe a Court Ordered Payment System (COPS) investigation to include the required time frame and documentation when monitoring an offender under supervision

CP521.7. Process a Court Ordered Payment System (COPS) investigation when monitoring an offender under supervision

CP522.1. Research the available resources for victim contact information when you receive a restitution payment as undeliverable

CP522.2. Describe how to revise the victim restitution payee-account information, using the correct Court Ordered Payment System (COPS) form, and applying Department policy

CP531.1. List the factors that may affect the supervision level for an offender

CP531.2. Describe alternative contact standard requirements of an offender under supervision

CP531.3. Review the Offender Based Information System (OBIS) when determining whether an offender's contact standard has changed

CP532.1. Describe independent reporting status (IRS) as it applies to an offender's supervision

CP532.2. Verify if an offender is eligible for independent reporting status (IRS), after ensuring an offender's compliance with the conditions of supervision

CP532.3. Process an independent reporting status (IRS) change of supervision for an eligible offender

CP533.1. Describe a 90-day pre-termination review investigation to include the required time frames when monitoring an offender under supervision

CP533.2. Verify the status of all offender conditions of supervision prior to preparing the 90-day pre-termination review investigation

CP533.3. Provide an offender 90-day pre-termination review investigation to your supervisor, within the required time frame

CP533.4. Describe a 30-day pre-termination review investigation to include the required time frames and documentation when monitoring an offender under supervision

CP533.5. Notify the sentencing authority of an offender with a pending VOP hearing, applying Department policy and the Florida Statutes

CP534.1. List the common reasons an officer closes an offender's case file

CP534.2. Identify the deadlines and tasks associated with the close out of an offender case file

CP534.3. Separate paper documents to archive from documents to destroy, when conducting the close out of an offender case file

CP534.4. Provide an offender file pending close out to the appropriate personnel for final review and processing

## **CJK0268 Supervision of Offenders (88 hours)**

**Course Description:** This course provides an overview of methods and processes used in the supervision of offenders.

### **Course Objectives:**

- CP611.1. Describe the concept of evidence-based practice (EBP) in community corrections
- CP611.2. Describe the intervention principles of evidence-based practice (EBP) as applied in community corrections
- CP611.3. Apply the concept of evidence-based practice (EBP) when monitoring an offender under supervision
- CP612.1. Describe the difference between motivational interviewing (MI) and traditional interviewing
- CP612.2. Describe the difference between cognitive dissonance, discrepancy, and ambivalence when describing how and why people change behavior
- CP612.3. Determine where an offender under supervision falls within the stages of change continuum during a motivational interview
- CP612.4. Describe the principles of motivational interviewing (MI) for interacting with an offender under supervision
- CP612.5. Describe resistance behaviors an offender under supervision can display when faced with the need to change their behavior
- CP612.6. Describe the role of motivational interviewing (MI) in offender confrontation and taking responsibility for change when under supervision
- CP613.1. Describe the OARS concept used in motivational interviewing (MI) strategies when interacting with an offender under supervision
- CP613.2. Describe how to recognize and respond to change talk when interacting with an offender
- CP613.3. Describe the role of the Decision Balance Scale in facilitating an offender's decision-making process to change a behavior
- CP613.4. Describe the different types of communication an officer should avoid when motivating the behavior of an offender under supervision
- CP613.5. Describe the role of evidence-based practice when using motivational interviewing (MI) to elicit change in an offender's behavior when under supervision
- CP613.6. Describe the role of eliciting self-motivating statements from the offender under supervision to encourage a change in behavior
- CP613.7. Describe the advanced communication skills used in motivational interviewing (MI) when supervising an offender under supervision
- CP613.8. Describe the eight tasks for learning motivational interviewing (MI) an officer should master to increase motivation for an offender under supervision
- CP621.1. Prepare for an offender's office visit, applying officer safety
- CP621.2. Review the supervision report with an offender during the office visit
- CP621.3. Review the individualized supervision plan (ISP) with an offender during the office visit
- CP621.4. Identify if an offender requires additional community services based on a perceived need during an office visit
- CP621.5. Provide appropriate re-entry initiatives to an offender when meeting during an office visit

CP621.6. Review the Offender Financial Obligation Agreements (OFOA) with an offender during the office visit

CP621.7. Describe the procedure for processing the results of an offender drug test during an office visit

CP622.1. Verify the employment of an offender under supervision based on information provided by the offender

CP622.2. Recognize the employment restrictions that pertain to an offender under supervision, applying the Florida Statutes and Florida Administrative Code (F.A.C.)

CP622.3. Establish a line of communication with an offender's school, applying Department policy

CP622.4. Analyze an offender's proof of school attendance based on information provided by the school and the offender

CP623.1. Describe the types of court-ordered treatment that may be included in an offender's conditions of supervision

CP623.2. Determine which Department-approved provider is able to deliver the court-ordered treatment for an offender under supervision

CP623.3. Process a Community Supervision Referral form for an offender that is court-ordered to a treatment

CP623.4. Notify an offender when to report to the assigned Department-approved treatment provider

CP623.5. Verify an offender reported to the assigned Department-approved treatment provider

CP624.1. Identify the information an offender must provide before receiving approval for travel when under supervision.

CP624.2. Evaluate the offender's request for travel based on reasons for travel and conditions of supervision, applying Department policy

CP624.3. Provide the offender with guidelines upon approval for travel, finalizing the process

CP624.4. Process an offender's request for travel out of the country, applying Department policy

CP625.1. Describe the types of intrastate transfer investigations that can occur for an offender under supervision

CP625.2. Describe the intrastate transfer send (TRNS) investigation that changes residence and reporting probation office for an offender under supervision

CP625.3. Describe the intrastate transfer receive (TRNR) investigation that changes residence and reporting probation office for an offender under supervision

CP626.1. Describe the Federal Interstate Compact, as administered by the Interstate Commission for Adult Offender Supervision (ICAOS)

CP626.2. Describe the role of the Interstate Compact Offender Tracking System (ICOTS) when tracking offender movement across state lines

CP627.1. Determine if a complaint regarding an offender under supervision is valid

CP627.2. Process a complaint regarding an offender under supervision, applying Department policy

CP631.1. Review an offender's information related to a motion to modify their conditions of supervision

CP631.2. Provide the sentencing authority with recommendations regarding an offender's motion for modification of conditions of supervision

CP632.1. Describe a court-ordered presentence investigation (PSI) to include Department time frames.

CP632.2. Assemble the necessary offender information for conducting a presentence investigation (PSI)

CP632.3. Prepare organized and objective recommendations for offender sentencing based on PSI information

CP632.4. Document an offender's information on the appropriate forms when conducting a presentence investigation

CP632.5. Describe a pre-plea presentence investigation when responding to the sentencing authority's request

CP633.1. Review an offender's information before providing bond reduction information to the sentencing authority

CP633.2. Provide bond reduction information to the sentencing authority for an offender under supervision

CP633.3. Notify the sentencing authority should an offender qualify as a violent felony offender (VFO) of special concern when preparing a bond reduction recommendation

CP634.1. Research the conditions of supervision for an offender requesting to serve as a confidential informant (CI)

CP634.2. Secure the sentencing authority's approval for an offender to serve as a confidential informant (CI)

CP634.3. Document confidential informant (CI) information as protected in the case file, applying the Florida Statutes

CP635.1. Verify if an offender is eligible for early termination (ET) of supervision, applying Florida Administrative Code (F.A.C.)

CP635.2. Secure early termination (ET) permission from the sentencing authority for a qualifying offender, applying Florida Administrative Code (F.A.C.)

CP635.3. Identify additional considerations before recommending an offender for early termination (ET), applying the Florida Statutes

CP635.4. Prepare a recommendation requesting early termination (ET) for an offender under supervision after meeting all qualifying criteria

CP641.1. Investigate an offender's failure to report for the required monthly office visit

CP641.2. Determine if an offender's failure to report requires any follow-up action, applying Department policy

CP641.3. Identify when to consider an offender under supervision as an absconder, applying Department policy

CP642.1. Describe common violations of probation that an offender under supervision may commit

CP642.2. Distinguish between willful and non-willful violations of probation when responding to an offender's violation of probation (VOP)

CP642.3. List the considerations for reporting a technical or new law violation of probation (VOP) to the sentencing authority

CP642.4. List the methods for reporting a technical violation of probation (VOP) to the sentencing authority

CP642.5. Identify your authority to respond to an offender who has violated their conditions of supervision, applying the Florida Statutes and Department policy

CP642.6. Prepare a technical violation notification (TVN) letter for the sentencing authority based on the judges' preference list

CP642.7. Review the sentencing authority's response to a technical violation notification (TVN) letter with an offender

CP642.8. Describe when a notice to appear (NTA) is the preferred action in lieu of an arrest warrant when submitting a VOP report



CP642.9. Describe how to process and serve a notice to appear (NTA)

CP642.10. Describe when a release on own recognizance (ROR) is the preferred action when arresting an offender under supervision

CP642.11. Verify the status of a warrant using FCIC/NCIC when assisting with serving a warrant on an offender under supervision

CP642.12. Describe the possible actions the sentencing authority may take when responding to a technical or new law violation, applying the Florida Statutes

CP643.1. Determine the nature of an offender's violation to include in the violation of probation (VOP) report

CP643.2. Identify the function of each component in a violation of probation (VOP) packet

CP643.3. Describe the methods of notifying a judge of an offender's non-compliance using the judges' preference list

CP643.4. Prepare a violation of probation (VOP) report using a Department template to provide a recommendation to the sentencing authority

CP643.5. Determine the appropriate recommendation based on an offender's history and nature of the non-compliance

CP643.6. Prepare an affidavit for a violation of probation (VOP), to include all required information, applying Department policy

CP643.7. Prepare a warrant based on information from the violation of probation (VOP) report

CP643.8. Produce all violation of probation (VOP) documentation needed for the sentencing authority and subsequent legal action

CP643.9. Amend an offender violation report and affidavit before submitting to a supervisor, within the Department-approved time frames

CP651.1. Describe a concurrent sentence when monitoring an offender ordered to supervision

CP651.2. Review the accuracy of the release and termination dates of an offender with concurrent sentences

CP651.3. Provide an offender with the termination date of the final sentence when monitoring concurrent probation sentences

CP651.4. Recognize when the sentencing authority sentences an offender under supervision to a split sentence

CP651.5. Recognize when the sentencing authority sentences an offender under supervision to consecutive sentences

CP651.6. Describe a consecutive sentence (CSEN) investigation when monitoring an offender under supervision

CP651.7. Determine an offender's current location of incarceration and the release date when conducting a consecutive sentence (CSEN) investigation

CP651.8. Monitor the release date of an offender with a consecutive or split sentence when supervising an offender

CP651.9. Notify an offender of reporting instructions before release from incarceration, ensuring offender acknowledgement

CP651.10. Recognize when tolling applies to an offender's sentence, following court orders and applying case law

CP652.1. Describe the relationship between the Department of Corrections and Immigration and Customs Enforcement (ICE) when supervising an offender with a detainer

CP652.2. Describe the function of a detainer when managing an offender under supervision

CP652.3. Review the custody status for release information when monitoring an offender under supervision with an Immigration and Customs Enforcement (ICE) detainer

CP652.4. Review the status of a deported offender under supervision on an annual basis

CP653.1. Review the court order and conditions of administrative probation with an offender under supervision

CP653.2. Monitor an offender sentenced to administrative probation, applying the Florida Statutes and Department policy

CP661.1. Recognize the methods and signs of manipulation and deception when interacting with non-offenders and offenders under supervision

CP661.2. Recognize common officer behaviors that may lead to manipulation and deception when interacting with an offender under supervision

CP662.1. Differentiate between a criminal gang and a security threat group (STG), applying the Florida Statutes

CP662.2. Describe the four common types of gangs found in Florida

CP662.3. Recognize when an offender under supervision may be associated with a gang or security threat group (STG)

CP662.4. Describe the characteristics of extremism, to include the sovereign citizen movement and its potential impact on officers

CP662.5 Identify an offender under supervision as affiliated with or a member of a gang or security threat group (STG)

CP662.6. Gather evidence that meets the criteria for documenting an offender's gang or security threat group (STG) affiliation, applying the Florida Statutes and Department policy

CP662.7. Describe the process for designating an offender under supervision as a gang or security threat group (STG) member, applying the Florida Statutes and Department policy

CP662.8. Recognize the importance of maintaining officer safety when dealing with an offender under supervision who is a member of a gang or security threat group (STG)

## **CJK0269 Field Supervision (80 hours)**

**Course Description:** This course provides foundational knowledge of field supervision, including recognizing and responding to a variety of violations and illegal activities.

### **Course Objectives:**

- CP711.1. Describe the roles of command presence, situational awareness, and positioning when applying officer safety in the field
- CP711.2. Describe the importance of using your senses to observe versus perceive a situation when applying officer safety in the field
- CP711.3. Describe the importance of being prepared before and while conducting fieldwork activities
- CP711.4. Describe the behaviors to avoid when maintaining officer safety in the field
- CP711.5. Apply basic officer survival techniques throughout the performance of your job duties
- CP711.6. Recognize the offender responses to a threatening situation that can prompt you to employ immediate safety and survival techniques
- CP711.7. Apply the cover and concealment technique when approaching any situation in the field
- CP711.8. Recognize officer safety concerns related to offenders' pets, emphasizing unsecured canines
- CP711.9. Distinguish between commonly assigned and optional equipment that a probation officer can use when performing their duties
- CP711.10. Routinely verify the functionality of all assigned and optional safety equipment
- CP711.11. Transport the safety equipment to the appropriate personnel for regular maintenance, following manufacturer's recommendations and Department policy
- CP711.12. Practice a high level of responsibility when maintaining all safety equipment
- CP711.13. Document all safety equipment inspections and maintenance, applying Department policy
- CP712.1. Describe the benefits of functioning as a team when performing the duties of a probation officer
- CP712.2. List possible members of your team when performing the duties of a probation officer
- CP712.3. Describe your role as an effective team member, working towards a common goal
- CP712.4. Identify the consequences of not functioning as a team during high-risk situations
- CP712.5. Apply effective communication and Department policy when functioning as a team
- CP713.1. Describe the role of community-policing organizational transformation when performing your duties as a probation officer
- CP713.2. Describe the role of community-policing problem-solving when performing your duties as a probation officer
- CP713.3. Describe the role of community-policing partnerships when performing your duties as a probation officer
- CP713.4. Participate in planned community-policing activities, maintaining a professional demeanor and applying officer safety
- CP713.5. List criminal justice agencies that may be involved in community-policing partnership events with probation officers
- CP713.6. Describe the role of Planned Compliance Initiatives (PCIs) in enforcing offender conditions of supervision through community-policing partnerships
- CP713.7. Describe the role of ride-alongs in enforcing offender conditions of supervision through community-policing partnerships

CP721.1. Describe the signs and symptoms of an offender using or abusing drugs

CP721.2. Differentiate between offender substance use, abuse, and dependence

CP721.3. Recognize the stage of the substance abuse cycle an offender is exhibiting

CP721.4. Recognize when an offender is displaying signs of an illness that commonly mimics substance abuse

CP721.5. Respond to an offender exhibiting signs of substance abuse that may cause harm to them or others, applying officer safety

CP721.6. Describe the role of the Florida Comprehensive Drug Abuse Prevention and Control Act and the Drug Enforcement Administration when monitoring offenders with substance abuse issues

CP721.7. Recognize illegal drugs, and paraphernalia commonly associated with offenders under supervision

CP721.8. Monitor an offender's prescribed prescription medication for potential abuse

CP722.1. Recognize the indicators of a methamphetamine laboratory to avoid exposure to yourself and the public

CP722.2. Describe the precautions to take when encountering a methamphetamine laboratory

CP722.3. Describe how to safely secure and isolate a methamphetamine laboratory when responding to a contaminated site

CP723.1. Describe the role of the Emergency Response Guidebook (ERG) and the Safety Data Sheet (SDS) when recognizing the presence of hazardous materials (hazmat) throughout the performance of your duties

CP723.2. Recognize the signs and symptoms of exposure to hazardous materials (hazmat) throughout the performance of your duties

CP723.3. Identify how to respond to a hazardous materials (hazmat) incident, applying officer safety and Department policy

CP723.4. Document a hazardous materials (hazmat) encounter in an incident report, applying Department policy

CP731.1. Recognize common indicators of a domestic violence situation when performing the duties of a probation officer

CP731.2. List common reasons why a victim of domestic violence remains in an abusive situation

CP731.3. Respond to a domestic violence situation, taking appropriate action and applying officer safety

CP731.4. Direct the victim of domestic violence to legal and community resources that can provide protection against further violence

CP732.1. Recognize the signs of child abuse, neglect, and abandonment during field supervision activities

CP732.2. Recognize the signs of elder abuse and neglect during field supervision activities

CP732.3. Recognize the signs of abuse and neglect of a vulnerable adult during field supervision activities

CP732.4. Identify the primary caregiver in an abuse, neglect, or abandonment situation

CP732.5. Describe the officer's responsibility for reporting an abuse, neglect, or abandonment situation, applying the Florida Statutes

CP732.6. Determine if the abuse, neglect, or abandonment situation requires making an arrest, applying the Florida Statutes and Department policy

CP732.7. Conduct a follow-up on an abuse, neglect, or abandonment situation, applying the Florida Statutes and Department policy

CP733.1. Recognize the scope of the human trafficking problem within Florida and the U.S.

CP733.2. Differentiate between human trafficking and smuggling

CP733.3. Determine if an incident is human trafficking

CP733.4. List the types of human trafficking and the industries where victims can be found

CP733.5. Recognize an incident of child sex trafficking

CP733.6. Recognize the indicators of labor trafficking and sex trafficking

CP733.7. Describe how to respond to a human trafficking incident

CP741.1. Gather information related to the offender's community using available resources

CP741.2. Survey the offender's community for gang or criminal activity when conducting a daytime drive by

CP741.3. Verify the residence of an offender under supervision during a residence visit

CP741.4. Document the offender's residence verification in case notes and Department-approved logs and vouchers, ensuring all information corresponds

CP742.1. Survey an offender's common and private living space for signs of criminal activity or violation of probation that may initiate a search

CP742.2. Conduct a walk-through visual inspection of the offender's common and private living space, applying officer safety

CP751.1. Differentiate between planned and unplanned searches, applying Department policy

CP751.2. Prepare to conduct a search, applying officer safety and Department policy

CP752.1. Secure the area to search after determining the size and scope of the search

CP752.2. Establish a perimeter before searching the residence of an offender under supervision

CP752.3. Examine the offender's residence in a safe and systematic manner, applying officer safety and Department policy

CP752.4. Examine the offender's conveyance in a safe and systematic manner, applying officer safety and Department policy

CP753.1. Recognize the categories of evidence an officer may find during a search of an offender's residence, conveyance, or person

CP753.2. Recognize common evidence that may result in a violation of probation, when monitoring an offender under supervision

CP753.3. Apply personal protective equipment (PPE) before collecting offender evidence, avoiding contamination of evidence and maintaining officer safety

CP753.4. Describe the collection process and associated packaging materials for electronic evidence

CP753.5. Describe the collection process and associated packaging materials for firearms evidence

CP753.6. Describe the collection process and associated packaging materials for chemical or toxicological evidence

CP753.7. Describe the collection process and associated packaging materials for questioned document evidence

CP753.8. Establish the chain of custody when processing offender evidence to include the transfer to an authorized evidence custodian, applying Department policy

CP761.1. Develop an operational plan to assist law enforcement with serving a warrant on an offender under supervision

CP761.2. Provide operational information to assisting agency personnel before conducting an arrest of an offender under supervision

CP761.3. Establish the roles and responsibilities of all officers involved when arresting an offender for violation of probation

CP761.4. Determine if an offender's conduct meets the requirements for a warrantless arrest, applying Department policy

CP761.5. Describe a warrantless arrest of an offender under supervision, applying the Florida Statutes and Department policy

CP761.6. Coordinate with law enforcement to execute a warrant on an offender under supervision, applying officer safety

## High Liability Courses (2025.07)

### CJK0020: Law Enforcement Vehicle Operations (48 hours)

**Course Description:** This course introduces students to the fundamentals of safely operating a law enforcement vehicle and has a practical skills demonstration component.

#### Course Objectives:

- HL111.1. Check the operational readiness of the exterior of the vehicle
- HL111.2. Check the fluid levels, hoses, wires, and belts
- HL111.3. Inspect the interior of the vehicle to make sure that items are functioning and secured properly
- HL111.4. Inspect the rear seat compartment to locate all visible damage, weapons, and contraband
- HL111.5. Start the vehicle to check for operational readiness
- HL121.1. Identify driving tips for preventing accidents
- HL121.2. Detect potential hazards through the use of the senses
- HL121.3. Identify the importance of vision in identifying potential hazards
- HL121.4. Describe encountered hazards
- HL121.5. Describe techniques that can enhance or impede awareness
- HL121.6. Identify temporary factors that may impact observation
- HL121.7. Identify medical conditions that may impact observation
- HL122.1. Identify corrective action to take when encountering a road or weather hazard
- HL123.1. Identify types of frequently occurring crashes
- HL123.2. Demonstrate crash avoidance techniques
- HL123.3. Identify possible actions to take to avoid injury or further vehicle damage
- HL123.4. Describe techniques and principles to enhance driver awareness, including the three-second and six-second rules
- HL131.1. Explain the importance of braking to a safe speed before entering a turn or corner
- HL131.2. Identify the importance of initiating the steering input before entering a turn or corner
- HL131.3. Identify an increasing, decreasing, and constant radius
- HL131.4. Describe how to locate the apex
- HL131.5. Demonstrate the apexing techniques
- HL131.6. Identify steering as it relates to vehicle dynamics and traction in a turn
- HL131.7. Identify principles of understeering
- HL131.8. Identify principles of oversteering
- HL131.9. Identify principles of wheel tracking
- HL131.10. Identify how to control wheel tracking by properly steering around an object
- HL132.1. Identify how to make the necessary adjustments to the vehicle while seated
- HL132.2. Identify how to properly grip the steering wheel
- HL132.3. Identify the caster effect
- HL133.1. Explain principles of proper braking
- HL134.1. Position the vehicle for entry into a turn or corner
- HL135.1. Identify the pivot position when backing up a vehicle
- HL135.2. Identify how to steer in reverse with your left hand while slowly accelerating and maintaining control of the steering wheel

HL141.1. Identify types of sensory influences the driver may experience at night  
HL141.2. Identify techniques that may improve vision at night  
HL142.1. Identify possible psychological stress on the driver in emergency mode  
HL142.2. Identify possible physiological effects on the driver in emergency mode  
HL142.3. Identify safe emergency driving techniques  
HL143.1. Identify how to make a decision to operate in emergency mode  
HL143.2. Define pursuit  
HL143.3. Explain case law regarding operating a vehicle in emergency mode  
HL143.4. Describe basic steps for conducting a vehicle pursuit  
HL143.5. Identify the conclusions to a pursuit



## **CJK0031: First Aid for Criminal Justice Officers (40 hours)**

**Course Description:** This course introduces students to the basics of rendering first aid in a variety of situations, including during mass casualty incidents, and has a practical skills demonstration component.

### **Course Objectives:**

- HL211.1. Describe the duties of the criminal justice first-aid provider within the emergency medical services (EMS) system
- HL211.2. Describe the officer's responsibilities for providing emergency first aid according to the Criminal Justice Standards and Training Commission (CJSTC) standards
- HL212.1. Describe the legal and ethical responsibilities for a criminal justice first-aid provider
- HL212.2. Describe how the duty to act applies to the criminal justice first-aid provider
- HL212.3. Describe how the standard of care applies to the criminal justice first-aid provider
- HL212.4. Describe how the Good Samaritan Act affects the criminal justice first-aid provider
- HL212.5. Describe the implications of abandonment for the criminal justice first-aid provider
- HL212.6. Describe the implications of negligence for the criminal justice first-aid provider
- HL212.7. Describe the role of consent when providing emergency first aid
- HL212.8. Describe the role of a do-not-resuscitate order (DNR/DNRO) for a criminal justice first-aid provider
- HL212.9. Describe the role of medical alerts or notifications for a criminal justice first-aid provider
- HL212.10. Describe the legal and ethical considerations of HIPAA for the criminal justice first-aid provider
- HL212.11. Recognize that every call for emergency medical care can be a crime scene
- HL213.1. Describe how to communicate with patients who have special considerations
- HL214.1. Describe the function of the respiratory system and its main parts
- HL214.2. Describe the function of the circulatory system and the four major arteries
- HL214.3. Describe the function of the skeletal system and its main parts
- HL214.4. Describe the function of the muscular system and types of muscle
- HL214.5. Describe the function of the nervous system and its two main parts
- HL214.6. Describe the function of the skin
- HL215.1. Describe how exposure to pathogens occur when providing emergency first aid
- HL215.2. Describe the importance of universal precautions, body substance isolation (BSI), and standard precautions when providing emergency first aid
- HL215.3. Describe the importance of practicing hand hygiene to reduce the risk of infection when providing emergency first aid
- HL215.4. Describe the importance of using personal protective equipment (PPE) when providing emergency first aid
- HL215.5. Describe how to put on, properly remove, and discard disposable gloves
- HL215.6. Describe how to maintain equipment and supplies
- HL215.7. Describe the importance of proper handling of biomedical or biohazard materials to reduce the risk of infection when providing emergency first aid
- HL215.8. Describe how to prevent transmission of hepatitis B and hepatitis C when providing emergency first aid

HL215.9. Describe how to prevent transmission of human immunodeficiency virus (HIV) when providing emergency first aid

HL215.10. Describe ways a criminal justice officer can be exposed to airborne pathogens

HL215.11. Describe ways to reduce the risk of COVID-19 transmission when providing emergency first aid

HL215.12. Describe how to prevent transmission of MRSA when providing emergency first aid

HL215.13. Describe how to prevent transmission of hepatitis A when providing emergency first aid

HL221.1. Describe how to determine if the scene is safe to enter before providing emergency first aid

HL221.2. Describe how to recognize the difference between a trauma patient and a medical patient before providing emergency first aid

HL221.3. Describe how to identify all the victims on the scene

HL221.4. Describe how to determine the need for more or specialized help when providing emergency first aid

HL222.1. Describe how to conduct an assessment for level of consciousness (LOC) and if the patient is alert, verbal, in pain, or unresponsive (AVPU)

HL222.2. Describe the primary assessment guidelines

HL222.3. Describe how to conduct an assessment for a massive hemorrhage

HL222.4. Describe how to conduct an assessment for an open airway

HL222.5. Describe how to conduct an assessment for respirations

HL222.6. Describe how to conduct an assessment for circulation

HL222.7. Describe how to conduct an assessment for hypothermia and a head injury

HL222.8. Describe the secondary assessment guidelines

HL222.9. Describe how to conduct an assessment for deformities, open injuries, tenderness, and swelling (DOTS)

HL222.10. Describe how to conduct an assessment for pulse, motor, and sensory (PMS) functions

HL222.11. Describe how to perform a comprehensive physical assessment during a secondary assessment

HL222.12. Describe how to gather patient medical history during a secondary assessment

HL222.13. Describe how to record pulse and breathing rates while providing emergency first aid

HL222.14. Describe how to conduct an ongoing assessment while awaiting additional EMS resources

HL222.15. Describe how to communicate with EMS during a medical emergency

HL223.1. Describe how to lift a patient properly

HL223.2. Describe how to place a patient in a recovery position

HL223.3. Describe factors that contribute to positional asphyxia

HL223.4. Describe how to perform a walking assist of a patient

HL223.5. Describe how to perform an emergency drag of a patient

HL223.6. Describe how to perform an extremity lift of a patient

HL223.7. Describe how to perform a SEAL Team 3 carry of a patient

HL223.8. Describe how to perform a log roll of a patient

HL224.1. Describe the role of the first officer on the scene of a mass casualty incident

HL224.2. Describe how to triage during a mass casualty incident

HL224.3. Describe the officer's role when assisting in a multiple agency response to a mass casualty incident

HL225.1. Differentiate between direct threat care, indirect threat care, and evacuation care environments

HL225.2. Describe how to load a patient into a vehicle

HL231.1. Describe the signs and symptoms of shock

HL231.2. Describe how to provide treatment for shock

HL232.1. Describe how to provide treatment for a closed soft-tissue injury

HL232.2. Describe the different types of open soft-tissue injuries

HL232.3. Describe the three types of bleeding

HL232.4. Describe the main tools to stop bleeding of an open wound

HL232.5. Describe the common signs of major, life-threatening external bleeding

HL232.6. Describe how to use a tourniquet to stop major bleeding from an extremity injury

HL232.7. Describe how to stop major bleeding from a junctional injury

HL232.8. Describe how to treat an injury with minor bleeding

HL233.1. Describe how to provide treatment for an impaled object

HL233.2. Describe how to provide treatment for a human or an animal bite

HL233.3. Describe how to provide treatment for a gunshot wound

HL234.1. Describe how to provide treatment for a neck or spinal injury

HL234.2. Describe how to provide treatment for a head, face, or scalp injury

HL234.3. Describe the signs and symptoms of traumatic brain injury (TBI)

HL234.4. Describe how traumatic brain injury (TBI) occurs in infants and children

HL234.5. Describe how to provide treatment for an adult, child, or infant experiencing a traumatic brain injury (TBI)

HL234.6. Describe how to provide treatment for an eye injury

HL234.7. Describe how to provide treatment for an open neck wound

HL235.1. Describe how to provide treatment for different types of chest injuries

HL235.2. Describe how to make an improvised chest seal

HL235.3. Describe how to provide treatment for an evisceration

HL235.4. Describe how to provide treatment for a genital injury

HL235.5. Describe how to provide treatment for a fractured pelvis

HL236.1. Describe the classifications of fractures

HL236.2. Describe the symptoms of a fractured extremity

HL236.3. Describe the symptoms of a dislocation, sprain, and strain

HL236.4. Describe how to provide treatment for an amputated body part

HL237.1. Recognize the seriousness of a burn as it relates to the depth of tissue damage

HL237.2. Recognize the seriousness of a burn as it relates to the location of the burn on the patient

HL237.3. Recognize how the type of burn will determine scene safety concerns

HL237.4. Describe how to provide treatment for a thermal burn

HL237.5. Describe how to provide treatment for an inhalation burn

HL237.6. Describe how to provide treatment for a chemical eye burn

HL237.7. Describe how to provide treatment for a chemical skin burn

HL237.8. Describe how to provide treatment for an electrical burn

HL241.1. Describe how overdose can occur

HL241.2. Describe the signs and symptoms of an overdose

HL241.3. Describe how to respond to a suspected overdose

HL241.4. Describe when and how to administer naloxone

HL241.5. Describe how to respond to fentanyl exposure

HL241.6. Describe how to respond to a patient experiencing substance withdrawal

HL242.1. Describe signs and symptoms of a diabetic emergency

HL242.2. Describe how to respond to a patient having a diabetic emergency

HL242.3. Describe signs, symptoms, and causes of seizures

HL242.4. Describe how to respond to a patient experiencing a seizure

HL243.1. Describe how to respond to a patient with a severe asthma attack

HL243.2. Describe the signs and symptoms of a stroke

HL243.3. Describe how to respond to a patient experiencing a stroke

HL243.4. Describe the signs and symptoms of a heart attack

HL243.5. Describe how to respond to a patient experiencing a heart attack

HL244.1. Describe various ways the body adjusts to heat and cold

HL244.2. Describe how to provide treatment for heat-related injuries

HL244.3. Describe how to provide treatment for cold-related injuries

HL245.1. Describe how to respond to a patient with acute abdominal pain or distress

HL245.2. Describe the different methods of poisoning

HL245.3. Describe the signs and symptoms of poisoning

HL245.4. Describe how to provide treatment for poisoning

HL245.5. Describe signs and symptoms of anaphylactic shock

HL245.6. Describe how to provide treatment for anaphylactic shock

HL246.1. Describe how to prepare for the delivery of a baby

HL246.2. Describe how to assist during the delivery of a baby

HL246.3. Describe how to care for a newborn immediately after the delivery

HL246.4. Describe how to manage the umbilical cord and placenta after the delivery of a baby

HL246.5. Describe how to provide treatment for complications of childbirth

## **CJK0040: Criminal Justice Firearms (80 hours)**

**Course Description:** This course introduces students to the fundamentals of safe firearms handling and operation and has a practical skills demonstration component.

### **Course Objectives:**

- HL311.1. Identify the primary and support hand
- HL311.2. Identify the common cause of most firearm accidents
- HL311.3. Identify the general rules of safety that should be applied to all firearms
- HL311.4. Identify what safety rules to follow on the range
- HL311.5. Identify the requirements in the Florida Statutes for storing a firearm
- HL312.1. Identify elements of the Florida Statutes as related to the use of force by criminal justice officers
- HL312.2. Define deadly force
- HL312.3. Identify the essential criteria to determine the justification of the use of deadly force
- HL321.1. Identify pistol ammunition parts and nomenclature
- HL321.2. Explain the difference between caliber and gauge
- HL321.3. Identify any abnormalities or defects on ammunition
- HL321.4. Identify proper handling procedures for ammunition
- HL331.1. Identify semiautomatic pistol parts with the correct nomenclature
- HL331.2. Describe the function of semiautomatic pistol parts
- HL331.3. Identify semiautomatic pistol magazine parts with the correct nomenclature
- HL331.4. Describe how the semiautomatic pistol works
- HL331.5. Describe how to perform a function check on a semiautomatic pistol
- HL331.6. Identify the steps to safely hand a semiautomatic pistol to another person
- HL332.1. Identify the steps to draw a handgun
- HL332.2. Demonstrate how to perform a lateral step while drawing a handgun
- HL332.3. Demonstrate a proper two-handed grip with a semiautomatic pistol
- HL332.4. Identify the steps to holster a handgun
- HL333.1. Demonstrate how to load and charge a semiautomatic pistol
- HL333.2. Demonstrate how to unload a semiautomatic pistol
- HL333.3. Demonstrate how to perform an empty gun reload on a semiautomatic pistol
- HL334.1. Demonstrate how to safely handle the semiautomatic pistol when identifying and correcting a malfunction
- HL334.2. Identify the types of semiautomatic pistol malfunctions that may occur
- HL334.3. Apply the proper techniques for clearing semiautomatic pistol malfunctions
- HL335.1. Apply the proper shooting stances and positions when shooting a handgun
- HL335.2. Demonstrate how to obtain sight alignment and sight picture with a handgun
- HL335.3. Apply the point shooting technique with a handgun
- HL335.4. Apply proper trigger control and follow-through with a handgun
- HL336.1. Apply proper flashlight grips when shooting a semiautomatic pistol in lowlight conditions
- HL336.2. Apply proper flashlight techniques when shooting a semiautomatic pistol in lowlight conditions
- HL337.1. Demonstrate how to fieldstrip a semiautomatic pistol
- HL337.2. Identify the proper supplies and tools to use when cleaning a semiautomatic pistol

HL337.3. Demonstrate how to clean, lubricate, and prepare a semiautomatic pistol

HL341.1. Explain the difference between cover and concealment

HL341.2. Identify factors to consider when choosing the appropriate cover

HL341.3. Identify methods to consider before moving to cover

HL341.4. Identify methods to consider while moving to cover

HL341.5. Identify methods to consider when using cover to engage a threat

HL341.6. Demonstrate an appropriate shooting position from behind cover

HL341.7. Demonstrate how to perform a tactical reload with a semiautomatic pistol

HL342.1. Demonstrate how to disengage the holster retention devices with your support hand

HL342.2. Demonstrate how to reload using one hand only

HL343.1. Demonstrate how to scan surroundings for possible threats

HL343.2. Identify the physiological changes associated with survival stress

HL343.3. Identify the possible sources of survival stress during an active threat/shooter incident

HL343.4. Demonstrate how to tactically respond to an active threat/shooter incident

## **CJK0051: Criminal Justice Defensive Tactics (80 hours)**

**Course Description:** This course introduces students to the fundamentals of defensive tactics and has a practical skills demonstration component.

### **Course Objectives:**

- HL411.1. Define defensive tactics
- HL412.1. Apply strategies for optimal physical performance during a defensive tactics training program
- HL412.2. Demonstrate falling techniques
- HL412.3. Demonstrate recovery techniques
- HL421.1. Identify elements of the Florida Statutes related to the use of force by criminal justice officers
- HL421.2. Explain the provisions of chapters 944 and 945, F.S., related to the use of force by state correctional and correctional probation officers
- HL421.3. Explain the concept of objective reasonableness
- HL421.4. Explain that subject resistance and officer response may change rapidly
- HL421.5. Apply the legal authority for an officer's response to a subject's resistance
- HL421.6. Explain escalation, de-escalation, and disengagement
- HL421.7. Explain how the injury potential to an officer may affect their response
- HL421.8. Define passive resistance
- HL421.9. Define active resistance
- HL421.10. Define aggressive resistance
- HL421.11. Define deadly force resistance
- HL421.12. Demonstrate officer presence
- HL421.13. Define physical control
- HL421.14. Define less lethal weapon
- HL421.15. Discuss deadly force in relation to defensive tactics
- HL421.16. Identify what is needed to justify using deadly force
- HL421.17. Identify the circumstances when an officer has the duty to intervene
- HL421.18. Identify the subject's ability, opportunity, and intent as they relate to the officer's response to resistance
- HL421.19. Explain what totality of circumstances means
- HL421.20. Identify various situational factors that may influence the use of force
- HL421.21. Apply reasonable and necessary force to given situations
- HL422.1. Explain how survival stress affects confrontation between a subject and an officer
- HL422.2. Describe the four instinctual reactions when experiencing survival stress
- HL422.3. Describe the psychological changes that may occur while experiencing survival stress
- HL422.4. Describe the physiological changes that may occur while experiencing survival stress
- HL422.5. Describe the impact that survival stress may have on an officer's decision-making
- HL422.6. Describe the changes that may occur in speech patterns while experiencing survival stress
- HL422.7. Identify the desired state of awareness or readiness an officer should maintain while on routine duty
- HL422.8. List techniques that may assist an officer in managing the effects of survival stress
- HL431.1. Describe the fundamental principles of applying defensive tactics
- HL431.2. Describe how to gain control over a subject when applying defensive tactics

HL432.1. Describe the components of appropriate verbal direction

HL433.1. Identify the need for conducting a threat assessment

HL433.2. Identify verbal and non-verbal cues in assessing threats

HL433.3. Demonstrate the interview stance

HL433.4. Demonstrate the offensive ready stance

HL433.5. Identify relative positioning

HL433.6. Demonstrate how to maintain a minimum reactionary gap

HL433.7. Identify the danger zone

HL433.8. Demonstrate hand clearing

HL433.9. Define reaction time principle

HL433.10. Demonstrate evasion and redirection techniques

HL434.1. Demonstrate pressure point techniques

HL435.1. Demonstrate escort and transporter techniques

HL436.1. Demonstrate using restraint devices

HL437.1. Demonstrate conducting physical frisks and searches

HL438.1. Demonstrate blocking techniques

HL438.2. Identify target areas for empty-hand strikes

HL438.3. Demonstrate striking techniques

HL438.4. Demonstrate diversion techniques

HL438.5. Demonstrate kicking techniques

HL439.1. Demonstrate takedown techniques

HL4310.1. Demonstrate upright grappling and body hold escape techniques

HL4311.1. Demonstrate a simulation of a vascular neck restraint technique

HL4312.1. Demonstrate ground control techniques

HL4312.2. Demonstrate ground escape techniques

HL4313.1. Identify target areas for impact weapon strikes

HL4313.2. Demonstrate impact weapon techniques

HL4314.1. Identify the types of chemical agents used by criminal justice officers

HL4314.2. Identify the active ingredient in oleoresin capsicum

HL4314.3. Identify the use of the Scoville heat unit (SHU) in measuring the burning effect of chemical agents

HL4314.4. Identify the physical effects of a chemical agent on a subject

HL4314.5. Describe the correct responses to a subject's prolonged or severe reactions to chemical agent contamination

HL4314.6. Identify decontamination procedures for contamination from a chemical agent

HL4315.1. Demonstrate weapon retention techniques.

HL4316.1. Demonstrate handgun defense techniques

HL4317.1. Demonstrate defense against edged weapons techniques

HL4318.1. Demonstrate the simulation of deadly force techniques



## **CJK0421: Conducted Electrical Weapon/Dart-Firing Stun Gun (4 hours)**

**Course Description:** This course introduces students to conducted electrical weapons (CEW) and their possible effects on the human body.

### **Course Objectives:**

- HL500.1. Provide the statutory and commonly used definitions of a CEW
- HL500.2. Describe how an officer becomes authorized to use a CEW
- HL500.3. Describe the statutory guidelines for when to use a CEW
- HL500.4. Describe how a CEW works to control a subject
- HL500.5. Describe how to use a dart-firing stun gun (DFSG) as a drive stun
- HL500.6. Describe the effects of using a CEW on the human body
- HL500.7. Describe appropriate target areas on a subject when using a CEW
- HL500.8. Describe subject behaviors that can influence your decision to use a CEW
- HL500.9. Describe the statutory use of force guidelines for using a CEW
- HL500.10. Describe tactical factors involved in deciding when to use a CEW
- HL500.11. Describe subject and officer safety concerns when using a CEW
- HL500.12. Describe how to care for an in-custody subject after using a CEW
- HL500.13. Describe how to document using a CEW
- HL500.14. Recognize the importance of remaining current on CEW policy issues and trends

**CJK0096: Physical Fitness for Criminal Justice Officers (LE; 60 hours)**

**CJK0340: Physical Fitness for Criminal Justice Officers (CO; 30 hours)**

**CJK0281: Physical Fitness for Criminal Justice Officers (CPO; 34 hours)**

**Course Description:** This course provides students with a structured physical fitness conditioning program within the academy.

**Course Objectives:**

HL600.1. Explain why physical training requirements are necessary for a criminal justice officer

HL600.2. Describe each of the five parts of the required physical assessments in a Commission-approved basic recruit training program

HL600.3. Demonstrate the vertical jump in the required entry and exit assessments

HL600.4. Demonstrate one-minute sit-ups in the required entry and exit assessments

HL600.5. Demonstrate the 300-meter run in the required entry and exit assessments

HL600.6. Demonstrate the maximum push-ups in the required entry and exit assessments

HL600.7. Demonstrate the 1.5-mile run in the required entry and exit assessments

## **Auxiliary Law Enforcement Officer Discipline-specific Courses (2025.07)**

### **CJK0023: Introduction to Law Enforcement (4 hours)**

**Course Description:** This course provides an introduction to the law enforcement auxiliary officer profession, including the certification process and the structure of the criminal justice system.

#### **Course Objectives:**

- AL101.1. Describe the certification process for a law enforcement auxiliary officer
- AL101.2. Explain the purpose of the Criminal Justice Standards and Training Commission
- AL101.3. Identify the possible penalties for noncompliance in the officer disciplinary process
- AL102.1. Know the concepts of values, ethics, and professionalism
- AL102.2. Explain unethical behavior as it relates to an officer's duties
- AL102.3. Explain confidential information as it applies to law enforcement
- AL102.4. Explain conflict of interest in ethical behavior
- AL102.5. Explain unprofessional behaviors that officers must avoid in community interaction
- AL102.6. Explain sexual harassment in accordance with Title VII of the Civil Rights Act
- AL102.7. Identify effective strategies for preventing sexual harassment in the workplace
- AL102.8. Describe the consequences of sexual harassment
- AL103.1. Know the structure of the criminal justice system
- AL103.2. Describe the relationship between the components of the criminal justice system
- AL103.3. Identify examples of law enforcement agencies in the criminal justice system
- AL103.4. Describe the primary personnel of the court system
- AL103.5. Recognize the components of the corrections system
- AL104.1. Explain the organizational structure of a law enforcement agency
- AL104.2. Define chain of command as used in a law enforcement agency
- AL104.3. Describe the consequences of not following proper chain of command
- AL104.4. Describe the importance of communication in a law enforcement agency
- AL104.5. Explain effective delegation of authority as it applies in a law enforcement agency
- AL104.6. Describe the concept of direct supervision for an auxiliary officer
- AL104.7. Describe the additional administrative duties an auxiliary officer might perform**

## **CJK0024: Legal Concepts (20 hours)**

**Course Description:** This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the law enforcement auxiliary officer profession.

### **Course Objectives:**

- AL211.1. Describe the foundation of law for the U.S. legal system
- AL211.2. Explain the concepts of constitutional and statutory law
- AL211.3. Explain the purpose of criminal, civil, and administrative law
- AL211.4. Explain how case law impacts the interpretation of statutes and rules and affects an officer's actions
- AL211.5. Explain the importance of the Bill of Rights as provided in the U.S. Constitution
- AL211.6. Summarize the basic concepts of due process as provided in the U.S. Constitution
- AL212.1. Differentiate between felony and misdemeanor offenses in the Florida Statutes
- AL212.2. Contrast criminal offenses, non-criminal offenses, and municipal ordinance violations
- AL221.1. List the four standards of legal justification
- AL221.2. Explain an officer's legal justification to act
- AL221.3. Describe an officer's possible actions during a consensual encounter
- AL221.4. Explain possible sources of reasonable suspicion
- AL221.5. Describe an officer's possible actions based upon reasonable suspicion
- AL221.6. Explain the legal use of pretext stops
- AL221.7. Explain how to verify if probable cause exists
- AL221.8. List reliable sources of information for developing probable cause
- AL222.1. Describe the Fourth Amendment guarantees related to search and seizure
- AL222.2. Differentiate between search and seizure
- AL222.3. Describe the scope of searches legally permitted for a law enforcement officer
- AL222.4. State the legal requirements for a law enforcement officer to obtain a search warrant
- AL222.5. Differentiate between the Exclusionary Rule and the Good Faith Doctrine
- AL222.6. Know the exceptions to the search warrant requirement
- AL 223.1. Describe the purposes for which a person may own, possess, and use a weapon or firearm
- AL 223.2. Describe the basic legal requirements for a person to carry a concealed weapon or firearm
- AL224.1. Describe when an officer is authorized to make a legal warrantless arrest
- AL224.2. Understand the statutory exceptions to the misdemeanor arrest requirement
- AL224.3. Explain the concept of a notice to appear
- AL224.4. Explain how a probable cause affidavit is used in the U.S. court system
- AL224.5. Explain the legal application of fresh pursuit during a law enforcement incident
- AL224.6. Recognize the jurisdictional issues of fresh pursuit
- AL225.1. Explain the objective reasonableness standard
- AL225.2. Know when the Florida Statutes permit the use of force in defense of person
- AL225.3. Explain the no retreat or stand your ground law
- AL225.4. Explain the use of force situations for arrest or detention by officers
- AL225.5. Identify when an officer may use deadly force
- AL231.1. Distinguish between the witness, victim, and suspect in a criminal incident
- AL231.2. Distinguish between a principal in the first degree, an accessory, and an accessory after the fact

AL231.3. Understand the concept of criminal intent  
AL231.4. Know the meaning of criminal attempt  
AL231.5. Understand the elements of solicitation  
AL231.6. Understand the elements of conspiracy  
AL232.1. Differentiate between the crimes of theft and robbery  
AL232.2. Explain the elements of trespass on property or in a structure or conveyance  
AL232.3. Explain the elements of burglary  
AL232.4. List the elements of loitering and prowling  
AL232.5. Explain the elements of assault  
AL232.6. Explain the elements of battery  
AL232.7. Explain the meaning of domestic violence  
AL232.8. List the various types of homicide  
AL232.9. List the elements of disorderly conduct  
AL232.10. Explain the elements of drug offenses  
AL232.11. Explain the elements of sexual battery  
AL232.12. Explain the elements of criminal mischief  
AL232.13. Explain the elements of abuse offenses  
AL232.14. Explain the elements of false imprisonment  
AL232.15. List the elements of kidnapping  
AL232.16. Explain the elements of human trafficking  
AL232.17. Explain the elements of human smuggling  
AL232.18. Explain the elements of terrorism and agroterrorism  
AL232.19. Explain the elements of written threats to kill, do bodily injury, or conduct a mass shooting or an act of terrorism  
AL232.20. Explain the elements of use of a scanning device or re-encoder to defraud  
AL232.21. Explain the elements of criminal use of personal identification information

## **CJK0025: Patrol and Professional Communication (12 hours)**

**Course Description:** This course provides students with the foundational knowledge of effective communication for law enforcement auxiliary officers, including interpersonal communication and interviewing techniques.

### **Course Objectives:**

- AL311.1. Describe the characteristics of effective communication
- AL311.2. Describe the role of listening and speaking in effective communication
- AL311.3. Describe how to effectively bridge communication and language barriers when interacting with the public
- AL312.1. Distinguish between observation and perception
- AL312.2. Describe the uses of observational skills
- AL312.3. Understand the importance of using the senses while performing official duties
- AL312.4. Explain the benefits of physical fitness when performing official duties
- AL312.5. Understand how to maintain situational awareness while on patrol
- AL312.6. Describe the relationship between anger, violence, and conflict resolution
- AL312.7. Describe strategies for conflict resolution an officer may use in a volatile incident
- AL313.1. Explain the importance of a positive self-image during a community interaction
- AL313.2. Understand command presence as a form of non-verbal communication
- AL313.3. Meet the community's expectations of professionalism and courtesy for an officer
- AL313.4. Explain bias-based or discriminatory policing as it relates to an officer's treatment of people while performing official duties
- AL313.5. Explain the legal equal protections guaranteed by the Fourteenth Amendment
- AL313.6. Recognize the perception by minorities of unfair treatment by law enforcement
- AL313.7. Explain the concept of community-oriented policing
- AL313.8. Understand the purpose of problem-solving models in community-oriented policing
- AL314.1. Understand the importance of patrol to detect or deter criminal activity
- AL314.2. Understand the importance of maintaining equipment and training schedules
- AL314.3. Describe a safe response to a call for service that is non-criminal in nature
- AL314.4. Determine the level of service to provide by assessing the circumstances at the scene
- AL321.1. Explain the uses of mobile communication devices in conducting official functions
- AL321.2. Identify the importance of radio usage in the performance of an officer's duty
- AL321.3. Describe the duties of dispatch personnel when sending or receiving information
- AL321.4. Explain appropriate protocol when constructing and transmitting radio messages
- AL321.5. Describe the standard procedures for radio communication during a patrol shift
- AL321.6. Describe the function of a BOLO
- AL321.7. List the criteria to include in an effective BOLO
- AL322.1. Explain what information is available in the FCIC, NCIC, and NLETS databases for a records check
- AL322.2. Identify the policies governing data available through FCIC
- AL322.3. Explain what information is available in DAVID, FALCON, CJNET, and other online sources for a records check
- AL331.1. Explain the importance of accurate note taking during an interview

AL331.2. Identify the basic types of information to include in field notes during an interview

AL332.1 Explain the importance of the Miranda decision for conducting a legal interrogation

AL332.2. Identify the key aspects of the Miranda decision as provided in case law

AL332.3. Know how to administer Miranda warnings to a suspect during an interrogation

AL332.4. Describe the concept of custody in relation to the Miranda decision

AL332.5. Explain the elements of interrogation in relation to the Miranda decision

AL332.6. Explain the importance of a suspect understanding their Miranda rights

AL332.7. Explain the importance of administering a waiver of rights prior to an interrogation

AL332.8. Know the actions to take when a suspect invokes their Miranda rights

AL333.1. Identify the purpose of an interview during an incident investigation

AL333.2. Identify the important people to interview regarding an incident

AL333.3. Choose a comfortable and safe environment suitable for interviewing

AL333.4. Determine the order of people to interview based upon the factors of the incident

AL333.5. Gather initial information about the incident from the people at the crime scene

AL333.6. Direct victims, witnesses, and suspects to a separate location at a crime scene

AL333.7. Gather information related to injuries sustained at the crime scene

AL333.8. Identify the limitations on what an officer may say or do during an interview

AL334.1. Describe the three stages involved in an interview process

AL334.2. Describe the basic types of interview techniques used during questioning

AL334.3. Describe what officers can do to evaluate their interviewing skills

AL334.4. Respond to common signs of deceptive responses exhibited by an interviewee

AL334.5. List effective officer responses to different types of interviewee behaviors

AL334.6. Describe how to administer an oath to obtain a written sworn statement

AL334.7. Explain the importance of reviewing an interviewee's statements for completeness

AL334.8. Explain the importance of an interviewee's signature on a written statement

AL341.1. Describe the critical job functions of an incident report

AL341.2. Describe the two common methods of organizing information for report writing

AL341.3. Review field notes to ensure correctness and accuracy prior to writing a report

AL341.4. Apply the Standard English elements of clear and effective report writing

AL341.5. Review a completed incident report for errors using Standard English grammar rules

## **CJK0026: Interactions in a Diverse Community (12 hours)**

**Course Description:** This course provides foundational knowledge of recognizing and responding to a variety of populations within a community, including during times of crisis, and providing appropriate intervention when needed.

### **Course Objectives:**

- AL411.1. Explain how the requirements of the ADA affect an officer's duties
- AL411.2. Explain how officers can protect the rights of a person with a disability
- AL411.3. Describe the officer guidelines for interacting with a person who has disabilities
- AL411.4. Know the signs of abuse, neglect, and exploitation for an elderly person or disabled adult
- AL411.5. Know how to assist a DCF investigator to investigate an elderly person or disabled adult abuse incident
- AL411.6. Know how to document incidents of abuse, neglect, and exploitation of an elderly person or disabled adult
- AL412.1. Understand the different types of physical impairments
- AL412.2. Explain how an officer should interact with a person who is visually impaired
- AL412.3. Explain how an officer should interact with a person who is hearing impaired
- AL412.4. Explain how an officer can protect the rights of the hearing impaired during an arrest
- AL412.5. Explain how an officer should interact with a person who is speech impaired
- AL413.1. Describe the characteristics of a developmental disability
- AL413.2. Describe the functional limitations of a person with a developmental disability
- AL413.3. Know how to respond with assistance to a person with a developmental disability
- AL413.4. Know how to use available resources to assist people with developmental disabilities
- AL414.1. Describe characteristics of veterans in a civilian environment
- AL414.2. Describe the characteristics of a person with post-traumatic stress disorder (PTSD)
- AL414.3. Describe the characteristics of traumatic brain injuries (TBI)
- AL414.4. Identify challenges that veterans face after returning to civilian life
- AL414.5. Describe an officer's response to an incident involving a veteran with a TBI or PTSD
- AL415.1. Differentiate between child abuse, neglect, and abandonment when conducting an initial investigation
- AL415.2. Determine if an incident is abusive head trauma
- AL415.3. Determine if the incident involves sexual performance of a child
- AL415.4. Understand when sexual battery of a child is also child abuse
- AL415.5. Know how to assist a DCF investigator to investigate a child abuse incident
- AL415.6. Determine if the parent or caregiver is the subject of a child protective investigation or under judicial supervision
- AL415.7. Know how to document and report incidents of child abuse, neglect, and abandonment
- AL415.8. Identify common characteristics of juvenile offenders that an officer may encounter
- AL415.9. Identify attributes that an officer needs to interact with juveniles effectively
- AL415.10. Explain the purpose of using conflict resolution skills in disputes with a juvenile
- AL415.11. Determine if the suspect of a sexual offense is a juvenile sex offender
- AL415.12. Describe the procedures for processing a juvenile in an adult detention facility
- AL416.1. Describe the elderly and their various types of living arrangements



AL416.2. Identify common physical and emotional characteristics of an elderly person

AL416.3. Identify ways to communicate effectively with an elderly person

AL417.1. Describe the types of crimes associated with people who are homeless

AL417.2. Describe the possible enforcement options an officer can provide to a person who is homeless instead of arrest

AL421.1. Describe the factors that can influence how a person responds to a crisis

AL421.2. Describe the behavioral characteristics and reactions of a person in crisis

AL421.3. Explain the role of a law enforcement officer during a crisis

AL421.4. Describe an officer's response to a call for service for a crisis

AL422.1. Describe how to respond to a mentally ill person during the intervention process

AL422.2. Identify characteristics of an individual who is at a high risk for suicide

AL422.3. Describe how to communicate with a suicidal person during the intervention process

AL423.1. Decide if a person should be released, arrested, or referred for voluntary or involuntary psychiatric evaluation in an incident involving mental illness

AL423.2. Determine if the individual should be released, arrested, or referred for voluntary or involuntary substance abuse services

AL424.1. Differentiate between kidnapping and false imprisonment

AL424.2. Determine if the facts and circumstances of the incident meet the statutory requirements to make an arrest for false imprisonment or kidnapping

AL424.3. Describe the role of the officer when assisting with the investigation of a missing or endangered person

AL424.4. Describe the law enforcement response to a runaway child

AL424.5. Determine if the facts and circumstances of the incident meet the statutory requirements to make an arrest for sexual battery

AL424.6. Determine the need to transport a victim of a sexual offense to a medical facility

AL424.7. Know when to initiate the victim advocate process while conducting an initial investigation for a sexual offense incident

AL424.8. Describe the process to evaluate the official documentation for sexual offenses, to include a victim review of any statements or reports

AL424.9. Differentiate between human smuggling and human trafficking

AL424.10. Determine if the facts and circumstances of the incident meet the statutory elements required when making an arrest for human smuggling

AL424.11. Determine if the facts and circumstances of the incident meet the statutory elements required when making an arrest for human trafficking

AL424.12. Know how to document a human trafficking situation related to reporting child abuse

AL424.13. Determine when an incident meets the criteria for domestic violence according to the Florida Statutes

AL424.14. Determine if the facts and circumstances meet the elements required when making an arrest for a domestic violence qualifying offense

AL424.15. Know how to apply investigative findings to determine the primary aggressor in a domestic violence incident

AL424.16. Describe a possible course of action the officer can suggest in a domestic violence incident where an arrest is not necessary

AL424.17. Document a domestic violence incident according to Florida Statutes and agency policy

AL424.18. Determine if a domestic violence incident meets the requirements for an injunction to protect a victim

AL424.19. Know when to provide a victim's rights and remedies brochure or arrange for transportation to a shelter to assist a victim of domestic violence

AL425.1. Know how and when to transport a person under the Baker Act or the Marchman Act to a medical facility

AL425.2. Determine the need for a non-custodial transport based on urgency and available resources

AL425.3. Describe restrictions and limitations for non-custodial transport

## **CJK0027: Calls for Service and Arrest Procedures (24 hours)**

**Course Description:** This course introduces students to the principles and procedures involved in responding to calls for service as a law enforcement auxiliary officer.

### **Course Objectives:**

- AL511.1. Know how to evaluate and use the information received from dispatch prior to arriving at the scene
- AL511.2. Communicate officer status with dispatch upon arrival and throughout the incident
- AL511.3. Determine what to do after surveying the scene for threats, injuries, and the need for additional resources
- AL511.4. Explain how to identify what happened, who was involved, and possible suspects by interviewing the complainants, witnesses, or victims
- AL511.5. Determine if the scene merits an emergency or non-emergency backup response
- AL511.6. Describe the type of assistance a primary officer may need when providing backup
- AL512.1. Identify how to establish a perimeter to ensure public safety
- AL512.2. Identify resources available to establish a perimeter
- AL512.3. Describe how to monitor a perimeter for any change of status
- AL513.1. Review safety concerns for conducting a thorough search of a building or grounds for a suspect
- AL513.2. Ensure the safety of non-involved people while searching the building or grounds for a suspect
- AL513.3. Describe effective techniques for conducting a search of a building or grounds for a suspect
- AL521.1. Gather background information from dispatch on the subject of a well-being check
- AL521.2. Make contact with the subject of the well-being check to determine their status
- AL521.3. Determine if forced entry is required during a well-being check
- AL521.4. Notify the interested parties of the outcome of the well-being check
- AL521.5. Investigate indicators of criminal activity during a security check
- AL521.6. Provide incident information and recommendations to the owner of the property after conducting a security check
- AL522.1. Describe the types of alarm calls that an officer may encounter
- AL522.2. Describe arriving at the scene of an alarm call based on information from dispatch
- AL522.3. Interview the initial complainant or property owner to resolve the alarm issue
- AL522.4. Secure the scene when responding to an alarm call to ensure officer and resident safety
- AL523.1. Notify property owners or residents of an environmental danger or hazard
- AL523.2. Describe how to safely and orderly evacuate residents out of a building or area
- AL523.3. Assist additional resources upon arrival at the scene of an evacuation by providing incident information, controlling traffic, or providing first aid
- AL524.1. Assess the need to give first aid to people involved in a wild or domestic animal incident
- AL524.2. Determine the degree of danger at the scene of a wild or domestic animal incident
- AL524.3. Safely remove a wild or domestic animal threat using additional resources
- AL524.4. Apply animal cruelty statutes for animal abuse when responding to calls for service
- AL525.1. Obtain safety requirements from a supervisor or event coordinator when providing security for a special event
- AL525.2. Position yourself in a visible and tactical positioning while providing security for a special event
- AL525.3. Take appropriate lawful action while providing security for a special event

AL531.1. Determine the threat level of a crowd, demonstration, or riot through observation

AL531.2. Describe information to relay to dispatch during a situation involving a crowd

AL531.3. Describe officer action based on observations and analysis of the crowd

AL531.4. Describe safely engaging participants of a crowd, demonstration, or riot

AL532.1. Determine the threat level of the civil disturbance to ensure safety

AL532.2. Describe the types of situations in which an officer may conduct a civil standby

AL532.3. Determine an action to resolve a situation with a disorderly or irate person

AL533.1. Identify the subject of the civil process by reviewing the documentation

AL533.2. Identify the location of the subject by searching available resources or databases

AL533.3. Explain delivering a civil process after identifying the nature of the document

AL533.4. Confirm delivery of a civil process by signing and returning the documentation

AL533.5. Report to the assigned location prior to the execution of a search warrant

AL533.6. Identify the subject of an arrest warrant, a capias warrant, or a pick-up order by reviewing the document information

AL533.7. Identify the location of the subject based on an arrest warrant, a capias warrant, or a pick-up order by searching available resources or databases

AL533.8. Explain that officers are required by law to advise the subject of an arrest warrant, a capias warrant, or a pick-up order of its contents

AL533.9. Describe the completion of an arrest warrant, a capias warrant, or a pick-up order by processing the appropriate documentation

AL541.1. Describe techniques for safely approaching a suspect

AL541.2. Identify methods for establishing communication when approaching a suspect

AL541.3. Determine how to pursue a suspect on foot safely

AL542.1. Use effective restraint techniques to make a safe and lawful arrest

AL542.2. Seize and secure contraband

AL542.3. Explain why information is released through a supervisor or the public information officer

AL542.4. Describe how to conduct the safe escort of a detainee on foot

AL542.5. Explain how to secure a detainee and property for custodial transport

AL542.6. Safely transfer a detainee and property to the receiving facility

AL542.7. Present complete and accurate documentation for a detainee at the receiving agency

AL542.8. Advise the receiving facility of any known medical conditions for the detainee

AL542.9. Submit evidence when processing a detainee in accordance with agency policy

AL551.1. Earn a passing score on the two National Incident Management System training modules for the incident command system

## **CJK0028: Traffic Stops and Crash Investigations (28 hours)**

**Course Description:** This course provides foundational knowledge of the procedures involved when conducting a traffic stop and investigating a crash scene.

### **Course Objectives:**

- AL611.1. Identify the Florida Statutes that contain criminal and non-criminal traffic violations
- AL611.2. Explain what a driver must do when an officer requests their driver's license
- AL611.3. Explain reasons for the legal confiscation of a Florida driver's license in a traffic stop
- AL611.4. Describe the format and components of a legal Florida driver's license
- AL611.5. Describe the format and components of a legal Florida vehicle license plate
- AL612.1. Describe the common types of vehicles on the roadways
- AL612.2. Describe the common types of roadways
- AL612.3. Explain the common types of crash-related injuries that individuals may sustain
- AL621.1. Differentiate between a uniform traffic citation (UTC), municipal parking citation, and county ordinance citation when enforcing motor vehicle parking laws
- AL622.1. Describe how to approach an abandoned vehicle safely
- AL622.2. Describe common sources of owner information regarding an abandoned vehicle
- AL622.3. Determine if a motor vehicle should be impounded based on situational circumstances
- AL622.4. Identify the process to inventory property from a vehicle after conducting a search
- AL622.5. Describe why an impounded motor vehicle is towed to an appropriate location
- AL622.6. Know the reasons for examining all compartments, cargo areas, and the exterior of a vehicle
- AL631.1. Park the patrol vehicle in a safe location to avoid obstruction of traffic flow
- AL631.2. Survey the scene of obstructed motor vehicle traffic by observing environmental conditions, hazards, and disrupted traffic flow
- AL631.3. Request assistance from other agencies to restore obstructed motor vehicle traffic
- AL631.4. Choose appropriate safety and traffic warning devices to direct motor vehicle traffic
- AL631.5. Determine a safe and effective route to re-direct traffic flow based on the incident
- AL631.6. Describe how to direct motor traffic flow using agency-issued traffic equipment
- AL631.7. Explain when the original motor vehicle traffic pattern may safely resume
- AL632.1. Describe how to direct pedestrian traffic during a planned event
- AL632.2. Explain how to re-direct pedestrian traffic during a planned event or an emergency
- AL632.3. Identify the traffic regulations related to assisting the blind when crossing traffic
- AL640.1. Apply the Florida Statutes while observing vehicle traffic for any violations of the law
- AL640.2. Summarize the necessary safety factors when deciding where to conduct a traffic stop
- AL640.3. Describe when to safely activate the vehicle's emergency equipment in a traffic stop
- AL640.4. Explain how to position a patrol vehicle and the backup vehicles during a traffic stop
- AL640.5. Describe how to approach the driver's vehicle safely during a traffic stop
- AL640.6. Explain how to use the "no approach" method during a traffic stop
- AL640.7. Explain the procedure for discussing a traffic offense during a traffic stop
- AL640.8. Identify various forms of identification a driver must show during a traffic stop
- AL640.9. Apply consistent professional interaction with all people to minimize tension and encourage cooperation during a traffic stop
- AL640.10. Know when to issue a verbal or written warning, issue a written citation, or make an arrest

AL650.1. Summarize the general DUI detection process used during a DUI investigation

AL650.2. Explain how a driver under the influence of a legal or illegal drug has impaired ability to operate a vehicle safely

AL650.3. Identify medical conditions that may mimic alcohol or drug impairment to determine if a DUI investigation is warranted

AL650.4. Explain divided attention as it relates to impairment during a DUI investigation

AL650.5. Analyze a vehicle in motion to determine reasonable suspicion of impairment during Phase One of a DUI investigation.

AL650.6. Describe the visual cues used to develop reasonable suspicion in a DUI investigation

AL650.7. List the behaviors an officer may see after making a DUI stop with a suspect driver

AL650.8. Describe how to use the senses to detect clues of impairment in a DUI investigation

AL650.9. Explain reasonable suspicion of impairment during Phase Two in a DUI investigation

AL660.1. Identify the type and extent of a crash during a crash investigation

AL660.2. Determine the need for a perimeter of crash scene

AL660.3. Describe how to manage fire-related conditions at a crash scene investigation

AL660.4. Describe how to manage hazardous materials at a crash scene investigation

AL660.5. Survey the scene and remove roadway obstruction to ensure public safety

AL660.6. Explain the importance of vehicle position and the use of emergency lights to control traffic flow and warn motorists during a crash investigation

AL660.7. Know how to use reflective and warning devices to protect the crash scene

AL660.8. Know how to re-route the vehicular traffic flow effectively from a crash scene

AL660.9. Identify all people to be interviewed during a crash investigation

AL660.10. Explain the statutory requirements for driver documentation in a crash investigation

AL660.11. Explain how to collect pertinent information, and written or recorded statements from all people in a crash investigation

AL660.12. Preserve the crash scene for investigative purposes during a crash investigation

AL660.13. Know how to provide first aid to the injured prior to EMS arrival

AL660.14. Assist investigators to determine how the crash occurred by collecting evidence, observing the crash scene, and interviewing the people at the crash scene during a crash investigation

AL660.15. Notify the owner of an unattended vehicle or damaged property

AL660.16. Describe how to help an investigator with a crash scene involving fatal or serious bodily injury

AL660.17. Explain the statutory requirements for the exchange of driver information

AL660.18. Explain how to remove all debris or hazards at a crash scene

AL660.19. Know when to remove all equipment and warning devices from the crash scene

AL660.20. Explain the elements of the Traffic Crash Report Forms used for crash reports

## **CJK0029: Crime Scene and Courtroom Procedures (8 hours)**

**Course Description:** This course provides foundational knowledge in preserving a crime scene and an introduction to courtroom proceedings and giving testimony.

### **Course Objectives:**

- AL711.1. Assess the crime scene to determine the probable extent, size, and scope of the scene
- AL711.2. Describe how to secure and protect a crime scene based upon the Fourth Amendment
- AL711.3. Determine a single point of entry and exit for authorized personnel at a crime scene
- AL711.4. Maintain a crime scene log when protecting a crime scene
- AL712.1. Describe the different types of evidence
- AL712.2. Know the three reasons why evidence is used in court
- AL712.3. Describe the general rules for excluding evidence in court proceedings
- AL712.4. List the four requirements to ensure the admissibility of evidence
- AL713.1. Recognize the types of evidence found at a crime scene
- AL713.2. Recognize the types of evidence search patterns
- AL713.3. Describe the types of trace evidence at a crime scene
- AL713.4. Describe the types of biological evidence at a crime scene
- AL713.5. Describe the types of impression evidence at a crime scene
- AL713.6. Describe the types of electronic evidence at a crime scene
- AL713.7. Describe the types of chemical or toxicological evidence for analysis
- AL713.8. Describe the types of document evidence at a crime scene
- AL713.9. Apply evidence security measures of a chain of custody when handling evidence
- AL713.10. Determine how to take possession of a firearm safely and record identifying marks
- AL721.1. Describe the different types of legal defenses to criminal responsibility
- AL721.2. Explain the concept of a statute of limitations
- AL721.3. Explain consent as used as a legal defense to criminal responsibility
- AL721.4. Explain the exceptions to consent as a legal defense
- AL722.1. Describe the officer's role in a first appearance hearing after the arrest of a suspect
- AL722.2. Describe the purpose of a bond hearing
- AL722.3. Identify appropriate procedures to follow for giving testimony during a deposition
- AL722.4. Describe the officer's role in a suppression hearing
- AL722.5. Describe the officer's role when preparing for trial during a pretrial meeting
- AL722.6. Describe the process of a trial by judge or jury for an adult and a juvenile
- AL722.7. Describe the officer's role in a sentencing hearing
- AL723.1. Review case notes, reports, photographs, and evidence prior to giving testimony
- AL723.2. Identify procedures to follow when providing testimony during a court proceeding

## **Law Enforcement Officer Discipline-specific Courses (2025.07)**

### **CJK0002: Introduction to Law Enforcement (12 hours)**

**Course Description:** This course provides an introduction to the law enforcement profession, including the roles and responsibilities of law enforcement officers, the certification process, the structure of the criminal justice system, and considerations that impact the longevity of an officer's career.

#### **Course Objectives:**

- LE111.1. Describe the services you will provide as a law enforcement officer
- LE111.2. Explain the main roles of a law enforcement officer
- LE111.3. Explain the importance of emotional intelligence in the law enforcement profession
- LE112.1. Describe the role of the Criminal Justice Standards and Training Commission
- LE112.2. List the requirements for completing the basic recruit training program
- LE112.3. List the requirements for becoming a certified law enforcement officer in Florida
- LE112.4. Outline the statutory conditions and penalties of the officer disciplinary process
- LE113.1. Outline the basic structure of the U.S. criminal justice system
- LE113.2. Describe the role of municipal, county, state, and federal law enforcement agencies
- LE113.3. Describe the primary components of the U.S. corrections system
- LE113.4. Distinguish between the people involved in a criminal incident
- LE114.1. Describe the chain of command
- LE114.2. Describe the importance of following the proper chain of command
- LE114.3. Differentiate between vertical and lateral communication
- LE114.4. Identify the consequences of not following the proper chain of command
- LE114.5. Explain what effective delegation of authority is
- LE115.1. Explain why you should practice the concept of procedural justice and its four pillars throughout your law enforcement career
- LE115.2. Describe the four factors of the LEED framework
- LE115.3. Explain the importance of demonstrating police legitimacy by building and maintaining public trust
- LE121.1. List examples of ethical decision-making while on or off duty
- LE121.2. Determine factors that have an influence on your ethical decision-making
- LE121.3. Identify the approved ethical standards of conduct as provided in the Law Enforcement Code of Ethics
- LE122.1. Recognize unethical behavior for a law enforcement officer
- LE122.2. Explain inappropriate disclosure of confidential information
- LE122.3. Explain what conflict of interest means for a law enforcement officer
- LE122.4. Describe sexual misconduct while on duty
- LE122.5. Describe behaviors that constitute sexual harassment that an officer should avoid
- LE122.6. Identify appropriate responses to sexual harassment
- LE122.7. Describe the consequences of engaging in sexual harassment
- LE123.1. Compare explicit and implicit biases and how they impact a law enforcement officer



LE123.2. Describe the relationship between stereotyping, prejudice, and discrimination

LE123.3. Describe what discriminatory policing is and how it can impact your career and relationship with the community you serve

LE131.1. Describe the three primary responses to stress

LE131.2. Describe the symptoms and effects of post-traumatic stress disorder that a law enforcement officer may experience

LE131.3. Explain how trauma impacts the brain

LE131.4. Describe some of the indicators of stress

LE132.1. Name some strategies for coping with stress and building resilience

LE132.2. List available resources for managing mental health

LE132.3. Describe how to foster personal resilience against trauma, compassion fatigue, and stigma for career longevity

## **CJK0016: Communication (24 hours)**

**Course Description:** This course provides students with the foundational knowledge of effective communication, including interpersonal communication, de-escalation, and professionalism.

### **Course Objectives:**

- LE211.1. Define communication and the different methods to communicate
- LE211.2. Describe the role of empathy in effective communication
- LE211.3. Explain the importance of practicing courtesy throughout your career
- LE211.4. Describe how to demonstrate professionalism throughout your career
- LE211.5. Explain the importance of having a positive self-image
- LE212.1. Describe the elements of verbal and non-verbal communication
- LE213.1. Describe barriers to effective communication
- LE213.2. Describe how to overcome communication barriers
- LE213.3. Describe how to defuse a situation through conflict management
- LE221.1. Describe community expectations for law enforcement
- LE221.2. Explain how professionalism helps you communicate effectively
- LE221.3. Describe cultural influences that can affect interpersonal communication
- LE222.1. Identify how self-talk and self-awareness can help with communication
- LE222.2. Describe the core communication competencies and how to use them

## **CJK0018: Legal (64 hours)**

**Course Description:** This course provides students with the foundational understanding of how case law and agency policies and procedures are important in the law enforcement profession.

### **Course Objectives:**

- LE311.1. Explain the role of constitutional law
- LE311.2. Examine criminal law and its relation to ordinances and statutory law
- LE311.3. Describe the role of civil law
- LE311.4. Describe the role of administrative law
- LE311.5. Recognize the importance of staying current with case law
- LE311.6. Explain the importance of staying current with your agency's policies and procedures
- LE312.1. Explain how the U.S. Constitution impacts your criminal justice role
- LE312.2. Describe specific amendments that direct your actions as an officer
- LE313.1. Explain the different types of offenses
- LE313.2. Differentiate between felony and misdemeanor offenses
- LE313.3. Relate offenses to their associated penalties
- LE314.1. Explain how to find and read the Florida Statutes
- LE314.2. Identify the conditions and criteria that result in enhanced penalties
- LE314.3. Describe the two categories of parties to a crime
- LE321.1. Describe the concept of criminal intent
- LE321.2. Explain the legally recognized categories of criminal intent
- LE321.3. Describe the concept of negligence
- LE321.4. Describe the elements of negligence
- LE321.5. Explain two types of damages for negligence
- LE322.1. Explain your legal justification to act
- LE322.2. Identify the three types of encounters
- LE322.3. Describe consensual encounters
- LE322.4. Describe the concept of reasonable suspicion
- LE322.5. Explain the legal justification for a Terry stop and frisk
- LE322.6. Describe how an officer can legally conduct a pretext stop
- LE322.7. Describe the legal standard of probable cause
- LE322.8. Describe legally recognized sources for developing reasonable suspicion or probable cause
- LE322.9. Describe the legal standard of proof beyond a reasonable doubt
- LE323.1. Describe the protections of search and seizure in the Fourth Amendment
- LE323.2. Describe the legal requirements to obtain a search warrant
- LE323.3. Explain the exceptions to the search warrant requirement
- LE323.4. Describe the three conditions that must be met to seize contraband in plain view without a warrant
- LE323.5. Explain when searching a mobile conveyance is legal without a warrant
- LE323.6. Explain when the destruction of evidence permits a search without a warrant
- LE323.7. Explain the fresh pursuit exception to the search warrant requirement
- LE323.8. Explain how an emergency scene relates to warrantless entry
- LE323.9. Explain the importance of consent when conducting a warrantless search

LE323.10. Explain why a vehicle inventory does not require a search warrant

LE323.11. Explain why an administrative search does not require a search warrant

LE323.12. Explain why searching someone under arrest does not require a search warrant

LE323.13. Explain how abandoned property and the open fields doctrine relate to a warrantless search

LE323.14. Describe the scope of searches legally permitted for a law enforcement officer

LE323.15. Describe legal seizures under the Florida Contraband Forfeiture Act

LE324.1. Describe the lawful ownership and use of a weapon or firearm

LE324.2. Describe the basic legal requirements to carry a concealed weapon or firearm in Florida

LE324.3. Determine the legality of a concealed weapon during a traffic stop

LE324.4. Explain reciprocity in the state of Florida

LE324.5. Explain the temporary restrictions permitted under risk protection orders

LE325.1. Describe the role of an arrest warrant after deciding to make an arrest

LE325.2. List situations where officers can legally conduct a warrantless arrest

LE325.3. List the statutory exceptions to the misdemeanor arrest requirement

LE325.4. Explain when you may or may not issue a notice to appear

LE325.5. Explain the role of the probable cause affidavit

LE326.1. Explain use of force and the objective reasonableness standard

LE326.2. Recognize case law for use of force measures

LE326.3. Examine the Florida Statutes regarding an officer's use of force

LE331.1. Differentiate between criminal and civil liability

LE331.2. Explain the role of intent in intentional and unintentional torts

LE331.3. Describe examples of officer negligence

LE331.4. Describe examples of officer actions that can lead to civil liability

LE331.5. Explain the role of color of law as it relates to officer duties

LE331.6. Describe civil violations of federal civil rights

LE331.7. Differentiate between direct and vicarious liability

LE332.1. Describe how to limit officer and agency liability

LE332.2. Describe the role of sovereign immunity in personal and civil liability

LE332.3. Explain acting within the scope of your employment

LE332.4. Describe ways an officer is protected from liability

LE341.1. Describe the structure of the Florida and federal court systems

LE341.2. Describe the roles of the primary personnel of the court system

LE342.1. Describe the function of a first appearance hearing

LE342.2. Describe the role of an officer during a first appearance hearing

LE342.3. Explain the functions of arraignments, pretrial releases, and bond hearings

LE342.4. Describe how to testify in a deposition

LE342.5. Recognize the importance of reading a transcription after a deposition

LE342.6. Describe the function of a suppression hearing

LE342.7. Describe the function of a pretrial meeting

LE342.8. Describe the process of a trial by judge or a trial by jury for an adult and a juvenile

LE342.9. Describe the function of a sentencing hearing

LE342.10. Describe the function of a violation of probation hearing

LE343.1. Describe the role of arrest warrants, capiases, or pickup orders when making an arrest

LE343.2. Describe how to serve a civil process

LE343.3. Describe how to legally execute a search warrant

## **CJK0019: Interviewing and Report Writing (56 hours)**

**Course Description:** This course provides foundational knowledge of interviewing procedures, legal aspects of conducting interviews, and report writing skills for law enforcement officers.

### **Course Objectives:**

- LE411.1. Explain the purpose of note-taking when investigating an incident
- LE411.2. Identify the details of an incident and the basic questions that your notes should address
- LE411.3. Describe strategies for taking effective notes
- LE412.1. Describe the purpose of an interview
- LE412.2. Describe how to prepare for an interview
- LE412.3. Determine if any accommodations should be made to the interview process
- LE412.4. Determine the order of people to interview based on the incident
- LE412.5. Develop specific interview questions to establish elements of the crime
- LE412.6. Choose an appropriate and safe environment that is suitable for an interview
- LE413.1. Describe the three stages of an interview
- LE413.2. Identify inappropriate tactics to avoid when conducting an interview
- LE413.3. Describe basic interview strategies and evaluating outcomes
- LE413.4. Describe how to interview a victim of sexual battery using a trauma-informed approach
- LE413.5. Describe how to respond to interviewee behaviors
- LE413.6. Recognize common signs of deception by an interviewee
- LE413.7. Describe how to legally administer an oath and obtain a sworn statement
- LE413.8. Describe how to obtain a written sworn statement
- LE413.9. Describe how to obtain a signature on a written statement
- LE413.10. Describe how to obtain an electronic statement
- LE414.1. Identify the difference between an interrogation and an interview
- LE414.2. Explain the importance of the *Miranda* decision for conducting a legal interrogation
- LE414.3. Describe the concept of custody in relation to the *Miranda* decision
- LE414.4. Explain the significant case law rulings on the *Miranda* decision
- LE414.5. Explain the importance of a suspect understanding their rights
- LE414.6. Describe when and how to administer a *Miranda* warning to a suspect
- LE414.7. Describe how to respond when a suspect invokes their *Miranda* rights
- LE414.8. Describe the standards for interrogating a juvenile
- LE421.1. Explain the importance of submitting a well-written report
- LE421.2. List the common uses of law enforcement reports
- LE421.3. List the potential readers of law enforcement reports
- LE421.4. List common incidents that may require a report
- LE422.1. Describe strategies for using effective vocabulary
- LE422.2. Recognize the importance of using the correct parts of speech
- LE422.3. Describe how to use proper sentence structure when writing a report
- LE422.4. Recognize the importance of using correct spelling and capitalization when writing a report
- LE422.5. Recognize the importance of using correct punctuation when writing a report
- LE423.1. Describe how to review notes before writing a report
- LE423.2. Describe two methods for organizing information before writing a report

- LE423.3. Recognize the importance of including only the facts in a report
- LE423.4. Describe how to write a report using clear and plain language
- LE423.5. Describe how to use Standard English when writing a report
- LE423.6. Explain the importance of using legible handwriting
- LE423.7. Describe the timeline for completing and submitting a report
- LE423.8. Describe how to compose the three main parts of a report narrative
- LE423.9. Explain how to write a probable cause affidavit
- LE424.1. Explain how to evaluate a report for thoroughness and errors

## **CJK0063: Fundamentals of Patrol (40 hours)**

**Course Description:** This course provides foundational knowledge of the procedures involved in patrol, including responding to calls for service and making an arrest.

### **Course Objectives:**

- LE511.1. Differentiate between reactive and proactive patrol activities
- LE511.2. Explain the concepts that contribute to community-oriented policing
- LE511.3. Describe how to inspect duty equipment for functionality and safety
- LE511.4. Describe the purpose of a roll call
- LE511.5. Explain how to become familiar with your assigned patrol area
- LE511.6. Compare the advantages and disadvantages of patrolling by vehicle and by foot
- LE512.1. Explain the role of observation while on duty
- LE512.2. Explain the difference between cover and concealment
- LE512.3. Explain how to use your senses to identify safety concerns
- LE512.4. Identify basic tactics to ensure officer safety and survival
- LE512.5. Describe the importance of maintaining equipment, level of training, and physical fitness
- LE512.6. Recognize the importance of maintaining an appropriate mindset and situational awareness
- LE513.1. Identify the role of mobile communication devices while on duty
- LE513.2. Identify the importance of radio communication
- LE513.3. Describe the main components of radio equipment
- LE513.4. Identify the duties of dispatch personnel
- LE513.5. Describe the professional use of law enforcement radio transmissions
- LE513.6. Describe basic radio code systems
- LE513.7. Describe how to communicate with dispatch
- LE514.1. Describe the type of information available through the FCIC and NCIC databases
- LE514.2. Identify the certification requirements and restrictions for using the FCIC/NCIC system
- LE514.3. Explain how to perform a database query of a person or property using the FCIC/NCIC system
- LE514.4. Identify the information available through criminal justice online sources
- LE521.1. Describe how to respond to a location using information from dispatch
- LE521.2. Explain how to approach an incident scene safely
- LE521.3. Describe techniques for interviewing complainants, witnesses, and victims
- LE521.4. Describe valuable information a BOLO can provide when identifying a suspect
- LE521.5. Explain how to initiate and cancel a BOLO
- LE522.1. Describe how to safely approach a suspect
- LE522.2. Explain the different roles of the contact and cover officer
- LE522.3. Describe how to initiate contact with a suspect
- LE522.4. Explain what to do if a person resists arrest
- LE523.1. Describe how to respond safely to the scene when providing officer backup
- LE524.1. Describe the key findings regarding research on targeted violence
- LE524.2. Describe the core functions of the behavioral threat assessment and management process
- LE531.1. Describe how to provide assistance during a non-criminal incident
- LE531.2. Describe how to lawfully instruct the public to assist
- LE532.1. Describe how to conduct a well-being check



LE532.2. Describe when you need to provide immediate assistance during a well-being check

LE532.3. Describe how to conduct a security check

LE533.1. Describe how to deliver a death notification in a professional manner

LE534.1. Describe how to assist a person with an animal complaint

LE535.1. Describe your role during a fire-related incident

LE535.2. Describe how to respond to a motor vehicle fire

LE535.3. Determine when an incident is a false alarm of a fire

LE536.1. Identify the procedure for handling lost, stolen, or recovered property

LE537.1. Describe how to respond to property boundary disputes

LE537.2. Describe how to respond to a landlord-tenant dispute

LE537.3. Describe how to safely respond to repossession of property during a dispute

LE537.4. Describe the process for motor vehicle repair disputes

LE538.1. Describe how to mediate a civil disturbance

LE538.2. Describe how to maintain order during a civil standby

LE539.1. Describe the role of law enforcement when responding to crowds

LE539.2. Determine the threat level of a crowd, demonstration, or riot

LE539.3. Describe how to control a crowd, demonstration, or riot

LE541.1. Explain how to respond to an alarm call

LE541.2. Explain the basic principles for conducting a building search for a suspect

LE541.3. Describe how to conduct a systematic building search for a suspect

LE542.1. Describe how to establish a perimeter

LE542.2. Describe how to monitor a perimeter

LE542.3. Describe how to search an open area for a suspect

LE542.4. Recognize what to do if you encounter a person during a search

LE542.5. Describe how to safely pursue a suspect that flees on foot

LE551.1. Describe how to make a safe and lawful arrest

LE551.2. Describe when and how to seize and secure personal property, evidence, and contraband

LE551.3. Describe how to explain the arrest process to family or involved people

LE551.4. Identify who is authorized to release information to the public about an arrest or ongoing investigation

LE551.5. Describe how to escort an arrestee to a patrol vehicle

LE551.6. Explain how to safely restrain and secure a person and property for custodial transport

LE551.7. Explain how to safely transport an arrestee

LE551.8. Describe how to store your weapons safely before entering a secured facility

LE551.9. Explain how to safely transfer the arrestee to a secured facility

LE552.1. Describe your responsibilities when processing a juvenile in an adult detention facility

LE552.2. List arrestee information to tell the booking officer

LE552.3. Describe the role of the booking officer

LE552.4. Assemble complete documents for arrestee processing

## **CJK0021: Serving Your Community (34 hours)**

**Course Description:** This course provides foundational knowledge of recognizing and responding to a variety of populations within a community, including during times of crisis, and providing appropriate intervention when needed.

### **Course Objectives:**

- LE611.1. Describe how to respond to incidents involving vulnerable adults
- LE611.2. Describe how to interact with people in a courteous and polite manner
- LE612.1. Identify some of the common characteristics of a person who is elderly
- LE612.2. Identify ways to effectively interact with a person who is elderly
- LE612.3. Identify state and local resources that may assist people who are elderly
- LE613.1. Describe factors that can affect the decision-making abilities of juveniles
- LE613.2. Identify some of the common characteristics of juvenile offenders
- LE613.3. Identify how to effectively interact with juveniles
- LE613.4. Describe how to respond to a runaway child
- LE614.1. Identify some of the characteristics of veterans or active-duty military personnel
- LE614.2. Identify the physical and psychological stressors that some military veterans experience
- LE614.3. Identify some of the characteristics of a person with a traumatic brain injury (TBI)
- LE614.4. Identify how to interact with a person who is a veteran
- LE614.5. Identify negative coping behaviors that a veteran may use
- LE615.1. Identify some of the characteristics of a person who is homeless
- LE615.2. Describe how to respond to a person who is homeless
- LE616.1. Identify the impairment criteria as defined by the Americans With Disabilities Act (ADA)
- LE616.2. Describe how to ensure the rights of a person with a disability
- LE616.3. Describe how to interact with a person who has a disability
- LE617.1. Describe how to interact with a person who has a mobility impairment
- LE617.2. Explain how to interact with a person who is blind or visually impaired
- LE617.3. Explain how to interact with a person who is deaf or hard of hearing
- LE617.4. Explain how to protect the rights of a person who is deaf or hard of hearing when making an arrest
- LE617.5. Explain how to interact with a person who has a speech impairment
- LE618.1. Identify the characteristics of a person with a developmental disability
- LE618.2. Describe how to interact with a person who has a developmental disability
- LE618.3. Identify the characteristics of a person with an intellectual disability
- LE618.4. Describe how to interact with a person who has an intellectual disability
- LE619.1. Describe some of the characteristics of people who are on the autism spectrum
- LE619.2. Describe how to interact with a person who is on the autism spectrum
- LE619.3. Describe some safety concerns when taking someone with ASD into custody
- LE6110.1. Identify some of the characteristics of a person with a mental illness
- LE6110.2. Identify some of the characteristics of a person with a thought disorder
- LE6110.3. Identify some of the characteristics of a person with a mood disorder
- LE6110.4. Identify some of the characteristics of a person with an anxiety disorder
- LE6110.5. Identify some of the characteristics of a person with a personality disorder

LE6110.6. Describe how to respond to a person with a mental illness  
LE6110.7. Identify how to interact with a person with a mental illness  
LE621.1. Describe your role during a crisis situation  
LE621.2. Identify the characteristics of a crisis situation  
LE621.3. Identify factors that influence how a person responds to a crisis  
LE621.4. Describe common reactions of a person in crisis  
LE621.5. Describe how to interact with a person in crisis  
LE621.6. Determine the appropriate intervention for a person in crisis  
LE622.1. Describe the role of the Baker Act  
LE622.2. Identify the criteria to refer a person for a psychiatric evaluation under the Baker Act  
LE622.3. Describe your options for initiating a psychiatric evaluation under the Baker Act  
LE622.4. Describe how to assess a person for a psychiatric evaluation referral  
LE623.1. Identify characteristics of a person at risk for suicide  
LE623.2. Describe how to interact with a person at risk for suicide  
LE623.3. Describe appropriate intervention and referral for a person at risk for suicide  
LE624.1. Differentiate between substance use and substance abuse  
LE624.2. Identify symptoms of illnesses that can resemble substance abuse  
LE624.3. Describe stages of a drug treatment program  
LE625.1. Describe the role of the Marchman Act  
LE625.2. Identify the criteria to refer a person for substance abuse services under the Marchman Act  
LE625.3. Describe how to assess a person for a substance abuse evaluation referral  
LE626.1. Explain how to transport a person in crisis to a medical or treatment facility  
LE626.2. Document an incident involving the Baker or Marchman Act  
LE631.1. Describe common characteristics of criminal gangs  
LE631.2. Identify reasons why some people join criminal gangs  
LE631.3. Explain officer safety issues when interacting with criminal gangs  
LE631.4. Explain why it is important to document known or suspected criminal gang activity  
LE632.1. Identify characteristics of extremist groups  
LE632.2. Identify characteristics of domestic terrorism  
LE632.3. Identify the ideology and characteristics of sovereign citizens  
LE632.4. Identify how to recognize a sovereign citizen  
LE632.5. Identify the ideology and characteristics of militias

## **CJK0072: Crimes Against Persons (48 hours)**

**Course Description:** This course provides an introduction to conducting investigations of crimes against people, such as assault and battery, abuse, sexual offenses, and human trafficking.

### **Course Objectives:**

- LE711.1. Describe how to approach the scene entrance safely
- LE711.2. Describe how to stabilize the incident scene before providing first aid
- LE711.3. Describe how to engage with people on the scene
- LE711.4. Determine if a crime actually occurred
- LE711.5. Determine your course of action
- LE712.1. Explain the rights and services available to victims, witnesses, and their families
- LE712.2. Describe the information in the *Victims' Rights Brochure*
- LE712.3. Describe the domestic violence information in the *Notice of Legal Rights and Remedies* brochure
- LE712.4. Describe the sexual battery information in the *Sexual Battery—Your Rights and Services* brochure
- LE712.5. Decide which brochure to provide a victim, witness, or family member
- LE721.1. Determine if an incident is assault or aggravated assault
- LE721.2. Determine if an incident is battery or aggravated battery
- LE721.3. Determine if an incident is felony battery
- LE721.4. Describe how to respond to assault or battery
- LE721.5. Determine when an assault or battery charge merits reclassification or a change in the degree of the offense
- LE721.6. Describe when you can make a warrantless arrest for assault or battery
- LE722.1. Determine when an incident meets the criteria for domestic violence
- LE722.2. Determine the abuser in a domestic violence incident
- LE722.3. Determine when an incident meets the criteria for dating violence
- LE722.4. Describe how to respond to a domestic violence incident
- LE722.5. Describe how to document evidence in a domestic violence incident
- LE722.6. Describe the role of a no contact order
- LE722.7. Describe the role of an injunction in a domestic violence incident
- LE722.8. Describe how to respond to child to parent domestic violence
- LE722.9. Describe how to document a domestic violence incident
- LE723.1. Determine if an incident is stalking
- LE723.2. Determine if an incident is aggravated stalking
- LE723.3. Determine if an incident is cyberstalking
- LE723.4. Describe how to respond to stalking
- LE724.1. Determine if an incident is child abuse or aggravated child abuse
- LE724.2. Determine if an incident is child neglect
- LE724.3. Explain the difference between child abandonment and surrendering an infant
- LE724.4. Describe an incident of abusive head trauma
- LE724.5. Determine if an incident is contributing to the delinquency or dependency of a child
- LE724.6. Describe how to respond to child abuse, neglect, or abandonment
- LE724.7. Separate the victim of child abuse or neglect from the suspected abuser
- LE724.8. Describe how to document child abuse, neglect, and abandonment

LE725.1. Determine if an incident is abuse or aggravated abuse of an elderly person or disabled adult  
LE725.2. Determine if an incident is neglect of an elderly person or disabled adult  
LE725.3. Determine if an incident is exploitation of an elderly person or disabled adult  
LE725.4. Determine if the elderly person or disabled adult is in immediate danger of abuse, neglect, or exploitation  
LE725.5. Differentiate the officer's role from the adult protective investigator's role  
LE725.6. Describe how to interview the people involved when conducting an initial investigation of abuse, neglect, or exploitation of an elderly person or disabled adult  
LE725.7. Describe how to respond to abuse, neglect, and exploitation of an elderly person or disabled adult  
LE725.8. Describe how to document abuse, neglect, and exploitation of an elderly person or disabled adult  
LE726.1. Determine if an incident is interference with custody  
LE726.2. Describe how to respond to conflicting child custody orders from different states  
LE726.3. Determine if an incident is luring or enticing a child  
LE726.4. Determine if an incident is false imprisonment  
LE726.5. Determine if an incident is kidnapping  
LE726.6. Describe how to respond to interference with custody, luring or enticing of a child, false imprisonment, or kidnapping  
LE727.1. Describe a Missing Child Alert  
LE727.2. Describe an AMBER Alert  
LE727.3. Describe a Silver Alert  
LE727.4. Describe the role of the Blue Alert  
LE727.5. Describe how to assist with the investigation of a missing or missing endangered person  
LE727.6. Describe additional resources for missing persons incidents  
LE728.1. Determine if an incident is sexual battery, including the victim's ability to provide consent  
LE728.2. Determine if an incident is sexual battery of a child  
LE728.3. Describe how to respond to a victim of sexual battery  
LE728.4. Describe how to collaborate with a victim advocate when responding to a sexual battery  
LE728.5. Describe how to document sexual battery  
LE728.6. Describe how to respond to a lewd and lascivious offense  
LE728.7. Describe how to respond to unlawful sexual activity with certain minors  
LE728.8. Identify sexual offenses involving children  
LE728.9. Differentiate between investigating an incident involving a juvenile sex offender and an adult sex offender  
LE729.1. Determine if an incident is human trafficking  
LE729.2. Recognize the indicators of labor trafficking and sex trafficking  
LE729.3. Describe how to respond to human trafficking using a victim-centered approach  
LE7210.1. Identify indicators of the manner and cause of death  
LE7210.2. Describe the role of the Medical Examiner's Office  
LE7210.3. Determine when to notify the deceased person's physician  
LE7210.4. Describe how to verify the identity of a deceased person  
LE7210.5. Describe how to initiate crime scene procedures at a scene with a death  
LE7210.6. Describe how to interview witnesses at the scene of a death  
LE7210.7. Describe how to conduct an initial investigation of a death

- LE7210.8. Describe the different responses people can have to a death
- LE7210.9. Describe the causes of sudden unexpected infant death (SUID)
- LE7210.10. Describe how to respond to an infant death
- LE7211.1. Determine if an incident is robbery
- LE7211.2. Determine if an incident is robbery by sudden snatching
- LE7211.3. Determine if an incident is a home-invasion robbery
- LE7211.4. Determine if an incident is carjacking
- LE7211.5. Describe how to respond to a robbery
- LE7211.6. Describe how to conduct a canvass of the area surrounding a crime scene

## **CJK0073: Crimes Involving Property and Society (12 hours)**

**Course Description:** This course provides an introduction to responding to crimes involving property and society, such as theft, white-collar crime, animal abuse, and drug and vice crimes.

### **Course Objectives:**

- LE811.1. Determine if an incident is theft
- LE811.2. Determine if an incident involves obtaining food or lodging with the intent to defraud
- LE811.3. Describe how to respond to a theft
- LE811.4. Determine if an incident is retail theft
- LE811.5. Describe how to respond to a motor vehicle theft
- LE811.6. Describe how to respond to an incident involving recovering a stolen vehicle
- LE811.7. Describe how to respond to a stolen property incident
- LE811.8. Determine if an incident involves dealing in stolen property
- LE812.1. Determine if an incident is criminal mischief
- LE812.2. Describe statutory enhancements associated with criminal mischief
- LE812.3. Determine if an incident is trespassing
- LE812.4. Describe additional types of trespassing based on the location and intent
- LE812.5. Describe how to respond to trespassing
- LE812.6. Determine if an incident is burglary
- LE812.7. Differentiate between trespassing, burglary, and criminal mischief
- LE812.8. Describe statutory enhancements associated with burglary
- LE812.9. Determine if an incident involves possession of burglary tools
- LE812.10. Describe how to respond to a burglary
- LE812.11. Describe how to respond to a violation of an archaeological site
- LE813.1. Describe the different types of fraud
- LE813.2. Differentiate between forgery and uttering
- LE813.3. Describe how to respond to a fraudulent check incident
- LE813.4. Determine if an incident is credit card fraud
- LE813.5. Describe how to respond to credit card fraud
- LE813.6. Determine if an incident involves a telephone scam
- LE813.7. Determine if an incident involves phishing
- LE813.8. Describe the information used in identity theft
- LE813.9. Describe how to respond to identity theft
- LE814.1. Determine if an incident is animal cruelty
- LE814.2. Describe how to respond to animal cruelty
- LE821.1. Determine if an incident involves loitering or prowling
- LE821.2. Describe how to respond to loitering or prowling
- LE821.3. Determine if an incident is breach of the peace or disorderly conduct
- LE821.4. Determine if an incident involves disorderly intoxication
- LE821.5. Describe how to respond to breach of the peace, disorderly conduct, or disorderly intoxication
- LE821.6. Determine if an incident involves an open house party
- LE821.7. Describe how to respond to an open house party
- LE822.1. Determine if an incident involves illegal possession of a controlled substance

LE822.2. Describe how the Florida Comprehensive Drug Abuse Prevention and Control Act schedules legal and illegal drugs

LE822.3. Describe how to establish probable cause for illegal possession of a controlled substance

LE822.4. Determine if an incident involves drug trafficking

LE822.5. Identify a variety of drug paraphernalia

LE822.6. Describe how to respond to illegal possession of a controlled substance

LE822.7. Determine if an incident involves a vice crime

LE822.8. Determine if an incident is gambling

LE822.9. Determine if an incident is prostitution

LE822.10. Describe the basic characteristics of organized crime



## **CJK0079: Crime Scene Follow-up Investigations (34 hours)**

**Course Description:** This course provides foundational knowledge in managing crime scenes, including documenting and preserving evidence, identifying people involved, and preparing for courtroom testimony.

### **Course Objectives:**

- LE911.1. Describe the role of evidence in court
- LE911.2. Differentiate between direct and indirect evidence
- LE911.3. Differentiate between testimonial, physical, and documentary evidence
- LE911.4. Recognize the importance of ensuring that crime scene evidence is admissible
- LE911.5. Describe the role of privileged communications
- LE912.1. Describe crime scene information that you need from dispatch
- LE912.2. Determine if a crime scene is life threatening or threatening to officer safety
- LE912.3. Determine the probable extent, size, and scope of a crime scene
- LE912.4. Determine a single access point for authorized personnel
- LE912.5. Determine how to position authorized personnel, crime scene tape, and natural barriers
- LE912.6. Determine your legal authority to secure and protect a crime scene
- LE912.7. Describe how to create a crime scene log
- LE912.8. Describe how to relinquish a crime scene to authorized personnel
- LE913.1. Identify who to question at a crime scene
- LE913.2. Explain the process for separating victims, witnesses, and suspects
- LE913.3. Describe how to gather information related to victim injuries
- LE913.4. List the information to provide to the chain of command
- LE914.1. Determine when to photograph a crime scene
- LE914.2. Describe the appropriate photographic equipment to document a crime scene
- LE914.3. Describe how to photograph a crime scene
- LE914.4. Describe how to photograph specific types of evidence in the crime scene
- LE914.5. Explain where to place a scale or identifier
- LE914.6. Describe how to photograph evidence on a person
- LE914.7. Determine when to sketch a crime scene
- LE914.8. Describe how to document the photographs or sketches of a crime scene and evidence on a person
- LE915.1. Describe how to conduct a building or grounds search for evidence
- LE915.2. Identify the types of evidence found at a crime scene
- LE915.3. Determine the type of PPE to apply before collecting evidence
- LE915.4. Describe the appropriate packaging materials for evidence
- LE915.5. Identify the types of trace evidence
- LE915.6. Identify the types of biological evidence
- LE915.7. Identify the types of impression evidence
- LE915.8. Identify possible locations of latent fingerprints
- LE915.9. Describe how to protect the latent fingerprint location
- LE915.10. Identify the equipment for collecting latent prints
- LE915.11. Describe how to collect latent prints

LE915.12. Describe the role of elimination prints

LE915.13. Describe how to safely examine a firearm as evidence

LE915.14. Describe the role of FCIC/NCIC when determining the status of a firearm

LE915.15. Identify the types of electronic evidence

LE915.16. Identify the types of chemical or toxicological evidence

LE915.17. Identify the types of questioned document evidence

LE915.18. Describe how to initiate chain of custody

LE921.1. Describe how to initiate a follow-up investigation

LE921.2. Explain how to identify leads

LE921.3. Explain how to determine the value and validity of leads

LE921.4. Recognize the importance of building relationships for sources of information

LE921.5. Differentiate between the roles of field contacts and confidential sources

LE922.1. Describe how to find an unknown suspect based on modus operandi

LE922.2. Identify criminal suspects based on crime patterns

LE923.1. Describe sources of information for a known suspect

LE923.2. Explain how to determine the location of a suspect or wanted person

LE923.3. Describe how to maintain contact with dispatch when searching for a suspect or wanted person

LE923.4. Identify additional resources when arresting a suspect or wanted person

LE924.1. Explain when it is appropriate to use a showup

LE924.2. Describe how to conduct a legally defensible showup

LE924.3. Differentiate the procedures for a live lineup and a photo lineup

LE924.4. Describe the function and development of a photo array

LE924.5. Recognize the roles of the independent administrator and lineup administrator

LE924.6. Differentiate between simultaneous and sequential presentations

LE924.7. Describe how to instruct the eyewitness to sign the acknowledgment

LE924.8. Explain how to document a lineup

LE931.1. Describe how to prepare for a pretrial meeting

LE931.2. Explain how to prepare for testimony

LE931.3. Explain how to testify

LE931.4. Describe how to respond to objectionable questions

LE931.5. Describe how to respond to cross-examination tactics

## **CJK0400: Traffic Incidents (12 hours)**

**Course Description:** This course provides an introduction to common traffic incidents and documenting traffic stops.

### **Course Objectives:**

- LE1011.1. List the benefits of traffic enforcement
- LE1011.2. Describe common non-criminal and criminal traffic violations
- LE1012.1. Describe what a driver in Florida must do when you request their driver's license
- LE1012.2. Describe how to verify that a driver is licensed to operate a motor vehicle
- LE1012.3. Describe the types, classes, and formats of valid Florida driver's licenses
- LE1012.4. Describe the endorsements, restrictions, and designations of Florida driver's licenses
- LE1012.5. Differentiate between the various classes of Florida driver's licenses
- LE1012.6. Describe the format and components of valid Florida vehicle license plates and vehicle registrations
- LE1012.7. Describe how to verify a driver's proof of insurance
- LE1012.8. Describe common driver and vehicle licensing violations
- LE1013.1. Describe how to issue an electronic uniform traffic citation (UTC)
- LE1013.2. Describe your responsibility to account for assigned UTC books
- LE1013.3. Describe how to issue a paper UTC
- LE1013.4. Describe the three parts of a paper UTC
- LE1013.5. Describe how to explain the traffic violation and the driver's options for responding to a UTC
- LE1013.6. Describe obtaining the driver's signature on a UTC
- LE1021.1. Differentiate between a UTC, municipal parking citation, and county ordinance citation when enforcing motor vehicle parking laws
- LE1022.1. Describe how to safely approach an abandoned vehicle
- LE1022.2. Describe sources of vehicle owner information
- LE1022.3. Describe how to respond to disabled or unattended vehicles
- LE1023.1. Describe how to search vehicle compartments and cargo areas
- LE1023.2. Describe how to conduct a motor vehicle inventory
- LE1023.3. Describe how to process contraband found in an impounded vehicle
- LE1024.1. Describe how to respond to the scene of an obstructed roadway
- LE1024.2. Describe how to clear an obstructed roadway
- LE1024.3. Identify appropriate safety and traffic warning equipment
- LE1024.4. Describe how to determine alternative routes to redirect vehicle traffic
- LE1024.5. Describe how to direct vehicle traffic
- LE1024.6. Describe how to direct pedestrian traffic

## **CJK0401: Traffic Stops (24 hours)**

**Course Description:** This course provides foundational knowledge in conducting and documenting traffic stops.

### **Course Objectives:**

- LE1111.1. Describe how to interact with people involved in a traffic stop to encourage cooperation
- LE1111.2. Describe how to bridge communication and language barriers
- LE1112.1. Describe circumstances that justify making a lawful traffic stop
- LE1112.2. Describe how to follow the driver until it is safe to make a traffic stop
- LE1112.3. List the information to provide to dispatch during an unknown-risk traffic stop
- LE1112.4. Describe how to select a safe location for an unknown-risk traffic stop
- LE1112.5. Describe when to activate the patrol vehicle's emergency equipment
- LE1113.1. Determine how to park the patrol vehicle safely after the driver stops
- LE1113.2. Describe how the backup officer should park their patrol vehicle in relation to the primary officer's car to prevent a crossfire situation
- LE1113.3. Describe how to visually assess the vehicle, driver, and passengers for officer safety
- LE1113.4. Describe how to safely exit the patrol vehicle
- LE1113.5. Describe how to safely approach the vehicle
- LE1113.6. Describe how to conduct the "no-approach tactic"
- LE1113.7. Describe how to interact with a driver while maintaining officer safety
- LE1113.8. Describe how to verify the driver's identity and vehicle ownership
- LE1113.9. Describe how to respond if you suspect that there is a firearm in the vehicle
- LE1113.10. Describe how to obtain passenger information
- LE1113.11. Explain the actions you may take for a traffic violation
- LE1113.12. Determine when to make a lawful arrest for an unrelated offense during a traffic stop
- LE1113.13. Describe how to remove passengers and the vehicle from the scene after arresting the driver
- LE1121.1. List the steps to safely initiate a high-risk traffic stop
- LE1121.2. Identify vehicle and suspect information to provide to dispatch before making a high-risk traffic stop
- LE1121.3. Describe how to request and wait for backup
- LE1121.4. Identify an appropriate location to conduct a high-risk traffic stop
- LE1122.1. Describe how to safely position the primary and backup patrol vehicles
- LE1122.2. Describe how to use a patrol vehicle as cover
- LE1122.3. Identify when to conduct a vehicle pursuit that is legal, feasible, and necessary
- LE1122.4. Differentiate between the roles of the primary and backup officers
- LE1122.5. List the possible verbal commands to give to the driver
- LE1122.6. Describe how to detain the driver appropriately
- LE1122.7. Describe how to remove the passengers from the suspect's vehicle
- LE1122.8. Describe how to search the suspect's vehicle for hidden passengers
- LE1122.9. Describe how to conclude a high-risk traffic stop

## **CJK0402: Traffic Crash Investigations (30 hours)**

**Course Description:** This course provides foundational knowledge of managing and documenting the scene of a traffic crash.

### **Course Objectives:**

- LE1201.1. Describe the role of Florida law for investigating a traffic crash
- LE1201.2. List the 10 steps for managing a crash investigation
- LE1201.3. Describe how to approach a traffic crash scene
- LE1202.1. Describe how to locate all vehicles and people involved in a traffic crash
- LE1202.2. Describe how to manage fire hazards at the scene
- LE1202.3. Describe how to respond to a traffic crash scene involving hazardous materials
- LE1202.4. Recognize the need for additional resources at a traffic crash
- LE1202.5. Determine the jurisdiction of the traffic crash
- LE1203.1. Describe how to position your vehicle at a crash scene
- LE1203.2. Recognize the importance of wearing reflective clothing
- LE1203.3. Describe when to relocate crash vehicles
- LE1203.4. Describe how to position warning devices
- LE1203.5. Describe how to divert traffic around a crash scene
- LE1203.6. Recognize the importance of protecting personal property at a crash scene
- LE1204.1. Describe the main types of traffic crash injuries
- LE1204.2. Describe how to manage injured people at the crash scene
- LE1205.1. Identify the information to collect at a crash scene
- LE1205.2. Recognize the importance of interviewing and obtaining statements at the crash scene
- LE1206.1. Describe the three phases of a traffic crash
- LE1206.2. Describe the vehicle dynamics in a traffic crash
- LE1206.3. Identify vehicle evidence found at a crash scene
- LE1206.4. Identify road evidence at a crash scene
- LE1206.5. Describe the types of tire marks left on the road at a crash scene
- LE1206.6. Describe what to photograph at a crash scene
- LE1206.7. Describe how to measure the location of evidence at a crash scene
- LE1206.8. Describe how to measure skid marks
- LE1206.9. Describe how to draw a field sketch of a crash scene
- LE1207.1. Recognize the role of the driver information exchange at a crash scene
- LE1207.2. Describe how to complete the Driver Report of Traffic Crash (Self Report) or Driver Exchange of Information form (HSMV 90011S)
- LE1208.1. Determine whether to issue a citation based on evidence at the scene
- LE1208.2. Describe the main types of violations associated with a traffic crash
- LE1208.3. Describe when to certify a citation
- LE1209.1. Describe how to remove vehicles and debris from the crash scene
- LE1209.2. Describe how to terminate a crash scene
- LE12010.1. Determine when to complete a Florida Traffic Crash Report HSMV 90010S—Long Form
- LE12010.2. Describe how to complete the Florida Traffic Crash Report HSMV 90010S—Long Form
- LE12010.3. Describe how to request a re-examination or medical review of a driver involved in a crash

LE12010.4. Describe how to complete the diagram page of the Florida Traffic Crash Report HSMV 90010S—Long Form

LE12010.5. Describe how to complete the Florida Traffic Crash Report HSMV 90010S—Short Form

LE12010.6. Describe how to complete the Florida Traffic Crash Report HSMV 90010S—Update Form

LE12010.7. List common errors in completing the Florida Traffic Crash Report forms

LE12011.1. Describe how to shift from a non-criminal to a criminal crash investigation

LE12011.2. Describe how to locate the driver of a hit-and-run incident

LE12011.3. Describe how to notify the owner of an unattended vehicle or property damaged from a crash

LE12011.4. Explain how to identify the driver of a single-vehicle crash

LE12011.5. Explain how to manage a traffic crash involving a fatality or serious bodily injury

LE12011.6. Explain how to manage an impaired driver at a crash scene

## **CJK0403: DUI Traffic Stops (24 hours)**

**Course Description:** This course provides foundational knowledge of the procedures involved in conducting and documenting DUI traffic stops.

### **Course Objectives:**

- LE1311.1. Discuss how impaired driving affects public safety
- LE1311.2. Describe law enforcement and community strategies to prevent impaired driving
- LE1312.1. Describe how the body processes alcohol
- LE1312.2. List common behaviors of a driver impaired by alcohol
- LE1312.3. List the seven categories of controlled and chemical substances that impair driving
- LE1312.4. List examples of polydrug use
- LE1312.5. Describe the statutory requirements for a medical marijuana patient driving in Florida
- LE1312.6. Discuss how to determine if a driver is under the influence of medication
- LE1312.7. Determine if a medical condition impairs a person's ability to drive
- LE1313.1. Describe the elements required for arrest and conviction for DUI in Florida
- LE1313.2. Determine when to issue a *Miranda* warning during a DUI traffic stop
- LE1313.3. Describe the role of implied consent during a DUI traffic stop
- LE1313.4. Describe how to issue a citation for a DUI offense of refusal
- LE1313.5. Determine if a driver of a commercial motor vehicle is impaired
- LE1313.6. Determine if a driver younger than 21 is impaired
- LE1314.1. Recognize the importance of taking clear and descriptive field notes in a DUI investigation
- LE1314.2. Describe the information to include in DUI field notes
- LE1321.1. Describe how the DUI detection process can provide probable cause for arrest
- LE1322.1. Describe the role of reasonable suspicion for conducting a DUI traffic stop
- LE1322.2. List driver impairment cues for a vehicle in motion
- LE1322.3. List impairment cues for a motorcyclist
- LE1322.4. List driver impairment cues when stopping the vehicle
- LE1322.5. Describe the concept of divided attention
- LE1323.1. Describe how to gather evidence during an impaired driver traffic stop
- LE1323.2. List observable clues of driver impairment
- LE1323.3. Describe how to conduct a divided attention test for driver impairment
- LE1323.4. List verbal clues of driver impairment
- LE1323.5. List the impairment clues of a driver who is exiting the vehicle
- LE1324.1. Describe how to maintain the reliability and validity of the SFSTs
- LE1324.2. Describe a safe location to conduct the SFSTs
- LE1331.1. Describe how to administer an HGN test
- LE1331.2. Determine the driver's resting nystagmus
- LE1331.3. Describe how to observe lack of smooth pursuit
- LE1331.4. Describe how to observe distinct and sustained nystagmus at maximum deviation
- LE1331.5. Describe how to observe the onset of nystagmus prior to 45°
- LE1331.6. Describe how to administer the VGN check
- LE1331.7. Discuss how to interpret the HGN test
- LE1331.8. Describe how to document nystagmus results

LE1332.1. Describe the optimal conditions for conducting the Walk and Turn test  
LE1332.2. Describe how to provide instructions for the Walk and Turn test  
LE1332.3. Interpret the driver's behavior during the instructions stage of the Walk and Turn test  
LE1332.4. Describe how to provide instructions for the walking stage of the Walk and Turn test  
LE1332.5. Interpret the driver's behavior during the walking stage of the Walk and Turn test  
LE1332.6. Describe how to document Walk and Turn clues  
LE1333.1. Describe the optimal conditions for conducting a One Leg Stand test  
LE1333.2. Describe how to provide instructions for the One Leg Stand test  
LE1333.3. Describe how to provide instructions for the balance and counting stage of the One Leg Stand test  
LE1333.4. Interpret the balance and counting stage of the One Leg Stand test  
LE1333.5. Describe how to document the One Leg Stand test clues  
LE1341.1. Describe how to conduct a DUI crash investigation  
LE1341.2. Determine if probable cause exists to arrest a driver for DUI  
LE1341.3. Describe how to observe an impaired driver before conducting a breath test  
LE1341.4. Determine when to ask an impaired driver for a urine test  
LE1341.5. Determine when to obtain a blood test from an impaired driver  
LE1341.6. Describe how to verify the procedures of a blood draw  
LE1341.7. Describe the role of a drug recognition expert (DRE)  
LE1342.1. Describe how to complete a DUI citation  
LE1342.2. Recognize the importance of preparing a clear and comprehensive DUI arrest report  
LE1342.3. List the elements of a clear and comprehensive DUI arrest report



## **CJK0093: Critical Incidents (44 hours)**

**Course Description:** This course provides foundational knowledge in identifying and responding to critical incidents within a community.

### **Course Objectives:**

- LE1411.1. Describe the importance of an effective response to a critical incident
- LE1411.2. Describe the role and structure of the incident command system
- LE1411.3. Describe an officer's role within the incident command system
- LE1411.4. Complete the two National Incident Management System online modules regarding incident command system (ICS)
- LE1412.1. Develop strong community relationships to aid in your response to natural disasters
- LE1412.2. Describe the steps you should take in your personal life prior to a natural disaster
- LE1412.3. Summarize the duties that an officer will perform in the aftermath of a natural disaster
- LE1413.1. Identify some of the characteristics and motivations of an active shooter
- LE1413.2. Describe your role in an active shooter incident
- LE1421.1. List the main objectives of a hazardous materials response
- LE1421.2. Explain standard of care when responding to a hazardous materials incident
- LE1421.3. Describe the primary methods to detect the presence of a hazardous material
- LE1421.4. Identify the nine classes of hazardous materials
- LE1421.5. Describe how to identify hazardous materials
- LE1421.6. Distinguish between high-risk and low-risk senses
- LE1421.7. Explain how to find hazmat information in the *ERG*
- LE1421.8. Explain how to secure a hazmat scene
- LE1421.9. Describe OSHA requirements for terminating a hazmat incident
- LE1422.1. Recognize some of the indicators of a meth lab
- LE1422.2. Describe how to respond to a meth lab
- LE1422.3. Recognize some indicators of a chemical suicide
- LE1431.1. Describe how to respond to a potential military explosive
- LE1431.2. Describe methods of disguising IEDs
- LE1431.3. Recognize indicators of mail bombs
- LE1431.4. Recognize indicators of a VBIED
- LE1431.5. Describe examples of incendiary devices and their manner of delivery
- LE1431.6. Identify different means of detonating an explosive device
- LE1432.1. Describe the information to collect in a bomb threat
- LE1432.2. Identify the bomb's location
- LE1432.3. Identify how to use electronic equipment safely during a bomb threat
- LE1432.4. Describe how to safely approach the scene of a potentially explosive device
- LE1432.5. Describe what to observe when approaching the scene of a bomb threat
- LE1432.6. Describe how to evaluate the credibility of a bomb threat
- LE1433.1. Describe search considerations at the scene of a bomb threat
- LE1433.2. Describe how to search the scene of a bomb threat
- LE1433.3. Identify the elements of a potential explosive device

# **St. Johns River State College**

## **Course Outline**

### **I. Course Prefix, Number, and Title**

SWS2000 - Introduction to Soil Science

### **II. Number of Credit Hours, Contact Hours, and/or Clock Hours**

3 credits

### **III. Course Description**

This course will address topics in soil and water science, including soil physical characteristics, soil fertility and the influence of nutrients on growth in plants.

### **IV. Prerequisites and/or Co-requisites**

N/A.

### **V. General Education Course**

N/A – To be developed as part of Agriculture Automation program

### **VI. Program Mission Statement**

N/A – To be developed as part of Agriculture Automation program

### **VII. Program Outcomes**

N/A – To be developed as part of Agriculture Automation program

### **VIII. Course/Student Learning Outcomes**

Introduction to Soil Science will include concepts, principles, practices relating to the environment and the roles soils play in relation to agriculture and the food, fiber and natural resource industries. Developing an understanding of the living soil structures, soil sampling and other applied soil evaluation and applications are other aspects of this course. The students will also be able to describe the fundamental physical, chemical, mineralogical, and biological properties of the soils, interactions among these properties, and their effects on plant growth, soil behavior and soil management.

## **IX. Course Content**

- Introduction to Soils
- Geography and Genesis
- Soil Sampling
- Soil Taxonomy and Classification
- Assignment: Soil Taxonomy (15 pts.)
- Soil Texture and Structure
- Soil Water
- Organic Matter and Living Organisms
- Fertilizer and Soil Fertility
- Land Judging
- Understanding and Using Soil Reports
- Soil Conservation

## **X. Special Course Requirements**

None.

## **XI. Course Support Materials**

TBD.

## **XII. Criteria for Student Evaluation**

- Unit or Chapter assessments and scheduled exams with multiple choice and short answer questions.
- Short written assignments/discussions designed to engage critical thinking on the content and lab experiences
- Participation and attendance in labs

## **XIII. Course Assessment Methods**

Student learning outcomes for this course will be assessed by multiple choice questions for each Student Learning Outcome.

## **XIV. Faculty Review/Revision**

## **XV. Administrator Review/Revision**

Dr. John Paterson, AVP For Workforce and Career Services, March 2025.

**Instructional Curriculum Committee  
Curriculum Change Submission Form**  
Submit this completed form with your curriculum changes.

<b>Department: Business, Industry, &amp; CIS</b>	<b>Date: 3/5/2025</b>
<b>New Courses:</b>	<b>Date Approved by Department:</b>
<b>Revised Courses:</b>	<b>Date Approved by Department:</b>
<b>Courses to Delete:</b>	<b>Date Approved by Department:</b>
<b>New Programs:</b>	<b>Date Approved by Department:</b>
<b>Revised Programs:</b> Add Supply Chain Automation specialization tract to A.S. in Engineering Technology degree (4300)	<b>Date Approved by Department:</b> Engineering Technology faculty, 12/12/24
<b>Terminate Programs:</b>	<b>Date Approved by Department:</b>
<p style="text-align: center;"><b>REMINDERS:</b></p> <ul style="list-style-type: none"> <li>After approval by the Instructional Curriculum Committee, submit SCNS and Catalog/Student Handbook Change forms for all changes listed on this form.</li> <li>Changes to degree requirements and new and terminated programs will be communicated to Academic Advising in late Spring.</li> <li>New programs and program terminations require modifications to the SJR State Application as soon as possible—December ideally.</li> </ul>	

## MEMORANDUM

TO: Dr. Jay Paterson, AVP of Workforce and Career Services

FROM: Dr. Summer Garrett, Dean of Business, Industry, & CIS

DATE: March 5, 2025

SUBJECT: Add Supply Chain Automation specialization to A.S. in Engineering Technology degree

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The Engineering Technology faculty recommend adding the Supply Chain Automation specialization to the existing A.S. in Engineering Technology degree (4300). The recommendation was approved by the Engineering Technology full-time faculty at the end-of-term meeting on December 12, 2024. The recommended change would result in two specialization tracts in the degree, the original Advanced Manufacturing specialization and the new Supply Chain Automation specialization.

The faculty reviewed the Florida Department of Education Curriculum Framework and determined that existing engineering technology and transportation & logistics courses encompass the CTE Standards and Benchmarks of the Supply Chain Automation specialization, so no new courses must be added to support the new specialization.

Included in this packet are the Florida Department of Education A.S. in Engineering Technology Curriculum Framework: Supply Chain Automation specialization CTE Standards and Benchmarks; transportation & logistics courses to be included in the specialization; and recommended 2025-206 SJR State catalog pages.

# Existing SJR State College

## Transportation & Logistics Courses

### **TRA 2131**

#### **Purchasing & Inventory Management**

(3 Credits – 3 Hours)

This course provides a comprehensive introduction to the purchasing and supply chain management field. Cases cover purchasing and supply chain issues in a variety of settings, from process industries to high tech manufacturing and services as well as public institutions. Emphasis is on the purchasing process as it relates to such topics as inventory control procedures, price/cost analysis, laws and ethics, vendor selection and the development of vendor relationships.

### **TRA 2154**

#### **Introduction to Supply Chain Management**

(3 Credits – 3 Hours)

This course provides a general knowledge of Supply Chain Management and the associated functions necessary for delivery of goods and services to customers. The course will focus on what employees and managers must do to ensure an effective supply chain exists in their organization. Students will be introduced to the following topics: overview of SCM functions such as order processing, transportation, warehousing, purchasing and inventory, E-Commerce, information flow and customer service.

### **TRA 2230**

#### **Warehouse Management**

(3 Credits – 3 Hours)

An introduction to the practical concepts of warehousing including the types of equipment, storage processes and systems, the technologies used to identify and track units in a warehouse, and the regulations designed to ensure safety in warehouse operations.

# ENGINEERING TECHNOLOGY (4300)

## ASSOCIATE IN SCIENCE DEGREE

The purpose of this program is to prepare students for employment in advanced manufacturing *and the supply chain* as process and production technicians, industrial machinery mechanics, quality assurance technicians, programmable logic control technicians and operators, and industrial engineering technicians. This program focuses on broad, transferable skills and stresses understanding and demonstration of *the elements of* Engineering Technology and Industrial Applications *such as: Materials* and processes, quality, electronics, mechanics, robotics applications, hydraulics/pneumatics, instrumentation and safety. Laboratory investigations benefit all students by developing the skills required to manage, operate, calibrate, and troubleshoot equipment/ tools used to make observations.

The core classes align with the national Manufacturing Skill Standards Council (MSSC) Production Technician Certification. If you have already earned the MSSC-CPT, you can receive 15 articulated credit hours towards this Engineering Technology degree. The following courses will be satisfied by completion of the MSSC Production Technician Certification: ETI 1110, ETI 1420C, ETI 1701, ETI 1949, ETM 1010C.

For additional information, visit our website at [SJRstate.edu/engineering](http://SJRstate.edu/engineering) or send an email to [BCCInfo@SJRstate.edu](mailto:BCCInfo@SJRstate.edu)

### GENERAL EDUCATION COURSES:

+	ENC	1101	Composition I.....	3
+	*	—	General Education Core Humanities.....	3
*	—	—	General Education Core Mathematics.....	3
+	PHY	1020	Introduction to Physics.....	3
<b>Choose one of the following Social Science courses:</b>				
	AMH	2010	United States History to 1877.....	3
			OR	
	AMH	2020	United States History Since 1877.....	3
			OR	
	POS	1041	United States Federal Government.....	3

### TECHNICAL CORE COURSES:

	EET	1084C	Introduction to Electricity & Electronics.....	3
	EGN	1111	Engineering Graphics.....	3
	ETI	1110	Introduction to Quality Assurance.....	3
	ETI	1420C	Manufacturing Processes & Materials.....	3
	ETI	1701	Industrial Safety.....	3
+	ETI	1843C	Motors and Controls.....	3
	ETM	1010C	Mechanical Measurement & Instrumentation.....	3
	ETM	2315C	Hydraulics and Pneumatics.....	3
+	ETS	1535C	Automated Process Control.....	3
	ETS	1542C	Introduction to Programmable Logic Controllers.....	3
	ETS	2527C	Electromechanical Components and Mechanisms.....	3

### SPECIALIZATION (CHOOSE ONE) 12

Specializations listed below

#### ADVANCED MANUFACTURING SPECIALIZATION:

	ETS	1603C	Fundamentals of Robotics.....	3
+	ETS	2544C	Programmable Logic Controllers II.....	3

#### CHOOSE ANY TWO COURSES BELOW:

	ETI	1060	Mathematical Applications in Engineering Technology.....	3
+	ENC	2210	Technical and Professional Report Writing.....	3
+	ETS	2604C	Robotics Applications.....	3
	ETI	1622	Concepts of Lean and Six Sigma.....	3
	ETI	1949	Manufacturing Special Topics.....	3

#### SUPPLY CHAIN AUTOMATION SPECIALIZATION:

	CGS	1100	Microcomputer Applications Software.....	3
	TRA	2131	Purchasing and Inventory Management.....	3
	TRA	2154	Introduction to Supply Chain Management.....	3
	TRA	2230	Warehouse Management.....	3

### REQUIRED TOTAL CREDIT HOURS 60

\* Refer to A.S. degree general education core requirements.

+ Prerequisite course required. See course descriptions in catalog.

# **ACADEMIC CALENDAR**

## **2025-2026**

### **2025**

August 14 – 15  
August 18  
August 21  
August 25  
September 1  
October 13  
October 15  
October 20  
November 11  
November 26, 27, 28  
December 6 – 12  
December 12  
December 15  
December 16  
December 18  
December 18  
December 19

### **Fall Term**

New Full Time Faculty Report  
Returning Faculty Report  
Faculty Convocation  
Classes Begin (Full Term and Fall A)  
Labor Day Holiday  
College Holiday  
Fall A Term Ends  
Fall B Term Begins  
Veterans Day  
Thanksgiving Holiday and Break (November 25 classes end at 10:00 p.m.)  
Final Exams Schedule  
Classes End at 5:00 p.m. (Full Term and Fall B)  
Grades due (2:00 p.m.)  
Faculty SLOs due (10:00 p.m.)  
Commencement (10:00 a.m.)  
Faculty End  
College Closes at 12:00 p.m.

### **2026**

January 5  
January 7  
January 19  
February 6  
February 25  
March 2  
March 16 – 20  
April 3  
April 18 – 24  
April 24  
April 27  
April 28  
May 1  
May 1

### **Spring Term**

All Full-Time Employees Report  
Classes Begin (Full Term and Spring A)  
Martin Luther King, Jr. Holiday  
College Closed to Students: Faculty & Staff Professional Development  
Spring A Term Ends  
Spring B Term Begins  
Spring Break  
Good Friday Holiday  
Final Exams Schedule  
Classes End at 5:00 p.m. (Full Term and Spring B)  
Grades Due (2:00 p.m.)  
Faculty SLOs Due (10:00 p.m.)  
Commencement (9:30 a.m. and 2:00 p.m.)  
Faculty End



**2026**

May 6  
May 6  
May 25  
July 6  
August 4  
August 5  
August 5

**Summer Full Term (POT 1)**

Faculty Report  
Classes Begin  
Memorial Day Holiday  
Independence Day Holiday  
Summer Full Term Ends (10:00 p.m.)  
Grades Due (11:59 p.m.)  
Faculty End

**2026**

May 6  
May 6  
May 25  
June 19  
June 20  
June 20

**Summer Term A (POT 2)**

Faculty Report  
Classes Begin  
Memorial Day Holiday  
Summer A Term Ends (10:00 p.m.)  
Grades Due (11:59 p.m.)  
Faculty End

**2026**

June 22  
June 22  
July 6  
August 4  
August 5  
August 5


**Summer Term B (POT 3)**

Faculty Report  
Classes Begin  
Independence Day Holiday (Observed)  
Summer B Term Ends (10:00 p.m.)  
Grades Due (11:59 p.m.)  
Faculty End

**4-Day Summer Work Week May 4, 2026 – August 7, 2026**

2025-2026 Instructional Days Per Term, by Day of Week								
	Fall Term	Fall A	Fall B	Spring Term	Spring A	Spring B	Summer A	Summer B
Monday	14	6	8	13	6	7	5	6
Tuesday	15	8	7	14	7	7	6	7
Wednesday	15	8	7	15	8	7	7	6
Thursday	15	7	7	15	7	7	7	6
Friday	15	7	7	13	6	6		
Total Days	74	36	36	70	34	34	25	25

**TO:** Joe Pickens, J.D.  
College President

**FROM:** Melanie Rosen Brown, Ph.D.   
Chief Operating Officer/Senior Vice President

**DATE:** April 8, 2025

**RE:** ***ACTION*** Agenda Items  
April 16, 2025, District Board of Trustees Meeting

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The following items are submitted for the Board of Trustees' consideration at the April 16, 2025, meeting:

**1. Chief Operating Officer, Dr. Melanie Brown**

- a. Public Hearing for Amendment to SJR Board Rule 7.21 (R1) Acceleration Programs
- b. Action to Approve Amendment to SJR Board Rule 7.21 (R1) Acceleration Programs

**2. Facilities Management & Planning: AVP Terry Thomas**

- a. Action to Award Modified Plans, Value Engineering Options, and Bid for the Remodel and Addition to the FloArts Building Project – Palatka Campus

## **SJR 7.21 (R12) Acceleration Programs**

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Amended 1/16/13; Amended 4/16/25

Specific Authorities: FS 1007.27, FS 1007.271, ~~FS 1007.272, FAC 6A-14.031~~, FS 1001.02(1), FS 1001.03, ~~FS 1001.02(9), FAC 6A-1.095(2)~~, FS 1001.65 ~~(21)(20)~~, **FS 1004.0981**

In accordance with **Florida Statutes**, ~~FS 1007.27, FS 1007.271, FS 1007.272, and FAC 6A-14.031~~, the District Board of Trustees directs the College President and appropriate College personnel to establish mechanisms for participation in Articulated Acceleration Programs. The Articulated Acceleration programs shall provide eligible students an opportunity for advanced credit as outlined by the Florida Articulation Coordination Committee. St. Johns River State College shall award credit for the following programs:

- 1) Advanced Placement (AP)
- 2) The International Baccalaureate Degree Program (IB)
- 3) College Level Examination Program (CLEP)
- 4) Cambridge Advanced International Certificate of Education (AICE)
- 5) Defense Activity for Non-traditional Education Support (DANTES/DSST)
- 6) Credit by Examination
- 7) Dual Enrollment
- 8) Early Admission Programs ~~[FAC 6A-1.095(2)]~~
- 9) Law Enforcement Training and Experience**

Each of these Articulated Acceleration Programs will be described in the College Catalog, including eligibility requirements, procedures to enroll and/or utilize the program, and an appeals process.

**SJR 7.21 (R2) Acceleration Programs**

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Amended 1/16/13; Amended 4/16/25

Specific Authorities: FS 1007.27, FS 1007.271, FS 1001.02(1), FS 1001.03, FS 1001.65(20), FS 1004.0981

In accordance with Florida Statutes, the District Board of Trustees directs the College President and appropriate College personnel to establish mechanisms for participation in Articulated Acceleration Programs. The Articulated Acceleration programs shall provide eligible students an opportunity for advanced credit as outlined by the Florida Articulation Coordination Committee. St. Johns River State College shall award credit for the following programs:

- 1) Advanced Placement (AP)
- 2) The International Baccalaureate Degree Program (IB)
- 3) College Level Examination Program (CLEP)
- 4) Cambridge Advanced International Certificate of Education (AICE)
- 5) Defense Activity for Non-traditional Education Support (DANTES/DSST)
- 6) Credit by Examination
- 7) Dual Enrollment
- 8) Early Admission Programs
- 9) Law Enforcement Training and Experience

Each of these Articulated Acceleration Programs will be described in the College Catalog, including eligibility requirements, procedures to enroll and/or utilize the program, and an appeals process.



## MEMORANDUM

**To:** Dr. Melanie Brown  
Chief Operating Officer and Senior Vice President

**From:** Terry Thomas  
Assistant Vice President of Facilities, Planning and Capital Projects

**Date:** April 8, 2025

**Subject:** Action Item: Award of Modified Plans, Value Engineering Options, and Bid for the Remodel and Addition to the FloArts Building Project – Palatka Campus

This is an action item for the Board of Trustees at their meeting on April 16, 2025. During the February Board meeting the Board declared an emergency and directed staff to negotiate the construction contract and modify that contract, including plans and specifications, with the lowest responsible and responsive bidder.

Kasper Architects and SJRSC staff met with the contractor, Scherer Construction of North Florida, LLC. A list of value engineering options was created with suggested modifications to the construction plans and specifications. The contractor worked with their subcontractors to keep as much of the original scope of work with some modifications based on the list of options they were given. The result of this process was a reduction in the bid amount from \$14,445,775 (base bid) to \$12,640,093.

The breakdown is

\$14,445,775	Base Bid
<u>(341,161)</u>	Deduct: Alternates #2, #4, #5, #10, and #12
\$14,104,614	
<u>(1,464,521)</u>	Deduct: Value Engineering List
\$12,640,093	

Project construction budget is \$13,800,000, remaining budget difference is \$1,159,907 to be used for contingency and furniture/equipment.

I am requesting the Board approve the modified plans, value engineering options, and bid results provided for the Remodel and Addition to the FloArts Building Project on the Palatka Campus.

Please let me know if I may answer any questions regarding this recommendation.

Attachment (1)

St. Johns River State College  
Remodel and Addition to the FloArts Building, Palatka Campus  
Phase: VE  
Bid Number: BID-SJR-06-2024

**LOW DESIGN PRIORITY (\$48,492.00 ACCEPTED TO DATE)**

VE Suggestion 1: \_\_\_\_\_ (\$)  
Reduce size and change material for exterior building signage. Kasper exploring (Deduct)

VE Suggestion 2: \_\_\_\_\_ (\$24,717.00)  
Change WOMENS RR F0020 and MENS RR F0021 to single occupant restrooms with new fixtures/finishes and tile on wet walls only. (Deduct)

VE Suggestion 3: \_\_\_\_\_ (\$23,775.00)  
Eliminate studs and insulation (exposed block interior) and change double walled duct to rigid ductboard in STORAGE F0139. (Deduct)

VE Suggestion 4: \_\_\_\_\_ (\$4,534.00)  
Eliminate new wall/demo in DRESSING ROOM F0002 AND DRESSING ROOM F0004 areas and eliminate new wall and door in OFFICE F0136A. (Deduct)

**MEDIUM DESIGN PRIORITY (\$61,913.00 ACCEPTED TO DATE)**

VE Suggestion 5: \_\_\_\_\_ (\$9,700.00)  
Eliminate all work in the sections East of CIRC. F0120. (Deduct)

VE Suggestion 6: \_\_\_\_\_ (\$10,101.00)  
Eliminate wood wall and replace with paint in AUDITORIUM LOBBY F0018. Keep WCG-2 between two Gallery doors. (Deduct)

VE Suggestion 7A: \_\_\_\_\_ (\$14,967.00)  
Provide No. 8 Meteor Backs for theater seating in AUDITORIUM F0012. (Deduct)

VE Suggestion 7B: \_\_\_\_\_ (\$59,060.00)  
Provide No. 91 Millenium Backs for theater seating in AUDITORIUM F0012. (Deduct)

VE Suggestion 7C: Cannot accept 7C and 7D together. Accept one or the other. (\$1,587.00)  
Provide Grade 4 Fabric for theater seating in AUDITORIUM F0012. (Deduct)

VE Suggestion 7D: Cannot accept 7C and 7D together. Accept one or the other. (\$4,176.00)  
Provide Grade 2 Fabric for theater seating in AUDITORIUM F0012. (Deduct)

VE Suggestion 8: \_\_\_\_\_ (\$17,004.00)  
Eliminate Proscenium wall wood. (Deduct)

VE Suggestion 9: \_\_\_\_\_ (\$9,300.00)  
Change wall covering in AUDITORIUM F0012 to paint. (Deduct)

VE Suggestion 10: \_\_\_\_\_ (\$6,000.00)  
Provide alternate product for trim on face on STAGE/Proscenium. (Deduct)

VE Suggestion 11: N/A. Engineer informed us we cannot eliminate bracing.  
Eliminate all rigging and structural bracing in AUDITORIUM F0012. (Deduct)

VE Suggestion 12: \_\_\_\_\_ (\$27,545.00)  
Eliminate tile from all walls except wet walls. (Deduct)

VE Suggestion 13: \_\_\_\_\_ (\$3,500.00)  
Eliminate storefront windows in BLACKBOX THEATER F0140. (Deduct)

VE Suggestion 14: \_\_\_\_\_ (\$700.00)  
Eliminate floor boxes in BLACKBOX THEATER F0140. (Deduct)

VE Suggestion 15: Not recommended by engineer due to sound transmission.  
Change double wall duct to rigid ductboard painted black in BLACKBOX THEATER F0140. (Deduct)

VE Suggestion 16: \_\_\_\_\_ (\$29,481.00)  
Provide open office area on Second Floor South Wing in lieu of private offices. (Deduct)

VE Suggestion 17: Accepted as part of VE Suggestion 12.  
Provide tile on wet wall only in ADA TLT F0023. (Deduct)

#### **ADDITIONAL SUGGESTIONS (\$1,020,188.00 ACCEPTED TO DATE)**

VE Suggestion 18: \_\_\_\_\_ (\$26,750.00)  
Change stair treads in LOBBY F0100 to Western Red Cedar. (Deduct)

VE Suggestion 19B: \_\_\_\_\_ (\$104,856.00)  
Change stucco system to Senergy 1.5" EIFS with impact mesh to 10 ft above grade with alternate bidder. (Deduct)

VE Suggestion 20: \_\_\_\_\_ (\$81,548.00)  
Provide standard wood doors in lieu of STC rated doors. (Deduct)

VE Suggestion 21: \_\_\_\_\_ (\$6,500.00)  
Eliminate insulation from overhead doors. (Deduct)

VE Suggestion 22: \_\_\_\_\_ (\$6,500.00)  
Provide standard paint finish in lieu of powder coating on overhead doors. (Deduct)

VE Suggestion 23: \_\_\_\_\_ (\$5,413.00)  
Provide high performance grout in lieu of epoxy grout. (Deduct)

VE Suggestion 24: \_\_\_\_\_ (\$21,768.00)  
Provide Mannington Spacia Wood LVT in lieu of specified. (Deduct)

VE Suggestion 25: \_\_\_\_\_ (\$8,890.00)  
Provide Mannington 24x24 Dispatch CPT in lieu of specified (CPT-6 will remain as specified). (Deduct)



VE Suggestion 26: \_\_\_\_\_ (\$8,335.00)  
Provide Anatolia Artifact 12x24 porcelain tile in lieu of specified. (Deduct)

VE Suggestion 27: \_\_\_\_\_ (\$9,683.00)  
Provide Tarkett 4" rubber base in lieu of specified RB1, RB2, and RB3. (Deduct)

VE Suggestion 28: \_\_\_\_\_ (\$5,180.00)  
Eliminate TS4 Kuberit KW-Q cove base from scope. (Deduct)

VE Suggestion 29: \_\_\_\_\_ (\$13,965.00)  
Eliminate digital mixing console and stage boxes in AUDITORIUM F0012. (Deduct)

VE Suggestion 30: \_\_\_\_\_ (\$57,281.00)  
Eliminate digital wireless microphone systems in AUDITORIUM F0012. (Deduct)

VE Suggestion 31: \_\_\_\_\_ (\$36,613.00)  
Eliminate wireless clear-com system in AUDITORIUM F0012. (Deduct)

VE Suggestion 32: \_\_\_\_\_ (\$16,561.00)  
Eliminate stage monitors and amplification in AUDITORIUM F0012. (Deduct)

VE Suggestion 33: \_\_\_\_\_ (\$5,916.00)  
Eliminate distributed speakers in AUDITORIUM F0012. (Deduct)

VE Suggestion 34: \_\_\_\_\_ (\$20,000.00)  
Change theatrical lighting console from an Apex 5 to a Gio 5. (Deduct)

VE Suggestion 35: N/A. Theatrical lighting savings included in VE Suggestion 41.  
Replace the two short FOH motorized electrics with one longer center FOH electric. (Deduct)

VE Suggestion 36: N/A. Theatrical lighting savings included in VE Suggestion 41.  
Replace the apron motorized electric with dead hung positions (only recommended if SJRSC has a manlift available to access position when needed). (Deduct)

VE Suggestion 37: Not included in rejected total because total number is not applicable. (\$8,000.00/EA)  
Eliminate company switches in BLACKBOX THEATER F0140 and/or AV-LIGHTING F0224. (Deduct)

VE Suggestion 38: \_\_\_\_\_ (\$30,140.00)  
Utilize Aeon in lieu of Trane equipment. (Deduct)

VE Suggestion 39: \_\_\_\_\_ (\$5,400.00)  
Change sanitary piping from cast iron to PVC. (Deduct)

VE Suggestion 40: \_\_\_\_\_ (\$41,024.00)  
Eliminate sealcoating of existing parking lot. (Deduct)

VE Suggestion 41: \_\_\_\_\_ (\$315,440.00)  
Theatrical lighting savings. (Deduct)

VE Suggestion 42: \_\_\_\_\_ (\$29,000.00)  
Change to non-AISC certified erector. (Deduct)

VE Suggestion 43: \_\_\_\_\_ (\$10,000.00)  
Eliminate signed and sealed structural shop drawings for steel. Structural drawings provide engineering; therefore, the signed and sealed shop drawings are redundant. (Deduct)

VE Suggestion 44: \_\_\_\_\_ (\$56,000.00)  
Switch to alternate low plumbing subcontractor. Bid was received prior to the due date; however we did not have time to adequately scope the lowest bidder. Scoping has been completed. (Deduct)

VE Suggestion 45: \_\_\_\_\_ (\$20,340.00)  
Provide Guilford of Maine fabric for AWP-2 and AWP-3 in lieu of Armstrong Soundsoak. (Deduct)

VE Suggestion 87: \_\_\_\_\_ (\$50,950.00)  
Architectural lighting VE provided directly from SESCO to CED and PLE. (Deduct)

VE Suggestion 88: \_\_\_\_\_ (\$55,100.00)  
Delete cover board over insulation on new TPO roofing. TPO will be directly applied to insulation. (Deduct)

VE Suggestion 89: \_\_\_\_\_ (\$95,000.00)  
Delete Builder's Risk Insurance. (Deduct)

VE Suggestion 90: Not allowed by Florida Statute. (\$89,696.00)  
Delete Payment & Performance bond. (Deduct)

#### **HIGH DESIGN PRIORITY (PROTECT) (\$100,792.00 ACCEPTED TO DATE)**

VE Suggestion 46: \_\_\_\_\_ (\$28,750.00)  
Change motorized curtains to manual in DANCE STUDIO F0103. (Deduct)

VE Suggestion 47: \_\_\_\_\_ (\$2,143.00)  
Eliminate acoustic wall panels in VOICE CLASSROOM F0072. (Deduct)

VE Suggestion 48: \_\_\_\_\_ (\$12,390.00)  
Eliminate acoustic wall panels in TAP STUDIO F0107. (Deduct)

VE Suggestion 49: \_\_\_\_\_ (\$8,554.00)  
Eliminate acoustic wall panels in LOBBY F0100. (Deduct)

VE Suggestion 50: Accepted as part of VE Suggestion 12.  
Eliminate tile on all walls except wet walls in ADA TLT F0048A, ADA TLT F0048B, MENS RR F0049, and WOMENS RR FF050. (Deduct)

VE Suggestion 51: Minimum track lighting is shown. No room to deduct.  
Reduce track light count in GALLERY F00028. (Deduct)

VE Suggestion 52A: \_\_\_\_\_ (\$24,500.00)  
Reduce fixtures/redesign lighting in LOBBY F0100 per E2.6 Option A. (Deduct)

VE Suggestion 53: \_\_\_\_\_ (\$1,800.00)  
Eliminate all floor boxes in MAC LAB F0209. (Deduct)

VE Suggestion 54: \_\_\_\_\_ (\$900.00)  
Eliminate all but three floor boxes in ANIMATION STUDIO F0208. (Deduct)

VE Suggestion 56: \_\_\_\_\_ (\$45,742.00)  
Provide black vinyl coated chain-link fencing with black slats in lieu of specified aluminum. (Deduct)

#### **“NUCLEAR OPTION”**

VE Suggestion 55: Never priced. This option was rejected.  
Eliminate BLACKBOX THEATER F0140 addition. (Deduct)

#### **ODP SALES TAX SAVINGS (\$233,136.00 ACCEPTED TO DATE)**

VE Suggestion 57: \_\_\_\_\_ (\$4,000.00)  
ODP materials for Site Work scope. (Deduct)

VE Suggestion 58: \_\_\_\_\_ (\$4,737.00)  
ODP materials for Concrete scope. (Deduct)

VE Suggestion 59: \_\_\_\_\_ (\$4,002.00)  
ODP materials for Masonry scope. (Deduct)

VE Suggestion 60: \_\_\_\_\_ (\$23,741.00)  
ODP materials for Structural Steel scope. (Deduct)

VE Suggestion 61: Final amount cannot be accurately determined until a full bill of materials is provided during detailing.  
ODP materials for Handrails scope. (Deduct)

VE Suggestion 62: Material portion of millwork scope not significant enough to justify ODP.  
ODP materials for Millwork scope. (Deduct)

VE Suggestion 63: \_\_\_\_\_ (\$10,000.00)  
ODP materials for Roofing scope. (Deduct)

VE Suggestion 64: \_\_\_\_\_ (\$5,750.00)  
ODP materials for Smoke Hatches scope. (Deduct)

VE Suggestion 65: \_\_\_\_\_ (\$17,000.00)  
ODP materials for Doors, Frames, and Hardware scope. (Deduct)

VE Suggestion 66: \_\_\_\_\_ (\$8,900.00)  
ODP materials for Storefronts and Glazing scope. (Deduct)

VE Suggestion 67: \_\_\_\_\_ (\$14,000.00)  
ODP materials for Metal Framing and Drywall scope. (Deduct)

VE Suggestion 68: \_\_\_\_\_ (\$5,722.00)  
ODP materials for Acoustical Ceilings scope. (Deduct)

VE Suggestion 69: \_\_\_\_\_ (\$8,112.00)  
ODP materials for Wood Ceilings scope. (Deduct)

VE Suggestion 70: \_\_\_\_\_ (\$2,306.00)  
ODP materials for Acoustical Wall Panels scope. (Deduct)

VE Suggestion 71: \_\_\_\_\_ (\$4,500.00)  
ODP materials for Flooring scope. (Deduct)

VE Suggestion 72: \_\_\_\_\_ (\$1,000.00)  
ODP materials for Painting scope. (Deduct)

VE Suggestion 73: TBD during construction once material is ordered.  
ODP materials for EIFS scope. (Deduct)

VE Suggestion 74: \_\_\_\_\_ (\$3,347.00)  
ODP materials for Specialties scope. (Deduct)

VE Suggestion 75: \_\_\_\_\_ (\$8,920.00)  
ODP materials for Theater Seating scope. (Deduct)

VE Suggestion 76: Not allowed by Florida Department of Revenue. Elevator company manufactures and installs their own product, not installation of another manufacturer's product.  
ODP materials for Elevator scope. (Deduct)

VE Suggestion 77: \_\_\_\_\_ (\$2,000.00)  
ODP materials for Fire Protection scope. (Deduct)

VE Suggestion 78: \_\_\_\_\_ (\$9,693.00)  
ODP materials for Plumbing scope. (Deduct)

VE Suggestion 79: \_\_\_\_\_ (\$6,875.00)  
ODP materials for HVAC scope. (Deduct)

VE Suggestion 80: \_\_\_\_\_ (\$)  
ODP materials for Controls scope. (Deduct)

VE Suggestion 81: \_\_\_\_\_ (\$27,500.00)  
ODP materials for Electrical scope. (Deduct)

VE Suggestion 82: \_\_\_\_\_ (\$2,000.00)  
ODP materials for Fire Alarm scope. (Deduct)

VE Suggestion 83: \_\_\_\_\_ (\$46,650.00)  
ODP materials for Theatrical Lighting scope. (Deduct)

VE Suggestion 84: \_\_\_\_\_ (\$1,908.00)  
ODP materials for Low-Voltage scope. (Deduct)

VE Suggestion 85: \_\_\_\_\_ (\$)  
ODP materials for Access Control scope. (Deduct)

VE Suggestion 86: \_\_\_\_\_ (\$10,473.00)  
ODP materials for AV scope. (Deduct)

ACCEPTED VE SAVINGS TO DATE:	\$1,231,385.00
REJECTED VE SAVINGS:	\$371,803.00
(4, 5, 7B, 7D, 8, 10, 13, 14, 16, 24, 30, 33, 42, 43, 90, 47, 48, 49, & 54)	
ODP SAVINGS:	\$233,136.00
<b>TOTAL SAVINGS ACCEPTED TO DATE:</b>	<b>\$1,464,521.00</b>



# St. Johns River State College

BID-SJR-06-2024

## Remodel and Addition to the FloArts Building Project - Palatka Campus

### NOTICE OF INTENT TO AWARD BID

SJR State anticipates awarding the bid to responsive bidder meeting specifications,  
Scherer Construction of North Florida, LLC on February 19, 2025

Respondent	Base Bid	Alternate 1 (Add)	Alternate 2 (Deduct)	Alternate 3 (Add)	Alternate 4 (Deduct)	Alternate 5 (Deduct)	Alternate 6 (Deduct)	Alternate 7 (Deduct)	Alternate 8 (Deduct)	Alternate 9 (Deduct)	Alternate 10 (Deduct)	Alternate 11 (Deduct)	Alternate 12 (Deduct)	Total
E. Vaughan Rivers, Inc.	\$15,160,873	98,245	-36,000	11,250	-53,490	-35,600	0	-4,000	-200	-400	-2,346	-5,650	-598,110	\$14,534,572
Foresight Construction Group, Inc.	\$15,027,019	136,008	-67,142	6,260	-64,961	-62,039	-16,654	-4,000	+1,206	-2,627	-11,698	-6,333	-598,110	\$14,336,929
Parrish McCall Constructors	<b>NO BID</b>													
Scherer Construction of North Florida, LLC	\$14,445,775	149,061	-39,770	6,493	-23,320	-37,340	-774	-3,204	-1,215	-2,902	-35,674	-5,671	-205,057	\$14,246,402
D.E. Scorpio Corporation DBA Scorpio	<b>NO BID</b>													

This bid includes the Base Bid and twelve (12) bid alternates:

1. Aperio Hub Doors (Add Alternate 1)
2. Catwalk in Blackbox (Deductive Alternate 2)
3. DMX Dynamic Lighting Function (Add Alternate 3)

4. Facelift Finish to Backstage/Dressing Room Area (Deductive Alternate 4)
5. Elimination of Equipment Screens (Deductive Alternate 5)
6. Office Doors – Narrow Lite (Deductive Alternate 6)
7. Reduce the Size of Blackbox Windows (Deductive Alternate 7)
8. Eliminate Windows Between 2<sup>nd</sup> Floor Offices and Theater (Deductive Alternate 8)
9. President's Box – Cushioned Mobile Seating (Deductive Alternate 9)
10. Lobby Acoustic Ceiling – alternate Product (Deductive Alternate 10)
11. Eliminate Corridor Flooring Near Piano/Photo Studio on East Side of South Wing (Deductive Alternate 11)
12. TPO Roofing with Fleece-Backed 20-year Warranty (Deductive Alternate 12)

**Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.**



# ST. JOHNS RIVER

## S T A T E C O L L E G E

### Memorandum

**TO:** Joe Pickens, J.D. President

**FROM:** Randy Peterson  
Vice President/CFO

**DATE:** April 7, 2025

**RE:** Action Agenda Items: April 16, 2025, District Board of Trustees Meeting

---

The following Action and Information items are submitted for the Board of Trustees' approval at the April 16, 2025, meeting:

#### **ACTION AGENDA ITEM:**

1. Action to approve transfers from the Board Designated Operating Reserves to the Unexpended Plant Fund for the:
  - a. Palatka Campus Infrastructure Project
  - b. Flo Arts Deferred Maintenance and Renovation Project

#### **INFORMATION AGENDA ITEMS:**

1. Financial Audit for Fiscal Year Ended June 30, 2024
2. Department of Veterans Affairs Compliance Survey
3. Federal Awards Audit for Fiscal Year Ended June 30, 2024
4. Thrasher Horne Center Emergency Exercise





# ST. JOHNS RIVER

## S T A T E C O L L E G E

### Memorandum

**TO:** Joe H. Pickens, J.D.  
President

**FROM:** Randy Peterson  
Vice President, Chief Financial Officer

**DATE:** April 7, 2025

**SUBJECT:** Transfers from Board Designated Operating Reserves to the Unexpended Plant Fund

Pursuant to Rule 6A-14.0716(3)(b), Florida Administrative Code, College Board of Trustees are authorized to amend budgets and transfer funds from the Current Unrestricted Fund (Operating Fund). Transfers from the Operating Fund to the Unexpended Plant Fund require review by the Chancellor.

College Administration is requesting Board approval to process two transfers from designated reserves that were approved by the Board at the September 2024 Board meeting.

1. Palatka Campus Infrastructure: \$629,000
2. Renovation of the Florida School of the Arts Building: \$3,000,000

A recap of Board Designated Reserves prior to this transfer is as follows:

#### OPERATING FUND-BOARD DESIGNATED RESERVES

(In thousands)

Carryforward  
from 23-24

Used in 24-25

Balance for  
Spending Plan

#### Designated Fund Category:

Catastrophic Deductible Contingency (60 days expenditure reserv	\$ 4,007		\$ 4,007
Year end Close	\$ -		\$ -
Weather related contingencies	\$ 1,145		\$ 1,145
Utilities Contingencies	\$ 145		\$ 145
Marketing/Student Success Campaign	\$ 57		\$ 57
Nonrecurring Comp Adjustments:FT-Non Bargaining	\$ 0		\$ 0
Nonrecurring Comp Adjustments:PT	\$ (0)		\$ (0)
Palatka Campus Infrastructure	\$ 629		\$ 629
EMT Contingency	\$ 100		\$ 100
Deferred Maintenance/Capital Needs	\$ -		\$ -
Flo Arts Deferred Maintenance & Renovation	\$ 9,000		\$ 9,000
Workforce Programs	\$ 565	(13)	\$ 552
<b>Total Board Designations</b>	<b>\$ 15,648</b>	<b>\$ (13)</b>	<b>\$ 15,635</b>

## BUDGET AMENDMENT REQUEST

**COLLEGE:** St. Johns River State College

**FISCAL YEAR:** 2024-25

Be it resolved that the District Board of Trustees, St. Johns River State College, in a meeting assembled pursuant to Section 1011.30, Florida Statutes, and Rule 6A-14.0716(3)(b), Florida Administrative Code, hereby requests the State Board of Education to approve amendments to the college budget for the fiscal year as follows:

**REASONS FOR BUDGET AMENDMENT:** Place an "X" by the applicable reason for amendment.

<u>  X  </u>	(1) JUSTIFICATION: Budget transfer from General Fund 1 to Plant Fund 7		
	Fund	Amount	Explanation
	7-Unexpended Plant Fund	\$629,000	Palatka Campus Infrastructure
	7-Unexpended Plant Fund	\$3,000,000	Renovation of the Florida School of the Arts Building

       (2) CHANGE IN FUND BALANCE: Notification necessary only if New Fund Balance is less than 5%  
New Fund Balance \_\_\_\_\_ %

CERTIFIED AS  
APPROVED BY  
BOARD:

\_\_\_\_\_  
President (as Secretary of the Board)

BOARD APPROVAL DATE: \_\_\_\_\_

### DEPARTMENT OF EDUCATION

CERTIFIED AS  
APPROVED BY  
DEPARTMENT  
OF EDUCATION:

\_\_\_\_\_  
CHANCELLOR, THE FLORIDA COLLEGE SYSTEM

DATE: \_\_\_\_\_




# ST. JOHNS RIVER

## S T A T E C O L L E G E

### Memorandum

**TO:** Randy Peterson  
Vice President/CFO

**FROM:** Logan B. Becker  
Controller 

**DATE:** April 7, 2025

**SUBJECT:** Financial Audit Report, Fiscal Year Ended June 30, 2024

The Office of the Auditor General for the State of Florida annually audits the fiscal operations of St. Johns River State College. The scope of the audit included an examination of the College's basic financial statements as of and for the fiscal year ended June 30, 2024, as well as obtaining an understanding of the College's environment and internal controls in order to assess the risk of material misstatement necessary to plan the audit of the financial statements. In addition, the auditor conducted an examination to determine whether the college executed various transactions in accordance with governing provisions of laws, rules, regulations, contracts, and grant agreements.

The College received an unmodified opinion. A summary of the audit report is as follows:

- The College's basic financial statements were presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
- There were no deficiencies identified in the College's internal control over financial reporting that were considered material weaknesses.
- There were no instances of noncompliance or other matters that were required to be reported under *Government Auditing Standards* issued by the Comptroller General of the United States.

Please place this item on the April 16, 2025, Board agenda. I would be happy to answer any questions regarding this audit report.

# STATE OF FLORIDA AUDITOR GENERAL

## Financial Audit

Report No. 2025-117  
February 2025

### ST. JOHNS RIVER STATE COLLEGE

For the Fiscal Year Ended  
June 30, 2024



Sherrill F. Norman, CPA  
Auditor General

### Board of Trustees and President

During the 2023-24 fiscal year, Mr. Joe H. Pickens, J.D., served as President of St. Johns River State College and the following individuals served as Members of the Board of Trustees:

	County
Rich Komando, Chair from 8-9-23, Vice Chair through 8-8-23	Confidential <sup>a</sup>
Jan Conrad, Vice Chair from 8-9-23	St. Johns
Wendell D. Davis, Chair through 8-8-23	Clay
Makayla Buchanan through 10-18-23 <sup>b</sup>	Clay
James E. Reid	Putnam
W.J. Sapp Jr.	Clay

<sup>a</sup> County is confidential pursuant to Section 119.071(4), Florida Statutes.

<sup>b</sup> Trustee position vacant from 10-19-23, through 6-30-24.

Note: One Trustee position was vacant the entire period.

The Auditor General conducts audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

The team leader was Lenia T. Blades, and the audit was supervised by Ivo Njabe, CPA.

Please address inquiries regarding this report to Jaime N. Hoelscher, CPA, Audit Manager, by e-mail at [jaimehoelscher@aud.state.fl.us](mailto:jaimehoelscher@aud.state.fl.us) or by telephone at (850) 412-2868.

This report and other reports prepared by the Auditor General are available at:

[FLAuditor.gov](http://FLAuditor.gov)

Printed copies of our reports may be requested by contacting us at:

**State of Florida Auditor General**

**Claude Pepper Building, Suite G74 · 111 West Madison Street · Tallahassee, FL 32399-1450 · (850) 412-2722**

**ST. JOHNS RIVER STATE COLLEGE**  
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## SUMMARY

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### SUMMARY OF REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Our audit disclosed that the basic financial statements of St. Johns River State College (a component unit of the State of Florida) were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

### SUMMARY OF REPORT ON INTERNAL CONTROL AND COMPLIANCE

Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* issued by the Comptroller General of the United States.

### AUDIT OBJECTIVES AND SCOPE

Our audit objectives were to obtain reasonable assurance about whether the financial statements as a whole were free from material misstatements, whether due to fraud or error, and to issue an auditor's report that included our opinion. In doing so we:

- Exercised professional judgment and maintained professional skepticism throughout the audit.
- Identified and assessed the risks of material misstatement of the financial statements, whether due to fraud or error, and designed and performed audit procedures responsive to those risks.
- Obtained an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluated the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluated the overall presentation of the financial statements.
- Concluded whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.
- Examined various transactions to determine whether they were executed, in both manner and substance, in accordance with governing provisions of laws, rules, regulations, contracts, and grant agreements.

An examination of Federal awards administered by the College is included within the scope of our Statewide audit of Federal awards administered by the State of Florida.

### AUDIT METHODOLOGY

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and applicable standards contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.



Sherrill F. Norman, CPA  
Auditor General

# AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74  
111 West Madison Street  
Tallahassee, Florida 32399-1450



Phone: (850) 412-2722  
Fax: (850) 488-6975

The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## INDEPENDENT AUDITOR'S REPORT

### Report on the Audit of the Financial Statements

#### ***Opinions***

We have audited the financial statements of St. Johns River State College, a component unit of the State of Florida, and its aggregate discretely presented component units as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements as listed in the table of contents.

In our opinion, based on our audit and the reports of the other auditors, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of St. Johns River State College and of its aggregate discretely presented component units as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

We did not audit the financial statements of the aggregate discretely presented component units, which represent 100 percent of the transactions and account balances of the aggregate discretely presented component units columns as of June 30, 2024. Those statements were audited by other auditors whose reports have been furnished to us, and our opinion, insofar as it relates to the amounts included for the aggregate discretely presented component units, is based solely on the reports of the other auditors.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (*Government Auditing Standards*). Our responsibilities under those standards are further described in the ***Auditor's Responsibilities for the Audit of the Financial Statements*** section of our report. We are required to be independent of the College and to meet our other ethical responsibilities, in accordance with the relevant ethical



requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for 12 months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that **MANAGEMENT'S DISCUSSION AND ANALYSIS**, the **Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Florida Retirement System Pension Plan**, **Schedule of College Contributions – Florida Retirement System Pension Plan**, **Schedule of the College's Proportionate Share of the Net Pension Liability – Health Insurance Subsidy Pension Plan**, **Schedule of College Contributions – Health Insurance Subsidy Pension Plan**, and **Notes to Required Supplementary Information** be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We and other auditors have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 18, 2025, on our consideration of the St. Johns River State College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements and other matters included under the heading **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an

audit performed in accordance with *Government Auditing Standards* in considering the College's internal control over financial reporting and compliance.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sherrill F. Norman". The signature is written in black ink and is positioned above the printed name and title.

Sherrill F. Norman, CPA  
Tallahassee, Florida  
February 18, 2025

## ***MANAGEMENT'S DISCUSSION AND ANALYSIS***

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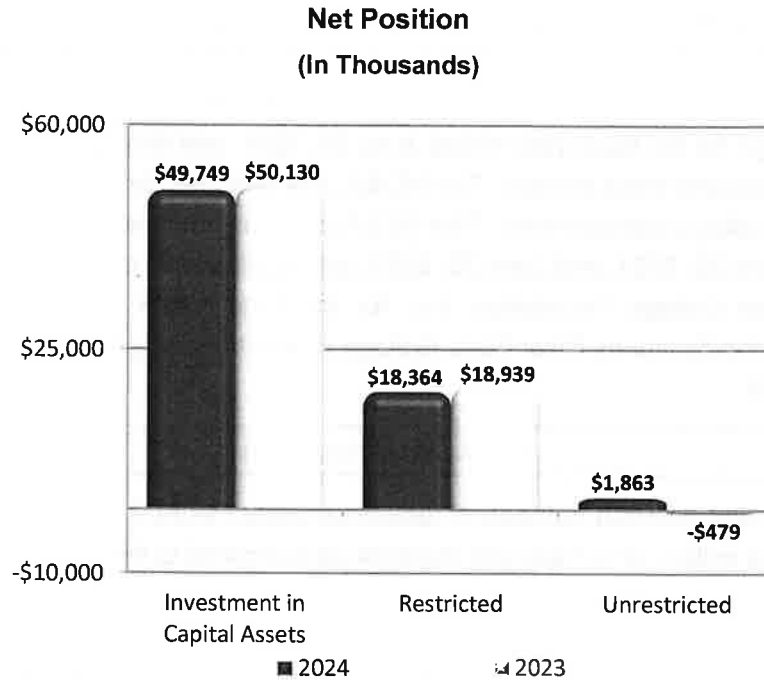
Management's discussion and analysis (MD&A) provides an overview of the financial position and activities of the College for the fiscal year ended June 30, 2024, and should be read in conjunction with the financial statements and notes thereto. The MD&A, and financial statements and notes thereto, are the responsibility of College management. The MD&A contains financial activity of the College for the fiscal years ended June 30, 2024, and June 30, 2023, and its discretely presented component units, the St. Johns River State College Foundation, Inc. for the fiscal years ended March 31, 2024, and March 31, 2023, and the St. Johns River State College Student Housing Corporation for the fiscal year ended March 31, 2024.

<b>FINANCIAL HIGHLIGHTS</b>
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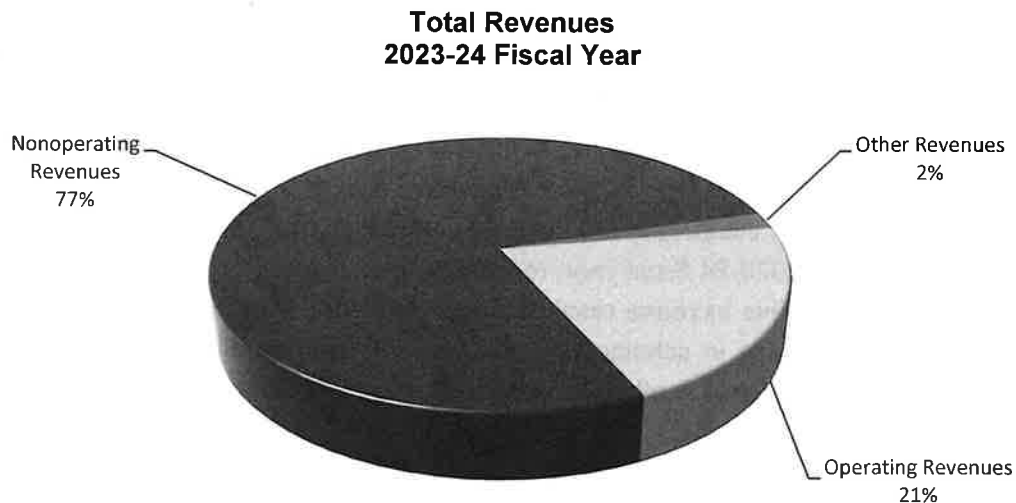
The College's assets and deferred outflows of resources totaled \$103.5 million at June 30, 2024. This balance reflects a \$4.6 million, or 4.7 percent, increase as compared to the 2022-23 fiscal year, resulting primarily from a \$7 million increase in investments, and a \$0.2 million increase in accounts receivable, offset by a \$0.9 million decrease in unrestricted cash and cash equivalents, a \$0.7 million decrease in due from other governmental agencies, a \$0.6 million decrease in deferred outflows and a decrease in capital assets, net of depreciation, of \$0.4 million. While assets and deferred outflows of resources grew, liabilities and deferred inflows of resources increased by \$3.2 million, or 10.6 percent, totaling \$33.5 million at June 30, 2024, resulting primarily from a \$1.7 million increase in the net pension liability, an increase in deferred inflows of resources of \$1.4 million, a \$0.6 million increase in compensated absences payable, offset by a \$0.5 million decrease in other postemployment benefits payable. As a result, the College's net position increased by \$1.4 million, resulting in a year-end balance of \$70 million.

The College's operating revenues totaled \$13.4 million for the 2023-24 fiscal year, representing a 14.1 percent increase compared to the 2022-23 fiscal year due to an increase of \$1.1 million in net student tuition and fees and an increase in net auxiliary enterprises of \$0.6 million. Operating expenses totaled \$63.6 million for the 2023-24 fiscal year, representing an increase of 15.5 percent as compared to the 2022-23 fiscal year. This increase resulted primarily from a \$6.8 million increase in personnel services, a \$1.5 million increase in scholarships and waivers, a \$0.6 million increase in contractual services, and a \$0.3 million increase in other services and expenses, offset by a \$0.6 million decrease in materials and supplies.

Net position represents the residual interest in the College's assets and deferred outflows of resources after deducting liabilities and deferred inflows of resources. The College's comparative total net position by category for the fiscal years ended June 30, 2024, and June 30, 2023, is shown in the following graph:



The following chart provides a graphical presentation of College revenues by category for the 2023-24 fiscal year:



#### OVERVIEW OF FINANCIAL STATEMENTS

Pursuant to the Governmental Accounting Standards Board (GASB) Statement No. 35, the College's financial report consists of three basic financial statements: the statement of net position; the statement of revenues, expenses, and changes in net position; and the statement of cash flows. The financial statements, and notes thereto, encompass the College and its component units, the St. Johns River State College Foundation, Inc. (Foundation) and the St. Johns River State College Student Housing Corporation (Housing Corp). Based on the application of the criteria for determining component units,

the Foundation and the Housing Corp are included within the College reporting entity as discretely presented component units.

### **The Statement of Net Position**

The statement of net position reflects the assets, deferred outflows of resources, liabilities, and deferred inflows of resources of the College and its component units, using the accrual basis of accounting, and presents the financial position of the College and its component units at a specified time. Assets, plus deferred outflows of resources, less liabilities, less deferred inflows of resources, equals net position, which is one indicator of the College's current financial condition. The changes in net position that occur over time indicate improvement or deterioration in the College's financial condition.

The following summarizes the assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position of the College and its component units for the respective fiscal years ended:

### **Condensed Statement of Net Position**

(In Thousands)

	<b>College</b>		<b>Component Units</b>	
	<b>6-30-24</b>	<b>6-30-23</b>	<b>3-31-24</b>	<b>3-31-23</b>
<b>Assets</b>				
Current Assets	\$ 34,401	\$ 28,841	\$ 6,887	\$ 5,410
Capital Assets, Net	49,749	50,130	-	-
Other Noncurrent Assets	12,114	12,085	3,538	3,501
<b>Total Assets</b>	<b>96,264</b>	<b>91,056</b>	<b>10,425</b>	<b>8,911</b>
<b>Deferred Outflows of Resources</b>	<b>7,255</b>	<b>7,861</b>	<b>-</b>	<b>-</b>
<b>Liabilities</b>				
Current Liabilities	2,142	2,144	16	11
Noncurrent Liabilities	27,834	26,065	64	70
<b>Total Liabilities</b>	<b>29,976</b>	<b>28,209</b>	<b>80</b>	<b>81</b>
<b>Deferred Inflows of Resources</b>	<b>3,567</b>	<b>2,118</b>	<b>135</b>	<b>119</b>
<b>Net Position</b>				
Investment in Capital Assets	49,749	50,130	-	-
Restricted	18,364	18,939	7,059	6,094
Unrestricted	1,863	(479)	3,151	2,617
<b>Total Net Position</b>	<b>\$ 69,976</b>	<b>\$ 68,590</b>	<b>\$ 10,210</b>	<b>\$ 8,711</b>

The \$5.6 million increase in current assets was primarily due to purchases of additional certificates of deposit investments of \$7 million. Additionally, accounts receivable increased \$0.2 million primarily related to changes in third party charges. The increases in investments and accounts receivable were offset by a decrease of \$0.9 million in unrestricted cash and cash equivalents, largely related to a reduction in cash for Thrasher Horne and Bookstore operations. There was also a \$0.7 million decrease in due from other governmental agencies resulting primarily from payments received from the State totaling \$0.6 million for deferred maintenance projects. The \$0.6 million decrease in the College's

deferred outflows of resources resulted mainly from pension-related adjustments required by GASB Statement No. 68, and other postemployment benefits adjustments required by GASB Statement No. 75. The decrease in capital assets is primarily due to a \$0.9 million increase in furniture, machinery and equipment, offset by a \$2.2 million increase in accumulated depreciation.

The increase in noncurrent liabilities is due to a \$1.7 million and a \$0.6 million increase in the College's net pension liability and compensated absences, respectively, offset by a \$0.5 million decrease in other postemployment benefits adjustments required by GASB Statement No. 75. The increase in the College's deferred inflows of resources resulted from a \$1 million increase in pension-related adjustments required by GASB Statement No. 68, and a \$0.4 million increase in other postemployment benefits adjustments required by GASB Statement No. 75.

### **The Statement of Revenues, Expenses, and Changes in Net Position**

The statement of revenues, expenses, and changes in net position presents the College's and its component units' revenue and expense activity, categorized as operating and nonoperating. Revenues and expenses are recognized when earned or incurred, regardless of when cash is received or paid.

The following summarizes the College's and its component units' activity for the respective fiscal years ended:

#### **Condensed Statement of Revenues, Expenses, and Changes in Net Position For the Fiscal Years**

	<b>(In Thousands)</b>			
	<b>College</b>		<b>Component Units</b>	
	<b>6-30-24</b>	<b>6-30-23</b>	<b>3-31-24</b>	<b>3-31-23</b>
Operating Revenues	\$ 13,447	\$ 11,786	\$ 636	\$ 1,080
Less, Operating Expenses	63,571	55,028	658	672
<b>Operating Income (Loss)</b>	(50,124)	(43,242)	(22)	408
Net Nonoperating Revenues (Expenses)	50,239	40,431	1,503	(479)
<b>Income (Loss) Before Other Revenues</b>	115	(2,811)	1,481	(71)
Other Revenues	1,271	7,370	18	62
<b>Net Increase (Decrease) In Net Position</b>	1,386	4,559	1,499	(9)
Net Position, Beginning of Year	68,590	64,031	8,711	8,720
<b>Net Position, End of Year</b>	<b>\$ 69,976</b>	<b>\$ 68,590</b>	<b>\$ 10,210</b>	<b>\$ 8,711</b>

### **Operating Revenues**

GASB Statement No. 35 categorizes revenues as either operating or nonoperating. Operating revenues generally result from exchange transactions where each of the parties to the transaction either gives or receives something of equal or similar value.

The following summarizes the operating revenues for the College and its component units by source that were used to fund operating activities for the respective fiscal years ended:

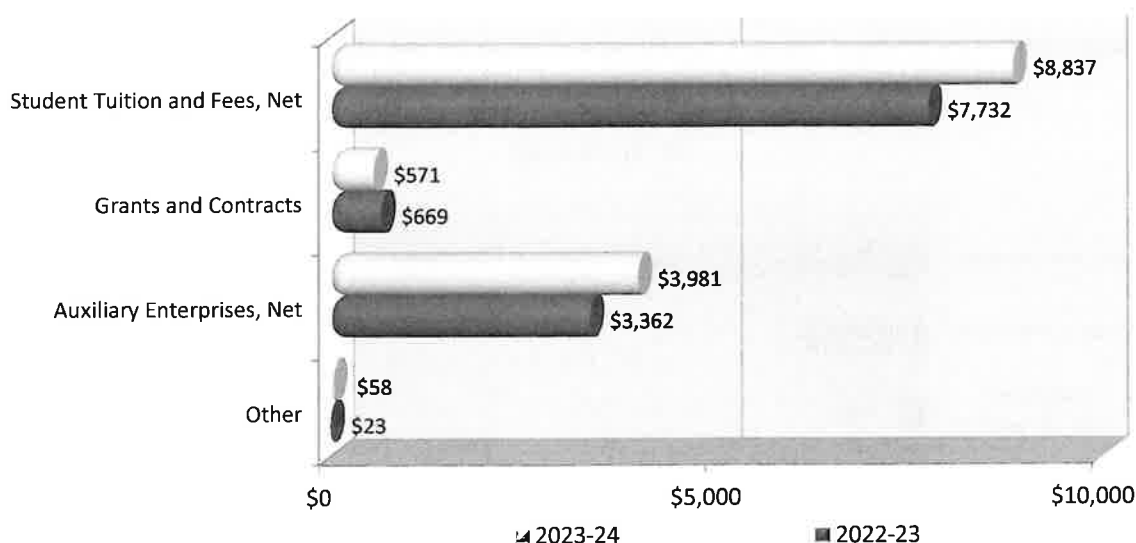
## Operating Revenues For the Fiscal Years

(In Thousands)

	College		Component Units	
	6-30-24	6-30-23	3-31-24	3-31-23
Student Tuition and Fees, Net	\$ 8,837	\$ 7,732	\$ -	\$ -
Grants and Contracts	571	669	-	-
Auxiliary Enterprises, Net	3,981	3,362	-	-
Other	58	23	636	1,080
<b>Total Operating Revenues</b>	<b>\$ 13,447</b>	<b>\$ 11,786</b>	<b>\$ 636</b>	<b>\$ 1,080</b>

The following chart presents the College's operating revenues for the 2023-24 and 2022-23 fiscal years:

## Operating Revenues (In Thousands)



College operating revenue changes were primarily the result of increases in net student tuition and fees and net auxiliary enterprises offset by a \$0.1 million decrease in grants and contracts. Net student tuition and fees increased by \$1.1 million, or 14.3 percent compared to the prior fiscal year due largely to increased enrollment. Net auxiliary enterprises increased by \$0.6 million, or 18.4 percent compared to the prior fiscal year due to an increase in bookstore sales and Thrasher Horne ticket sales.

## Operating Expenses

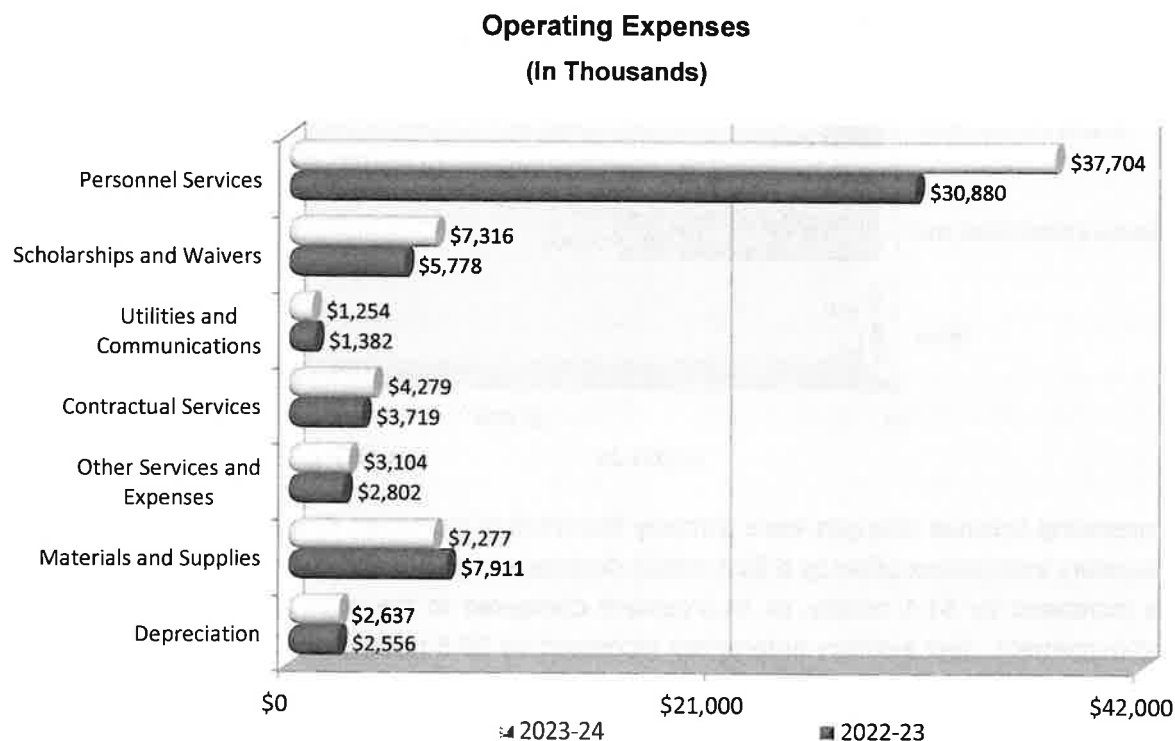
Expenses are categorized as operating or nonoperating. The majority of the College's expenses are operating expenses as defined by GASB Statement No. 35. GASB gives financial reporting entities the choice of reporting operating expenses in the functional or natural classifications. The College has chosen to report the expenses in their natural classification on the statement of revenues, expenses, and changes in net position and has displayed the functional classification in the notes to financial statements.



The following summarizes operating expenses by natural classification for the College and its component units for the respective fiscal years ended:

<b>Operating Expenses For the Fiscal Years</b>				
<b>(In Thousands)</b>				
	<b>College</b>		<b>Component Units</b>	
	<b>6-30-24</b>	<b>6-30-23</b>	<b>3-31-24</b>	<b>3-31-23</b>
Personnel Services	\$ 37,704	\$ 30,880	\$ -	\$ -
Scholarships and Waivers	7,316	5,778	382	387
Utilities and Communications	1,254	1,382	-	-
Contractual Services	4,279	3,719	103	16
Other Services and Expenses	3,104	2,802	173	269
Materials and Supplies	7,277	7,911	-	-
Depreciation	2,637	2,556	-	-
<b>Total Operating Expenses</b>	<b>\$ 63,571</b>	<b>\$ 55,028</b>	<b>\$ 658</b>	<b>\$ 672</b>

The following chart presents the College's operating expenses for the 2023-24 and 2022-23 fiscal years:



College operating expense changes were primarily the result of increases in personnel services, scholarships and waivers, contractual services, and other services and expenses, offset by a decrease in materials and supplies. Personnel services increased by \$6.8 million, or 22.1 percent, due primarily to increases in employee salary, benefits, and retirement contributions totaling \$3.3 million, along with pension expense adjustments required by GASB Statement No. 68. of \$2.9 million and \$0.6 million in compensated absences. Scholarships and waivers increased by \$1.5 million, or 26.6 percent, due

primarily to increases in Federal Pell grants of \$1.3 million. Contractual services increased by \$0.6 million, or 15.1 percent primarily due to an increase in noninstructional services of \$0.3 million. Other services and expenses increased by \$0.3 million, or 10.8 percent mostly due to a \$0.2 million increase in repairs and maintenance. Materials and supplies decreased by \$0.6 million, or 8 percent, due primarily to increases in noncapitalized materials, supplies, and minor equipment costs of \$1 million, offset by a decrease in noncapitalized repair and maintenance costs of \$1.6 million.

### **Nonoperating Revenues**

Certain revenue sources that the College relies on to provide funding for operations, including State noncapital appropriations, Federal and State student financial aid, certain gifts and grants, and investment income are defined by GASB as nonoperating. The following summarizes the College's nonoperating revenues for the 2023-24 and 2022-23 fiscal years:

<b>Nonoperating Revenues For the Fiscal Years</b>		
<b>(In Thousands)</b>		
	<b>2023-24</b>	<b>2022-23</b>
State Noncapital Appropriations	\$ 36,921	\$ 27,322
Federal and State Student Financial Aid	9,326	7,628
Gifts and Grants	2,282	3,279
Investment Income	1,705	2,193
Gain on Disposal of Capital Assets	5	9
<b>Net Nonoperating Revenues</b>	<b>\$ 50,239</b>	<b>\$ 40,431</b>

Nonoperating revenues increased by \$9.8 million, or 24.3 percent when compared to the prior fiscal year. State noncapital appropriations increased by \$9.6 million, or 35.1 percent, primarily due to an increase of \$9 million in the Florida College System Program Fund appropriation from the State of Florida. Federal and State student financial aid increased by \$1.7 million, or 22.3 percent due primarily to an increase in Federal Pell student financial aid of \$1.3 million. Gifts and grants decreased by \$1 million, or 30.4 percent, due to a decrease in Federal Higher Education Emergency Relief Funds (HEERF) of \$1.4 million, offset by an increase of \$0.4 million in dual enrollment revenue from county school boards. Investment income decreased by \$0.5 million, or 22.3 percent, due to a decrease in investment gains from the State Treasury Special Purpose Investment Account (SPIA) investment pool.

### **Other Revenues**

This category is composed of State capital appropriations and capital grants, contracts, gifts, and fees. The following summarizes the College's other revenues for the 2023-24 and 2022-23 fiscal years:

**Other Revenues  
For the Fiscal Years  
(In Thousands)**

	<u>2023-24</u>	<u>2022-23</u>
State Capital Appropriations	\$ 158	\$ 377
Capital Grants, Contracts, Gifts, and Fees	1,113	6,993
<b>Total</b>	<u>\$ 1,271</u>	<u>\$ 7,370</u>

Other revenues decreased \$6.1 million, or 82.8 percent when compared to the prior fiscal year. State capital appropriations decreased by \$0.2 million, or 58.1 percent, due to a decrease of State Public Education Capital Outlay appropriations of \$0.2 million. Capital grants, contracts, gifts, and fees decreased by \$5.9 million, or 84.1 percent, due in total to a decrease in deferred maintenance funding from the State of Florida.

**The Statement of Cash Flows**

The statement of cash flows provides information about the College's financial results by reporting the major sources and uses of cash and cash equivalents. This statement will assist in evaluating the College's ability to generate net cash flows, its ability to meet its financial obligations as they come due, and its need for external financing. Cash flows from operating activities show the net cash used by the operating activities of the College. Cash flows from capital financing activities include all plant funds and related long-term debt activities. Cash flows from investing activities show the net source and use of cash related to purchasing or selling investments, and earning income on those investments. Cash flows from noncapital financing activities include those activities not covered in other sections.

The following summarizes the College's cash flows for the 2023-24 and 2022-23 fiscal years:

**Condensed Statement of Cash Flows  
For the Fiscal Years  
(In Thousands)**

	<u>2023-24</u>	<u>2022-23</u>
Cash Provided (Used) by:		
Operating Activities	\$(43,611)	\$(40,609)
Noncapital Financing Activities	48,529	41,854
Capital and Related Financing Activities	(335)	1,262
Investing Activities	<u>(5,340)</u>	<u>(5,785)</u>
<b>Net Decrease in Cash and Cash Equivalents</b>	(757)	(3,278)
Cash and Cash Equivalents, Beginning of Year	<u>25,594</u>	<u>28,872</u>
<b>Cash and Cash Equivalents, End of Year</b>	<u>\$ 24,837</u>	<u>\$ 25,594</u>

Major sources of funds came from State noncapital appropriations (\$36.9 million), Federal and State student financial aid (\$9.3 million), net student tuition and fees (\$8.8 million), proceeds from maturity of investments (\$8 million), net auxiliary enterprises (\$3.8 million), Federal Direct Student Loan program receipts (\$3.7 million), gifts and grants received for other than capital or endowment purposes

(\$2.3 million), investment income (\$1.7 million), and capital grants and gifts (\$1.7 million). Major uses of funds were for payments to employees and for employee benefits (\$33.7 million), purchases of investments (\$15 million), payments to suppliers (\$14.5 million), payments for scholarships (\$7.3 million), disbursements to students for Federal Direct Student Loans (\$3.7 million), purchase of capital assets (\$2.3 million), and payments for utilities and communications (\$1.3 million).

The College's overall cash and cash equivalents decreased by \$0.8 million, or 3 percent, from the prior fiscal year. Net cash used for operating activities increased by \$3 million primarily due to an increase in payments to employees and an increase in payments for scholarships, offset by an increase in student tuition and fees and an increase in auxiliary enterprises revenue. Net cash provided by noncapital financing activities increased by \$6.7 million primarily due to an increase in State noncapital appropriations and an increase in Federal and State student financial aid, offset by a decrease in gifts and grants received for other than capital or endowment purposes. Net cash provided by capital and related financing activities decreased by \$1.6 million primarily due to a decrease in State capital appropriations, offset by an increase in capital grants and gifts as well as an increase in purchases of capital assets. Net cash used by investing activities decreased by \$0.4 million due to an increase in proceeds from maturities of investments, offset by an increase in purchase of investments and a decrease in investment income.

#### CAPITAL ASSETS AND CAPITAL EXPENSES AND COMMITMENTS

##### **Capital Assets**

At June 30, 2024, the College had \$96.1 million in capital assets, less accumulated depreciation of \$46.4 million, for net capital assets of \$49.7 million. Depreciation charges for the current fiscal year totaled \$2.6 million. The following table summarizes the College's capital assets, net of accumulated depreciation, at June 30:

#### **Capital Assets, Net at June 30**

(In Thousands)

	<u>2024</u>	<u>2023</u>
Land	\$ 687	\$ 687
Construction in Progress	441	7,475
Buildings	45,610	39,465
Other Structures and Improvements	20	47
Furniture, Machinery, and Equipment	<u>2,991</u>	<u>2,456</u>
<b>Capital Assets, Net</b>	<u><u>\$49,749</u></u>	<u><u>\$50,130</u></u>

Additional information about the College's capital assets is presented in the notes to financial statements.

##### **Capital Expenses and Commitments**

Major capital expenses through June 30, 2024, were primarily for \$0.3 million in other structures and improvements and renovation projects on the Palatka Campus. The College's construction commitments at June 30, 2024, are as follows:

	<b>Amount (In Thousands)</b>
Total Committed	\$ 5,067
Completed to Date	(441)
<b>Balance Committed</b>	<b>\$ 4,626</b>

Additional information about the College's construction commitments is presented in the notes to financial statements.

#### ECONOMIC FACTORS THAT WILL AFFECT THE FUTURE

The College's economic condition is closely tied to that of the State of Florida. Based upon the State budget adopted during the 2024 legislative session, the College will receive an increase of \$3 million in State appropriations over the prior fiscal year which equates to a 8.5 percent increase. Additionally, the College received nonrecurring operational appropriations of \$3 million and \$1.2 million in *Prepping Institutions, Programs, Employers and Learners* (PIPELINE) funding, which is a 21.1 percent increase over the prior fiscal year's PIPELINE funding. The purpose of the PIPELINE funding is to reward performance and excellence among nursing education programs. Other than State appropriations, the College receives the majority of its other operating funds from student tuition and fees. Based upon Summer Term 2024, the College continues to see modest enrollment increases, which is a positive indicator for additional 2024-25 fiscal year tuition and fee revenues. Additionally, the following new programs will begin in the 2024-25 fiscal year: Associate of Science in Paralegal Studies, Associate of Science in Sonography, Associate of Science in Computer Programming and Analysis, Bachelor of Science degree in Criminal Justice, Applied Intelligence Studies, and Bachelor of Applied Science degree in Information Systems Technology. Lastly, the College was appropriated \$10 million in fixed capital outlay funds as part of the State budget adopted during the 2024 legislative session. These funds are to be used to begin renovation of a classroom building and a workforce training center addition on the College's Palatka campus. Given the enrollment projections, new programs, fixed capital outlay appropriations, and increased State appropriations, the College anticipates adequate resources to continue to provide and enhance the educational programs and services to students within the communities we serve.

#### REQUESTS FOR INFORMATION

Questions concerning information provided in the MD&A or other required supplementary information, and financial statements and notes thereto, or requests for additional financial information should be addressed to the Vice President/Chief Financial Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida 32177.

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# BASIC FINANCIAL STATEMENTS

## ST. JOHNS RIVER STATE COLLEGE A Component Unit of the State of Florida Statement of Net Position

June 30, 2024

	College	Component Units
<b>ASSETS</b>		
Current Assets:		
Cash and Cash Equivalents	\$ 12,026,303	\$ 1,681,795
Restricted Cash and Cash Equivalents	696,874	-
Investments	15,000,000	5,205,174
Accounts Receivable, Net	805,396	-
Due from Other Governmental Agencies	5,604,747	-
Due from Component Unit	25,716	44
Inventories	215,983	-
Prepaid Expenses	23,750	-
Deposits Receivable	2,600	-
<b>Total Current Assets</b>	<b>34,401,369</b>	<b>6,887,013</b>
Noncurrent Assets:		
Restricted Cash and Cash Equivalents	12,113,585	-
Restricted Investments	-	3,411,111
Depreciable Capital Assets, Net	48,620,818	-
Nondepreciable Capital Assets	1,128,623	-
Irrevocable Split-Interest Agreement Receivable	-	127,058
<b>Total Noncurrent Assets</b>	<b>61,863,026</b>	<b>3,538,169</b>
<b>TOTAL ASSETS</b>	<b>96,264,395</b>	<b>10,425,182</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Other Postemployment Benefits	533,845	-
Pensions	6,721,269	-
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	<b>7,255,114</b>	<b>-</b>
<b>LIABILITIES</b>		
Current Liabilities:		
Accounts Payable	162,297	5,794
Salary and Payroll Taxes Payable	1,259,601	-
Unearned Revenue	238,149	-
Deposits Held for Others	86,072	-
Long-Term Liabilities - Current Portion:		
Compensated Absences Payable	352,091	-
Other Postemployment Benefits Payable	44,173	-
Irrevocable Split-Interest Agreement Payable	-	10,600
<b>Total Current Liabilities</b>	<b>2,142,383</b>	<b>16,394</b>

	<u>College</u>	<u>Component Units</u>
<b>LIABILITIES (Continued)</b>		
Noncurrent Liabilities:		
Compensated Absences Payable	2,329,885	-
Other Postemployment Benefits Payable	1,609,610	-
Net Pension Liability	23,894,223	-
Irrevocable Split-Interest Agreement	-	64,230
<b>Total Noncurrent Liabilities</b>	<u>27,833,718</u>	<u>64,230</u>
<b>TOTAL LIABILITIES</b>	<u>29,976,101</u>	<u>80,624</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Other Postemployment Benefits	1,107,396	-
Pensions	2,459,994	-
Deferred Public-Private Partnership Arrangement Receipts	-	134,541
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<u>3,567,390</u>	<u>134,541</u>
<b>NET POSITION</b>		
Investment in Capital Assets	49,749,441	-
Restricted:		
Nonexpendable:		
Endowment	-	3,411,111
Expendable:		
Grants and Loans	369,694	-
Scholarships	256,349	3,647,567
Capital Projects	17,737,336	-
Unrestricted	<u>1,863,198</u>	<u>3,151,339</u>
<b>TOTAL NET POSITION</b>	<u>\$ 69,976,018</u>	<u>\$ 10,210,017</u>

The accompanying notes to financial statements are an integral part of this statement.



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**ST. JOHNS RIVER STATE COLLEGE**  
**A Component Unit of the State of Florida**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**For the Fiscal Year Ended June 30, 2024**

	College	Component Units
<b>REVENUES</b>		
Operating Revenues:		
Student Tuition and Fees, Net of Scholarship		
Allowances of \$2,442,834	\$ 8,836,919	\$ -
Federal Grants and Contracts	571,267	-
Auxiliary Enterprises, Net of Scholarship		
Allowances of \$432,926	3,981,181	-
Other Operating Revenues	57,649	636,389
<b>Total Operating Revenues</b>	<b>13,447,016</b>	<b>636,389</b>
<b>EXPENSES</b>		
Operating Expenses:		
Personnel Services	37,704,520	-
Scholarships and Waivers	7,316,703	381,800
Utilities and Communications	1,253,783	-
Contractual Services	4,278,799	102,992
Other Services and Expenses	3,103,923	173,135
Materials and Supplies	7,276,833	-
Depreciation	2,636,575	-
<b>Total Operating Expenses</b>	<b>63,571,136</b>	<b>657,927</b>
<b>Operating Loss</b>	<b>(50,124,120)</b>	<b>(21,538)</b>
<b>NONOPERATING REVENUES</b>		
State Noncapital Appropriations	36,920,723	-
Federal and State Student Financial Aid	9,326,074	-
Gifts and Grants Received for Other Than Capital or Endowment Purposes	2,282,309	-
Investment Income	1,704,780	1,503,033
Gain on Disposal of Capital Assets	5,115	-
<b>Total Nonoperating Revenues</b>	<b>50,239,001</b>	<b>1,503,033</b>
<b>Income Before Other Revenues</b>	<b>114,881</b>	<b>1,481,495</b>
State Capital Appropriations	157,600	-
Capital Grants, Contracts, Gifts, and Fees	1,113,252	-
Endowment Contributions	-	17,513
<b>Total Other Revenues</b>	<b>1,270,852</b>	<b>17,513</b>
<b>Increase in Net Position</b>	<b>1,385,733</b>	<b>1,499,008</b>
Net Position, Beginning of Year	68,590,285	8,711,009
Net Position, End of Year	<b>\$ 69,976,018</b>	<b>\$ 10,210,017</b>

The accompanying notes to financial statements are an integral part of this statement.

**ST. JOHNS RIVER STATE COLLEGE**  
**A Component Unit of the State of Florida**  
**Statement of Cash Flows**

**For the Fiscal Year Ended June 30, 2024**

	<u>College</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Student Tuition and Fees, Net	\$ 8,751,494
Grants and Contracts	550,142
Payments to Suppliers	(14,476,816)
Payments for Utilities and Communications	(1,253,783)
Payments to Employees	(25,098,323)
Payments for Employee Benefits	(8,625,254)
Payments for Scholarships	(7,316,703)
Auxiliary Enterprises, Net	3,754,326
Other Receipts	104,037
<b>Net Cash Used by Operating Activities</b>	<u>(43,610,880)</u>
<b>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</b>	
State Noncapital Appropriations	36,920,723
Federal and State Student Financial Aid	9,326,074
Federal Direct Loan Program Receipts	3,669,517
Federal Direct Loan Program Disbursements	(3,669,517)
Gifts and Grants Received for Other Than Capital or Endowment Purposes	2,282,309
<b>Net Cash Provided by Noncapital Financing Activities</b>	<u>48,529,106</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>	
State Capital Appropriations	214,783
Capital Grants and Gifts	1,716,944
Proceeds from Sale of Capital Assets	5,115
Purchases of Capital Assets	(2,272,685)
<b>Net Cash Used by Capital and Related Financing Activities</b>	<u>(335,843)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Proceeds from Maturities of Investments	8,000,000
Purchases of Investments	(15,000,000)
Investment Income	1,659,944
<b>Net Cash Used by Investing Activities</b>	<u>(5,340,056)</u>
<b>Net Decrease in Cash and Cash Equivalents</b>	<u>(757,673)</u>
Cash and Cash Equivalents, Beginning of Year	25,594,435
<b>Cash and Cash Equivalents, End of Year</b>	<u><u>\$ 24,836,762</u></u>

	<u>College</u>
<b>RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES</b>	
Operating Loss	\$ (50,124,120)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:	
Depreciation Expense	2,636,575
Changes in Assets, Liabilities, Deferred Outflows of Resources, and Deferred Inflows of Resources:	
Receivables, Net	(139,428)
Due from Governmental Agencies	(10,000)
Inventories	152,522
Prepaid Expenses	38,125
Accounts Payable	36,319
Salary and Payroll Taxes Payable	137,847
Unearned Revenue	(223,855)
Deposits Held for Others	46,388
Due from Component Unit	(3,233)
Compensated Absences Payable	559,944
Other Postemployment Benefits Payable	(480,786)
Net Pension Liability	1,708,269
Deferred Outflows of Resources Related to Other Postemployment Benefits	99,779
Deferred Inflows of Resources Related to Other Postemployment Benefits	438,353
Deferred Outflows of Resources Related to Pensions	505,801
Deferred Inflows of Resources Related to Pensions	1,010,620
<b>NET CASH USED BY OPERATING ACTIVITIES</b>	<u><u>\$ (43,610,880)</u></u>

The accompanying notes to financial statements are an integral part of this statement.

# NOTES TO FINANCIAL STATEMENTS

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## 1. Summary of Significant Accounting Policies

**Reporting Entity.** The governing body of St. Johns River State College, a component unit of the State of Florida, is the College Board of Trustees. The Board of Trustees constitutes a corporation and is composed of seven members appointed by the Governor and confirmed by the Senate. The Board of Trustees is under the general direction and control of the Florida Department of Education, Division of Florida Colleges, and is governed by State law and State Board of Education (SBE) rules. However, the Board of Trustees is directly responsible for the day-to-day operations and control of the College within the framework of applicable State laws and SBE rules. The College serves Clay, Putnam, and St. Johns Counties.

Criteria for defining the reporting entity are identified and described in the Governmental Accounting Standards Board's (GASB) *Codification of Governmental Accounting and Financial Reporting Standards*, Sections 2100 and 2600. These criteria were used to evaluate potential component units for which the Board of Trustees is financially accountable and other organizations for which the nature and significance of their relationship with the Board of Trustees are such that exclusion would cause the College's financial statements to be misleading. Based on the application of these criteria, the College is a component unit of the State of Florida, and its financial balances and activities are reported in the State's Annual Comprehensive Financial Report by discrete presentation.

**Discretely Presented Component Units.** Based on the application of the criteria for determining component units, the following component units are included within the College's reporting entity:

- St. Johns River State College Foundation, Inc (Foundation): This legally separate entity is included within the College's reporting entity as a discretely presented component unit and is governed by a separate board.
- St. Johns River State College Student Housing Corporation (Housing Corp): On February 20, 2023, the Housing Corp was formed as a not-for-profit corporation under the laws of the State of Florida to support the activities and educational purposes of the College by leasing certain real property for purposes of facilitating the construction of residential housing and other services ancillary to residential housing for the benefit of students of St. Johns River State College. The Housing Corp provides assistance in connection with the development, financing, acquisition or construction of capital, or other college projects. This legally separate entity is included within the College's reporting entity as a discretely presented component unit and is governed by a separate board.

The component units are also direct-support organizations, as defined in Section 1004.70, Florida Statutes, and although legally separate from the College, are financially accountable to the College. The Foundation and the Housing Corp are managed independently, outside the College's budgeting process, and their powers generally are vested in a governing board pursuant to various State statutes. The Foundation and Housing Corp receive, hold, invest, and administer property, and make expenditures to or for the benefit of the College.

The Foundation is audited by other auditors pursuant to Section 1004.70(6), Florida Statutes. The Foundation's audited financial statements are available to the public and can be obtained from the Director of Foundation, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida 32177.

The financial data reported on the accompanying financial statements was derived from the Foundation's audited financial statements for the fiscal year ended March 31, 2024. The Housing Corp was not audited for the fiscal year ended March 31, 2024, due to the number of transactions being considered immaterial. As the Housing Corp transactions become material, annual audits will be performed. The Housing Corp's financial statements for the fiscal year ended March 31, 2024, are available to the public and can be obtained from the Director of Foundation, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida 32177. Condensed financial statements for the College's component units are included in a subsequent note.

**Basis of Presentation.** The College's accounting policies conform with accounting principles generally accepted in the United States of America applicable to public colleges and universities as prescribed by GASB. The National Association of College and University Business Officers (NACUBO) also provides the College with recommendations prescribed in accordance with generally accepted accounting principles promulgated by GASB and the Financial Accounting Standards Board (FASB). GASB allows public colleges various reporting options. The College has elected to report as an entity engaged in only business-type activities. This election requires the adoption of the accrual basis of accounting and entitywide reporting including the following components:

- Management's Discussion and Analysis
- Basic Financial Statements:
  - Statement of Net Position
  - Statement of Revenues, Expenses, and Changes in Net Position
  - Statement of Cash Flows
  - Notes to Financial Statements
- Other Required Supplementary Information

**Measurement Focus and Basis of Accounting.** Basis of accounting refers to when revenues, expenses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources are recognized in the accounts and reported in the financial statements. Specifically, it relates to the timing of the measurements made, regardless of the measurement focus applied. The College's financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, deferred outflows of resources, liabilities, and deferred inflows of resources resulting from nonexchange activities are generally recognized when all applicable eligibility requirements, including time requirements, are met. The College follows GASB standards of accounting and financial reporting.

The College's component units use the economic resources measurement focus and accrual basis of accounting whereby revenues are recognized when earned and expenses are recognized when incurred, and follow GASB standards of accounting and financial reporting.

Significant interdepartmental sales between auxiliary service departments and other institutional departments have been accounted for as reductions of expenses and not revenues of those departments.

The College's principal operating activity is instruction. Operating revenues and expenses generally include all fiscal transactions directly related to instruction as well as administration, academic support, student services, physical plant operations, and depreciation of capital assets. Nonoperating revenues include State noncapital appropriations, Federal and State student financial aid, gifts and grants received for other than capital or endowment purposes, and investment income (net of unrealized gains or losses on investments). Other revenues generally include revenues for capital construction projects.

The statement of net position is presented in a classified format to distinguish between current and noncurrent assets and liabilities. When both restricted and unrestricted resources are available to fund certain programs, it is the College's policy to first apply the restricted resources to such programs followed by the use of the unrestricted resources.

The statement of revenues, expenses, and changes in net position is presented by major sources and is reported net of tuition and book scholarship allowances. Tuition and book scholarship allowances are the difference between the stated charge for goods and services provided by the College and the amount that is actually paid by the student or the third party making payment on behalf of the student. The College is able to identify, within its accounting system, amounts paid for tuition, fees, and book charges by financial aid. To the extent that these resources are used to pay student charges, the College records a scholarship allowance against tuition and fee revenues and auxiliary enterprise revenues.

The statement of cash flows is presented using the direct method in compliance with GASB Statement No. 9, *Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

**Cash and Cash Equivalents.** The amount reported as cash and cash equivalents consist of cash on hand, cash in demand accounts, and cash with the State Treasury Special Purpose Investment Account (SPIA) investment pool. For reporting cash flows, the College considers all highly liquid investments with original maturities of 3 months or less, that are not held solely for income or profit, to be cash equivalents. Under this definition, the College considers amounts invested in the State Treasury SPIA investment pool to be cash equivalents.

College cash deposits are held in banks qualified as public depositories under Florida law. All such deposits are insured by the Federal Deposit Insurance Corporation, up to specified limits, or collateralized with securities held in Florida's multiple financial institution collateral pool required by Chapter 280, Florida Statutes. Cash and cash equivalents that are externally restricted to make debt service payments, maintain sinking or reserve funds, or to purchase or construct capital or other restricted assets are classified as restricted.

The Foundation and Housing Corp, for reporting cash flows, consider all highly liquid investments with original maturities of 3 months or less to be cash equivalents. At March 31, 2024, the Foundation had \$247,941 in demand accounts, \$1,308,502 in money market accounts, \$115,352 in investment management accounts, and liquidated all of their funds in its separate State Treasury SPIA account. At March 31, 2024, the Housing Corp had \$10,000 in demand accounts.

**Inventories.** Inventories consist of items for resale by the campus bookstore and are valued using the moving average inventory method of valuation. Consumable laboratory supplies, teaching materials, and

office supplies on hand in College departments are expensed when purchased, and are not considered material. Accordingly, these items are not included in the reported inventory.

**Capital Assets.** College capital assets consist of land, construction in progress, buildings, other structures and improvements, and furniture, machinery, and equipment. These assets are capitalized and recorded at cost at the date of acquisition or at acquisition value at the date received in the case of gifts and purchases of State surplus property. Additions, improvements, and other outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. The College has a capitalization threshold of \$5,000 for tangible personal property and \$25,000 for buildings and other structures and improvements. Depreciation is computed on the straight-line basis over the following estimated useful lives:

- Buildings – 40 years
- Other Structures and Improvements – 10 years
- Furniture, Machinery, and Equipment:
  - Computer Equipment – 3 years
  - Vehicles, Office Machines, and Educational Equipment – 5 years
  - Furniture – 7 years

**Noncurrent Liabilities.** Noncurrent liabilities include compensated absences payable, other postemployment benefits payable, and net pension liabilities that are not scheduled to be paid within the next fiscal year.

**Pensions.** For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net positions of the Florida Retirement System (FRS) defined benefit plan and the Health Insurance Subsidy (HIS) defined benefit plan and additions to/deductions from the FRS and HIS fiduciary net positions have been determined on the same basis as they are reported by the FRS and the HIS plans. Benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

## **2. Accounting Changes**

### **Change to or Within the Financial Reporting Entity.**

The Housing Corp is a new discretely presented component unit, for which financial accountability had not been established prior to the 2023-24 fiscal year, and as such was not previously reported as a discretely presented component unit. The effect of that change to or within the financial reporting entity did not result in a restatement to beginning net position.

## **3. Deficit Net Position in Individual Funds**

The College reported an unrestricted net position which included a deficit in the current funds - unrestricted, as shown below. This deficit can be attributed to the full recognition of long-term liabilities (i.e., compensated absences payable, other postemployment benefits payable, and net pension liabilities) in the current unrestricted funds.



<u>Fund</u>	<u>Net Position</u>
Current Funds - Unrestricted	\$ (5,307,052)
Auxiliary Funds	7,170,250
<b>Total</b>	<b>\$ 1,863,198</b>

#### 4. Investments

The Board of Trustees has adopted a written investment policy providing that surplus funds of the College shall be invested in those institutions and instruments permitted under the provisions of Florida Statutes. Section 218.415(16), Florida Statutes, authorizes the College to invest in the Florida PRIME investment pool administered by the State Board of Administration (SBA); Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency; interest-bearing time deposits and savings accounts in qualified public depositories, as defined by Section 280.02, Florida Statutes; direct obligations of the United States Treasury; obligations of Federal agencies and instrumentalities; securities of, or interests in, certain open-end or closed-end management type investment companies; and other investments approved by the Board of Trustees as authorized by law. SBE Rule 6A-14.0765(3), Florida Administrative Code, provides that College loan, endowment, annuity, and life income funds may also be invested pursuant to Section 215.47, Florida Statutes. Investments authorized by Section 215.47, Florida Statutes, include bonds, notes, commercial paper, and various other types of investments.

**Fair Value Measurement.** The College categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

All of the College's recurring fair value measurements as of June 30, 2024, are valued using quoted market prices (Level 1 inputs), with the following maturities:

Investments by fair value level	Amount	Maturity in Years		
		Less than 1	1 - 5	6 - 10
Certificates of Deposit	\$ 15,000,000	\$ 15,000,000	\$ -	\$ -

**Discretely Presented Component Units Investments.** The Foundation categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets, Level 2 inputs are significant other observable inputs, and Level 3 inputs are significant unobservable inputs.

Investments held by the Foundation as of March 31, 2024, are reported at fair value using quoted market prices in active markets for identical assets (Level 1 inputs), with the following maturities:

Investments by fair value level	Amount	Maturity in Years		
		Less than 1	1 - 5	6 - 10
Bonds and Notes	\$ 2,111,046	\$ 499,972	\$ 775,322	\$ 835,752
Equity Investments				
Common Stock	3,909,730			
Exchange Traded Funds	91,065			
Real Estate Mutual Fund	353,364			
Equities Mutual Fund	2,035,964			
Fixed Income Mutual Fund	83,279			
Fixed Income Exchange Traded Fund	31,837			
<b>Total Component Units Investments</b>	<b>\$ 8,616,285</b>			

The Foundation invested in various debt and equity securities. The following risks apply to the Foundation's investments:

*Interest Rate Risk:* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The Foundation investment policies include asset allocation guidelines and investment management structure to ensure adequate diversification to reduce the volatility of investment returns.

*Credit Risk:* Credit risk is the risk that an insurer or other counterparty to an investment will not fulfill its obligations. The Foundation's investment policy requires that debt securities be rated "Baa" or "BBB" or better by Moody's or Standard & Poor's rating services, respectively. The Foundation's investment policy also sets allowable ranges for allocation of assets as follows: domestic equities (50 – 70 percent); international equities (10 – 20 percent); fixed income securities (10 – 20 percent); real estate (0 - 10 percent); cash equivalents (2 – 10 percent); and limits charitable gift annuity investments to no more than 50 percent equities (including mutual funds) and no more than 10 percent in any one stock or fund.

*Custodial Credit Risk:* Custodial credit risk is the risk that in the event of failure of the counterparty, the value of investments or collateral securities in the possession of an outside party will not be recoverable. The Foundation does not have a formal investment policy that addresses custodial credit risk.

*Concentration of Credit Risk:* Concentration of credit risk is the risk of loss attributed to the magnitude of investment in a single issuer. The Foundation's investment policy limits investments with a single issuer to not more than 5 percent of the market value of the portfolio.

As of March 31, 2024, the Housing Corp reported no investments.

## 5. Accounts Receivable

Accounts receivable represent amounts for student fee deferments, various student services provided by the College, and contract and grant reimbursements due from third parties. The accounts receivable are reported net of a \$75,574 allowance for doubtful accounts.

## 6. Due From Other Governmental Agencies

The amount due from other governmental agencies primarily consists of \$5,588,999 of deferred maintenance funds and Public Education Capital Outlay allocations due from the State for maintenance projects and construction of College facilities.

## 7. Due From Component Unit

The amount due from component unit consists of \$25,716 owed to the College by the Foundation for scholarships and student aid. The College's financial statements are reported for the fiscal year ended June 30, 2024. The College's component unit financial statements are reported for the fiscal year ended March 31, 2024. Accordingly, there was no corresponding amount reported as due to the College by the component unit as of March 31, 2024.

## 8. Capital Assets

Capital assets activity for the fiscal year ended June 30, 2024, is shown in the following table:

<u>Description</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>
Nondepreciable Capital Assets:				
Land	\$ 687,582	\$ -	\$ -	\$ 687,582
Construction in Progress	7,475,241	848,917	7,883,117	441,041
<b>Total Nondepreciable Capital Assets</b>	<b>\$ 8,162,823</b>	<b>\$ 848,917</b>	<b>\$ 7,883,117</b>	<b>\$ 1,128,623</b>
Depreciable Capital Assets:				
Buildings	\$ 73,724,073	\$ 7,875,617	\$ -	\$ 81,599,690
Other Structures and Improvements	4,586,101	7,500	-	4,593,601
Furniture, Machinery, and Equipment	7,914,762	1,406,960	464,962	8,856,760
<b>Total Depreciable Capital Assets</b>	<b>86,224,936</b>	<b>9,290,077</b>	<b>464,962</b>	<b>95,050,051</b>
Less, Accumulated Depreciation:				
Buildings	34,259,226	1,730,980	-	35,990,206
Other Structures and Improvements	4,539,205	34,373	-	4,573,578
Furniture, Machinery, and Equipment	5,459,189	871,222	464,962	5,865,449
<b>Total Accumulated Depreciation</b>	<b>44,257,620</b>	<b>2,636,575</b>	<b>464,962</b>	<b>46,429,233</b>
<b>Total Depreciable Capital Assets, Net</b>	<b>\$ 41,967,316</b>	<b>\$ 6,653,502</b>	<b>\$ -</b>	<b>\$ 48,620,818</b>

## 9. Unearned Revenue

Unearned revenue at June 30, 2024, includes prepayments of Thrasher-Horne Center cultural program sales and meeting room rentals for which expenses have yet to be incurred. As of June 30, 2024, the College reported \$238,149 of unearned revenue.

## 10. Long-Term Liabilities

Long-term liabilities activity for the fiscal year ended June 30, 2024, is shown in the following table:

<b>Description</b>	<b>Beginning Balance</b>	<b>Additions</b>	<b>Reductions</b>	<b>Ending Balance</b>	<b>Current Portion</b>
Compensated Absences Payable	\$ 2,122,030	\$ 867,810	\$ 307,864	\$ 2,681,976	\$ 352,091
Other Postemployment Benefits Payable	2,134,569	156,030	636,816	1,653,783	44,173
Net Pension Liability	22,185,954	6,021,876	4,313,607	23,894,223	-
<b>Total Long-Term Liabilities</b>	<b>\$ 26,442,553</b>	<b>\$ 7,045,716</b>	<b>\$ 5,258,287</b>	<b>\$ 28,229,982</b>	<b>\$ 396,264</b>

**Compensated Absences Payable.** College employees may accrue annual and sick leave based on length of service, subject to certain limitations regarding the amount that will be paid upon termination. The College reports a liability for the accrued leave; however, State noncapital appropriations fund only the portion of accrued leave that is used or paid in the current fiscal year. Although the College expects the liability to be funded primarily from future appropriations, generally accepted accounting principles do not permit the recording of a receivable in anticipation of future appropriations. At June 30, 2024, the estimated liability for compensated absences, which includes the College's share of the Florida Retirement System and FICA contributions, totaled \$2,681,976. The current portion of the compensated absences liability, \$352,091, is the amount expected to be paid in the coming fiscal year and represents an average of the reductions over the past 3 fiscal years.

**Other Postemployment Benefits Payable.** The College follows GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, for other postemployment benefits administered by the Florida College System Risk Management Consortium (Consortium).

### **General Information about the OPEB Plan**

**Plan Description.** The Other Postemployment Benefits Plan (OPEB Plan) is a single-employer defined benefit plan administered by the Consortium that provides OPEB for all employees who satisfy the College's retirement eligibility provisions. Pursuant to the provisions of Section 112.0801, Florida Statutes, former employees who retire from the College are eligible to participate in the College's healthcare benefits. The College subsidizes the premium rates paid by retirees by allowing them to participate in the OPEB Plan at reduced or blended group (implicitly subsidized) premium rates for both active and retired employees. These rates provide an implicit subsidy for retirees because, on an actuarial basis, their current and future claims are expected to result in higher costs to the OPEB Plan on average than those of active employees. The College does not offer any explicit subsidies for retiree coverage. Retirees are required to enroll in the Federal Medicare (Medicare) program for their primary coverage as soon as they are eligible. The OPEB Plan contribution requirements and benefit terms of the College and the OPEB Plan members are established and may be amended by action from the Board. No assets are accumulated in a trust that meet the criteria in paragraph 4 of GASB Statement No. 75.

**Benefits Provided.** The OPEB Plan provides healthcare benefits for retirees and their dependents. The OPEB Plan only provides an implicit subsidy as described above.

**Employees Covered by Benefit Terms.** At June 30, 2023, the following employees were covered by the benefit terms:

Inactive Employees or Beneficiaries Currently Receiving Benefits	25
Inactive Employees Entitled to But Not Yet Receiving Benefits	26
Active Employees	311
<b>Total</b>	<b>362</b>

***Total OPEB Liability***

The College's total OPEB liability of \$1,653,783 was measured as of June 30, 2023, and was determined by an actuarial valuation as of June 30, 2023.

*Actuarial Assumptions and Other Inputs.* The total OPEB liability in the June 30, 2023, actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.40 percent
Real Wage Growth	0.85 percent
Wage Inflation	3.25 percent
Salary Increases	
Regular Employees	3.40 – 7.80 percent
Senior Management	4.10 – 8.20 percent
Municipal Bond Index Rate	
Prior Measurement Date	3.54 percent
Measurement Date	3.65 percent
Healthcare cost trend rates	
Pre-Medicare	7.00 percent for 2023, decreasing to an ultimate rate of 4.40 percent by 2034
Medicare	5.125 percent for 2023, decreasing to an ultimate rate of 4.40 percent by 2027

The discount rate was based on the Bond Buyer General Obligation 20-year Municipal Bond Index.

Mortality rates were based on the PUB-2010 mortality tables, with adjustments for FRS experience and generational mortality improvements using Scale MP-2018.

The demographic actuarial assumptions for retirement, disability incidence, withdrawal, and salary increases used in the June 30, 2023, valuation were based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018, adopted by the FRS.

The remaining actuarial assumptions (e.g., initial per capita costs, health care cost trends, rate of plan participation, rates of plan election, etc.) used in the June 30, 2023, valuation were based on a review of recent plan experience done concurrently with the June 30, 2023, valuation.

### **Changes in the Total OPEB Liability**

	<b>Amount</b>
<b>Balance at 6/30/23</b>	<u>\$ 2,134,569</u>
<b>Changes for the year:</b>	
Service Cost	78,598
Interest	77,432
Differences Between Expected and Actual Experience	(579,245)
Changes in Assumptions or Other Inputs	(5,461)
Benefit Payments	<u>(52,110)</u>
<b>Net Changes</b>	<u>(480,786)</u>
<b>Balance at 6/30/24</b>	<u><u>\$ 1,653,783</u></u>

Changes of assumptions and other inputs reflect a change in the discount rate from 3.54 percent in 2022 to 3.65 percent in 2023.

*Sensitivity of the Total OPEB Liability to Changes in the Discount Rate.* The following table presents the total OPEB liability of the College, as well as what the College's total OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.65 percent) or 1 percentage point higher (4.65 percent) than the current rate:

	<u><b>1% Decrease (2.65%)</b></u>	<u><b>Current Discount Rate (3.65%)</b></u>	<u><b>1% Increase (4.65%)</b></u>
Total OPEB liability	\$1,970,276	\$1,653,783	\$1,405,211

*Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates.* The following table presents the total OPEB liability of the College, as well as what the College's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1 percentage point lower or 1 percentage point higher than the current healthcare cost trend rates:

	<u><b>1% Decrease</b></u>	<u><b>Healthcare Cost Trend Rates</b></u>	<u><b>1% Increase</b></u>
Total OPEB liability	\$1,380,332	\$1,653,783	\$2,010,966

### **OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB**

For the fiscal year ended June 30, 2024, the College recognized OPEB expense of \$101,519. At June 30, 2024, the College reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 266,764	\$ 521,723
Change of assumptions or other inputs	222,908	585,673
Transactions subsequent to the measurement date	44,173	-
<b>Total</b>	<b>\$ 533,845</b>	<b>\$ 1,107,396</b>

Of the total amount reported as deferred outflows of resources related to OPEB, \$44,173 resulting from benefits paid subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the total OPEB liability in the fiscal year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2025	\$ (54,511)
2026	(54,511)
2027	(43,665)
2028	(32,588)
2029	(74,926)
Thereafter	(357,523)
<b>Total</b>	<b>\$ (617,724)</b>

**Net Pension Liability.** As a participating employer in the Florida Retirement System (FRS), the College recognizes its proportionate share of the collective net pension liabilities of the FRS cost-sharing multiple-employer defined benefit plans. As of June 30, 2024, the College's proportionate share of the net pension liabilities totaled \$23,894,223. Note 11. includes a complete discussion of defined benefit pension plans.

## **11. Retirement Plans – Defined Benefit Pension Plans**

### ***General Information about the Florida Retirement System (FRS)***

The FRS was created in Chapter 121, Florida Statutes, to provide a defined benefit pension plan for participating public employees. The FRS was amended in 1998 to add the Deferred Retirement Option Program (DROP) under the defined benefit plan and amended in 2000 to provide a defined contribution plan alternative to the defined benefit plan for FRS members effective July 1, 2002. This integrated defined contribution pension plan is the FRS Investment Plan. Chapter 112, Florida Statutes, established the HIS Program, a cost-sharing multiple-employer defined benefit pension plan to assist retired members of any State-administered retirement system in paying the costs of health insurance.

Essentially all regular employees of the College are eligible to enroll as members of the State-administered FRS. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and

described in detail. Such provisions may be amended at any time by further action from the Florida Legislature. The FRS is a single retirement system administered by the Florida Department of Management Services, Division of Retirement, and consists of two cost-sharing multiple-employer defined benefit plans and other nonintegrated programs. An annual comprehensive financial report of the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from the Florida Department of Management Services Web site ([www.dms.myflorida.com](http://www.dms.myflorida.com)).

The College's FRS and HIS pension expense totaled \$6,021,876 for the fiscal year ended June 30, 2024.

### **FRS Pension Plan**

*Plan Description.* The FRS Pension Plan (Plan) is a cost-sharing multiple-employer defined benefit pension plan, with a DROP for eligible employees. The general classes of membership are as follows:

- *Regular Class* – Members of the FRS who do not qualify for membership in the other classes.
- *Senior Management Service Class* – Members in senior management level positions.

Employees enrolled in the Plan prior to July 1, 2011, vest at 6 years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at 8 years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of creditable service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Employees enrolled in the Plan may include up to 4 years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments to eligible participants.

The DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS-participating employer. An employee may participate in DROP for a period not to exceed 96 months after electing to participate. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest. The net pension liability does not include amounts for DROP participants, as these members are considered retired and are not accruing additional pension benefits.

*Benefits Provided.* Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the 5 highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the 8 highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on retirement plan and/or the class to which the member belonged when the service credit was earned. Members are eligible for in-line-of-duty or regular disability and survivors' benefits. The following table shows the percentage value for each year of service credit earned:



<u>Class, Initial Enrollment, and Retirement Age/Years of Service</u>	<u>% Value</u>
<b>Regular Class members initially enrolled before July 1, 2011</b>	
Retirement up to age 62 or up to 30 years of service	1.60
Retirement at age 63 or with 31 years of service	1.63
Retirement at age 64 or with 32 years of service	1.65
Retirement at age 65 or with 33 or more years of service	1.68
<b>Regular Class members initially enrolled on or after July 1, 2011</b>	
Retirement up to age 65 or up to 33 years of service	1.60
Retirement at age 66 or with 34 years of service	1.63
Retirement at age 67 or with 35 years of service	1.65
Retirement at age 68 or with 36 or more years of service	1.68
<b>Senior Management Service Class</b>	<b>2.00</b>

As provided in Section 121.101, Florida Statutes, if the member was initially enrolled in the Plan before July 1, 2011, and all service credit was accrued before July 1, 2011, the annual cost-of-living adjustment is 3 percent per year. If the member was initially enrolled before July 1, 2011, and has service credit on or after July 1, 2011, there is an individually calculated cost-of-living adjustment. The annual cost-of-living adjustment is a proportion of 3 percent determined by dividing the sum of the pre-July 2011 service credit by the total service credit at retirement multiplied by 3 percent. Plan members initially enrolled on or after July 1, 2011, will not have a cost-of-living adjustment after retirement.

**Contributions.** The Florida Legislature establishes contribution rates for participating employers and employees. Contribution rates during the 2023-24 fiscal year were:

<u>Class</u>	<u>Percent of Gross Salary</u>	
	<u>Employee</u>	<u>Employer (1)</u>
FRS, Regular	3.00	13.57
FRS, Senior Management Service	3.00	34.52
Deferred Retirement Option Program (applicable to members from all of the above classes)	0.00	21.13
FRS, Reemployed Retiree	(2)	(2)

(1) Employer rates include 2 percent for the postemployment health insurance subsidy. Also, employer rates, other than for DROP participants, include 0.06 percent for administrative costs of the Investment Plan.

(2) Contribution rates are dependent upon retirement class in which reemployed.

The College's contributions to the Plan totaled \$2,376,750 for the fiscal year ended June 30, 2024.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At June 30, 2024, the College reported a liability of \$15,740,742 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023. The College's proportionate share of the net pension liability was based on the College's 2022-23 fiscal year contributions relative to the total 2022-23 fiscal year contributions of all participating members. At June 30, 2023, the College's proportionate share was

0.039503117 percent, which was a decrease of 0.004421757 from its proportionate share measured as of June 30, 2022.

For the fiscal year ended June 30, 2024, the College recognized pension expense of \$3,090,673. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 1,477,920	\$ -
Change of assumptions	1,026,112	-
Net difference between projected and actual earnings on FRS Plan investments	657,376	-
Changes in proportion and differences between College FRS contributions and proportionate share of contributions	309,241	1,208,780
College FRS contributions subsequent to the measurement date	2,376,750	-
<b>Total</b>	<b>\$ 5,847,399</b>	<b>\$ 1,208,780</b>

The deferred outflows of resources totaling \$2,376,750, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2025	\$ 255,806
2026	(342,351)
2027	2,361,513
2028	(12,324)
2029	(775)
<b>Total</b>	<b>\$ 2,261,869</b>

*Actuarial Assumptions.* The total pension liability in the July 1, 2023, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary increases	3.25 percent, average, including inflation
Investment rate of return	6.70 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018.

The actuarial assumptions used in the July 1, 2023, valuation were based on the results of an actuarial experience study for the period July 1, 2013, through June 30, 2018.

The long-term expected rate of return on pension plan investments was not based on historical returns, but instead is based on a forward-looking capital market economic model. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation (1)</u>	<u>Annual Arithmetic Return</u>	<u>Compound Annual (Geometric) Return</u>	<u>Standard Deviation</u>
Cash	1.0%	2.9%	2.9%	1.1%
Fixed Income	19.8%	4.5%	4.4%	3.4%
Global Equity	54.0%	8.7%	7.1%	18.1%
Real Estate (Property)	10.3%	7.6%	6.6%	14.8%
Private Equity	11.1%	11.9%	8.8%	26.3%
Strategic Investments	3.8%	6.3%	6.1%	7.7%
<b>Total</b>	<b>100.0%</b>			
Assumed inflation - Mean			2.4%	1.4%

(1) As outlined in the Plan's investment policy.

**Discount Rate.** The discount rate used to measure the total pension liability was 6.70 percent. The Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. The discount rate used in the 2023 valuation was unchanged from the previous valuation.

**Sensitivity of the College's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate.** The following presents the College's proportionate share of the net pension liability calculated using the discount rate of 6.70 percent, as well as what the College's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (5.70 percent) or 1 percentage point higher (7.70 percent) than the current rate:

	<u>1% Decrease (5.70%)</u>	<u>Current Discount Rate (6.70%)</u>	<u>1% Increase (7.70%)</u>
College's proportionate share of the net pension liability	\$26,888,392	\$15,740,742	\$6,414,398

**Pension Plan Fiduciary Net Position.** Detailed information about the Plan's fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

**Payables to the Pension Plan.** At June 30, 2024, the College reported a payable of \$166,645 for the outstanding amount of contributions to the Plan required for the fiscal year ended June 30, 2024.

## **HIS Pension Plan**

*Plan Description.* The HIS Pension Plan (HIS Plan) is a cost-sharing multiple-employer defined benefit pension plan established under Section 112.363, Florida Statutes, and may be amended by the Florida Legislature at any time. The benefit is a monthly payment to assist retirees of State-administered retirement systems in paying their health insurance costs and is administered by the Florida Department of Management Services, Division of Retirement.

*Benefits Provided.* For the fiscal year ended June 30, 2024, eligible retirees and beneficiaries received a monthly HIS payment of \$7.50 for each year of creditable service completed at the time of retirement with a minimum HIS payment of \$45 and a maximum HIS payment of \$225 per month, pursuant to Section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under a State-administered retirement system must provide proof of health insurance coverage, which can include Medicare.

*Contributions.* The HIS Plan is funded by required contributions from FRS participating employers as set by the Florida Legislature. Employer contributions are a percentage of gross compensation for all active FRS members. For the fiscal year ended June 30, 2024, the contribution rate was 2 percent of payroll pursuant to Section 112.363, Florida Statutes. The College contributed 100 percent of its statutorily required contributions for the current and preceding 3 years. HIS Plan contributions are deposited in a separate trust fund from which HIS payments are authorized. HIS Plan benefits are not guaranteed and are subject to annual legislative appropriation. In the event the legislative appropriation or available funds fail to provide full subsidy benefits to all participants, benefits may be reduced or canceled.

The College's contributions to the HIS Plan totaled \$452,250 for the fiscal year ended June 30, 2024.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions.* At June 30, 2024, the College reported a net pension liability of \$8,153,481 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2022, and update procedures were used to determine the net pension liability as of July 1, 2023. The College's proportionate share of the net pension liability was based on the College's 2022-23 fiscal year contributions relative to the total 2022-23 fiscal year contributions of all participating members. At June 30, 2023, the College's proportionate share was 0.051340025 percent, which was a decrease of 0.003820409 from its proportionate share measured as of June 30, 2022.

For the fiscal year ended June 30, 2024, the College recognized pension expense of \$2,931,203. In addition, the College reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

<u>Description</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Net difference between projected and actual experience on HIS Plan investments	\$ 119,361	\$ 19,137
Change of Assumptions	214,353	706,527
Net difference between projected and actual earnings on HIS Plan investments	4,211	-
Changes in proportion and differences between College HIS contributions and proportionate share of HIS contributions	83,695	525,550
College contributions subsequent to the measurement date	452,250	-
<b>Total</b>	<b>\$ 873,870</b>	<b>\$ 1,251,214</b>

The deferred outflows of resources totaling \$452,250, resulting from College contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Fiscal Year Ending June 30</u>	<u>Amount</u>
2025	\$ (173,092)
2026	(135,689)
2027	(148,071)
2028	(208,183)
2029	(138,422)
Thereafter	(26,137)
<b>Total</b>	<b>\$ (829,594)</b>

*Actuarial Assumptions.* The total pension liability in the July 1, 2022, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40 percent
Salary increases	3.25 percent, average, including inflation
Municipal bond rate	3.65 percent

Mortality rates were based on the PUB-2010 base table, projected generationally with Scale MP-2018.

While an experience study had not been completed for the HIS Plan, the actuarial assumptions that determined the total pension liability for the HIS Plan were based on certain results of the most recent experience study for the FRS Plan.

*Discount Rate.* The discount rate used to measure the total pension liability was 3.65 percent. In general, the discount rate for calculating the total pension liability is equal to the single rate equivalent to discounting at the long-term expected rate of return for benefit payments prior to the projected depletion date. Because the HIS benefit is essentially funded on a pay-as-you-go basis, the depletion date is considered to be immediate, and the single equivalent discount rate is equal to the municipal bond rate

selected by the plan sponsor. The Bond Buyer General Obligation 20-Bond Municipal Bond Index was adopted as the applicable municipal bond index. The discount rate changed from 3.54 percent to 3.65 percent.

*Sensitivity of the College’s Proportionate Share of the Net Pension Liability to Changes in the Discount Rate.* The following presents the College’s proportionate share of the net pension liability calculated using the discount rate of 3.65 percent, as well as what the College’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower (2.65 percent) or 1 percentage point higher (4.65 percent) than the current rate:

	1% Decrease (2.65%)	Current Discount Rate (3.65%)	1% Increase (4.65%)
College’s proportionate share of the net pension liability	\$9,301,849	\$8,153,481	\$7,201,561

*Pension Plan Fiduciary Net Position.* Detailed information about the HIS Plan’s fiduciary net position is available in the separately issued FRS Pension Plan and Other State Administered Systems Annual Comprehensive Financial Report.

*Payables to the Pension Plan.* At June 30, 2024, the College reported a payable of \$28,062 for the outstanding amount of contributions to the HIS Plan required for the fiscal year ended June 30, 2024.

**12. Retirement Plans – Defined Contribution Pension Plan**

**FRS Investment Plan.** The SBA administers the defined contribution plan officially titled the FRS Investment Plan (Investment Plan). The Investment Plan is reported in the SBA’s annual financial statements and in the State’s Annual Comprehensive Financial Report.

As provided in Section 121.4501, Florida Statutes, eligible FRS members may elect to participate in the Investment Plan in lieu of the FRS defined benefit plan. College employees already participating in the State College System Optional Retirement Program or DROP are not eligible to participate in the Investment Plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. Service retirement benefits are based upon the value of the member’s account upon retirement. Benefit terms, including contribution requirements, are established and may be amended by the Florida Legislature. The Investment Plan is funded with the same employer and employee contributions rates, that are based on salary and membership class (Regular Class, Senior Management Service Class, etc.), as the FRS defined benefit plan. Contributions are directed to individual member accounts and the individual members allocate contributions and account balances among various approved investment choices. Costs of administering the Investment Plan, including the FRS Financial Guidance Program, are funded through an employer contribution of 0.06 percent of payroll and by forfeited benefits of Investment Plan members. Allocations to the Investment Plan member accounts during the 2023-24 fiscal year were as follows:

<u>Class</u>	<u>Percent of Gross Compensation</u>
FRS, Regular	11.30
FRS, Senior Management Service	12.67

For all membership classes, employees are immediately vested in their own contributions and are vested after 1 year of service for employer contributions and investment earnings regardless of membership class. If an accumulated benefit obligation for service credit originally earned under the FRS Pension Plan is transferred to the Investment Plan, the member must have the years of service required for FRS Pension Plan vesting (including the service credit represented by the transferred funds) to be vested for these funds and the earnings on the funds. Nonvested employer contributions are placed in a suspense account for up to 5 years. If the employee returns to FRS-covered employment within the 5-year period, the employee will regain control over their account. If the employee does not return within the 5-year period, the employee will forfeit the accumulated account balance. For the fiscal year ended June 30, 2024, the information for the amount of forfeitures was unavailable from the SBA; however, management believes that these amounts, if any, would be immaterial to the College.

After termination and applying to receive benefits, the member may roll over vested funds to another qualified plan, structure a periodic payment under the Investment Plan, receive a lump-sum distribution, leave the funds invested for future distribution, or any combination of these options. Disability coverage is provided in which the member may either transfer the account balance to the FRS Pension Plan when approved for disability retirement to receive guaranteed lifetime monthly benefits under the FRS Pension Plan, or remain in the Investment Plan and rely upon that account balance for retirement income.

The College's Investment Plan pension expense totaled \$1,088,888 for the fiscal year ended June 30, 2024.

*Payables to the Investment Plan.* At June 30, 2024, the College reported a payable of \$88,620 for the outstanding amount of contributions to the Plan required for fiscal year ended June 30, 2024.

### 13. Construction Commitments

The College's construction commitments at June 30, 2024, were as follows:

<u>Project Description</u>	<u>Total Commitment</u>	<u>Completed to Date</u>	<u>Balance Committed</u>
Library Restroom/Window Wall System, ADA/Life Safety Project	\$ 1,774,250	\$ 67,450	\$ 1,706,800
Chiller Replacement Project	1,556,270	85,795	1,470,475
Remodel/Addition to FloArts Building Project	1,073,250	42,430	1,030,820
Site Improvement Project	171,358	6,450	164,908
Building V - Infrastructure Upgrades	170,596	64,621	105,975
Sewer Piping Repair/Replacement Project	123,900	77,220	46,680
Chiller & Cooling Tower Replacement Project	123,660	69,650	54,010
Building A - Replacement Generator	39,964	3,614	36,350
Gymnasium - Replacement Generator	33,860	23,811	10,049
<b>Total</b>	<b>\$ 5,067,108</b>	<b>\$ 441,041</b>	<b>\$ 4,626,067</b>

## 14. Risk Management Programs

The College is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The College provided coverage for these risks primarily through the Florida College System Risk Management Consortium (Consortium), which was created under authority of Section 1001.64(27), Florida Statutes, by the boards of trustees of the Florida public colleges for the purpose of joining a cooperative effort to develop, implement, and participate in a coordinated Statewide college risk management program. The Consortium is self-sustaining through member assessments (premiums) and purchases excess insurance through commercial companies for claims in excess of specified amounts. Excess insurance from commercial companies provided coverage of up to \$75 million to February 29, 2024, and up to \$100 million from March 1, 2024, for property insurance. Insurance coverage obtained through the Consortium included fire and extended property, general and automobile liability, workers' compensation, health, life, and other liability coverage. Settled claims resulting from these risks have not exceeded commercial coverage in any of the past 3 fiscal years.

## 15. Functional Distribution of Operating Expenses

The functional classification of an operating expense (instruction, academic support, etc.) is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. For example, activities of an academic department for which the primary departmental function is instruction may include some activities other than direct instruction such as public service. However, when the primary mission of the department consists of instructional program elements, all expenses of the department are reported under the instruction classification. The operating expenses on the statement of revenues, expenses, and changes in net position are presented by natural classifications. The following are those same expenses presented in functional classifications as recommended by NACUBO:

<u>Functional Classification</u>	<u>Amount</u>
Instruction	\$ 19,528,838
Public Services	494,616
Academic Support	4,601,711
Student Services	5,650,942
Institutional Support	10,214,234
Operation and Maintenance of Plant	8,093,976
Scholarships and Waivers	7,316,703
Depreciation	2,636,575
Auxiliary Enterprises	5,033,541
<b>Total Operating Expenses</b>	<b>\$ 63,571,136</b>

## 16. Discretely Presented Component Units

The College has two discretely presented component units as discussed in Note 1. These component units represent 100 percent of the transactions and account balances of the aggregate discretely presented component units columns of the financial statements. The following financial information is from the most recently available financial statements for the component units:



### Condensed Statement of Net Position

	<u>Direct-Support Organizations</u>		
	<u>St. Johns River State College Foundation, Inc.</u>	<u>St. Johns River State College Housing Corp (Unaudited)</u>	
	<u>3/31/2024</u>	<u>3/31/2024</u>	<u>Total</u>
<b>Assets:</b>			
Current Assets	\$ 6,877,013	\$ 10,000	\$ 6,887,013
Noncurrent Assets	3,538,169	-	3,538,169
<b>Total Assets</b>	<b>10,415,182</b>	<b>10,000</b>	<b>10,425,182</b>
<b>Liabilities:</b>			
Current Liabilities	16,350	44	16,394
Noncurrent Liabilities	64,230	-	64,230
<b>Total Liabilities</b>	<b>80,580</b>	<b>44</b>	<b>80,624</b>
<b>Deferred Inflows of Resources</b>	<b>134,541</b>	<b>-</b>	<b>134,541</b>
<b>Net Position:</b>			
Restricted Nonexpendable	3,411,111	-	3,411,111
Restricted Expendable	3,647,567	-	3,647,567
Unrestricted	3,141,383	9,956	3,151,339
<b>Total Net Position</b>	<b>\$ 10,200,061</b>	<b>\$ 9,956</b>	<b>\$ 10,210,017</b>

### Condensed Statement of Revenues, Expenses, and Changes in Net Position

	<u>Direct-Support Organizations</u>		
	<u>St. Johns River State College Foundation, Inc.</u>	<u>St. Johns River State College Housing Corp (Unaudited)</u>	
	<u>3/31/2024</u>	<u>3/31/2024</u>	<u>Total</u>
Operating Revenues	\$ 626,389	\$ 10,000	\$ 636,389
Operating Expenses	657,883	44	657,927
<b>Operating Income (Loss)</b>	<b>(31,494)</b>	<b>9,956</b>	<b>(21,538)</b>
<b>Nonoperating Revenues</b>	<b>1,503,033</b>	<b>-</b>	<b>1,503,033</b>
Other Revenues	17,513	-	17,513
<b>Increase in Net Position</b>	<b>1,489,052</b>	<b>9,956</b>	<b>1,499,008</b>
Net Position, Beginning of Year	8,711,009	-	8,711,009
<b>Net Position, End of Year</b>	<b>\$ 10,200,061</b>	<b>\$ 9,956</b>	<b>\$ 10,210,017</b>

## OTHER REQUIRED SUPPLEMENTARY INFORMATION

### Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios

	2023	2022	2021	2020	2019	2018	2017
<b>Total OPEB Liability</b>							
Service cost	\$ 78,598	\$ 111,494	\$ 107,673	\$ 79,831	\$ 62,459	\$ 65,386	\$ 72,927
Interest	77,432	57,415	53,523	71,836	57,630	53,825	48,219
Difference between expected and actual experience	(579,245)	-	212,718	-	260,385	-	-
Changes of assumptions or other inputs	(5,461)	(557,862)	(92,855)	245,427	164,768	(79,760)	(151,084)
Benefit Payments	(52,110)	(45,932)	(51,252)	(59,644)	(63,778)	(60,765)	(59,519)
<b>Net change in total OPEB liability</b>	<b>(480,786)</b>	<b>(434,885)</b>	<b>229,807</b>	<b>337,450</b>	<b>481,464</b>	<b>(21,314)</b>	<b>(89,457)</b>
Total OPEB Liability - beginning	2,134,569	2,569,454	2,339,647	2,002,197	1,520,733	1,542,047	1,631,504
<b>Total OPEB Liability - ending</b>	<b>\$ 1,653,783</b>	<b>\$ 2,134,569</b>	<b>\$ 2,569,454</b>	<b>\$ 2,339,647</b>	<b>\$ 2,002,197</b>	<b>\$ 1,520,733</b>	<b>\$ 1,542,047</b>
Covered-Employee Payroll	\$ 16,773,713	\$ 16,773,752	\$ 16,773,752	\$ 15,660,287	\$ 15,660,287	\$ 15,896,035	\$ 15,896,035
<b>Total OPEB Liability as a percentage of covered-employee payroll</b>	<b>9.86%</b>	<b>12.73%</b>	<b>15.32%</b>	<b>14.94%</b>	<b>12.79%</b>	<b>9.57%</b>	<b>9.70%</b>

**Schedule of the College's Proportionate Share of the Net Pension Liability –  
Florida Retirement System Pension Plan**

	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>	<u>2020 (1)</u>
College's proportion of the FRS net pension liability	0.039503117%	0.043924874%	0.044764932%	0.043331278%
College's proportionate share of the FRS net pension liability	\$ 15,740,742	\$ 16,343,583	\$ 3,381,482	\$ 18,780,414
College's covered payroll (2)	\$ 20,548,443	\$ 20,229,145	\$ 19,463,011	\$ 19,698,124
College's proportionate share of the FRS net pension liability as a percentage of its covered payroll	76.60%	80.79%	17.37%	95.34%
FRS Plan fiduciary net position as a percentage of the FRS total pension liability	82.38%	82.89%	96.40%	78.85%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

**Schedule of College Contributions – Florida Retirement System Pension Plan**

	<u>2024 (1)</u>	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>
Contractually required FRS contribution	\$ 2,376,750	\$ 1,928,785	\$ 1,918,622	\$ 1,718,320
FRS contributions in relation to the contractually required contribution	<u>(2,376,750)</u>	<u>(1,928,785)</u>	<u>(1,918,622)</u>	<u>(1,718,320)</u>
FRS contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered payroll (2)	\$ 22,612,496	\$ 20,548,443	\$ 20,229,145	\$ 19,463,011
FRS contributions as a percentage of covered payroll	10.51%	9.39%	9.48%	8.83%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP because total employer contributions are determined on a uniform basis (blended rate) as required by Part III of Chapter 121, Florida Statutes.

<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>	<u>2014 (1)</u>
0.042277680%	0.043257206%	0.042311196%	0.043366046%	0.045294300%	0.045560091%
\$ 14,559,845	\$ 13,029,295	\$ 12,515,368	\$ 10,949,960	\$ 5,850,366	\$ 2,779,836
\$ 18,513,474	\$ 18,489,074	\$ 18,174,849	\$ 18,293,849	\$ 18,089,635	\$ 17,939,087
78.64%	70.47%	68.86%	59.86%	32.34%	15.50%
82.61%	84.26%	83.89%	84.88%	92.00%	96.09%

<u>2020 (1)</u>	<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>
\$ 1,289,149	\$ 1,341,816	\$ 1,260,976	\$ 1,137,187	\$ 1,098,667	\$ 1,104,314
(1,289,149)	(1,341,816)	(1,260,976)	(1,137,187)	(1,098,667)	(1,104,314)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 19,698,124	\$ 18,513,474	\$ 18,489,074	\$ 18,174,849	\$ 18,293,849	\$ 18,089,635
6.54%	7.25%	6.82%	6.26%	6.01%	6.10%

**Schedule of the College's Proportionate Share of the Net Pension Liability –  
Health Insurance Subsidy Pension Plan**

	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>	<u>2020 (1)</u>
College's proportion of the HIS net pension liability	0.051340025%	0.055160434%	0.054976814%	0.056851222%
College's proportionate share of the HIS net pension liability	\$ 8,153,481	\$ 5,842,371	\$ 6,743,733	\$ 6,941,442
College's covered payroll (2)	\$ 20,548,443	\$ 20,229,145	\$ 19,463,011	\$ 19,698,124
College's proportionate share of the HIS net pension liability as a percentage of its covered payroll	39.68%	28.88%	34.65%	35.24%
HIS Plan fiduciary net position as a percentage of the HIS total pension liability	4.12%	4.81%	3.56%	3.00%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

**Schedule of College Contributions – Health Insurance Subsidy Pension Plan**

	<u>2024 (1)</u>	<u>2023 (1)</u>	<u>2022 (1)</u>	<u>2021 (1)</u>
Contractually required HIS contribution	\$ 452,250	\$ 341,104	\$ 335,804	\$ 323,360
HIS contributions in relation to the contractually required HIS contribution	<u>(452,250)</u>	<u>(341,104)</u>	<u>(335,804)</u>	<u>(323,360)</u>
HIS contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
College's covered payroll (2)	\$ 22,612,496	\$ 20,548,443	\$ 20,229,145	\$ 19,463,011
HIS contributions as a percentage of covered payroll	2.00%	1.66%	1.66%	1.66%

(1) The amounts presented for each fiscal year were determined as of June 30.

(2) Covered payroll includes defined benefit plan actives, investment plan members, and members in DROP.

<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>	<u>2014 (1)</u>
0.055390690%	0.056572452%	0.057019833%	0.059101534%	0.059626812%	0.060377669%
\$ 6,197,664	\$ 5,987,692	\$ 6,096,824	\$ 6,888,039	\$ 6,080,997	\$ 5,645,459
\$ 18,513,474	\$ 18,489,074	\$ 18,174,849	\$ 18,293,849	\$ 18,089,635	\$ 17,939,087
33.48%	32.39%	33.55%	37.65%	33.62%	31.47%
2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

<u>2020 (1)</u>	<u>2019 (1)</u>	<u>2018 (1)</u>	<u>2017 (1)</u>	<u>2016 (1)</u>	<u>2015 (1)</u>
\$ 328,112	\$ 308,478	\$ 307,697	\$ 301,742	\$ 303,885	\$ 227,931
(328,112)	(308,478)	(307,697)	(301,742)	(303,885)	(227,931)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 19,698,124	\$ 18,513,474	\$ 18,489,074	\$ 18,174,849	\$ 18,293,849	\$ 18,089,635
1.67%	1.67%	1.66%	1.66%	1.66%	1.26%

**1. Schedule of Changes in the College's Total Other Postemployment Benefits Liability and Related Ratios**

No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement No. 75 to pay related benefits.

*Changes of Assumptions.* The discount rate was increased from 3.54 percent to 3.65 percent based on a change in the Municipal Bond Index Rate.

**2. Schedule of Net Pension Liability and Schedule of Contributions – Health Insurance Subsidy Pension Plan**

*Changes of Assumptions.* In 2023, the municipal rate used to determine total pension liability increased from 3.54 percent to 3.65 percent. In addition, the level of monthly benefits increased from \$5 times years of service to \$7.50 times years of service, with an increased minimum of \$45 and maximum of \$225.



Sherrill F. Norman, CPA  
Auditor General

# AUDITOR GENERAL STATE OF FLORIDA

Claude Denson Pepper Building, Suite G74  
111 West Madison Street  
Tallahassee, Florida 32399-1450



Phone: (850) 412-2722  
Fax: (850) 488-6975

The President of the Senate, the Speaker of the  
House of Representatives, and the  
Legislative Auditing Committee

## **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the St. Johns River State College, a component unit of the State of Florida, and its aggregate discretely presented component units as of and for the fiscal year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the College's basic financial statements, and have issued our report thereon dated February 18, 2025, included under the heading **INDEPENDENT AUDITOR'S REPORT**. Our report includes a reference to other auditors who audited the financial statements of the aggregate discretely presented component units, as described in our report on the College's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors.

### **Report on Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the College's financial statements will not be prevented, or detected and corrected, on



a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

### **Report on Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the College's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, rules, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,


A handwritten signature in black ink, reading "Sherrill F. Norman". The signature is fluid and cursive, with the first name "Sherrill" being more prominent.

Sherrill F. Norman, CPA  
Tallahassee, Florida  
February 18, 2025



## Memorandum

**TO:** Joe H. Pickens, J.D.  
President

**FROM:** Randy Peterson   
Vice President/CFO

**DATE:** April 7, 2025

**SUBJECT:** Department of Veterans Affairs Compliance Survey, August 21, 2023, to  
December 8, 2024

The Department of Veterans Affairs conducted a compliance survey on February 21, 2025. The purpose of the survey is to ensure that approved programs are compliant with all applicable provisions of Title 38, United States Code USC 3693.

Out of 25 VA student files randomly selected, the following discrepancies were noted:

- 8 enrollment certifications were not completed utilizing the section 1010 enrollment verification process for VA Form 22-1934.
- 1 student graduation was reported outside of a timely manner typically considered 30 days.
- 2 students' hours were certified incorrectly.
- 1 student did not have their academic suspension reported within 30 days.

Out of 18 compliance standards surveyed, the college was found to be within compliance on all 18 of those standards.

Please place this item on the April 16, 2025, Board agenda.



DEPARTMENT OF VETERANS AFFAIRS  
Veterans Benefits Administration  
Education Service  
Washington, D.C. 20420

---

Thursday, March 20, 2025

Steve Kenney  
Veterans Affairs Coordinator  
Saint Johns Rivers State College  
283 College Drive  
Orange Park, FL 32065

Dear Steve Kenney:

A compliance survey was recently conducted Friday, February 21, 2025 at your institution. Thank you for the kindness and cooperation you extended to me during the survey process. Attached you will find the narrative report of the survey findings, including any discrepancies found during the visit. This attachment will provide more specific information concerning the individual discrepancies.

If you have any questions or require assistance with any VA regulations or requirements, please contact the Education Liaison Representative for your state by email at [EDUACL-SOUTH.VBAATG@va.gov](mailto:EDUACL-SOUTH.VBAATG@va.gov) or contact the Education Hotline at 888-GIBILL-1 (888-442-4551), or [Ask VA](#).

Sincerely,

*Christopher Hodges*

Christopher Hodges  
Education Compliance Survey Specialist-Contractor

Enclosure: Narrative Report

**Narrative Report  
Compliance Survey**

**Saint Johns River State College**

283 College Drive  
Orange Park, FL 32065

Facility Code: 21-4-9204-10

## **I. GENERAL**

The purpose of a Compliance Survey is to ensure that approved programs are compliant with all applicable provisions of Title 38, United States Code (USC) § 3693 administered by VA.

A routine Compliance Survey was conducted onsite at Saint Johns River State College (referred to throughout as the ETI) by Education Compliance Survey Specialist (ECSS) Christopher Hodges. The official notification of the survey was delivered via email to Steve Kenney on February 7, 2025. An entrance briefing was held on February 21, 2025 and an exit briefing was held on February 21, 2025 with ETI officials.

**Date of Last Approval:** The date of last approval action found was September 20, 2024. This date is within the 36-month limitation.

**Student Sampling:** The Active Student Count was 346. In accordance with the AC&L FY21 Compliance Survey Strategy and Guidance, the initial sample size was twenty-five (25) VA beneficiaries and three (3) randomly selected non-VA beneficiary records. The sample distribution was based on the available records and included one (1) - Chapter 30 record, twenty (20) - Chapter 33 records, three (3) - Chapter 35 records, and one (1) - Chapter 1606 record.

**Non-Veteran Record Review:** Three (3) Non-VA student files were reviewed to verify that the cost of tuition and fees for VA beneficiaries was not greater than the charges for similarly circumstanced students. The findings were consistent with the VA beneficiary records. No issues were identified.

The following records were randomly selected for review:

	Student Name	Last four digits of Social	Benefit used
1	D	7212	30
2	W	9786	1606
3	B	9036	35
4	H	2333	35
5	V	8856	35
6	A	8732	33
7	B	8280	33
8	C	6228	33
9	D	7496	33
10	E	4162	33
11	F	8253	33
12	G	3908	33
13	H	0570	33
14	I	2473	33
15	K	4813	33
16	M	3192	33

### Narrative Report Compliance Survey

17	P	0793	33
18	Q	7914	33
19	R	1866	33
20	S	0219	33
21	S	4020	33
22	T	5685	33
23	V	0387	33
24	W	1729	33
25	Z	1750	33
26			Non-VA
27			Non-VA
28			Non-VA

**Prior Compliance Survey Information:** The compliance survey conducted in FY24 covered through July 6, 2023, and was on-site; the survey was reviewed and found to have the following discrepancies:

- Line 6 – Late initial certification, no section 1010 submissions, late section 1010 submissions, graduations not reported.
- Line 7 - student withdrawals not reported.
- Line 12 – Not reporting change in credit hours.

**Current Survey:** The review period for this routine, on-site Compliance Survey covered the period August 21, 2023 - December 8, 2024.

**ETI Information:** Saint Johns River State College is an accredited, public, Institution of Higher Learning (IHL).

Per the Web Enabled Approval Management System (WEAMS) the ETI has 4 School Certifying Officials (SCOs). During the Compliance Survey the list of SCOs on WEAMS was reviewed and reviewed and found to be accurate.

**Prior Credit (38 CFR 21.4253, 21.4254, 21.4263):** Prior credit was reviewed, and credit was granted where appropriate. Saint Johns River State College requires all students to provide official transcripts and military training records for evaluation. Evaluation is sent to the registrar to determine if training is equivalent and granted. The degree audit report and transcript do reflect transfer credit granted. The ETI was found to be within compliance standards.

**GI Bill® Feedback Tool:** The GI Bill® Feedback Tool system was reviewed prior to conducting the Compliance Survey and no complaints were found in the current review period.

**Entrance Briefing:** The entrance briefing was conducted on-site on February 21, 2025. The following individuals attended this briefing:

	Name	Title	SCO
1	Suzanna Evans	Director of Financial Aid	Yes

**During the Entrance Briefing, the following topics were discussed:**

- ECSS-C discussed the purpose, scope, and methodology of the survey.
- SCO guided ECSS-C in the layout of the student records.

**Narrative Report  
Compliance Survey**

## **II. DISCREPANCIES (VA FORM 22-1934: AREAS OF REVIEW)**

The following discrepancies were found within areas of review enumerated in VA Form 22-1934.

**Type: Line 6: THE FACILITY ACCURATELY AND PROMPTLY REPORTED ENROLLMENT, TUITION AND FEES, LESSONS SERVICED, FLIGHT TRAINING HOURS OR APP/OJT HOURS (38 CFR 21.4203(e)(f)(g), 21.4204, 21.7156, 21.9735)**

1. **Facts:** In the case of A (8732) the following certification(s) were not completed utilizing the section 1010 enrollment verification process:

Term Start	Term End
06/24/2024	08/06/2024

2. **Facts:** In the case of B (8280) the following certification(s) were not completed utilizing the section 1010 enrollment verification process:

Term Start	Term End
03/04/2024	04/26/2024

3. **Facts:** In the case of E (1719) the following certification(s) were not completed utilizing the section 1010 enrollment verification process:

Term Start	Term End
08/21/2023	12/08/2023

4. **Facts:** In the case of G (3908) the following certification(s) were not completed utilizing the section 1010 enrollment verification process:

Term Start	Term End
08/21/2023	12/08/2023

5. **Facts:** In the case of H (0570) the following certification(s) were not completed utilizing the section 1010 enrollment verification process:

Term Start	Term End
10/21/2024	12/31/2024

6. **Facts:** In the case of I (2473) the following certification(s) were not completed utilizing the section 1010 enrollment verification process:

Term Start	Term End
10/21/2024	12/31/2024

7. **Facts:** In the case of M (3192) the following certification(s) were not completed utilizing the section 1010 enrollment verification process:

Term Start	Term End
05/10/2023	06/23/2023

## Narrative Report Compliance Survey

8. **Facts:** In the case of R (1866) the following certification(s) were not completed utilizing the section 1010 enrollment verification process:

Term Start	Term End
08/21/2023	12/08/2023
01/08/2024	04/26/2024

**Evaluation:** The facility did not complete the section 1010 enrollment verification process per PL 116-315 Section 1010 effective August 01, 2021.

**Recommendation:** SCO reminded of importance to complete the verification enrollment submissions.

**Type: Line 6: THE FACILITY ACCURATELY AND PROMPTLY REPORTED ENROLLMENT, TUITION AND FEES, LESSONS SERVICED, FLIGHT TRAINING HOURS OR APP/OJT HOURS (38 CFR 21.4203(e)(f)(g), 21.4204, 21.7156, 21.9735)**

- Facts:** In the case of B (8280), the following graduation(s) were not certified in a timely manner:

	Term Start	Term End	Certified
School Reported	06/24/2024	08/06/2024	02/18/2025
Should have Reported	Graduation by 09/08/2024		

**Evaluation:** The facility reported the student's graduation outside of a timely manner typically considered 30 days.

**Recommendation:** SCO reminded on the importance of filing timely certifications to ensure student VA payments are timely and accurate.

**Type: Line 6: THE FACILITY ACCURATELY AND PROMPTLY REPORTED ENROLLMENT, TUITION AND FEES, LESSONS SERVICED, FLIGHT TRAINING HOURS OR APP/OJT HOURS (38 CFR 21.4203(e)(f)(g), 21.4204, 21.7156, 21.9735)**

1. **Facts:** In the case of C (6228), the following hours were certified incorrectly:

	Term Start	Term End	Res	Dist	Clock	T&F
School Reported	08/26/2024	12/13/2024	10	3		\$1,481.00
Should have Reported	08/26/2024	12/13/2024	7	6		\$1,481.00

2. **Facts:** In the case of Q (7914), the following hours were certified incorrectly:

	Term Start	Term End	Res	Dist	Clock	T&F
School Reported	08/26/2024	12/13/2024	13			\$1,445.00
Should have Reported	08/26/2024	12/13/2024	10	3		\$1,445.00

**Evaluation:** The facility reported the residence and online hours incorrectly. This was an oversight by the SCO.

**Recommendation:** ECSS informed SCO to verify residential and distance hours students are attending before submitting certifications. Referred to VA Claims Staff through Enrollment Manager.

## Narrative Report Compliance Survey

**Type:** Line 9: THE FACILITY PROMPTLY NOTIFIED VA WHEN BENEFICIARIES DID NOT PROGRESS SATISFACTORILY ACCORDING TO APPROVED STANDARDS AND PRACTICES OF THE FACILITY (38 CFR 21.4203(d), 21.4277)

**Facts:** In the case of H (2333), the following academic suspension was not certified:

	Term Start	Term End
School Reported	08/26/2024	12/13/2024
Should have Reported	Academic Suspension by 01/19/2025	

**Evaluation:** The facility did not report the student's academic suspension within 30 days.

**Recommendation:** SCO should run a monthly report to check if a student completed the term within academic standards, so they can report any academic suspensions in a timely manner. Referrals submitted to VA claims staff through Enrollment Manager.

### III. SUMMARY

**Exit Briefing:** An exit briefing was conducted on-site on February 21, 2025. The following individuals attended this briefing:

	Name	Title	SCO
1	Suzanne Evans	Director of Financial Aid	Yes

**At the Exit Briefing, the following topics were discussed:**

- ECSS-C explained the process of the survey.
- ECSS-C discussed any findings and allowed for SCO(s) to clarify upon any findings.
- ECSS-C thanked the SCO(s) for their hospitality and the cleanliness of the records.

**Additional Assistance Provided:** No additional assistance was provided.

**Beneficiary Interviews:** This is not applicable for this ETI.

**Review of 85/15 Compliance and 35% Exemption Waiver (38 CFR 21.4201(d)):** The ETI has a 35% Exemption. The ETI's total VA student enrollment is 4% and covers all programs effective December 18, 2024. As such, 85/15 documents were not collected or reviewed for this compliance survey.

**Enrollment Limits:** The State Approving Agency has not established any enrollment limits in the Notice of Approval at this time for this ETI. The ETI was found to be within compliance standards.

**Repeat Discrepancies and/or Issues:** No repeat discrepancies were found other than the occasional clerical error.

**Review of Advertising Materials:** The ETI's advertising was reviewed (social media, ETI website, and catalog). At the conclusion of the review, no misleading nor deceptive advertisements were found. The ETI was found to be within compliance standards.



## **Narrative Report Compliance Survey**

**Power of Attorney and Non-assignability of Benefits (38 CFR 21.4146, 21.9680):** ETIs and training establishments are prohibited from negotiating VA educational assistance benefit payments. All student payments were issued to personal accounts by direct deposit. There were no paper checks issued. An inquiry was made by the ECSS, and the SCO stated the ETI did not have Power of Attorney for any VA beneficiary. The ETI was found to be within compliance standards.

**Independent Study (38 CFR 21.4267):** The ETI is approved for independent study. The ETI was found to be within compliance standards.

**Practical Training (38 CFR 21.4265):** The ETI is approved for practical training. The ETI was found to be within compliance standards.

**Cooperative Courses and Farm Cooperative Courses (38 CFR 21.4233, 21.4257, 21.4264):** The ETI is approved for cooperative courses. The ETI was found to be within compliance standards.

**Two-Year Period of Operation for Branches (38 CFR 21.4251):** This is not applicable to this ETI.

**Tutorial Assistance (38 CFR 21.4236, 21.9685):** The ETI does not have any participants in the Tutorial Assistance program through the Department of Veterans Affairs. The ETI was found to be within compliance standards.

**Owner/Officer Restriction and Conflicting Interests Certification (38 CFR 21.4005, 21.4202(c), 21.5001, 21.7305, 21.7805, 21.9770):** The ETI is a public institution and therefore this certification is not applicable.

**Contractual Arrangements (38 CFR 21.4233(e)):** The ETI does not offer any courses under contract. The ETI was found to be within compliance standards.

**Advance Pay (38 CFR 21.4203, 21.9715):** The ETI is not approved to receive advance pay checks for delivery to students. The ETI was found to be within compliance standards.

**Nonduplication of Benefits (38 CFR 21.4020, 21.4022, 21.5022, 21.5023, 21.7143, 21.7642, 21.9690):** No duplication of benefits was found during this survey. The ETI was found to be within compliance standards.

**Yellow Ribbon (38 CFR 21.4254(c)):** The ETI does not participate in the Yellow Ribbon (YR) program.

**Recruiting Practices (38 U.S.C. 3696(d)(1)):** The ECSS reviewed the School Procedures Questionnaire and other available documents and found no evidence of fraudulent or unduly aggressive recruiting practices. The ETI was found to be within compliance standards.

**School Certifying Official (SCO) Beneficiaries: CFR §21.9675(d) states the VA will not pay benefits for courses certified to the VA by the individual taking the course:** VA systems were reviewed to identify if any SCOs have utilized VA benefits at Saint Johns River State College and it was found that no SCOs have utilized VA benefits at the ETI. The ETI was found to be within compliance standards.

**Review of Public Law 115-48 (Colmery Act)- Priority Enrollment:** The ETI does not offer priority enrollment. The ETI is creating a Priority Enrollment policy at this time and will submit it to the State Approving Agency once it has become finalized. The ETI was found to be within compliance standards.

## Narrative Report Compliance Survey

**Review of Annual Reporting Fees:** PL 111-377 (Section 204) states that any reporting fee paid to an educational institute shall be utilized by such institution or committee solely for the making of certifications or for otherwise supporting programs for Veterans. The funds are generally used to/for purchasing VA conference registrations and for SCO salaries. The ETI was found to be within compliance standards.

PL 115-48 (section 304) states that if an ETI receives reporting fees for 100 or more eligible students, then the reporting fees paid to the ETI cannot be used for, or merged with, the ETI's general fund. The ETI has received a payment for more than 100 students, and maintains a separate fund account. The ETI was found to be within compliance standards.

**GI Bill® Trademark:** In accordance with Executive Order 13607(f), The ETI's usage of the trademarked phrase "GI Bill" was reviewed (social media, ETI website, and catalog). The ETI was found to be within compliance standards.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website <https://www.benefits.va.gov/gibill>*

**Public Law 116-315, Section 1018:** A signed statement of compliance was collected during this compliance visit. The ETI was found to be within compliance standards.

**Principles of Excellence (PoE):** The ETI does participate in Principles of Excellence. A signed statement of compliance was collected during this compliance visit. The ETI was found to be within compliance standards.

**Recommendation for Future Compliance Survey:** It is recommended this ETI be resurveyed as required by Title 38, U.S.C §3693.

**Compliance Survey Close-out Notice:** Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of additional statements in this report concerning your ETI's specific practices and procedures cannot be construed as acceptance, approval, or endorsement of those specific practices and procedures by the Department of Veterans Affairs. The successful completion of this Compliance Survey does not relieve your ETI of its obligation to comply with all statutory and regulatory provisions governing USC Title 38 Veterans Benefits programs.

This Compliance Survey Narrative was completed on March 20, 2025 by Christopher Hodges.



Christopher Hodges  
Education Compliance Survey Specialist  
Saint George Consulting




# ST. JOHNS RIVER

## S T A T E C O L L E G E

### Memorandum

**TO:** Randy Peterson  
Vice President/CFO

**FROM:** Logan B. Becker   
Controller

**DATE:** April 7, 2025

**SUBJECT:** Federal Awards Audit, Fiscal Year Ended June 30, 2024


The Office of the Auditor General for the State of Florida annually audits federal awards administered by the State of Florida. The audit objectives include ensuring compliance with statutes, regulations, terms and conditions of Federal awards, including internal controls over these funds. The audit of the Federal Awards programs results in a state-wide report which is combined with the State's annual financial report. The College participates in the Federal Aid Programs (Pell Grants, Direct Student Loans, Federal Supplemental Educational Opportunity Grants, and Federal Work Study Program) so is typically included in this State-wide report. The audit resulted in no findings for St. Johns River State College and thus, the College was not referenced in the State-wide report.

Please place this item on the April 16, 2025, Board agenda.



## Memorandum

**TO:** Joe Pickens, J.D. President

**FROM:** Randy Peterson  
Vice President/CFO 

**DATE:** April 7, 2025

**RE:** Thrasher Horne Emergency Exercise

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On April 24, 2025, from 8:00 am until 1:00 pm, the Clay County Sheriff's Office will be coordinating an emergency exercise at the Thrasher Horne Center on our Orange Park Campus. Not only will this involve Clay County Sheriff's Office law enforcement officers, but it will also involve law enforcement officers from several surrounding agencies including the Jacksonville Sheriff's Office and the Palatka Police Department, along with Emergency Management Services.

The whole exercise involves a mock dance recital that encounters an active shooter. The exercise evolves into a barricaded hostage standoff, with a negotiator from law enforcement who is used to try and defuse the situation. Twenty-five students and faculty from Clay High School will also be used to play victims. This exercise will allow for the involvement and training of various sections of law enforcement such as Patrol, SWAT, Hostage Negotiations, Real Time Crime Center camera use, Rescue, and the Fire Department. Also participating in this event will be 4 firetrucks and 4 rescue units along with their staff.

In an exercise of this type and magnitude, safety is of the utmost importance. Areas in the building that are not to be used for the exercise will be visibly blocked off. The rear parking area will be blocked off for the various participants in the exercise. This area will be manned by the college contracted security. All participants in this exercise will go through three checkpoints to verify no weapons enter the exercise area. In addition, an outer area will be manned by armed law enforcement.

The Clay County Sheriff's Office Public Information Officer along with the college's Strategic Communications Office will coordinate student and public outgoing information.

**TO:** Joe Pickens, J.D.  
College President

**FROM:** Edward P. Jordan, Ph.D.   
Vice President for Academic and Student Affairs

**DATE:** April 5, 2025

**RE:** Agenda Items: April 16, 2025, District Board of Trustees Meeting

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The following items are submitted for the Board of Trustees' consideration at the April 16, 2025, meeting:

**Action Agenda Items:**

1. **Public Hearing on Admission Criteria Change for the Associate in Science Degree in Nursing (ASN) Program**  
(Presented by Dr. Jay Paterson)
2. **Action to Approve Admission Criteria Change for the Associate in Science Degree in Nursing Program**
3. **Public Hearing on Admission Criteria Change for the Associate in Science Degree in Nursing (LPN-to-RN Bridge) Program**  
(Presented by Dr. Jay Paterson)
4. **Action to Approve Admission Criteria Change for the Associate in Science Degree in Nursing (LPN-to-RN Bridge) Program**

To: Dr. Jordan, Vice President of Academic and Student Affairs  
From: Jay Paterson, AVP Workforce and Career Services  
RE: ASN and LPN-to-RN Admission  
Date: February 19, 2025

The ASN and LPN-to-RN programs are limited access programs. Currently, to apply for admission to the Nursing program:

1. A student must have completed all of the following:
  1. Application to SJR State;
  2. Application to the nursing program;
  3. Successful completion of all general education and Nursing related courses with a GPA of 3.0 or above by the end of the application period (See Below);

AND MAY HAVE

  4. Completed the A2 HESI Assessment Exam by the end of the application period with an English Language composite score (comprised of reading comprehension, grammar, vocabulary and general knowledge) of 90% or better with a score of 90% or better in reading comprehension and a score of 90% or better in essential mathematics;
2. Applicants are the reviewed in two separate groups:
  - A group that has completed A2 HESI scores and met the requirements.
  - A group that has not completed their HESI scores but has completed the other requirements.
3. Each group is then ranked based on these factors, with decisions made by committee:
  1. The number of courses taken at SJR State;
  2. Their GPA;
  3. Students from the college service district of Clay, Putnam and St. Johns County will be ranked first in the selection process; and
  4. Students who meet the admissions requirements and have completed the SJR State CNA program will also receive preference.
4. The faculty of Nursing Department would like to implement a point system that provides a clearer and a more objective way to rank applicants. The proposal has been reviewed and approved by the Workforce Curriculum Committee and the Institutional Planning Committee.
5. The proposed Admission criteria are outlined below for BOT consideration:

## **STUDENT SELECTION**

The student selection process is based on the following point system: (MAXIMUM POSSIBLE POINTS 58)

- **2-5 POINTS AWARDED** – Current licensure as a Certified Nurses Aid (CNA) or a Licensed Practical Nurse (LPN). Two points for licensure OR five points awarded if programs were taken at SJR State.
- **2 POINTS AWARDED** – Residents in Clay, Putnam, or St. Johns counties, Florida.
- **1 POINT AWARDED** – Residents in Duval County, Florida.
- **1 POINT AWARDED** – Previous SJR State ASDN program applicant.
- **5 POSSIBLE POINTS AWARDED** – HESI (A2) Summary Score. Five points for a score 295-300, four points for a score 289-294, three points for a score 283-288, two points for a score 277-282, and one point for a score 270-276.
- **4 POSSIBLE POINTS AWARDED** – Points tabulated from GPA in the pre-requisite courses. Four points for 3.7-4.0, three points for 3.4-3.699, two points for 3.1- 3.399, and one point for 2.8-3.099
- **30 POSSIBLE POINTS AWARDED** – Points tabulated from earned grades from the pre-requisite science courses. The method of point calculation for this category is based on the following formula:
  - Points for grades on First attempt: A=5 points, B=4 points, C= 3 points; Points for grades on Second Attempt: A=3 points, B=2 points, C= 1 point; NO points will be given for subsequent attempts.
- **6 POSSIBLE POINTS AWARDED** – One point for EACH A&P or Microbiology course taken at SJR State.
- **5 POINTS AWARDED** – If ALL prerequisite courses are completed prior to application.

In cases where two or more students are tied in points for the last available position, admission will be awarded to the student with the highest HESI score.

- *For the LPN-to-RN bridge program, preference will be given to students who have completed the SJR State Practical Nursing Program with a 3.0 or better GPA in the Practical Nursing (PRN) courses.*
- *Successful completion of all general education and Nursing related courses with a GPA of 3.0 or above by the end of the application period.*

### **RATIONALE:**

Since the nursing program is a limited access program, the competition to be admitted is incredibly challenging. The nursing faculty want to select the most qualified applicants who are likely to be the most successful in the program and when taking their NCLEX-RN exam to obtain their nursing license.

In the past candidates had a choice to not take the HESI exam for their application, but to solely rely on their GPA and previous courses taken. Other candidates were reviewed with strong HESI scores but may have had a lower GPA. The weight of each particular situation was left to the interpretation of individuals making the admissions decisions.

Reviewing multiple pieces of information will give the faculty a more proficient way to rank the candidates objectively and to select the strongest applicants for our programs in a more transparent and fair process.

This system also incentivizes students to take their prerequisite course at St. Johns River State College and rewards those who were previous practical nursing students at the institution. This facilitates the student knowing our school and expectations, as well as the faculty better understanding the student's academic preparation.

#### **GENERAL EDUCATION COURSES:**

ENC	1101	Composition I.....	3
—	—	General Education Core Humanities .....	3
—	—	General Education Core Mathematics .....	3
BSC	2085	Human Anatomy and Physiology I.....	3
BSC	2085L	Laboratory for Human Anatomy and Physiology I.....	1
<b>Choose one of the following Social Science courses:</b>			
AMH	2010	United States History to 1877.....	3
		OR	
AMH	2020	United States History Since 1877 .....	3
		OR	
POS	1041	United States Federal Government.....	3

#### **NURSING RELATED COURSES:**

BSC	2086	Human Anatomy and Physiology II.....	3
BSC	2086L	Laboratory for Human Anatomy and Physiology II .....	1
DEP	2004	Human Growth and Development .....	3
MCB	2010	Microbiology.....	3
MCB	2010L	Laboratory for Microbiology .....	1
PSY	2012	General Psychology.....	3



***St. Johns River State College***  
***ASDN***  
***Point System for Competitive Admission***

**Successfully completed a Nursing Program at St. Johns River State College**

Maximum 5 points \_\_\_\_\_

LPN with licensure	5
CNA with certification	3

**OR have successfully completed a Nursing Program at another institution**

Maximum 2 points \_\_\_\_\_

LPN with licensure	2
CNA with certification	1

**County of residence**

Maximum 2 points \_\_\_\_\_

Residents of the service areas: Putnam, St. Johns, or Clay County \_\_\_\_\_ 2 points

Residents of Duval County \_\_\_\_\_ 1 point

**Previously (within the last 3 years) qualified applicant to  
St. Johns River State College ASDN Program**

Maximum 1 point \_\_\_\_\_

**\*Registered Nurse HESI Exam (A2) Summary Score**

Maximum Score 5 points \_\_\_\_\_

**\* Students must score 270 or above to be eligible for admission to the program.**

295-300	5
289-294	4
283-288	3
277-282	2
270-276	1

**GPA in pre-req courses**

Maximum 4 points \_\_\_\_\_

**\* Students must have a GPA in their pre-req college level courses of 3.0 for admission to the program.**

3.7-4.0	4
3.4-3.699	3
3.1-3.399	2
2.8-3.099	1

**Point scale for grades: The points awarded for science courses are regardless of whether they are taken at St. Johns River State College or another accredited institution.**

**Points on grades on First attempt: A=5 points, B=4 points, C= 3points,  
Points for grades on Second Attempt: A=3 points, B=2 points, C= 1 point  
NO points will be given for subsequent attempts.**

**Pre-requisite courses (required): Total 12 Credit Hours**

Maximum 30 points \_\_\_\_\_

Course	Grade Earned	Points
BSC 2085 Anatomy and Physiology I		(max. 5pts)
BSC 2085L Anatomy and Physiology I Lab		(max 5 pts)
BSC 2086 Anatomy and Physiology II		(max 5 pts)
BSC 2086L Anatomy and Physiology II Lab		(max. 5pts)
MCB 2010 Microbiology		(max. 5pts)
MCB 2010L Microbiology Lab		(max. 5pts)

One point for **each** A&P or Microbiology course if taken at **St. Johns River State College**:

Maximum 6 points \_\_\_\_\_

Five points if ALL prerequisites, as outlined in the SJR State catalog, are completed prior to admission.

Maximum 5 point \_\_\_\_\_

**TOTAL POINTS (Maximum 58) \_\_\_\_\_**



**ST. JOHNS RIVER**  
**STATE COLLEGE**

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ORANGE PARK, FL 32065-7639 | (904) 276-6800

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EQUAL OPPORTUNITY/EQUAL ACCESS COLLEGE

## MEMORANDUM

DATE: March 13, 2025

TO: District Board of Trustees  
St. Johns River State College

FROM: President Joe H. Pickens, J.D.

SUBJECT: Request to Change Date of Board of Trustees Meeting in May

This **requests approval to change the date** of the Board of Trustees Meeting from Wednesday, May 21, to **Monday, May 19**.

This meeting will be held at the Orange Park Campus. The Board Budget Workshop will begin at 1:00 pm and the regular Meeting will begin at 2:00 pm. There may be an Executive Session on Collective Bargaining immediately following the meeting.

## MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens

DATE: April 9, 2024

REVISED: March 13, 2025

Subject: Board Meeting Dates

Below are the confirmed District Board of Trustees Meeting dates for July, 2024 through June, 2025.

ST. JOHNS RIVER STATE COLLEGE DISTRICT BOARD OF TRUSTEES MEETING DATES 2024 – 2025		
DATE OF MEETING	TIME OF MEETING	LOCATION OF MEETING
July 2024	No Meeting	
Wednesday, August 21, 2024	2:00 p.m.	Palatka Campus, Board Room
Wednesday, September 18, 2024	2:00 p.m.	St. Augustine, Viking Center, Room V-112
Wednesday, October 16, 2024	2:00 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suites C & D
Wednesday, November 20, 2024	2:00 p.m.	Palatka Campus, Board Room
December 2024	No Meeting	
<del>Wednesday, January 15, 2025</del> Wednesday, <b>January 22, 2025</b>	<del>2:00 p.m.</del> <b>3:00 p.m.</b>	St. Augustine, Viking Center, Room V-112
Wednesday, February 19, 2025	2:00 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suites C & D
<del>**Wednesday, March 12, 2025</del> <b>CANCELLED</b>	<del>2:00 p.m.</del>	<del>Palatka Campus, Board Room</del>
Wednesday, April 16, 2025	2:00 p.m.	St. Augustine, Viking Center, Room V-112
<del>Wednesday, May 21, 2025</del> <b>Monday, May 19, 2025</b>	2:00 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suites C & D
Wednesday, June 18, 2025	2:00 p.m.	Palatka Campus, Board Room

**\*\* Exception to 3<sup>rd</sup> Wednesday of the month**

## SECTION 2 - EDUCATION (ALL OTHER FUNDS)

to developmental research (laboratory) schools pursuant to section 1002.32(9), Florida Statutes, and to charter schools sponsored by a state university or Florida College System institution pursuant to section 1002.33(17), Florida Statutes.

## 16A FIXED CAPITAL OUTLAY

## FLORIDA COLLEGE SYSTEM PROJECTS

## FROM PUBLIC EDUCATION CAPITAL

## OUTLAY AND DEBT SERVICE TRUST FUND

101,001,510

Nonrecurring funds in Specific Appropriation 16A shall be allocated as follows:

## BROWARD COLLEGE

North Campus Building 56 & Building 57 Remodel into STEM and Nursing Expansion (HF 3141)..... 7,702,219

## CHIPOLA COLLEGE

Modernize Chemistry Laboratories for Safety and Integrated Technology (HF 2121)..... 475,000

## COLLEGE OF CENTRAL FLORIDA

Agricultural Sciences Classroom Building (HF 2048)..... 4,929,497

## COLLEGE OF THE FLORIDA KEYS

Chiller Plant Infrastructure (HF 2155)..... 3,500,000

## DAYTONA STATE COLLEGE

College-wide Building Access Control (HF 2096)..... 700,000

## FLORIDA GATEWAY COLLEGE

HVAC Replacement for Building 56, Automotive Technology (HF 2986)..... 300,000

HVAC Replacement for Howard Conference Center (HF 2987)... 750,000

## FLORIDA SOUTHWESTERN STATE COLLEGE

Charlotte Campus - Bldg E Health Professions (Nursing) Remodel (HF 2697)..... 2,464,530

## FLORIDA STATE COLLEGE AT JACKSONVILLE

Fire Academy of the South Burn Building (HF 1524)..... 1,750,000

## GULF COAST STATE COLLEGE

Construct Multi-Purpose Teaching Lab Facility (HF 1271)... 4,380,000

## HILLSBOROUGH COMMUNITY COLLEGE

Plant City Campus Workforce Center (HF 2546)..... 2,500,000

Renovation of Technology Building - Dale Mabry Campus (HF 2834)..... 7,305,571

## INDIAN RIVER STATE COLLEGE

Deferred Maintenance College Wide (HF 1103)..... 3,089,975

Renovation of Facility No. 34 (Science Center), Main Campus (HF 1102)..... 3,713,397

## MIAMI DADE COLLEGE

Hialeah Campus Expansion (HF 1979)..... 3,000,000

STEM Center for Excellence (HF 1472)..... 12,500,000

## NORTHWEST FLORIDA STATE COLLEGE

Workforce Innovation Center (HF 2495)..... 5,000,000

## PALM BEACH STATE COLLEGE

Emergency Response Training Center (ERTC) (HF 2607)..... 2,050,000

## POLK STATE COLLEGE

Northeast Ridge Phase I (HF 1594)..... 8,788,465

Renovate Building 1 Lakeland (HF 1862)..... 3,070,893

## ST. JOHNS RIVER STATE COLLEGE

Renovation of Classroom Building and Workforce Training Center Addition (HF 2177)..... 9,386,963

## STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA

Collegiate School - Venice (HF 3545)..... 3,500,000

Parrish Center Phase I (HF 1063)..... 4,500,000

## TALLAHASSEE STATE COLLEGE

Gadsden County Expansion (HF 1923)..... 5,645,000

## 17 FIXED CAPITAL OUTLAY

## STATE UNIVERSITY SYSTEM PROJECTS

## FROM PUBLIC EDUCATION CAPITAL

## OUTLAY AND DEBT SERVICE TRUST FUND

263,550,491

Nonrecurring funds in Specific Appropriation 17 shall be allocated as follows:

## FLORIDA A &amp; M UNIVERSITY - FLORIDA STATE UNIVERSITY

College of Engineering - Building C (HF 2119)..... 40,000,000

## FLORIDA A &amp; M UNIVERSITY

Campus Security Hardening (HF 3082)..... 2,500,000

College of Agriculture and Life Sciences, Brooksville

Agriculture and Research Station (HF 3081)..... 2,750,000

## SECTION 2 - EDUCATION (ALL OTHER FUNDS)

1002.32(9), Florida Statutes, and to charter schools sponsored by a state university or Florida College System institution pursuant to section 1002.33(17), Florida Statutes.

16A FIXED CAPITAL OUTLAY  
 FLORIDA COLLEGE SYSTEM PROJECTS  
 FROM PUBLIC EDUCATION CAPITAL  
 OUTLAY AND DEBT SERVICE TRUST FUND 150,262,016

Nonrecurring funds in Specific Appropriation 16A shall be allocated as follows:

BROWARD COLLEGE  
 North Campus Building 56 & Building 57 Remodel into STEM and Nursing Expansion (SF 2431)..... 15,404,437  
 CHIPOLA COLLEGE  
 Modernize Chemistry Laboratories for Safety and Integrated Technology (SF 2633)..... 950,000  
 COLLEGE OF CENTRAL FLORIDA  
 Agricultural Sciences Classroom Building-Vintage Farm (SF 1307)..... 9,858,994  
 COLLEGE OF THE FLORIDA KEYS  
 Chiller Plant Infrastructure (SF 1295)..... 3,500,000  
 DAYTONA STATE COLLEGE  
 Airframe/Powerplant Training Facility (SF 2517)..... 17,251,578  
 FLORIDA GATEWAY COLLEGE  
 HVAC Replacement for Building 56, Automotive Technology (SF 2020)..... 300,000  
 HVAC Replacement for Howard Conference Center at (SF 2021) 750,000  
 FLORIDA SOUTHWESTERN COLLEGE  
 Charlotte - Bldg E Health Professions Remodel (SF 3158)... 4,929,060  
 Charlotte - Yarger Science Hall STEM Remodel (SF 3301).... 7,092,094  
 INDIAN RIVER STATE COLLEGE  
 Renovation Facility No. 34 (Science Center), Main Campus (SF 1069)..... 7,426,794  
 PASCO HERNANDO STATE COLLEGE  
 Remodel Bldgs. A thru E w/ addition & chiller plant-West.. 11,198,203  
 PENSACOLA STATE COLLEGE  
 Pensacola Campus Training & Conference Center (SF 3032)... 2,750,000  
 POLK STATE COLLEGE  
 Northeast Phase I (SF 1003)..... 17,576,930  
 SEMINOLE STATE COLLEGE  
 Workforce Building B (SF 1484)..... 20,000,000  
 SOUTH FLORIDA STATE COLLEGE  
 Driver Training Facility (SF 2087)..... 3,500,000  
 ST. JOHNS RIVER STATE COLLEGE  
 Renovation, Classroom Building and Workforce Training Center Addition (SF 2562)..... 18,773,926  
 STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA  
 Parrish Center Phase I (SF 1016)..... 9,000,000

17 FIXED CAPITAL OUTLAY  
 STATE UNIVERSITY SYSTEM PROJECTS  
 FROM GENERAL REVENUE FUND . . . . . 5,830,000  
 FROM PUBLIC EDUCATION CAPITAL  
 OUTLAY AND DEBT SERVICE TRUST FUND 200,365,512

Nonrecurring funds in Specific Appropriation 17 shall be allocated as follows:

FLORIDA A & M UNIVERSITY - FLORIDA STATE UNIVERSITY  
 College of Engineering Building C (SF 2926)..... 40,000,000  
 FLORIDA A & M UNIVERSITY  
 College of Law Infrastructure Upgrades (SF 2934)..... 8,000,000  
 FLORIDA ATLANTIC UNIVERSITY  
 Health Professions Clinical Training and Research Facility (SF 2905)..... 10,000,000  
 FLORIDA GULF COAST UNIVERSITY  
 Babcock Ranch Learning, Research and Outreach Facility (SF 3298)..... 24,596,845  
 FLORIDA INTERNATIONAL UNIVERSITY  
 H. Wertheim College of Medicine Academic Health Sciences Clinical Facility (SF 1782)..... 21,168,667  
 FLORIDA STATE UNIVERSITY  
 Kellogg Research Building Remodel (SF 2153)..... 5,000,000  
 Tully Gym Remodel - Planning (SF 1549)..... 2,500,000  
 UNIVERSITY OF CENTRAL FLORIDA



# ST. JOHNS RIVER STATE COLLEGE

JOE H. PICKENS, J.D., PRESIDENT  
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## MEMORANDUM

**DATE:** April 7, 2025

**TO:** District Board of Trustees  
St. Johns River State College

**FROM:** President Joe H. Pickens, J.D.

**SUBJECT:** Trademarks

Approximately a year ago we began the process of registering/trademarking/copyrighting/protecting several items related to St. Johns River State College, including “The Florida School of the Arts,” “FloArts,” our statutory name, and our logo as unique and protected trademarks. As of February 2025, we have been successful in obtaining the attached Certificates of Registration. The College is now permitted to indicate that these marks are registered by placing a circled R (®) near the marks when they are used on the goods specified in the registration certificate. Additionally, the application for FLORIDA SCHOOL OF THE ARTS trademark has been approved and the mark passed to publication.

Interestingly, the application for the ST. JOHNS RIVER STATE COLLEGE trademark was initially refused as primarily geographically descriptive. The reviewer opined that the term was merely identifying a geographic location or thing, i.e., the river itself or the region in which it is located. We have appealed this decision and requested at least an “acquired distinctiveness” designation for the name “St. Johns River State College” as we are designated in Florida statutes.

# United States of America

United States Patent and Trademark Office

# FLOARTS

**Reg. No. 7,696,033**

**Registered Feb. 18, 2025**

**Int. Cl.: 41**

**Service Mark**

**Principal Register**

St. Johns River State College (Florida Educational Institution)  
5001 St. Johns Avenue  
Palatka, FLORIDA 32177

CLASS 41: Educational services, namely, conducting classes, seminars, and workshops in the fields of the arts, the visual arts, animation, graphic design, new media design, photography, painting, drawing, performing arts, singing, production design, acting, costumes, dance, music, theater, scene design and technology, lighting design and technology, stage management and technology, and distribution of training materials in connection therewith; Educational services, namely, providing online courses of instruction at the college level and distribution of course material in connection therewith

FIRST USE 00-00-1976; IN COMMERCE 00-00-1976

THE MARK CONSISTS OF STANDARD CHARACTERS WITHOUT CLAIM TO ANY PARTICULAR FONT STYLE, SIZE OR COLOR

SER. NO. 98-559,430, FILED 05-20-2024



*Coke Morgan-Smunt*

Acting Director of the United States Patent and Trademark Office





# United States of America

United States Patent and Trademark Office



**Reg. No. 7,696,023**

**Registered Feb. 18, 2025**

**Int. Cl.: 41**

**Service Mark**

**Principal Register**

St. Johns River State College (Florida Educational Institution)  
5001 St. Johns Avenue  
Palatka, FLORIDA 32177

CLASS 41: Educational services, namely, conducting classes, seminars, and workshops in the fields of the arts, the visual arts, animation, graphic design, new media design, photography, painting, drawing, performing arts, singing, production design, acting, costumes, dance, music, theater, scene design and technology, lighting design and technology, stage management and technology, and distribution of training materials in connection therewith; Educational services, namely, providing courses of instruction at the college level and distribution of course material in connection therewith

FIRST USE 00-00-2023; IN COMMERCE 00-00-2023

The mark consists of the wording "FLOARTS" in stylized lettering wherein a box shape is surrounding the lettering "FLO".

SER. NO. 98-559,379, FILED 05-20-2024



*Coke Mayo Smith*

Acting Director of the United States Patent and Trademark Office



# United States of America

## United States Patent and Trademark Office



**Reg. No. 7,696,025**

**Registered Feb. 18, 2025**

**Int. Cl.: 41**

**Service Mark**

**Principal Register**

St. Johns River State College (Florida Educational Institution)  
5001 St. Johns Avenue  
Palatka, FLORIDA 32177

CLASS 41: Educational services, namely, conducting classes, seminars, and workshops in the fields of the arts, the visual arts, animation, graphic design, new media design, photography, painting, drawing, performing arts, singing, production design, acting, costumes, dance, music, theater, scene design and technology, lighting design and technology, stage management and technology, and distribution of training materials in connection therewith; Educational services, namely, conducting classes, seminars, and workshops in the fields of math, science, English, business, business management, education, information technology (IT), nursing, accounting, criminal justice, healthcare, engineering, health, medical office administration, network systems technology, radiology, respiratory care, homeland security, mechatronics, paramedics, risk management, insurance, robotics, corrections, law enforcement, and teaching, and distribution of training materials in connection therewith; Educational services, namely, providing courses of instruction at the college level and distribution of course material in connection therewith; Educational services, namely, providing online courses of instruction at the college level and distribution of course material in connection therewith; Organization of sports competitions; Organizing and conducting athletic competitions and games in the field of baseball, softball, and volleyball; Providing collegiate athletic and sporting events; Providing news and information in the field of sports; Sport camps; Sports training services; Sports training services in the field of baseball, softball, and volleyball

FIRST USE 1-00-2011; IN COMMERCE 1-00-2011

The mark consists of a circle with the design of water.

SER. NO. 98-559,392, FILED 05-20-2024



*Cole Morgan Smith*

Acting Director of the United States Patent and Trademark Office



## MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens

DATE: April 15, 2025

Subject: Board Meeting Dates

Below are the confirmed District Board of Trustees Meeting dates for July, 2025 through June, 2026.

ST. JOHNS RIVER STATE COLLEGE DISTRICT BOARD OF TRUSTEES MEETING DATES 2025 2026		
DATE OF MEETING	TIME OF MEETING	LOCATION OF MEETING
July 2025	No Meeting	
Wednesday, August 20, 2025	2:00 p.m.	Palatka Campus, Board Room
Wednesday, September 17, 2025	2:00 p.m.	St. Augustine, Viking Center, Room V-112
Wednesday, October 15, 2025	2:00 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suites C & D
Wednesday, November 19, 2025	2:00 p.m.	Palatka Campus, Board Room
December 2025	No Meeting	
Wednesday, January 21, 2026	2:00 p.m.	St. Augustine, Viking Center, Room V-112
Wednesday, February 18, 2026	2:00 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suites C & D
**Wednesday, March 11, 2026 <i>If necessary</i>	2:00 p.m.	Palatka Campus, Board Room
Wednesday, April 15, 2026	2:00 p.m.	St. Augustine, Viking Center, Room V-112
**Wednesday, May 13, 2026	2:00 p.m.	Palatka Campus, Board Room
Wednesday, June 17, 2026	2:00 p.m.	Orange Park Campus, Thrasher-Horne Conference Center, Suites C & D

**\*\* Exception to 3<sup>rd</sup> Wednesday of the month**