



## **Florida Job Growth Grant Fund Workforce Training Grant Proposal**

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed and signed by an authorized representative of the entity applying for the grant. Please read the proposal carefully as some questions may require a separate narrative to be completed.

### **Entity Information**

Name of Entity: Chipola College

Federal Employer Identification Number (if applicable): [REDACTED]

#### Contact Information:

Primary Contact Name: Dr. Sarah Clemmons

Title: President

Mailing Address: 3094 Indian Circle  
Marianna, FL 32446

Phone Number: 850.718.2288

Email: clemmonss@chipola.edu

### **Workforce Training Grant Eligibility**

Pursuant to 288.101, F.S., The Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.



## 1. Program Requirements:

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

- A. Provide the title and a detailed description of the proposed workforce training.

Enhance and Expand the Public Service High Liability Driving Facility at Chipola College. See attached

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- B. Describe how this proposal supports programs at state colleges or state technical centers.

Chipola College programs are fully articulated and transferable to Florida State Colleges and Technical Colleges.

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- C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

Chipola College Public Service programs provide completing students opportunities to work with various employers and credentials are recognized throughout the State of Florida. See attached

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- D. Does this proposal support a program(s) that is offered to the public?

Yes     No

- E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

CJSTC Academy is approved by the FLDOE and programs use the state curriculum frameworks for each program.

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- F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes     No



G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of jobs anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

See attached

**2. Additional Information:**

A. Is this an expansion of an existing training program?  Yes  No

If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

More students can be enrolled and trained. See attached

B. Does the proposal align with Florida's Targeted Industries? (View Florida's Targeted Industries [here.](#))

Yes  No

If yes, please indicate the targeted industries with which the proposal aligns.

If no, with which industries does the proposal align?

Homeland Security and Defense

C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List? (View Florida's Demand Occupation Lists [here.](#))

Yes  No

If yes, please indicate the occupation(s) with which the proposal aligns.

If no, with which occupation does the proposal align?

332011 (Firefighters), 333051 (Police and Sheriff's Officers), 333012 (correctional), W170212 (EMS)



D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).

If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

If computer-based, identify the targeted location(s) (e.g. city, county, statewide) where the training will be available.

Classroom / lab, Chipola College annex, Marianna, FL.

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E. Indicate the number of anticipated enrolled students and completers.

Estimating an additional 100 trainees can be put through program per year.  
Add'l 20 enrollments will be professional development training of existing employees.

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F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Begin Date: 3 starts/sem                      End Date: 3 compl/sem

G. Describe the plan to support the sustainability of the proposal.

EOT (Equivalency of Training) is offered during a 1 week intensive high liability focused session. The college can accommodate 30 students per session, and run about 6-8 sessions annually. Adding 3 sessions in this program adds 90 future corrections or law enforcement personnel to our communities each year.

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H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code if applicable.

Firefighter CIP 0743020303, Law Enforcement CIP 0743010700, Corrections to Law Enforcement Crossover CIP 0743010702. Can accommodate expansion of prof devel of EMS/ambulance and truck drivers.

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I. Does this project have a local match amount?

Yes  No

If yes, please describe the entity providing the match and the amount.

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J. Provide any additional information or attachments to be considered for the proposal.

See attached

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### 3. Program Budget

**Estimated Costs and Sources of Funding:** Include all applicable workforce training costs and other funding sources available to support the proposal.

A. Workforce Training Project Costs:

Equipment	<u>\$ 0</u>		
Personnel	<u>\$ 0</u>		
Facilities	<u>\$ 650,000</u>		
Tuition	<u>\$ 0</u>		
Training Materials	<u>\$ 0</u>		
Other	<u>\$ 83,200</u>	Please Specify:	<u>design</u>
<b>Total Project Costs</b>	<u><u>\$ 733,200</u></u>		

B. Other Workforce Training Project Funding Sources:

City/County	<u>\$ 0</u>		
Private Sources	<u>\$ 0</u>		
Other (grants, etc.)	<u>\$ 0</u>	Please Specify:	<u>0</u>
<b>Total Other Funding</b>	<u><u>\$ 0</u></u>		

**Total Amount Requested** \$ 733,200

**Note:** The total amount requested must equal the difference between the workforce training project costs in 3.A. and the other workforce training project funding sources in 3.B.



- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

See attached

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#### 4. Approvals and Authority

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?

Chipola College President

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- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.

Chipola Board of Trustees meets every 3rd Tues.

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- ii. State whether that group can hold special meetings, and if so, upon how many days' notice.

If additional space is needed, attach a word document with your entire answer.

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- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.



I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity.

Name of Entity: Chipola College

Name and Title of Authorized Representative: Dr. Sarah Clemmons

Representative Signature: SC Sarah Clemmons

Signature Date: 9/26/17

Chipola College, Marianna, FL  
DEO Application for <https://www.enterprise-florida.com/florida-job-growth-grant-fund/>  
Public Service Program request

## Florida Job Growth Grant Fund Workforce Training Grant Proposal

Contact: Dr. Sarah Clemmons, President  
Phone: 850.718.2288  
Email: [clemmonss@chipola.edu](mailto:clemmonss@chipola.edu)  
Address: 3094 Indian Circle, Marianna, FL 32446-1701  
CareerSource Region 3 – CareerSource Chipola

### Supplemental Instruction Responses

#### Workforce Training Grant Eligibility

- Pursuant to 288.101, F.S., Chipola College is eligible to apply for these funds.
- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.

#### 1. Program Requirements:

##### A. Provide the title and a detailed description of the proposed workforce training.

Chipola College Public Service Program Compliance request to Improve Driving Range. The driving range at the Chipola College annex has been operating under a waiver since initial installation of the range in 1999. The Public Service program turns away professional development opportunities, and often sends students enrolled in the public service programs to a partner college 60 miles away to practice at their driving facility. This is not logistically practical and limits the ability of the College to serve its community.

Chipola College offers Public Service programs in Corrections, Law Enforcement, cross over from Correction to Law Enforcement, cross over from Law Enforcement to Corrections, Firefighting I / II, and Emergency Medical Technician. All these students require some form of introductory or greater driving skill for practical application in the field.

Key points of the need for this infrastructure request include:

- 50 students annually in Law Enforcement (LE) classes
- 100 professional LE officers annually requiring “pit” training
- Teen driver partnership with Jackson County Sheriff’s office and Florida Highway Patrol, currently off campus. This program could serve 600 new student drivers annually at the driving range.



Chipola College, Marianna, FL

DEO Application for <https://www.enterpriseflorida.com/florida-job-growth-grant-fund/>

Public Service Program request

- Equivalency Officer Training (EOT) is provided to approximately 100 certified officers from out-of-state who desire to move to Florida and become employed. EOT training can be doubled if the College has its own driving facility (a requirement of the state).
- Potential for 100 advanced correctional officer professional development participants annually. Regionally employed CO's seek other locations for training because Chipola does not have a compliance driving range.
- Regional fire, rescue, first responders, etc, require annual vehicle operation classes, which cannot be provided by Chipola College.

**B. Describe how this proposal supports programs at state colleges or state technical centers.**

Chipola College has FLDOE approved Public Service programs, part of its Workforce Training Department. Students attending Chipola can transfer their clock or credit hour courses to any of Florida's approved state college or state technical center programs.

**C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.**

Florida's Public Service programs are designed to provide graduates with transportable credentials to any corrections, law enforcement, municipal, or other agencies that provide security or first response services.

A timely example is the recent hurricane event known as Irma, and the potential for Hurricane Marie to skirt Florida's shores. These disasters mean that intact communities public service and first responders can volunteer their services in an emergency, and communities in crisis have prepared officers on hand to provide safety, security, and order after such traumatic events.

**D. Does this proposal support a program that is offered to the public? Yes**

**E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.**

The Chipola College Public Service program follows the approved FLDOE curriculum frameworks for all programs. Program codes are:

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| ▪ Correctional Officer / Jailer | P430102, CIP 0743010200, SOC 33-3012 |
| ▪ Law Enforcement Officer       | P430105, CIP 0743010700, SOC 33-3051 |
| ▪ Crossover CO to LE            | P430125, CIP 0743010702, SOC 33-3051 |
| ▪ Crossover LE to CO            | P430152, CIP 0743010205, SOC 33-3012 |
| ▪ Firefighter I / II            | P430210, CIP 0743020303, SOC 33-2011 |
| ▪ EMT                           | W170212, CIP 0351090413, SOC 29-2041 |

**F. Does this proposal support a program that will not exclude unemployed or underemployed individuals? Yes**

Chipola College, Marianna, FL

DEO Application for <https://www.enterprise-florida.com/florida-job-growth-grant-fund/>

Public Service Program request

**G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of jobs anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.**

- Correctional Office / Jailer new positions continue to grow throughout the CareerSource Chipola Region 3 and the state jobs outlook forecast.
- The Equivalency of Training (EOT) program is one way to address the CO shortfall in Florida.
- As population in Florida grows, so too does the need for additional public service and first response teams, such as fire fighters and emergency medical technicians.
- All jobs are included on the jobs forecast, and provide an entry-level wage better than 150% of minimum wage in Region 3.
- Professionals in the public service and first response fields can also add the driving safety component to their professional skills and improve their opportunities for career advancement.
- High school students who learn to improve their skills and understanding of driving prior to getting their license will have received beneficial training that impacts the safety and security of those around them, and has the potential to impact their family cost of new driver insurance.

## **2. Additional Information:**

### **A. Is this an expansion of an existing training program? Yes**

As identified in 1. A., the improvements and compliance of the driving range pad will increase enrollments in public service programs and provide additional opportunities for program growth. See the attached document outlining the history of the facility, waiver, and compliance requirements.

### **B. Does the proposal align with Florida's Targeted Industries? Yes**

Homeland Security/Transportation

### **C. Does the proposal align with an occupation on the Statewide Demand Occupations List and/or the Regional Demand Occupations List? Yes**

Correctional Officers and Jailers, Fire Fighters

### **D. Indicate how the training will be delivered.**

Outdoor Classroom – Chipola College annex, Marianna, FL (rural county of economic concern as indicated by the DEO Rural Areas of Opportunity designation,

<http://www.floridajobs.org/business-growth-and-partnerships/rural-and-economic-development-initiative/rural-areas-of-opportunity>.

Chipola College, Marianna, FL

DEO Application for <https://www.enterpriseflorida.com/florida-job-growth-grant-fund/>

Public Service Program request

**E. Indicate the number of anticipated enrolled students and completers.**

300 additional public service trainees annually, which includes expansion to serve the Correctional Officer, Law Enforcement Officer, cross over programs and EOT, and 600 high school new driver students. All programs are designed to be completed within 12 months or less.

A review of program outcomes for years 2012-2016 indicates that:

- EMT and Paramedic completers pass the licensure exam at an average rate of 92.75%;
- Correctional Officer completers pass the licensure exam at an average rate of 100%;
- Law Enforcement Officer completers pass the licensure exam at an average rate of 93.2%; and,
- Firefighter completers pass the licensure exam at an average rate of 100%.

**F. Indicate the length of program, including anticipated beginning and ending dates.**

Public Service programs for Corrections, LE, and Firefighting begin each fall and spring semester. Courses end within one or two semesters, and night programs end within three semesters.

Professional development and Equivalency of Training are initiated as needed on a rolling dates basis and start and finish within 1-2 weeks (based on class hours).

**G. Describe the plan to support the sustainability of the proposal.**

The program is sustained through enrollment and related fees. Increased enrollment will assist with financial sustainability. The request will support the ongoing increases in income generation through the ability to offer more training. Sustainability includes local and regional agencies who support the college's Public Service programs and support the various programs through participation on the workforce advisory committee for each program.

**H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instruction Programs (CIP) code if applicable.**

- |                                 |                                      |
|---------------------------------|--------------------------------------|
| ▪ Correctional Officer / Jailer | P430102, CIP 0743010200, SOC 33-3012 |
| ▪ Law Enforcement Officer       | P430105, CIP 0743010700, SOC 33-3051 |
| ▪ Crossover CO to LE            | P430125, CIP 0743010702, SOC 33-3051 |
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| ▪ Firefighter I / II            | P430210, CIP 0743020303, SOC 33-2011 |
| ▪ EMT                           | W170212, CIP 0351090413, SOC 29-2041 |

**I. Does this project have a local match amount?** No, but Perkins funds can be shared as needed to make purchases and support personnel (instructors, aides).

**J. Provide any additional information or attachments to be considered for the proposal.** The attached includes documentation from the FDLE Criminal Justice Professionalism Program

Chipola College, Marianna, FL  
DEO Application for <https://www.enterpriseflorida.com/florida-job-growth-grant-fund/>  
Public Service Program request

outlining the terms of the driving range pad waiver, a facility quote to complete compliance, and the FDLE Driving Range Facility and Equipment Requirements regulations.

### 3. Program Budget:

**Estimated costs and Sources of Funding:** Include all applicable workforce training costs and other funding sources available to support the proposal.

Pricing is adjusted from the attached PECO request. All aspects of the project will be rebid to ensure the best value to the Public Service programs.

#### A. Workforce Training Project Costs:

Equipment	\$0	
Personnel	0	
Facilities	650,000	
Tuition	0	
Training Materials	0	
Other	83,200	Please Specify: <u>Design- 13% of roadway cost</u>
Total Project Costs	\$733,200	

#### B. Other Workforce Training Project Funding Sources:

City/County	\$0	
Private Sources	0	
Other (grants, etc)	0	
Total Other Funding	0	Please Specify: NA

**Total Amount Requested**        **\$733,200.**

**C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.**

**Facilities:**        Once the civil engineering design for the driving range is completed the installation will begin. Installation includes site preparation, underlayment and asphalt. Lines, signage, and cones will be purchased to complete the facility. The driving pad will be expanded and strengthened to meet compliance for driving ranges. The engineering design will confirm or update the driving pad installation, but the request is made based on the following industry estimates:

- |                                                                   |           |
|-------------------------------------------------------------------|-----------|
| ▪ Tonnage of asphalt for pad @ \$85 per ton                       | \$400,000 |
| ▪ Site prep, land clearing, leveling, retention pond, stabilizing | \$225,000 |
| ▪ Painting, signage, lighting, cones,                             | \$25,000  |

**Other:**        Engineering Design        \$83,200

Chipola College, Marianna, FL

DEO Application for <https://www.enterpriseflorida.com/florida-job-growth-grant-fund/>

Public Service Program request

Chipola College will rebid the engineering design work. Budget request is based on vendor input into the work required. This includes engineering, inspection services, testing and surveys.

Timeline: The project can be bid within two weeks of project approval. Design should be completed within 6 weeks. Bids on the installation will be completed within 6 weeks of design completion. Installation will be complete within one year of the project approval.

#### **4. Approvals and Authority**

**A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?**

The President and Chipola College Board of Trustees have authority to accept and implement the agreement upon receipt of such agreement and review of the terms of the agreement. Policy 1.010 Actions of Board of Trustees includes the following:

VI. Delegation to the President

The Board delegates to an appointed President the responsibility and authority for the administration of the College in accordance with its established policies and the applicable rules and laws of the State of Florida.

The general duties and powers of the Board of Trustees are those prescribed in 1001.64 F.S. and 1004.73 F.S. The Board of Trustees and the President shall extend to each other the fullest cooperation and recognition of the responsibilities that evolve upon the Board as a rule-making body and upon the President as the chief executive.

**B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:**

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months. Every 3<sup>rd</sup> Tuesday of each month.
- ii. State whether the group can hold special meetings, and if so, upon how many days' notice. 7 days' notice according to Section 120.525 F.S.

**C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.**

Certain powers and duties of the President are listed in Sections 1001.61(5) FS; 1001.65 FS and in 6A-14.0261 FAC, and confirmation of such action by Chipola College Policy and Procedures, Duties and Responsibilities of the President, 1.020.



Florida Department of  
Law Enforcement

Criminal Justice  
Professionalism Program

Post Office Box 1489  
Tallahassee, Florida 32302-1489  
(850) 410-8600  
<http://www.fdle.state.fl.us>

James T. "Tim" Moore  
Commissioner

July 17, 2002

Director Harrell Glisson  
Chipola Junior College  
Criminal Justice Training Center  
3094 Indian Circle  
Marianna, Florida 32446-2253

Dear Director Glisson:

This is in response to our conversation on July 16, 2002 regarding the current status of your driving range facility. As you are aware, the Criminal Justice Standards and Training Commission granted you an exemption in October 1997, due to the fact your driving range did not meet the requirements under Rule 11B-21.005(1)(b) 1-8.

The new Law Enforcement Basic Recruit Training Program will be fully implemented in the near future and it is imperative that your driving range meet the minimum requirements under this rule in order to adequately and safely be able to perform the exercises associated with this program.

I look forward to your response as to the changes planned to your driving facility to bring it in compliance with Commission Rules. If you have any questions please feel free to contact me at (850) 410-8636.

Sincerely,

James T. Moore  
Commissioner



Michael Crews, Bureau Chief  
Bureau of Standards

MC/me

Enclosure

(6) Certification shall continue in effect for five (5) years beginning with the award of a certificate. Within a five (5) year period after certification, each Commission-certified criminal justice training school shall be officially evaluated by a Commission-appointed certification team to determine continued compliance with the qualification requirements of Section 11B-21.002, F.A.C., for the purpose of certificate renewal.

(7) Any training school or agency that has been denied Commission certification as a criminal justice training school, and any training school or agency for which Commission certification has lapsed or has been revoked, may reapply or petition the Commission for certification six (6) months after such action is effective. The Commission shall require a hearing, at which time the affected training school or agency shall show cause why its application for certification should be accepted, or its petition granted.

(8) All form(s) and the Criminal Justice Standards and Training Policies and Procedures Manual referenced in this rule chapter, may be obtained by contacting the Florida Department of Law Enforcement, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302-1489, Attention: Director's Office, Forms Liaison.

Specific Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12(3), (7), 943.14 FS. History-New 7-21-82, Amended 1-28-86, Formerly 11B-21.02, Amended 12-13-92, 1-2-97, 7-7-99, 8-22-00.

#### **11B-21.003 Training Center Certification Procedures.**

Specific Authority 943.12(9) FS. Law Implemented 943.12(5) FS. History-New 7-21-82, Formerly 11B-21.03, Repealed 1-28-86.

**11B-21.004 Certification Codes.** Each Commission-certified criminal justice training school's certification shall be categorized by the Commission as a type "A", "B", or "C" certification, and given a certification code. Certification codes are defined as follows:

(1) Type A - Instruction of courses within the Basic Recruit Training Program for all disciplines as well as all Career Development, Advanced, and Specialized Training Programs.

(2) Type B - Instruction of courses within the Basic Recruit Training Program for law enforcement and all Career Development, Advanced, and Specialized Training Programs.

(3) Type C - Instruction of courses within the Basic Recruit Training Program for correctional and correctional probation and all Career Development, Advanced, and Specialized Training Programs.

Specific Authority 943.03(4), 943.12(1), (2) FS. Law Implemented 943.12 (3), (7), 943.14 FS. History-New 7-21-82, Formerly 11B-21.04, Amended 1-28-86, 7-13-87, 6-2-91, 7-7-99.

**11B-21.005 Criminal Justice Training School Requirements for Certification.** All criminal justice training schools certified by the Commission on or after July 1, 1990, shall meet the following requirements:

(1) Training School Facilities and Equipment. All Commission-certified criminal justice training schools shall meet Commission requirements. Commission staff shall document on the Training School Classroom Facility Requirement form CJSTC 205, October 1, 1999, hereby incorporated by reference, compliance with the following:

(a) State Requirements for Educational Facilities (SREF), pursuant to Department of Education's Rule 6A-2.0111, F.A.C., effective April 28, 1997, for compliance with building codes for educational facilities, and with local and state regulations relating to fire, health, and building standards, as such standards are applicable to public access facilities. Specific requirements relating to occupancy, lighting, floor space, equipment, and library access, are included in the Criminal Justice Standards and Training Commission Policies and Procedures Manual, revised October 13, 1999, hereby incorporated by reference. If a Commission-certified training school's facilities have been found non-compliant with the Commission's requirements, Commission staff shall document on the Training School Classroom Facility Requirements form CJSTC-205, October 1, 1999, hereby incorporated by reference, specific areas of non-compliance. Within 30 days of the original notification, Commission staff shall conduct a re-inspection. Non-compliance issues that are unresolved shall be documented by Commission staff on a Non-Compliance Follow-up form CJSTC-206, October 1, 1999, hereby incorporated by reference. A training school shall correct all non-

compliance issues, documented on a Training School Classroom Facility Requirements form CJSTC-205, within 30 days of notification by Commission staff or prior to the subsequent use of the training school's facility.

(b) If a Commission-certified criminal justice training school conducts training in law enforcement basic recruit driving, each driving range constructed after July 1, 1988, shall include the following specifications documented by Commission staff on the Driving Range Facility Requirements form CJSTC-202, October 1, 1999, hereby incorporated:

1. A paved area at least 300 feet by 600 feet in size surrounded by an unobstructed run-off area.
2. A paved skid pad area at least 24 feet by 200 feet in size situated off public roadways.
3. Should any driving range proposed for construction after July 1, 1988, deviate from this standard, plans for such construction shall be submitted to Commission staff for initial review, and then to the Commission for final approval or disapproval. Justification for such construction shall include a statement of explanation and any supporting documentation justifying the need to deviate from the established standard. Such requests shall be evaluated by the Commission, only after determined by subject matter experts that all basic law enforcement driving exercises can be safely and effectively performed.
4. All ranges, regardless of the date of construction, shall be secured by barriers from through traffic while training is being conducted on the range.
5. Warning signs posted at all vehicle access points to the driving range shall clearly identify the area as a "law enforcement training driving range" and restrict access to criminal justice trainees, criminal justice instructors, and personnel authorized by the training center director.
6. Each driving range shall be equipped with at least 100 orange or yellow traffic cones of a minimum height of 12 inches, 2 fire extinguishers rated at 10 BC, or its equivalent, and an emergency first aid kit.
7. Each Commission-certified criminal justice training school shall use at least one (1) automobile for basic law enforcement driving training.
8. Restrooms, drinking water, and a rain-resistant shelter shall be provided when the range is in use for Criminal Justice Standards and Training Commission training purposes.

(c) If a Commission-certified criminal justice training school conducts training in basic law enforcement, correctional, or correctional probation, there shall be a suitable area designated for criminal justice defensive tactics instruction. A Defensive Tactics Requirements form CJSTC-203, October 1, 1999, hereby incorporated, shall be completed by Commission staff specifying that each defensive tactics area shall include the following training equipment:

1. Cushioned floor matting that is at least 80 square feet in size for every two (2) students actively and physically engaged in defensive tactics instruction.
2. One set of handcuffs with a handcuff key and a police training baton, or other such impact weapon for every two (2) students actively and physically engaged in defensive tactics instruction.
3. Each defensive tactics area shall also include at least one emergency first aid kit.

(d) If a Commission-certified criminal justice training school conducts training in basic law enforcement, correctional, or correctional probation, there shall be at least one (1) firearms firing range designed for criminal justice firearms instruction that shall meet Commission requirements documented by Commission staff on a Firing Range Facility Requirements form CJSTC-201, October 1, 1999, hereby incorporated by reference, documenting the following:

1. Each firing range shall be designed with a bullet impact back-stop that will stop and render harmless, bullets fired into it from handguns or shotguns from the firing positions at the firing line, without ricocheting projectiles or debris, or striking individuals at the firing line.
2. Each firing range shall have a minimum of five (5) firing positions with two (2) targets for each position that are color coded or numbered.
3. Barriers used from a firing position shall be securely braced.
4. Targets shall be illuminated by natural or artificial light to be clearly visible from all firing positions.
5. Each firing range shall be designed to accommodate a range supervisor, and provide an observation position for the range supervisor that allows an unobstructed view, simultaneously, of all firing positions, all targets, and the bullet impact back-stop.



**FLORIDA COLLEGE SYSTEM  
CIP 3A PROJECT EXPLANATION  
2017-18 through 2021-22**

College Name	Chipola College			
Project Title	Driving Range & Skid Pad Area (Reddoch)			
Budget Entity Priority	0			
Statutory Authority	Sec. 1013.64(4)(a)			
Type of Project (*)	Renovation	Remodel	New Construction	Acquisition
			x	
<b>GEOGRAPHIC LOCATION</b>	3094 Indian Circle, Marianna, FL		COUNTY: Jackson	
	Site street address, City			
Official College Site Number	2			

**PROJECT NARRATIVE: SURVEY RECOMMENDATIONS, JUSTIFICATION, & EXPLANATION OF EXTRAORDINARY COSTS (IF APPLICABLE)**  
 This project is planned to construct additional paved driving area and additional Skid Pad area to include wettable surface areas at Reddoch Annex Facility to meet Florida Police Standards & Training Course requirements; pursuant to Section 11B-21.005, "Criminal Justice Training School Requirements for Certification." The facility would support programs that produce HSHW jobs such as Police and Sheriff's Patrol Officers, Private Detectives and Investigators, and Fire Fighters.



Initial Year Requested: 2005 Has this project ever been vetoed? If so, list year(s): No

List All Proposed Sources of Funding:  
PECO

Projected Bid Date/Start of Construction (Month, Year): 4 months after funding  
 Projected Occupancy Date (Month, Year): 6 months after NTP

Funding Educational Specifications Section (must be completed for all first-year priority construction)				
Date of Survey	Survey Recommendation #	Survey Recommended Total NSF	NSF Used	Student Stations Used
5/2015	2,008	18,000	18,000	NA
5/2015	2,008	4,000 wet	4,000 wet	NA

**CIP 3B COST WORKSHEET**

Chipola College

Driving Range & Skid Pad Area (Reddoch)

NEW CONSTRUCTION				LOCAL	
CATEGORY	NSF	GSF	\$/GSF	FACTOR	Const. Cost
Classrooms		0	281.81		\$0
Teaching Labs		0	278.32		\$0
Library		0	241.81		\$0
Vocational Labs		0	278.32		\$0
Offices		0	308.06		\$0
Auditorium - Exhibits		0	326.73		\$0
Instructional Media		0	215.71		\$0
Gymnasium		0	239.68		\$0
Student Services		0	280.11		\$0
Support Services		0	215.37		\$0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>Wt. Avg. 277.13</b>		
<b>New Construction Cost</b>					<b>\$0</b>
REMODELING/RENOVATION*	NSF	GSF	\$/GSF*		Const. Cost
					\$0
<b>Remodeling/Renovation Cost*</b>					<b>\$0</b>

\*Note: Rem/Ren Cost should not exceed 65% of New Construction Cost.

Base Construction - New & Rem/Rem \$0  
 Site development/Improvement\*\* (2.6%) \$0  
**Total Base Construction Costs \$0**

\*\*Note: If 2.6% is used for basic site dev/imp, do not request additional extraordinary construction costs for sitework below.

SCHEDULE OF PROJECT COMPONENTS	ESTIMATED EXPENDITURES				
	FY 17 -18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<b>1. CONSTRUCTION COSTS</b>					
a. Base Construction Cost (from above)					
Add'l Extraordinary Construction Costs					
b. Environmental Impacts/Mitigation					
c. Site preparation					
d. Landscape/Irrigation					
e. Plaza/Walks					
f. Roadway Improvements	\$825,000				
g. Parking spaces:					
h. Telecommunication					
i. Electrical service					
j. Water distribution					
k. Sanitary sewer system					
l. Chilled water system					
m. Storm water system					
n. Energy efficient equipment					
o. Other:					
<b>Subtotal: CONSTRUCTION COSTS</b>	<b>\$825,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
PECO Funds					
Other Funds:					
<b>2. OTHER PROJECT COSTS</b>					
a. Land/existing facility acquisition***					
b. Professional Fees					
1) Planning/programming (1%)					
2) A/E fees (7.8%)	\$64,350				
3) Inspection Services*** (sugg. 0.5%)	\$4,125				
4) On-site representation (1.3%)	\$10,725				
5) Other prof. services*** (sugg. 0.5%)					
c. Testing/surveys (2.2%)	\$18,150				
d. Permit/Environmental Fees***					
e. Miscellaneous cost*** (sugg. 1-3%)					
f. Movable equipment/furnishings (10.2%)					
<b>Subtotal: OTHER PROJECT COSTS</b>	<b>\$97,350</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
PECO Funds					
Other Funds:					
<b>TOTAL: COSTS BY YEAR (1+2)</b>	<b>\$922,350</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
PECO Funds	\$0	\$0	\$0	\$0	\$0
Other Funds:	\$0	\$0	\$0	\$0	\$0

Other Fund Sources (Encumbered/Spent)		Appropriations to Date	
Source/Year	Amount	Year	Amount
<b>TOTAL:</b>	<b>0</b>	<b>TOTAL:</b>	<b>0</b>

Projected Costs	
Year	Amount
FY 22-23	
FY 23-24	
FY 24-25	
FY 25-26	
<b>TOTAL:</b>	<b>0</b>

\*\*\* As needed

**TOTAL PROJECT COSTS \$922,350**

**DRIVING RANGE FACILITY AND  
EQUIPMENT REQUIREMENTS**

Incorporated by Reference in Rule 11B-21.005(4)(a), F.A.C.



**CJSTC  
202**

Ch. DRO1 Chipola College TRAINING SCHOOL	Wayne Graves REVIEWER	9:30 12-1-15 DATE and TIME
------------------------------------------------	--------------------------	----------------------------------

Location: Reddock Annex Driving Range, 3052 Calhoun Rd. Marianna

Rule 11B-21.005, F.A.C., requires that a Commission-certified training school, conducting CJSTC vehicle operations training for basic recruit or instructor students, shall comply with the following requirements:

1.  The driving range shall have a paved area at least a 300' x 600' in size and a paved skid pad area at least 24'x200' in size, that is located off public roadways, or the training school shall have a Commission-approved exemption on file pursuant to Rule 11B-21.005, F.A.C. In lieu of a skid pad, training schools are permitted to use operable slide initiating devices for training students in slide recovery exercises.
2.  The driving range shall be equipped with at least 90 orange or yellow traffic cones no less than 12" in height; and at least eight orange or yellow traffic cones that are no less than 24" in height.
3.  The driving range shall be equipped with two fire extinguishers with a rating of 10 BC or equivalent.
4.  Driving ranges used for practical exercises shall be equipped with a first aid kit. The first aid kit shall be located at the facility when basic recruit students are actively engaged in practical exercises, and shall be immediately accessible to instructors and basic recruit students.

The first aid kit shall include at a minimum the following supplies:

- |                                                           |                               |
|-----------------------------------------------------------|-------------------------------|
| a. Protective gloves of varying sizes                     | i. Two 4" bandage compresses  |
| b. Pocket mask with one-way valve                         | j. Two triangular bandages    |
| c. Gauze bandage; one roll any size                       | k. One eye-dressing kit       |
| d. Adhesive bandages; one box of 1" or 2"                 | l. One occlusive dressing     |
| e. One roll of adhesive tape                              | m. Two trauma dressings       |
| f. Cold pack, or plastic bags and ice to make a cold pack | n. One biohazard disposal bag |
| g. One pair of blunt tipped scissors                      | o. Sterile eyewash            |
| h. Emergency blanket                                      |                               |

5.  The driving range shall have accessible and immediately available telephone or radio communication.
6.  The driving range shall have accessible drinking water, restroom, and rain-resistant shelter for personnel engaged in driving training.
7.  The driving range shall be secured by barriers from through traffic while training is being conducted on the range. Warning signs shall be posted at all vehicle access points that clearly identify the area as a "vehicle operations training driving range" with access restricted to basic recruit trainees, criminal justice instructors, and personnel authorized by the training center director.
8.  For delivery of night driving exercises driving range equipment shall include:
  - a. Reflective vests to be worn by all personnel and students; and
  - b. At least one traffic wand for each instructor and other individuals designated to assist in the facilitation of night driving, for example: road guards and traffic control personnel who setup driving cones.

9.  Each Commission-certified training school shall have available at least one automobile for vehicle operations training. Emergency lights and sirens that are external or internal are required for vehicles engaged in emergency training exercises in a CMS Law Enforcement Vehicle Operations Course and CMS Vehicle Operations Instructor Course.

In Compliance  Not In Compliance  Corrected on site by the Field Specialist

Rule Violation: \_\_\_\_\_, F.A.C.

Comments: Driving Range is Grandfathered. 1997  
class not in session

Wayne Kruger  
Field Specialist's Signature

12-1-15  
Date

[Signature]  
Training Center Director or Coordinator or Instructor Signature

12-01-15  
Date

## Anderson, Steve

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**From:** Morgan, Jeanie <JeanieMorgan@fdle.state.fl.us>  
**Sent:** Friday, September 19, 2014 9:21 AM  
**To:** Anderson, Steve  
**Subject:** Driving Range Waiver - October 1997  
**Attachments:** SP-TLH-HQ-C14091910090.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Categories:** Red Category

Director Anderson, attached is a copy of the Chipola College Driving Range Waiver that was presented by Bureau Chief Jim Murphey and approved by the Criminal Justice Standards and Training Commission in October 1997. The first page is a copy of the actual issue that was presented, the second page is from the Commission meeting notes (results of the meeting) noting that the issue was approved. Let me know if you need anything further.

Jeanie Morgan, Administrative Assistant II  
Field Services/Bureau of Standards  
Florida Department of Law Enforcement  
[jeaniemorgan@fdle.state.fl.us](mailto:jeaniemorgan@fdle.state.fl.us)  
(850) 410-8653

## **CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION REVISIONS TO FORM CJSTC-61A AND B, AFFIDAVIT OF SEPARATION**

Bureau Chief Murphey presented this issue and requested that the Commission adopt the revisions to form CJSTC-61A & B, Affidavit of Separation. The revisions will allow for more flexibility when preparing the form; provide additional reasons to select for separation of an officer from the agency; will provide specific information to select when misconduct is alleged; and will provide more information to Commission staff, eliminating the need to call agencies requesting additional information.

The form has been field-tested and has been met with great approval from agencies and the field specialists who implemented the form. *Commissioner Maxey moved to adopt the revisions to form CJSTC-61A & B; seconded by Commissioner Liquori, motion carried.*

## **REQUEST FOR EXCEPTION TO DRIVING RANGE REQUIREMENTS FROM CHIPOLA JR. COLLEGE**

Bureau Chief Murphey requested that the Commission waive Rule 11B-21.005, F.A.C., which provides for a minimum standard measurement of 300'x 600', and approve the proposed driving range plans and property for use by the Chipola Junior College for conducting Basic Recruit Training Driving Curriculum exercises. The Field Specialists and the Driving Task Force determine if the conditions, i.e., defensive driving, take place safely on the driving course to determine if the standard can be waived. Field Specialist Dan Cooksey (member of the Driving Task Force and subject matter expert) has reviewed and approved the plans submitted to Commission staff.

Commissioner Liquori requested that Commission staff reconvene the Driving Task Force to readdress this issue for the purpose of developing another standard that is more reasonable and useable for the academies, for the purpose of eliminating the need for field specialists to approve driving ranges that do not meet the current standards, as described by rule. Bureau Chief Murphey stated that a rule revision would be required.

*Commissioner Kelly moved to adopt Commission staff's recommendation regarding approval of Chipola Jr. College's driving range plans, and to address a rule revision to provide for a more reasonable and useable standard for driving ranges; seconded by Commissioner McNeely; motion carried.*

## **OFFICER TRAINING - CURRICULA MAINTENANCE SYSTEM UPDATE**

Research and Training Specialist Edi Walker stated that the CMS Workgroup had held seven (7) Executive Cross-validation meetings across the state, and seven (7) Objective Writing Workshops, using subject matter experts for all topics of the Basic Recruit Training Curricula.

The project has an enormous amount of data that is currently being entered. The CMS Workgroup will be working on the scope and sequence of the curricula. There will be meetings with subject matter experts, training center directors and staff, and agencies and agency executives to place the information into a useable and deliverable curricula format. *This issue was presented as an informational issue only, and did not require any Commission action.*

## **OFFICER TRAINING - STATUTORY REVISIONS TO THE BASIC RECRUIT TRAINING CURRICULA**

Bureau Chief Melton presented this issue and stated that the revisions to the curricula reflect law changes from the 1997 Legislative Session, typographical or grammatical errors, or information identified as incorrect by criminal justice personnel, which does not require Commission action. All incorrect information has been removed from the officer certification examination effective October 1, 1997. New items will be field-tested during the second quarter of 1998 (April - June), and valid items will be placed in the examinations in

**ISSUE NUMBER: 5 (ADDENDUM)**

Request for Exception to Driving Range Requirements from Chipola Jr. College

**DISCUSSION:**

In July 1987, the Commission adopted the recommendation of the High-liability Driving Task Force, to promulgate Rule 11B-21.005, F.A.C., to specify a minimum standard measurement of 300' X 600' for driving ranges at all Commission-approved criminal justice training schools.

Chipola Junior College has requested an exemption to the 300' x 600' minimum standard. Field Specialist Dan Cooksey has reviewed the College's proposed driving range plans and property that shows the method it will use to conduct the exercises on the proposed driving range site.

It is Field Specialist Dan Cooksey's opinion that the proposed driving range plans and property are sufficient to safely conduct the Commission's Basic Recruit Training Driving Curriculum exercises. Field Specialist Cooksey also serves on the Commission's Driving Task Force.

**RECOMMENDATION:**

Commission staff recommends that the Commission approve the proposed driving range plans for use by Chipola Junior College in conducting the Basic Recruit Training Driving Curriculum exercises.



September 20, 2017

Chipola College  
Dr. Sarah Clemmons, President  
3094 Indian Circle  
Marianna, FL 32446

Dr. Clemmons:

Chipola College has a long history of high quality public service worker training. We have enjoyed our years of working together to help our residents receive the best training possible for careers in fields such as law enforcement and corrections.

Knowing the quality of the programs at Chipola I am pleased to provide this letter of support for your application for Florida Job Growth Funds to bring your driving range up to the standards necessary for approved training for firefighters, EMS workers, and law enforcement officers to become certified.

We must provide our public service workers quality education and to do that we have to have all of the proper tools and resources. We are glad to see Chipola College being aggressive in seeking the funds to ensure our residents have the best trained public service workers available.

We have always found Chipola College to be a solid partner as we both work to improve the economic health of our region. Thank you for this opportunity to express our support for your application.

Respectfully,

A handwritten signature in black ink, appearing to read "Richard Williams", is written over a light gray background.

Richard Williams  
Executive Director

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