

**OPERATING CAPITAL OUTLAY
PROPERTY DISPOSAL REQUEST**

Incorporated by Reference in Rule 11B-18.0053(4)(e), F.A.C.



**CJSTC
311**

1. Training School Name: _____

2. Training Region: _____

3. Operating Capital Outlay Property Item: _____
Description (Include Model/Serial number(s) where applicable) or attached list

4. Fiscal Year Purchased: _____

5. Purchase Price: _____

6. Current Physical Location: _____

7. Condition: **Obsolete/Unusable** - No longer serves a useful purpose. Not recommended for transfer to other regions/schools.
 ***Usable** - Item has useful life. Offering to other regions, training schools, or Florida criminal justice agencies.
 Stolen - Police report attached.
 Other - Please provide written explanation.

8. CJSTC Field Specialist Inspection: Agree with Property Condition Disagree with Property Condition

9. CJSTC Field Specialist Comments (Required if CJSTC Field Specialist disagrees with property condition):

10. Training Center Director's Signature: _____ Date: _____

11. CJSTC Field Specialist's Signature: _____ Date: _____

12. **Trust Fund Administrator's Signature: _____ Date: _____

*Usable property shall not be sold or disposed of prior to being offered to other Commission-certified training schools in Florida. If the property is not claimed by another training school, the property shall be offered to other regions, training schools, or Florida criminal justice agencies in accordance with training school policy.

**Training School must receive written approval from the Trust Fund Administrator or prior to transfer or disposal of trust fund operating capital outlay property. The approved disposal will be presented to the Commission at its next scheduled quarterly meeting as an informational issue.

INSTRUCTIONS FOR COMPLETING FORM CJSTC-311

- Use this form to request disposal/transfer of Operating Capital Outlay property from training school trust fund property inventory.
 - The training center director is to complete this form and submit to the regional CJSTC field specialist for on-site verification of property condition.
 - Upon on-site review by the CJSTC field specialist, this form shall be forwarded to the Trust Fund Administrative Section for written approval of property disposal/transfer.
 - The training school **must** receive written approval from the Trust Fund Administrative Section **prior** to transfer/disposal of trust fund Operating Capital Outlay property.
1. **Training School Name.** Enter the training school's name.
 2. **Training Region.** Enter the training region the training school is affiliated with.
 3. **Operating Capital Outlay Property Item.** Enter the item requested for disposal/transfer as listed on the training school's trust fund inventory list.
 4. **Fiscal Year Purchased.** Enter the fiscal year in which the item requested for disposal/transfer was purchased by the training school.
 5. **Purchase Price.** Enter the purchase price for the item requested for disposal/transfer as listed on the training school trust fund inventory.
 6. **Current Physical Location.** Enter the physical location of the item requested for disposal/transfer. Example: Firing range, defensive tactics area, computer lab, etc.
 7. **Condition.** Enter a (X) next to the appropriate physical condition of the item requested for disposal/transfer.
 8. **CJSTC Field Specialist Inspection.** CJSTC field specialist will enter a (X) next to the appropriate inspection results.
 9. **CJSTC Field Specialist Comments.** Required to be entered by the CJSTC field specialist when inspection results **do not** concur with the condition of the trust fund property item identified by the training center director.
 10. **Training Center Director's Signature.** Enter the training center director's signature here **after** the CJSTC field specialist completes their on-site inspection.
 11. **CJSTC Field Specialist's Signature.** Enter the CJSTC field specialist signature **after** the on-site inspection has been completed.
 12. **Trust Fund Administrator's Signature.** Upon completing items 11 & 12, the training center director must forward the original copy of the CJSTC-311 to:
 - Florida Department of Law Enforcement
Criminal Justice Professionalism Program,
P.O. Box 1489, Tallahassee, FL 32302-1489,
Attn: CJP Field Services Section.
- Upon receipt of this form, trust fund administrative staff will sign and approve the disposal/transfer of trust fund property and provide written correspondence to the training center director, regional fiscal agent, and regional chairperson of the approval.
 - Upon receipt of this correspondence, the training school may transfer or dispose of the identified OCO property item and the approved transfer or disposal will be presented to the Commission as an informational item at the next quarterly meeting.