



THE STATE OF FLORIDA  
**JUSTICE ADMINISTRATIVE COMMISSION**

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**MEMORANDUM #022--14HR**

**TO:** Agency Administrators

**FROM:** Carolyn Horwich, J.D., Director of Human Resources

**THROUGH:** Rip Colvin, Executive Director

**SUBJECT:** FY 2015-2016 Casualty Insurance Premium Surveys

**DATE:** September 2, 2014

The Division of Risk Management (DRM) is collecting the information needed to calculate your Annual Casualty Insurance Premium for Fiscal Year 2015-2016. Please complete and return the attached survey(s):

I) Attachment **ADEBI.xls**: Please provide the budget entity from which the premium will be paid and indicate if the budget entity is funded in the General Appropriations Act (GAA). Project the number of full-time equivalent (FTE) positions for FY 2014-2015. When determining the number of FTE's, include all OPS workers and agency volunteers. Finally, include the projected number of vehicles for road use that the agency will own during FY 2014-2015.

II) Attachment **ODLE-EBI.xls**: Provide your FY 2014-15 estimates of the number of law enforcement officers in your agency who use state-owned vehicles (please do not include lease vehicles) for off-duty activities. Not all agencies will have this coverage, so you may not receive so you may not need to respond to this attachment.

**Please be sure to return this survey by Friday, September 26, 2014.** Your timely response to this memo will provide Risk Management with the fundamental information needed to generate your agency's FY 2014-15 budget requirements and the subsequent premium invoice.

If you are not the person who can provide this information, please forward this e-mail and its attachments to the correct person. Should you have any questions, please do not hesitate to call or e-mail Andy Snuggs, at 850-488-2415, ext. 291 or [Andy.Snuggs@justiceadmin.org](mailto:Andy.Snuggs@justiceadmin.org).