

September 11, 2012

MEMORANDUM #048-12HR

TO: Agency Administrators
FROM: Andy Snuggs, Deputy Director of Human Resources
VIA: Rip Colvin, Executive Director
RE: FY 2013-2014 Casualty Insurance Premium Surveys

The Division of Risk Management (DRM) is collecting the information needed to calculate your Annual Casualty Insurance Premium for Fiscal Year 2013-2014. Please complete and return the attached surveys:

I) Attachment **ADEBI.xls**: Provide, by location code, the projected number of full-time equivalent (FTE) positions for FY 2012-13 and the projected number of vehicles licensed for road use that you will own during FY 2012-13. In determining this FTE, please consider any volunteers or Other Personnel Services (OPS) workers who will, collectively or separately, fill a full-time equivalent position during FY 2012-13.

II) Attachment **ODLE-EBI.xls**: Provide your FY 2012-13 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. This survey allows us to continue to implement SB1934 amending s. 287.17, F.S. Not all agencies will have this coverage, so you may not have this attachment.

Please be sure to return this survey by Thursday, September 27, 2012. Your timely response to this memo will provide Risk Management with the fundamental information needed to generate your agency's FY 2013-14 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 me, at 850-488-2415 extension 291 or Andy.Snuggs@jac.myflorida.com.

Please note my email address has changed to Andy.Snuggs@jac.myflorida.com.

Andy Snuggs, Director of Human Resources

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