

September 1, 2011

MEMORANDUM #74-11HR

TO: Agency Administrators
FROM: Bobbie Chappell, Director of Human Resources
VIA: Rip Colvin, Executive Director
RE: FY 2012-2013 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 2012-2013. 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 2011-12 and the projected number of vehicles licensed for road use that you will own during FY 2011-12. 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 2011-12.

II) Attachment **ODLE-EBI.xls**: Provide your FY 2011-12 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 Friday, September 23, 2011. Your timely response to this memo will provide Risk Management with the fundamental information needed to generate your agency's FY 2012-13 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 extension 238 or SnuggsA@justiceadmin.org.

Andy Snuggs, Senior Human Resources Coordinator

Human Resources
227 North Bronough Street, Suite 2100
Tallahassee, FL 32301
Phone: (850) 488-2415, ext. 238
Fax: (850) 922-9445
Email: SnuggsA@justiceadmin.org

DEPARTMENT OF FINANCIAL SERVICES

DIVISION OF RISK MANAGEMENT

200 EAST GAINES STREET

TALLAHASSEE FL 32399-0337

LAW ENFORCEMENT OFFICERS AND VEHICLES SURVEY

ESTIMATES FOR FY 2012-2013

SIGNATURE: _____ TITLE: _____ DATE: _____

LOCATION	LOCATION NAME	No. of Officers Who Will Work Off-Duty
CODE		Using State Vehicles
		During FY 2012-2013
5350	JUSTICE	
5351	JUSTICE ADMINISTRATIVE COMMISSION	

SIGNATURE: _____ TITLE: _____ DATE: _____

LOCATION	LOCATION NAME	No. of Officers Who Will Work Off-Duty
CODE		Using State Vehicles
		During FY 2012-2013
5400	PUBLIC DEFENDERS	
5401	FIRST JUDICIAL CIRCUIT	
5402	SECOND JUDICIAL CIRCUIT	
5403	THIRD JUDICIAL CIRCUIT	
5404	FOURTH JUDICIAL CIRCUIT	
5405	FIFTH JUDICIAL CIRCUIT	
5406	SIXTH JUDICIAL CIRCUIT	
5407	SEVENTH JUDICIAL CIRCUIT	
5408	EIGHTH JUDICIAL CIRCUIT	
5409	NINTH JUDICIAL CIRCUIT	
5410	TENTH JUDICIAL CIRCUIT	
5411	ELEVENTH JUDICIAL CIRCUIT	
5412	TWELFTH JUDICIAL CIRCUIT	
5413	THIRTEENTH JUDICIAL CIRCUIT	
5414	FOURTEENTH JUDICIAL CIRCUIT	
5415	FIFTEENTH JUDICIAL CIRCUIT	
5416	SIXTEENTH JUDICIAL CIRCUIT	
5417	SEVENTEENTH JUDICIAL CIRCUIT	
5418	EIGHTEENTH JUDICIAL CIRCUIT	
5419	NINETEENTH JUDICIAL CIRCUIT	
5420	TWENTIETH JUDICIAL CIRCUIT	

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LAW ENFORCEMENT OFFICERS AND VEHICLES SURVEY

ESTIMATES FOR FY 2012-2013

SIGNATURE: _____ TITLE: _____ DATE: _____

LOCATION	LOCATION NAME	No. of Officers Who Will Work Off-Duty
CODE		Using State Vehicles
		During FY 2012-2013
5450	CAPITAL COLLATERAL MIDDLE REGION COUNSEL	

SIGNATURE: _____ TITLE: _____ DATE: _____

LOCATION	LOCATION NAME	No. of Officers Who Will Work Off-Duty
CODE		Using State Vehicles
		During FY 2012-2013
5600	STATE ATTORNEYS	
5601	FIRST JUDICIAL CIRCUIT	
5602	SECOND JUDICIAL CIRCUIT	
5603	THIRD JUDICIAL CIRCUIT	
5604	FOURTH JUDICIAL CIRCUIT	
5605	FIFTH JUDICIAL CIRCUIT	
5606	SIXTH JUDICIAL CIRCUIT	
5607	SEVENTH JUDICIAL CIRCUIT	
5608	EIGHTH JUDICIAL CIRCUIT	
5609	NINTH JUDICIAL CIRCUIT	
5610	TENTH JUDICIAL CIRCUIT	
5611	ELEVENTH JUDICIAL CIRCUIT	
5612	TWELFTH JUDICIAL CIRCUIT	
5613	THIRTEENTH JUDICIAL CIRCUIT	
5614	FOURTEENTH JUDICIAL CIRCUIT	
5615	FIFTEENTH JUDICIAL CIRCUIT	
5616	SIXTEENTH JUDICIAL CIRCUIT	
5617	SEVENTEENTH JUDICIAL CIRCUIT	
5618	EIGHTEENTH JUDICIAL CIRCUIT	
5619	NINETEENTH JUDICIAL CIRCUIT	
5620	TWENTIETH JUDICIAL CIRCUIT	

DEPARTMENT OF FINANCIAL SERVICES

DIVISION OF RISK MANAGEMENT

200 EAST GAINES STREET

TALLAHASSEE FL 32399-0337

LAW ENFORCEMENT OFFICERS AND VEHICLES SURVEY

ESTIMATES FOR FY 2012-2013

SIGNATURE: _____ TITLE: _____ DATE: _____

LOCATION	LOCATION NAME	No. of Officers Who Will Work Off-Duty
CODE		Using State Vehicles
		During FY 2012-2013
5650	CAPITAL COLLATERAL SOUTHERN REGION COUNSEL	

DEPARTMENT OF FINANCIAL SERVICES

DIVISION OF RISK MANAGEMENT

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LAW ENFORCEMENT OFFICERS AND VEHICLES SURVEY

ESTIMATES FOR FY 2012-2013

SIGNATURE: _____ TITLE: _____ DATE: _____

LOCATION	LOCATION NAME	No. of Officers Who Will Work Off-Duty
CODE		Using State Vehicles
		During FY 2012-2013
5700	GUARDIAN AD LITEM (GAL)	

DEPARTMENT OF FINANCIAL SERVICES

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LAW ENFORCEMENT OFFICERS AND VEHICLES SURVEY

ESTIMATES FOR FY 2012-2013

SIGNATURE: _____ TITLE: _____ DATE: _____

LOCATION	LOCATION NAME	No. of Officers Who Will Work Off-Duty
CODE		Using State Vehicles
		During FY 2012-2013
5750	CLERK OF COURTS CORPORATION	

DEPARTMENT OF FINANCIAL SERVICES
 DIVISION OF RISK MANAGEMENT
 200 EAST GAINES STREET
 TALLAHASSEE FL 32399-0337

LAW ENFORCEMENT OFFICERS AND VEHICLES SURVEY
 ESTIMATES FOR FY 2012-2013

SIGNATURE: _____ TITLE: _____ DATE: _____

LOCATION	LOCATION NAME	No. of Officers Who Will Work Off-Duty
CODE		Using State Vehicles
		During FY 2012-2013
5800	REGIONAL COUNSEL	
5801 - Regional Counsel Region 1		
5802 - Regional Counsel Region 2		
5803 - Regional Counsel Region 3		
5804 - Regional Counsel Region 4		
5805 - Regional Counsel Region 5		

**RISK MANAGEMENT ACCOUNT DESIGN/EXPOSURE BASE INQUIRY SURVEY
FISCAL YEAR 2009-10**

**Department of Financial Services
Division of Risk Management
200 East Gaines St.
Tallahassee, Florida 32399-0337**

I understand this survey will become the basis for the location structure and exposure base upon which fiscal year 2012-13 insurance premiums are calculated. I have reviewed the information provided on this sheet and agree that it represents an accurate picture of the location structure and exposure base except as otherwise noted below. **Please include volunteers in your total FTE count. Please calculate part-time employees using the formula "Number of hours worked annually / 2080."**

Signed _____ Date _____ Title _____

LOCATION NAME	BUDGET ENTITY	CHANGES	PROJECTED NUMBER FTE'S	PROJECTED NUMBER VEHICLES
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**RISK MANAGEMENT ACCOUNT DESIGN/EXPOSURE BASE INQUIRY SURVEY
FISCAL YEAR 2009-10**

LOCATION NAME	BUDGET ENTITY	CHANGES	PROJECTED NUMBER FTE'S	PROJECTED NUMBER VEHICLES
5351 - JUSTICE ADMINISTRATIVE COMMISSION	21300800			
Justice Administration	21000000			

**RISK MANAGEMENT ACCOUNT DESIGN/EXPOSURE BASE INQUIRY SURVEY
FISCAL YEAR 2009-10**

LOCATION NAME	BUDGET ENTITY	CHANGES	PROJECTED NUMBER FTE'S	PROJECTED NUMBER VEHICLES
5401 - FIRST JUDICIAL CIRCUIT	21600100			
5402 - SECOND JUDICIAL CIRCUIT	21600200			
5403 - THIRD JUDICIAL CIRCUIT	21600300			
5404 - FOURTH JUDICIAL CIRCUIT	21600400			
5405 - FIFTH JUDICIAL CIRCUIT	21600500			
5406 - SIXTH JUDICIAL CIRCUIT	21600600			
5407 - SEVENTH JUDICIAL CIRCUIT	21600700			
5408 - EIGHTH JUDICIAL CIRCUIT	21600800			
5409 - NINTH JUDICIAL CIRCUIT	21600900			
5410 - TENTH JUDICIAL CIRCUIT	21601000			
5411 - ELEVENTH JUDICIAL CIRCUIT	21601100			
5412 - TWELFTH JUDICIAL CIRCUIT	21601200			
5413 - THIRTEENTH JUDICIAL CIRCUIT	21601300			
5414 - FOURTEENTH JUDICIAL CIRCUIT	21601400			
5415 - FIFTEENTH JUDICIAL CIRCUIT	21601500			
5416 - SIXTEENTH JUDICIAL CIRCUIT	21601600			
5417 - SEVENTEENTH JUDICIAL CIRCUIT	21601700			
5418 - EIGHTEENTH JUDICIAL CIRCUIT	21601800			
5419 - NINETEENTH JUDICIAL CIRCUIT	21601900			
5420 - TWENTIETH JUDICIAL CIRCUIT	21602000			
Public Defenders	21000000			

**RISK MANAGEMENT ACCOUNT DESIGN/EXPOSURE BASE INQUIRY SURVEY
FISCAL YEAR 2009-10**

LOCATION NAME	BUDGET ENTITY	CHANGES	PROJECTED NUMBER FTE'S	PROJECTED NUMBER VEHICLES
5450 - CAPITAL COLLATERAL MIDDLE REG. COUNCEL	21702001			
Capital Collateral Middle Regional Council	21000000			

**RISK MANAGEMENT ACCOUNT DESIGN/EXPOSURE BASE INQUIRY SURVEY
FISCAL YEAR 2009-10**

LOCATION NAME	BUDGET ENTITY	CHANGES	PROJECTED NUMBER FTE'S	PROJECTED NUMBER VEHICLES
5601 - FIRST JUDICIAL CIRCUIT	21500100			
5602 - SECOND JUDICIAL CIRCUIT	21500200			
5603 - THIRD JUDICIAL CIRCUIT	21500300			
5604 - FOURTH JUDICIAL CIRCUIT	21500400			
5605 - FIFTH JUDICIAL CIRCUIT	21500500			
5606 - SIXTH JUDICIAL CIRCUIT	21500600			
5607 - SEVENTH JUDICIAL CIRCUIT	21500700			
5608 - EIGHTH JUDICIAL CIRCUIT	21500800			
5609 - NINTH JUDICIAL CIRCUIT	21500900			
5610 - TENTH JUDICIAL CIRCUIT	21501000			
5611 - ELEVENTH JUDICIAL CIRCUIT	21501100			
5612 - TWELFTH JUDICIAL CIRCUIT	21501200			
5613 - THIRTEENTH JUDICIAL CIRCUIT	21501300			
5614 - FOURTEENTH JUDICIAL CIRCUIT	21501400			
5615 - FIFTEENTH JUDICIAL CIRCUIT	21501500			
5616 - SIXTEENTH JUDICIAL CIRCUIT	21501600			
5617 - SEVENTEENTH JUDICIAL CIRCUIT	21501700			
5618 - EIGHTEENTH JUDICIAL CIRCUIT	21501800			
5619 - NINETEENTH JUDICIAL CIRCUIT	21501900			
5620 - TWENTIETH JUDICIAL CIRCUIT	21502000			
States Attorneys	21000000			

**RISK MANAGEMENT ACCOUNT DESIGN/EXPOSURE BASE INQUIRY SURVEY
FISCAL YEAR 2009-10**

LOCATION NAME	BUDGET ENTITY	CHANGES	PROJECTED NUMBER FTE'S	PROJECTED NUMBER VEHICLES
5650 - CAPITAL COLLATERAL SOUTHERN REG. COUN	21703001			
Capital Collateral Southern Regional Council	21000000			

**RISK MANAGEMENT ACCOUNT DESIGN/EXPOSURE BASE INQUIRY SURVEY
FISCAL YEAR 2009-10**

LOCATION NAME	BUDGET ENTITY	CHANGES	PROJECTED NUMBER FTE'S	PROJECTED NUMBER VEHICLES
5700 - GUARDIAN AD LITEM (GAL)				
Guardian Ad Litem	21310000			

**RISK MANAGEMENT ACCOUNT DESIGN/EXPOSURE BASE INQUIRY SURVEY
FISCAL YEAR 2009-10**

LOCATION NAME	BUDGET ENTITY	CHANGES	PROJECTED NUMBER FTE'S	PROJECTED NUMBER VEHICLES
5750 - CLERK OF COURTS CORPORATION	21350100			
Clerk of Courts Corporation	21000000			

**RISK MANAGEMENT ACCOUNT DESIGN/EXPOSURE BASE INQUIRY SURVEY
FISCAL YEAR 2009-10**

LOCATION NAME	BUDGET ENTITY	CHANGES	PROJECTED NUMBER FTE'S	PROJECTED NUMBER VEHICLES
5801 - Regional Counsel Region 1	21800100			
5802 - Regional Counsel Region 2	21800200			
5803 - Regional Counsel Region 3	21800300			
5804 - Regional Counsel Region 4	21800400			
5805 - Regional Counsel Region 5	21800500			
Regional Counsel	21000000			