



CFA SRIC

February 17, 2021
1:30 PM

Agenda

2.05M	Staff
4.07M	Brown
4.09M	Brown
5.03M	Robinson
9.02M	Staff
10.12M	Jewell
10.13M	Jewell
12.01	Wolfe
14.09M	Staff
15.03M	Johnson
27.02M	Robinson
3.03M IG	Meaney
3.05M IG	Case/Romeiser
4.10M IG	Case/Romeiser
7.05M IG	Case/Romeiser
Definition	Staff
Definition	Staff



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 2.05M

New Standard		Revision		Deletion	X
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Proposal (State the standard exactly as you believe it should appear in the manual).

2.05M

~~All sworn members have access to current laws and legal guidelines.~~

~~I. — Bullets~~

~~_____~~

~~II. — Proofs of Compliance~~

~~• — Interviews~~

~~III. — Required References~~

~~Florida Statutes~~

~~Legal bulletins~~

~~Training bulletins~~

~~IV. — Assessor Guidelines~~

~~Confirm availability of laws and legal guidelines by interviewing officers and observing available resources.~~

~~V. — Accreditation Manager Notes~~

Rationale for revision. This standard no longer serves a specific purpose in that because of electronic media all such information is readily available.

Proposed by: Staff

Date submitted December 21, 2020



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 4.07M

New Standard		Revision	x	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

4.07M

A written directive requires a written report be submitted and a documented review conducted by a defined level of authority whenever a member:

I. Bullets

- A. Discharges a firearm, for other than training or recreational purposes;
- B. Applies force through the use of lethal or less-lethal weapons;
- C. Applies weaponless physical force at a level as defined by the agency.
- D. **Annual administrative review**

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed agency “use of force” reports, e.g., unintentional discharge report, firearm use reports, shooting incident report, restraint report, etc. (Qty Initial: 1 each bullet) (Qty Reaccred: 1 each bullet)
- Documented review with level of authority noted. (Qty Initial: 1) (Qty Reaccred: 1 each bullet)
- **Documented annual review of total uses of force with analysis and outcomes. (Qty Initial: 1) (Qty Reaccred: 1 each year)**
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

The addition of Bullet D and the accompanying proof of compliance will negate the need for CFA 4.09M. A separate submission is also included for its deletion.

Proposed by: Juli Brown, Florida Fish and Wildlife Commission, Division of Law Enforcement

Date submitted 7/7/2020



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 4.09M

New Standard		Revision		Deletion	X
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Proposal (State the standard exactly as you believe it should appear in the manual).

4.09M

~~The agency conducts an annual *administrative review* and analysis of those reports required when a member:~~

~~I. **Bullets**~~

- ~~A. Discharges a firearm, for other than training or recreational purposes;~~
- ~~B. Applies force through the use of lethal or less-lethal weapons;~~
- ~~C. Applies weaponless physical force at a level as defined by the agency.~~

~~II. **Proofs of Compliance**~~

- ~~• Documented annual review with proof of analysis and outcomes. (Qty Initial: 1) (Qty Reaccred: 1 each year)~~

~~III. **Required References**~~

~~IV. **Assessor Guidelines**~~

~~V. **Accreditation Manager Notes**~~

~~Outcomes are agency actions based on information from the annual review.~~

With proposed changes to CFA 4.07M, the need for this standard no longer exist.

Proposed by: Juli Brown, Florida Fish and Wildlife Commission, Division of Law Enforcement
Date submitted 7/7/2020



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 5.03M

New Standard		Revision		Deletion	X
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Proposal (State the standard exactly as you believe it should appear in the manual).

5.03M

~~An independent audit of the agency's fiscal activities will be conducted annually.~~

~~I. Bullets~~

~~II. Proofs of Compliance~~

~~• Proof of annual audit (Qty Initial: 1) (Qty Reaccred: 1 each year)~~

~~III. Required References~~

~~IV. Assessor Guidelines~~

~~V. Accreditation Manager Notes~~

Rationale for revision.

This standard addresses a topic not under control of the law enforcement agency. The independent audit is statutorily required for the jurisdictional entity with budgetary oversight for departments and funds under its control, not the law enforcement agency. The agencies are not audited independently; Police Departments are inclusive within the audit for the municipality; Constitutional Officers such as the Sheriff are included in the independent audit for the County in which they serve.

Proposed by: **Gary Robinson, Palm Beach County Sheriff's Office**

Date submitted 12/14/2020

Supervisor Approval: **D/M Joni Livingston**



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 9.02M

New Standard		Revision	x	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

9.02M

The agency conducts *psychological fitness examinations* for each sworn candidate prior to appointment to probationary status. Results are:

I. Bullets

- A. Assessed by a licensed professional;
- B. Maintained in accordance with Florida Statute; and
- C. Stored in a secure manner.

II. Proofs of Compliance

- Written documentation of tests used. (Qty Initial: 1) (Qty Reaccred: 1)
- Professional licenses/Certificates. (Qty Initial: 1 ~~each~~) (Qty Reaccred: 1 ~~each~~)
- Observation of secure files.

III. Required References

GS1-SL Item #24
Florida Statute 119.071
CJSTC 77 Form

IV. Assessor Guidelines

V. Accreditation Manager Notes

Deletion of the word each in the second proof of compliance was for clean up purposes only.

Proposed by: Staff/FAO



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 10.12M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

10.12M

*A written directive requires n*Newly promoted or appointed first line sworn supervisors participate in a training program, as defined by the agency.

I. Bullets

II. Proofs of Compliance

- *Written directive addressing elements of the standard.*
- Proof of training. (Qty Initial: 1) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

Training is received prior to, or no later than 12 months after appointment to a supervisory position.

V. Accreditation Manager Notes

Rationale for revision. This verbiage is consistent with others standards that require an agency determination about compliance.

Proposed by: Areaka Jewell, Sarasota Police Department

Date submitted November 24, 2020



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 10.13M

New Standard		Revision	<input checked="" type="checkbox"/>	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

10.13M

A written directive requires All sworn members ~~will~~ receive first aid refresher training, as defined by the agency, on a periodic basis.

I. Bullets

II. Proofs of Compliance

- *A written directive addressing elements of the standard.*
- Proof of training (Qty Initial: 1) (Qty Reaccred: 3)
- Instructor qualifications (Qty Initial: 1) (Qty Reaccred: 3)
- Interview sworn members.

III. Required References

CJSTC Rule 11B-20.0014(2)(d)5,6

IV. Assessor Guidelines

Instructors will possess active CPR or First Aid Instructor Certification as outlined in the Required References.

V. Accreditation Manager Notes

Instructors must either meet requirements of standard 10.09M, or be exempt as outlined in the Required References.

Rationale for revision. This verbiage is consistent with others standards that require an agency determination about compliance.

Proposed by: Areaka Jewell, Sarasota Police Department

Date submitted 11/24/2020



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 12.01

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

12.01

A written directive describes the agency's performance evaluation system and includes:

I. Bullets

- A. Objectives of the system;
- B. Measurement definitions;
- C. Explanatory comments are required for unsatisfactory or outstanding performance;
- D. A requirement for evaluations for all members, with exceptions noted, to be conducted at least annually;
- E. Criteria used are based on the member's job description during that rating period;
- F. Rater training and responsibilities;
- G. The immediate supervisor rates the member;
- H. The completed evaluation is available to the member; and
- I. Procedures for contesting for permanent members.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluations with explanatory comments. (Qty Initial: 1 each type) (Qty Reaccred: 1 each year, different member each year)
- Documentation of a contested evaluation. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of rater training. (Qty Initial: ~~13~~) (Qty Reaccred: 1) ~~each year, different rater each year~~)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision: Clarification of the number of required quantity and the frequency.



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 14.09M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

14.09M

A written directive describes members' use of safety belts in all agency vehicles.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute 316.614

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard applies to all field personnel.

Rationale for revision: Addition of the appropriate Florida Statute for this standard.

Proposed by: Staff/FAO



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 15.03M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

15.03M

A written directive establishes procedures for the recruitment, control, and use of confidential informants in accordance with Florida Statutes, and includes:

I. Bullets

- A. A master file of all confidential informants used by the agency;
- B. Content of the file to include an individual assessment of each prospective confidential informant;
- C. Maintenance and security of confidential informant files;
- D. Protection of the identity of the confidential informant;
- E. Criteria for paying confidential informants, if applicable;
- F. Precautions to be taken with confidential informants to include informants whose participation may make an investigation more susceptible to compromise through alleged improprieties;
- G. Special precautions to be taken with juvenile informants;
- H. Level of supervisory approval before a juvenile is used;
- I. Training of all personnel involved in the use or recruitment of confidential informants in the agency policy requirements and procedures;
- J. A documented annual review of agency practices to ensure conformity with agency policies, procedures, and Florida Statute; and
- K. Tracking procedures for the accessing of confidential informant files.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of master file, maintenance system, and file security (including electronic/computerized systems)
- Files with confidential information redacted. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of annual review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of training. (Qty Initial: 3) (Qty Reaccred: 3)
- Observation of confidential informant access tracking. (~~Qty Initial: 1) (Qty Reaccred: 1 each year)~~)
- Interviews.

III. Required References

Guidelines for Florida State and Local Law Enforcement Agencies in Dealing with Confidential Informants

Florida Statute 914.28

IV. Assessor Guidelines

V. Accreditation Manager Notes

Access tracking procedures for confidential files should include documentation of who accessed the records and the date the records were accessed.

Clarification of the observable standard.

Proposed by: Todd Johnson, Clearwater Police Department

Date submitted 10/28/2020



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 27.02M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

27.02M

A written directive specifies procedures for recording the chain of custody to include:

I. Bullets

- A. Date ~~and time, and method~~ of ~~any~~ transfer of custody;
- B. Receiving person's name and responsibility;
- C. Reason for the transfer;
- D. ~~If other than a transfer person to person or into a receptacle, the method of transfer;~~
- E. Name and location of the laboratory, ~~synopsis of the event,~~ and examinations desired; and
- F. Date and time of receipt in the laboratory.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed ~~evidence document~~ recording ~~document chain of custody~~(property receipt) (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Laboratory analysis request form. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of chain of custody procedures.

III. Required References

IV. Assessor Guidelines

Chain of custody documentation may be in electronic form.

V. Accreditation Manager Notes

~~Method of transfer must be specified if evidence is shipped via common carrier.~~

Rationale for revision. ~~Bullet A. The inclusion of "method" with date and time has been confusing. Adding the word "any" and "of custody" may help prevent future omissions of interim transfers (such as a courier pickup from a substation drop locker for delivery to the primary evidence facility) from the chain of custody.~~

Bullet D. (added) The majority of all transfers are person to person or into a receptacle (locker, compound, refrigerator, etc.) under the direct control of the evidence or laboratory function. The only alternate method is to use a common carrier (USPS, UPS, FedEx, etc.) to deliver evidence for processing by a remotely located laboratory.

Bullet E. "Synopsis of the event" is never detailed; reliance has been on the case type in the header and/or the submission of an incident report to the laboratory.

II. Proofs of Compliance bullet 2. Completed document proof of compliance language changed to be consistent with the subject of the standard and the Assessor Guideline.

V. Accreditation Manager Notes: Note added to clarify new D.

Proposed by: Gary Robinson, Palm Beach County Sheriff's Office

Date submitted March 18, 2020



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # IG 3.03M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

Training for Staff Members Authorized to Carry Weapons

3.03M

If the agency has sworn staff members, a written directive requires that staff members authorized to carry weapons **and firearms** receive *in-service training* which includes:

I. Bullets

- A. Annual demonstration of proficiency with firearms authorized to carry;
- B. Annual use of force training **in accordance with CJSTC Rule**;
- C. Annual Dart-Firing Stun Gun training in accordance with Florida Statute; and
- D. Biennial less-lethal weapon training (for weapons other than the Dart-Firing Stun Gun);
- E. Qualification with firearms authorized to carry in accordance with CJSTC Rule.**

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training for each element of the standard. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews

III. Required References

CJSTC Rule 11B-27.00212 (Requirements for use of force training topics)
Florida Statute 943.1717

IV. Assessor Guidelines

View lesson plans for each training topic identified in the standard (not necessary to be in the file); verify full agency compliance (including upper-command staff).

V. Accreditation Manager Notes

Proofs will show compliance for a variety of ranks.

Proficiency may be shown in various formats to include, but not limited to live fire of firearms, simunitions, reality-based training scenarios and physical manipulation of inert or training facsimiles of firearms authorized for the member to carry.

Rationale for revision.

LE Standard 10.10M was updated in February 2020 to delineate a difference between annual demonstration of proficiency with firearms and firearms qualification required by CJSTC rule. The LE standard was also updated to specify that use of force training must comply with CJSTC rule. The IG standard should be updated to match the LE standard to ensure there are not two different training requirements within a single agency that houses both an LE component and a sworn IG component.

Proposed by: Major Michael Meaney, Director of Investigations FWC-OIG

Date submitted: 12/23/20



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # IG 3.05M

New Standard	X	Revision		Deletion
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Proposal (State the standard exactly as you believe it should appear in the manual).

Investigative Staff Member Training

3.05M

A *written directive* requires all investigative staff members receive refresher training annually in the following:

I. Bullets

- A. Agency Ethics policies and procedures;
- B. Agency Affirmative Action Plan, if available;
- C. Agency Sexual Harassment policies and procedures;
- D. Agency Discrimination policies and procedures;
- E. Agency Computer Security and Acceptable Use policies and procedures; and
- F. Accreditation standards and the agency's corresponding policies and procedures.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation verifying staff member training. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Lesson plan, if used. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

IV. Assessor Guidelines

Training can be accomplished formally or informally by either the agency or the Office of Inspector General.

V. Accreditation Manager Notes

A checklist may be used for training documentation. Proofs should include all investigators and investigative staff members.

Rationale for proposal.

Ensures investigative staff members stay up to date on core policies and procedures.

Proposed by: Case/Romeiser



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # IG 4.10M

New Standard	X	Revision		Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

Other Investigative Activity

4.10M

A *written directive* requires other investigative activity, as defined by the agency, to include the following elements:

VI. Bullets

- A. The complainant is contacted, with exceptions documented;
- B. Witnesses are contacted, with exceptions documented;
- C. Evidence or Case Supporting Materials are reviewed, with exceptions documented;
- D. Closure documentation or memorandum summarizing the other investigative activity, with exceptions documented.

VII. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Case file Documentation demonstrating elements of the standard. (Qty Initial: 1 each bullet) (Qty Reaccred: 1 each bullet)
- Interviews

VIII. Required References

IX. Assessor Guidelines

X. Accreditation Manager Notes

Offices of Inspectors General may conduct other investigative activities that do not constitute full investigations. These activities, as defined by the agency, may be called, but are not limited to, reviews, preliminary inquiries, or investigative assists. Each review, inquiry, or assist should be given an assigned number for documentation and tracking purposes.

Rationale for proposal.

Provides minimum elements required for other investigative activity as defined by the agency.



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # IG 7.05M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

7.05M

For state agency Offices of Inspectors General, a written directive requires the Inspector General to provide the agency head with copies of complaints or allegations of misconduct related to the Office of Inspector General or its staff members when complaints are received from entities contracting with the state or individuals substantially affected by an Office of Inspector General investigation.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing dissemination. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

Florida Statute 20.055

IV. Assessor Guidelines

V. Accreditation Manager Notes

For state agency Offices of Inspectors General under the Governor's jurisdiction, the Inspector General will also provide copies of the complaints referenced above to the Chief Inspector General.

Adds required reference for consistency with Standards 7.01M and 7.03M.

Proposed by: Case/Romieser



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # _____ Definition _____

New Standard		Revision		Deletion	X
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Proposal (State the standard exactly as you believe it should appear in the manual).

~~**TRAFFIC CRASH DATA** Information relating to traffic accidents which have occurred in the agency's jurisdiction, to include type of accident, time of day, location, contributing factors, and injuries.~~

The standard no longer exist that referenced this definition.

Proposed by: Staff/FAO



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # _____ Definition _____

New Standard		Revision	X	Deletion	X
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Proposal (State the standard exactly as you believe it should appear in the manual).

~~**TRAFFIC ENFORCEMENT DATA** Information relating to the agency's efforts toward traffic enforcement, which may include frequency and type of enforcement activity, types and numbers of citations/warnings at targeted locations, and results of selected patrols.~~

The standard no longer exist that referenced this definition.

Proposed by: Staff/FAO