

# Agenda

# CFA SRIC

June 20, 2017  
1:30 PM  
Omni Orlando Resort  
ChampionsGate, FL

## Agenda topics

2.05M	Staff
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29.01M	Staff
Updated Comparative Compliance	Staff
IG – New Autism Standard	Staff



# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 2.05M

New Standard		Revision	X	Deletion	
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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

~~Law handbook~~

Legal bulletins

Training bulletins

#### **IV. Assessor Guidelines**

Confirm availability of laws and legal guidelines by interviewing officers and observing available resources ~~and receipts (if used) May be in electronic form.~~

#### **V. Accreditation Manager Notes**

Rationale for revision.

Law handbook is an outdated reference, law are readily available online.

Proposed by:

Staff \_\_\_\_\_ Date 5/18/17

CEO Approval \_\_\_\_\_

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# Commission for Florida Law Enforcement Accreditation, Inc.

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.

#### 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)
- ~~Documentation establishing level of review authority. (Qty Initial: 1) (Qty Reaccred: 1)~~
- Review verification with level of authority noted. (Qty Initial: 1) (Qty Reaccred: 1 each bullet)
- Interviews.

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

Rationale for revision.

The proof of compliance is a duplicate of another proof.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 4.09M

New Standard		Revision	X	Deletion	
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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)
- ~~Interview with CEO or designee receiving report.~~

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

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

Rationale for revision.

Interview is not necessary as the report is written and already suffices to show compliance.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 10.11M

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

### 10.11M

A written directive identifies all sworn and non-sworn *positions* which require *specialized training*.

#### I. Bullets

#### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Interview employees in positions which require specialized ~~position~~training.

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

Rationale for revision.

Language clarification.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 12.04

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

### 12.04

A written directive requires a review is conducted with each member at the beginning of the rating period concerning the following:

#### I. Bullets

- A. Task of the assigned position;
- B. Performance expectations; and
- C. Rating criteria.

#### II. Proofs of Compliance

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

#### III. Required References

#### IV. Assessor Guidelines

Interview employees to ensure supervisors conducted ~~counseling~~reviews.

#### V. Accreditation Manager Notes

Rationale for revision.

Language clarification.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 14.08M

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

### 14.08M

A written directive requires each vehicle used for patrol or traffic enforcement to be equipped with:

#### I. Bullets

- A. Operational emergency lights and siren;
- B. Properly charged fire extinguisher (except for patrol/traffic motorcycles);
- C. Operational flashlight;
- D. ~~First aid kit~~ Medical equipment and current supplies, as defined by the agency; ~~containing current supplies~~; and
- E. Personal protective equipment as defined by the agency.

#### II. Proofs of Compliance

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

#### III. Required References

#### IV. Assessor Guidelines

This standard applies to vehicles routinely used to perform patrol/traffic duties and does not apply to special purpose vehicles other than motorcycles.

If flashlights are individually issued, observe working flashlight in vehicle operator's possession.

~~Items in first aid kits must be in serviceable condition and have not exceeded their expiration dates, if applicable. (Bullet D)~~

#### V. Accreditation Manager Notes

This standard applies to the patrol function.

Rationale for revision.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard #   15.15M  

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

**15.15M**

A written directive provides guidelines when any member's action results in death or serious bodily injury, to include the following:

**I. Bullets**

- A. A written report is submitted;
- B. A documented review is conducted by a defined level of authority; and
- C. The member is removed from ~~line of duty~~ job assignment until a preliminary administrative review, as defined by the agency, is conducted.

**II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation removing a member from line of duty. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documented preliminary administrative review. (Qty Initial: 1) (Qty Reaccred: 1)
- Written reports. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Review verification with level of authority noted. (Qty Initial: 1) (Qty Reaccred: 1 each year)

**III. Required References**

**IV. Assessor Guidelines**

Standard applies to sworn and civilians, both accidental and deliberate acts.

**V. Accreditation Manager Notes**

Rationale for revision.

Agencies have narrowly defined "line of duty" to refer to sworn members. Changing to "job assignment" is more reflective of the standard intent.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 17.05M

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

### 17.05M

If the agency has hostage negotiators, a written directive provides for the following:

#### I. Bullets

- A. Selection criteria;
- ~~B. Specialized equipment;~~
- ~~C. B.~~ Training;
- ~~D. C.~~ Call out criteria and notification procedures;
- ~~E. D.~~ Deployment procedures; and
- ~~F. E.~~ Interaction between hostage negotiation and tactical personnel.

#### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- ~~• Observation of equipment.~~
- Proof of training. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

#### III. Required References

#### IV. Assessor Guidelines

For initial accreditation, proof of training refers to all negotiators. For reaccreditation, proof of training refers to new negotiators during the current reaccreditation cycle.

#### V. Accreditation Manager Notes

Rationale for revision.

Specialized equipment for hostage negotiators is minimal.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 17.10M

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

### 17.10M

A written directive addresses the use of explosive devices, and includes the following:

#### I. Bullets

- A. Training;
- B. Criteria for use;
- C. Restrictions;
- D. Transport;
- E. Documentation;
- F. ~~Inspections~~Annual inventory; and
- G. Secure storage.

#### II. Proofs of Compliance

- Written ~~procedures~~directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of training. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of ~~inspections~~inventories. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- ~~Interviews with members responsible for storage.~~
- ~~Observation of secure storage.~~

#### III. Required References

~~Title 27, Code of Federal Regulations, part 555~~  
~~ATF ruling 2009-3~~  
~~ATF ruling 2012-4~~

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

Explosive devices include flash bangs and other similar devices using a fuze assembly.

Rationale for revision.

ATF does not have a requirement for inspections, however, inventories should be included.  
Assessors should only have to verify agency has a policy in place.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 22.05M

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

### 22.05M

A written directive requires agency staff be available to supervise *prisoners/detainees* on a continual basis and includes:

#### I. Bullets

- A. Visual observation at least every thirty minutes; and
- B. Procedures for supervision of prisoners/detainees that are the opposite sex of the staff member providing supervision. ~~and~~
- C. ~~If a prisoner/detainee is to be secured to an immovable object, it will be designed and intended for such use.~~

#### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1), (Qty Reaccred: 1)
- Observation of holding area.

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

Rationale for revision.

Bullet C has nothing to do with supervising prisoners, it should be a separate standard.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 22.15M

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

### 22.15M

If a prisoner/detainee is to be secured to an immovable object, it will be designed and intended for such use.

#### I. Bullets

#### II. Proofs of Compliance

- Observation

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

Rationale for revision.

See 22.05M rationale.

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Staff \_\_\_\_\_ Date 5/18/17

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # Chapter 25 Introduction

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

### CHAPTER 25 Communications

These standards address all communication centers which routinely receive and dispatch calls for service. The standards also apply to agencies which contract for dispatch services and agencies with shared communication responsibilities. If the communications function is provided by a non-accredited shared or multi-jurisdictional entity, the agency receiving services should rely on documents developed by the outside communications center to prove compliance ~~with~~ and build files for these standards in this chapter.

If the agency providing services is accredited with CFA, the agency receiving those services may prove compliance by showing the providing agency is currently accredited. If the agency providing services is already accredited with CALEA the agency receiving those services may prove compliance by showing the providing agency is currently accredited, with the exception of Standards 25.09M, bullet F, 25.13M, 25.14M, and 25.15M which are specific to Florida and will require proofs of compliance.

#### Rationale for revision.

The language in the introduction has been misinterpreted by some. Some assessors have required agencies to build files for these standards, others have simply allowed a visit from the assessors to the communications center. The intent is for the agency receiving services to show proofs for all applicable standards in this chapter.

Proposed by:

Staff \_\_\_\_\_ Date 5/18/17

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 25.13M

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

### 25.13M

If the agency has a training program for 911 *Public Safety Telecommunicator* certification, ~~whether in-house or in conjunction with another agency,~~ a written directive requires:

#### I. Bullets

- A. Personnel providing training have been 911 Public Safety Telecommunicator certified by the Department of Health; and
- B. Curriculum has been approved by DOH.

#### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- DOH certification. (Qty initial: 1) (Qty Reaccred: 1)
- DOH approval of current curriculum. (Qty initial: 1) (Qty Reaccred: 1)
- Staff interviews.

#### III. Required References

Florida Statute 401.465

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

Rationale for revision.

Language in the standard statement is contradictory. This should refer to in-house training.

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Staff \_\_\_\_\_ Date 5/18/17

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 27.12M

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

### 27.12M

A written directive requires an inventory is conducted whenever the person responsible for the evidence *function* is assigned to and/or transferred from the position.

#### I. Bullets

#### II. Proofs of Compliance

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

#### III. Required References

#### IV. Assessor Guidelines

[Agency policy for inventory must specify amounts or percentages.](#)

Inventory: The act or process of cataloging through a full or partial accounting, as defined by the agency, the quantity of goods or materials on hand.

#### V. Accreditation Manager Notes

Rationale for revision.

Consistent language from other standards requiring inventory.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 27.13M

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

### 27.13M

A written directive states evidence custodians are accountable for all evidence within their control, and addresses the following:

#### I. Bullets

- A. An annual ~~audit, which consists of an~~ examination of conformance with agency controls, policies and procedures, of the evidence function, is conducted by a member not routinely or directly connected with control of evidence;
- B. An unannounced inspection, which consists of a review of evidence storage areas for organization and orderliness, is conducted as directed by the agency's CEO;
- C. An annual inventory, which consists of a full or partial accounting, as defined by the agency, of evidence is conducted by the evidence custodian or designee and a designee of the CEO not routinely or directly connected with control of evidence;
- D. Follow-up investigative procedures for lost, missing, or stolen evidence; and
- E. Purging by lawful methods.

#### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating compliance with each element of the standard. (Qty Initial: 1 each) (Qty Reaccred: 1 each for each year)

#### III. Required References

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

Agency policy for inventory must specify amounts or percentages.

~~Audits, inspections and inventories are to be documented separately.~~

~~Evidence audits, inventories, and inspections~~ Elements of the standard may be conducted concurrently with property functions, but must be documented as separate functions.

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Rationale for revision. Use of the word "audit" has been confusing. Using just the definition clarifies the standard requirement.
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Staff \_\_\_\_\_ Date 5/18/17 \_\_\_\_\_

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 28.05M

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

### **28.05M**

A written directive requires an inventory is conducted whenever the person responsible for the property *function* is assigned to and/or transferred from the position.

#### **I. Bullets**

#### **II. Proofs of Compliance**

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

#### **III. Required References**

#### **IV. Assessor Guidelines**

[Agency policy for inventory must specify amounts or percentages.](#)

Inventory: The act or process of cataloging through a full or partial accounting, as defined by the agency, the quantity of goods or materials on hand.

#### **V. Accreditation Manager Notes**

Rationale for revision.

Consistent language from other standards requiring inventory.

Proposed by:

Staff \_\_\_\_\_ Date 5/18/17

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 29.01M

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

### 29.01M

The agency has an *Exposure Control Plan* mandating a *Universal Precautions* philosophy available to all members containing the following:

#### I. Bullets

- A. A current list of all agency-identified job classifications where occupational exposure to potentially infectious materials is anticipated;
- B. Personal Protective Equipment, including use, accessibility, cleaning, laundering or disposal, and replacement;
- C. Procedures to ensure the work environment is clean and sanitary and decontaminated after contact with blood or other potentially infectious materials;
- D. Regulated waste discarding and containment, to include proper disposal of sharps;
- E. Procedures for laundering contaminated uniforms and personal clothing;
- F. Exposure treatment;
- G. Labels and signs communicating hazards to members; and
- H. A requirement for a documented annual review of the exposure control plan.

#### II. Proofs of Compliance

- Exposure Control Plan. (Qty Initial: 1) (Qty Reaccred: 1)
- ~~Current list of all job classifications where occupational exposure is anticipated. (Qty Initial: 1) (Qty Reaccred: 1)~~
- Observation of availability of plan.
- Worker's compensation "First Report of Injury" form. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Proof of initial distribution and replacement of Personal Protective Equipment. (Qty Initial: 1) (Qty Reaccred: 3)
- Invoice from waste management contractor. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of sharps container, biohazard waste bags, etc.
- Documentation of annual review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

#### III. Required References

29 C.F.R. 1910.1030(b) February 2017 246

#### IV. Assessor Guidelines

If the plan is not incorporated in the agency's policy manual, assessors will verify availability. Assessors will verify accessibility to PPE.

Check for decontamination supplies.

Assessors will verify proper disposal containers.

**V. Accreditation Manager Notes**

Rationale for revision.

The Proof of Compliance is a duplication of the requirement already included in the Exposure Control Plan.

Proposed by:

Staff \_\_\_\_\_ Date 5/18/17 \_\_\_\_\_

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CFA Edition 5.03  
 CALEA Edition 5.0  
 Comparative Compliance Standards

1-ORGANIZATION		
	1.04	
	1.05M	
	1.07M	
2-AUTHORITY		
	2.06M	Bullet C
		Bullet D
	2.08M	
3- WRITTEN DIRECTIVES		
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	3.03M	
4-USE OF FORCE		
	4.06M	Bullet E
5- FISCAL		
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	5.05M	Bullet B
		Bullet C
		Bullet E
		Bullet F
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6-GRIEVANCE PROCESS		
	6.01M	
7-CONDUCT & DISCIPLINE		
	7.04	Bullet D
	7.08M	
8-RECRUITMENT		
	8.01M	
	8.02	



CFA Edition 5.03  
 CALEA Edition 5.0  
 Comparative Compliance Standards

9-SELECTION		
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	9.05M	
	9.07	
10-TRAINING		
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	10.09M	
	10.13M	
11-PROMOTION		
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	11.03	Civilian Only
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12-PERFORMANCE EVALUATIONS		
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13- POSITION CLASS		
14- FIELD PERSONNEL		
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		Bullet C
		Bullet D
		Bullet E
	14.10M	Bullet B
	14.11M	
	14.12M	
	14.13M	
	14.14M	



CFA Edition 5.03  
 CALEA Edition 5.0  
 Comparative Compliance Standards

15-INVESTIGATIONS		
	15.01	Bullet C
	15.03M	Bullet F
		Bullet H
		Bullet I
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**Commission for Florida Law  
Enforcement Accreditation, Inc.  
INSPECTOR GENERAL**

**STANDARDS REVISION FORM**

Standard #   NEW  

New Standard	X	Revision		Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).  
 If the agency has sworn members, a written directive addresses procedures to make a good faith effort to ensure a qualified professional, upon request and as defined in Florida Statute, is present at all interviews of an autistic individual, and includes training of affected agency members.

**I. Bullets**

**II. Proofs of Compliance**

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

**III. Required References**

Florida Statute 943.0439

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

Rationale for revision.  
 This standard is mandatory for CFA, if the OIG has a sworn element, the standard should also apply.

Proposed by:  
 Staff \_\_\_\_\_ Date   5/18/17  

CEO Approval \_\_\_\_\_

Forward to: CFA, P.O. Box 1489, Tallahassee, FL 32302, phone (800) 558-0218

Approved _____	Disapproved _____	Approved with changes _____
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