

# Agenda

# CFA SRIC

June 19, 2018  
1:30 PM  
Omni  
Championsgate, FL

## Agenda topics

2.12M – New Standard	Staff
10.12M	Staff
10.16M – New Standard	Staff
14.05M	Staff
15.01	Staff
15.02	Staff
15.03M	Wendy Stiteler
15.18M	Staff
17.04M	Gary Robinson
29.02M	Carol Newmans
TBD – New Standard	Wayne Enterkin
2.01M - IG	Staff
Chapter 4 IG	Staff



# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 2.12M

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

**2.12M**

A written directive establishes policies and procedures regarding the Florida Risk Protection Order Act, to include:

**I. Bullets**

- A. Taking custody of firearms, ammunitions, and licenses;
- B. Storing firearms, ammunitions, and licenses;
- C. Returning firearms, ammunitions, and licenses;
- D. Service of risk protection orders;
- E. Notice requirements;
- F. Entry of risk protection order into FCIC/ NCIC; and
- G. Initial and periodic training of agency personnel.

**II. Proofs of Compliance**

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of receipt issued to respondent identifying all firearms, quantity and type of ammunition, and license surrendered (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of background check that respondent, or other authorized party, is eligible to own or possess firearms and ammunition prior to return (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Written notice to family or household members of respondent prior to return of surrendered firearm and ammunition (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Training documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

**III. Required References**

S. 790.401, Florida Statutes

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

License refers to a Concealed Weapon or Firearm License issued by the Florida Department

of Agriculture and Consumer Services.

Rationale for revision.  
Florida law requires agencies to adopt policies and procedures regarding risk protection orders.

Proposed by:  
Date submitted \_\_\_\_ Staff \_\_\_\_\_

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

All proposed revisions will be submitted to the Standards Review and Interpretations Committee via CFA for consideration.  
Forward to: CFA, P.O. Box 1489, Tallahassee, FL 32302, phone (800) 558-0218

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Approved with changes \_\_\_\_\_



# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # \_\_\_\_\_ 10.12M \_\_\_\_\_

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

Newly promoted or appointed first line sworn supervisors participate in a training program, as defined by the agency.

**I. Bullets**

**II. Proofs of Compliance**

- 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.

Proposed by:

Date submitted \_\_\_\_\_ Staff \_\_\_\_\_

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

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 10.16M

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

### 10.16M

All members will receive periodic educational training, as defined by the agency, related to mental health awareness, prevention, mitigation, and treatment.

#### I. Bullets

#### II. Proofs of Compliance

- Proof of training (Qty Initial: 1) (Qty Reaccred: 3)
- Interview members

#### III. Required References

S. 112.1815, Florida Statutes

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

Rationale for revision.

Florida legislature created the training requirement for agencies employing first responders by amending s. 112.1815, F.S. Effective date: October 1, 2018

Proposed by:

Date submitted \_\_\_\_ Staff \_\_\_\_\_

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

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 14.05M

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

### 14.05M

A written directive governs pursuit of motor vehicles, to include:

#### I. Bullets

- A. Evaluation of the circumstances;
- B. Initiating member's responsibilities;
- C. Secondary unit's responsibilities;
- D. Roles and restrictions pertinent to marked, unmarked, or other types of police vehicle involvement;
- E. Dispatcher's responsibilities;
- F. Field supervisor's responsibilities;
- G. Forcible stopping;
- H. When to terminate;
- I. Interjurisdictional and intrajurisdictional pursuits; and
- J. A procedure for reporting and a documented administrative review.

#### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Pursuit reports showing administrative review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of training. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

#### III. Required References

Florida Statute 768.28

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

~~This standard applies to the patrol function.~~

Rationale for revision.

Florida Statute 768.28 requires a training component outlining the need for training on pursuit policies. The reference to patrol function needs to be deleted as this can apply to marked and unmarked units.

Proposed by:

Date submitted \_\_\_\_\_ Staff \_\_\_\_\_

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

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 15.01

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

**15.01M**

A written directive establishes a system of case file maintenance for the criminal investigation component, to include:

**I. Bullets**

- A. Types of records to be maintained;
- B. Accessibility to the files; and
- C. Security of the files.

**II. Proofs of Compliance**

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

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

Rationale for revision.

Case file management of criminal investigations is significant enough to be a mandatory standard.

Proposed by:  
Date submitted \_\_\_\_\_ Staff \_\_\_\_\_

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

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 15.02M

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

15.02M Records relating to active vice and organized crime investigations are maintained separately and securely from the central records system.

**I. Bullets**

**II. Proofs of Compliance**

- Observation of files.

**III. Required References**

**IV. Assessor Guidelines**

**V. Accreditation Manager Notes**

Rationale for revision.

Case file storage of vice and organized crime files are significant enough to be a mandatory standard.

Proposed by:

Date submitted \_\_\_\_\_ Staff \_\_\_\_\_

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

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

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; and
- J. A documented annual **administrative** review of agency practices to ensure conformity with agency policies, procedures, and Florida Statute.

#### 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)
- 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**

Rationale for revision.

Delete word "administrative" as the definition of "administrative review" relates to an incident or occurrence and is not what the standard is asking for.

Proposed by: Wendy Stiteler

Date submitted \_\_\_\_\_

Name\_\_Wendy Stiteler\_\_\_\_\_ Email stiteler@cocoapolice.com\_\_\_\_\_

Agency\_\_Cocoa PD\_\_\_\_\_

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City, State, ZIP\_\_Cocoa, FL 32922\_\_\_\_\_

Phone\_\_321.637.6492\_\_\_\_\_

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

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Approved\_\_\_\_\_ Disapproved\_\_\_\_\_ Approved with changes\_\_\_\_\_



# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Standard # 15.18M

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

### 15.18M

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

[Florida Statute 943.1727](#)

#### IV. Assessor Guidelines

#### V. Accreditation Manager Notes

Rationale for revision.

[Florida Statute 943.1727 requires continuing education training on the autism spectrum disorder.](#)

Proposed by:

Date submitted \_\_\_\_\_ Staff \_\_\_\_\_

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

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard # 17.04M

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

If the agency has a tactical team, a written directive addresses the following:

### I. Bullets

- A. Team member selection criteria;
- B. Specialized equipment;
- C. Quarterly team training;
- D. If no operational deployment with completion of an after action report occurs, an annual readiness exercise;
- E. Call out criteria and notification procedures;
- F. Deployment procedures; and
- G. Duties and responsibilities.

### 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) (Qty Reaccred: 1 each year)
- Proof of exercises or deployments (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

### III. Required References

### IV. Assessor Guidelines

Annual operational exercise may be used as proof for one of the quarterly training requirements.

### V. Accreditation Manager Notes

An annual readiness exercise should be scheduled each year but may be cancelled if operational deployment with an after action report occurs.

Rationale for revision.

Many agencies have active tactical (SWAT) teams with many operational deployments annually. An actual deployment is more instructive than a readiness exercise. Requiring deployment with an after action report provides proof of compliance documentation.

Proposed by:

Date submitted \_\_\_\_\_

Name Gary L. Robinson Email robinsong@pbso.org

Agency Palm Beach County Sheriff's Office

Address 3228 Gun Club Road

City, State, ZIP West Palm Beach, FL 33406

Phone \_\_\_\_\_

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

All proposed revisions will be submitted to the Standards Review and Interpretations Committee via CFA for consideration.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard # 29.02M

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

The agency provides Infectious Disease training for all members ~~who have occupational exposure prior to assignment~~ where risk of occupational exposure may occur, which includes the following:

- A. The agency's Exposure Control Plan;
- B. The basic ~~epidemiology~~ description, symptoms, and the modes of transmissions of infectious diseases;
- C. The use and limitations of methods that will prevent or reduce exposure, including personal protective equipment;
- D. Information about the agency's hepatitis B vaccination program;
- E. The Universal Precautions philosophy;
- F. Procedures to follow if an exposure occurs, including reporting requirements and medical follow-up;
- G. The signs, labels, and color coding identifying biohazardous waste;
- H. The agency's biohazardous waste disposal procedures;
- I. Point of contact for questions; and
- J. Prior to assignment.
- K. Periodic refresher training.

Rationale for revision.

Left as currently stated, it appears that "Periodic refresher training" is an afterthought. How can you have periodic refresher training prior to assignment? Suggest taking "prior to assignment" out of the body of the standard and make it a bullet. Change epidemiology to an easier word "description."

Proposed by:

Date submitted: March 1, 2018

Name: Carol Newmans Email: cnewmans@sjso.org

Agency: St Johns County Sheriff's Office

Address: 4015 Lewis Speedway

City, State, ZIP: St. Augustine, FL 32095

Phone: 904-209-2174

CEO Approval

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

Approved_____	Disapproved_____	Approved with changes_____
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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard #   TBA  

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

If the agency has a civilian rider or observer program, a written directive establishes procedures, to include:

I. Bullets

- A. Participation requirements
- B. Approval process
- C. CJIS security awareness training
- D. Officer responsibilities
- E. Supervisor responsibilities
- F. Limitations

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Approval documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- CJIS training documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews with officers.

III. Required References

- CJIS Manual

IV. Assessor Guidelines

V. Accreditation Manager Notes

- Access to Criminal Justice Information means the potential to hear or read protected information.

Rationale for revision.

Civilian riders have numerous opportunities to view or hear CJIS information. With the increase awareness in CJIS security protocols, it is only prudent that agencies address this area of exposure.

Proposed by:

Date submitted 02/28/2018

Name Wayne Enterkin Email wenterkin@srsso.net

Agency Santa Rosa Sheriff's Office

Address 5755 East Milton Road

City, State, ZIP Milton FL 32583

Phone (850) 981-2242

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

All proposed revisions will be submitted to the Standards Review and Interpretations Committee via CFA for consideration.

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# Commission for Florida Law Enforcement Accreditation, Inc.

## STANDARDS REVISION FORM

Please provide standard number, and place an X in the appropriate box.

Standard # \_\_2.01M\_\_

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

A written directive requires investigators assigned to conduct investigations to have:

**I. Bullets**

- A. A baccalaureate degree from an accredited college or university; or
- B. Relevant employment experience as determined by the agency.

**II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Diploma, official transcript, or electronic confirmation of degree, if applicable. (Qty Initial: 3) (Qty Reaccred: 3)
- Application or resume. (Qty Initial: 3) (Qty Reaccred: 3)
- Employment verification documentation. (Qty Initial: 3) (Qty Reaccred: 3)

**III. Required References**

**IV. Assessor Guidelines**

The requirements of this standard may be satisfied by meeting either Bullet A or Bullet B. Only the applicable proofs for either bullet must be provided. Diploma and official transcripts apply to Bullet A. Application or resume and employment verification apply to Bullet B.

**V. Accreditation Manager Notes**

For reaccreditation, show proof for new staff members only.

Rationale for revision.

Assessor misinterpretation of this standard required this additional language.

Proposed by:

Date submitted \_\_\_May 27, 2018\_\_\_\_\_

Name Staff\_\_Email

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

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

Approved\_\_\_\_\_ Disapproved\_\_\_\_\_ Approved with changes\_\_\_\_\_

## **CHAPTER 4 INVESTIGATION PROCESS**

This chapter addresses the procedures for reviewing and processing complaints, conducting investigations, and preparing and disseminating reports. This chapter also addresses the responsibility of the Office of Inspector General to exercise due professional care throughout the investigative process.

If the Inspector General is the sole investigator, they may act as both investigator and supervisor for the provisions of this chapter. Standards affected by this provision are 4.01M, 4.02M, 4.03M, 4.05M, and 4.07M.