

**COMMISSION FOR FLORIDA LAW  
ENFORCEMENT ACCREDITATION, INC.**



**STANDARDS MANUAL  
COMPARATIVE COMPLIANCE  
EDITION 4.0.35**

June 24, 2016

## CHAPTER 2

### AUTHORITY

**This chapter relates to defining the boundaries of power and discretion given to *members*. It encourages adherence to the oath of office and clearly specified ethical standards.**

Standard		Review methods	Assessor Guidelines
<b>2.08 M</b>	The agency has a directive governing <i>bias-based profiling</i> following the guidelines outlined in Florida Statutes and, at a minimum, includes the following provisions:		
A.	A prohibition against bias based profiling in traffic contacts, field contacts, searches and seizures, and in asset seizure and forfeiture efforts;		
B.	Training agency enforcement personnel in bias based profiling issues including legal aspects; in accordance with CJSTC guidelines;		
C.	Corrective measures if bias based profiling occurs;		Assessors should ask if there have been any incidents that required corrective measures.
D.	Definitions to include bias based profiling and reasonable suspicion;		
E.	Traffic stop procedures;		
F.	Community education and awareness efforts;		
G.	A documented annual administrative review of agency practices involving bias-based profiling, to include areas of forfeitures, traffic stops, and seizures; and		
H.	Handling of complaints from the public.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Training documentation in accordance with CJSTC guidelines.	1	Sampling	
Florida Statutes 30.15 or 166.0493.	1	1	
Annual administrative review documentation.	1	3YD	
Sample of community education and awareness efforts.	1	1	
Documentation of corrective measures taken.	1	1	

CFA 3.0 – 22.05

Comparative Compliance Standard (bullets D, F)

Change notice 4.0.14 10/08/2008

Change notice 4.0.15 02/25/09

Change notice 4.0.16 07/01/09

Change notice 4.0.17 10/28/2009

Change notice 4.0.18 02/03/2010

Change notice 4.0.21 02/03/2011

Standard			Review methods	Assessor Guidelines
STANDARD DELETED				

CFA 3.0 – 6.04, 24.06

Comparative Compliance Standard

Change Notice 4.0.07 06/07/06

Change Notice 4.0.24 02/23/2012

Standard			Review methods	Assessor Guidelines
<b>2.10</b> A directive establishes procedures for obtaining the services of <i>qualified interpreter(s)</i> for the deaf and hearing impaired.			I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		

New standard

Comparative compliance

Change notice 4.0.16 07/01/09

Change notice 4.0.17 10/28/2009

Change notice 4.0.30 02/06/2014

Standard		Review methods	Assessor Guidelines
<b>2.11M</b> The agency has a designated ADA coordinator in accordance with 28 C.F.R. 35.107.		I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
28 C.F.R. 35.107	1	1	
Documentation identifying the ADA Coordinator.	1	1	The ADA Coordinator may be within the jurisdiction of the agency.

New standard

Comparative compliance

Change notice 4.0.17 10/28/2009

Change notice 4.0.18 02/03/2010

## CHAPTER 3

### ***WRITTEN DIRECTIVE SYSTEM***

This chapter requires policies, *procedures*, regulations, and practices to be specified in writing and available to all members. A standardized format and indexing system for written directives allow for greater understanding and accessibility. Input from all levels in developing written directives is encouraged and executive staff approval required. Regular review and updating of policies are required to keep written *procedures* current with practices.

Standard		Review Methods	Assessor Guidelines
<b>3.03M</b> The agency submits an annual report to the Commission to report compliance efforts with accreditation standards by January 31 each year.			
Proof of Compliance	Qty Initial	Qty Reaccred	Accreditation Manager Notes
Annual reports.	N/A	3YD	An annual report is required for each calendar year, January 1 – December 31. The report shall be filed electronically.

New standard

Comparative Compliance

Change Notice 4.0.13 – 06/11/08

Change notice 4.0.16 07/01/09

Change Notice 4.0.30 02/06/2014

## CHAPTER 5

### ***PART-TIME SWORN AND AUXILIARY MEMBERS***

This chapter relates to the selection and duties of part-time sworn and auxiliary members and the training of auxiliary members. (The training of part-time sworn members is addressed in Chapter 14.) Florida statute defines auxiliary and part-time law enforcement officers.

Standard		Review methods	Assessor Guidelines
<b>5.03</b>	A written directive describes the <i>selection criteria</i> for <i>auxiliary members</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed selection documentation.	1	3YD	

CFA 3.0 – 5.03

Comparative Compliance Standard

## **CHAPTER 7**

### **FISCAL ACTIVITIES**

This chapter pertains to an agency's fiscal procedures. All procedures should be compatible with generally accepted accounting principles. Written directives should describe the agency's accounting system, cash handling procedures, and inventory control process. Regular audits must be performed.

Standard		Review methods	Assessor Guidelines
7.03M An independent audit of the agency's fiscal activities will be conducted annually.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Proof of annual audit.	1	3YD	

CFA 3.0 – 7.03

Comparative Compliance Standard  
Change Notice 4.0.29 09/25/13

Standard		Review methods	Assessor Guidelines
7.06 M A directive establishes an accounting system for confidential funds to include, at a minimum:			
A.	Authorization of one person who is responsible for the system;		
B.	Submission of requests for funds prior to payment;		
C.	Submission of receipts after payment to include:		
	1. Amount of payment,		
	2. Member's name,		
	3. Informant's name or identifier, if any,		
	4. Purpose of the payment,		
	5. Date, and		
	6. Case number;		
D.	Approval by the CEO or designee for payments in excess of a specified amount;		
E.	A quarterly internal audit and report of expenditures to the CEO or designee; and		
F.	Criteria for use of funds.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Funds requests, receipts or vouchers.	3	3YD	
CEO or designee approved payments.	1	1	
Audit reports.	2 consecutive quarters	2 consecutive quarters 3YD	

Comparative Compliance Standard (Bullets C, E, F)

Change Notice 4.0.03 02/09/05

Change Notice 4.0.12 02/20/08

CFA 3.0 – 7.06M



## CHAPTER 10

### GRIEVANCE PROCESS

This chapter applies to all agencies even if another governmental entity (e.g., city or county civil service board) is involved in the personnel process. The standards apply to all members whether or not covered by a collective bargaining agreement. The *grievance* process must be available to all members who feel they have been treated unjustly or unfairly, whether or not covered by a collective bargaining agreement. These standards do not apply to the agency's *chief executive officer* or members that serve at the pleasure of the *CEO*.

Change notice 4.0.06 02/08/06

A complete understanding of the policies, procedures, and *rules and regulations* must be understood by all members to provide effective and efficient service to the public. Due to the many procedures involved in the administration of an agency, there are occasions when differences arise regarding the spirit and intent of particular directives or actions. A *grievance* procedure affords a member the opportunity to contest the directive or action in a formal manner. It also provides the employer an opportunity to clarify the directive or action, if necessary.

Standard		Review methods	Assessor Guidelines
<b>10.01 M</b>	A directive describes the agency's <i>grievance</i> process, to include:		
A.	Procedures for filing a grievance;		
B.	Acknowledging the receipt of the grievance by noting the date and receiving agent;		
C.	Formal written response requirements; and		
D.	Identifying the remedy or adjustment, if any, to be made to resolve the grievance.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 10.01M

Comparative Compliance (bullets A, D)  
Change Notice 4.0.30 02.06.2014

Standard		Review methods	Assessor Guidelines
<b>10.03 – DELETED, COMBINED WITH 10.01M</b>			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes

CFA 3.0 – 10.03

Comparative Compliance Standard

## CHAPTER 12

### RECRUITMENT

This chapter applies to all agencies even if another governmental entity is involved in the recruiting process. Recruitment efforts to fill sworn vacancies should be directed towards the goal of racial, ethnic and gender diversity. (Change notice 4.0.28 06/27/13)

Standard			Review methods	Assessor Guidelines
<b>12.01 M</b> Individuals assigned to <i>recruitment activities</i> are trained in personnel matters and <i>equal employment opportunity</i> .				Training of Personnel or Human Resource members may qualify to meet this standard.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Documentation of training for members assigned to <i>recruitment activities</i> .	1	1	Training should be for everyone involved in the recruiting function, including employees not assigned to the agency.	

CFA 3.0 – 12.01M

Comparative Compliance Standard

## CHAPTER 13

### SELECTION

This chapter applies to all agencies even if another governmental entity is involved in the selection process. This chapter applies to the selection of sworn personnel unless otherwise indicated. All agencies must comply with Criminal Justice Standards and Training Commission selection and background guidelines, at a minimum, but each is encouraged to develop procedures specific to their agency.

Selection standards must be job related, uniformly applied, and provide equal opportunity for all to compete. Agencies are encouraged to develop a work force reflective of the community it serves.

Standard		Review methods	Assessor Guidelines
<b>13.13 M</b> A background investigation is conducted on civilian applicants hired by the agency. The investigation includes at a minimum:		OR	Verify compliance by reviewing additional background investigations.
A.	Warrants check;		
B.	Fingerprints check;		
C.	Local records check;		
D.	Prior employment; and		
E.	Criminal history.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Completed background investigation.	1	1	

CFA 3.0 – 13.14M

Comparative Compliance Standard  
Change Notice 4.0.13 06/11/08  
Change Notice 4.0.14 10/08/2008

## CHAPTER 14

### TRAINING

Training has proven to be one of the most important responsibilities of any law enforcement agency. It contributes greatly toward the overall professionalism of the agency while the consequence for lack of training jeopardizes the credibility of the agency and exposes the agency to civil liability.

Training should be consistent with the organization's goals and objectives. Agency training and program development should be the responsibility of a training *component* which will administer training programs, maintain training records, and develop programs by receiving input from available resources.

Consideration should be given to all part-time and full-time members when evaluating training needs. (Change notice 4.0.20 10/14/2010)

Standard		Review methods	Assessor Guidelines
<b>14.04</b>	A directive requires that newly appointed agency members receive orientation within a specified timeframe in the following areas:		Interview random sampling of new members.
A.	The agency's role, purpose, goals, policies, and procedures;		
B.	Working conditions and regulations;		
C.	Rights and responsibilities of the member; and		
D.	<i>Accreditation</i> process.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Documentation verifying member orientation.		1	3YD
<b>Accreditation Manager Notes</b>			

CFA 3.0 – 14.04

Comparative Compliance Standard (Bullets A, B, C – sworn only)

Standard		Review methods	Assessor Guidelines	
<b>14.05 M</b>	A directive establishes the agency's <i>remedial training</i> policy and includes the following:			
A.	Circumstances and <i>criteria</i> used to determine the need for <i>remedial training</i> ;			
B.	The types of <i>remedial training</i> available;			
C.	Timetables under which <i>remedial training</i> is provided;			
D.	The consequences of non-participation by affected members; and			
E.	Procedures for <i>remedial training</i> for those members who are unable to demonstrate proficiency with an authorized weapon prior to resuming official duties.	I	Interview Range Master and Training Supervisor to ensure follow-through with agency procedures. Both lethal and less-lethal weapons must be addressed. Include civilian members authorized to carry weapons.	
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.		1	1	
Documentation of <i>remedial training</i> , if any.		1	3YD	

CFA 3.0 – 14.05M

Comparative Compliance Standard  
Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines	
<b>14.09</b>	A directive identifies the requisite skills, knowledge, abilities, and <i>criteria</i> of instructors in all agency operated training programs.			
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.		1	1	

CFA 3.0 – 14.09

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>14.10 M</b>	Agency instructors teaching CJSTC <i>high liability topics</i> will, at a minimum, meet CJSTC requirements for high liability instructors, except for completing the internship requirement and being affiliated with a <i>training school</i> .	OR	Observe high liability instructors' qualifications.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
CJSTC Guidelines Rule 11B-20	1	1	

CFA 3.0 – 14.10M

Comparative Compliance Standard  
Change notice 4.0.18 02/03/2010

## CHAPTER 15

### PROMOTION

A promotion process which results in the advancement of the most highly qualified candidates is an obvious advantage to the agency. It is an important factor for ensuring efficient use of the agency's human and fiscal resources, achievement of agency objectives, and quality police services. The promotion process is a means by which members assume added responsibilities and advance their careers to *positions* of leadership. The agency's chief executive is accountable for the integrity of this process and will exercise sufficient control to ensure compliance with these objectives and procedures. The following standards are designed to improve the validity of the process and make the system less susceptible to court challenge.

According to the standards, decisions about promotion should be based upon a written *job task analysis* or job descriptions of all *positions* in the agency, including civilian positions. The establishment of job related *criteria* and procedures for evaluating the performance potential of every member seeking promotion are viewed as necessary elements of the personnel system. Eligibility lists and written tests, if any, will meet the requirements of job relatedness. If assessment centers are used, they must make use of standardized evaluations of behavior and capabilities based on multiple elements.



Standard		Review methods	Assessor Guidelines
<b>15.01</b> A directive describes procedures used for each element of the promotion process, which is job related and nondiscriminatory.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of job relatedness and nondiscriminatory validation.	1 each	1 each	Include sworn and civilian promotions.

CFA 3.0 – 15.01

Comparative Compliance Standard – files need only prove compliance for civilian personnel.

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Standard		Review methods	Assessor Guidelines
<b>15.02</b> A written directive details the promotion process which includes at a minimum:			It is not necessary for all information to be contained in a single document.
A. Written announcements(s) of <i>positions</i> for which vacancies exist which includes a schedule of dates, times, and locations of all elements of the process;			
B. A description of the eligibility requirements; and			
C. A description of the process to be used in selecting members for the vacancies.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	
Announcements addressing all elements of the standard	1	1	Proofs must demonstrate compliance with each component of the promotional processes for both sworn and civilian personnel. Elements may be addressed on separate documents.

CFA 3.0 – 15.02

Comparative Compliance Standard – sworn and civilian personnel.

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Standard		Review methods	Assessor Guidelines
<b>15.03</b>	If eligibility lists are used in the promotional process, a directive establishes <i>criteria</i> and procedures for the development of the lists, to include at a minimum:		
A.	Numerical weight, if any, assigned to each eligibility requirement;		Compare promotions to eligibility lists.
B.	The system of ranking eligible members on the list;		
C.	Duration of the list;		
D.	The system for selecting candidates from the list.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Eligibility list.		1	Sampling
Promotional announcement/personnel order.		1	Sampling

CFA 3.0 – 15.03

Comparative Compliance Standard – files need only prove compliance for civilian personnel.  
Change Notice 4.0.29 09/25/13

Standard		Review methods	Assessor Guidelines
<b>15.04</b>	A directive describes procedures for the member's review and appeal of adverse decisions concerning eligibility for, or appointment to, promotional vacancies.		There are four elements to this standard: review <u>and</u> appeal of <u>both</u> eligibility and appointment decisions.
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Documentation of appeals, if any.		1	Sampling

CFA 3.0 – 15.04

Comparative Compliance Standard – files need only prove compliance for civilian personnel.

## CHAPTER 16

### PERFORMANCE EVALUATIONS

A law enforcement agency must be able to depend on satisfactory work performance from all members to achieve its stated objectives. Performance evaluation is the measurement of the member's performance of assigned duties.

It is important that the principles of evaluation be applied by all agencies to ensure the best use of human resources available and to ensure that members' problems can be identified and dealt with promptly and uniformly. The key to the successful operation of the agency's performance evaluation system is the *chief executive officer*. The C.E.O. must monitor its *function* to ensure that it is fair and impartial and is achieving established objectives consistent with competent personnel management.

Standard		Review methods	Assessor Guidelines
<b>16.04</b> A directive regulates the agency's use of performance evaluations' results.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

## CHAPTER 17

### FIELD PERSONNEL

This chapter relates to the operations of the agency's field personnel. Many standards in this chapter refer to all personnel in the field, other deal specifically with the patrol *function*. The standards define responsibilities for members and what actions are permissible by agency policy. The intent of the standards is to provide the community with effective enforcement services.

Change Notice 4.0.03 02/09/05

Standards in Chapter 17 have been clarified as to which standards apply to all field personnel and which standards apply to field personnel performing a patrol function.

ALL FIELD PERSONNEL	PATROL
17.02, 17.05M, 17.06M, 17.07M, 17.09M, 17.10M, 17.11	17.01M, 17.03, 17.04M, 17.08M

Change notice 4.0.05 10/05/05

Standard		Review methods	Assessor Guidelines
<b>17.05 M</b>	A directive describes procedures for informing <i>victims/witnesses</i> of their rights in accordance with Florida statute.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Proof of approval of victim/witness rights documents by the Office of the Governor.	1	3YD	
Florida Statutes 960.001, 943.326.	1	1	

CFA 3.0 – 17.06M

Comparative Compliance Standard  
Change notice 4.0.18 02/03/2010  
Change notice 4.0.35 06/24/2016

Standard		Review methods	Assessor Guidelines
<b>17.08 M</b>	Each vehicle used for patrol or traffic enforcement must be equipped with:		This standard applies to vehicles routinely used to perform patrol/traffic duties and does not apply to <i>special purpose vehicles</i> other than motorcycles.  Observation can be conducted during static display or ride-along.
A.	Operational emergency lights and siren;	OE	
B.	Properly charged fire extinguisher with current service tag or label (except for patrol/traffic motorcycles);	OE	
C.	Operational flashlight;	OE	If flashlights are individually issued compliance may be achieved by observation of working flashlight in vehicle operator's possession.
D.	First aid kit containing current supplies; and	OE	For this standard, "current supplies" refers to items with expiration dates that have not expired.
E.	Personal protective equipment.	OE	
Compliance keys		Qty initial	Qty reaccred
Observation of equipment.			
Accreditation Manager Notes			

CFA 3.0 – 17.09M

Comparative Compliance Standard (Bullets B, C, D, E)

Change notice 4.0.04 06/29/05

Change notice 4.0.07 06/07/06

Change notice 4.0.10 06/06/07

Change notice 4.0.15 02/25/2009

Change notice 4.0.29 09/25/2013

Standard	Review methods	Assessor Guidelines	
<b>17.12M</b> If an agency utilizes canines for narcotic detection, a directive establishes an accounting system for all training narcotics used to include, at a minimum:			
A. Procedures for the issuance and disposition of narcotics used for canine training to include when packaging has been compromised;	I		
B. Security, storage, and accountability of issued training narcotics when not in use;	O, I		
C. A documented unannounced annual inventory of narcotics used for canine training is conducted as directed by the agency's CEO.	I	Inventory - The act or process of cataloging through a full or partial accounting, as defined by the agency, of the quantity of goods or materials on hand.	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documented issuance/disposition of agency issued narcotics.	Sampling	Random sampling	
Annual inventory documentation.	1	3YD	

Comparative Compliance Standard  
Change notice 4.0.09 02/27/07  
Change notice 4.0.10 06/06/07  
Change notice 4.0.11 10/31/07  
Change notice 4.0.22 06/30/11  
Change notice 4.0.28 06/27/13

New standard

Standard	Review methods	Assessor Guidelines	
<b>17.13M</b> A written directive addresses the use of mobile recording devices, and includes the following, at a minimum:  a. Member responsibilities; b. Criteria for activation; c. Documentation; d. Retention; and e. Restrictions.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Examples of mobile recording devices include but are not limited to body worn cameras, in car cameras, and drones.

Comparative Compliance  
Change notice 4.0.32 10/8/14  
Change Notice 4.0.33 2/25/2015

New standard

## CHAPTER 18

### INVESTIGATIONS

Standards in this chapter relate to the investigative *function* as performed by both uniformed members and members specializing in investigations. These standards provide for most administrative and some operational procedures, which should result in efficient and effective criminal investigations. The standards do not direct the agency's investigative *functions* in specific crimes, but identify some of the elements common to all investigations.



Standard		Review methods	Assessor Guidelines
<b>18.01</b>	A directive establishes a system of case file maintenance for the criminal investigation <i>component</i> , to include:		The Criminal Justice information services Certification Training Manual addresses case file maintenance.
A.	Types of records to be maintained;		
B.	Accessibility to the files;	O	
C.	Security of the files; and	OS	
D.	Purging of files.	OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of files.			
Documentation demonstrating regularly scheduled purges.	1	3YD	

CFA 3.0 – 18.01

Comparative Compliance Standard (Bullet C)  
Change notice 4.0.24 02/23/2012

Standard		Review methods	Assessor Guidelines
<b>18.03M</b> A directive establishes procedures for the recruitment, control, and use of <i>confidential informants</i> in accordance with Florida Statutes, and includes at a minimum:			
A.	A master file of all <i>confidential informants</i> used by the agency;	O	
B.	Content of the file to include an individual assessment of each prospective <i>confidential informant</i> ;		
C.	Maintenance and security of <i>confidential informant</i> files;	I, OS	Assessors will conduct interviews and should ask to conduct non-intrusive observation of files for security and maintenance.
D.	Protection of the identity of the <i>confidential informant</i> ;	I	
E.	Criteria for paying <i>confidential informants</i> , if applicable;	I	
F.	Precautions to be taken with <i>confidential informants</i> to include informants whose participation may make an investigation more susceptible to compromise through alleged improprieties;	I	
G.	Special precautions to be taken with juvenile informants;		
H.	Level of supervisory approval before a juvenile is used;	I	
I.	Training of all personnel involved in the use or recruitment of <i>confidential informants</i> in the agency policy requirements and procedures; and	I	
J.	A documented annual administrative review of agency practices to ensure conformity with agency policies, procedures, and Florida Statute.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to "Guidelines for Florida State And Local Law Enforcement Agencies in Dealing With Confidential Informants" when developing directive.
Observation of master file, maintenance system, and file security (including electronic/computerized systems).			
Files with confidential information redacted.	1	1	
Documentation of annual review	1	3YD	
Florida Statute 914.28	1	1	
Documentation of training	Sampling	Sampling	

CFA 3.0 – 18.03, 18.04

Comparative compliance (Bullets B, H, I, and J)  
Change notice 4.0.16 07/01/09  
Change notice 4.0.17 0/28/2009  
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
<b>18.09</b>	A directive establishes procedures to be followed when conducting field <i>interviews</i> , to include:		
A.	Identifying circumstances under which <i>field interviews</i> are appropriate;		
B.	Recording the contact; and		
C.	Distributing the record.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed <i>field interview</i> forms.	Sampling	3YD	

CFA 3.0 – 18.12

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>18.10 M</b>	A directive specifies procedures for search warrants, to include:		
A.	Drafting the warrant;		
B.	Approval process;		
C.	Execution of warrant;		
D.	Areas which may be searched;		
E.	Inventory; and		
F.	Return.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Review FS 933 to check for compliance.
Executed search warrant including inventory and return.	1	1	

CFA 3.0 – 18.13M

Comparative Compliance Standard  
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
<b>18.11 M</b> A directive specifies the manner in which law enforcement personnel respond to reports of domestic violence. The directive will include provisions for:		I	Assessors should not expect to see procedures for each bulleted item, "provisions" only require a statement in a document.
A.	Initial response and entry to the scene;	I	
B.	On-scene investigations;	I	
C.	Arrests;	I	
D.	<i>Victim</i> support services available;	I, O	Victims' rights and remedies notice in English and Spanish.
E.	Follow-up investigation;	I	
F.	Report writing and distribution in accordance with Florida Statute; and	I	A report is required to be written regardless of whether or not an arrest is made. Assessors should verify that reports are sent to the nearest domestic violence center within 24 hours after receipt by the records custodian according to FS 741.29
G.	Domestic violence cases involving a sworn member.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 741.28 and 741.29.

CFA 3.0 – 18.14M

Comparative Compliance Standard  
Change Notice 4.0.03 02/09/05  
Change Notice 4.0.14 10/08/2008  
Change Notice 4.0.19 07/01/2010

Standard		Review methods	Assessor Guidelines
<b>18.12 M</b> A directive specifies the manner in which law enforcement personnel respond to incidents of sexual violence. The directive will include provisions for:			Assessors should not expect to see procedures for each bulleted item; "provisions" only require a statement in a document.
A.	Initial response, investigations and report writing;		
B.	Obtaining medical/counseling assistance for victims;		
C.	Evidence collection/preservation; and		
D.	Follow-up investigation and supplemental reports.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed reports.	Sampling	3YD	

CFA 3.0 – 18.15M

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>18.13 M</b> If the agency conducts surveillance operations, undercover operations, decoy operations, or raids, the agency has written guidelines which include provisions to address the following:		I	Assessors will look for guidelines and “provisions” for each bullet; agency not required to have policy for operations they do not conduct, confirmed by interviews.
A.	Level or authority that can approve an operation;	I	
B.	Designating a single person to command the operation;	I	“Surveillance” in this standard is a pre-planned operation as part of a formal criminal investigation.
C.	Establishing routine and emergency communications;	I	Includes requesting medical assistance.
D.	Notifying the patrol supervisor responsible for the target area;	I	Agency is not compelled to notify, but must have parameters for when notification is required or not necessary.
E.	Confirming target location;	I	
F.	Identifying and making contact with suspects; and	I	
G.	Documentation, as required by the agency.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed agency documentation, e.g. after-action reports, operations plans, incident reports.	1	3YD	

Standard		Review methods	Assessor Guidelines
<b>18.14 M</b>	A directive establishes procedures to be used when investigating missing children and missing adult reports following the guidelines outlined in Florida Statutes. The policy must ensure that cases involving missing children and adults are investigated promptly using appropriate resources, and must include at a minimum:	I	
A.	Requirements for accepting missing child and missing adult reports;	I	
B.	Requirement for entry into FCIC/NCIC within two hours of receipt of the report;	I	
C.	Procedures for initiating, maintaining, closing, or referring a missing child or missing adult investigation;	I	
D.	Standards for maintaining and clearing computer data of information concerning a missing child or missing adult which is stored in the FCIC and the NCIC, to include a monthly review of each case and a determination of whether the case should be maintained in the database; and	I	
E.	Requirement that when a person has been reported missing and has not been located within 30 days, the agency will request the family or next of kin to provide written consent to contact the dentist of the missing person and request that person's dental records for inclusion in the NCIC Dental File; and	I	
F.	Requirement to attempt to obtain a biological specimen for DNA analysis within 90 days if the missing person has not been located.	I	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
		Accreditation Manager Notes	
		Refer to Florida Statutes 937.021 and 937.031.	

CFA 3.0 – None

Comparative compliance

Change notice 4.0.19 07/01/2010

Change notice 4.0.21 02/03/2011

Change notice 4.0.22 06/30/11

Standard		Review methods	Assessor Guidelines
<b>18.18 M</b> 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.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of training.	1	3YD	
Florida Statute 943.0439	1	1	

CFA 3.0 – None

Comparative Compliance Standard  
Change Notice 4.0.35 06/24/2016



## CHAPTER 19

### JUVENILE OPERATIONS

Standards in this chapter relate to the juvenile operations *function*. Agencies should make a firm commitment to develop and participate in programs designed to prevent juvenile delinquency. Activities of members responsible for the juvenile operations *function* should include such things as conducting follow-up investigations of cases involving juvenile offenders, processing juvenile arrests, operating out of the juvenile justice system, and designing and implementing programs intended to prevent delinquent and criminal behavior by juveniles.

There are several options for law enforcement to deal with juveniles and agencies should establish guidelines and *criteria* for the use of each, to include: release of the offender with no further action, diversion to a social program, disposing of the case by the agency, or referring the youth to juvenile court.

Standard		Review methods	Assessor Guidelines
<b>19.03 M</b>	A directive establishes procedures for juveniles who have been taken into custody, to include at a minimum:		
A.	Ensuring that the constitutional rights of juveniles are protected;		
B.	Notification of parents or guardians;		
C.	Submission of juvenile fingerprints according to Florida law;		
D.	Taking juveniles to an intake facility or to the juvenile <i>component</i> without undue delay unless a juvenile is in need of emergency medical treatment; and		
E.	Precautions to ensure no <i>regular contact</i> between adult and juvenile <i>detainees</i> .	OF	Regular contact: sight and sound contact. Separation of children from adults shall permit no more than haphazard or accidental contact.
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Rights notification documentation.		1	1
Guardian notifications documentation.		1	1
Florida Statutes 985.101, 985.11, 985.115		1	1
		Accreditation Manager Notes	

## **CHAPTER 20**

### **UNUSUAL OCCURRENCES**

This chapter addresses situations of an emergency nature that result from disasters, civil disturbances, and civil defense emergencies. The standards outline the planning requirements associated with these events. Other chapters with standards related to this chapter include Chapter 21 - Special Operations, Chapter 14 - Training, and Chapter 36 - Property.

Standard		Review methods	Assessor Guidelines	
<b>20.01 M</b>	The agency has a plan(s) for responding to unusual occurrences that addresses the following:			
A.	Communications;			
B.	Field command posts;			
C.	Situation maps;			
D.	Supervisory authority to include all agencies or components involved;			
E.	Military support;			
F.	Traffic control;			
G.	Facility security;			
H.	Equipment requirements;			
I.	De-escalation procedures;			
J.	Court and prosecutorial liaison;			
K.	Legal authority;			
L.	Arrest, processing, transportation and confinement procedures;		The plan should include procedures for mass arrest.	
M.	Medical treatment;			
N.	Transportation;			
O.	Post-occurrence duties;			
P.	After-action reports; and			
Q.	Training.			
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Copy of <i>plan(s)</i> .		1 each	1 each	Agency should identify public facilities that require security, such as emergency shelters, including the law enforcement structures. Identify appropriate personnel for interviewing.
Proof of training.		1	3YD	
After action reports.		1	3YD	
Mutual Aid Agreement(s), if applicable.		1 each	1 each	

CFA 3.0 – 20.01M

Comparative Compliance Standard (Bullets C, D, E, G, J, K and Q)

Change Notice 4.0.03 02/09/05

Change Notice 4.0.10 06/06/2007

Standard		Review methods	Assessor Guidelines
<b>20.03 M</b>	Unusual occurrence <i>plans</i> include specific provisions and identify the position(s) responsible for the following:		
A.	Casualty information;	I	
B.	Rumor control;	I	
C.	Community relations; and	I	
D.	Public information.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Copy of <i>plan(s)</i> addressing elements of the standard.	1 each	1 each	"Community relations" refers to on-going programs with citizens and resources such as local fire department, state hazard response teams, etc. Public information is specific information generated to the public about the unusual occurrence.
News releases.	Sampling	Sampling	Any public education efforts should be included (classes, documents, meetings, announcements, etc.)

CFA 3.0 – 20.01M

Comparative Compliance Standard (bullets A and B)

Change Notice 4.0.10 06/06/2007

Standard		Review methods	Assessor Guidelines
<b>20.05</b>	A written directive establishes an <i>Incident Command System</i> for operations management and addresses the following:		
A.	System activation criteria;		
B.	Command protocol;		
C.	Written plans and procedures utilized;		
D.	Training of agency personnel;		
E.	Documented after-action report; and		
F.	Documented periodic training or operational exercise.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Training documentation.	Sampling	Sampling	
After action reports.	Sampling	Sampling 3YD	
Training/operational exercise documentation.	1	1	

CFA 3.0 - None

Comparative Compliance Standard (Bullets B, C, D and F)  
Change Notice 4.0.10 06/06/07  
Change notice 4.0.16 07/01/09

## CHAPTER 21

### SPECIAL OPERATIONS

These standards relate to incidents that rise above the conventional operational or investigative response.. Usually special operations encompass activities resulting from certain events, emergencies, or unexpected situations which may involve the use of special purpose vehicles, equipment, and specialized personnel.

Smaller agencies may not have special operations (or tactical) components. Regardless, these types of emergency situations arise in jurisdictions of any size and every agency may be the “first responder” even when another, larger agency may be called to assist or even resolve the incident. For this reason, every agency must have written plan(s) that outline the procedures for how the situations will be handled.

Standard		Review methods	Assessor Guidelines
<b>21.02 M</b>	If the agency has a tactical team, a directive provides for the following, at a minimum:		
A.	Team member <i>selection criteria</i> ;	I	
B.	Specialized equipment;	OE	Observation bullet, need not be addressed in this directive.
C.	Annual team training and readiness exercises;	I, O	Observe if training is scheduled.
D.	Call out <i>criteria</i> and notification procedures;		
E.	Deployment procedures; and	I	Interview a member of the team.
F.	Duties and responsibilities.	I	Interview a member of the team.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of equipment.			
Proof of training.	1	3YD	

Standard		Review methods	Assessor Guidelines
<b>21.03 M</b>	If the agency has hostage negotiators, a directive provides for the following, at a minimum:		
A.	<i>Selection criteria</i> ;	I	
B.	Specialized equipment;	OE	Observation bullet, need not be addressed in this directive.
C.	Training;	I, O	Observe if training is scheduled.
D.	Call out <i>criteria</i> and notification procedures;		
E.	Deployment procedures;	I	Interview a negotiator.
F.	Duties and responsibilities; and	I	Interview a negotiator.
G.	Interaction between hostage negotiation and tactical personnel.	I	Interview a negotiator.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of equipment.			
Proof of negotiator's training.	1 each	1 each	

CFA 3.0 – 21.03M, 21.04M

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>21.04 M</b>	The agency has a written <i>plan</i> for handling a hostage/barricaded person situation which addresses the following:		
A.	Notification of appropriate personnel both inside and outside the agency;		
B.	Communications with other agencies;		
C.	Establishment of inner and outer perimeters;		
D.	Evacuation of bystanders;		
E.	Evacuation of injured persons;		
F.	Establishment of a central command post and chain of command;		
G.	Requests for ambulance, rescue, fire, or surveillance equipment;		
H.	News media policy and authorization for news media access;		
I.	Identification of person authorized to permit use of force;		
J.	<i>Pursuit</i> /surveillance vehicles and control of travel routes;		
K.	After action report; and		
L.	Periodic review of the plan.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
After action report	1	3YD	
Documentation of periodic review.	1	1	

CFA 3.0 – 21.04M

Comparative Compliance Standard (Bullets I, J, L)



Standard		Review methods	Assessor Guidelines	
<b>21.05 M</b>	The agency has written guidelines for handling bomb related incidents and for gaining access to a bomb disposal unit. The guidelines will address the following:		If the agency has their own team, assessors may want to interview them.	
A.	Role of members in obtaining details from the bomb threat caller;	I	Communications Center members should be interviewed for bullets A, B, and K	
B.	Notification of persons in the agency chain of command;	I		
C.	Establishment of a security perimeter;			
D.	Organization of search teams;			
E.	Search procedures;			
F.	Equipment;	OE		
G.	Notification of the bomb disposal unit when a suspected device is located;			
H.	General evacuation <i>plan</i> ;			
I.	Coordination with the fire department;			
J.	Coordination with investigators or evidence specialists responsible for apprehending the bomb threat maker and/or gathering physical evidence;			
K.	Communications procedures during periods of radio silence; and	I		
L.	Post explosion procedures.			
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.		1	1	
Observation of equipment.				

CFA 3.0 – 21.05M

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>21.07</b>	If the agency handles <i>special events</i> , the agency will have written guidelines which include provisions for the following:		
A.	Designation of a single person or <i>position</i> as the supervisor/coordinator for the coverage of a given event;		
B.	Estimate of traffic, crowd control, and crime problems expected for any given event;		
C.	Logistical requirements; and		
D.	Coordination inside and outside the agency.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written guidelines addressing elements of the standard.	1	1	
Documentation of actual special event operations.	1	3YD	

CFA 3.0 – 21.07

Comparative Compliance Standard

## CHAPTER 22

### TRAFFIC LAW ENFORCEMENT

This chapter addresses agency guidelines and procedures for handling traffic law violations and arrests.

Standard			Review methods	Assessor Guidelines
22.02 Deleted Standard				
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	

CFA 3.0 – 22.02

Comparative Compliance

Change notice 4.0.07 06/07/06

Change notice 4.0.21 02/03/2011

Change notice 4.0.32 10/8/14

Standard		Review methods	Assessor Guidelines
<b>22.04 M</b>	A directive prescribes the proper use of the following equipment during emergency and non-emergency situations:		
A.	Emergency lights;		
B.	Sirens;		
C.	Hazard warning lights;		
D.	Spotlights, if equipped;		
E.	Public address systems, if equipped; and		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
<b>Accreditation Manager Notes</b>			

CFA 3.0 – 22.04M

Comparative Compliance Standard  
Change notice 4.0.07 06/07/06  
Change notice 4.0.32 10/08/14

## CHAPTER 23

### TRAFFIC CRASH INVESTIGATIONS

This chapter establishes guidelines and procedures for traffic crash investigations.

Standard		Review methods	Assessor Guidelines
<b>23.02M</b>	A directive states specific responsibilities of the first responding member at the scene of a crash. These procedures will include:		
A.	Administering emergency medical care and providing basic life support;		
B.	Summoning ambulance and/or additional assistance (e.g., members, officers, rescue, tow truck, etc.);		
C.	Protecting the crash scene;		
D.	Preserving short-lived evidence;		
E.	Establishing a safe traffic pattern around the scene;		
F.	Locating <i>witnesses</i> and recording crash information;		
G.	Expediting the removal of vehicles and debris from the roadway; and		
H.	Hazardous material assessment.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 23.02M

Comparative Compliance Standard (Bullets D, E, F, G)

## **CHAPTER 24**

### **TRAFFIC DIRECTION AND CONTROL**

Traffic direction and control are undertaken by an agency's sworn and non-sworn members to guide and/or restrict the movement of pedestrians and motorists. This chapter governs traffic control, escorts, and clothing worn by members who perform these functions.

Standard		Review methods	Assessor Guidelines
<b>24.03</b>	A directive describes the routine and emergency circumstances when agency members may escort vehicles, to include at a minimum:		
A.	Public officials;		
B.	Dignitaries;		
C.	Emergency vehicles;		
D.	Funerals;		
E.	Oversize vehicles;		
F.	Hazardous or unusual cargo; and		
G.	Civilian vehicles in medical emergencies.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 24.03

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>24.05</b>	A directive describes the agency's adult school crossing guard program to include:		
A.	Authority and responsibilities;		
B.	State certified training regardless of population and salary;		
C.	Selection <i>criteria</i> ;		
D.	Distinctly different uniforms from sworn members; and	OP	
E.	Recertification/evaluation regardless of population and salary.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Certificates of training.	Sampling	Sampling 3YD	
Photographs of school crossing guard member uniforms.			
Certificates of recertification training.	Sampling	Sampling 3YD	

CFA 3.0 – 24.05

Comparative Compliance Standard (bullets B and E)

Standard		Review methods	Assessor Guidelines
<b>24.06</b>	If the agency uses non-sworn members to conduct traffic direction and control, a directive describes the following:		
A.	Authority and responsibilities; and		
B.	Training.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	This standard does not apply to school crossing guards.
Training documentation	Sampling	Sampling	

CFA 3.0 – 24.06

Comparative Compliance Standard  
Change notice 4.0.07 06/07/06



## CHAPTER 25

### TRAFFIC ANCILLARY SERVICES

This chapter addresses assistance and protection provided to highway users, procedures for reporting and correcting hazardous highway situations, and the towing of private vehicles.

Standard		Review methods	Assessor Guidelines
<b>25.02 M</b>	A directive requires that the towing of all vehicles be documented and includes the following information, at a minimum:		
A.	Time;		
B.	Date;		
C.	Location;		
D.	Requesting member;		
E.	Reason for removal or tow;		
F.	Towing service name;		
G.	Location of the vehicle;		
H.	Notification (or attempts) to the registered owner;		
I.	Inventory of contents;		
J.	Placing and removal of holds; and		
K.	Procedures to initiate entry and removal of FCIC entries, when appropriate.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Tow log/sheet indicating items required by this standard.	1	1	

## CHAPTER 26

### CRIMINAL INTELLIGENCE

The criminal intelligence *function* is principally concerned with the collection, processing, and dissemination of information relating to specified crimes and criminal activities. These areas of concern vary widely among law enforcement jurisdictions, but typically include organized crime, vice, illegal drug trafficking, terrorism, gangs, and civil disorders. The intelligence function should be a source of information for operational units.

The standards do not include the intelligence gathering activities associated with special events such as visits by dignitaries or sporting events. It is imperative that agencies properly safeguard intelligence records and information, and the integrity of the intelligence effort in accordance with Florida Statutes.

Standard		Review methods	Assessor Guidelines
<b>26.02 M</b>	A directive describes procedures for safeguarding intelligence information, to include:		
A.	A system for dissemination to appropriate internal components and other criminal justice agencies;	I	
B.	Collation and analysis in a secure environment;	I, OS	
C.	Security measures to protect against unauthorized attempts to access, modify, remove, or destroy stored information; and	I, OS	
D.	All intelligence records are secured in an area separate from the agency's central records <i>function</i> .	I, OS	
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Observation of security system.			

## CHAPTER 27

### MISCONDUCT COMPLAINT PROCESSING

Every law enforcement agency shall establish and put into operation a system for the receipt, investigation, and determination of *complaints* received by the agency from any person. The level of the investigation is determined by the agency based on the seriousness of the *complaint*.

Standard		Review methods	Assessor Guidelines
<b>27.01 M</b>	A directive establishes procedures for investigating all <i>complaints</i> against the agency or its members, to include:		
A.	Types of <i>complaints</i> to be investigated by line supervisors;		
B.	Types of <i>complaints</i> that require investigating by the internal affairs <i>function</i> ;		
C.	Types of <i>complaints</i> to be reviewed by the internal affairs <i>function</i> ;		
D.	Procedures for maintaining a record of <i>complaints</i> received by the agency in accordance with Florida Statutes;	I	
E.	Maintaining the confidentiality of <i>internal affairs investigations</i> in accordance with Florida Statutes;	I	
F.	Secure storage of internal affairs records; and	OS	
G.	Provisions for releasing information at the conclusion of the investigation, upon request, and in conformance with the public records law.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Florida Statutes 112.533, 119.07
Complaint documentation.	1each type	1each type	Include one from bullet A, one from bullet B.
Observation of secure storage.			

CFA 3.0 – 27.01M

Comparative Compliance Standard (Bullet C)  
 Change notice 4.0.18 02/03/2010  
 Change Notice 4.0.29 09/25/13

Standard		Review methods	Assessor Guidelines
<b>27.06 M</b>	A directive requires that, upon conclusion of an internal investigation, the complainant and the affected member receive written notification of the conclusion of fact.		This standard applies to formal <i>internal affairs investigations</i> .
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation of written notification of the conclusion of fact to complainant and member.	1	3YD	For this standard, Conclusion of Fact means final determination about allegations based on investigative activities which may include exonerated, sustained, not sustained, unfounded, and policy failure.

CFA 3.0 – 27.06M

Comparative Compliance Standard  
Change notice 4.0.18 02/03/2010  
Change notice 4.0.21 02/03/2011

## CHAPTER 28

### PUBLIC INFORMATION

To ensure effective law enforcement, agencies must have support from the communities they serve. In order to obtain this support, agencies must inform the public and news media of events in a timely and open manner. These standards establish the public information *function*. This chapter will also establish procedures for press releases, access to new reports, and the release of information.

Standard		Review methods	Assessor Guidelines
<b>28.01</b>	A directive establishes a public information <i>function</i> , to include:		
A.	Assisting the media in covering news stories and at crime scenes;	I	
B.	Being available for on-call responses to the news media;		
C.	Preparing and distributing agency news releases;		
D.	Arranging for, and assisting at news conferences;		
E.	Coordinating and authorizing the release of information about <i>victims</i> , <i>witnesses</i> , and suspects; and	I	
F.	Coordinating and authorizing the release of information concerning confidential investigations and operations in accordance with state statutes.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to Florida Statute Chapter 119.
Agency news release.	1	1	
Job description or job task analysis	1	1	

Standard		Review methods	Assessor Guidelines
<b>28.02</b>	A directive establishes procedures for news releases, to include:		
A.	Subject matter; and		
B.	Persons authorized to release information.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 28.02

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>28.04</b>	A directive establishes guidelines for the release of information related to ongoing investigations. The directive will address the following, at a minimum:		
A.	The prior criminal record, character, or reputation of the accused;		
B.	Photographs of accused;		The directive should contain information to guide the agency when the accused is an agency member.
C.	The existence of any confession, admission of guilt, or statements or refusal of statements made by the accused;		The directive should contain information to guide the agency when the accused is an agency member.
D.	The results of any examinations or tests of the accused;		
E.	The identity, testimony, or credibility of a prospective <i>witnesses</i> ;		
F.	Opinions of agency members regarding the guilt or innocence of the accused or merits of the case;		
G.	Personal information identifying the <i>victim</i> ;		
H.	Information pertaining to juveniles; and		
I.	Releasing information when other public service agencies are involved in a mutual effort.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 119 for guidelines on releasing information.

CFA 3.0 – 28.04

Comparative Compliance Standard  
Change notice 4.0.18 02/03/2010

Standard			Review methods	Assessor Guidelines
<b>28.05 M</b> A directive describes procedures for registering <i>sexual predators</i> and community notification in accordance with Florida statute.			I	Municipal agencies must have procedures to refer sexual predators to the appropriate registering agency. They must also provide for community notification.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Documentation showing registration.	1	1		
Documentation showing community notification.	1	1		
Florida Statute 775.21.	1	1		

CFA 3.0 – 28.05M

Comparative Compliance Standard

Change notice 4.0.18 02/03/2010

Standard			Review methods	Assessor Guidelines
<b>28.06 M</b> A directive describes procedures for registering <i>sexual offenders</i> in accordance with Florida statute.			I	Municipal agencies must have procedures to refer sexual offenders to the appropriate registering agency. Municipal agencies may not N/A this standard.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes	
Written directive addressing elements of the standard.	1	1		
Documentation showing registration.	1	1		
Florida Statute 943.0435.	1	1		

CFA 3.0 – 28.06M

Comparative Compliance Standard

Change notice 4.0.18 02/03/2010



## CHAPTER 29

### PRISONER/DETAINEE TRANSPORTATION

It is necessary to establish basic requirements with regard to transporting *prisoners/detainees* to ensure the safety and security of the public, *prisoners/detainees*, and members. These standards form guidelines for the normal day-to-day transport by law enforcement members. These standards do not apply to the transport of *prisoners/detainees* as part of the agency's correctional function.

Standard		Review methods	Assessor Guidelines
<b>29.01 M</b>	A directive describes procedures for transporting <i>prisoners/detainees</i> , to include:		
A.	<i>Prisoners/detainees</i> of the opposite sex;		
B.	Sick, disabled, or injured <i>prisoners/detainees</i> ;		
C.	Juvenile offenders; and		
D.	Violent <i>prisoners/detainees</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 985.101 for information on transporting juveniles and adults in the same vehicle.

CFA 3.0 – 29.01M

Comparative Compliance Standard (Bullets A, C, D)  
Change notice 4.0.18 02/03/2010

# CHAPTER 30

## HOLDING AREAS

Standards in this chapter apply to agencies that operate “short-term” holding areas to maintain custody of prisoners/detainees. These areas are designed as temporary collection points prior to transport to a jail or medical facility and include courthouse areas used to temporarily hold prisoners awaiting court or anyone remanded into custody during court proceedings. These holding areas may be staffed by detention or law enforcement personnel. These standards establish minimum guidelines and criteria to ensure the safety and security of the public, prisoner/detainee, and members. All agencies that operate a holding facility must comply with the standards in Chapter 30, if applicable.

Change Notice 4.0.01 06/23/04

Change notice 4.0.07 06/07/06

Standard		Review methods	Assessor Guidelines
<b>30.04 M</b>	A directive describes procedures for processing <i>prisoners/detainees</i> . The directive requires:		
A.	The search of each <i>prisoner/detainee</i> prior to entering the <i>holding area</i> ;	I	
B.	An itemized inventory and secure storage of all property taken; and	OS	
C.	Release of personal property to a transporting officer, if other than the arresting officer.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Completed inventory form.	Sampling	Sampling	
Observation of secure storage.			

CFA 3.0 – 30.04M

Comparative Compliance Standard (Bullet C)

Standard		Review methods	Assessor Guidelines
<b>30.07 M</b>	If holding areas are equipped with video surveillance with the ability to observe <i>prisoners/detainees</i> , a directive includes:	OE	
A.	Controls to reduce the possibility of invading a <i>prisoner/detainee's</i> privacy; and	O	
B.	Measures to ensure immediate intervention for <i>prisoner/detainee</i> emergencies.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Observation of electronic surveillance equipment.			

CFA 3.0 – 30.06M

Comparative Compliance Standard (Bullet B)

Standard		Review methods	Assessor Guidelines
<b>30.13</b>	A directive describes procedures to be followed in the event of an escape to include, at a minimum:		
A.	Sounding of alarms;		
B.	Persons to be notified;		
C.	Actions to be taken;		
D.	Assignment of available members;		
E.	Mobilizing resources;		
F.	Ending alert; and		
G.	Reports to be prepared.		
Compliance keys		Qty initial	Qty reaccred
Written directive addressing elements of the standard.		1	1
Completed reports.		Sampling	Sampling

CFA 3.0 – 30.12

Comparative Compliance Standard

## CHAPTER 31

### COURT SECURITY

These standards apply to those agencies responsible for the provision of security within a courtroom, or the interior or exterior courthouse facility. Standards address administration, operations, policy/procedure, and equipment used to protect the various court participants as well as the public.

Standard		Review methods	Assessor Guidelines
<b>31.01 M</b>	The agency has a directive regulating courtroom/courthouse security and protection, which includes at a minimum:		Both courthouse and courtroom security must be addressed.
A.	The agency's role and authority for court security;		
B.	Court security for agency personnel assigned to the <i>function</i> ;		
C.	Identification of an agency <i>position</i> responsible for court security;		
D.	Security of the physical plant;	OF, OS	
E.	Hostage situation response;		
F.	High-risk trials;		
G.	Emergency procedures for fires, bombs, and		
H.	Emergency medical procedures;		
I.	Evacuation routes; and	OF	
J.	Communications.	OF, OE	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation/photographs of the evacuation routes.	1	1	
Observation of communications system.			
<i>Job task analysis</i> or <i>job description</i> .	1	1	
Courtroom/courthouse security <i>plans</i> .	1	1	

Standard		Review methods	Assessor Guidelines
<b>31.04</b>	If prisoners are not brought into the courthouse through controlled and secured doors, the agency has established procedures that restrict public contact.	I, OF, OE, OS	Interview to confirm compliance. If taken as N/A, observation of controlled and secured doors.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of controlled and secure doors, if applicable.			
Observation of restricted public contact.			

CFA 3.0 – 31.05

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>31.05 M</b>	A directive requires documented inspections of courtrooms for contraband prior to court beginning.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Inspection documentation.	Sampling	3YD	

CFA 3.0 – 31.06

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>31.06 M</b>	A directive specifies procedures for the examination of articles which are hand carried into the courtroom.	O	Assessor should observe the process, if possible.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 31.07

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>31.08</b>	A directive provides procedures for the control of electronic and manual keys to the courthouse and courtrooms.	OF, OE, OS	Assessor will verify control system for courthouse and courtroom, consider terminated and reassigned employees. This standard applies to agency members only.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of key control system.			

CFA 3.0 – 31.09

Comparative Compliance Standard  
Change Notice 4.0.14 10/08/2008

## CHAPTER 32

### CIVIL PROCESS

This chapter addresses civil process originating with the court and served or executed by members of Sheriff's Offices. These standards include financial requirements, proper documentation, and property management. Standards 32.01 and 32.02 are applicable to municipal agencies that have been authorized by the Chief Judge of their circuit to serve domestic violence injunctions (FS 741.30). Standards 32.01 and 32.02 are applicable to University police departments that have been requested by the Sheriff of their county to serve domestic violence injunctions (FS 1012.97). (Change notice 4.0.16 07/01/09)

Standard		Review methods	Assessor Guidelines
<b>32.03</b>	A directive states that only sworn officers may execute orders for civil arrests or writs requiring the seizure of real or personal property.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 32.03

Comparative Compliance Standard

## **CHAPTER 33**

### **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 shared or multi-jurisdictional entity, the agency receiving services should rely on documents developed by the outside communications center to prove compliance with these standards. If the agency providing services is already accredited with CFA, the agency receiving those services may prove compliance by showing documentation they are currently accredited with CFA. If the agency providing services is already accredited with CALEA the agency receiving those services may prove compliance by showing documentation they are currently accredited with that organization, with the exception of Standards 33.11M, bullet F, 33.16M , 33.17M and 33.18M which will require proofs of compliance.

Change Notice 4.0.04 06/29/05

Change Notice 4.0.08 10/11/06

Change notice 4.0.22 06/30/11

Change notice 4.0.25 06/28/12

Change Notice 4.0.28 06/27/13



Standard		Review methods	Assessor Guidelines
<b>33.11 M</b>	A directive establishes procedures for radio communications to and from field members, to include:		
A.	Specification of the circumstances requiring radio communications by members;		
B.	Documenting initial status and any change in status;	O	
C.	The methods used for identifying members during radio transmissions;	O	
D.	Communication with interacting agencies;	O	
E.	<i>Criteria</i> for the assignment of the number of members in response to an incident; and		
F.	Guidelines for verifying member status after an established period of time has elapsed without contact.	I	Ensure guidelines are in place for the entire shift, to include "in-between" calls for service or other activity.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
List of members' identification numbers.	1	1	
Observation of member status system.			

CFA 3.0 – 33.14M

Comparative Compliance Standard (bullet F)  
Change notice 4.0.17 10/28/2009

Standard		Review methods	Assessor Guidelines
<b>33.16M</b>	If the agency has a training program for 911 <i>Public Safety Telecommunicator</i> certification, whether in-house or affiliated with another agency, a directive addresses the following:		
a.	personnel providing training have been 911 <i>Public Safety Telecommunicator</i> certified by the Department of Health; and		
b.	curriculum has been approved by DOH.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 401.465
DOH certification.	1	1	
DOH approval of current curriculum.	1	1	
Staff interviews.			

New standard

Change notice 4.0.27 02/21/2013

Comparative Compliance

Standard		Review methods	Assessor Guidelines
<b>33.17M</b> All 911 Public Safety Telecommunicators are certified/recertified through the Department of Health in accordance with Florida Statute.			Certification became mandatory October 1, 2012.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
911 Public Safety Telecommunicators certifications.	Sampling	Sampling	Refer to Florida Statute 401.465.

New standard

Change notice 4.0.27 02/21/2013

Comparative Compliance

Standard		Review methods	Assessor Guidelines
<b>33.18M</b> A directive addresses the certification of 911 Public Safety Telecommunicators trainees in accordance with Florida Statute, to include the following at a minimum:			
a. the trainee must work under the direct supervision of a certified 911 Public Safety Telecommunicators;			
b. the trainee must complete an approved training program and receive 911 Public Safety Telecommunicators certification; and			
c. 911 Public Safety Telecommunicators certification must be achieved within 12 months of assignment.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to Florida Statute 401.465
Documentation of assignment.	Sampling	Sampling	
911 Public Safety Telecommunicators certification of supervisors	Sampling	Sampling	

New standard

Change notice 4.0.27 02/21/2013

Comparative Compliance

## CHAPTER 34

### RECORDS

These standards address field reporting and the central records *function* to include computer systems and electronic records. The standards are principally concerned with the administration of the central records activities and do not address the secondary records activities attendant to other functions or components within the agency (such as training records, internal affairs records, etc.).

<b>34.06M - DELETED</b>		Change notice 4.0.19 07/01/2010

Standard		Review methods	Assessor Guidelines
<b>34.08 M</b>	A directive establishes procedures for preparing, processing, and maintaining traffic citations and includes provisions for the following:		
A.	Issuance of citation booklets;	I	
B.	Accountability for citations;	I	
C.	Secure storage;	OS	
D.	Lost or stolen citations;		
E.	Voided citations; and		
F.	<i>Periodic internal audits.</i>		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to FS 316.650.
Officer receipt for citation booklet.	1	3YD	
Completed transmittal forms.	1	3YD	
Observation of citation storage areas.			
Documentation accounting for lost or stolen citations.	1	3YD	
Voided citation documentation.	1	3YD	
Audit documentation.	1	1	

CFA 3.0 – 34.08M

Comparative Compliance Standard (bullets D, E, and F)  
 Change notice 4.0.05 10/05/05  
 Change notice 4.0.11 10/31/07  
 Change notice 4.0.18 02/03/2010

Standard			Review methods	Assessor Guidelines
<b>34.09 M</b>	Fingerprint records and photographs of juveniles taken into custody must be kept in a separate file and marked "Juvenile Confidential" unless not require by Florida law.		OS	If a juvenile commits a crime that is not a felony or a misdemeanor listed by FS 985.11 and photographs or fingerprints are taken, the photographs and fingerprints must be marked "Juvenile Confidential" and placed in a separate file so they are not accidentally disclosed to the public. A juvenile who has committed multiple crimes may require multiple files. Although good business practice, this standard does not require the physical separation of juvenile files from adult files.
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of files.				

CFA 3.0 – 34.09M

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines	
<b>34.12</b>	A directive establishes procedures for agency utilized computer hardware and software and includes provisions for the following:	O	Assessors should confirm that the directive includes computers used for law enforcement activities conducted outside of the agency (such as SRO, Task Force members, Academy, etc.).	
A.	Use of email;			
B.	Internet Access;			
C.	Mobile Data Computers;	OE		
D.	Installation of computer software;			
E.	Virus infection control measures;	O		
F.	Access restrictions; and	OS		
G.	Authorized usage.			
Compliance keys		Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.		1	1	
Observation of elements of the standard.				

CFA 3.0 – 34.12

Comparative Compliance Standard (Bullets A, B, E, F, G)

## CHAPTER 35

### EVIDENCE

The effective exercise of law enforcement responsibility in the investigation of crime and the prosecution of offenders requires that information be obtained through the application of scientific knowledge and methods. These standards address procedures for the proper identification, collection and preservation of evidence that comes under the agency's control.

Standard		Review methods	Assessor Guidelines
<b>35.03</b>	If the agency has designated crime scene specialists to perform crime or crash scene evidence processing, they will receive <i>specialized training</i> in the equipment, computer programs and techniques used by the agency. This training will include, but is not limited to the following:	OR	For large agencies, assessor will review training files for Crime Scene Specialists and other specialized personnel
A.	Detection and collection of latent fingerprints and palm prints;	OR	
B.	Detection and collection of foot, tool, and tire impressions;	OR	
C.	Digital and conventional photography and sketches;	OR	
D.	Collection, preservation, and submission of physical evidence, including biological materials; and	OR	
E.	Periodic refresher training.	OR	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Documentation of <i>specialized and refresher training</i> .	Sampling	Sampling	

CFA 3.0 – 35.03

Comparative Compliance Standard (bullet E)

Change notice 4.0.07 06/07/06

Change notice 4.0.32 10/8/14

Standard		Review methods	Assessor Guidelines
<b>35.06M</b>	A written directive addresses the submission of evidence collected in sexual offense investigations for processing, and includes:	I	This standard does not apply to sexual assault kits collected from non-reporting victims.
A.	A requirement for such evidence to be submitted within 30 days after receipt, or request by individuals identified in Florida Statute to have it tested;	I	
B.	Informing the victim of the purpose of submitting evidence for testing;	I,O	
C.	Informing the victim of the right to request testing by a law enforcement agency that collects other DNA evidence associated with the sexual offense if a kit is not collected; and	I,O	
D.	Storage in a secure, environmentally safe manner until the prosecuting agency has approved its destruction.	OF	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard	1	1	Elements for additional notifications may be included in victim/witness rights documents.
Observation of storage.			
Observation of method for informing victims.			
Interviews.			
Florida Statute 943.326	1	1	

CFA 3.0 – None

Comparative Compliance Standard  
Change Notice 4.0.35 06/24/2016

## CHAPTER 36

### PROPERTY

These standards address identifying, labeling, recording, and maintaining found, recovered, or evidentiary property in the custody of the agency. These standards do not apply to agency-owned property, which is addressed in Chapter 7.

Standard		Review methods	Assessor Guidelines
<b>36.02 M</b>	A directive states property/evidence custodians are accountable for all property and evidence within their control, and addresses the following, at a minimum:		
A.	An annual audit, which consists of an examination of conformance with agency controls, policies and procedures, of the property and evidence function is conducted by a member not routinely or directly connected with control of property;	I	
B.	An unannounced annual inspection, which consists of a review of property and evidence storage areas for organization and orderliness, is conducted as directed by the agency's CEO;	I	
C.	An annual inventory, which consists of a full or partial accounting, as defined by the agency, of property is conducted by the property/evidence custodian or designee and a designee of the CEO.		
D.	Follow-up investigative procedures for lost, missing, or stolen property or evidence.		
Compliance keys	Qty initial	Qty reaccrd	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Documentation demonstrating compliance with each element of the standard.	1 each	1 each 3YD	Audits, inspections and inventories are to be documented separately. If the property and evidence functions are separate, documentation is required for each function.
Documentation of follow-up investigations.	1	3YD	

CFA 3.0 – 36.02M

Comparative Compliance Standard (Bullet C, D)  
 Change Notice 4.0.04 06/29/05  
 Change Notice 4.0.10 06/06/07  
 Change Notice 4.0.11 10/31/07  
 Change Notice 4.0.23 09/29/2011  
 Change Notice 4.0.32 10/8/2014

Standard		Review methods	Assessor Guidelines
<b>36.09 M</b>	If the agency utilizes <i>mobile evidence storage units</i> for temporary evidence storage, a directive addresses the following:		
	A. Security provisions;		
	B. Time limits for storage;		
	C. Types of evidence stored;		
	D. Approval authority; and		
	E. Training and appointment of temporary evidence custodians.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of secure <i>mobile evidence storage units</i> .			
Training documentation.	1	Sampling 3YD	
Approval documentation.	1	Sampling 3YD	

CFA 3.0 – None

Comparative Compliance Standard  
Change notice 4.0.07 06/07/06



## **CHAPTER 37**

### **INFECTIOUS DISEASES**

With the increase of Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other infectious diseases, agencies must ensure that members who are in high-risk exposure occupations have the necessary understanding and equipment to limit exposures. These precautions serve to protect agency members and the general public.

Standard		Review methods	Assessor Guidelines
<b>37.01 M</b>	The agency has an <i>Exposure Control Plan</i> available to all members containing the following:		If the plan is not incorporated in the agency's policy manual, assessors will verify availability.
A.	A current list of all job classifications where occupational exposure to blood or other potentially infectious materials is reasonably anticipated;		
B.	A policy statement mandating a <i>Universal Precautions</i> philosophy;		
C.	<i>Personal Protective Equipment</i> including use, accessibility, cleaning, laundering or disposal, and replacement;	O	Assessors will verify accessibility to PPEs.
D.	Procedures to ensure that the work environment is maintained in a clean and sanitary condition and decontaminated after contact with blood or other <i>potentially infectious materials</i> ;	O	Check for decontamination supplies.
E.	<i>Regulated waste</i> discarding and containment, to include proper disposal of sharps;	O	Assessors will verify proper disposal containers.
F.	Procedures for laundering contaminated uniforms and personal clothing;	I	
G.	Exposure treatment;		
H.	Labels and signs communicating hazards to members; and	O	
I.	Provisions for a documented annual review of the exposure control plan with consideration for updating procedures designed to eliminate or minimize occupational exposure.		
Compliance keys		Qty initial	Qty reaccred
<i>Exposure Control Plan.</i>		1	1
Observation of availability of plan.			
Worker's compensation "First Report of Injury" form.		1	3YD
Confirm proof of initial distribution and replacement of <i>Personal Protective Equipment</i> .		1	Random Sampling
Invoice from waste management contractor.		1	3YD
Observation of sharps container, biohazard waste bags, etc.			
Documentation of annual review.		1	3YD

Standard		Review methods	Assessor Guidelines
<b>37.02 M</b>	The agency has Infectious Disease training for all members who have <i>occupational exposure</i> which includes the following:		
A.	Familiarization with the agency's <i>Exposure Control Plan</i> ;		If training is provided by video, there must be a document that outlines the topics covered by the video.
B.	Familiarization with the basic epidemiology, symptoms, and the modes of transmissions of infectious diseases;		
C.	An explanation of the use and limitations of methods that will prevent or reduce exposure, including <i>personal protective equipment</i> ;		
D.	Information about the agency's hepatitis B vaccination program;		
E.	An explanation of procedures to follow at any incident involving blood or other potentially infectious materials;		
F.	An explanation of procedures to follow if an exposure occurs, including reporting requirements and medical follow-up;		
G.	An explanation of the signs, labels, and color coding identifying biohazardous waste;		
H.	Familiarization with the agency's biohazardous waste disposal procedures; and		
I.	An opportunity to have questions answered.		Video is an acceptable training method, providing someone is available to answer questions.
J.	Periodic refresher training.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
<i>Lesson Plan.</i>	1	1	
Documentation of refresher training.	1	1	

CFA 3.0 – 37.02M

Comparative Compliance Standard  
 Change notice 4.0.05 10/05/05  
 Change notice 4.0.21 02/03/2011  
 Change Notice 4.0.29 09/25/13

Standard		Review methods	Assessor Guidelines
<b>37.03 M</b>	The agency shall ensure that all members participate in an infectious disease training program prior to assignment where risk of occupational exposure may occur.	I	
Compliance keys	Qty initial	Qty reaccred	Compliance keys
Current list of all job classifications where occupational exposure is anticipated.	1	1	Current list of all job classifications where occupational exposure is anticipated.
Proof of training at time of initial assignment.	Random sampling from various job classifications	Random sampling from various job classifications 3YD	Proof of training at time of initial assignment.

CFA 3.0 – 37.02M

Comparative Compliance Standard  
Change notice 4.0.05 11/10/05  
Change notice 4.0.06 03/31/06

Standard		Review methods	Assessor Guidelines
<b>37.04 M</b>	The agency maintains accurate medical and training records for each member with <i>occupational exposure</i> in accordance with General Records Schedule for State and Local Government Agencies (GS1-SL).	I, OS	Interview records custodians; observe compliance with GS1-SL records schedules for state and local government agencies (Exposure records, Item #227; Health Records: Bloodborne pathogen/asbestos/exposure, Item #350; Personnel Records: Florida Retirement System, Item #19; Personnel Records: Non-Florida Retirement System {Local Government}, Item #162). System must ensure confidentiality of records.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Observation of medical records confidentiality.			
GS1-SL Items #227, # 350, #19, and #162.	1 each	1 each	

CFA 3.0 – None

Comparative Compliance Standard  
Change notice 4.0.16 07/01/09

Standard		Review methods	Assessor Guidelines
<b>37.05 M</b>	The agency has a Hepatitis B vaccination program that is voluntary for all members who have <i>occupational exposure</i> . The program includes:	I	Interview members and program coordinators to ensure program compliance.
A.	Vaccinations made available after receipt of infectious diseases training and within ten working days of initial assignment;	I	Assessors should verify that availability was provided after training and within ten days of assignment.
B.	A requirement that members who decline to participate sign an acknowledgement of declination;		
C.	A provision that members who initially decline vaccinations are provided the vaccination if the decision is made to accept;		
D.	Vaccinations must be provided at no cost to the member at a reasonable time and place; and		
E.	Vaccinations are provided by, or under the supervision of, a licensed physician or a <i>Licensed Healthcare Professional</i> .		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Copy of Hepatitis B Vaccination program.	1	1	
Notice of availability.	Random Sampling from various job classifications	Random Sampling from various job classifications 3YD	
Declination of participation.	1	1	
Documentations of no cost to member.	1	1	
Professional licenses/certificates.	1	1	

## CHAPTER 38

### FORFEITURES

These standards ensure that the agency has procedures for seizing contraband and personal property. The standards also address means of complying with the Florida Contraband Forfeiture Act.

Standard		Review methods	Assessor Guidelines
<b>38.01</b>	A directive specifies the agency's policy regarding enforcement of the Florida Contraband Forfeiture Act.		The directive will reflect whether or not the agency chooses to participate in the FCFA and, if they do, may establish general parameters for enforcing the Act.
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	

CFA 3.0 – 38.01

Comparative Compliance Standard

Standard		Review methods	Assessor Guidelines
<b>38.02 M</b>	A written directive specifies procedures for the seizure and forfeiture of vessels, vehicles, aircraft, currency, or other personal property, or contraband articles.		
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	Refer to Florida Contraband Forfeiture Act, FS 932.701 – 932.706.
Documentation of seizures.	1	1	

CFA 3.0 – 38.02M

Comparative Compliance Standard  
Change Notice 4.0.08 10/11/06  
Change notice 4.0.18 02/03/2010

Standard		Review methods	Assessor Guidelines
<b>38.03 M</b> If an agency participates in the federal equitable sharing program, a directive addresses the following:			
A. Tracking procedures; and			
B. Internal controls for required financial reporting.			
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Current Federal Equitable Sharing Agreement and Certification Forms.	1	3YD	
Federal property transfer form.	1	1	For example, DAG-71 or TD F 92-22.46.
Completed accounting reports.	1	1	

CFA 3.0 – 38.03M

Comparative Compliance Standard  
Change notice 4.0.16 07/01/09  
Change notice 4.0.17 10/28/2009

## CHAPTER 39

### INTERVIEW ROOMS

These standards apply to agencies that allow suspects, *detainees*, or *prisoners* to be secured in a room, space, or area for the purpose of processing, questioning, or testing. Physical needs of suspects, *detainees*, or *prisoners*; physical conditions of the designated areas; and security measures are addressed by this chapter. **Agencies that maintain *continuous supervision* as defined in the glossary are exempt from these standards.**



Standard		Review methods	Assessor Guidelines
<b>39.01 M</b>	If an agency allows suspects, <i>detainees</i> , or <i>prisoners</i> to be secured in a designated area without <i>continuous supervision</i> by agency personnel, a directive addresses the following:		The fact that a door has a lock does not make a temporary detention area a holding area. The room's usage is the determining factor. Immediate response will be evaluated on a case-by-case basis with consideration given to time, distance and obstacles to overcome. Video monitoring can be used for continuous supervision only when the person watching the monitors is not distracted by other tasks and can immediately respond to intervene.
A.	Authorization for the use of the room, space, or area;	I, OF	
B.	Member accountability for the suspects, <i>detainees</i> , or <i>prisoners</i> ;	I	
C.	Separation of female, male, and juvenile <i>prisoners/detainees</i> ;	I	For juveniles, refer to Standard 19.03E
D.	Authorized temporary restraint devices, including, if allowed, securing to fixed objects designed for such use;	I	
E.	Access to water, restrooms, and other needs;	I	These items are not required to be in the room, but the agency is responsible to ensure access to these items is provided in a timely manner.
F.	Training for agency members identified in bullet B; and	I	
G.	Safety considerations for objects contained in the room.	I	
H.	Agency member contact with any suspect, <i>detainee</i> , or <i>prisoner</i> at least every fifteen minutes.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Training documentation.	Sampling	Sampling	
Interview with appropriate personnel.			

CFA 3.0 – 39.01M

Comparative Compliance Standard  
Change notice 4.0.28 (06/27/13)

Standard		Review methods	Assessor Guidelines
<b>39.02 M</b>	A directive addresses the following security measures within the interview room or designated area:		
A.	Search of the suspects, <i>detainees</i> , or <i>prisoners</i> ;	I	
B.	Identification of person(s) authorized access;	I	
C.	Control of lethal and less-lethal weapons;	I, OS	This does not mandate the installation of lockboxes; rather the agency has the latitude to develop a system for controlling weapons that meets their needs.
D.	Escape prevention;	I, OF	
E.	Procedures for safeguarding the <i>prisoner's/detainee's</i> property;	I, OE	
F.	Control of the suspects, <i>detainees</i> , or <i>prisoners</i> during medical or other <i>emergency situations</i> , i.e. fires, floods, or power failures;	I	
G.	Plan for fire prevention, evacuation, and suppression;	I	
H.	Panic or duress alarms; and	I	Panic or duress alarms should provide agency members with appropriate response to emergencies occurring in temporary detention areas. This does not require the installation of specific alarm hardware, but can be accomplished using standard portable radios or pre-designated signals to communicate the need for immediate response.
I.	Security inspections.	I	
Compliance keys	Qty initial	Qty reaccred	Accreditation Manager Notes
Written directive addressing elements of the standard.	1	1	
Observation of system to control weapons.			Ensure the system includes both lethal and less-lethal weapons.
Observation of evaluation plans and fire suppression equipment.			Compliance may be verified by observation of written plans, posted evacuation, routes or other identifiers in accordance with local fire codes.
Observation of panic or duress alarms.			

**STANDARDS FOR AGENCIES ACCREDITED UNDER  
CALEA 5<sup>TH</sup> EDITION AND CFA EDITION 4.0**

Authority:	2.08M (bullet D, F), 2.10, 2.11M
Written Directive System:	3.03M
Auxiliary Members:	5.03
Fiscal Activities:	7.03, 7.06M (bullet C, E, F)
Grievance Process:	10.03
Recruitment:	12.01M
Selection:	13.13M
Training:	14.04 (bullet A, B, C – sworn only), 14.05M, 14.09, 14.10M
Promotion:	15.01 (civilian only), 15.02 (sworn and civilian), 15.03 (civilian), 15.04 (civilian)
Performance Evaluations:	16.04
Patrol:	17.05M, 17.08M (bullet B, C, D, E), 17.12M, 17.13M
Investigations:	18.01 (bullet C), 18.03M (bullets B, H, I, J), 18.09, 18.10M, 18.11M, 18.12M, 18.13M, 18.14M
Juvenile Operations:	19.03M (bullet C, E)
Unusual Occurrences	20.01M (bullets C, D, E, G, J, K and Q), 20.03M (bullets A and B), 20.05 (bullets B, C, D and F)
Special Operations:	21.02M (bullet C, D, F), 21.03M, 21.04M (bullet I, J, L), 21.05M, 21.07
Traffic Law Enforcement:	22.04M
Traffic Crash Investigations:	23.02M (bullet D, E, F, G)
Traffic and Direction Control:	24.03, 24.05 (bullets B, E), 24.06
Traffic Ancillary:	25.02M
Criminal Intelligence:	26.02M
Misconduct Complaint Processing:	27.01M (bullet C), 27.06M
Public Information:	28.01 (bullet B), 28.02, 28.04, 28.05M, 28.06M
Prisoner/Detainee Transportation:	29.01M (bullet A, C, D)
Holding Area:	30.04M (bullet C), 30.07M (bullet B), 30.13
Court Security:	31.01M (bullet E, F, G, H, and I), 31.04, 31.05M, 31.06M, 31.08
Civil Process:	32.03
Communications:	33.11M (bullet F), 33.16M, 33.17M, 33.18M
Records:	34.08M (bullets D, E, and F), 34.09M, 34.12 (bullet A, B, E, F, and G)
Evidence:	35.03 (bullet E)
Property:	36.02M (bullet C, D), 36.09M
Infectious Diseases:	37.01M, 37.02M, 37.03M, 37.04M, 37.05M
Forfeitures:	38.01, 38.02M, 38.03M
Interview Rooms:	39.01M, 39.02M

**Agencies must meet 100% of applicable mandatory standards and may elect not to comply with 20% of applicable other-than-mandatory standards.**