

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



**STANDARDS MANUAL
COMPARATIVE COMPLIANCE
EDITION 5.03A**

PREFACE

The Standards Manual is the principal publication of the Commission for Florida Law Enforcement Accreditation, Inc. The first edition was published in August 1995 with Change Notice #1 distributed in May 1996. The second edition was published in September 1997 with Change Notice #2.1 distributed in October 1998. The third edition was published in June 2001. The fourth edition was published in March 2004. The fifth edition was published in February 2016 and is the current version of the Florida Standards Manual.

This manual and other Florida law enforcement accreditation publications are available from:

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LIMITATION OF LIABILITY

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ACKNOWLEDGMENTS

In an effort to keep up with current law enforcement trends, criminal justice issues, and Florida Statutes, the Standards Review and Interpretation Committee (SRIC) and the Commission have been accepting and reviewing input from law enforcement practitioners for improving the Florida Standards Manual. The fifth edition is the final result of various committee and subcommittee meetings, executive workshops, and numerous individual hours dedicated to addressing all suggestions and concerns.

The work of the Standards Review and Interpretation Committee is endless and many dedicated professionals contributed to this edition. The Commission for Florida Law Enforcement Accreditation, Inc. thanks the past and present members of the SRIC for ensuring the fifth edition continues to meet the needs of the Florida law enforcement community.

MISSION STATEMENT

The Commission for Florida Law Enforcement Accreditation establishes standards, oversees an accreditation program, and awards accreditation to compliant Florida law enforcement agencies. The Commission strives to improve the ability of law enforcement agencies to deliver professional public safety services.

VISION STATEMENT

To have every eligible law enforcement agency in Florida state accredited, maintaining their accredited status as a continued goal.

PROGRAM DEVELOPMENT

An accreditation program has long been recognized as a means of maintaining the highest standards of professionalism. Schools, universities, and hospitals are some of the most well-known organizations required to maintain accredited status. The accreditation process is an outstanding management tool for criminal justice agencies. Accreditation provides a blueprint for building an agency committed to providing value-based services through accountability and transparency to the communities it serves.

Commission for Florida Law Enforcement Accreditation, Inc. (CFA)

In 1993, Florida Statute 943.125 encouraged the Florida Sheriffs Association (FSA) and the Florida Police Chiefs Association (FPCA) to create an independent voluntary law enforcement agency accreditation program.

Representatives from FSA and FPCA developed an accreditation program, which requires compliance with more than 250 professional standards designed specifically for Florida law enforcement agencies. These standards are practical, easily understood, and achievable for all law enforcement agencies. The program has the following objectives:

- Establish and maintain standards that represent current professional law enforcement practices
- Increase effectiveness and efficiency in the delivery of law enforcement services
- Establish standards that address and reduce liability for the agency and its members
- Establish standards that make an agency and its personnel accountable to the constituency they serve.

Feasibility study and status reports were delivered to the Speaker of the House of Representatives in November 1993. A joint FSA/FPCA Charter Review Committee was then formed, headed by Sheriff Neil J. Perry of St. Johns County. This committee developed the charter for the CFA and established the overall framework for its operation. The CFA awarded its first agency accreditation in 1996.

THE COMMISSION

The CFA was established by charter December 13, 1994 and incorporated on February 9, 1995. It is an independent, not-for-profit corporation designated as the accrediting body for Florida law enforcement and inspectors general accreditation. The Commission's purpose is to establish a program for accreditation that can be achieved by all Florida law enforcement agencies and Inspectors general investigations offices. The Commission is comprised of 15 volunteer members:

- Five sheriffs appointed by the FSA
- Five police chiefs appointed by the FPCA
- Representative appointed by the State Law Enforcement Chiefs Association
- Mayor, city commissioner, city manager, or other representative appointed by the Florida League of Cities
- County commissioner appointed by the Florida Association of Counties
- Appellate or Circuit Court Judge appointed by the Florida Supreme Court
- Representative appointed by the Office of the Chief Inspector General

The Role of the Commission

The Commissioners set forth all policies and procedures for the accreditation process. They are responsible for the direction and operation of the Florida Accreditation Office (FAO).

The Commission holds three meetings annually for reviewing agencies for accreditation or reaccreditation. Assessors play a key role in this review process by serving as representatives of the Commissions. Commissioners determine an agency's accredited status based on the information provided by the assessment team. The Commissions hear all appeals and are responsible for resolving any conflicts that cannot be resolved during the assessment.

The Philosophy of the Commission

The Florida accreditation process is designed to reflect best practices in the areas of law enforcement, inspectors general, corrections and pretrial management, administration, operations, and support services. The Commission expects agencies to maintain compliance and presumes agencies operate in compliance with their established directives.

Commission Staff

The Florida Department of Law Enforcement (FDLE) provides funding for positions in an effort to support the Commissions and agencies going through the accreditation process. In conjunction with the FDLE, the CFA and the FCAC appoint the Executive Director, who manages the FAO staff and the accreditation programs.

The Executive Director and staff have the responsibility and authority to carry out all policies, procedures, and activities of the Commissions and their committees. This includes supporting agencies working toward accreditation or reaccreditation, overseeing the assessment process, coordinating Commission meetings and review, and handling all business matters and daily operations.

The FAO serves as the Commissions' information and materials resource center. Training classes are regularly held for accreditation managers and new assessors. Specialized training is also offered during each accreditation conference.

PROGRAM OVERVIEW

The Commission offers two ways for a law enforcement agency to become state accredited. Agencies may choose to comply with all applicable state standards (full compliance) or, if the agency is currently nationally accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA®) Advanced Law Enforcement Accreditation program, they may choose to comply with only the standards outlined as additional to the national process (comparative compliance).

INITIAL ACCREDITATION

Agencies begin the accreditation process with an application. Once the application is completed and submitted to the Commission for review to determine eligibility, an agreement and invoice are sent to the applicant agency. The formal accreditation process begins when the agency executes this agreement, which specifies the obligations of the agency and the Commission. The agency has twenty-four months to complete the self-assessment phase from the date the executive director signs the accreditation agreement.

REACCREDITATION

Initial accreditation is valid for three years and annual reports are due by January 31 of each year. The accreditation manager should continue to evaluate the agency's progress toward meeting accreditation standards by monitoring changes to the written directive system and how they affect agency compliance.

Proofs for a reaccreditation are required to show compliance from assessment to assessment. The Commission review for reaccreditation will occur on or about the agency's anniversary date.

THE STANDARDS

Scope

The Commission expects accredited agencies to maintain compliance and live by the letter and spirit of the standards. The Commission presumes agencies operate in compliance with their written directives. The agency must consider its mission, its legally mandated responsibilities, and the demands of its service community when determining which standards are applicable and how to comply with applicable standards. The standards provide a description of “what” must be accomplished by the applicant agency. The agency has wide latitude in determining “how” to achieve compliance.

Composition

Each chapter begins with an “Introduction”, which provides important guidance to an agency regarding the subject area, its applicability, or related standards.

Each standard is composed of the standard statement and at least one proof of compliance. The standard statement is a declarative sentence that places a requirement on the agency. Many standards require the development and implementation of directives. Other standards require an activity, a report, an inspection, equipment, or other action that may be observed. The standard statement is binding on the agency.

Proofs of compliance are the recommended means for the agency to demonstrate compliance with standards. The proofs are included to help the Accreditation Manager and others involved in the process to understand the type and sufficiency of proofs necessary to demonstrate compliance.

Applicability

Standards may or may not be applicable depending upon the functions performed by the agency. Assessors must review all standards to identify those not applicable by function. For example, if an agency does not perform the court security function, then the chapter dealing with court security becomes not applicable (N/A). However, simply because an agency may not perform the function, the standard may still apply. For example, standards in the communication chapter of the CFA standards manual would need to be addressed even if the agency does not perform these functions internally. Standards are considered applicable if the function is an integral element for improving the delivery of services or professional management of an agency. Standards beginning with an “if” statement indicates a conditional requirement. If the condition pertains to a function not applying to the agency, the standard becomes N/A. Assessors will verify that functions are not applicable during the assessment. The Commission reserves the right to require compliance with any standard.

Standards that are mandatory address life, health, and safety issues; legal matters; or essential law enforcement requirements. These standards have a letter “M” placed immediately following the standard number. The agency is required to meet all of these standards unless a standard does not apply to the agency’s function.

If an agency is prevented from complying with an applicable mandatory standard due to

circumstances beyond its control, such as labor contracts, court decrees, it may ask the Commission to waive the obligation to comply. The agency must make the request in writing during the self-assessment phase. If the Executive Director accepts the request, the agency is given conditional approval. Assessors will verify waiver conditions during the assessment and complete the form. The Commission will make a final determination during the agency's review.

All remaining standards are non-mandatory and address good business practices. Law enforcement agencies may select any of these standards to satisfy accreditation requirements, but must comply with at least 80 percent of the applicable non-mandatory standards.

Proofs of Compliance

A standard is in compliance when the proofs demonstrate an agency has met all of the standard requirements to include interviews, observations and time-sensitive requirements.

Elements of a File

- Written directives
 - Policy/procedure
 - Plan
 - Rule
 - General/special order
 - State law or local ordinance
 - Collective bargaining agreement

- Supporting documentation (other than written directives)
 - Memoranda
 - Computer printouts
 - Job description/JTAs
 - Letters from citizens
 - Logs/rosters/evaluations
 - Budget documents
 - Instructional materials
 - Police reports
 - Incident reports

- Observations/Interviews
 - Activities
 - Equipment
 - Security
 - Facility
 - Policies
 - Procedures

Agencies have one year from the published date of the standards manual to comply with newly issued standards, or as directed by the Commission or Florida Statutes. Agencies must notify their FAO Program Manager regarding which edition and change notices

apply prior to conduct of the assessment. Assessors will verify agencies are following the appropriate standards manual.

New or Amended Standards

Unless otherwise directed by the Commission, new or amended standards are effective upon publication. Agencies seeking initial accreditation, reaccreditation, or having already achieved accreditation or reaccreditation must demonstrate compliance with new or amended standards at their first assessments following the publication dates of those standards. However, if those assessments occur within one year after publication of new or amended standards, agencies may delay compliance for up to one year after the enactment dates of those standards.

TABLE OF CONTENTS

Chapter 1	Organization	14
Chapter 2	Authority	17
Chapter 3	Written Directive System	19
Chapter 4	Use Of Force	23
Chapter 5	Fiscal Activities	24
Chapter 6	Grievance Process	27
Chapter 7	Conduct and Discipline	28
Chapter 8	Recruitment	30
Chapter 9	Selection	32
Chapter 10	Training	35
Chapter 11	Promotion	39
Chapter 12	Performance Evaluations	43
Chapter 14	Field Personnel	47
Chapter 15	Investigations	54
Chapter 16	Juveniles	68
Chapter 17	Special Operations	70
Chapter 18	Traffic Law Enforcement	78
Chapter 19	Criminal Intelligence	83
Chapter 20	Misconduct Complaint Processing	84
Chapter 21	Prisoner/Detainee Transportation	86
Chapter 22	Holding Areas	87
Chapter 23	Court Security	93
Chapter 25	Communications	98
Chapter 26	Records	105
Chapter 27	Evidence	108
Chapter 28	Property	114
Chapter 29	Infectious Diseases	115
Chapter 30	Forfeitures	120
Chapter 31	Interview Rooms	123
Chapter 32	Technology	126
Glossary		129

CHAPTER 1

Organization

This chapter deals with the organizational structure of law enforcement agencies. Standards call for a clear description of the agency's structure with clear lines of authority and accountability. The chain of command should be defined.

This chapter is not meant to be limiting. It encourages flexibility of organizational structure based upon agency needs.

1.04

If the agency has a strategic plan, it will include:

I. Bullets

- A. Goals and objectives;
- B. A process for measuring achievement of goals; and
- C. Provisions for a documented annual review.

II. Proofs of Compliance

- Strategic Plan (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating review. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

1.05M

The agency has a designated ADA coordinator.

I. Bullets**II. Proofs of Compliance**

- Documentation identifying the ADA Coordinator. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

28 C.F.R. 35.107

IV. Assessor Guidelines**V. Accreditation Manager Notes**

The ADA Coordinator may be within the jurisdiction of the agency.

1.07 M

A written directive establishes guidelines for the release of information related to ongoing investigations, to include:

I. Bullets

- A. The prior criminal record, character, or reputation of the accused;
- B. Photographs of accused;
- C. The existence of any confession, admission of guilt, or statements or refusal of statements made by the accused;
- D. The results of any examinations or tests of the accused;
- E. The identity, testimony, or credibility of a prospective witnesses;
- F. Opinions of agency members regarding the guilt or innocence of the accused or merits of the case;
- G. Personal information identifying the victim;
- H. Information pertaining to juveniles;
- I. Releasing information when other public service agencies are involved in a mutual effort; and
- J. When the accused is an agency member.

II. Proofs of Compliance

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

III. Required References

Florida Statutes Chapter 119

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 2 Authority

This chapter relates to defining the boundaries of power and discretion given to members, including off-duty and extra-duty employment.

2.06M

A written directive prohibits *bias-based profiling* in accordance with Florida Statutes and includes the following provisions:

I. Bullets

- A. Training agency enforcement personnel in bias based profiling issues including legal aspects; in accordance with CJSTC guidelines;
- B. Corrective measures if bias based profiling occurs;
- C. Definitions to include bias based profiling and reasonable suspicion;**
- D. Community education and awareness efforts;**
- E. A documented annual administrative review of traffic stop procedures related to bias-based profiling; and
- F. Handling of complaints from the public.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation in accordance with CJSTC guidelines. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Annual administrative review documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Sample of community education and awareness efforts. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of corrective measures taken. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statutes 30.15 or 166.0493

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullets C and D

2.08 M

A written directive describes the *part-time sworn* and *auxiliary member* programs and states the authority and latitude given such members by the agency.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

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 for written directives allow for greater understanding. Input from all levels in developing written directives is encouraged and executive staff approval required. Review and updating of policies is required to keep written procedures current with practices.

3.01 M

The agency has a written directive system which includes:

I. Bullets

- A. A description of the format for each type of directive;
- B. Procedures for numbering and revising directives, as appropriate;
- C. A system for keeping the directives current;
- D. Procedures for review and/or approval of proposed policies, procedures, and rules and regulations prior to their promulgation;
- E. Identification of individuals or positions within the agency having authority to issue written directives;
- F. Procedures for dissemination and receipt of new and revised directives within a specified timeframe; and**
- G. Procedures for storing and archiving directives.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of each type of written directives
- Proof of review and/or approval process. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Proof of receipt of written directives. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Interview agency members

III. Required References

IV. Assessor Guidelines

Applies to formal directives, but may not be necessary for informal communications, such as memoranda or interoffice mails.

Assessors should review additional examples. Assessors should be aware that staff approval prior to promulgation may not be an option with smaller agencies.

V. Accreditation Manager Notes

If the agency uses an electronic policy tracking system, compliance may be proven through observation only

Comparative Compliance Bullet F

3.02M

The agency electronically submits an annual accreditation report to the Commission to report compliance efforts by January 31 each year.

I. Bullets

II. Proofs of Compliance

- Annual Reports (Qty Initial: N/A) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

The annual report form, available on the Florida Accreditation website, is required for each calendar year, January 1 – December 31.

3.03M

The agency notifies the public at least 30 days prior to a CFA accreditation assessment.

I. Bullets

II. Proofs of Compliance

- Proof of notification. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Notification may be through the media or posted on the agency's public website, with the date clearly noted.

CHAPTER 4 Use of Force

Standards in this chapter require that written policies specify when and to what degree lethal and less-lethal force can be used. These standards are predicated on routine, day-to-day operational procedures in the law enforcement profession. They are not intended to restrict members from defending themselves or others from death and/or serious injury as exigent circumstances may dictate. Agencies must describe the weapons that may be used and provide training in use of force policies for officers.

4.06M

A written directive addresses the use of agency approved less-lethal weapons, and must include:

I. **Bullets**

- A. On-duty use;
- B. Off-duty use;
- C. Proven proficiency prior to carrying;
- D. Maintaining a current list of each type of approved less-lethal weapon; and
- E. **A requirement for a documented annual inspection of less-lethal weapons to ensure expiration dates are not exceeded.**

II. **Proofs of Compliance**

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing proficiency with each type of less-lethal weapon carried (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- List of authorized less-lethal weapons, both on and off duty. (Qty Initial: 1) (Qty Reaccred: 1)
- Inspection documentation (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. **Required References**

IV. **Assessor Guidelines**

V. **Accreditation Manager Notes**

Some approved weapons may not have proficiency test results.

Comparative Compliance Bullet E

CHAPTER 5

Fiscal Activities

This chapter pertains to an agency's fiscal procedures. Written directives describe the agency's accounting system, cash handling procedures, and inventory control process. Audits must be performed.

5.03M

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

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

5.05M

A written directive establishes an accounting system for confidential funds to include:

I. Bullets

- A. Designation of one position responsible for the system;
- B. Procedures for member requests of funds;**
- 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.**

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Funds requests, receipts or vouchers. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- CEO or designee approved payments. (Qty Initial:1) (Qty Reaccred: 1)
- Audit reports (Qty Initial: 2 consecutive quarters) (Qty Reaccred: 2 consecutive quarters for each year)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullets B, C, E, and F

5.06M

A written directive provides procedures for the receipt, disbursement, and quarterly *internal audits* of funds administered for the civil process *function*.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of receipts, disbursements, and audits. (Qty Initial: 3) (Qty Reaccred: 1 each for each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 6 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. 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.

These standards do not apply to the agency's chief executive officer or members that serve at the pleasure of the CEO.

6.01M

A *written directive* describes the *agency's grievance* process, and includes:

I. Bullets

- 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.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 7 Conduct and Discipline

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.

7.04

A written directive requires that the following information be provided in writing to the affected member when a misconduct investigation results in dismissal:

I. Bullets

- A. Reason;
- B. Effective date;
- C. Status of fringe and retirement benefits; and
- D. **A statement outlining the employee's rights.**

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof that information is provided to affected members. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullet D

7.08M

A *written directive* describes *policy* regarding campaigning, lobbying, and political practices. This *policy* conforms to governmental statutes and regulations.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statutes 104.31, 112.313

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 8 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. This chapter applies to the recruitment of sworn personnel.

8.01M

Individuals assigned to *recruitment activities* are trained in *equal employment opportunity*.

I. Bullets

II. Proofs of Compliance

- Documentation of training for members assigned to *recruitment activities*. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

Training of Personnel or Human Resource members may qualify to meet this standard.

V. Accreditation Manager Notes

Training should be for everyone involved in the recruiting function, including employees not assigned to the agency.

8.02

The agency has a recruitment plan to develop racial, ethnic and gender diversity that includes the following:

I. Bullets

- A. A statement of objectives;
- B. An action plan designed to achieve the objectives;
- C. Annual evaluation of progress towards objectives; and
- D. Updates or revisions as necessary.

II. Proofs of Compliance

- Recruitment plan which addresses elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Annual evaluation of progress. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 9

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, 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.

9.04

If the agency administers a physical ability test for each candidate prior to appointment to probationary status, the test is job related and nondiscriminatory.

I. Bullets

II. Proofs of Compliance

- Documentation from human resources, or responsible entity, as being job related and nondiscriminatory. (Qty Initial: 1) (Qty Reaccred: 1)
- Physical ability requirements. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

Job task analyses or job descriptions may be used to prove job related tasks.

V. Accreditation Manager Notes

9.05M

A background investigation is conducted on civilian applicants hired by the agency. The investigation includes:

I. Bullets

- A. Warrants check;
- B. Fingerprints check;
- C. Local records check;
- D. Prior employment; and
- E. Criminal history.

II. Proofs of Compliance

- Completed background investigation. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

9.07

A written directive describes the *selection criteria* for *auxiliary members*.

I. Bullets

II. Proofs of Compliance

- *Written directive* (Qty Initial: 1) (Qty Reaccred: 1)
- Completed selection documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 10

Training

Training is 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.

Agency training and program development should be the responsibility of a training component which develops and administers programs, and maintains records.

All part-time and full-time members will participate in required training.

10.04M

A written directive establishes the agency's *remedial training* policy and includes the following:

I. Bullets

- A. Circumstances and criteria used to determine need;
- B. The types available;
- C. Timetables under which training is provided;
- D. The consequences of non-participation by affected members; and
- E. Procedures for those members who are unable to demonstrate proficiency with an authorized weapon prior to resuming official duties.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of *remedial training*, if any. (Qty Initial: 1 each type) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

Interview Range Master and Training Supervisor to ensure compliance with agency procedures. All remedial training must be addressed, including lethal and less-lethal weapons. Include civilian members authorized to carry weapons.

V. Accreditation Manager Notes

10.08

A written directive identifies the requisite skills, knowledge, abilities, and *criteria* of instructors in all agency operated training programs.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

This standard does not apply to volunteers.

V. Accreditation Manager Notes

10.09M

Agency instructors teaching CJSTC *high liability topics* will, meet CJSTC requirements for high liability instructors, except for completing the internship requirement and being affiliated with a *training school*.

I. Bullets

II. Proofs of Compliance

- Observe high liability instructors' current certifications.

III. Required References

CJSTC Guidelines Rule 11B-20

IV. Assessor Guidelines

V. Accreditation Manager Notes

10.13M

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

I. Bullets

II. Proofs of Compliance

- Proof of training (Qty Initial: 1) (Qty Reaccred: 3)
- Instructor qualifications (Qty Initial: 1) (Qty Reaccred: 3)
- Interview sworn members.

III. Required References

CJSTC Rule 11B-20.001(4)
CJSTC Rule 11B-20.0014(2)(d)5,6

IV. Assessor Guidelines

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

V. Accreditation Manager Notes

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

CHAPTER 11

Promotion

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.

11.01

A written directive describes procedures used for the promotion process for sworn and non-sworn positions, which is job related and nondiscriminatory.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation from human resources, or responsible entity, as being job related and nondiscriminatory. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Proofs should show compliance for both sworn and non-sworn positions.

Comparative Compliance for non-sworn only

11.02

A written directive details the promotion process, which includes:

I. Bullets

- A. A written announcement(s) of positions for which vacancies exist which includes eligibility requirements, dates, times, and locations of all elements of the process; and
- B. A description of the selection criteria.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

It is not necessary for all information to be contained in a single document.

V. Accreditation Manager Notes

Proofs must demonstrate compliance with each component of the promotional processes for both sworn and civilian personnel. Elements may be addressed on separate documents.

11.03

If eligibility lists are used in the promotion process, a written directive establishes *criteria* and procedures for the development of the lists, to include:

I. Bullets

- A. Numerical weight, if any, assigned to each eligibility requirement;
- B. The system of ranking eligible members on the list;
- C. Duration of the list; and
- D. The system for selecting candidates from the list.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Eligibility list. (Qty Initial: 1) (Qty Reaccred: 3)
- Promotional announcement/personnel order. (Qty Initial: 1) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance for civilian only

11.04

If not addressed by a collective bargaining agreement, a written directive describes procedures for the member's review and appeal of adverse decisions concerning eligibility for, or appointment to, promotional vacancies.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of appeals, if any. (Qty Initial: 1) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

There are four elements to this standard: review and appeal of both eligibility and appointment decisions, unless limited by a collective bargaining agreement.

V. Accreditation Manager Notes

Comparative Compliance for civilian only

CHAPTER 12

Performance Evaluations

Performance evaluation is the measurement of the member's performance of assigned duties. A member's understanding of the duties and responsibilities of a position is essential and should be based on a written job task analysis (JTA). Job task analyses and job descriptions are useful for evaluating employee performance.

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.

12.01

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

I. Bullets

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

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluations with explanatory comments. (Qty Initial: 1 each type) (Qty Reaccred: 1 each year, different member each year)
- Documentation of a contested evaluation. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of rater training. (Qty Initial: 3) (Qty 1 each year, different rater each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Include civilians, sworn or certified members, supervisors, and line personnel.

This standard does not apply to civilian volunteers

Comparative Compliance Bullets A and G

12.02

A written directive describes procedures for review of the completed performance evaluation and includes:

I. Bullets

- A. An interview between the rater and the member;**
- B. Provisions for written comments by the member; and
- C. The opportunity to acknowledge the completed performance evaluation indicating the member has read it.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluation. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews of supervisors and members, both sworn and civilian

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullet A

12.03

A written directive regulates the agency's use of performance evaluations' results.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 14

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, others deal specifically with the patrol function. The standards define responsibilities for members and what actions are permissible by agency policy.

14.04M

A written directive describes procedures for informing victims/witnesses of their rights in accordance with Florida Statute.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of approval of agency specific victim/witness rights document by the Office of the Governor. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

Florida Statutes 960.001, 943.326

IV. Assessor Guidelines

V. Accreditation Manager Notes

Each agency is required to produce its own victim/witness rights document.

14.08M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

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

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

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

V. Accreditation Manager Notes

This standard applies to the patrol function.

Comparative Compliance Bullets B, C, D, and E

14.10M

A written directive addresses body armor for sworn members, to include:

I. Bullets

- A. Availability while on duty;
- B. **A requirement for body armor to be current; and**
- C. A requirement for wearing during pre-planned, high-risk situations, as defined by the agency.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of issue. (Qty Initial: 3) (Qty Reaccred: 3)
- Observation of available body armor.

III. Required References

IV. Assessor Guidelines

For this standard, current refers to body armor with expiration dates that have not been exceeded.

V. Accreditation Manager Notes

This standard applies to the patrol function.

Comparative Compliance Bullet B

14.11M

If an agency has K-9 teams, a written directive specifies the following:

I. Bullets

- A. Circumstances for use;
- B. Handler selection criteria;
- C. Duties and responsibilities;
- D. Certification;
- E. Training requirements for the handler and the K-9; and
- F. Deployment documentation.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Certification documentation, if applicable. (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Deployment documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews with K-9 handler.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Provide training documentation and certification for K-9 and handler team. Examples of K-9 teams include those used for narcotic detection, cadaver detection, search and rescue, explosive detection, and dogs used in the patrol function.

14.12M

If the agency uses narcotics for K-9 training, a written directive establishes an accounting system to include:

I. Bullets

- A. Procedures for the issuance and disposition of narcotics used for K-9 training to include when packaging has been compromised;
- B. Security, storage, and accountability of issued training narcotics when not in use;
- C. A documented unannounced inventory of narcotics used for K-9 training is conducted as directed by the agency's CEO; and
- D. Follow-up investigative procedures for lost, missing, or stolen narcotics.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documented issuance/disposition of agency issued narcotics. (Qty Initial: 3) (Qty Reaccred: 3)
- Inventory documentation. (Qty Initial: 1) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

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.

V. Accreditation Manager Notes

14.13M

If the agency has a marine enforcement function, a written directive provides guidelines for enforcement of boating regulations.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statutes, Chapters 327 and 328

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard applies to the patrol function.

14.14M

If the agency authorizes members to administer emergency opioid antagonist treatment for suspected opioid overdose, a written directive addresses:

I. Bullets

- A. Training;
- B. Member responsibilities;
- C. Criteria for use;
- D. Inspections to ensure expiration dates have not been exceeded;
- E. Documentation;
- F. Storage; and
- G. Restrictions.

II. Proofs of Compliance

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

III. Required References

Florida Statute 381.887

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 15 Investigations

Standards in this chapter relate to the investigative function as performed by both uniformed members and members specializing in investigations. The standards do not direct the agency's investigative functions in specific crimes, but identify some of the elements common to all investigations.

15.01

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

I. **Bullets**

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

II. **Proofs of Compliance**

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

III. **Required References**

IV. **Assessor Guidelines**

V. **Accreditation Manager Notes**

Comparative Compliance Bullet C

15.03M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

Guidelines for Florida State And Local Law Enforcement Agencies in Dealing With Confidential Informants

Florida Statute 914.28

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullets F, H, I, and J

15.05

If technical aids for the detection of deception are used for any purpose, a written directive governs their use, and examiners must have a certificate of training.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Examiner's completed report. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Proof of training. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

III. Required References

IV. Assessor Guidelines

Assessors will ensure certificates are on file for all examiners.

V. Accreditation Manager Notes

15.07

A written directive establishes procedures to be followed when conducting field interviews, to include:

I. Bullets

- A. Identifying circumstances under which field interviews are appropriate;
- B. Recording the contact; and
- C. Distributing the record.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed field interview forms. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.08M

A written directive specifies procedures for search warrants, to include:

I. Bullets

- A. Drafting the warrant;
- B. Approval process;
- C. Execution of warrant;
- D. Areas which may be searched;
- E. Inventory; and
- F. Return.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Executed search warrant including inventory and return. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute Chapter 933

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.09M

A written directive addresses how law enforcement personnel respond to reports of domestic violence. The directive will include:

I. Bullets

- A. Initial response and entry to the scene;
- B. On-scene investigations;
- C. Arrests;
- D. Victim support services available;
- E. Follow-up investigation;
- F. Report writing and distribution in accordance with Florida Statute; and
- G. Domestic violence cases involving a sworn member.

II. Proofs of Compliance

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

III. Required References

Florida Statutes 741.28 and 741.29

IV. Assessor Guidelines

Victims' rights and remedies notice in English and Spanish. (Bullet D)

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. (Bullet F)

V. Accreditation Manager Notes

15.10M

A written directive addresses how law enforcement personnel respond to incidents of sexual violence. The directive will include:

I. Bullets

- 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.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed reports. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.11M

If the agency conducts surveillance operations, undercover operations, decoy operations, or raids, the agency has a written directive which addresses the following:

I. Bullets

- A. Level or authority that can approve an operation;
- B. Designating a single person to command the operation;
- C. Establishing routine and emergency communications;
- D. Notifying the patrol supervisor responsible for the target area;
- E. Confirming target location;
- F. Identifying and making contact with suspects; and
- G. Documentation, as required by the agency.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed agency documentation, e.g. after-action reports, operations plans, incident reports. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

III. Required References

IV. Assessor Guidelines

Surveillance in this standard is a pre-planned operation as part of a formal criminal investigation.

Includes requesting medical assistance. (Bullet C)

Agency is not compelled to notify, but must have parameters for when notification is required or not necessary. (Bullet D)

V. Accreditation Manager Notes

15.12M

A written 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:

I. Bullets

- A. Requirements for accepting missing child and missing adult reports;
- B. Requirement for entry into FCIC/NCIC within two hours of receipt of the report;
- C. Procedures for initiating, maintaining, closing, or referring a missing child or missing adult investigation;
- 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;
- 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
- F. Requirement to attempt to obtain a biological specimen for DNA analysis if the missing person has not been located within 90 days.

II. Proofs of Compliance

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

III. Required References

Florida Statutes 937.021 and 937.031

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.13M

A written directive establishes procedures for conducting photographic identification arrays and live lineups presented to eyewitnesses to include the following:

I. Bullets

- A. The creation, composition, and utilization of the photo array or lineup;
- B. Standard instructions to be used by the investigator conducting the photo array or lineup to instruct the witness prior to the photo array or lineup;
- C. A direction to the investigator conducting the array or lineup to avoid any conduct that might directly or indirectly influence the witness' decision, and to avoid comments or actions that suggest the witness did or did not identify the suspect when the array or lineup is completed;
- D. Method(s) of presenting the array or lineup;
- E. Discerning the level of confidence in an identification as expressed by the witness;
- F. Documenting the procedure and outcome of the array or lineup, including noting the witness' response and exact words;
- G. Initial and periodic refresher training on the policy, of members involved in eyewitness identification efforts; and
- H. Filing of the agency's current eyewitness identification policy with the appropriate State Attorney's Office.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Proof of submission to the State Attorney's Office. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Agency policy must specify how often the training shall occur.

Agencies are required to file with the SAO that handles its prosecutions, and state agencies with the SAO of the 2nd Judicial Circuit in Tallahassee.

15.15M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

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

V. Accreditation Manager Notes

15.16M

A written directive describes procedures for registering *sexual predators* and community notification in accordance with Florida Statute.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing registration. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing community notification. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute 775.21

IV. Assessor Guidelines

Municipal agencies must have procedures to refer sexual predators to the appropriate registering agency. They must also provide for community notification.

V. Accreditation Manager Notes

15.17M

A written directive describes procedures for registering *sexual offenders* in accordance with Florida Statute.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statute 943.0435

IV. Assessor Guidelines

Municipal agencies must have procedures to refer sexual offenders to the appropriate registering agency. Municipal agencies may not N/A this standard.

V. Accreditation Manager Notes

15.18M

A written directive addresses procedures to make a good faith effort to ensure a qualified professional, upon request and as defined in Florida Statute, is present at all interviews of an autistic individual, and includes training of affected agency members.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statute 943.0439

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 16

Juveniles

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 offenders, processing arrests, operating out of the juvenile justice system, and designing and implementing programs intended to prevent delinquent and criminal behavior.

Agencies should establish guidelines and criteria for options for handling juveniles, 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.

16.03M

A written directive establishes procedures for juveniles who have been taken into custody, to include:

I. Bullets

- 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 component promptly unless there is a need for emergency medical treatment; and
- E. **Precautions to ensure no regular contact between adult and juvenile detainees.**

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Rights notification documentation. (Qty Initial: 1) (Qty Reaccred: 1)
- Guardian notifications documentation. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of adult and juvenile separation.

III. Required References

Florida Statutes 985.101, 985.11, 985.115

IV. Assessor Guidelines

Regular contact: sight and sound contact. Separation of children from adults shall permit no more than haphazard or accidental contact. (Bullet E)

V. Accreditation Manager Notes

Comparative Compliance Bullets C and E

CHAPTER 17

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. It also addresses situations of an emergency nature that result from disasters, civil disturbances, and civil defense emergencies.

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.

17.01 M

A written directive establishes an *Incident Command System* for operations management and addresses the following:

I. Bullets

- A. System activation criteria;
- B. Command protocol;
- C. Written procedures;
- D. Training of agency personnel;
- E. Documented after-action report; and
- F. **Documented periodic training or operational exercise.**

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty initial: 1) (Qty Reaccred: 1)
- Training documentation (Qty Initial: 3) (Qty Reaccred: 3)
- After action reports (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Training/operational exercise documentation (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullet F

17.04M

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

I. Bullets

- A. Team member selection criteria;
- B. Specialized equipment;
- C. Quarterly team training;**
- D. Annual readiness exercise;**
- E. Call out criteria and notification procedures;**
- F. Deployment procedures; and
- G. Duties and responsibilities.**

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

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

V. Accreditation Manager Notes

Comparative Compliance Bullets C, D, E, and G

17.05M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

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

V. Accreditation Manager Notes

17.07M

The agency has written procedures for handling bomb related incidents and addresses the following:

I. Bullets

- A. Role of members in obtaining details from the bomb threat caller;
- B. Notification of appropriate personnel both inside and outside the agency;
- C. Establishment of a security perimeter;
- D. Organization of search teams and search procedures;
- E. Equipment;
- F. Notification of the bomb disposal unit when a suspected device is located;
- G. General evacuation plan;
- H. Coordination with the fire department;
- I. Communications procedures during periods of radio silence; and
- J. Post explosion procedures.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

17.08 M

If the agency has a bomb squad, a written directive provides for the following:

I. Bullets

- A. Selection criteria;
- B. Specialized equipment;
- C. Training;
- D. Call out criteria and notification procedures;
- E. Deployment procedures; and
- F. Duties and responsibilities.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

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

V. Accreditation Manager Notes

17.09

If the agency handles *special events*, the agency will have written procedures for the following:

I. Bullets

- A. Designation of a single person or position as the supervisor/coordinator for the coverage of a given event;
- B. Logistical requirements; and
- C. Coordination inside and outside the agency.

II. Proofs of Compliance

- Written procedures addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of special event operations. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

17.10M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

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

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 18 Traffic Law Enforcement

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, clothing worn by members who perform these *functions*, assistance and protection provided to highway users, procedures for reporting and correcting hazardous highway situations, and the towing of private vehicles. This chapter also establishes guidelines and procedures for traffic crash investigations.

This chapter addresses agency guidelines and procedures for handling all aspects of traffic enforcement and control.

18.04M

A written directive describes specific responsibilities of the first responding member at the scene of a crash, including:

I. **Bullets**

- 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 witnesses and recording crash information;
- G. Expediting the removal of vehicles and debris from the roadway; and
- H. Hazardous material assessment.

II. **Proofs of Compliance**

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

III. **Required References**

IV. **Assessor Guidelines**

V. **Accreditation Manager Notes**

Comparative Compliance Bullets B, D, and E

18.06

The agency completes annual analyses of traffic crash data and traffic enforcement data.

I. Bullets

II. Proofs of Compliance

- Traffic crash analysis reports (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Traffic enforcement analysis reports (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

The reports required by this standard may be combined in a single document.

18.11

A written directive describes the agency's school crossing guard program to include:

I. Bullets

- A. Selection criteria;
- B. Authority and responsibilities;
- C. State certified training regardless of population and salary;**
- D. Recertification/evaluation regardless of population and salary; and**
- E. Uniform requirements.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Certificates of training. (Qty initial: 3) (Qty, Reaccred: 1 each year)
- Observation of uniforms
- Certificates of recertification training. (Qty initial: 3) (Qty Reaccred: 1 each year)

III. Required References

Florida Department of Transportation Safety Office School Crossing Guard Training Guidelines

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullets C and D

18.12

If the agency uses non-sworn members to conduct traffic direction and control, a written directive describes the following:

I. Bullets

- A. Authority and responsibilities; and
- B. Training.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty initial: 1) (Qty, Reaccred: 1)
- Training documentation (Qty initial: 3) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard does not apply to school crossing guards.

18.13M

A written directive specifies the requirements and documentation for the towing of all vehicles.

I. Bullets

- A. Time;
- B. Date;
- C. Location the vehicle was towed from;
- D. Requesting member;
- E. Reason for removal or tow;
- F. Towing service name;
- G. Location the vehicle was towed to;
- 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.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed tow log. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

A single document may be used to show compliance with all elements of the standard.

CHAPTER 19

Criminal Intelligence

Criminal intelligence, which is the collection, processing, and dissemination of information relating to criminal activities, is used by all agencies. This varies widely among law enforcement jurisdictions, but typically includes organized crime, vice, illegal drug activity, terrorism, gang activity, and civil disorder. Intelligence should be a source of information for action by 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 to properly safeguard intelligence information and records in accordance with Florida Statutes and Code of Federal Regulations.

19.02M

A written directive describes procedures for safeguarding intelligence information, to include:

I. Bullets

- A. Collation and analysis in a secure environment;
- B. Dissemination to internal components and other criminal justice agencies;
- C. Security measures to protect against unauthorized attempts to access, modify, remove, or destroy stored information, whether electronic or physical; and
- D. **Secure storage in an area separate from the agency's central records function.**

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

If any intelligence information is stored electronically, measures must be in place to protect the information from agency members not involved in the intelligence function.

Comparative Compliance Bullet D

CHAPTER 20

Misconduct Complaint Processing

Every law enforcement agency will establish 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*.

20.01M

A written directive establishes procedures for processing all *complaints* against the agency or its members, to include:

I. Bullets

- A. Types of complaints to be investigated by line supervisors;
- B. **Types of complaints to be reviewed by the internal affairs function;**
- C. Types of complaints that require investigating by the internal affairs function;
- D. Procedures for maintaining a record of complaints received by the agency in accordance with Florida Statutes;
- E. Maintaining the confidentiality of internal affairs investigations in accordance with Florida Statutes;
- F. Secure storage of internal affairs records; and
- G. **Provisions for releasing information at the conclusion of the investigation, upon request, and in conformance with the public records law.**

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Complaint documentation. (Qty initial: 1 each type) (Qty Reaccred: 1 each type)
- Observation of secure storage.
- Interviews

III. Required References

Florida Statutes 112.533, 119.07

IV. Assessor Guidelines

V. Accreditation Manager Notes

Include one from bullet A, one from bullet B, and one from bullet C.

Comparative Compliance Bullets B and G

20.04M

A written directive requires that upon conclusion of an internal investigation, the complainant and the affected member receive written notification of the conclusion of fact.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating the various conclusions of fact. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Documentation demonstrating written notification to member and complainant. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

III. Required References

IV. Assessor Guidelines

This standard applies to formal *internal affairs investigations*.

V. Accreditation Manager Notes

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.

CHAPTER 21

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.

21.01M

A written directive describes procedures for transporting *prisoners/detainees*, to include:

I. Bullets

- A. Prisoners/detainees of the opposite sex;**
- B. Sick, disabled, or injured prisoners/detainees;**
- C. Juvenile offenders; and**
- D. Violent prisoners/detainees.**

II. Proofs of Compliance

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

III. Required References

Florida Statute 985.101

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullets A, C, and D

CHAPTER 22 Holding Areas

Standards in this chapter apply to agencies operating 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. If these holding areas are staffed by detention personnel, the standards do not apply. All agencies that operate a holding facility must comply with the standards in this chapter, if applicable.

22.01M

Holding areas provide the following conditions for *prisoners/detainees*:

I. **Bullets**

- A. Adequate lighting;
- B. Circulation of fresh or purified air;
- C. **Controls to reduce the possibility of invading a prisoner/detainees' privacy.**

II. **Proofs of Compliance**

- Observation of *holding areas*.

III. **Required References**

IV. **Assessor Guidelines**

V. **Accreditation Manager Notes**

Comparative Compliance Bullet C

22.04M

A written directive requires procedures for processing *prisoners/detainees* to include:

I. Bullets

- A. The search of each prisoner/detainee prior to entering the holding area;
- B. An itemized inventory and secure storage of all property taken; and
- C. Release of personal property to a transporting officer, if other than the arresting officer.**

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed inventory form. (Qty initial: 3) (Qty Reaccred: 3)
- Observation of secure storage
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullet C

22.06M

If holding areas are equipped with video surveillance with the ability to observe *prisoners/detainees*, a written directive includes:

I. Bullets

A. Controls to protect a prisoner/detainee's privacy; and

B. Measures to ensure immediate intervention for prisoner/detainee emergencies.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullet B

22.09M

Procedures for gaining access to medical services are posted in areas used by *prisoners/detainees*, in the language(s) prevalent to the *service community*.

I. Bullets**II. Proofs of Compliance**

- Observation of posted signs

III. Required References**IV. Assessor Guidelines****V. Accreditation Manager Notes**

22.11M

A written directive describes procedures to be followed in the event of an escape to include:

I. Bullets

- A. Sounding of alarms;
- B. Persons to be notified;
- C. Assignment of available members;
- D. Mobilizing resources;
- E. Ending alert; and
- F. Reporting requirements.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed reports. (Qty Initial: 3) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.13M

A first aid kit containing current supplies is available in all holding areas. A documented monthly inspection is conducted and supplies are replenished as necessary.

I. Bullets**II. Proofs of Compliance**

- Observation of first aid kit.
- Documentation of monthly inspection. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References**IV. Assessor Guidelines****V. Accreditation Manager Notes**

CHAPTER 23

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, security, and equipment.

23.01M

A written directive regulates courtroom and courthouse security, to include:

I. Bullets

- A. The agency's role and authority;
- B. Security of the courthouse;
- C. **Hostage situation response;**
- D. **High-risk trials;**
- E. **Emergency procedures for fires, bombs, and disasters;**
- F. **Emergency medical procedures;**
- G. **Evacuation procedures; and**
- H. Communications.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of communications system.
- Observation of courthouse security.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullets C, D, E, F, and G

23.03

A written directive addresses equipment used for court security to include availability, readiness, and secure storage.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty, Reaccred: 1)
- Observation of availability, readiness, and secure storage.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

23.04

A written directive establishes procedures for restricting public contact with prisoners while in the courthouse.

I. Bullets**II. Proofs of Compliance**

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

III. Required References**IV. Assessor Guidelines****V. Accreditation Manager Notes**

23.05M

A written directive requires documented inspections of courtrooms for contraband prior to use.

I. Bullets**II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Inspection documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References**IV. Assessor Guidelines****V. Accreditation Manager Notes**

23.06M

A written directive specifies procedures for the examination of articles brought into the courthouse.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 25 Communications

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

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

25.05M

A written directive establishes procedures for handling misdirected emergency calls, and hang up emergency calls.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.09M

A written directive establishes procedures for radio communications to and from field members, to include:

I. Bullets

- A. Specification of the circumstances requiring radio communications by members;
- B. Documenting initial status and any change in status;
- C. The methods used for identifying members during radio transmissions;
- D. Communication with interacting agencies;
- E. Criteria 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.**

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- List of members' identification numbers. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of member status system.

III. Required References

IV. Assessor Guidelines

Ensure guidelines are in place for the duration of the shift, to include "in-between" calls for service or other activity.

V. Accreditation Manager Notes

Comparative Compliance Bullet F

25.12M

A written directive establishes procedures for obtaining interpretation services for non-English speakers.

I. Bullets**II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Staff interviews.

III. Required References**IV. Assessor Guidelines****V. Accreditation Manager Notes**

25.13M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

Florida Statute 401.465

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.14M

All 911 Public Safety Telecommunicators are certified/recertified through the Department of Health.

I. Bullets**II. Proofs of Compliance**

- 911 Public Safety Telecommunicators' certifications. (Qty Initial: 3) (Qty Reaccred: 3)

III. Required References

Florida Statute 401.465

IV. Assessor Guidelines**V. Accreditation Manager Notes**

25.15M

A written directive addresses the certification of *911 Public Safety Telecommunicator* trainees, to include the following:

I. Bullets

- A. Must work under the direct supervision of a certified 911 Public Safety Telecommunicator;
- B. Must complete an approved training program; and
- C. Must achieve certification within 12 months of assignment.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Documentation of assignment. (Qty initial: 3), (Qty Reaccred: 3)
- 911 Public Safety Telecommunicator certification of supervisors (Qty initial: 3), (Qty Reaccred: 3)

III. Required References

Florida Statute 401.465

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.16

A written directive establishes procedures for obtaining the services of *qualified interpreter(s)* for the deaf and hearing impaired.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 26

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.)

26.02M

A written directive establishes procedures and authority for report distribution:

I. Bullets

- A. Within the agency;
- B. To organizations outside the agency; and
- C. When a public records request is received.

II. Proofs of Compliance

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

III. Required References

Chapter 119 Florida Statutes

IV. Assessor Guidelines

V. Accreditation Manager Notes

26.03M

A written directive establishes measures to ensure the privacy and security of the central records area, to include:

I. Bullets

A. Restricted access; and

B. Restricted viewing of files and computer monitors.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of records area and related security.
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Comparative Compliance Bullet B

26.07M

Fingerprint records and photographs of juveniles taken into custody must be maintained separately and marked "Juvenile Confidential" unless not required by Florida law.

I. Bullets

II. Proofs of Compliance

- Observation of files.

III. Required References

Florida Statute 985.11

IV. Assessor Guidelines

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.

V. Accreditation Manager Notes

CHAPTER 27

Evidence

These standards address procedures for the proper identification, collection and preservation of evidence.

27.03M

If the agency has designated crime scene specialists to perform crime scene evidence processing, they will receive *specialized training* and periodic refresher training in the equipment, computer programs and techniques used by the agency.

I. Bullets

II. Proofs of Compliance

- Documentation of specialized training. (Qty Initial: 3) (Qty Reaccred: 3)
- Documentation of periodic refresher training. (Qty Initial: 3) (Qty Reaccred: 3)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

27.05M – Deleted

27.08M

The agency has refrigerated storage for perishable items of evidence; and includes:

I. Bullets

- A. Security; and
- B. Provisions for maintaining the integrity of evidence in the event of power outage.

II. Proofs of Compliance

- Observation of refrigerated storage.
- Interviews.

III. Required References

IV. Assessor Guidelines

Location of the refrigerator within the facility should be considered to determine if additional security is required. If separate lock boxes are used, they must be secured inside the refrigerator.

V. Accreditation Manager Notes

27.09M

A written directive outlines procedures for the secure storage of evidence when the evidence room is closed or not accessible by end of tour of duty, to include refrigerated storage.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of secure temporary storage areas.

III. Required References

IV. Assessor Guidelines

Assessors will verify security in temporary storage areas for all types of property.

V. Accreditation Manager Notes

27.11M

If the agency utilizes *mobile evidence storage units* for temporary evidence storage, a written directive addresses the following:

I. Bullets

- 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.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of secure mobile evidence storage units.
- Training documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Approval documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

27.13M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Agency policy for inventory must specify amounts or percentages.

Audits, inspections and inventories are to be documented separately.

Evidence audits, inventories, and inspections may be conducted concurrently with property functions, but must be documented as separate functions.

Comparative Compliance Bullet D

27.14M

A written directive addresses the submission of evidence collected in sexual offense investigations for processing, and includes:

I. Bullets

- 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;
- B. Informing the victim of the purpose of submitting evidence for testing;
- 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
- D. Storage in a secure, environmentally safe manner until the prosecuting agency has approved its destruction.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of storage.
- Observation of method for informing victims.
- Interviews.

III. Required References

Florida Statute 943.326

IV. Assessor Guidelines

This standard does not apply to sexual assault kits collected from non-reporting victims.

V. Accreditation Manager Notes

Elements for additional notifications may be included in victim/witness rights documents.

CHAPTER 28

Property

These standards address identifying, labeling, recording, and maintaining found, recovered, or non-evidentiary property in the custody of the agency. These standards do not apply to agency-owned property, which is addressed in Chapter 5.

28.02M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Audits, inspections and inventories are to be documented separately.

Property audits, inventories, and inspections may be conducted concurrently with evidence functions, but must be documented as separate functions.

Comparative Compliance Bullet D

CHAPTER 29

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.

29.01M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

29 C.F.R. 1910.1030(b)

IV. Assessor Guidelines

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

Assessors will verify accessibility to PPE.

Check for decontamination supplies.

Assessors will verify proper disposal containers.

V. Accreditation Manager Notes

29.02M

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

I. Bullets

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

II. Proofs of Compliance

- Lesson plan (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training at time of initial assignment. (Qty Initial: 3 from various job classifications) (Qty Reaccred: 3 from various job classifications for each year)
- Documentation of refresher training (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

29.03M

The agency maintains medical and training records for each member with *occupational exposure*.

I. Bullets**II. Proofs of Compliance**

- Observation of medical records confidentiality.
- Interviews.

III. Required References

GS1-SL Items #227, # 350, #19, and #162

IV. Assessor Guidelines**V. Accreditation Manager Notes**

29.04M

The agency has a Hepatitis B vaccination program that is voluntary for all members who have *occupational exposure*. The program includes:

I. Bullets

- A. Vaccinations are made available within ten working days of initial employment, or subsequent assignment to a position with occupational exposure;
- B. A requirement that members who decline to participate will sign an acknowledgement of declination after receipt of training;
- 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 reasonable time and place; and
- E. Vaccinations are provided by a Licensed Healthcare Professional.

II. Proofs of Compliance

- Copy of Hepatitis B Vaccination program. (Qty Initial: 1) (Qty Reaccred: 1)
- Notice of availability. (Qty Initial: 3) (Qty Reaccred: 1 for each year)
- Declination of participation.
- Documentation of no cost to member. (Qty Initial: 1) (Qty Reaccred: 1)
- Professional licenses/certificates. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Proofs must show compliance from various job classifications.

CHAPTER 30

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.

30.01

A written directive specifies the agency's policy regarding enforcement of the Florida Contraband Forfeiture Act.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Contraband Forfeiture Act, FS 932.701 – 932.706

IV. Assessor Guidelines

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.

V. Accreditation Manager Notes

30.02M

A written directive specifies procedures for the seizure and forfeiture of vessels, vehicles, aircraft, currency, or other personal property, or contraband articles.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

30.03M

If an agency participates in the federal equitable sharing program, a written directive addresses the following:

I. Bullets

- A. Tracking procedures; and
- B. Internal controls for required financial reporting.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial:1) (Qty Reaccred: 1)
- Current Federal Equitable Sharing Agreement and Certification Forms. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Federal property transfer form. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed accounting reports. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

DAG-71 or TD F 92-22.46

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 31

Interview Rooms

These standards apply to agencies that allow suspects, *detainees*, or *prisoners* to be placed in a room, space, or area for the purpose of conducting interviews. 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.**

31.01M

If an agency allows suspects, *detainees*, or *prisoners* to be secured in a designated area without *continuous supervision* by agency personnel, a written directive addresses the following:

I. Bullets

- A. Authorization for the use of the room, space, or area;
- B. Member accountability;
- C. Separation of females, males, and juveniles;
- D. Authorized temporary restraint devices, including, if allowed, securing to fixed objects designed for such use;
- E. Access to water, restrooms, and other needs;
- F. Safety considerations for objects contained in the room;
- G. Member contact at least every fifteen minutes; and
- H. Member training on the use of interview rooms.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation (Qty Initial: 3) (Qty Reaccred: 3)
- Observation.
- Interviews.

III. Required References

IV. Assessor Guidelines

A locked door does not make an interview room 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.

For juveniles, refer to Standard 16.03E.

V. Accreditation Manager Notes

31.02M

A written directive addresses the following security measures within the interview room:

I. Bullets

- A. Search of the suspects, detainees, or prisoners;
- B. Identification of person(s) authorized access;
- C. Control of lethal and less-lethal weapons;
- D. Escape prevention;
- E. Procedures for safeguarding the prisoner's/detainee's property;
- F. Control of the suspects, detainees, or prisoners during medical or other emergency situations;
- G. Plan for fire prevention, evacuation, and suppression;
- H. Panic or duress alarms; and
- I. Security inspections.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of system to control weapons.
- Observation of evaluation plans and fire suppression equipment.
- Observation of panic or duress alarms.
- Interviews.

III. Required References

IV. Assessor Guidelines

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.

Panic or duress alarms should provide agency members with appropriate response to emergencies occurring in interview rooms. 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.

V. Accreditation Manager Notes

CHAPTER 32 Technology

This chapter addresses the technological aspects of law enforcement equipment and techniques. These standards address operations, policy/procedure, security, and training.

32.01

A written directive establishes procedures for agency computer hardware and software and includes provisions for the following:

I. Bullets

- A. Use of email;
- B. Internet access;
- C. Installation of computer software;
- D. Access restrictions; and
- E. Authorized use.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

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.)

V. Accreditation Manager Notes

Comparative Compliance Bullets A, B, D, and E

32.03

A written directive addresses the use of unmanned aerial vehicles, and includes the following:

I. Bullets

- A. Member responsibilities;
- B. Training;
- C. Privacy considerations;
- D. Criteria for activation;
- E. Retention of recordings; and
- F. Restrictions.

II. Proofs of Compliance

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

III. Required References

Florida Statute 934.50

FAA Small Unmanned Aircraft Regulations Part 107

IV. Assessor Guidelines

V. Accreditation Manager Notes

32.05

A written directive addresses the use of social media, and includes the following:

I. Bullets

- A. Identification of member(s) for agency media maintenance;
- B. On-duty use of agency sites and devices;
- C. On-duty use of personal sites and devices; and
- D. Posting of agency activities to personal sites.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

GLOSSARY

911 PUBLIC SAFETY TELECOMMUNICATOR

A public safety dispatcher or 911 operator whose duties and responsibilities include the answering, receiving, transferring, and dispatching functions related to 911 calls; dispatching law enforcement officers, fire rescue services, emergency medical services, and other public safety services to the scene of an emergency; providing real-time information from federal, state, and local crime databases; or supervising or serving as the command officer to a person or persons having such duties and responsibilities.

ACCREDITATION

The bestowing of credentials symbolizing approval from a professional organization upon practitioners or specific institutions. Complying with specific accepted standards established for an institution or occupation.

ACCREDITATION CYCLE

For purposes of reaccreditation, the accreditation cycle is calculated from the most recent assessment date to the next assessment date.

ADMINISTRATIVE REVIEW

A documented review of an incident or occurrence prepared by or for the CEO or designee. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.

ANALYSIS

Data presentation, identification of problem areas (if any), and recommendations.

ANNUAL

An event occurring once every 12 months.

APPEAL

A resort to a higher authority or greater power, as for sanction, corroboration, or a decision.

APPLICANT AGENCY

An agency that has made application to the Commission for state accredited status.

AUDIT

The examination of records and activities to ensure compliance with established controls, policies, and operational procedures, and to recommend any indicated changes.

AUXILIARY MEMBER

Any sworn person employed or appointed, with or without compensation, who aids or assists a full-time or part-time law enforcement officer and who, while under the direct supervision of a full-time or part-time law enforcement officer, has the authority to arrest and perform law enforcement functions.

BIAS-BASED PROFILING

The selection of an individual based solely on a trait common to a group for enforcement action. This includes, but is not limited to: race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.

BIENNIAL	An event that occurs every two years.
BLOODBORNE PATHOGENS	Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV)
CANDIDATE AGENCY	An agency that has completed a successful onsite assessment and is being reviewed by the Commission for accredited or reaccredited status. The agency may also be reviewed for CALEA Recognition status.
CEO	Chief Executive Officer: the Sheriff, the Chief of Police, or the Director or Commissioner of a criminal justice entity.
CFA	The Commission for Florida Law Enforcement Accreditation, Inc.
CIVILIAN MEMBER	A full- or part-time person who is not certified and does not possess arrest powers.
CJSTC	The Criminal Justice Standards and Training Commission.
CODE OF CONDUCT	Specific guidelines for behavior, including prohibitions.
COMMAND PROTOCOL	Practice identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exists.
COMPLAINT	An allegation of misconduct, violation of law or agency directives, against any member of the agency. This does not include a complainant's misunderstanding or disagreement with the application of law or agency policy or procedures.
PROOFS OF COMPLIANCE	Documentation or other methods used to demonstrate compliance with a standard.
COMPONENT	A subdivision of the agency, such as a division, bureau, section, unit, or position that is established to provide a specific function.
CONCLUSIONS OF FACT	Final determination about allegations based on investigative activities. Classifications of investigative findings may include exonerated, sustained, not sustained, unfounded, and policy failure.
CONFIDENTIAL INFORMANT	<p>A person who cooperates with a law enforcement agency confidentially in order to protect the person or the agency's intelligence gathering or investigative efforts and:</p> <ol style="list-style-type: none"> 1. Seeks to avoid arrest or prosecution for a crime, or mitigate punishment for a crime for which a sentence will be or has been imposed; and 2. Is able, by reason of his or her familiarity or close association with suspected criminals, to: <ol style="list-style-type: none"> a. Make a controlled buy or controlled sale of contraband, controlled substances, or other items that are material to a criminal investigation;

- b. Supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or
- c. Otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.

CONDITIONAL STANDARDS	Standards beginning with “If” refer to conditions that may render the standard Not Applicable.
CONTINUOUS SUPERVISION	Supervision by an agency member who has the authority and the responsibility to exercise control over a prisoner/detainee and can immediately intervene on behalf of the agency or prisoner/detainee. Video monitoring may be used only if immediate intervention can be accomplished.
CRIMINAL HISTORIES	A transcript of arrests for an individual usually identified by name, date of birth, or identification number.
CRITERIA	A standard, rule, or test on which a judgment or decision can be based.
CURRICULUM	A series of courses related to a specific kind of training program.
DEADLY FORCE	Force that is likely to cause death or great bodily harm and includes, but is not limited to: the firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and the firing of a firearm at a vehicle in which the person to be arrested is riding. The terms deadly force and lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.
DETAINEE	Someone being held in custody or confinement (may be under physical restraint) See <i>prisoner</i> definition.
EMERGENCY SITUATION	An actual or potential condition that poses an immediate threat to life or property.
EMOTIONAL STABILITY/ PSYCHOLOGICAL FITNESS EXAMINATION	Professional screening designed to identify behavior patterns and/or personality traits that may prove either detrimental or advantageous to successful job performance.
EQUAL EMPLOYMENT OPPORTUNITY	The providing of equal opportunities for employment and conditions of employment to all members regardless of race, creed, color, age, sex, religion, national origin, marital status, or physical impairment.
EXPOSURE CONTROL PLAN	A plan designed to eliminate or minimize member occupational exposure to potentially infectious materials.
EXTRA-DUTY EMPLOYMENT	Any secondary employment where the actual or potential use of law enforcement authority is a condition of employment.

FIELD INTERVIEW	The stopping and questioning of a person by a law enforcement officer because there is reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime; believes the subject may be a hazard; or believes the interview may have a preventive effect.
FIELD PERSONNEL	Members who, by virtue of their assignment, have routine contact with the general public while not in a traditional office setting. Field personnel may include sworn or non-sworn members.
FIELD TRAINING AND EVALUATION PROGRAM	A structured and closely supervised agency training program provided for newly hired line personnel designed to facilitate the application of skills and knowledge obtained in the academy/classroom, or through their previous experience, to actual performance in on-the-job situations.
FIELD TRAINING OFFICER	An experienced or senior officer with specialized training who is responsible for the training and evaluation of newly hired line personnel.
FUNCTION	A general term for the required or expected activity of a person or an organizational component, e.g., patrol function, communication function.
GENERAL ORDER	Directives concerned with policy, rules, and procedures affecting more than one organizational component.
GRIEVANCE	Formal request in writing to resolve differences in identified matters due to an actual or supposed circumstance regarded as just cause for protest.
GUIDELINES	Statements or other indications of policy or procedure to determine a course of action.
HIGH LIABILITY TOPICS	CJSTC Basic Recruit High Liability topics: Law Enforcement Vehicle Operations, Firearms, Defensive Tactics, and First Aid for Criminal Justice Officers.
HOLDING AREA	Any locked area, space, or enclosure where a prisoner/detainee is placed to prohibit freedom of movement.
INCIDENT COMMAND SYSTEM	Command, control, and coordination of a response to organize the efforts of members and agencies as they work toward stabilizing an incident while protecting life, property, and the environment. There are five major components: command, planning, operations, logistics, and finance/administration.
IN-SERVICE TRAINING	Training received by agency members to enhance knowledge, skills, or abilities. This includes formal retraining, specialized, promotional, or advanced training. In-service training may also include less formal types of instruction, such as roll-call training.

INDEPENDENT AUDIT	A methodical examination and review conducted by an entity from outside the agency.
INSPECTION	The act or process of examining or looking at carefully.
INTERNAL AFFAIRS INVESTIGATION	A formal, detailed investigation of alleged misconduct, violation of law or agency directives or moral character violation as defined by CJSTC.
INTERNAL AUDIT	A methodical examination and review conducted by an entity within the agency but outside the chain of command of the unit to be audited.
INVENTORY	The act or process of cataloging through a full accounting of the quantity of goods or materials on hand, unless a standard specifically allows for a partial accounting.
JOB DESCRIPTION	An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.
JOB-RELATED	Pertaining to tasks performed or functions required of a specific job classification.
JOB TASK ANALYSIS	A systematic examination of the functions and objectives of each job-related task to be performed as they relate to skills, knowledge, and abilities required to perform the tasks or duties of the job.
LESS-LETHAL FORCE	Force which is not likely to cause death or great bodily harm. The terms non-deadly force, less-than-lethal force and less-lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.
LESSON PLAN	A detailed format an instructor uses to conduct the course. A lesson plan may include: goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.
LETHAL FORCE	Force which is likely to cause death or great bodily harm and includes, but is not limited to: (1) The firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and (2) The firing of a firearm at a vehicle in which the person to be arrested is riding. The terms deadly force and lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.
LICENSED HEALTHCARE PROFESSIONAL	A person whose legally permitted scope of practice allows him or her to independently administer the Hepatitis B vaccination.
MANDATORY STANDARDS	Standards that address life, health, and safety issues; legal matters; or essential law enforcement practices. Every agency is

required to meet all of these standards except those not applicable, or for which a waiver has been granted.

MEDICAL CARE FACILITY

Any hospital, office, mobile unit or other facility designed or utilized to provide immediate or ongoing medical treatment.

MEMBER

A generic term utilized in this manual to describe all agency personnel, including volunteers, auxiliary officers, and part-time personnel.

MEMORANDUM

An informal, written document that may or may not convey an order; it is generally used to clarify, inform, or inquire. Memoranda may be used for proofs of compliance.

MOBILE EVIDENCE STORAGE UNIT

A vehicle, equipped with a container bolted inside. The container shall be constructed of durable materials, and be secured with a locking device. The vehicle is equipped with an audible burglar alarm.

NON-DEADLY FORCE

Force which is not likely to cause death or great bodily harm. The terms non-deadly force, less-than-lethal force and less-lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.

NOT APPLICABLE (N/A) STANDARDS

Standards that address areas of responsibility or law enforcement practices for which the agency is not performing due to contracts, jurisdiction, or mutual aid agreements. The agency may not take essential law enforcement service standards as not applicable, e.g., communications, evidence collection. See *Conditional Standards* definition for additional information on non-applicability.

OCCUPATIONAL EXPOSURE

Reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of a member's duties.

OFF-DUTY EMPLOYMENT

Secondary employment which is not conditioned on the actual or potential use of law enforcement powers by an off-duty member.

ORGANIZATIONAL COMPONENT

A subdivision of the agency, such as a bureau, division, section, unit, or position that is established and staffed on a full-time basis to provide a specific function.

OTHER-THAN-MANDATORY STANDARDS

Standards that address important or desirable law enforcement practices. Every agency is required to meet at least 80 percent of these standards, except those which are not applicable.

PART-TIME SWORN MEMBER

Any sworn person employed or appointed less than full time, as defined by an employing agency, with or without compensation, who is vested with authority to bear arms and make arrests and

whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.

PERFORMANCE OBJECTIVES

Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.

PERIODIC

Conducted or occurring at least every three years.

PERSONAL PROTECTIVE EQUIPMENT

Specialized clothing or equipment worn by a member for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be protective equipment.

PLAN

A detailed scheme, program, or method worked out beforehand for the accomplishment of an objective, proposed or tentative project, or goal. A plan may be a systematic arrangement of details, an outline, drawing or diagram.

POLICY STATEMENT

A broad statement of agency principles that provides a framework or philosophical basis for agency procedures.

POSITION

The duties and responsibilities assigned to one employee. A position may have functional responsibility for a single task or multiple tasks.

POTENTIALLY INFECTIOUS MATERIALS

Any human body fluid, tissue, or organ other than intact skin. Any biologic agent or other disease causing agent which upon exposure, ingestion, inhalation, or assimilation into any person, will or may reasonably be anticipated to cause disease or death.

PRISONER

Any person arrested and/or in custody of a law enforcement officer or agency. See *detainee* definition.

PROCEDURE

A manner of proceeding, a way of performing or effecting something, an act composed of steps, a course of action, a set of established forms or methods for conducting the affairs of the agency.

PROCESS

A series of actions, changes, or functions bringing about a result.

PURSUIT

An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving motor vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.

QUALIFIED INTERPRETER

A professional who facilitates communication between deaf and hearing individuals. A qualified interpreter is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary. The

qualified interpreter has specialized training in interpreting from one language to another for example, American Sign Language [ASL] to English and English to ASL. Simply knowing both sign language and English does not qualify a person as an interpreter. The role of an interpreter is to accurately convey all messages between the individuals involved in the communication setting.

RECRUITMENT ACTIVITIES

Any activity or event utilized in seeking potentially qualified applicants for a particular position.

RECRUITMENT LITERATURE

Pamphlets, announcements, or any handout material used to seek qualified applicants for a particular position.

RECRUITMENT PLAN

A written plan outlining methods to be utilized for recruiting, hiring, and retaining qualified candidates.

REGULATED WASTE

Any potentially infectious materials or items believed to be contaminated with potentially infectious materials, including sharps.

REGULAR CONTACT

Sight and sound contact. Separation of prisoners/detainees, when required, shall permit no more than haphazard or accidental contact.

REMEDIAL TRAINING

Training conducted to correct an identified deficiency.

RESTRAINING DEVICES

Equipment used to restrict the movement of a prisoner/detainee.

ROLL CALL TRAINING

Short training or informational sessions held just prior to, or after, a member's tour of duty.

RULES AND REGULATIONS

Specific guidelines describing allowed and prohibited behavior, actions, or conduct.

SELECTION CRITERIA

The rules, standards, or requirements used to make a judgment concerning filling a specific position.

SELECTION PROCESS

The combination of elements and procedures utilized to make the final decision in filling a position.

SEMI-ANNUAL

Occurring or issued twice a year.

SERVICE COMMUNITY

Persons within the agency's jurisdictional responsibility.

SEXUAL HARRASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's

	work performance or creating an intimidating, hostile, or offensive working environment.
SEXUAL OFFENDER	Refer to FS 943.0435 for definition.
SEXUAL PREDATOR	Refer to the Florida Sexual Predators Act in Chapter 775, FS for definition.
SPECIAL EVENTS	An activity that results in the need for control of traffic, crowds, or crime. Special events are normally time specific, short duration events, but may be extended over a longer period of time.
SPECIALIZED TRAINING	Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation.
SPECIAL PURPOSE VEHICLE	A vehicle used because of considerations of weather, terrain, or special operational needs, etc. Includes SWAT trucks, bomb disposal vehicles, mobile command posts, all-terrain vehicles (ATVs), personal watercraft, boats, aircraft, prisoner transport vehicles, motorcycles, bicycles, and animals.
STANDARD OPERATING PROCEDURE	A written directive which specifies how agency activities are carried out.
SWORN MEMBER	A member, as defined by statute, who is certified by CJSTC, possesses full law enforcement and arrest powers, and is employed either full- or part-time by a law enforcement agency. This member may or may not be compensated.
TACTICAL TEAMS	A select group of officers who are specially trained and equipped to handle high-risk incidents, e.g., snipers, barricaded persons, hostage takers, high risk warrant service. This does not include teams or units the primary purpose of which is to handle Haz-Mat, Hurricane/Disaster response or WMD incidents.
TTY	Text Telephone. A special device that allows people who are deaf, hard of hearing, or speech-impaired to use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate.
TRAFFIC CRASH DATA	Information relating to traffic accidents which have occurred in the agency's jurisdiction, to include type of accident, time of day, location, contributing factors, and injuries.
TRAFFIC ENFORCEMENT DATA	Information relating to the agency's efforts toward traffic enforcement, which may include frequency and type of enforcement activity, types and numbers of citations/warnings at targeted locations, and results of selected patrols.

TRS	Telecommunications Relay Services. TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities.
UNIVERSAL PRECAUTIONS	An approach to infection control where all human blood and certain human body fluids are treated as if infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other bloodborne pathogens.
UNLAWFUL HARRASSMENT	Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
VICTIM	A person who suffers physical, financial, or emotional harm as the direct result a specified crime committed upon his or her person or property. The children, parents, or legal guardian of a homicide victim are also regarded as victims.
VOLUNTEERS	Unpaid members who perform tasks which do not require law enforcement certification.
WITNESS	A person having information or evidence relevant to a crime.
WORK ENVIRONMENT	Agency facilities and equipment where daily activities are conducted, to include office space, patrol vehicle, interview rooms, holding areas, etc.
WRITTEN DIRECTIVE	A written document used to guide the actions of members and establish agency policy and practices. Examples of written directives include, but are not limited to: policy statements, standard operating procedures, general orders, memoranda, union contracts, laws, written orders, instructional material.