



# Commission for Florida Law Enforcement Accreditation, Inc.

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## MEMORANDUM

Date: February 23, 2023  
From: R. Stacy Lehman, Executive Director  
Subject: CFA Standards Manual Change Notice 5.19

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The following revisions were approved by the Commission at the February 23, 2022, meeting. They are effective as of that date. Agencies have one year to come into compliance with new or amended standards, unless otherwise directed by the Commission.

1.07M  
Chapter 12 Introduction  
12.07  
14.11M  
15.03M  
15.12M  
27.08M

## **1.07M**

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 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

[Marcy's Law, Fla. Constitution, Art. I, Section 16\(b\)\(5\)](#)

### **IV. Assessor Guidelines**

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

## 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) or job description, which are useful for evaluating employee performance.

The key to the successful operation of the agency's performance evaluation system is the chief executive officer (CEO). The CEO must monitor its function to ensure that it is fair and impartial and is achieving established objectives consistent with competent personnel management. ~~Standards in this chapter must be addressed by either compliance or election of allowed exemptions.~~ These standards may ~~not~~ be taken as Not Applicable.

## **12.07**

If the agency conducts exit interviews, a written directive describes the agency's exit interview process for employee separations. The exit interview will be:

### **I. Bullets**

- A. Completed by the end of or immediately following the employee's final day of employment; and
- B. Conducted by the chief executive or designee.

### **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**

Proofs should reflect both civilian and sworn employees.

Does not need to include involuntary terminations or resignations in lieu of termination.

## 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, [different type each year](#))
- Deployment documentation. (Qty Initial: 3) ( Qty Reaccred: 1 each year, [different type 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.~~

### **15.03M**

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

#### **I. Bullets**

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

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

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

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

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

Florida Statute 914.28

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

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

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

## **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, [937.0205](#) and 937.031

### **IV. Assessor Guidelines**

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

## **27.08M**

[A written directive addresses](#)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 [temperature change detrimental to the evidence](#).~~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**