



Commission for Florida Law Enforcement Accreditation, Inc.

P.O. Box 1489 ~ Tallahassee, FL 32302
(800) 558-0218 ~ (850) 410-7200

MEMORANDUM

Date: June 29, 2023
From: R. Stacy Lehman, Executive Director
Subject: CFA Standards Manual Change Notice 5.20

The following revisions were approved by the Commission at the June 29, 2023, 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.

1.01
4.11M
9.06M
10.17
10.19M
Glossary Definition: Active Assailant Events
15.07
21.08M
27.06M
27.09M
27.10M
27.13M
27.15M
Chapter 28
29.01M

1.01

The agency has distributed or posted a current organizational chart, having routine updates as organizational changes occur.

I. Bullets

II. Proofs of Compliance

- Current organizational chart(s) showing *components/functions*. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documented distribution of charts or observation of posted charts (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observations.

III. Required References

IV. Assessor Guidelines

If the system is electronic, assessors will observe elements of the standard within the system and no written documentation is required.

V. Accreditation Manager Notes

For reaccreditation, need 1 each year only if there have been organizational changes.

4.11M (New Standard)

The agency submits monthly use of force data to Florida Department of Law Enforcement when a member uses force that results in:

I. Bullets

- A. Serious bodily injury;
- B. Death; or
- C. Discharging of a firearm at or in the direction of a person.

II. Proofs of Compliance

- Documented submissions of required reports. (Qty Initial: 2 consecutive months)
(Qty Reaccred: 2 consecutive months each year)

III. Required References

Florida Statute 943.6872

IV. Assessor Guidelines

V. Accreditation Manager Notes

Agencies are required to report even if there have been no such incidents of force used. This would be accomplished by submitting a Zero Report for a calendar month where no use of force incidents occurred.

9.06M

A written directive requires *selection criteria* for part-time *sworn members* are the same as full-time *sworn members*.

I. Bullets

II. Proofs of Compliance

- *Written directive* (Qty Initial: 1) (Qty Reaccred: 1)
- *Observe selection criteria.*
- ~~*Comparison of selection criteria.* (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)~~

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Compare full-time sworn against part-time sworn.

10.17M

If the Sheriff chooses to establish a Coach Aaron Feis Guardian Program, a written directive addresses:

I. Bullets

- A. Participation eligibility;
- B. Firearms safety and proficiency training;
- C. Defensive tactics training;
- D. Training in legal issues;
- E. Diversity training,
- F. Ongoing training [as defined by the agency](#); and
- G. Weapon inspection, and firearm qualification on an annual basis.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation participants have met eligibility requirements. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation participants have completed initial minimum training requirements. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Documentation of ongoing training. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type each year)
- Documentation of inspections. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of firearms qualifications. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

Florida Statute 30.15
Florida Statute 790.06

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

10.19M (New Standard)

A written directive establishes procedures for sworn and applicable non-sworn personnel responding to an Active Assailant Event.

I. Bullets

- A. Initial training, as defined by the agency, on response to active assailants; and
- B. Annual refresher training, as defined by the agency, on response to active assailants.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of initial training. (Qty Initial: 3) (Qty Reaccred: 1 each type, each year)
- Proof of annual training. (Qty Initial: 3) (Qty Reaccred: 1 each type, each year)
- Interviews

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

The agency should refer to the Marjory Stoneman Douglas High School Public Safety Commission Draft Model Policy for Response to Active Assailant Events when developing their own response policy.

Glossary Addition:

Active Assailant Events – An incident where one or more Active Assailants act to harm or kill others. Such events include, but are not limited to: school shootings, workplace violence, terrorist activities, and snipers.

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. Documenting ~~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)
- Documentation of field interview. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- ~~Completed field interview forms. (Qty Initial: 3) (Qty Reaccred: 1 each year)~~

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

21.08M

A written directive describes members' actions upon arrival at a facility, court, or other agency when delivering *prisoners/detainees*. The directive addresses the following:

I. Bullets

- A. Securing weapons;
- B. Removing restraining devices;
- C. Documentation delivered to the receiving **entity-personnel**;
- D. Documentation detailing the prisoner/detainee transfer; and
- E. Advising receiving agency personnel of any potential medical or security hazards.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed reports or activity logs with notations. (Qty initial: 3) (Qty Reaccred: 3)
- Prisoner/detainee transfer documentation. (Qty initial: 3) (Qty Reaccred: 3)
- Observation of method to secure weapons.
- Interviews

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

27.06M

~~Access to evidence areas is controlled to prevent the alteration, unauthorized removal, theft, or other compromise of evidence stored by the agency and to maintain chain of custody.~~ A written directive addresses the security of property and evidence areas, to include authorized personnel.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guideline

Access to property and evidence areas are controlled to prevent the alteration, unauthorized removal, theft, or other compromise of evidence stored by the agency and to maintain chain of custody.

V. Accreditation Manager Notes

Ensure there is a physical barrier above any drop ceiling with direct access to the property and evidence storage area.

27.09M

A written directive outlines procedures for the secure storage of **property and** evidence when the **property and** 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 and evidence**.

V. Accreditation Manager Notes

27.10M

The agency has ~~an evidence~~ records system to record all items of property and evidence held by the agency.:

I. Bullets

- A. Current location of property and/or evidence;
- B. Date and time property and/or evidence was received/released;
- C. Description of the property and/or evidence; and
- D. Chain of custody from time of receipt until final disposition.

II. Proofs of Compliance

- Evidence records. (Qty Initial: 1) (Qty Reaccred: 1)
- Property records. (Qty Initial: 1) (Qty Reaccred: 1)
- ~~Computer printouts. (Qty Initial: 1) (Qty Reaccred: 1)~~

III. Required References

IV. Assessor Guidelines

If the system is electronic, compliance may be proven through observation only. [Verify records for both property and evidence.](#)

Formatted: Font color: Accent 5

V. Accreditation Manager Notes

27.13M

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

I. Bullets

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

Formatted: Font color: Accent 5

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Agency policy for inventory must specify amounts or percentages for both property and evidence. Proofs of compliance must include proofs for both property and evidence.

Formatted: Font color: Accent 5

~~Elements of the standard may be conducted concurrently with property functions, but must be documented as separate functions.~~

27.15M

A directive outlines procedures for [property and](#) evidence held by the agency to include:

I. Bullets

- A. Logging into agency records within a specified timeframe;
- B. Placing under the [property and](#) evidence function before the officer's tour of duty ends;
- C. Exceptional circumstances that allow items to be secured and submitted after the officer's tour of duty, with documented supervisory approval;
- D. A description of each item and the circumstances it came into the agency's possession;
- E. Guidelines for packaging and labeling prior to submission;
- F. Extra security measures for handling exceptional, valuable, or sensitive items; i.e. currency, precious metals, jewelry, weapons, and drugs;
- G. Efforts to identify and notify the owner or custodian; and
- H. Procedures for release of [property and/or](#) evidence.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed [property](#) receipts. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- [Completed evidence receipts](#). (Qty Initial: 1) (Qty Reaccred: 1 each year)
- [Documentation for notification of owner](#). (Qty Initial: 1) (Qty Reaccred: 3)
- Observation of logs.
- Observation of secured areas.
- Observation of packaging and labeling.
- Documentation of supervisory approval for exceptional circumstances. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

~~Agency policy for inventory must specify amounts or percentages.~~

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.

28.01M

A written directive outlines procedures for property held by the agency to include:

I. Bullets

- A. Logging into agency records within a specified timeframe;
- B. Placing under the property function before the officer's tour of duty ends;
- C. Exceptional circumstances that allow items to be secured and submitted after the officer's tour of duty, with documented supervisory approval;
- D. A description of each item and the circumstances it came into the agency's possession;
- E. Guidelines for packaging and labeling prior to submission;
- F. Extra security measures for handling exceptional, valuable, or sensitive items; i.e. currency, precious metals, jewelry, weapons, and drugs;
- G. Efforts to identify and notify the owner or custodian; and
- H. Procedures for release of property.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed property receipt. (Qty Initial: 1) (Qty 1 each year)
- Observation of logs.
- Observation of secured areas.
- Observation of packaging and labeling.
- Documentation of notification. (Qty Initial: 1 each) (Qty Reaccred: 3)
- Documentation of supervisory approval for exceptional circumstances. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

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 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**

Agency policy for inventory must specify amounts or percentages.

Elements of the standard may be conducted concurrently with evidence functions, but must be documented as separate functions.

28.03M

A written directive addresses security of the property areas, to include authorized personnel.

I. — Bullets

II. — Proofs of Compliance

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

III. — Required References

IV. — Assessor Guidelines

Verify security of all property areas (bike racks, off-site storage, etc.)

V. — Accreditation Manager Notes

28.04M—

The agency has a property records system which provides the following information:

I. — Bullets

- A. — Current location of property;
- B. — Date and time property was received/released;
- C. — Description of the property; and
- D. — Chain of custody from time of receipt until final disposition.

II. — Proofs of Compliance

- — Property records. (Qty Initial: 1) (Qty Reaccred: 1)
- — Computer printouts. (Qty Initial: 1) (Qty Reaccred: 1)
- — Observation of system

III. — Required References

IV. — Assessor Guidelines

If the system is electronic, compliance may be proven through observation only.

V. — Accreditation Manager Notes

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)
- 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)~~
- Observation of Personal Protective Equipment.
- Documentation of disposal of hazardous materials. (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 Personal Protective Equipment.

Check for decontamination supplies.

Assessors will verify proper disposal containers.

Documentation of a third-party agreement or invoice from a waste management contractor.

V. Accreditation Manager Notes

