



## **Commission for Florida Law Enforcement Accreditation, Inc.**

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

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### MEMORANDUM

Date: October 5, 2023  
From: R. Stacy Lehman, Executive Director  
Subject: CFA Standards Manual Change Notice 5.21

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The following revisions were approved by the Commission at the October 5, 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.

4.05M  
4.06M  
10.10M  
10.12M  
10.20M  
18.11M

#### 4.05M

A written directive addresses the use of agency approved firearms for sworn members and applicable civilian members to include:

##### I. **Bullets**

- A. On duty use;
- B. Off duty use;
- C. Proven proficiency prior to carrying;
- D. A requirement for only agency approved ammunition to be used while on duty;
- E. Inspection, and approval of agency approved firearms by a qualified firearms instructor or armorer, prior to carrying;
- F. A process to remove unsafe firearms; and
- G. Maintaining a record on each firearm approved by the agency for official use.

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

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing proficiency with on-duty firearms (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- Documentation showing proficiency with off-duty firearms (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation showing proficiency with firearms used by tactical team members (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation demonstrating inspection and approval of firearms. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Request to carry a personal firearm, e.g., letter, *memo*, etc., if applicable. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation demonstrating removal of unsafe firearms. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews.

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

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

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

Documentation showing proficiency is for new hires, new tactical team members, and/or new firearms prior to carrying.

Agency approved firearms include those that are personally owned.

#### **4.06M**

A written directive addresses the use of agency approved less-lethal weapons for sworn members and applicable civilian members, 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.

Documentation showing proficiency is for new hires and/or new weapons.

## 10.10M

A written directive requires sworn members and applicable civilian members authorized to carry weapons and or firearms receive *in-service training* which includes:

### I. Bullets

- ~~A.~~ Annual demonstration of proficiency with firearms authorized to carry;
- ~~A.B.~~ Annual refresher training on the agency's use of force policy; and
- ~~B.~~ Annual use of force training in accordance with CJSTC Rule;
- ~~C.~~ Annual Dart-Firing Stun Gun training in accordance with Florida Statute;
- ~~D.C.~~ Biennial less-lethal weapon training (for weapons other than the dDart-fFiring sStun gGun);
- ~~E.~~ Qualification with firearms authorized to carry in accordance with CJSTC Rule.

### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of ~~training for each element of the standard~~firearms proficiency. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Proof of refresher training on use of force policy (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Proof of less-lethal weapon training. (Qty Initial: 3) (Qty Reaccred: 3)
- Interviews

### III. Required References

~~CJSTC Rule 11B-27.00212~~

~~Florida Statute 943.1717~~

### IV. Assessor Guidelines

View lesson plans for each training topic identified in the standard (not necessary to be in the file); Remember to verify training for civilian members carrying weapons, e.g., batons, OC spray, etc.

### V. Accreditation Manager Notes

Proofs will show compliance for a variety of ranks.

Firearms authorized to carry includes those that are personally owned.

Proficiency may be shown in various formats to include, but not limited to live fire of firearms, simunitions, reality-based training scenarios, and physical manipulation of inert or training facsimiles of firearms authorized for the member to carry.

### **10.12M**

A *written directive* requires newly promoted ~~or appointed~~ first line ~~sworn~~ supervisors, prior to or within 12 months of promotion or appointment, to participate in a supervisory training program, as defined by the agency.

#### **I. Bullets**

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

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training. (Qty Initial: 1) (Qty Reaccred: 3)

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

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

~~Training is received prior to, or no later than 12 months after appointment to a supervisory position.~~

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

## **10.20M**

A written directive requires members authorized to carry dart-firing stun guns receive annual in-service training.

### **I. Bullets**

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

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of dart-firing stun gun training in accordance with Florida Statute. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews

### **III. Required References**

CJSTC Rule 11B-27.00212  
Florida Statute 943.1717

### **IV. Assessor Guidelines**

Remember to verify training for civilian members carrying dart-firing stun guns.

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

Proofs will show compliance for a variety of ranks.

## 18.11M

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)
- Completed FDOT Performance Checklist/Observation form. (Qty initial :3) Qty Reaccred: 1 each year)
- ~~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

[Florida Statute 316.75](#)

### IV. Assessor Guidelines

### V. Accreditation Manager Notes

**Guards must attend training annually and satisfactorily perform no less than two supervised shifts, which are documented on the performance checklist.**