



Commission for Florida Law Enforcement Accreditation, Inc.

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MEMORANDUM

Date: July 2, 2024
From: R. Stacy Lehman, Executive Director
Subject: CFA Standards Manual Change Notice 5.23

The following revisions were approved by the Commission at the June 20, 2024, 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.

4.01M
4.05M
4.06M
4.10M
4.12M (New Standard)
10.10M
10.19M
14.04M
15.10M

4.01M

A written directive establishes the agency's use of force policy which must follow applicable law and specifies that members will use only the force necessary to effect lawful objectives. The use of force policy must:

I. Bullets

- A. Prohibit vascular neck restraints except when deadly force is authorized as defined by the agency;
- B. Require de-escalation techniques whenever possible;
- C. Address verbal warnings before shooting where appropriate;
- D. Address an officer's duty to intervene to prevent or stop another officer's use of excessive force; **and**
- E. **Require annual refresher training to include agency use of force policy and at least one mandatory training topic on use of force as required by CJSTC.**

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- **Proof of annual refresher training for use of force policy (Qty Initial: 3) (Qty Reaccred: 1 each year)**
- **Proof of annual refresher training for required use of force training topic, at least one topic each year (Qty Initial 3) (Qty Reaccred: 1 each year, different topic each year)**

III. Required References

Florida Statute 776.05
Florida Statute 943.1735
CJSTC Rule 11B-27.00212

IV. Assessor Guidelines

V. Accreditation Manager Notes

Annual Training must include topics as defined by CJSTC. Topics include Scenario-based Firearms Training, Physiological Response Dynamics Training, Less-lethal force options available within the agency, Agency policies on Use-of Force training and Legal aspects regarding Use-of-Force training. The agency is not required to train on all topics every year, but is required to complete training on all topics every four years to maintain officer certification.

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; and
- B. Off duty use;.
- C. Proven proficiency prior to carrying for newly hired sworn and applicable civilian members.;
- ~~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 for firearms for newly hired sworn members and applicable civilian members (Qty Initial: 1) (Qty Reaccred: 1 each year)
- ~~• 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.~~

Bullet A and B apply to all members who are authorized to carry firearms.

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 to~~ include:

I. Bullets

- A. On-duty use;
- B. Off-duty use; ~~and~~
- C. ~~Biennial less-lethal weapon training (for weapons other than the dart-firing stun gun).~~
- D. ~~Proven proficiency prior to carrying for newly hired sworn members and applicable civilian members.;~~
- ~~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)~~
- Documentation showing proficiency for less-lethal weapons for newly hired sworn members and applicable civilian members (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

III. Required References

~~CJSTC Rule 11B-27.00212~~

IV. Assessor Guidelines

V. Accreditation Manager Notes

~~Bullet A, B, and C apply to all members who are authorized to carry less-lethal weapons.~~

Some approved weapons may not have proficiency test results.

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

4.10M

A *written directive* prohibits the agency's use of *chokeholds* unless applied in a deadly force situation as defined by the agency.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statute 943.1735

IV. Assessor Guidelines

V. Accreditation Manager Notes

4.12M

A written directive addresses agency issued/authorized firearms, ammunition, and less-lethal weapons to include:

I. Bullets

- A. A requirement for only agency approved ammunition to be used while on duty;
- B. Inspection, and approval of agency approved firearms by a qualified firearms instructor or armorer, prior to carrying;
- C. A process to remove unsafe firearms;
- D. Maintaining a record on each firearm approved by the agency for official use;
- E. Maintaining a current list of each type of approved less-lethal weapon; and
- F. A requirement for a documented annual inspection of less-lethal weapons to ensure functionality and/or expiration dates are not exceeded.

II. Proofs of Compliance

- Written Directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating initial inspection and approval of firearms (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation demonstrating removal of unsafe firearms (Qty Initial: 3) (Qty Reaccred: 1 each year)
- List of authorized less-lethal weapons, both on and off duty (Qty Initial: 1) (Qty Reaccred: 1)
- Inspection documentation of less-lethal weapons to ensure functionality and/or expiration dates are not exceeded (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

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;
- ~~B. Annual refresher training on the agency's use of force policy; and~~
- ~~C. Biennial less-lethal weapon training (for weapons other than the dart-firing stun gun).~~
- B. A process to approve personal firearms as authorized to carry, if applicable; and
- C. Biennial qualification as required by CJSTC.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- ~~• Proof of 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 weapons training. (Qty Initial: 3) (Qty Reaccred: 3)~~
- Documentation showing proficiency with on-duty firearms (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- Documentation showing proficiency with personal firearms authorized to carry (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)
- Completed CJSTC 86A form (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews

III. Required References

~~CJSTC Rule 11B-27.00212~~

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 include those that are personally owned.

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

10.19M

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

Florida Statute 943.6873

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.~~

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.~~

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. **Providing immediate notice of legal rights and remedies available;**
- D. Evidence collection/preservation; and
- E. Follow-up investigation and supplemental reports.

II. Proofs of Compliance

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

III. Required References

Florida Statute 794.052

IV. Assessor Guidelines

V. Accreditation Manager Notes