



CFA SRIC Meeting

October 2, 2024

AGENDA

IG 1.11M	Notification of Assessment
IG 3.04M	First Aid Training for Sworn Staff Members
4.01M	Use of Force Policy
4.02M	Use of Force Training
4.12M	Agency Issued Weapons
7.01M	Code or Canon of Ethics
10.10M	Weapons In-Service Training
10.17M	Guardian Program
21.03M	Vehicles Transporting Prisoners/Detainees
22.16M	Prisoner/Detainee Observation
26.06M	Warrant and Wanted Persons File
27.13M	Evidence Custodian Accountability
32.06M	New Standard

IG 1.11M

~~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.~~

Justification:

This standard was already deleted in the law enforcement standards. This standard is not needed within the OIG standards manual.

IG 3.04M

If the agency has sworn staff members, all sworn staff 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~~ for the training curriculum defined by the agency.

V. Accreditation Manager Notes

Justification:

This revision:

- 1) Removes the required references to CJSTC rules in 11B-20.001(4) and 11B-20.0014(2)(d)5,6, that were removed from the LE Standards and parallels the current LE standard 10.13M.
- 2) Removes the requirement for instructors to be CPR or First Aid certified in accordance with the above CJSTC rules.
- 3) Clarifies the instructor certification needed is based on training curriculum defined by the agency.

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; and
- 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.~~

Justification:

This standard has long since been specific to things a use of force policy must address, but not to include training. The recently added use of force training elements that were

added would be better suited to CFA standard 4.02 that is specific to use of force training and the policy requirements for it. The proposed elements to be removed from this standard are Bullet E, the two proofs of compliance regarding training, the CJSTC Rule in the Required References section and the Accreditation Manager Notes. See proposed revision for 4.02 for more information.

4.02M

A written directive ~~requires that members receive copies of and are instructed in the agency's use of force policy before they are authorized to carry lethal or less-lethal weapons.~~ addresses use of force training to include the following:

I. Bullets

- A. Members receive copies of and are instructed in the agency's use of force policy before they are authorized to carry lethal or less-lethal weapons.
- B. 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)
- Receipt of use of force policy prior to authorization/assignment. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of training prior to authorization/assignment. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- 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)
- Interviews

III. Required References

CJSTC Rule 11B-27.00212

IV. Assessor Guidelines

Assessor should review documentation and interview both sworn and non-sworn members

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.

Justification:

This standard is specific to use of force policy and training, it makes sense to put the refresher training for the in the same standard. All added elements are moved from 4.01

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 approve personal firearms as authorized to carry, if applicable;

D. A process to remove unsafe firearms;

E. Maintaining a record on each firearm approved by the agency for official use;

F. Maintaining a current list of each type of approved less-lethal weapon; and

G. 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)

- 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)

- 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

Justification:

This standard was structured to include the maintenance and accountability of weapons, so the process to request a personally owned firearms should go here also. It was taken from 10.10, both the written directive element and proof of compliance associated with it, leaving 10.10 about the proficiency and requalifications of firearms.

7.01M

A written directive requires all *members* to abide by a code or canon of ethics.

I. Bullets

II. Proofs of Compliance

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

III. Required References

[Florida Statute 876.05](#)

IV. Assessor Guidelines

V. Accreditation Manager Notes

Justification:

Add the Florida Statute in the Required References as the standard applies to all members of the agency and not just the Oath of Office for sworn members, according to Article II, Section 5(b). The Loyalty Oath is required by all employees.

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; and
~~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)
- 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

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, 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.

Justification:

This standard is about the refresher training required for firearms to include those that are personally owned. The request to carry personally owned firearms fits with the maintenance and accountability of weapons in standard 4.12, leaving this standard and

its proofs about training. Next, removing the biennial requirement from the qualifications and leaving it as it previously read: "as required by CJSTC" because although the rule requires officers to qualify once with a two year period, it is not the same as the CFA definition of biennial, which would require the qualification be two years from the last qualification.

10.17M

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

I. Bullets

- A. Participation eligibility to include timely reporting to FDLE;
- B. Firearms safety and proficiency training;
- C. Defensive tactics training;
- D. Training in legal issues;
- E. Diversity-De-escalation training;
- F. Ongoing training as defined by the agency to include instruction in Active Shooter or Assailant Scenarios; ~~and~~;
- G. Annual W weapon and firearm inspection;
- H , and Annual -firearm qualification ~~on an annual basis~~; ~~and~~
- I. Quarterly reporting of scheduled guardian training to FDLE.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation participants have met eligibility requirements to be reported to FDLE within 30 days of issuance. (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)
- Documentation of quarterly reporting to FDLE. (Qty Initial: 2 consecutive quarters)(Qty Reaccred: 2 consecutive quarters each year)
- Interviews

III. Required References

Florida Statute 30.15
Florida Statute 790.06
Florida Statute 1006.12

IV. Assessor Guidelines

VI. Accreditation Manager Notes

Proofs for Bullet F should include documentation of ongoing training as defined by the agency and instruction in Active Shooter or Assailant Scenarios

Any information that would identify whether a particular individual has been appointed as a safe-school officer pursuant to this section held by a law enforcement agency, school district, or charter school is exempt.

Justification:

Update the standard to reflect statute FSS 30.15 (2b) and FSS 1006.12 updates in 2024. Also includes a check and balance for important reporting requirements which if not in compliance could cause loss of funding from FDOE for guardian program as noted in FSS 30.15 (3a(I) & 30.15(3b(II)d.).

FSS 30.15(2b)

"Complete a 144-hour training program, consisting of 12 hours of training to improve the school guardian's knowledge and skills necessary to respond to and de-escalate incidents on school premises and 132 total hours of comprehensive firearm safety and proficiency training conducted by Criminal Justice Standards and Training Commission-certified instructors, which must include:

(I) Eighty hours of firearms instruction based on the Criminal Justice Standards and Training Commission's Law Enforcement Academy training model, which must include at least 10 percent but no more than 20 percent more rounds fired than associated with academy training. Program participants must achieve an 85 percent pass rate on the firearms training.

(II) Sixteen hours of instruction in precision pistol.

(III) Eight hours of discretionary shooting instruction using state-of-the-art simulator exercises.

(IV) Sixteen hours of instruction in active shooter or assailant scenarios.

(V) Eight hours of instruction in defensive tactics.

(VI) Four hours of instruction in legal issues."

3.a.(I) "Within 30 days after issuing a school guardian certificate, the sheriff who issued the certificate must report to the Department of Law Enforcement the name, date of birth, and certification date of the school guardian."

30.15(3b(II)d). "Each sheriff must report on a quarterly basis to the Department of Law Enforcement the schedule for upcoming school guardian trainings, including the dates of the training, the training locations, a contact person to register for the training, and the class capacity. The Department of Law Enforcement shall publish on its website a list of the upcoming school guardian trainings. The Department of Law Enforcement must update such list quarterly."

21.03M

A written directive requires the examination of all vehicles used for transporting *prisoners/detainees*.

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**

~~Agency must address the examination of both assigned and unassigned vehicles.~~

V. Accreditation Manager Notes**Justification:**

The standard already requires all vehicles used for transportation to be examined.

22.16M

A written directive requires agency staff be available to supervise prisoners/detainees on a continual basis and includes physical observation and documented checks at least every 10 minutes for juveniles.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of physical observations (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of holding area
- [Observation of secured storage for observation logs](#)

III. Required References

Florida Statute 985.265

IV. Assessor Guidelines

The requirement for documented physical observations does not apply during transport.

V. Accreditation Manager Notes

Justification:

Florida Department of Juvenile Justice requires that observation logs of juvenile prisoners be secured. The booking/processing area itself being secured does not meet this standard.

26.06M

If an agency is responsible for maintaining a warrant and wanted persons file, a written directive establishes procedures, to include:

I. Bullets

- A. Criteria for entering information into state and federal information systems;
- B. Criteria for receiving information from other jurisdictions;
- C. Verifying information;
- D. Canceling information; and
- E. 24-hour access to warrants.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of process for entering and canceling information in the state and federal information systems.
- Observation of 24-hour access to warrants.

III. Required References

[CJIS Manual](#)

IV. Assessor Guidelines

V. Accreditation Manager Notes

Justification:

According to our CJIS Coordinator, CJIS no longer publishes a manual and has advised all users to delete/remove/destroy any manuals in the agency's possession. They are now using FCIC WIKI available on CJNet, an online location accessible only to authorized agencies.

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.

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

[Florida Statute 705.103](#)

[Florida Statute 705.105](#)

[Florida Statute 790.08](#)

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.

Justification:

Bullet E refers to "purging by lawful means," but there was no reference to the primary Florida Statutes governing the custody and disposition of abandoned or lost property

(705.103), unclaimed evidence and property (705.105) or firearms and weapons (790.08). Adding the references clarifies the "lawful methods" requirement of bullet E.

32.06M (New Standard)

A written directive establishes procedures for the disposal by destruction of physical and electronic media that contains criminal justice information (CJI) and/or personally identifiable information (PII).

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

Electronic media may include hard drives, memory cards and thumb drives. Hard drives or other electronic media used in copiers must be addressed.

V. Accreditation Manager Notes

Procedures must address the destruction method used for disposal of paper records and electronic media. Leased copier electronic media disposal may be addressed in the contract for the service.

Justification:

Information contained in paper and electronic records must be safeguarded to comply with Criminal Justice Information System (CJIS) regulations surrounding criminal justice information obtained from systems such as FCIC/NCIC. Additionally, personally identifiable information (PII) gathered during the course of investigations appears in both printed hardcopy and in electronic report writing systems. These electronic systems, including modern document copying and printing equipment, utilize hard drives to process and retain data. Data can be copied to memory cards and thumb drives. Reasonable procedures need to be in place to reduce the possibility of paper records or electronic storage media entering the recycling or waste streams with accessible data that can be used for criminal activity, such as intelligence gathering and identity theft, or to compromise ongoing investigations.