



Commission for Florida Law Enforcement Accreditation, Inc.

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MEMORANDUM

Date: October 15, 2024
From: R. Stacy Lehman, Executive Director
Subject: CFA Standards Manual Change Notice 5.24

The following revisions were approved by the Commission at the October 3, 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
4.02M
4.12M
7.01M
10.10M
10.17M
21.03M
26.06M
27.13M

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.~~

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.~~

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;
- GD. A process to remove unsafe firearms;
- DE. Maintaining a record on each firearm approved by the agency for official use;
- EF. Maintaining a current list of each type of approved less-lethal weapon; and
- FG. 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

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

10.10M

A written directive requires sworn members and applicable civilian members authorized to carry 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.

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; **and;**
- G. **Training in active shooter or assailant scenarios as defined by the agency;**
- H. **Annual weapon and firearm inspection;**
- ~~G.~~ **Weapon inspection, and Annual firearm qualification on an annual basis.; and**
- J. **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)**
- **Documentation of active shooter or assailant scenarios (Qty Initial:1)(Qty Reaccred: 1)**
- **Interviews**

III. Required References

Florida Statute 30.15
Florida Statute 790.06
Florida Statute 1006.12

IV. Assessor Guidelines

V. Accreditation Manager Notes

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.

21.03M

A written directive requires the ~~examination search~~ of all vehicles ~~prisoner compartments~~ 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

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

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.