



Commission for Florida Law Enforcement Accreditation, Inc.

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MEMORANDUM

Date: February 27, 2025
From: R. Stacy Lehman, Executive Director
Subject: CFA Standards Manual Change Notice 5.25

The following revisions were approved by the Commission at the February 20, 2025, 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.

4.06M
Chapter 12 Introduction
15.09M
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27.15M

4.06M

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

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing **proficiency biennial training** with each type of less-lethal weapon carried (Qty Initial: 3) (Qty Reaccred: 1 each **year type, different type** each year **presented**)
- 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.

CHAPTER 12

Performance Evaluations

Performance evaluation is the measurement of the member's performance of assigned duties. A member's understanding of the duties and responsibilities of a position is essential and should be based on a written job task analysis (JTA) or job description, which are useful for evaluating employee performance.

The key to the successful operation of the agency's performance evaluation system is the chief executive officer (CEO). The CEO must monitor its function to ensure that it is fair, ~~and~~ impartial, and ~~is achieving~~ achieves established objectives consistent with competent personnel management.

These standards may be taken as Not Applicable ~~only if the agency does not utilize a performance evaluation system.~~

15.09M

A written directive addresses how law enforcement personnel respond to reports of domestic ~~and dating~~ violence. The directive will include:

I. Bullets

- A. Initial response and entry to the scene;
- B. On-scene investigations;
- C. Arrests;
- D. Victim support services available;
- E. Follow-up investigation;
- F. Report writing and distribution in accordance with Florida Statute; and
- G. ~~Domestic violence e~~Cases involving a sworn member.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation verifying reports are sent to the nearest domestic violence center within 24 hours after receipt by the records custodian (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

III. Required References

Florida Statutes 741.28, ~~and~~ 741.29, ~~and~~ 784.046

IV. Assessor Guidelines

A report is required to be written regardless of whether or not an arrest is made.

V. Accreditation Manager Notes

27.01M

A written directive specifies procedures for collecting, ~~and~~-processing, and packaging physical evidence to include.

I. Bullets

- A. Preserving the condition of evidence during and after collection;
- B. Preventing contamination of evidence;
- C. Obtaining sufficient samples;
- D. Using proper containers for liquids;
- E. Preservation and timely delivery of blood and other perishable evidence to the laboratory or to refrigerated storage;
- F. Drying of wet evidence; and
- G. Sealing, marking, and labeling **prior to submission**.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of evidence processing and packaging work areas.
- **Observation of packaging and labeling.**
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

FDLE Evidence **Submission** Manual may be used as a written directive.

Work areas should include the ability to secure evidence during processing for maintaining chain of custody.

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;~~
- E. Extra security measures for handling exceptional, valuable, or sensitive items; i.e. currency, precious metals, jewelry, weapons, and drugs;
- F. Efforts to identify and notify the owner or custodian; and
- G. 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)
- Observation of logs.
- Observation of secured areas.
- ~~• Observation of packaging and labeling.~~
- Documentation of notification of owner. (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