



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 IG Change Notice 2.18

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.

IG 2.01M
IG 8.03M

Investigator Qualifications

2.01M

A written directive requires investigators assigned to conduct investigations to have:

I. Bullets

- A. A baccalaureate degree from an accredited college or university; or
- B. Relevant employment experience as determined by the agency.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Diploma, official transcript, or electronic confirmation of degree, if applicable. (Qty Initial: 3) (Qty Reaccred: 3)
- Application or resume. (Qty Initial: 3) (Qty Reaccred: 3)
- Employment verification documentation. (Qty Initial: 3) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

The requirements of this standard may be satisfied by meeting either Bullet A or Bullet B. Only the applicable proofs for either bullet must be provided. Diploma, ~~and~~ official transcripts, ~~or electronic confirmation of degree~~ apply to Bullet A. The Application or resume and employment verification will satisfy the requirement of Bullet B.

V. Accreditation Manager Notes

For reaccreditation, show proof for new staff members only.

Record Retention

8.03M

A written directive establishes procedures for the storage, archival, and destruction of investigative records.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Destruction documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of storage and archival systems.
- Interviews.

III. Required References

Florida Records Retention Schedule GS1-SL and/or GS2, as applicable

IV. Assessor Guidelines

V. Accreditation Manager Notes