



## **CFA SRIC Meeting**

**October 22, 2025**

### **AGENDA**

IG 3.01M	Staff Member Training (State Agencies)
IG 3.03M	Staff Members Authorized to Carry Weapons
IG 3.07M	New Standard
IG 5.02M	Chain of Custody
IG 5.04M	Evidence Control
IG Glossary	Transfer
2.05M	Access to Laws and Legal Guidelines
7.01M	Code or Canon of Ethics
10.17M	Guardian Program
Chapter 31	Introduction
31.01	Non-Continuous Supervision

## **New Investigative Staff Member Training for State Agencies**

### **IG 3.01M**

A written directive requires that within six months of being hired, staff members assigned to the investigative function receive the following training:

#### **I. Bullets**

- A. Office of Chief Inspector General;
- B. Agency Inspectors General Act;
- C. Public Records Law;
- D. Code of Ethics for Public Officers and Employees;
- E. Law Enforcement and Correctional Officers' Rights;
- F. Florida Whistle-blower's Act;
- G. Principles and Standards for the Office of Inspector General;
- H. Agency specific statutes, rules, regulations, and directives;
- I. Standards of conduct for employees; and
- J. Florida accreditation standards and process.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation verifying staff member training. (Qty Initial: 3) (Qty Reaccred: 3)
- Lesson plan, if used. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

#### **III. Required References**

Florida Statute 14.32

Florida Statute 20.055

Florida Statute Chapter 119

Florida Statute Chapter 112, Part III

Florida Statute Chapter 112, Part VI

DMS Rule 60L-36.005

Principles and Standards for Offices of Inspector General as published by the Association of Inspectors General

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

A checklist may be used for training documentation. Proofs must address Bullets A-J, regardless of applicability of function, and should include both investigators and investigative staff members.

**Justification:**

This standard has been in place since OIGs were included in the accreditation process. At the time, OIGs, with the exception of Miami-Dade County OIG, were state agencies and this standard was created to educate state agency OIG staff on the basics of rules, statutes, etc. that applied to them. Since that time, numerous OIGs have been established; however, this standard has not been updated to address their respective rules, statutes, etc. that apply to non-state agency OIGs. A separate standards addition has been submitted to address non-state agency OIGs (3.07M).

Accreditation Manager Notes: Historically, assessors have allowed OIGs (state and non-state agencies) to take N/As on Bullet E because they did not have law enforcement or correctional officers employed by their agency. This is consistent with FAO standards that address the ability to take an “N/A” on an individual bullet, even if the standard is mandatory, because the bullet itself does not apply by function (Example: Risk Protection Orders on the LE Standards). The additional wording is intended to communicate that all bullets are required, regardless of applicability by function as the intent of the standard is to ensure that all staff are educated on each of these items.

## Training for Staff Members Authorized to Carry Weapons

### IG 3.03M

If the agency has sworn staff members, a written directive requires that staff 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;
- ~~A.B.~~ Qualification as required by CJSTC
- ~~C.~~ Annual refresher training on the agency's use of force policy; ~~and~~
- ~~B.D.~~ Use of Force training in accordance with CJSTC; and
- ~~C.E.~~ Biennial less-lethal weapon training (for weapons other than the Dart-Firing Stun Gun).

#### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- ~~Proof of firearms~~ Documentation showing proficiency with on-duty firearms (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation showing proficiency with personal firearms authorized to carry (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Completed CJSTC 86A form (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Completed CJSTC 74 form (Qty Initial 3) (Qty Reaccred: 1 each year)
- Proof of refresher training on use of force policy (Qty Initial: ~~43~~) (Qty Reaccred: 1 each year)
- ~~Proof of less-lethal weapon training~~ Documentation showing biennial training with each type of less lethal weapon carried (Qty Initial: ~~43~~) (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 full agency compliance.~~

#### V. Accreditation Manager Notes

Proofs will show compliance for a variety of ranks.

Firearms authorized to carry includes ~~s~~ those that are personally owned.

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

**Justification:**

This proposed change ensures this IG standard concerning law enforcement in service training matches current LE standards:

- Bullet B, associated proofs of compliance, and a required reference for firearms training is updated to match LE standard 10.10M.
- Bullet D and the associated proof of compliance for use of force training is updated to match language in LE standard 4.02M.
- The proof of compliance for less-lethal weapons training is updated to match language in LE standard 4.02M.
- The quantities of proofs of compliance are also updated to match LE standards.

The assessor note from 4.02M regarding interviewing non-sworn members is not carried over to this standard. There are no OIGs who authorize non-sworn members to carry firearms or less-lethal weapons.

These changes are necessary to ensure consistency in standards where an agency employs both sworn OIG members and sworn LE members.

## **New Investigative Staff Member Training for Non-State Agencies**

### **IG 3.07M**

A written directive requires that within six months of being hired, staff members assigned to the investigative function receive the following training:

#### **I. Bullets**

- A. Office of Chief Inspector General;
- B. Agency Inspectors General Act
- C. Charter, Ordinance, or other governing directive establishing the local, county, or other jurisdictional Office of Inspector General;
- D. Public Records Law;
- E. Code of Ethics for Public Officers and Employees;
- F. Law Enforcement and Correctional Officers' Rights;
- G. Florida Whistle-blower's Act;
- H. Principles and Standards for the Office of Inspector General;
- I. Agency specific statutes, rules, regulations, and directives;
- J. Standards of conduct for employees; and
- K. Florida accreditation standards and process.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation verifying staff member training. (Qty Initial: 3) (Qty Reaccred: 3)
- Lesson plan, if used. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

#### **III. Required References**

Florida Statute 14.32

Florida Statute 20.055

Charter, Ordinance, or other governing directive establishing the local, county, or other jurisdictional Office of Inspector General

Florida Statute Chapter 119

Florida Statute Chapter 112, Part III

Florida Statute Chapter 112, Part VI

Agency policies related to conduct for employees

Principles and Standards for Offices of Inspector General as published by the Association of Inspectors General

#### **IV. Assessor Guidelines**

## **V. Accreditation Manager Notes**

A checklist may be used for training documentation. Proofs must address Bullets A-K, regardless of applicability by function, and should include both investigators and investigative staff members.

### **Justification:**

3.01M has been in place since OIGs were included in the accreditation process. At the time, OIGs, with the exception of Miami-Dade County OIG, were state agencies and this standard was created to educate state agency OIG staff on the basics of rules, statutes, etc. that applied to them. Since that time, numerous OIGs have been established; however, this standard has not been updated to address their respective rules, statutes, etc. that apply to non-state agency OIGs. Similar to other OIG Standards that separately address state agency OIGs and non-state agency OIGs, 3.02M has been submitted to address non-state agency OIGs (3.02M).

Accreditation Manager Notes: Historically, some assessors have allowed OIGs (state and non-state agencies) to take N/As on Bullet E because they did not have law enforcement or correctional officers employed by their agency. This is consistent with FAO standards that address the ability to take an “N/A” on an individual bullet, even if the standard is mandatory, because the bullet itself does not apply by function (Example: Risk Protection Orders on the LE Standards). The additional wording is intended to communicate that all bullets are required, regardless of applicability by function as the intent of the standard is to ensure that all staff are educated on each of these items.

## Chain of Custody

### IG 5.02M

If the agency handles criminal evidence, a written directive specifies procedures for recording the chain of custody to include:

#### I. Bullets

- A. Date, and time, and method of transfer of any transfer of custody;
- B. Receiving person's name and responsibility; and
- C. Reason for the transfer;
- D. If other than a transfer person to person or into a receptacle, the method of transfer;
- E. Name and location of the laboratory and examinations desired; and
- G.F. Date and time of receipt in the laboratory.

#### II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed chain of custody documents document recording the chain of custody (property receipt). (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Laboratory analysis request form. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews Observation of chain of custody procedures.

#### III. Required References

#### IV. Assessor Guidelines

- Chain of custody documentation may be in electronic form.
- Transfer is defined as the change in custody of any items of an evidentiary nature from the possession of one organization or individual to another organization or individual.

#### V. Accreditation Manager Notes

Method of transfer must be specified if evidence is shipped via common carrier.

#### Justification:

This change is submitted to align recent changes to LE standard 27.02M with IG standard 5.02M. Consistent requirements should be maintained between OIG and LE agencies to ensure agencies with shared evidence facilities are using the same standards.



## Evidence Control

### IG 5.04M

If the agency has property and/or criminal evidence, a written directive ~~designates the position accountable~~ 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 ~~audit of the property and~~ evidence function is conducted by a ~~staff~~ member not routinely or directly connected with control of property and evidence. ~~The annual evidence audit includes an examination of conformance with agency controls, policies and procedures;~~
- 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 IG. ~~The unannounced inspection includes a review of property and evidence storage areas for organization and orderliness;~~
- 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 ~~responsible staff member~~ property and evidence custodian and a designee of the agency IG, not routinely or directly connected with the control of property and evidence; ~~The annual evidence inventory includes a full or partial accounting of evidence, as defined by the agency;~~
- D. Follow-up investigative procedures for lost, missing, or stolen 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)
- ~~Interviews~~

#### 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. Proof of compliance must include proofs for both property and evidence, if applicable. Portions of this standard related to property are not applicable if the agency does not have property within their control.

~~Evidence audits, inventories, and inspections may be conducted concurrently with property functions, but must be documented as separate functions.~~

### Justification:

The Florida Accreditation Office (FAO) was made aware that an error exists in the Inspectors General Standards Manual Version 2.02 located within PowerStandards (electronic version). Since Edition 2.02 (2016), Standard 5.04M, Bullet C, in PowerStandards contains the following language which states in part; "...not routinely or directly connected with the control of evidence..." The FAO determined that this language was never discussed nor voted on by the Commission for Florida Law Enforcement Accreditation (CFA) and was incorrectly added to the standard. This standard has not been updated since 2016, and this update did not include the above-referenced language. The current version of the Inspectors General Standards Manual (2.18), published on the FAO website (paper version), does not include this language.

This proposed change aligns Inspectors General Standard 5.04M with Law Enforcement Standard 27.13M, with the below exceptions, and addresses the divergence between the electronic and paper versions identified by the FAO:

- References to the agency CEO are changed to agency IG.
- The current IG standard inconsistently refers to only evidence in some places but evidence and property in another. One of the current seven OIG's with sworn staff, handles lost/found/abandoned property like a traditional law enforcement agency. This has been updated for consistency.

**Glossary term:**

**TRANSFER** - The change in custody of any items of an evidentiary nature from the possession of one organization or individual to another organization or individual.

## **2.05M Deleted**

~~All sworn members have access to current laws and legal guidelines.~~

### **~~I. — Bullets~~**

~~\_\_\_\_\_~~

### **~~II. — Proofs of Compliance~~**

- ~~• — Interviews~~

### **~~III. — Required References~~**

~~Florida Statutes~~

~~Legal bulletins~~

~~Training bulletins~~

### **~~IV. — Assessor Guidelines~~**

~~Confirm availability of laws and legal guidelines by interviewing officers and observing available resources.~~

### **~~V. — Accreditation Manager Notes~~**

## **Justification:**

This is an observable only standard and with technology now I don't think this has any value anymore.

## **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~~ Florida Statute 112.311

### **IV. Assessor Guidelines**

### **V. Accreditation Manager Notes**

#### **Justification:**

Replace FS 876.05 with FS 112.311. This standard is requiring employees to abide by a code or canon of ethics. FS 876.05 has nothing to do with ethics, but requires an oath to support the US and Florida Constitutions before accepting public funds. FS 112.311 requires all public employees to abide by the highest standards of ethics.

## **10.17M**

If the Sheriff chooses to establish a 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. De-escalation training;
- F. Ongoing training as defined by the agency;
- G. Training in active shooter or assailant scenarios as defined by the agency;
- H. Annual weapon and firearm inspection;
- I. Annual firearm qualification; 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.

| Training is also required for armed school security guards.

**Justification:**

This is a legislative change made in 2025.

## CHAPTER 31

### Interview Rooms

These standards apply to agencies that allow suspects, *detainees*, or *prisoners* to be placed in a room, space, or area for the purpose of conducting interviews. Physical needs of suspects, *detainees*, or *prisoners*; physical conditions of the designated areas; and security measures are addressed by this chapter. ~~Agencies that maintain continuous supervision as defined in the glossary are exempt from these standards.~~

#### Justification:

This sentence, "Agencies that maintain continuous supervision as defined in the glossary are exempt from these standards", allows an exemption to standards 31.01 and 31.02. Standard 31.01 deals with supervision of a suspect, detainee or prisoner. Standard 31.02 deals with officer safety within an interview room. I propose deleting the sentence from the chapter introduction and addressing this in the Accreditation Manager Notes of 31.01.



### **31.01M**

If an agency allows suspects, *detainees*, or *prisoners* to be secured in a designated area without *continuous supervision* by agency personnel, a written directive addresses the following:

#### **I. Bullets**

- A. Authorization for the use of the room, space, or area;
- B. Member accountability;
- C. Separation of females, males, and juveniles;
- D. Authorized temporary restraint devices, including, if allowed, securing to fixed objects designed for such use;
- E. Access to water, restrooms, and other needs;
- F. Safety considerations for objects contained in the room;
- G. Member contact at least every fifteen minutes; and
- H. Member training on the use of interview rooms.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation (Qty Initial: 3) (Qty Reaccred: 3)
- Observation.
- Interviews.

#### **III. Required References**

#### **IV. Assessor Guidelines**

A locked door does not make an interview room a holding area. The room's usage is the determining factor. Immediate response will be evaluated on a case-by-case basis with consideration given to time, distance and obstacles to overcome. Video monitoring can be used for continuous supervision only when the person watching the monitors is not distracted by other tasks and can immediately respond to intervene.

For juveniles, refer to Standard 16.03E.

#### **V. Accreditation Manager Notes**

If the agency maintains continuous supervision as defined in the glossary, this standard can be Not Applicable.

#### **Justification:**

This proposal is in conjunction with the Chapter 31 Introduction proposal.