



Commission for Florida Law Enforcement Accreditation, Inc.

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MEMORANDUM

Date: November 4, 2025

From: R. Stacy Lehman, Executive Director

Subject: CFA Standards Manual IG Change Notice 2.19

The following revisions were approved by the Commission at the October 22, 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 3.01M

IG 3.03M

IG 3.07M

IG 5.02M

IG 5.04M

Glossary Term: *Transfer*

New Investigative Staff Member Training for State Agencies

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.

For non-state agencies, see 3.07M.

Training for Staff Members Authorized to Carry Weapons

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;
- B. ~~Qualification as required by CJSTC;~~
- C. Annual refresher training on the agency's use of force policy; ~~and~~
- D. ~~Use of Force training in accordance with CJSTC; and~~
- 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 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.

New Investigative Staff Member Training for Non-State Agencies

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 of function, and should include both investigators and investigative staff members.

Chain of Custody

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 the examinations desired; and
- 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.

Evidence Control

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.~~

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.