Commission for Florida Law Enforcement Accreditation, Inc.

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MEMORANDUM

Date: October 29, 2026

From: R. Stacy Lehman, Executive Director

Subject: CFA Standards Manual Change Notice 5.30

The following revisions were approved by the Commission at the October 21, 2026, 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.

10.06M
10.17M
10.18M

10.06M

The agency maintains a record for each *in-service training* class, to include:

I. Bullets

A. Course content;
B. Names of participants;
C. Performance of individual participants, if applicable; and
D. The instructor(s)

II. Proofs of Compliance

- ~~List of in-service training classes conducted. (Qty Initial: 1) (Qty Reaccred: 1 each year)~~
- ~~Lesson plans. (Qty Initial: 1) (Qty Reaccred: 1)~~
- Documentation of training (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observe in-service training class files.

III. Required References

IV. Assessor Guidelines

Accreditation Manager Notes

10.17M

If a local school board has voted to implement a guardian program or has contracted for the use of school security guards, the sheriff in that county must establish a guardian program, as outlined in Florida Statutes, either directly or through a contract with other Sheriff's Offices with an established program. A written directive establishes the program and addresses:

I. Bullets

A. Participation eligibility to include timely reporting to FDLE within 30 days of certificate issuance;
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 in accordance with Florida Statute;
I. ~~Annual~~ firearm qualification in accordance with Florida Statute; and
J. Quarterly reporting of scheduled guardian training to FDLE, when required.

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~~ Certificate showing participants have completed initial minimum training requirements. (Qty Initial: 1 ~~each type~~) (Qty Reaccred: 1 ~~each type~~)
- Documentation or lesson plan 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: 1 ~~2 consecutive quarters~~) (Qty Reaccred: 1~~2 consecutive quarters each year~~)
- ~~Documentation of active shooter or assailant scenarios (Qty Initial: 1) (Qty Reaccred: 1)~~
- Documentation of contract with another Sheriff's Office to provide training, if applicable. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

Florida Statute 30.15

Florida Statute 790.06
Florida Statute 1006.12
Florida Statute 1006.601

IV. Assessor Guidelines

V. Accreditation Manager Notes

Any information that would identify whether a particular individual has been ~~appointed~~ certified to serve as a school guardian, pursuant to this section, held by a law enforcement agency, is exempt. ~~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.

The sheriff must also establish a guardian program to meet the demand for training of school district, charter school, public postsecondary educational institution, private school, childcare facility, or security agency employees.

10.18M

A written directive requires newly appointed accreditation managers receive specialized accreditation manager training, as defined by the agency.

I. Bullets

A. Training prior to or within 12 months of appointment; and
B. The training shall include information on the essential components of the process, the standards manual, and file maintenance.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial:1) (Qty Reaccred:1)
- Documentation of training (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

~~Training is received prior to or no later than 12 months after appointment to an accreditation manager position.~~

V. Accreditation Manager Notes

~~At a minimum, the training should include information on the essential components of the process, the standards manual, and file maintenance~~. A checklist may be used for training documentation.