COMMISSION FOR FLORIDA LAW ENFORCEMENT ACCREDITATION, INC.



STANDARDS MANUAL
EDITION 5.30

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PREFACE

The Standards Manual is the principal publication of the Commission for Florida Law Enforcement Accreditation, Inc. The first edition was published in August 1995 with Change Notice #1 distributed in May 1996. The second edition was published in September 1997 with Change Notice #2.1 distributed in October 1998. The third edition was published in June 2001. The fourth edition was published in March 2004. The fifth edition was published in February 2016 and is the current version of the Florida Standards Manual.

This manual and other Florida law enforcement accreditation publications are available from:

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LIMITATION OF LIABILITY

The Commission for Florida Law Enforcement Accreditation, Inc., ("Commission") a Florida not-for-profit corporation, makes no warranty, expressed or implied, for the benefit of any person or entity with regard to any aspect of the standards contained herein. These standards were adopted for the sole use of the Commission for the exclusive purpose of their application to the agencies seeking to obtain or maintain accreditation, there being no intended third-party beneficiaries hereof, expressed or implied. Nothing herein shall be construed so as to create any right, cause, property interest, or entitlement on the part of any applicant agency or third party. These standards shall in no way be construed to be an individual act of any commissioner, director, employee, agency, member, individual, or a legal entity associated with the Commission, or otherwise be construed so as to create any liability in an individual or official capacity on the part of any commissioner, director, employee, agency, member, individual, or a legal entity associated with the Commission.

ACKNOWLEDGMENTS

In an effort to keep up with current law enforcement trends, criminal justice issues, and Florida Statutes, the Standards Review and Interpretations Committee (SRIC) and the Commission have been accepting and reviewing input from law enforcement practitioners for improving the Florida Standards Manual. The fifth edition is the final result of various committee and subcommittee meetings, executive workshops, and numerous individual hours dedicated to addressing all suggestions and concerns.

The work of the Standards Review and Interpretations Committee is endless and many dedicated professionals contributed to this edition. The Commission for Florida Law Enforcement Accreditation, Inc. thanks the past and present members of the SRIC for ensuring the fifth edition continues to meet the needs of the Florida law enforcement community.

MISSION STATEMENT

The Commission for Florida Law Enforcement Accreditation establishes standards, oversees an accreditation program, and awards accreditation to compliant Florida law enforcement agencies. The Commission strives to improve the ability of law enforcement agencies to deliver professional public safety services.

VISION STATEMENT

To have every eligible law enforcement agency in Florida state accredited, maintaining their accredited status as a continued goal.

PROGRAM DEVELOPMENT

An accreditation program has long been recognized as a means of maintaining the highest standards of professionalism. Schools, universities, and hospitals are some of the most well-known organizations required to maintain accredited status. The accreditation process is an outstanding management tool for criminal justice agencies. Accreditation provides a blueprint for building an agency committed to providing value-based services through accountability and transparency to the communities it serves.

Commission for Florida Law Enforcement Accreditation, Inc. (CFA)
In 1993, Florida Statute 943.125 encouraged the Florida Sheriffs Association (FSA) and the Florida Police Chiefs Association (FPCA) to create an independent voluntary law enforcement agency accreditation program.

Representatives from FSA and FPCA developed an accreditation program, which requires compliance with more than 250 professional standards designed specifically for Florida law enforcement agencies. These standards are practical, easily understood, and achievable for all law enforcement agencies. The program has the following objectives:

- Establish and maintain standards that represent current professional law enforcement practices
- Increase effectiveness and efficiency in the delivery of law enforcement services
- Establish standards that address and reduce liability for the agency and its members
- Establish standards that make an agency and its personnel accountable to the constituency they serve.

Feasibility study and status reports were delivered to the Speaker of the House of Representatives in November 1993. A joint FSA/FPCA Charter Review Committee was then formed, headed by Sheriff Neil J. Perry of St. Johns County. This committee developed the charter for the CFA and established the overall framework for its operation. The CFA awarded its first agency accreditation in 1996.

THE COMMISSION

The CFA was established by charter December 13, 1994 and incorporated on February 9, 1995. It is an independent, not-for-profit corporation designated as the accrediting body for Florida law enforcement and inspectors general accreditation. The Commission's purpose is to establish a program for accreditation that can be achieved by all Florida law enforcement agencies and Inspectors general investigations offices. The Commission is comprised of 16 volunteer members:

- Five sheriffs appointed by the FSA
- Five police chiefs appointed by the FPCA
- Representative appointed by the State Law Enforcement Chiefs Association
- Mayor, city commissioner, city manager, or other representative appointed by the Florida League of Cities
- County commissioner appointed by the Florida Association of Counties
- Appellate or Circuit Court Judge appointed by the Florida Supreme Court
- Two representatives appointed by the Office of the Chief Inspector General

The Role of the Commission

The Commissioners set forth all policies and procedures for the accreditation process. They are responsible for the direction and operation of the Florida Accreditation Office (FAO).

The Commission holds three meetings annually for reviewing agencies for accreditation or reaccreditation. Assessors play a key role in this review process by serving as representatives of the Commissions. Commissioners determine an agency's accredited status based on the information provided by the assessment team. The Commissions hear all appeals and are responsible for resolving any conflicts that cannot be resolved during the assessment.

The Philosophy of the Commission

The Florida accreditation process is designed to reflect best practices in the areas of law enforcement, inspectors general, corrections and pretrial management, administration, operations, and support services. The Commission expects agencies to maintain compliance and presumes agencies operate in compliance with their established directives.

Commission Staff

The Florida Department of Law Enforcement (FDLE) provides funding for positions in an effort to support the Commissions and agencies going through the accreditation process. In conjunction with the FDLE, the CFA and the FCAC appoint the Executive Director, who manages the FAO staff and the accreditation programs.

The Executive Director and staff have the responsibility and authority to carry out all

policies, procedures, and activities of the Commissions and their committees. This includes supporting agencies working toward accreditation or reaccreditation, overseeing the assessment process, coordinating Commission meetings and review, and handling all business matters and daily operations.

The FAO serves as the Commissions' information and materials resource center. Training classes are regularly held for accreditation managers and new assessors. Specialized training is also offered during each accreditation conference.

PROGRAM OVERVIEW

The Commission currently offers two ways for a law enforcement agency to become state accredited: full compliance or participation in the CFA Core Competencies program. Agencies addressing all applicable state standards will be candidates for full compliance accreditation. Agencies currently accredited through the Commission for Accreditation of Law Enforcement Agencies (CALEA) Advanced Law Enforcement accreditation may participate in the CFA Core Competencies program.

INITIAL ACCREDITATION

Agencies begin the accreditation process with an application. Once the application is completed and submitted to the Commission for review to determine eligibility, an agreement and invoice are sent to the applicant agency. The formal accreditation process begins when the agency executes this agreement, which specifies the obligations of the agency and the Commission. The agency has 24 months to complete the self-assessment phase from the date the executive director signs the accreditation agreement.

REACCREDITATION

Initial accreditation is valid for three years and annual reports must be submitted by January 31st of each year. The accreditation manager should continue to evaluate the agency's progress toward meeting accreditation standards by monitoring changes to the written directive system and how they affect agency compliance.

Proofs for a reaccreditation are required to show compliance from assessment to assessment. The Commission review for reaccreditation will occur on or about the agency's anniversary date.

THE STANDARDS

Scope

The Commission expects accredited agencies to maintain compliance and live by the letter and spirit of the standards. The Commission presumes agencies operate in compliance with their written directives. The agency must consider its mission, its legally mandated responsibilities, and the demands of its service community when determining which standards are applicable and how to comply with applicable standards. The standards provide a description of "what" must be accomplished by the applicant agency. The agency has wide latitude in determining "how" to achieve compliance.

Composition

Each chapter begins with an "Introduction", which provides important guidance to an agency regarding the subject area, its applicability, or related standards.

Each standard is composed of the standard statement and at least one proof of compliance. The standard statement is a declarative sentence that places a requirement on the agency. Many standards require the development and implementation of directives. Other standards require an activity, a report, an inspection, equipment, or other action that may be observed. The standard statement is binding on the agency.

Proofs of compliance are the recommended means for the agency to demonstrate compliance with standards. The proofs are included to help the Accreditation Manager and others involved in the process to understand the type and sufficiency of proofs necessary to demonstrate compliance.

Applicability

Standards may or may not be applicable depending upon the functions performed by the agency. Assessors must review all standards to identify those not applicable by function. For example, if an agency does not perform the court security function, then the chapter dealing with court security becomes not applicable (N/A). However, simply because an agency may not perform the function, the standard may still apply. For example, standards in the communication chapter of the CFA standards manual would need to be addressed even if the agency does not perform these functions internally. Standards are considered applicable if the function is an integral element for improving the delivery of services or professional management of an agency. Standards beginning with an "if" statement indicates a conditional requirement. If the condition pertains to a function not applying to the agency, the standard becomes N/A. Assessors will verify that functions are not applicable during the assessment. The Commission reserves the right to require compliance with any standard.

Standards that are mandatory address life, health, and safety issues; legal matters; or essential law enforcement requirements. These standards have a letter "M" placed immediately following the standard number. The agency is required to meet all of these standards unless a standard does not apply to the agency's function.

If an agency is prevented from complying with an applicable mandatory standard due to circumstances beyond its control, such as labor contracts, court decrees, it may ask the Commission to waive the obligation to comply. The agency must make the request in writing during the self-assessment phase. Assessors will verify waiver conditions during the assessment and complete the form. The Commission will make a final determination during the agency's review.

All remaining standards are non-mandatory and address good business practices. Law enforcement agencies may select any of these standards to satisfy accreditation requirements, but must comply with at least 80 percent of the applicable non-mandatory standards.

Proofs of Compliance

A standard is in compliance when the proofs demonstrate an agency has met all of the standard requirements to include interviews, observations and time-sensitive requirements.

Elements of a File

- Written directives
  - Policy/procedure
  - Plan
  - Rule
  - General/special order
  - State law or local ordinance
  - Collective bargaining agreement

- Supporting documentation (other than written directives)
  - Memoranda
  - Computer printouts
  - Job description/JTAs
  - Letters from citizens
  - Logs/rosters/evaluations
  - Budget documents
  - Instructional materials
  - Police reports
  - Incident reports

- Observations/Interviews
  - Activities
  - Equipment
  - Security
  - Facility
  - Policies
  - Procedures

Agencies have one year from the published date of the standards manual to comply with newly issued standards, or as directed by the Commission or Florida Statutes. Agencies must notify their FAO Program Manager regarding which edition and change notices apply prior to conduct of the assessment. Assessors will verify agencies are following the appropriate standards manual.

New or Amended Standards

Unless otherwise directed by the Commission, new or amended standards are effective upon publication. Agencies seeking initial accreditation, reaccreditation, or having already achieved accreditation or reaccreditation must demonstrate compliance with new or amended standards at their first assessments following the publication dates of those standards. However, if those assessments occur within one year after publication of new or amended standards, agencies may delay compliance for up to one year after the enactment dates of those standards.

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CHAPTER 1
Organization

This chapter deals with the organizational structure of law enforcement agencies. Standards call for a clear description of the agency's structure with clear lines of authority and accountability. The chain of command should be defined.

This chapter is not meant to be limiting. It encourages flexibility of organizational structure based upon agency needs.

1.01
The agency has distributed or posted a current organizational chart, having routine updates as organizational changes occur.

I. Bullets

II. Proofs of Compliance

- Current organizational chart(s) showing *components/functions*. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documented distribution of charts or observation of posted charts (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observations.

III. Required References

IV. Assessor Guidelines

If the system is electronic, assessors will observe elements of the standard within they system and no written documentation is required.

V. Accreditation Manager Notes

For reaccreditation, need 1 each year only if there have been organizational changes.

1.02M
A written directive requires that each member be accountable to only one supervisor at any given time.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

1.03M – Deleted (June 2021)

1.04
If the agency has a strategic plan, it will include:

I. Bullets

A. Goals and objectives;
B. A process for measuring achievement of goals; and
C. Provisions for a documented annual review.

II. Proofs of Compliance

- Strategic Plan (Qty Initial: 1) (Qty Reaccred: 1)

- Documentation demonstrating review. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

1.05M – Deleted (October 2021)

1.06
A written directive establishes a public information *function*, to include:

I. Bullets

A. Persons authorized to release information;
B. Assisting the media in covering news stories and at crime scenes, including access restrictions;
C. Being available for on-call responses to the news media;
D. Preparing and distributing agency media releases, including use of social media;
E. Arranging for, and assisting at news conferences;
F. Coordinating and authorizing the release of information about victims, witnesses, and suspects; and
G. Coordinating and authorizing the release of information concerning confidential investigations and operations in accordance with state statutes.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Agency news release. (Qty Initial: 1) (Qty Reaccred: 1)
- Job description or job task analysis (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute Chapter 119

IV. Assessor Guidelines

V. Accreditation Manager Notes

1.07M
A written directive establishes guidelines for the release of information related to ongoing investigations, to include:

I. Bullets

A. The prior criminal record, character, or reputation of the accused;
B. Photographs of accused;
C. The existence of any confession, admission of guilt, or statements or refusal of statements made by the accused;
D. The results of any examinations or tests of the accused;
E. The identity, testimony, or credibility of prospective witnesses;
F. Opinions of agency members regarding the guilt or innocence of the accused or merits of the case;
G. Personal information identifying the victim;
H. Information pertaining to juveniles;
I. Releasing information when other public service agencies are involved in a mutual effort; and
J. When the accused is an agency member.

II. Proofs of Compliance

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

III. Required References

Florida Statutes Chapter 119
Marcy's Law, Fla. Constitution, Art I, Section 16(b)(5)

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 2
Authority

This chapter relates to defining the boundaries of power and discretion given to members, including off-duty and extra-duty employment.

2.01M
A written directive addresses strip and body cavity searches that complies with Florida Statute and includes reporting requirements.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Written authorization of the supervising officer on duty. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute 901.211

IV. Assessor Guidelines

V. Accreditation Manager Notes

2.02
A written directive provides guidelines for using alternatives to arrest.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation verifying the use of alternatives to arrest. (Qty Initial: 3 examples of different alternatives) (Qty Reaccred: 3 examples of different alternatives)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Notice to Appear, Marchman Act, Baker Act, UTC, warning citations, dispute referrals, etc. Files need only prove compliance for adults.

2.03M
A written directive requires *members* to obey any lawful order of a superior, including any order relayed to the *member* by another *member*.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

2.04M
A written directive describes *procedures* a *member* must follow when receiving conflicting orders or unlawful orders from supervisors.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

2.05M - Deleted

2.06M
A *written directive* prohibits *biased policing* in accordance with Florida Statutes and includes the following provisions:

I. Bullets

A. Training agency enforcement personnel in fair and impartial policing including legal aspects; in accordance with Florida Statutes;
B. Corrective measures if biased policing occurs;
C. Definition of biased policing;
D. Community education and awareness efforts;
E. A documented annual administrative review of complaints related to biased policing; and
F. Handling of complaints from the public.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation in accordance with Florida Statutes. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of corrective measures taken. (Qty Initial: 1) (Qty Reaccred: 1)
- Sample of community education and awareness efforts. (Qty Initial: 1) (Qty Reaccred: 1)
- Annual administrative review documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

Florida Statutes 30.15 or 166.0493
Forida Statute 943.1716
Florida Statute 943.1758

IV. Assessor Guidelines

Statistical data not required to be contained within the administrative review.

V. Accreditation Manager Notes

2.07M
A written directive describes the circumstances under which a member may be relieved from duty.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

2.08M
A written directive describes the *part-time sworn* and *auxiliary member* programs and states the authority and latitude given such members by the agency.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

CJSTC Rule 11B-35.003

IV. Assessor Guidelines

V. Accreditation Manager Notes

2.09M
A written directive describes volunteer programs and defines the *authority* and *latitude* given such members by the agency.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

Interview volunteer coordinator

V. Accreditation Manager Notes

2.10
A written directive regulates the types of *off-duty employment* in which agency members may or may not engage.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statutes 30.2905, 561.25, 648.44.

IV. Assessor Guidelines

V. Accreditation Manager Notes

2.11M
If the agency allows its sworn members to engage in *extra-duty employment*, a written directive addresses:

I. Bullets

A. Agency authorization for members;
B. Behavior and activities of members; and
C. The initial approval and revocation process of each extra-duty employer.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Extra-duty employer approval and revocation process documentation. (Qty Initial: 1 each) (Qty Reaccred: 1 each year)
- Interviews.

III. Required References

Florida Statute 30.2905

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 3
Written Directive System

This chapter requires policies, procedures, regulations, and practices to be specified in writing and available to all members. A standardized format for written directives allow for greater understanding. Input from all levels in developing written directives is encouraged and executive staff approval required. Review and updating of policies is required to keep written procedures current with practices.

3.01M
The agency has a written directive system which includes:

I. Bullets

A. A description of the format for each type of directive;
B. Procedures for numbering and revising directives, as appropriate;
C. A system for keeping the directives current;
D. Procedures for review and/or approval of proposed policies, procedures, and rules and regulations prior to their promulgation;
E. Identification of individuals or positions within the agency having authority to issue written directives;
F. Procedures for dissemination and receipt of new and revised directives within a specified timeframe; and
G. Procedures for storing and archiving directives.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of each type of written directives
- Proof of review and/or approval process. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Proof of receipt of written directives. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Interview agency members

III. Required References

IV. Assessor Guidelines

Applies to formal directives, but may not be necessary for informal communications, such as memoranda or interoffice mails.

Assessors should review additional examples. Assessors should be aware that staff approval prior to promulgation may not be an option with smaller agencies.

V. Accreditation Manager Notes

If the agency uses an electronic policy tracking system, compliance may be proven through observation only.

3.02M
The agency electronically submits an annual accreditation report to the Commission to report compliance efforts by January 31 each year.

I. Bullets

II. Proofs of Compliance

- Annual Reports (Qty Initial: N/A) (Qty Reaccred: 1 each year)
- Documentation verifying submission of annual reports (Qty Initial: N/A) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

The annual report form, available on the Florida Accreditation website, is required for each calendar year, January 1 – December 31.

CHAPTER 4
Use of Force

Standards in this chapter require that written policies specify when and to what degree lethal and less-lethal force can be used. These standards are predicated on routine, day-to-day operational procedures in the law enforcement profession. They are not intended to restrict members from defending themselves or others from death and/or serious injury as exigent circumstances may dictate. Agencies must describe the weapons that may be used and provide training in use of force policies for officers.

4.01M
A written directive establishes the agency's use of force policy which must follow applicable law and specifies that members will use only the force necessary to effect lawful objectives. The use of force policy must:

I. Bullets

A. Prohibit vascular neck restraints except when deadly force is authorized as defined by the agency;
B. Require de-escalation techniques whenever possible;
C. Address verbal warnings before shooting where appropriate; and
D. Address an officer's duty to intervene to prevent or stop another officer's use of excessive force.

II. Proofs of Compliance

• Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute 776.05
Florida Statute 943.1735

IV. Assessor Guidelines

V. Accreditation Manager Notes

4.02M
A written directive addresses use of force training to include the following:

I. Bullets

A. Members receive copies of and are instructed in the agency's use of force policy before they are authorized to carry lethal or less-lethal weapons;
B. Annual refresher training on the agency's use of force policy; and
C. Use of force training in accordance with CJSTC.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Receipt of use of force policy prior to authorization/ assignment. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of training prior to authorization/assignment. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Proof of annual refresher training for use of force policy (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Completed CJSTC Form 74 (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews

III. Required References

CJSTC Rule 11B-27.00212

IV. Assessor Guidelines

Assessor should review documentation and interview both sworn and non-sworn members

V. Accreditation Manager Notes

4.03M
A written directive requires successful completion of the Florida Basic Recruit Training Program, or its equivalent, prior to assignment in any capacity in which a sworn member is allowed to carry a firearm or is in any position to make an arrest.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing members' completion of minimum state certification program prior to assignment. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- TEA and FTO assignment documentation, if applicable. (Qty Initial: 3) (Qty Reaccred: 3)

III. Required References

CJSTC Rule 11B-27.00213

IV. Assessor Guidelines

Sworn members participating in a formal field training program under a Temporary Employment Authorization (TEA) are exempt from this requirement provided they are in compliance with CJSTC Rule 11B-27.00213.

V. Accreditation Manager Notes

4.04M
A written directive states the agency's policy concerning the firing of warning shots.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

4.05M

A written directive addresses the use of agency approved firearms for sworn members and applicable civilian members to include:

I. Bullets

A. On duty use; and
B. Off duty use.
C. Proven proficiency prior to carrying for newly hired sworn and applicable civilian members.

II. Proofs of Compliance

• Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
• Documentation showing proficiency for firearms for newly hired sworn members and applicable civilian members (Qty Initial: 1) (Qty Reaccred: 1 each year)
• Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Bullet A and B apply to all members who are authorized to carry firearms

Agency approved firearms include those that are personally owned.

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 biennial training with each type of less-lethal weapon carried (Qty Initial: 3) (Qty Reaccred: 1 each 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.

4.07M
A written directive requires a written report be submitted and a documented review conducted by a defined level of authority whenever a member:

I. Bullets

A. Discharges a firearm, for other than training or recreational purposes;
B. Applies force through the use of lethal or less-lethal weapons;
C. Applies weaponless physical force at a level as defined by the agency.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Completed agency “use of force” reports, e.g., unintentional discharge report, firearm use reports, shooting incident report, restraint report, etc. (Qty Initial: 1 each bullet) (Qty Reaccred: 1 each bullet)
- Documented review with level of authority noted. (Qty Initial: 1) (Qty Reaccred: 1 each bullet)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

4.08M
A written directive specifies *procedures* for ensuring appropriate medical aid is provided after use of lethal or less-lethal weapons, or other use of force incidents as defined by the agency.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating medical aid was provided. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

4.09M

The agency conducts an annual *administrative review* and analysis of those reports required when a member:

I. Bullets

A. Discharges a firearm, for other than training or recreational purposes;
B. Applies force through the use of lethal or less-lethal weapons;
C. Applies weaponless physical force at a level as defined by the agency.

II. Proofs of Compliance

- Documented annual review with proof of analysis and outcomes. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Outcomes are agency actions based on information from the annual review.

4.10M
A *written directive* prohibits the agency's use of *chokeholds* unless applied in a deadly force situation as defined by the agency.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

Florida Statute 943.1735

IV. Assessor Guidelines

V. Accreditation Manager Notes

4.11M

The agency submits monthly use of force data to the Florida Department of Law Enforcement when a member uses force that results in:

I. Bullets

A. Serious bodily injury;
B. Death; or
C. Discharging of a firearm at or in the direction of a person.

II. Proofs of Compliance

- Documented submissions of required reports. (Qty Initial: 2 consecutive months) (Qty Reaccred: 2 consecutive months each year)

III. Required References

Florida Statute 943.6872

IV. Assessor Guidelines

V. Accreditation Manager Notes

Agencies are required to report even if there have been no such incidents of force used. This would be accomplished by submitting a Zero Report for a calendar month where no use of force incidents occurred.

4.12M

A written directive addresses agency issued/authorized firearms, ammunition, and less-lethal weapons to include:

I. Bullets

A. A requirement for only agency approved ammunition to be used while on duty;
B. Inspection, and approval of agency approved firearms by a qualified firearms instructor or armorer, prior to carrying;
C. A process to approve personal firearms as authorized to carry, if applicable;
D. A process to remove unsafe firearms;
E. Maintaining a record on each firearm approved by the agency for official use;
F. Maintaining a current list of each type of approved less-lethal weapon; and
G. A requirement for a documented annual inspection of less-lethal weapons to ensure functionality and/or expiration dates are not exceeded.

II. Proofs of Compliance

• Written Directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
• Documentation demonstrating initial inspection and approval of firearms (Qty Initial: 3) (Qty Reaccred: 1 each year)
• Request to carry a personal firearm, e.g., letter memo, etc., if applicable (Qty Initial: 3) (QTY Reaccred: 1 each year)
• Documentation demonstrating removal of unsafe firearms (Qty Initial: 3) (Qty Reaccred: 1 each year)
• List of authorized less-lethal weapons, both on and off duty (Qty Initial: 1) (Qty Reaccred: 1)
• Inspection documentation of less-lethal weapons to ensure functionality and/or expiration dates are not exceeded (Qty Initial: 1) (Qty Reaccred: 1 each year)
• Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 5
Fiscal Activities

This chapter pertains to an agency's fiscal procedures. Written directives describe the agency's accounting system, cash handling procedures, and inventory control process. Audits must be performed.

5.01M
The agency has an accounting system with real-time reporting, or provisions for monthly status reports showing:

I. Bullets

A. Initial appropriation for each account;
B. Expenditures and encumbrances made during the period; and
C. The unencumbered balance.

II. Proofs of Compliance

- Budget documentation demonstrating compliance with elements of the standard. (Qty Initial: 2 consecutive months) (Qty Reaccred: 2 consecutive months for each year)

III. Required References

IV. Assessor Guidelines

If the system is electronic with real-time data, assessor will observe elements of the standard within the system and no written documentation is required.

V. Accreditation Manager Notes

5.02M
A written directive governs the maintenance of all cash funds or accounts, excluding civil process and confidential funds, where agency personnel are permitted to receive, maintain, or disburse cash and includes procedures used for collecting, safeguarding, and disbursing cash to include:

I. Bullets

A. A balance sheet, ledger, or other system that identifies initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand;
B. Receipts or documentation for cash received;
C. Authorization for cash disbursement, including CEO authorization for expenses in excess of a given amount;
D. Records, documentation, or invoice requirements for cash expenditures;
E. Persons or positions authorized to disburse or accept cash; and
F. Quarterly accounting of agency cash activities.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Financial documentation addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

This standard does not apply to funds intended for agency member morale or welfare.

Confidential funds are addressed in Standard 5.05M.

V. Accreditation Manager Notes

5.03M - Deleted

5.04M
A written directive describes the agency's inventory control system for agency property, equipment, and other assets.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Inventory lists (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of property/identification methods.
- Forms tracking issue/reissue of agency owned equipment, property or other assets. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

5.05M
A written directive establishes an accounting system for confidential funds to include:

I. Bullets

A. Designation of one position responsible for the system;
B. Procedures for member requests of funds;
C. Submission of receipts after payment to include:
    1. Amount of payment,
    2. Member's name,
    3. Informant's name or identifier, if any,
    4. Purpose of the payment,
    5. Date, and
    6. Case number;
D. Approval by the CEO or designee for payments in excess of a specified amount;
E. A quarterly internal audit and report of expenditures to the CEO or designee; and
F. Criteria for use of funds.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Funds requests, receipts or vouchers. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- CEO or designee approved payments. (Qty Initial:1) (Qty Reaccred: 1)
- Audit reports (Qty Initial: 2 consecutive quarters) (Qty Reaccred: 2 consecutive quarters for each year)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

5.06M
A written directive provides procedures for the receipt, disbursement, and quarterly *internal audits* of funds administered for the civil process *function*.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of receipts, disbursements, and audits. (Qty Initial: 3) (Qty Reaccred: 1 each for each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 6
Grievance Process

This chapter applies to all agencies even if another governmental entity (e.g., city or county civil service board) is involved in the personnel process. The standards apply to all members whether or not covered by a collective bargaining agreement. A grievance procedure affords a member the opportunity to contest the directive or action in a formal manner. It also provides the employer an opportunity to clarify the directive or action, if necessary.

These standards do not apply to the agency's chief executive officer or members that serve at the pleasure of the CEO.

6.01M
A *written directive* describes the *agency's grievance* process, and includes:

I. Bullets

A. Procedures for filing a grievance;
B. Acknowledging the receipt of the grievance by noting the date and receiving agent;
C. Formal written response requirements; and
D. Identifying the remedy or adjustment, if any, to be made to resolve the grievance.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

6.02
A written directive identifies the agency *component* or *position* responsible for coordinating the *grievance* process.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Job description or JTA of the position. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

6.03
A written directive describes procedures for appealing decisions made in the *grievance* process.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- *Appeal process* documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 7
Conduct and Discipline

This chapter applies to all agencies even if another governmental entity (e.g., city or county civil service board) is involved in the personnel process. The standards apply to all members whether or not covered by a collective bargaining agreement.

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

IV. Assessor Guidelines

V. Accreditation Manager Notes

7.02M
A written directive establishes a uniform system for counseling and disciplining employees.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of counseling. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of disciplinary actions (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

7.03
A written directive defines the authority of each level of supervision relative to disciplinary actions.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews with supervisors

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

7.04
A written directive requires that the following information be provided in writing to the affected member when a misconduct investigation results in dismissal:

I. Bullets

A. Reason;
B. Effective date; and
C. A statement outlining the employee's rights.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof that information is provided to affected members. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

7.05
A written directive describes procedures for the maintenance and secure storage of disciplinary records.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of records.

III. Required References

GS1-SL Items #98, #206, #371

IV. Assessor Guidelines

V. Accreditation Manager Notes

7.06
A written directive describes procedures for appealing disciplinary actions.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of appeals. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

7.07M
A written directive prohibits all forms of harassment in the workplace, regardless of the source, and provides means by which it can be reported and protocols for investigations.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

7.08M
A *written directive* describes *policy* regarding campaigning, lobbying, and political practices. This *policy* conforms to governmental statutes and regulations.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statutes 104.31, 112.313

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 8
Recruitment

This chapter applies to all agencies even if another governmental entity is involved in the recruiting process. This chapter applies to the recruitment of sworn personnel.

8.01M
Individuals assigned to *recruitment activities* are trained in *equal employment opportunity*.

I. Bullets

II. Proofs of Compliance

- Documentation of training for members assigned to *recruitment activities*. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

Training of Personnel or Human Resource members may qualify to meet this standard.

V. Accreditation Manager Notes

Training should be for everyone involved in the recruiting function, including employees not assigned to the agency.

8.02 – Deleted (June 2025)

8.03
The agency advertises as an equal opportunity employer on all *recruitment literature* and all employment applications.

I. Bullets

II. Proofs of Compliance

- Observation of recruitment literature, posters, websites, social media, and employment applications.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 9
Selection

This chapter applies to all agencies even if another governmental entity is involved in the selection process. This chapter applies to the selection of sworn personnel unless otherwise indicated. All agencies must comply with Criminal Justice Standards and Training Commission selection and background guidelines, but each is encouraged to develop procedures specific to their agency.

Selection standards must be job related, uniformly applied, and provide equal opportunity for all to compete.

9.01
A written directive describes the *selection process* to include:

I. Bullets

A. All elements are documented as job related and nondiscriminatory; and
B. All elements are administered, scored, and interpreted in a uniform manner.

II. Proofs of Compliance

- Written directive addressing elements of the standard (civil service rules OR bargaining unit agreement, if applicable.) (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of private firm's *selection process,* if applicable. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation from human resources, or responsible entity, as being job related and nondiscriminatory. (Qty Initial: 1) (Qty Reaccred: 1)
- Operational elements of the selection process, e.g., time limits, oral instructions, practice problems, answer sheets and scoring formulas. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Interviews.

III. Required References

IV. Assessor Guidelines

Assessors will verify elements of the standard through interviews with Human Resources or responsible entity for validation process.

V. Accreditation Manager Notes

9.02M
The agency conducts *psychological fitness examinations* for each sworn candidate prior to appointment to probationary status. Results are:

I. Bullets

A. Assessed by a licensed professional;
B. Maintained in accordance with Florida Statute; and
C. Stored in a secure manner.

II. Proofs of Compliance

- Written documentation of tests used (Qty Initial: 1) (Qty Reaccred: 1)
- Professional license/certificate (Qty Initial: 1) (Qty Reaccred: 1)
- Completed CJSTC 77 form (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of secure files

III. Required References

GS1-SL Item #24
Florida Statute 119.071

IV. Assessor Guidelines

V. Accreditation Manager Notes

9.03
A written directive establishes a specified probationary period of not less than six months for new non-exempt employees.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of date of hire and completion of probationary period. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)

III. Required References

IV. Assessor Guidelines

This standard does not apply to volunteers.

V. Accreditation Manager Notes

Proofs are required for both civilian and sworn personnel.

9.04
If the agency administers a physical ability test for each candidate prior to hiring, the test is job related and nondiscriminatory.

I. Bullets

II. Proofs of Compliance

- Documentation from human resources, or responsible entity, as being job related and nondiscriminatory. (Qty Initial: 1) (Qty Reaccred: 1)
- Physical ability requirements. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

Job task analyses or job descriptions may be used to prove job related tasks.

This standard does not apply to physical ability tests conducted by a CJSTC Certified Training Center.

V. Accreditation Manager Notes

9.05M
A background investigation is conducted on civilian applicants hired by the agency. The investigation includes:

I. Bullets

A. Warrants check;
B. Fingerprints check;
C. Local records check;
D. Prior employment; and
E. Criminal history.

II. Proofs of Compliance

- Completed background investigation. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

9.06M
A written directive requires *selection criteria* for part-time *sworn members* are the same as full-time *sworn members*.

I. Bullets

II. Proofs of Compliance

- *Written directive* (Qty Initial: 1) (Qty Reaccred: 1)
- Observe *selection criteria*.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Compare full-time sworn against part-time sworn.

9.07
A written directive describes the *selection criteria* for *auxiliary members.*

I. Bullets

II. Proofs of Compliance

- *Written directive* (Qty Initial: 1) (Qty Reaccred: 1)
- Completed selection documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 10
Training

Training is one of the most important responsibilities of any law enforcement agency. It contributes greatly toward the overall professionalism of the agency while the consequence for lack of training jeopardizes the credibility of the agency and exposes the agency to civil liability.

Agency training and program development should be the responsibility of a training component which develops and administers programs, and maintains records.

All part-time and full-time members will participate in required training.

10.01
A written directive establishes attendance requirements for training programs.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of member's attendance at training programs. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Include samples for both sworn and non-sworn members**.**

10.02M
A written directive requires lesson plans for training courses administered by the agency and includes provisions for the following:

I. Bullets

A. A statement of student performance objectives;
B. Training content;
C. Appropriate instructional techniques;
D. Lesson plan format;
E. Approval process; and
F. Identification of test(s), if used.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Lesson plan addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1 each year, different lesson plan each year)
- Documentation of testing, if used. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

10.03M
New agency members receive an overview on the agency's accreditation standards and process.

I. Bullets

II. Proofs of Compliance

- Documentation verifying member overview (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Include samples for both sworn and non-sworn members.

10.04M
A *written directive* establishes the agency's *remedial training* policy and includes the following:

I. Bullets

A. Circumstances and criteria used to determine need;
B. The types available;
C. Timetables under which training is provided;
D. The consequences of non-participation by affected members; and
E. Procedures for those members who are unable to demonstrate proficiency with an authorized weapon prior to resuming official duties.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of *remedial training,* if any. (Qty Initial: 1 each type) (Qty Reaccred: 1 each year)
- Interviews

III. Required References

IV. Assessor Guidelines

All remedial training must be addressed, including lethal and less-lethal weapons. Include civilian members authorized to carry weapons.

V. Accreditation Manager Notes

10.05M
The agency maintains complete training records for each member.

I. Bullets

II. Proofs of Compliance

- Observation of training records.

III. Required References

GS1-SL Items #19, #66, #162
GS2 Items #48, #105

IV. Assessor Guidelines

V. Accreditation Manager Notes

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

- Documentation of training (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observe in-service training class files.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

10.07M

A written directive establishes a *field training program* as defined by the agency for sworn members, which includes:

I. Bullets

A. Qualifications for Field Training Officers;
B. Training requirements for Field Training Officers;
C. Supervision of Field Training Officers;
D. Reporting responsibilities of Field Training Officers; and
E. Guidelines for Field Training Officers' evaluation of recruits.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Certificate of training or program curriculum for training of FTOs. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing qualifications of FTOs. (Qty Initial: 3) (Qty Reaccred: 3)
- Documentation showing evaluation of recruits. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Agency training curriculum for recruit field training & evaluation program. (Qty Initial: 1) (Qty Reaccred: 1)
- Interview Field Training Officers and supervisors.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

10.08
A written directive identifies the requisite skills, knowledge, abilities, and *criteria* of instructors in all agency operated training programs.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

This standard does not apply to volunteers.

V. Accreditation Manager Notes

10.09M
Agency instructors teaching CJSTC *high liability topics* will meet CJSTC requirements for high liability instructors, except for completing the internship requirement and being affiliated with a *training school.*

I. Bullets

II. Proofs of Compliance

- Observe high liability instructors' ATMS records.

III. Required References

CJSTC Guidelines Rule 11B-20

IV. Assessor Guidelines

V. Accreditation Manager Notes

Active certifications are not required for instructors teaching in-service courses. See 10.13M for instructors teaching other than CJSTC First Aid curriculum.

10.10M

A written directive requires sworn members and applicable civilian members authorized to carry firearms receive in-service training which includes:

I. Bullets

A. Annual demonstration of proficiency with firearms authorized to carry; and
B. Qualification as required by CJSTC.

II. Proofs of Compliance

• Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
• Documentation showing proficiency with on-duty firearms (Qty Initial: 3) (Qty Reaccred: 1 each year, different type 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)
• Interviews

III. Required References

CJSTC Rule 11B-27.00212

IV. Assessor Guidelines

V. Accreditation Manager Notes

Proofs will show compliance for a variety of ranks.

Firearms authorized to carry include those that are personally owned.

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

10.11M
A written directive identifies all sworn and non-sworn *positions* which require *specialized training.*

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Interview employees in positions which require specialized training.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

10.12M
A *written directive* requires newly promoted first line supervisors, prior to or within 12 months of promotion or appointment, to participate in a supervisory training program, as defined by the agency.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training. (Qty Initial: 1) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

10.13M
A *written directive* requires all sworn members receive first aid refresher training, as defined by the agency, on a periodic basis.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training (Qty Initial: 1) (Qty Reaccred: 3)
- Instructor qualifications (Qty Initial: 1) (Qty Reaccred: 3)
- Interview sworn members.

III. Required References

IV. Assessor Guidelines

Instructors will possess active CPR or First Aid Instructor Certification for the training curriculum defined by the agency.

V. Accreditation Manager Notes

10.14M
A written directive requires *part-time sworn* and *auxiliary members* are restricted in their ability to perform law enforcement duties to only those areas for which they have received training.

I. Bullets

II. Proofs of Compliance

- *Written directive* (Qty Initial: 1 each) (Qty Reaccred: 1 each)
- *Job descriptions.* (Qty Initial: 1 each) (Qty Reaccred: 1 each)
- Documentation of duty-related training. (Qty Initial: 3 each) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Proofs must confirm required training (FTO, in-service, etc.) for duties of both part-time and auxiliary officers.

10.15
A written directive requires members who conduct background investigations are trained, as defined by the agency, in collecting required information.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of training for members assigned to conduct background investigations. (Qty Initial: 3) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Training may be CJSTC, investigative, or other relevant training approved by the agency.

10.16M
A written directive requires all sworn members and others identified by the agency receive educational training, as defined by the agency, related to mental health awareness, prevention, mitigation, and treatment to include Post-Traumatic Stress Disorder.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty. Initial:1) (Qty Reaccred:1)
- Proof of training (Qty Initial: 1) (Qty Reaccred: 1)
- Interview members

III. Required References

Florida Statute 112.1815

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard addresses agency members.

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. Weapon and firearm inspection in accordance with Florida Statute;
I. 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)
- Certificate showing participants have completed initial minimum training requirements. (Qty Initial: 1) (Qty Reaccred: 1)
- 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) (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 certified to serve as a school guardian, pursuant to this section, held by a law enforcement agency, 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, child care 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

V. Accreditation Manager Notes

A checklist may be used for training documentation.

10.19M
A written directive establishes procedures for sworn and applicable non-sworn personnel responding to an Active Assailant Event.

I. Bullets

A. Initial training, as defined by the agency, on response to active assailants; and
B. Annual refresher training, as defined by the agency, on response to active assailants.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of initial training. (Qty Initial: 3) (Qty Reaccred: 1 each type, each year)
- Proof of annual training. (Qty Initial: 3) (Qty Reaccred: 1 each type, each year)
- Interviews

III. Required References

Florida Statute 943.6873

IV. Assessor Guidelines

V. Accreditation Manager Notes

10.20M
A written directive requires members authorized to carry dart-firing stun guns receive annual in-service training.

I. Bullets

II. Proofs of Compliance

• Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
• Proof of dart-firing stun gun training in accordance with Florida Statute. (Qty Initial: 3) (Qty Reaccred: 1 each year)
• Interviews

III. Required References

CJSTC Rule 11B-27.00212
Florida Statute 943.1717

IV. Assessor Guidelines

Remember to verify training for civilian members carrying dart-firing stun guns.

V. Accreditation Manager Notes

Proofs will show compliance for a variety of ranks.

CHAPTER 11
Promotion

The establishment of job related criteria and procedures for evaluating the performance potential of every member seeking promotion are viewed as necessary elements of the personnel system.

11.01
A written directive describes procedures used for the promotion process for sworn and non-sworn positions, which is job related and nondiscriminatory.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation from human resources, or responsible entity, as being job related and nondiscriminatory. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Proofs should show compliance for both sworn and non-sworn positions.

11.02
A written directive details the promotion process, which includes:

I. Bullets

A. A written announcement(s) of positions for which vacancies exist which includes eligibility requirements, dates, times, and locations of all elements of the process; and
B. A description of the selection criteria.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Announcements addressing all elements of the standard (Qty Initial: 1 each) (Qty Reaccred: 1 each)

III. Required References

IV. Assessor Guidelines

It is not necessary for all information to be contained in a single document.

V. Accreditation Manager Notes

Proofs must demonstrate compliance with each component of the promotional processes for both sworn and civilian personnel. Elements may be addressed on separate documents.

11.03
If eligibility lists are used in the promotion process, a written directive establishes *criteria* and procedures for the development of the lists, to include:

I. Bullets

A. Numerical weight, if any, assigned to each eligibility requirement;
B. The system of ranking eligible members on the list;
C. Duration of the list; and
D. The system for selecting candidates from the list.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Eligibility list. (Qty Initial: 1) (Qty Reaccred: 3)
- Promotional announcement/personnel order. (Qty Initial: 1) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

11.04
If not addressed by a collective bargaining agreement, a written directive describes procedures for the member's review and appeal of adverse decisions concerning eligibility for, or appointment to, promotional vacancies.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of appeals, if any. (Qty Initial: 1) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

There are four elements to this standard: review and appeal of both eligibility and appointment decisions, unless limited by a collective bargaining agreement.

V. Accreditation Manager Notes

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, impartial, and 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.

12.01
A written directive describes the agency's performance evaluation system and includes:

I. Bullets

A. Objectives of the system;
B. Measurement definitions;
C. Explanatory comments are required for unsatisfactory or outstanding performance;
D. A requirement for evaluations for all members, with exceptions noted, to be conducted at least annually;
E. Criteria used are based on the member's job description during that rating period;
F. Rater training and responsibilities;
G. The immediate supervisor rates the member;
H. The completed evaluation is available to the member; and
I. Procedures for contesting for permanent members.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluations with explanatory comments. (Qty Initial: 1 each type) (Qty Reaccred: 1 each year, different member each year)
- Documentation of a contested evaluation. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of rater training. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Include civilians, sworn or certified members, supervisors, and line personnel.

This standard does not apply to civilian volunteers.

For reaccreditation, need 1 rater training each year only if there have been new supervisors promoted or appointed.

12.02
A written directive describes procedures for review of the completed performance evaluation and includes:

I. Bullets

A. An interview between the rater and the member;
B. Provisions for written comments by the member; and
C. The opportunity to acknowledge the completed performance evaluation indicating the member has read it.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed performance evaluation. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews of supervisors and members, both sworn and civilian

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

12.03
A written directive regulates the agency's use of performance evaluations' results.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

12.04
A written directive requires a review is conducted with each member at the beginning of the rating period concerning the following:

I. Bullets

A. Task of the assigned position;
B. Performance expectations; and
C. Rating criteria.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

Interview employees to ensure supervisors conducted reviews.

V. Accreditation Manager Notes

12.05
A written directive requires that permanent members are given written notice of substandard performance prior to the end of the rating period.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Notification of substandard performance. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

12.06
A *written directive* requires the work performance of each sworn probationary member is evaluated at least once during the probationary period, in writing, using job related measures and procedures.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial:1) (Qty Reaccred: 1)
- Completed performance evaluations. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

FTO program evaluations do not meet the intent of this standard. This standard applies to all newly hired or newly promoted sworn members, and excludes disciplinary probation.

V. Accreditation Manager Notes

12.07
If the agency conducts exit interviews, a written directive describes the agency's exit interview process for employee separations. The exit interview will be:

I. Bullets

A. Completed by the end of or immediately following the employee's final day of employment; and
B. Conducted by the chief executive or designee.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Does not need to include involuntary terminations or resignations in lieu of termination.

CHAPTER 13
Position Classifications and Descriptions

Job task analyses and job descriptions are necessary for developing and implementing recruitment strategies, validating hiring and promotion procedures, determining training requirements, and evaluating employee performance.

13.01M
A written directive describes volunteer members' duties and responsibilities and required training for any capacity in which they are utilized.

I. Bullets

II. Proofs of Compliance

- *Written directive* (Qty Initial: 1) (Qty Reaccred: 1)
- Orientation schedule, training *curriculum*/outline, or training records of *volunteers*. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

A job description may be used as a written directive for this standard.

13.02
If the agency utilizes *job task analyses* for sworn classifications, a current written analysis is maintained and available for review by all members. The JTA will include:

I. Bullets

A. Duties, responsibilities, and tasks for each position;
B. Frequency with which every task is performed; and
C. The minimum level of proficiency necessary in the job related skills, knowledge, and abilities.

II. Proofs of Compliance

- JTAs that include each element of the standard (Qty Initial: 1 each) (Qty Reaccred: 1 each)
- Documentation of availability to members. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

JTA's for sworn ranks, i.e., officer, sergeant, lieutenant, captain, etc., should be available for assessor review.

13.03M
The agency maintains a job description for each full-time paid position.

I. Bullets

II. Proofs of Compliance

- Current job descriptions. (Qty Initial: 3) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 14
Field Personnel

This chapter relates to the operations of the agency's field personnel. Many standards in this chapter refer to all personnel in the field, others deal specifically with the patrol function. The standards define responsibilities for members and what actions are permissible by agency policy.

14.01M
A written directive stipulates that law enforcement response to emergencies be continuously available within the agency's jurisdiction.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Shift schedule showing continuous availability. (Qty Initial: 1) (Qty Reaccred: 1)
- Contract or mutual aid agreement with provider agency, if applicable. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard applies to the patrol function.

14.02
A written directive governs the operation of each *special purpose vehicle* and includes the following:

I. Bullets

A. Authorization and limitations of use;
B. Qualifications and training for authorized members;
C. Designation of a person or position responsible for maintenance; and
D. Equipment list.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of special purpose vehicles and equipment.
- Equipment lists. (Qty Initial: 1 list from 3 different vehicles) (Qty Reaccred: 1 list from 3 different vehicles)
- Documentation of training. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard applies to all field personnel.

14.03
A written directive describes the circumstances which require a supervisor at the scene to assume command.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard applies to the patrol function.

14.04M
A written directive describes procedures for informing victims/witnesses of their rights in accordance with Florida Statute.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of approval of agency specific victim/witness rights document by the Office of the Governor. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

Florida Statutes 960.001, 943.326

IV. Assessor Guidelines

V. Accreditation Manager Notes

14.05M
A written directive governs pursuit of motor vehicles, to include:

I. Bullets

A. Evaluation of the circumstances;
B. Initiating member's responsibilities;
C. Secondary unit's responsibilities;
D. Roles and restrictions pertinent to marked, unmarked, or other types of police vehicle involvement;
E. Dispatcher's responsibilities;
F. Field supervisor's responsibilities;
G. Forcible stopping;
H. When to terminate;
I. Interjurisdictional and intrajurisdictional pursuits;
J. A procedure for reporting and a documented administrative review, and
K. Initial training on agency policy.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Pursuit reports showing administrative review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of initial training on agency policy. (Qty Initial:1) (Qty Reaccred: 1)
- Interviews.

III. Required References

Florida Statute 768.28

IV. Assessor Guidelines

V. Accreditation Manager Notes

14.06M
A written directive establishes procedures for levels of response to calls for service.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard applies to the patrol function.

14.07M
A written directive describes the proper use of the following equipment during emergency and non-emergency situations:

I. Bullets

A. Emergency lights;
B. Sirens;
C. Hazard warning lights;
D. Spotlights, if equipped; and
E. Public address systems, if equipped.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.
- Observation of operational equipment.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard applies to the patrol function.

14.08M
A written directive requires each vehicle used for patrol or traffic enforcement to be equipped with:

I. Bullets

A. Operational emergency lights and siren;
B. Properly charged fire extinguisher (except for patrol/traffic motorcycles);
C. Operational flashlight;
D. Medical equipment as defined by the agency and current supplies; and
E. Personal protective equipment as defined by the agency.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of equipment.

III. Required References

IV. Assessor Guidelines

This standard applies to vehicles routinely used to perform patrol/traffic duties and does not apply to special purpose vehicles other than motorcycles.

If flashlights are individually issued, observe working flashlight in vehicle operator's possession.

V. Accreditation Manager Notes

This standard applies to the patrol function.

14.09M – Deleted (February 2022)

14.10M
A written directive addresses body armor for sworn members, to include:

I. Bullets

A. Being readily available while on duty;
B. A requirement for body armor to be current; and
C. A requirement for wearing during pre-planned, high-risk situations, as defined by the agency.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of issue. (Qty Initial: 3) (Qty Reaccred: 3)
- Observation of available body armor.

III. Required References

IV. Assessor Guidelines

For this standard, current refers to body armor with expiration dates that have not been exceeded.

V. Accreditation Manager Notes

14.11M
If an agency has K-9 teams, a written directive specifies the following:

I. Bullets

A. Circumstances for use;
B. Handler selection criteria;
C. Duties and responsibilities;
D. Certification
E. Training requirements for the handler and the K-9; and
F. Deployment documentation.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Certification documentation, if applicable. (Qty Initial: 1) (Qty Reaccred: 1)
- Training documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- Deployment documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year, different type each year)
- Interviews with K-9 handler.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Provide training documentation and certification for K-9 and handler team.

14.12M
If the agency uses narcotics for K-9 training, a written directive establishes an accounting system to include:

I. Bullets

A. Procedures for the issuance and disposition of narcotics used for K-9 training to include when packaging has been compromised;
B. Security, storage, and accountability of issued training narcotics when not in use;
C. A documented unannounced inventory of narcotics used for K-9 training is conducted as directed by the agency's CEO; and
D. Follow-up investigative procedures for lost, missing, or stolen narcotics.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documented issuance/disposition of agency issued narcotics. (Qty Initial: 3) (Qty Reaccred: 3)
- Inventory documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

Inventory - The act or process of cataloging through a full or partial accounting, as defined by the agency, of the quantity of goods or materials on hand.

V. Accreditation Manager Notes

14.13M
If the agency has a marine enforcement function, a written directive provides guidelines for enforcement of boating regulations.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statutes, Chapters 327 and 328

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard applies to the patrol function.

14.14M
If the agency authorizes members to administer emergency opioid antagonist treatment for suspected opioid overdose, a written directive addresses:

I. Bullets

A. Training;
B. Member responsibilities;
C. Criteria for use;
D. Inspections to ensure expiration dates have not been exceeded;
E. Documentation;
F. Storage, as defined by the agency; and
G. Restrictions.

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 each year)
- Documentation of inspections. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

Florida Statute 381.887

IV. Assessor Guidelines

V. Accreditation Manager Notes

14.15M
If the agency has a civilian rider or observer program, a written directive establishes procedures, to include:

I. Bullets

A. Participation requirements;
B. Approval process;
C. Officer responsibilities;
D. Supervisor responsibilities; and
E. Limitations.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Approval documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews with officers.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 15
Investigations

Standards in this chapter relate to the investigative function as performed by both uniformed members and members specializing in investigations. The standards do not direct the agency's investigative functions in specific crimes, but identify some of the elements common to all investigations.

15.01M
A written directive establishes a system of case file maintenance for the criminal investigation component, to include:

I. Bullets

A. Types of records to be maintained;
B. Accessibility to the files; and
C. Security of the files.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of files.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.02M
Records relating to active vice and organized crime investigations are maintained separately and securely from the central records system.

I. Bullets

II. Proofs of Compliance

- Observation of files.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.03M
A written directive establishes procedures for the recruitment, control, and use of confidential informants in accordance with Florida Statutes, and includes:

I. Bullets

A. A master file of all confidential informants used by the agency;
B. Content of the file to include an individual assessment of each prospective confidential informant;
C. Maintenance and security of confidential informant files;
D. Protection of the identity of the confidential informant;
E. Criteria for paying confidential informants, if applicable;
F. Precautions to be taken with confidential informants to include informants whose participation may make an investigation more susceptible to compromise through alleged improprieties;
G. Special precautions to be taken with juvenile informants;
H. Level of supervisory approval before a juvenile is used;
I. Training of all personnel involved in the use or recruitment of confidential informants in the agency policy requirements and procedures;
J. A documented annual review of agency practices to ensure conformity with agency policies, procedures, and Florida Statute; and
K. Tracking procedures for the accessing of confidential informant files.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of master file, maintenance system, and file security (including electronic/computerized systems)
- Documentation of annual review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of training. (Qty Initial: 3) (Qty Reaccred: 3)
- Observation of confidential informant access tracking.
- Interviews.

III. Required References

Guidelines for Florida State And Local Law Enforcement Agencies in Dealing With Confidential Informants

Florida Statute 914.28

IV. Assessor Guidelines

V. Accreditation Manager Notes

Access tracking procedures for confidential files should include documentation of who accessed the records and the date the records were accessed.

15.04 - Deleted

15.05
If technical aids for the detection of deception are used for any purpose, a written directive governs their use, and examiners must have a certificate of training.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Examiner's completed report. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Proof of examiner certification. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.06M
A written directive establishes procedures for assuring compliance with constitutional requirements during criminal investigations to include interviews, interrogations, and access to counsel.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of written or electronic advisement. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines
If the agency uses digital technology (Interview Video Recordings, Body Cams, In-Car Video) to document compliance of constitutional requirements, observation of such advisement will satisfy the standard.

Compliance may also be achieved by documentation in the offense report of deliverance of constitutional requirements.

V. Accreditation Manager Notes

15.07
A written directive establishes procedures to be followed when conducting field interviews, to include:

I. Bullets

A. Identifying circumstances under which field interviews are appropriate;
B. Documenting the contact; and
C. Distributing the record.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of field interview. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.08M
A written directive specifies procedures for search warrants, to include:

I. Bullets

A. Drafting the warrant;
B. Approval process;
C. Execution of warrant;
D. Areas which may be searched;
E. Inventory; and
F. Return.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Executed search warrant including inventory and return. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute Chapter 933

IV. Assessor Guidelines

V. Accreditation Manager Notes

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. 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, 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

15.10M
A written directive addresses how law enforcement personnel respond to incidents of sexual violence. The directive will include:

I. Bullets

A. Initial response, investigations and report writing;
B. Obtaining medical/counseling assistance for victims;
C. Providing immediate notice of legal rights and remedies available;
D. Evidence collection/preservation; and
E. Follow-up investigation and supplemental reports.

II. Proofs of Compliance

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

III. Required References

Florida Statute 794.052

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.11M
If the agency conducts surveillance operations, undercover operations, decoy operations, or raids, the agency has a written directive which addresses the following:

I. Bullets

A. Level or authority that can approve an operation;
B. Designating a single person to command the operation;
C. Notifying the patrol supervisor responsible for the target area;
D. Confirming target location;
E. Identifying and making contact with suspects; and
F. Documentation, as required by the agency.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

Surveillance in this standard is a pre-planned operation as part of a formal criminal investigation.

Agency is not compelled to notify, but must have parameters for when notification is required or not necessary. (Bullet C)

V. Accreditation Manager Notes

15.12M
A written directive establishes procedures to be used when investigating missing children and missing adult reports following the guidelines outlined in Florida Statutes. The policy must ensure that cases involving missing children and adults are investigated promptly using appropriate resources, and must include:

I. Bullets

A. Requirements for accepting missing child and missing adult reports;
B. Requirement for entry into FCIC/NCIC within two hours of receipt of the report;
C. Procedures for initiating, maintaining, closing, or referring a missing child or missing adult investigation;
D. Standards for maintaining and clearing computer data of information concerning a missing child or missing adult which is stored in the FCIC and the NCIC, to include a monthly review of each case and a determination of whether the case should be maintained in the database;
E. Requirement that when a person has been reported missing and has not been located within 30 days, the agency will request the family or next of kin to provide written consent to contact the dentist of the missing person and request that person's dental records for inclusion in the NCIC Dental File; and
F. Requirement to attempt to obtain a biological specimen for DNA analysis if the missing person has not been located within 90 days.

II. Proofs of Compliance

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

III. Required References

Florida Statutes 937.021, 937.0205, and 937.031

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.13M
A written directive establishes procedures for conducting eyewitness identification to include the following:

I. Bullets

A. The creation, composition, and utilization of the photo array or lineup;
B. The requirement for the use of an independent administrator to conduct eyewitness identifications;
C. The use of an alternative method as outlined in Florida Statute if an independent administrator is not available;
D. Standard instructions to be given by the independent administrator to the witness prior to the photo array or lineup;
E. Directions to the administrator conducting the photographic or live lineup that ensures a neutral administration;
F. Method(s) of presenting the array or lineup;
G. Documenting the procedure and outcome of the array or lineup;
H. Documenting the witness' response and exact words;
I. Written acknowledgement by the witness they received a copy of the lineup instructions; and
J. Initial and periodic refresher training on the policy, of members involved in eyewitness identification efforts.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of witness acknowledgement. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of initial training. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of periodic refresher training (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews.

III. Required References

Florida Statute 92.70

IV. Assessor Guidelines

V. Accreditation Manager Notes

If an independent administrator is not available, an alternative method as identified by Florida Statute must be used.

Agency policy must specify how often the training shall occur.

15.14M
A written directive establishes procedures for conducting showups as a type of eyewitness identification, to include the following:

I. Bullets

A. Circumstances when a showup may be conducted;
B. Limitations to reduce the suggestiveness of a showup;
C. Standard instructions to be used by the investigator conducting the showup to instruct the witness prior to the procedure;
D. A direction to the investigator(s) conducting the showup to avoid any conduct that might directly or indirectly influence the witness' decision, and to avoid any comments or actions that suggest the witness did or did not identify the suspect when the showup is completed;
E. Discerning the level of confidence in an identification as expressed by the witness; and
F. Documenting the procedure and outcome of the showup, including noting the witness' response and exact words.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.15M
A written directive provides guidelines when any member's action results in death or serious bodily injury, to include the following:

I. Bullets

A. A written report is submitted;
B. A documented review is conducted by a defined level of authority; and
C. The member is removed from job assignment until a preliminary administrative review, as defined by the agency, is conducted.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation removing a member from job assignment. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documented preliminary administrative review. (Qty Initial: 1) (Qty Reaccred: 1)
- Written reports. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Review verification with level of authority noted. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

Standard applies to sworn and civilian members, both accidental and deliberate acts, while performing work related duties.

V. Accreditation Manager Notes

15.16M
A written directive describes procedures for registering *sexual predators* and community notification in accordance with Florida Statute.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing registration. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation showing community notification. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute 775.21

IV. Assessor Guidelines

Municipal agencies must have procedures to refer sexual predators to the appropriate registering agency. They must also provide for community notification.

V. Accreditation Manager Notes

Municipal agencies may not N/A this standard.

15.17M
A written directive describes procedures for registering *sexual offenders* in accordance with Florida Statute.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statute 943.0435

IV. Assessor Guidelines

Municipal agencies must have procedures to refer sexual offenders to the appropriate registering agency. Municipal agencies may not N/A this standard.

V. Accreditation Manager Notes

15.18M
A written directive addresses procedures to make a good faith effort to ensure a qualified professional, upon request and as defined in Florida Statute, is present at all interviews of an autistic individual, and includes initial and periodic training of affected agency members.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of initial training. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of periodic refresher training. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute 943.0439
Florida Statute 943.1727

IV. Assessor Guidelines

V. Accreditation Manager Notes

Each agency must ensure that appropriate policies are developed and that training is provided to affected members based on those policies.

Periodic training will include instruction on the recognition of the symptoms and characteristics of an individual on the autism disorder spectrum and appropriate responses to an individual exhibiting such symptoms and characteristics.

15.19M
A written directive specifies procedures for the seizure and forfeiture of vessels, vehicles, aircraft, currency, or other personal property, or contraband articles.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.20M
A written directive establishes procedures to be used for a Blue Alert when a law enforcement officer is killed, has suffered serious bodily injury, is missing while in the line of duty and the suspect is still at large, or there is an imminent and credible threat that an individual intends to cause the serious injury or death of a law enforcement officer.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

15.21M
A written directive requires that investigations conducted when a law enforcement officer's use of force results in the death of any person or the intentional discharge of their firearm results in injury or death must be reviewed by an outside entity.

I. Bullets

II. Proofs of Compliance

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

III. Required References

Florida Statute 943.1740

IV. Assessor Guidelines

V. Accreditation Manager Notes

The written directive must incorporate a requirement for the reviewing entity to complete an independent report. The independent report shall be submitted to the state attorney of the judicial circuit in which the use of force occurred.

CHAPTER 16
Juveniles

Standards in this chapter relate to the juvenile operations function. Agencies should make a firm commitment to develop and participate in programs designed to prevent juvenile delinquency. Activities of members responsible for the juvenile operations function should include such things as conducting follow-up investigations of cases involving offenders, processing arrests, operating out of the juvenile justice system, and designing and implementing programs intended to prevent delinquent and criminal behavior.

Agencies should establish guidelines and criteria for options for handling juveniles, to include: release of the offender with no further action, diversion to a social program, disposing of the case by the agency, or referring the youth to juvenile court.

16.01M
A written directive establishes procedures for juvenile offenders, to include:

I. Bullets

A. Criteria governing the referral of juvenile offenders to intake; and
B. Criteria and procedures for issuing written citations or summonses to juvenile offenders to appear at court in lieu of taking them into custody.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed arrest reports, citations, or summonses. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

16.02M
A written directive establishes procedures for processing juveniles, to include:

I. Bullets

A. When the juvenile is alleged to have engaged in non-criminal behavior; and
B. When the juvenile is alleged to have been harmed or to be in danger of harm.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

16.03M
A written directive establishes procedures for juveniles who have been taken into custody, to include:

I. Bullets

A. Ensuring that the constitutional rights of juveniles are protected;
B. Notification of parents or guardians;
C. Submission of juvenile fingerprints according to Florida law;
D. Taking juveniles to an intake facility or to the juvenile component promptly unless there is a need for emergency medical treatment; and
E. Precautions to ensure no regular contact between adult and juvenile detainees.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of written or electronic advisement. (Qty Initial: 1) (Qty Reaccred: 1)
- Guardian notifications documentation. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of adult and juvenile separation.

III. Required References

Florida Statutes 985.101, 985.11, 985.115, 985.031

IV. Assessor Guidelines

Regular contact: sight and sound contact. Separation of children from adults shall permit no more than haphazard or accidental contact. (Bullet E)

If the agency uses digital technology (Interview Video Recordings, Body Cams, In-Car Video) to document compliance of constitutional requirements, observation of such advisement will satisfy the standard.

Compliance may also be achieved by documentation in the offense report of deliverance of constitutional requirements.

V. Accreditation Manager Notes

A child younger than 7 years of age may not be arrested, charged, or adjudicated delinquent for a delinquent act or violation of law based on an act occurring before he or she reaches 7 years of age, unless the violation of law is a forcible felony as defined in 776.08.

16.04M
A written directive establishes procedures for the custodial interview of juveniles, to include:

I. Bullets

A. Conferring with parents or guardians;
B. Limiting the duration of interviews; and
C. Limiting the number of members who engage in the interview.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 17
Special Operations

These standards relate to incidents that rise above the conventional operational or investigative response. Usually special operations encompass activities resulting from certain events, emergencies, or unexpected situations which may involve the use of special purpose vehicles, equipment, and specialized personnel. It also addresses situations of an emergency nature that result from disasters, civil disturbances, and civil defense emergencies.

Smaller agencies may not have special operations (or tactical) components. Regardless, these types of emergency situations arise in jurisdictions of any size and every agency may be the "first responder" even when another, larger agency may be called to assist or even resolve the incident. For this reason, every agency must have written plan(s) that outline the procedures for how the situations will be handled.

17.01 M
A written directive establishes an *Incident Command System* for operations management and addresses the following:

I. Bullets

A. System activation criteria;
B. Command protocol;
C. Written procedures;
D. Training, as defined by the agency, of affected personnel;
E. Documented after-action report; and
F. Documented periodic training or operational exercise.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty initial: 1) (Qty Reaccred: 1)
- Training documentation of affected personnel (Qty Initial: 1) (Qty Reaccred: 1)
- After action reports (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Periodic training/operational exercise documentation (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

ICS training received at the academy can be accepted for proof of Bullet D.

17.02M - Deleted

17.03M
A written directive addresses dignitary protection.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

17.04M
If the agency has a tactical team, a written directive addresses the following:

I. Bullets

A. Team member selection criteria;
B. Specialized equipment;
C. Quarterly team training;
D. Call out criteria and notification procedures;
E. Deployment procedures; and
F. Duties and responsibilities.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of equipment.
- Proof of training. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

17.05M
If the agency has hostage negotiators, a written directive provides for the following:

I. Bullets

A. Selection criteria;
B. Specialized equipment;
C. Training;
D. Call out criteria and notification procedures;
E. Deployment procedures; and
F. Interaction between hostage negotiation and tactical personnel.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of equipment.
- Proof of training. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

III. Required References

IV. Assessor Guidelines

For initial accreditation, proof of training refers to all negotiators. For reaccreditation, proof of training refers to new negotiators during the current reaccreditation cycle.

V. Accreditation Manager Notes

17.06M
The agency has written procedures for handling a hostage/barricaded person situation which addresses the following:

I. Bullets

A. Notification of appropriate personnel both inside and outside the agency;
B. Communications with other agencies, to include requests for ambulance, rescue, and fire services;
C. Establishment of perimeters;
D. Evacuation of bystanders and injured persons;
E. Establishment of a central command post; and
F. After action report.

II. Proofs of Compliance

- Written procedures addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- After action report (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

17.07M
The agency has written procedures for handling bomb related incidents and addresses the following:

I. Bullets

A. Role of members in obtaining details from the bomb threat caller;
B. Notification of appropriate personnel both inside and outside the agency;
C. Establishment of a security perimeter;
D. Organization of search teams and search procedures;
E. Notification of the bomb disposal unit when a suspected device is located;
F. General evacuation plan;
G. Coordination with the fire department;
H. Communications procedures; and
I. Post explosion procedures.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

17.08M
If the agency has a bomb squad, a written directive provides for the following:

I. Bullets

A. Selection criteria;
B. Specialized equipment;
C. Training;
D. Call out criteria and notification procedures;
E. Deployment procedures; and
F. Duties and responsibilities.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of equipment.
- Proof of training. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

III. Required References

IV. Assessor Guidelines

For initial accreditation, proof of training refers to all bomb technicians. For reaccreditation, proof of training refers to new bomb technicians during the current reaccreditation cycle.

V. Accreditation Manager Notes

17.09
If the agency handles *special events*, the agency will have written procedures for the following:

I. Bullets

A. Designation of a single person or position as the supervisor/coordinator for the coverage of a given event;
B. Logistical requirements; and
C. Coordination inside and outside the agency.

II. Proofs of Compliance

- Written procedures addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of special event operations. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 18
Traffic Law Enforcement

Traffic direction and control are undertaken by an agency's sworn and non-sworn members to guide and/or restrict the movement of pedestrians and motorists. This chapter governs traffic control, escorts, clothing worn by members who perform these *functions,* assistance and protection provided to highway users, procedures for reporting and correcting hazardous highway situations, and the towing of private vehicles. This chapter also establishes guidelines and procedures for traffic crash investigations.

This chapter addresses agency guidelines and procedures for handling all aspects of traffic enforcement and control.

18.01
A written directive describes procedures for traffic violations committed by:

I. Bullets

A. Persons who are not residents of the service area;
B. Juveniles; and
C. Foreign diplomats or consular officials.

II. Proofs of Compliance

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

III. Required References

US Department of State Publication 10969, “Consular Notification and Access”

US Department of State Publication “Diplomatic and Consular Immunity: Guidance for Law Enforcement and Judicial Authorities”

IV. Assessor Guidelines

V. Accreditation Manager Notes

18.02M
A written directive provides guidelines for enforcement of traffic regulations, to include:

I. Bullets

A. Criminal traffic violations;
B. Moving violations;
C. Nonmoving violations; and
D. Commercial motor vehicle violations.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

18.03M
A written directive specifies an agency's responsibilities involving any of the following traffic crash incidents:

I. Bullets

A. Death or injury;
B. Hit and run;
C. Agency owned, rented, or leased vehicles;
D. Impairment of an operator due to alcohol or drugs; and
E. Hazardous materials.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

18.04M
A written directive describes specific responsibilities of the first responding member at the scene of a crash, including:

I. Bullets

A. Administering emergency medical care and providing basic life support;
B. Summoning ambulance and/or additional assistance (e.g., members, officers, rescue, tow truck, etc.);
C. Protecting the crash scene;
D. Preserving short-lived evidence;
E. Establishing a safe traffic pattern around the scene;
F. Locating witnesses and recording crash information; and
G. Expediting the removal of vehicles and debris from the roadway.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

18.05M
A written directive states that a member responding to the scene of a crash will take precautions to protect the owner's property because the owner is unable to care for it. The directive will include procedures for inventory, removal, and storage of property.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

18.06 - Deleted

18.07
A written directive establishes procedures for manual traffic direction, to include a requirement for members to wear high visibility clothing while directing traffic.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of high visibility clothing.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

18.08M – Deleted (June 2025)

18.09
A written directive describes the routine and emergency circumstances when agency members may escort vehicles.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

18.10M
A written directive describes the circumstances warranting the use of roadblocks and procedures for implementation.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

18.11M
A written directive describes the agency's school crossing guard program to include:

I. Bullets

A. Selection criteria;
B. Authority and responsibilities;
C. State certified training regardless of population and salary;
D. Recertification/evaluation regardless of population and salary; and
E. Uniform requirements.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed FDOT Performance Checklist/Observation form. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of uniforms

III. Required References

Florida Department of Transportation Safety Office School Crossing Guard Training Guidelines

Florida Statutes 316.75

IV. Assessor Guidelines

V. Accreditation Manager Notes

Guards must attend training annually and satisfactorily perform no less than two supervised shifts, which are documented on the performance checklist.

18.12
If the agency uses non-sworn members to conduct traffic direction and control, a written directive describes the following:

I. Bullets

A. Authority and responsibilities; and
B. Training.

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)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

This standard does not apply to school crossing guards.

18.13M
A written directive specifies the requirements and documentation for the towing of all vehicles and includes, at a minimum:

I. Bullets

A. Time;
B. Date;
C. Location the vehicle was towed from;
D. Requesting member;
E. Reason for removal or tow;
F. Towing service name;
G. Location the vehicle was towed to;
H. Notification (or attempts) to the registered owner;
I. Inventory of contents;
J. Placing and removal of holds; and
K. Procedures to initiate entry and removal of FCIC entries, when appropriate.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed tow log. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

A single document may be used to show compliance with all the elements of the standard.

CHAPTER 19
Criminal Intelligence

Criminal intelligence, which is the collection, processing, and dissemination of information relating to criminal activities, is used by all agencies. This varies widely among law enforcement jurisdictions, but typically includes organized crime, vice, illegal drug activity, terrorism, gang activity, and civil disorder. Intelligence should be a source of information for action by operational units.

The standards do not include the intelligence gathering activities associated with special events such as visits by dignitaries or sporting events. It is imperative to properly safeguard intelligence information and records in accordance with Florida Statutes and Code of Federal Regulations.

19.01M
A written directive provides procedures for ensuring the legality and integrity of intelligence to include the following:

I. Bullets

A. Ensuring collected information is limited to criminal conduct and relates to activities that present a threat to the community;
B. Describing the types or quality of information that may be collected and maintained;
C. Using intelligence members, equipment, and techniques; and
D. Purging information which is no longer active or accurate.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Records disposition document (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

GS-2 Item #30
GS-2 Item #199
28 CFR 23

IV. Assessor Guidelines

Criminal intelligence does not necessarily need to be stored in a database specifically designed as a criminal intelligence operating system. Historical information contained in spreadsheets, computer drives and other programs may no longer meet the definition of “Active Criminal Intelligence” under Section 119.071, FS and will therefore be subject to release as a public record. Additionally, once a record is no longer “active” it may be subject to purging requirements.

V. Accreditation Manager Notes

19.02M
A written directive describes procedures for safeguarding intelligence information, to include:

I. Bullets

A. Collation and analysis in a secure environment;
B. Dissemination to internal components and other criminal justice agencies;
C. Security measures to protect against unauthorized attempts to access, modify, remove, or destroy stored information, whether electronic or physical; and
D. Secure storage in an area separate from the agency's central records function.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of security system.
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

If any intelligence information is stored electronically, measures must be in place to protect the information from agency members not involved in the intelligence function.

CHAPTER 20
Misconduct Complaint Processing

Every law enforcement agency will establish a system for the receipt, investigation, and determination of *complaints* received by the agency from any person. The level of the investigation is determined by the agency based on the seriousness of the *complaint*.

20.01M
A *written directive* establishes procedures for processing all *complaints* against the agency or its members, to include:

I. Bullets

A. Types of complaints to be investigated by line supervisors;
B. Types of complaints to be reviewed by the internal affairs function;
C. Types of complaints that require investigating by the internal affairs function;
D. Procedures for maintaining a record of complaints received by the agency in accordance with Florida Statutes;
E. Maintaining the confidentiality of internal affairs investigations in accordance with Florida Statutes;
F. Secure storage of internal affairs records;
G. Provisions for releasing information at the conclusion of the investigation, upon request, and in conformance with the public records law; and
H. Procedures for reporting of sustained cases involving moral character.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Complaint documentation. (Qty initial: 1 each type) (Qty Reaccred: 1 each type)
- Completed CJSTC Form 78. (Qty initial: 1) (Qty Reaccred: 1 each year)
- Observation of secure storage.
- Interviews.

III. Required References

Florida Statute 112.533
Florida Statute 119.07
CJSTC Rule 11B-27

IV. Assessor Guidelines

V. Accreditation Manager Notes

Include one from bullet A, one from bullet B, and one from bullet C.

CJSTC Form 78 shall be completed for sustained internal investigations in accordance with CJSTC Rule.

20.02M
A written directive requires when members are notified they are the subject of an *internal affairs investigation*, the agency issues written notification of the allegations and the member's rights and responsibilities relative to the investigation.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating written notification of the allegation issued to member. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation demonstrating issuance of employee's rights and responsibilities notification. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

20.03
A written directive specifies the conditions under which the following may be used in *internal affairs investigations*:

I. Bullets

A. Medical or laboratory examinations;
B. Photographs of members;
C. Lineups;
D. Financial disclosure statements; and
E. Instruments for the detection of deception.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

20.04M
A written directive requires that upon conclusion of an internal investigation, the complainant and the affected member receive written notification of the conclusion of fact.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation demonstrating the various conclusions of fact. (Qty Initial: 1 each type) (Qty Reaccred: 1 each type)
- Documentation demonstrating written notification to member and complainant. (Qty Initial: 1 each) (Qty Reaccred: 1 each)

III. Required References

IV. Assessor Guidelines

This standard applies to formal *internal affairs investigations*.

V. Accreditation Manager Notes

For this standard, Conclusion of Fact means final determination about allegations based on investigative activities which may include exonerated, sustained, not sustained, unfounded, and policy failure.

CHAPTER 21
Prisoner/Detainee Transportation

It is necessary to establish basic requirements with regard to transporting *prisoners/detainees* to ensure the safety and security of the public, *prisoners/detainees*, and members. These standards form guidelines for the normal day-to-day transport by law enforcement members. These standards do not apply to the transport of *prisoners/detainees* as part of the agency's correctional function.

21.01M
A written directive describes procedures for transporting *prisoners/detainees*, to include:

I. Bullets

A. Prisoners/detainees of the opposite sex;
B. Sick, disabled, or injured prisoners/detainees;
C. Juvenile offenders; and
D. Violent prisoners/detainees.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statute 985.101

IV. Assessor Guidelines

V. Accreditation Manager Notes

21.02M
A written directive requires that all *prisoners/detainees* are searched for weapons and contraband prior to transport.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

This requirement applies to all transports including transfers from other officers or agencies.

V. Accreditation Manager Notes

21.03M
A written directive requires the search of all vehicle prisoner compartments used for transporting *prisoners/detainees*.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

21.04M
A written directive describes *restraining devices* and methods to be used during *prisoner/detainee* transports with exceptions noted.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

21.05
A written directive describes circumstances under which the transporting officer can stop to respond to the need for law enforcement services while transporting a prisoner/detainee.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

21.06M
A written directive describes procedures when an escape occurs during lawful custody within and outside the agency's jurisdiction, to include:

I. Bullets

A. Persons to be notified;
B. Reports to be prepared; and
C. Actions to be taken.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed reports. (Qty: initial: 3) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

21.07M
A written directive describes security procedures when a *prisoner/detainee* is transported or admitted to a *medical care facility*.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

21.08M
A written directive describes members' actions upon arrival at a facility, court, or other agency when delivering *prisoners/detainees*. The directive addresses the following:

I. Bullets

A. Securing weapons;
B. Removing restraining devices;
C. Documentation delivered to the receiving entity;
D. Documentation detailing the prisoner/detainee transfer; and
E. Advising receiving agency personnel of any potential medical or security hazards.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed reports or activity logs with notations. (Qty initial: 3) (Qty Reaccred: 3)
- Prisoner/detainee transfer documentation. (Qty initial: 3) (Qty Reaccred: 3)
- Observation of method to secure weapons.
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 22
Holding Areas

Standards in this chapter apply to agencies operating short-term holding areas to maintain custody of prisoners/detainees. These areas are designed as temporary collection points prior to transport to a jail or medical facility and include courthouse areas used to temporarily hold prisoners awaiting court or anyone remanded into custody during court proceedings. If these holding areas are staffed by detention personnel, the standards do not apply. All agencies that operate a holding facility must comply with the standards in this chapter, if applicable.

22.01M
Holding areas provide the following conditions for *prisoners/detainees*:

I. Bullets

A. Adequate lighting;
B. Circulation of fresh or purified air;
C. Controls to reduce the possibility of invading a prisoner/detainees' privacy.

II. Proofs of Compliance

- Observation of *holding areas*.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.02M – Deleted (June 2022)

22.03M
A written directive describes the operations of the *holding area* and addresses the following:

I. Bullets

A. Securing all weapons before entering, with exceptions specified;
B. Conditions under which a member enters an occupied holding area;
C. Securing holding area doors;
D. Security checks for weapons, contraband, and damaged equipment prior to use;
E. An alert system to a designated control point in the event of an emergency; and
F. A security alarm system linked to a designated control point if a member is not equipped with alert or panic alarm systems, or a means of two-way communication.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of secured weapon storage
- Observation of alert system
- Observation of security alarm system.

III. Required References

IV. Assessor Guidelines

Both lethal and less-lethal weapons must be addressed.

The intent of bullet E is to ensure prisoners have a method of reporting an emergency to agency personnel. The system is not required to be electronic.

V. Accreditation Manager Notes

22.04M
A written directive requires procedures for processing *prisoners/detainees* to include:

I. Bullets

A. The search of each prisoner/detainee prior to entering the holding area;
B. An itemized inventory and secure storage of all property taken; and
C. Release of personal property to a transporting officer, if other than the arresting officer.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Completed inventory form. (Qty initial: 3) (Qty Reaccred: 3)
- Observation of secure storage
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.05M
A written directive requires agency staff be available to supervise *prisoners/detainees* on a continual basis and includes a documented physical check at least every 15 minutes for adult prisoners/detainees identified as being suicidal or a danger to themselves.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of physical observations (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of holding area

III. Required References

IV. Assessor Guidelines

The requirement for documented physical observations does not apply during transport.

V. Accreditation Manager Notes

22.06M
If holding areas are equipped with video surveillance with the ability to observe *prisoners/detainees,* a written directive includes:

I. Bullets

A. Controls to protect a prisoner/detainee's privacy; and
B. Measures to ensure immediate intervention for prisoner/detainee emergencies.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of electronic surveillance equipment.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.07M
If males, females, and/or juveniles are required to be detained at the same time, detainees are separated in order to prevent *regular contact*.

I. Bullets

II. Proofs of Compliance

- Observation of *holding areas*.

III. Required References

Florida Statute 985.115

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.08M
A written directive describes procedures to follow when a *prisoner/detainee* is in need of, or requests medical assistance.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.09M
Procedures for gaining access to medical services are posted in areas used by *prisoners/detainees*, in the language(s) prevalent to the *service community*.

I. Bullets

II. Proofs of Compliance

- Observation of posted signs

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.10M
A written directive describes procedures for handling and segregating *prisoners/detainees* who are self-destructive, violent, ill, injured, or under the influence of alcohol or drugs.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.11M
A written directive describes procedures to be followed in the event of an escape to include:

I. Bullets

A. Activating alarms;
B. Persons to be notified;
C. Assignment of available members;
D. Mobilizing resources;
E. Ending alert; and
F. Reporting requirements.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Completed reports. (Qty Initial: 3) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.12M
Affected members receive training on the operation of the *holding area,* to include fire suppression techniques and use of fire suppression and safety equipment.

I. Bullets

II. Proofs of Compliance

- Documentation of training. (Qty Initial: 3) (Qty Reaccred: 3)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.13M
A first aid kit containing current supplies is available in all holding areas. A documented monthly inspection is conducted and supplies are replenished as necessary.

I. Bullets

II. Proofs of Compliance

- Observation of first aid kit.
- Documentation of monthly inspection. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.14M
A written directive describes procedures for a group arrest that exceeds the maximum capacity of the holding area.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.15M
If a prisoner/detainee is to be secured to an immovable object, it will be designed and intended for such use.

I. Bullets

II. Proofs of Compliance

- Observation.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

22.16M
A written directive requires agency staff be available to supervise prisoners/detainees on a continual basis and includes physical observation and documented checks at least every 10 minutes for juveniles.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of physical observations (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Observation of holding area

III. Required References

Florida Statute 985.265

IV. Assessor Guidelines

The requirement for documented physical observations does not apply during transport.

V. Accreditation Manager Notes

22.17M
A written directive requires procedures for supervision of prisoners/detainees that are the opposite sex of the staff member providing supervision.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of holding area

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 23
Court Security

These standards apply to those agencies responsible for the provision of security within a courtroom, or the interior or exterior courthouse facility. Standards address administration, operations, policy/procedure, security, and equipment.

23.01M
A written directive regulates courtroom and courthouse security, to include:

I. Bullets

A. The agency's role and authority;
B. Security of the courthouse;
C. Hostage situation response;
D. High-risk trials;
E. Emergency procedures for fires, bombs, and disasters;
F. Emergency medical procedures;
G. Evacuation procedures; and
H. Communications.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of communications system.
- Observation of courthouse security.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

23.02
If policies prohibit weapons in areas of the courthouse, an area is provided for securing firearms and weapons.

I. Bullets

II. Proofs of Compliance

- Observation of secure area with limited access.

III. Required References

IV. Assessor Guidelines

Courthouse policy does not have to be in writing.

V. Accreditation Manager Notes

23.03
A written directive addresses equipment used for court security to include availability, readiness, and secure storage.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of availability, readiness, and secure storage.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

23.04M
A written directive establishes procedures for restricting public contact with prisoners while in the courthouse.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of restricted public contact.
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

23.05M
A written directive requires documented inspections of courtrooms for contraband prior to use.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Inspection documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

23.06M
A written directive specifies procedures for the examination of articles brought into the courthouse.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of process
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

23.07
A written directive provides procedures for the control of electronic and manual keys to the courthouse and courtrooms.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of key control system.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

23.08
Courtrooms are equipped with duress alarms that activate an immediate response.

I. Bullets

A. Duress alarms are checked for operational readiness and documented each day a court is in session; and
B. Courtrooms will be equipped with at least one form of external voice communications.

II. Proofs of Compliance

- Observation of duress alarms and external communications equipment.
- Documentation of daily checks for operational readiness. (Qty initial: 3), (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 24
Civil Process

This chapter addresses civil process originating with the court and served or executed by members of Sheriff's Offices. These standards include proper documentation and property management. Standards 24.01M and 24.02M are applicable to municipal agencies that have been authorized by the Chief Judge of their circuit to serve domestic violence injunctions (FS 741.30) Standards 24.01M and 24.02M are applicable to University police departments that have been requested by the Sheriff of their county to serve domestic violence injunctions (FS 1012.97). Standard 24.06M must be addressed by all agencies as to the bullets that apply.

24.01M
A written directive provides procedures for the service or execution of civil process and includes:

I. Bullets

A. The responsibilities relating to the methods of service and the actions required of the process server; and
B. Each type of process and the identification of any unique requirements of a particular process.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Authorization from Chief Judge for municipal agencies. (Qty initial: 1) (Qty Reaccred: 1)
- Sheriff's request for University agencies. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

Florida Statutes 741.30, 1012.97, and Chapter 48

IV. Assessor Guidelines

V. Accreditation Manager Notes

24.02M
A written directive requires that the service, execution, and attempts to serve civil process are documented and include the following:

I. Bullets

A. Date and time served or attempted;
B. Name of server;
C. Reason for non-service, if applicable;
D. Method of service;
E. Location of service or attempted service; and
F. To whom the process was served or on whom executed.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Documentation showing elements of the standard. (Qty initial: 3) (Qty Reaccred: 1 each year)

III. Required References

Florida Statutes 741.30, 1012.97

IV. Assessor Guidelines

V. Accreditation Manager Notes

24.03 – Deleted

24.04 – Deleted

24.05 – Deleted

24.06M
A written directive establishes policies and procedures regarding the Florida Risk Protection Order Act, to include:

I. Bullets

A. Taking custody of firearms, ammunitions, and licenses;
B. Storing firearms, ammunitions, and licenses;
C. Returning firearms, ammunitions, and licenses;
D. Service of risk protection orders;
E. Notice requirements;
F. Entry of risk protection order into FCIC/ NCIC; and
G. Initial training, as defined by the agency, of affected agency members.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of receipt issued to respondent or responsible party identifying all firearms, quantity and type of ammunition, and license surrendered or seized (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of background check that respondent, or other authorized party, is eligible to own or possess firearms and ammunition prior to return (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Notice to family or household members of respondent prior to return of surrendered firearm and ammunition (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of initial training. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews

III. Required References

Florida Statute 790.401

IV. Assessor Guidelines

V. Accreditation Manager Notes

License refers to a Concealed Weapon or Firearm License issued by the Florida Department of Agriculture and Consumer Services.

This standard must be addressed by all agencies as to the bullets that apply.

CHAPTER 25
Communications

These standards address all communication centers which routinely receive and dispatch calls for service. The standards also apply to agencies which contract for dispatch services and agencies with shared communication responsibilities. If the communications function is provided by a non-accredited agency, shared, or multi-jurisdictional entity, the agency receiving services should rely on documents developed by the outside communications center to prove compliance and build files for standards in this chapter.

If the agency providing services is accredited with CFA, the agency receiving those services may prove compliance by showing the providing agency is currently accredited. If the agency providing services is already accredited with CALEA the agency receiving those services may prove compliance by showing the providing agency is currently accredited, with the exception of Standards 25.09M, bullet F, 25.13M, 25.14M, and 25.15M which are specific to Florida and will require proofs of compliance.

25.01M
A written directive addresses security of the Communication Center, to include:

I. Bullets

A. Authorized personnel;
B. Backup resources; and
C. Antennas and power sources.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of restricted access and security measures.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

A locked door is not required by this standard.

25.02
A written directive establishes procedures for handling calls received through text telephone(s) (*TTY*) or Telecommunications Relay Services (*TRS*)

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.03M
A written directive requires the agency to maintain a continuous recording of radio transmissions and incoming and outgoing emergency telephone conversations and establishes procedures for:

I. Bullets

A. Maintaining the recordings for 30 days;
B. Secure handling and storage for recordings;
C. Criteria and procedures for reviewing recorded conversations.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of continuous recording system, 30-day recordings, and secure storage.

III. Required References

Florida Statute 934.03(2)(g)2
GS1-SL #335

IV. Assessor Guidelines

Be careful of direct connect phones in the communications center; ensure they are not being used for dispatching (unless center is equipped to automatically record direct connect communications) and would not present any situations when an unrecorded emergency telephone conversation might occur.

V. Accreditation Manager Notes

The law does not in any way preclude dispatchers from calling numbers other than the incoming number when necessary to provide assistance or to send out police protection; the call simply may not be recorded without the consent of the person being called.

25.04M
The communications center has the ability to immediately playback radio and emergency telephone conversations.

I. Bullets

II. Proofs of Compliance

- Observation of playback function.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.05M
A written directive establishes procedures for handling misdirected emergency calls, and hang up emergency calls.

I. Bullets

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.06M
Communications personnel have immediate access to the following resources:

I. Bullets

A. Officer in charge;
B. Duty rosters;
C. Telephone numbers of every member; and
D. Maps of the agency's current service area.

II. Proofs of Compliance

- Observation of immediate access to elements of the standard.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.07M
A written directive establishes procedures for contacting external services, to include:

I. Bullets

A. Fire suppression equipment;
B. Environmental and human services;
C. Ambulances;
D. Aircraft;
E. Wreckers; and
F. Other services which are not a component of the agency.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

IV. Assessor Guidelines

Other services may include animal control, hazardous material disposal, railroad company, traffic engineering, streetlights, other city or county services, etc.)

V. Accreditation Manager Notes

25.08M - Deleted

25.09M
A written directive establishes procedures for radio communications to and from field members, to include:

I. Bullets

A. Specification of the circumstances requiring radio communications by members;
B. Documenting initial status and any change in status;
C. The methods used for identifying members during radio transmissions;
D. Communication with interacting agencies;
E. Criteria for the assignment of the number of members in response to an incident; and
F. Guidelines for verifying member status after an established period of time has elapsed without contact.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- List of members' identification numbers. (Qty initial: 1) (Qty Reaccred: 1)
- Observation of member status system.

III. Required References

IV. Assessor Guidelines

Ensure guidelines are in place for the duration of the shift, to include "in-between" calls for service or other activity.

V. Accreditation Manager Notes

25.10M
The agency has an emergency power source to ensure continuity of service to the Communications Center. Documented testing occurs monthly or in conformance with manufacturer recommendations.

I. Bullets

II. Proofs of Compliance

- Observation of equipment
- Test log or self-test printout (Qty initial: 3) (Qty Reaccred: 1 each year)
- Manufacturer recommendations. (Qty initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

If logs or printouts are not possible, compliance may be proven through interviews.

V. Accreditation Manager Notes

25.11M
If the agency authorizes emergency first-aid instruction over the telephone or radio, employees are trained and have immediate access to approved emergency medical guidelines or materials.

I. Bullets

II. Proofs of Compliance

- Proof of training. (Qty initial: 3) (Qty Reaccred: 1 each year)
- Observation of emergency medical guidelines.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.12M
A written directive establishes procedures for obtaining interpretation services for non-English speakers.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- Staff interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.13M
If the agency has a training program for 911 *Public Safety Telecommunicator* certification, a written directive requires:

I. Bullets

A. Personnel providing training have been 911 Public Safety Telecommunicator certified by the Department of Health; and
B. Curriculum has been approved by DOH.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty initial: 1) (Qty Reaccred: 1)
- DOH certification. (Qty initial: 1) (Qty Reaccred: 1)
- DOH approval of current curriculum. (Qty initial: 1) (Qty Reaccred: 1)
- Staff interviews.

III. Required References

Florida Statute 401.465

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.14M
All 911 Public Safety Telecommunicators are certified/recertified through the Department of Health.

I. Bullets

II. Proofs of Compliance

- 911 Public Safety Telecommunicators' certifications. (Qty Initial: 3) (Qty Reaccred: 3)

III. Required References

Florida Statute 401.465

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.15M
A written directive addresses the certification of *911 Public Safety Telecommunicator* trainees, to include the following:

I. Bullets

A. Must complete an approved training program;
B. Must work under the direct supervision of a certified 911 Public Safety Telecommunicator; and
C. Must achieve certification within 12 months of assignment.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of trainee's successful completion of an approved training program (Qty Initial: 1) (Qty Reaccred: 3)
- Documentation of trainee's assignment to a certified 911 Public Safety Telecommunicator (Qty Initial: 3) (Qty Reaccred: 3)
- Documentation demonstrating the trainer is a certified 911 Public Safety Telecommunicator (Qty Initial: 3) (Qty Reaccred: 3)
- Documentation of trainee's 911 Public Safety Telecommunicator certification within 12 months of assignment (Qty Initial: 1) (Qty Reaccred: 3)

III. Required References

Florida Statute 401.465

IV. Assessor Guidelines

Trainees must work under the direct supervision of a 911 Public Safety Telecommunicator who is acting as that trainee's trainer.

V. Accreditation Manager Notes

25.16
A written directive establishes procedures for obtaining the services of *qualified interpreter(s)* for the deaf and hearing impaired.

I. Bullets

II. Proofs of Compliance

- *Written directive* addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.17M
The agency has 24-hour two-way radio capability providing continuous communication between a communications center and on-duty field personnel.

I. Bullets

II. Proofs of Compliance

- Observation of continuous communication system.
- Communications shift schedule showing 24-hour availability. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 26
Records

These standards address field reporting and the central records *function* to include computer systems and electronic records. The standards are principally concerned with the administration of the central records activities and do not address the secondary records activities attendant to other functions or components within the agency (such as training records, internal affairs records, etc.).

26.01M
A written directive establishes the central records *function* and procedures for:

I. Bullets

A. Report accountability;
B. Records maintenance; and
C. Records retrieval.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of the central records system
- Interviews

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

26.02M
A written directive establishes procedures and authority for report distribution:

I. Bullets

A. Within the agency;
B. To organizations outside the agency; and
C. When a public records request is received.

II. Proofs of Compliance

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

III. Required References

Chapter 119 Florida Statutes

IV. Assessor Guidelines

V. Accreditation Manager Notes

26.03M
A written directive establishes measures to ensure the privacy and security of the central records area, to include:

I. Bullets

A. Restricted access; and
B. Restricted viewing of files and computer monitors.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of records area and related security.
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

26.04M
If the agency uses a computerized central records system, a written directive establishes procedures for:

I. Bullets

A. Safeguarding against unauthorized attempts to access, alter, remove, disclose or destroy stored information;
B. Computer files maintenance, backup, and retention; and
C. Removal of unauthorized personnel within a specified timeframe.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred:1)
- Observation of computer security system.
- Documentation of personnel removal. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

26.05 – Deleted (June 2021)

26.06M
If an agency is responsible for maintaining a warrant and wanted persons file, a written directive establishes procedures, to include:

I. Bullets

A. Criteria for entering information into state and federal information systems;
B. Criteria for receiving information from other jurisdictions;
C. Verifying information;
D. Canceling information; and
E. 24-hour access to warrants.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of process for entering and canceling information in the state and federal information systems.
- Observation of 24-hour access to warrants.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

26.07M
Fingerprint records and photographs of juveniles taken into custody must be maintained separately and marked “Juvenile Confidential” unless not required by Florida law.

I. Bullets

II. Proofs of Compliance

- Observation of files.

III. Required References

Florida Statute 985.11

IV. Assessor Guidelines

If a juvenile commits a crime that is not a felony or a misdemeanor listed by FS 985.11 and photographs or fingerprints are taken, the photographs and fingerprints must be marked “Juvenile Confidential” and placed in a separate file so they are not accidentally disclosed to the public. A juvenile who has committed multiple crimes may require multiple files. Although good business practice, this standard does not require the physical separation of juvenile files from adult files.

V. Accreditation Manager Notes

26.08
A written directive establishes procedures for the collection, dissemination, and retention of agency records pertaining to juveniles.

I. Bullets

II. Proofs of Compliance

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

III. Required References

GS2 Items #32, #130, #209, #114

Florida Statutes 985.11, 119.07

IV. Assessor Guidelines

V. Accreditation Manager Notes

26.09M
A written directive establishes an incident reporting system to include:

I. Bullets

A. Guidelines for when reports must be written;
B. Forms to be used;
C. Information required;
D. Procedures for completing incident reports;
E. Procedures for submitting and processing incident reports; and
F. Documented supervisory review.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of supervisory review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Report writing manuals, if used (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 27
Evidence

These standards address procedures for the proper identification, collection and preservation of evidence.

27.01M
A written directive specifies procedures for collecting, 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.

27.02M
A written directive specifies procedures for recording the chain of custody to include:

I. Bullets

A. Date and time of any transfer of custody;
B. Receiving person's name and responsibility;
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
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 document recording 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)
- Observation of chain of custody procedures.

III. Required References

IV. Assessor Guidelines

Chain of custody documentation may be in electronic form.

V. Accreditation Manager Notes

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

27.03M
If the agency has designated specialists to perform crime scene evidence processing, they:

I. Bullets

A. Are available on a 24-hour basis to process a crime scene; and
B. Will receive *specialized training* and periodic refresher training in the equipment, computer programs and techniques used by the agency.

II. Proofs of Compliance

- Documentation of specialized training. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of periodic refresher training. (Qty Initial: 1) (Qty Reaccred: 1)
- Job descriptions (Qty Initial: 1) (Qty Reaccred: 1)
- Duty rosters (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews
- Memorandum of Understanding, if applicable (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

27.04M - Deleted

27.05M - Deleted

27.06M
A written directive addresses the security of property and evidence areas, to include authorized personnel.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of secure areas
- Observation of controlled access

III. Required References

IV. Assessor Guidelines

Access to property and evidence areas are controlled to prevent the alteration, unauthorized removal, theft, or other compromise of evidence stored by the agency and to maintain chain of custody.

V. Accreditation Manager Notes

Ensure there is a physical barrier above any drop ceiling with direct access to the property and evidence storage area.

27.07M
A written directive establishes procedures for the acceptance and release of narcotics, including quantity control and packaging inspections.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of the packaging system.
- Completed property receipt for narcotics. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

27.08M
A written directive addresses refrigerated storage for perishable items of evidence; and includes:

I. Bullets

A. Security; and
B. Provisions for maintaining the integrity of evidence in the event of temperature change detrimental to the evidence.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of refrigerated storage
- Interviews

III. Required References

IV. Assessor Guidelines

Location of the refrigerator within the facility should be considered to determine if additional security is required. If separate lock boxes are used, they must be secured inside the refrigerator.

V. Accreditation Manager Notes

27.09M
A written directive outlines procedures for the secure storage of property and evidence when the property and evidence room is closed or not accessible by end of tour of duty, to include refrigerated storage.

I. Bullets

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of secure temporary storage areas.

III. Required References

IV. Assessor Guidelines

Assessors will verify security in temporary storage areas for all types of property and evidence.

V. Accreditation Manager Notes

27.10M
The agency has a records system to record all items of property and evidence held by the agency.

I. Bullets

A. Current location of property and/or evidence;
B. Date and time property and/or evidence was received/released;
C. Description of the property and/or evidence; and
D. Chain of custody from time of receipt until final disposition.

II. Proofs of Compliance

- Evidence records. (Qty Initial: 1) (Qty Reaccred: 1)
- Property printouts. (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

If the system is electronic, compliance may be proven through observation only. Verify records for both property and evidence.

V. Accreditation Manager Notes

27.11 M
If the agency utilizes *mobile evidence storage units* for temporary evidence storage, a written directive addresses the following:

I. Bullets

A. Security provisions;
B. Time limits for storage;
C. Types of evidence stored;
D. Approval authority; and
E. Training and appointment of temporary evidence custodians.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of secure mobile evidence storage units.
- Training documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Approval documentation. (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

27.12M - Deleted

27.13M
A written directive 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, of the property and evidence function, is conducted by a member not routinely or directly connected with control of property and evidence;
B. An annual inventory, which consists of a full or partial accounting, as defined by the agency, of property and evidence is conducted by the property and evidence custodian or designee and a designee of the CEO not routinely or directly connected with control of property and evidence;
C. Follow-up investigative procedures for lost, missing, or stolen items of property or evidence; and
D. 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)

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. Proofs of compliance must include proofs for both property and evidence.

27.14M
A written directive addresses the submission of evidence collected in sexual offense investigations for processing, and includes:

I. Bullets

A. A requirement for such evidence to be submitted within 30 days after receipt, or request by individuals identified in Florida Statute to have it tested;
B. Informing the victim of the purpose of submitting evidence for testing;
C. Informing the victim of the right to request testing by a law enforcement agency that collects other DNA evidence associated with the sexual offense if a kit is not collected; and
D. Storage in a secure, environmentally safe manner until the prosecuting agency has approved its destruction.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of storage.
- Observation of method for informing victims.
- Interviews.

III. Required References

Florida Statute 943.326

IV. Assessor Guidelines

This standard does not apply to sexual assault kits collected from non-reporting victims.

V. Accreditation Manager Notes

Elements for additional notifications may be included in victim/witness rights documents.

27.15M
A *written 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. 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.
- 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

27.16M
If the agency has designated specialists to perform crash scene evidence processing, they:

I. Bullets

A. Are available on a 24-hour basis to process a crash scene; and
B. Will receive *specialized training* and periodic refresher training in the equipment, computer programs and techniques used by the agency.

II. Proofs of Compliance

- Documentation of specialized training. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of periodic refresher training. (Qty Initial: 1) (Qty Reaccred: 1)
- Job descriptions (Qty Initial: 1) (Qty Reaccred: 1)
- Duty rosters (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews
- Memorandum of Understanding, if applicable (Qty Initial: 1) (Qty Reaccred: 1)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

CHAPTER 28 - DELETED

28.01M – DELETED 6/29/23

28.02M – DELETED

28.03M – DELETED

28.04M – DELETED

28.05M - DELETED

CHAPTER 29
Exposure Control

Agencies must ensure that members who are in high-risk exposure occupations have the necessary understanding and equipment to limit exposures. These precautions serve to protect agency members and the general public.

29.01M
The agency has an *Exposure Control Plan* mandating a *Universal Precautions* philosophy available to all members containing the following:

I. Bullets

A. A current list of all agency-identified job classifications where occupational exposure to potentially infectious materials is anticipated;
B. Personal Protective Equipment, including use, accessibility, cleaning, laundering or disposal, and replacement;
C. Procedures to ensure the work environment is clean and sanitary and decontaminated after contact with blood or other potentially infectious materials;
D. Regulated waste discarding and containment, to include proper disposal of sharps;
E. Procedures for laundering contaminated uniforms and personal clothing;
F. Exposure treatment;
G. Labels and signs communicating hazards to members; and
H. A requirement for a documented annual review of the exposure control plan.

II. Proofs of Compliance

- Exposure Control Plan. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of availability of plan.
- Worker's compensation "First Report of Injury" form. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of Personal Protective Equipment.
- Documentation of disposal of hazardous materials. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Observation of sharps container, biohazard waste bags, etc.
- Documentation of annual review. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Interviews.

III. Required References

29 C.F.R. 1910.1030(b)

IV. Assessor Guidelines

If the plan is not incorporated in the agency's policy manual, assessors will verify availability.

Assessors will verify accessibility to Personal Protective Equipment.

Check for decontamination supplies.

Assessors will verify proper disposal containers.

Documentation of a third-party agreement or invoice from a waste management contractor.

V. Accreditation Manager Notes

29.02M
The agency provides Infectious Disease training for all members who have *occupational exposure* prior to assignment where risk of occupational exposure may occur*,* which includes the following:

I. Bullets

A. The agency's Exposure Control Plan;
B. The basic description, symptoms, and the modes of transmissions of infectious diseases;
C. The use and limitations of methods that will prevent or reduce exposure, including personal protective equipment;
D. The *Universal Precautions* philosophy;
E. Procedures to follow if an exposure occurs, including reporting requirements and medical follow-up;
F. The signs, labels, and color coding identifying biohazardous waste;
G. The agency's biohazardous waste disposal procedures;
H. Point of contact for questions; and
I. Annual refresher training.

II. Proofs of Compliance

- Lesson plan (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of training at time of initial assignment. (Qty Initial: 1) (Qty Reaccred: 1 each year)
- Documentation of annual refresher training (Qty Initial: 1) (Qty Reaccred: 1 each year)

III. Required References

CFR 1910.1030

IV. Assessor Guidelines

V. Accreditation Manager Notes

Proofs for training should include various job classifications.

29.03M
The agency maintains medical records for each member with *occupational exposure*.

I. Bullets

II. Proofs of Compliance

- Observation of medical records confidentiality.
- Interviews.

III. Required References

GS1-SL Items #227, # 350, #19, and #162

IV. Assessor Guidelines

If any medical records are maintained by a contracted medical provider, observation of those records is not required.

V. Accreditation Manager Notes

29.04M – Deleted (June 2021)

CHAPTER 30
Forfeitures

30.01M – Deleted (June 2021)

30.02M – Reassigned to Chapter 15 (15.19M)

30.03M – Deleted (June 2021)

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.

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

31.02M
A written directive addresses the following security measures within the interview room:

I. Bullets

A. Search of the suspects, detainees, or prisoners;
B. Identification of person(s) authorized access;
C. Control of lethal and less-lethal weapons;
D. Escape prevention;
E. Procedures for safeguarding the prisoner's/detainee's property;
F. Control of the suspects, detainees, or prisoners during medical or other emergency situations;
G. Plan for fire prevention, evacuation, and suppression;
H. Panic or duress alarms; and
I. Security inspections.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Observation of system to control weapons.
- Observation of evacuation plans and fire suppression equipment.
- Observation of panic or duress alarms.
- Interviews.

III. Required References

IV. Assessor Guidelines

This does not mandate the installation of lockboxes; rather the agency has the latitude to develop a system for controlling weapons that meets their needs.

Panic or duress alarms should provide agency members with appropriate response to emergencies occurring in interview rooms. This does not require the installation of specific alarm hardware, but can be accomplished using standard portable radios or pre-designated signals to communicate the need for immediate response.

V. Accreditation Manager Notes

CHAPTER 32
Technology

This chapter addresses the technological aspects of law enforcement equipment and techniques. These standards address operations, policy/procedure, security, and training.

32.01M
A written directive establishes procedures for agency computer hardware and software and includes provisions for the following:

I. Bullets

A. Use of email;
B. Internet access;
C. Installation of computer software;
D. Access restrictions;
E. Authorized use; and
F. Access to and use of personal identification information in accordance with Florida Statute.

II. Proofs of Compliance

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

III. Required References

Florida Statute 817.568
Florida Statute 943.125 (4)(o)

IV. Assessor Guidelines

Assessors should confirm that the directive includes computers used for law enforcement activities conducted outside of the agency (such as SRO, Task Force members, Academy, etc.)

V. Accreditation Manager Notes

32.02M

A written directive addresses the use of mobile recording devices, and includes the following:

I. Bullets

A. Training;
B. Criteria for activation;
C. Restrictions.
D. Documentation; and
E. Data retention.

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

V. Accreditation Manager Notes

This standard applies to body worn cameras and in car cameras.

32.03M

A written directive addresses the use of unmanned aerial vehicles, and includes the following:

I. Bullets

A. Member responsibilities;
B. Training;
C. Privacy considerations;
D. Criteria for activation;
E. Retention of recordings; and
F. Restrictions.

II. Proofs of Compliance

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

III. Required References

Florida Statute 934.50

FAA Small Unmanned Aircraft Regulation Part 107

IV. Assessor Guidelines

V. Accreditation Manager Notes

32.04
A written directive addresses the use of Automated License Plate Recognition Systems, and includes the following:

I. Bullets

A. Training;
B. Criteria for activation;
C. Data sharing; and
D. Retention of recordings.

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

V. Accreditation Manager Notes

32.05M
A written directive addresses the use of social media, and includes the following:

I. Bullets

A. Identification of member(s) for agency media maintenance;
B. On-duty use of agency sites and devices;
C. On-duty use of personal sites and devices; and
D. Posting of agency activities to personal sites.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

GLOSSARY

911 PUBLIC SAFETY TELECOMMUNICATOR	A public safety dispatcher or 911 operator whose duties and responsibilities include the answering, receiving, transferring, and dispatching functions related to 911 calls; dispatching law enforcement officers, fire rescue services, emergency medical services, and other public safety services to the scene of an emergency; providing real-time information from federal, state, and local crime databases; or supervising or serving as the command officer to a person or persons having such duties and responsibilities.
ACCREDITATION	The bestowing of credentials symbolizing approval from a professional organization upon practitioners or specific institutions. Complying with specific accepted standards established for an institution or occupation.
ACCREDITATION CYCLE	For purposes of reaccreditation, the accreditation cycle is calculated from the most recent assessment date to the next assessment date.
ACCREDITATION MANAGER	An employee designated by the agency administrator to oversee the planning and implementation of accreditation activities in the agency.
ACTIVE ASSAILANT EVENT (AAE)	An incident where one or more Active Assailants act to harm or kill others. Such events include, but are not limited to: school shootings, workplace violence, terrorist activities, and snipers.
ADMINISTRATIVE REVIEW	A documented review of incidents or occurrences prepared by or for the CEO or designee. The frequency of reviews is outlined in individual standards. The review should indicate whether policy, training, equipment, or disciplinary issues should be addressed.
ANALYSIS	Data presentation, identification of problem areas (if any), and recommendations.
ANNUAL	An event occurring once every 12 months.
APPEAL	A resort to a higher authority or greater power, as for sanction, corroboration, or a decision.
APPLICANT AGENCY	An agency that has made application to the Commission for state accredited status.
AUDIT	The examination of records and activities to ensure compliance with established controls, policies, and operational procedures, and to recommend any indicated changes.
AUXILIARY MEMBER	Any sworn person employed or appointed, with or without compensation, who aids or assists a full-time or part-time law enforcement officer and who, while under the direct supervision

	of a full-time or part-time law enforcement officer, has the authority to arrest and perform law enforcement functions.
BIASED POLICING	The inappropriate consideration of specified characteristics while enforcing the law or providing police services. Specified characteristics includes, but is not limited to, race, ethnic background, national origin, gender, gender identity, sexual orientation, religion, socioeconomic status, age, disability, political status, or any other legally protected characteristics.
BIENNIAL	An event that occurs every two years.
BLOODBORNE PATHOGENS	Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and Human Immunodeficiency Virus (HIV).
CANDIDATE AGENCY	An agency that has completed a successful assessment and is being reviewed by the Commission for accredited or reaccredited status.
CEO	Chief Executive Officer: the Sheriff, the Chief of Police, or the Director or Commissioner of a criminal justice entity.
CFA	The Commission for Florida Law Enforcement Accreditation, Inc.
CHOKEHOLDS	The intentional and prolonged application of force to the throat, windpipe, or airway of another person that prevents the intake of air. The term does not include any hold involving contact with another person's neck that is not intended to prevent the intake of air.
CIVILIAN MEMBER	A full- or part-time person who is not certified and does not possess arrest powers.
CJSTC	The Criminal Justice Standards and Training Commission.
COMMAND PROTOCOL	Practice identified to ensure a continuation of supervision at all levels of the chain of command when vacancies or absence from duty exists.
COMPLAINT	An allegation of misconduct, violation of law or agency directives, against any member of the agency. This does not include a complainant's misunderstanding or disagreement with the application of law or agency policy or procedures.
COMPONENT	A subdivision of the agency, such as a division, bureau, section, unit, or position that is established to provide a specific function.
CONCLUSIONS OF FACT	Final determination about allegations based on investigative activities. Classifications of investigative findings may include exonerated, sustained, not sustained, unfounded, and policy failure.

CONFIDENTIAL INFORMANT

A person who cooperates with a law enforcement agency confidentially in order to protect the person or the agency's intelligence gathering or investigative efforts and:

1. Seeks to avoid arrest or prosecution for a crime, or mitigate punishment for a crime for which a sentence will be or has been imposed; and
2. Is able, by reason of his or her familiarity or close association with suspected criminals, to:
a. Make a controlled buy or controlled sale of contraband, controlled substances, or other items that are material to a criminal investigation;
b. Supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or
c. Otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.

CONDITIONAL STANDARDS

Standards beginning with "If" refer to conditions that may render the standard Not Applicable.

CONTINUOUS SUPERVISION

Supervision by an agency member who has the authority and the responsibility to exercise control over a prisoner/detainee and can immediately intervene on behalf of the agency or prisoner/detainee. Video monitoring may be used only if immediate intervention can be accomplished.

CRIMINAL HISTORIES

A transcript of arrests for an individual usually identified by name, date of birth, or identification number.

CRITERIA

A standard, rule, or test on which a judgment or decision can be based.

CURRICULUM

A series of courses related to a specific kind of training program.

DEADLY FORCE

Force that is likely to cause death or great bodily harm and includes, but is not limited to: the firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and the firing of a firearm at a vehicle in which the person to be arrested is riding. The terms deadly force and lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.

DE-ESCALATION TECHNIQUES

Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the force necessary.

DETAINEE

Someone being held in custody or confinement (may be under physical restraint) See *prisoner* definition.

DUTY TO INTERVENE

An attempt to prevent or stop the use of excessive force by another officer when it is *objectively reasonable* to do so.

EMERGENCY SITUATION	An actual or potential condition that poses an immediate threat to life or property.
EMOTIONAL STABILITY/ PSYCHOLOGICAL FITNESS EXAMINATION	Professional screening designed to identify behavior patterns and/or personality traits that may prove either detrimental or advantageous to successful job performance.
EQUAL EMPLOYMENT OPPORTUNITY	The providing of equal opportunities for employment and conditions of employment to all members regardless of race, creed, color, age, sex, religion, national origin, marital status, or physical impairment.
EXCESSIVE USE OF FORCE	Use of force that exceeds the degree of force permitted by law, policy, or the observing officer's employing agency.
EXPOSURE CONTROL PLAN	A plan designed to eliminate or minimize member occupational exposure to potentially infectious materials.
EXTRA-DUTY EMPLOYMENT	Any secondary employment where the actual or potential use of law enforcement authority is a condition of employment.
FIELD INTERVIEW	The stopping and questioning of a person by a law enforcement officer because there is reasonable suspicion that the subject may have committed, may be committing, or may be about to commit a crime; believes the subject may be a hazard; or believes the interview may have a preventive effect.
FIELD PERSONNEL	Members who, by virtue of their assignment, have routine contact with the general public while not in a traditional office setting. Field personnel may include sworn or non-sworn members.
FIELD TRAINING AND EVALUATION PROGRAM	A structured and closely supervised agency training program provided for newly hired line personnel designed to facilitate the application of skills and knowledge obtained in the academy/classroom, or through their previous experience, to actual performance in on-the-job situations.
FIELD TRAINING OFFICER	An experienced or senior officer with specialized training who is responsible for the training and evaluation of newly hired line personnel.
FUNCTION	A general term for the required or expected activity of a person or an organizational component, e.g., patrol function, communication function.
GENERAL ORDER	Directives concerned with policy, rules, and procedures affecting more than one organizational component.

GRIEVANCE	Formal request in writing to resolve differences in identified matters due to an actual or supposed circumstance regarded as just cause for protest.
GUIDELINES	Statements or other indications of policy or procedure to determine a course of action.
HIGH LIABILITY TOPICS	CJSTC Basic Recruit High Liability topics: Law Enforcement Vehicle Operations, Firearms, Defensive Tactics, and First Aid for Criminal Justice Officers.
HOLDING AREA	Any locked area, space, or enclosure where a prisoner/detainee is placed to prohibit freedom of movement.
INCIDENT COMMAND SYSTEM	Command, control, and coordination of a response to organize the efforts of members and agencies as they work toward stabilizing an incident while protecting life, property, and the environment. There are five major components: command, planning, operations, logistics, and finance/administration.
IN-SERVICE TRAINING	Training received by agency members to enhance knowledge, skills, or abilities. This includes formal retraining, specialized, promotional, or advanced training. In-service training may also include less formal types of instruction, such as roll-call training.
INSPECTION	The act or process of examining or looking at carefully.
INTERNAL AFFAIRS INVESTIGATION	A formal, detailed investigation of alleged misconduct, violation of law or agency directives or moral character violation as defined by CJSTC.
INTERNAL AUDIT	A methodical examination and review conducted by an entity within the agency but outside the chain of command of the unit to be audited.
INVENTORY	The act or process of cataloging through a full accounting of the quantity of goods or materials on hand, unless a standard specifically allows for a partial accounting.
JOB DESCRIPTION	An official written statement setting forth the duties and responsibilities of a job, and the skills, knowledge, and abilities necessary to perform it.
JOB-RELATED	Pertaining to tasks performed or functions required of a specific job classification.
JOB TASK ANALYSIS	A systematic examination of the functions and objectives of each job-related task to be performed as they relate to skills, knowledge, and abilities required to perform the tasks or duties of the job.
LESS-LETHAL FORCE	Force which is not likely to cause death or great bodily harm. The terms non-deadly force, less-than-lethal force and less-lethal

	force are considered synonymous and may be used interchangeably to meet the standards in this manual.
LESSON PLAN	A detailed format an instructor uses to conduct the course. A lesson plan may include: goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.
LETHAL FORCE	Force which is likely to cause death or great bodily harm and includes, but is not limited to: (1) The firing of a firearm in the direction of the person to be arrested, even though no intent exists to kill or inflict great bodily harm; and (2) The firing of a firearm at a vehicle in which the person to be arrested is riding. The terms deadly force and lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.
MANDATORY STANDARDS	Standards that address life, health, and safety issues; legal matters; or essential law enforcement practices. Every agency is required to meet all of these standards except those not applicable, or for which a waiver has been granted.
MEDICAL CARE FACILITY	Any hospital, office, mobile unit or other facility designed or utilized to provide immediate or ongoing medical treatment.
MEMBER	A generic term utilized in this manual to describe all agency personnel, including volunteers, auxiliary officers, and part-time personnel.
MEMORANDUM	An informal, written document that may or may not convey an order; it is generally used to clarify, inform, or inquire. Memoranda may be used for proofs of compliance.
MOBILE EVIDENCE STORAGE UNIT	A vehicle, equipped with a container bolted inside. The container shall be constructed of durable materials, and be secured with a locking device. The vehicle is equipped with an audible burglar alarm.
NON-DEADLY FORCE	Force which is not likely to cause death or great bodily harm. The terms non-deadly force, less-than-lethal force and less-lethal force are considered synonymous and may be used interchangeably to meet the standards in this manual.
NOT APPLICABLE (N/A) STANDARDS	Standards that address areas of responsibility or law enforcement practices for which the agency is not performing due to contracts, jurisdiction, or mutual aid agreements. The agency may not take essential law enforcement service standards as not applicable, e.g., communications, evidence collection. See *Conditional Standards* definition for additional information on non-applicability.
OBJECTIVELY REASONABLE	The determination that the necessity for using force and the level of force used is based upon the officer's evaluation of the situation in light of the totality of the circumstances known to the

	officer at the time the force is used and upon what a reasonably prudent officer would use under the same or similar situations.
OCCUPATIONAL EXPOSURE	Reasonably anticipated contact with blood or other potentially infectious materials that may result from the performance of a member's duties.
OFF-DUTY EMPLOYMENT	Secondary employment which is not conditioned on the actual or potential use of law enforcement powers by an off-duty member.
ORGANIZATIONAL COMPONENT	A subdivision of the agency, such as a bureau, division, section, unit, or position that is established and staffed on a full-time basis to provide a specific function.
OTHER-THAN-MANDATORY STANDARDS	Standards that address important or desirable law enforcement practices. Every agency is required to meet at least 80 percent of these standards, except those which are not applicable.
PART-TIME SWORN MEMBER	Any sworn person employed or appointed less than full time, as defined by an employing agency, with or without compensation, who is vested with authority to bear arms and make arrests and whose primary responsibility is the prevention and detection of crime or the enforcement of the penal, criminal, traffic, or highway laws of the state.
PERFORMANCE OBJECTIVES	Statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria for satisfactory performance.
PERIODIC	Conducted or occurring at least every three years.
PERSONAL PROTECTIVE EQUIPMENT	Specialized clothing or equipment worn by a member for protection against a hazard. General work clothes (e.g., uniforms, pants, shirts or blouses) not intended to function as protection against a hazard are not considered to be protective equipment.
PLAN	A detailed scheme, program, or method worked out beforehand for the accomplishment of an objective, proposed or tentative project, or goal. A plan may be a systematic arrangement of details, an outline, drawing or diagram.
POLICY STATEMENT	A broad statement of agency principles that provides a framework or philosophical basis for agency procedures.
POSITION	The duties and responsibilities assigned to one employee. A position may have functional responsibility for a single task or multiple tasks.

POTENTIALLY INFECTIOUS MATERIALS	Any human body fluid, tissue, or organ other than intact skin. Any biologic agent or other disease causing agent which upon exposure, ingestion, inhalation, or assimilation into any person, will or may reasonably be anticipated to cause disease or death.
PRISONER	Any person arrested and/or in custody of a law enforcement officer or agency. See *detainee* definition.
PROCEDURE	A manner of proceeding, a way of performing or effecting something, an act composed of steps, a course of action, a set of established forms or methods for conducting the affairs of the agency.
PROCESS	A series of actions, changes, or functions bringing about a result.
PROFICIENCY	As it relates to the carrying of firearms, means that an individual has shown an ability to utilize a firearm to an agency defined standard.
PROOFS OF COMPLIANCE	Documentation or other methods used to demonstrate compliance with a standard.
PURSUIT	An active attempt by a law enforcement officer in a motor vehicle to apprehend one or more occupants of another moving motor vehicle, where the driver of the fleeing vehicle is aware of the attempt and is resisting apprehension.
QUALIFICATION	Qualify with agency approved firearm(s) on the CJSTC approved course of fire with skills documented on the Law Enforcement Officer Firearms Qualification Standard, form CJSCT-86A.
QUALIFIED INTERPRETER	A professional who facilitates communication between deaf and hearing individuals. A qualified interpreter is able to interpret effectively, accurately and impartially both receptively and expressively, using any necessary specialized vocabulary. The qualified interpreter has specialized training in interpreting from one language to another for example, American Sign Language [ASL] to English and English to ASL. Simply knowing both sign language and English does not qualify a person as an interpreter. The role of an interpreter is to accurately convey all messages between the individuals involved in the communication setting.
RECRUITMENT ACTIVITIES	Any activity or event utilized in seeking potentially qualified applicants for a particular position.
RECRUITMENT LITERATURE	Pamphlets, announcements, or any handout material used to seek qualified applicants for a particular position.
RECRUITMENT PLAN	A written plan outlining methods to be utilized for recruiting, hiring, and retaining qualified candidates.

REGULATED WASTE	Any potentially infectious materials or items believed to be contaminated with potentially infectious materials, including sharps.
REGULAR CONTACT	Sight and sound contact. Separation of prisoners/detainees, when required, shall permit no more than haphazard or accidental contact.
REMEDIAL TRAINING	Training conducted to correct an identified deficiency.
RESTRAINING DEVICES	Equipment used to restrict the movement of a prisoner/detainee.
ROLL CALL TRAINING	Short training or informational sessions held just prior to, or after, a member's tour of duty.
RULES AND REGULATIONS	Specific guidelines describing allowed and prohibited behavior, actions, or conduct.
SELECTION CRITERIA	The rules, standards, or requirements used to make a judgment concerning filling a specific position.
SELECTION PROCESS	The combination of elements and procedures utilized to make the final decision in filling a position.
SEMI-ANNUAL	Occurring or issued twice a year.
SERVICE COMMUNITY	Persons within the agency's jurisdictional responsibility.
SEXUAL OFFENDER	Refer to FS 943.0435 for definition.
SEXUAL PREDATOR	Refer to the Florida Sexual Predators Act in Chapter 775, FS for definition.
SPECIAL EVENTS	An activity that results in the need for control of traffic, crowds, or crime. Special events are normally time specific, short duration events, but may be extended over a longer period of time.
SPECIALIZED TRAINING	Training to enhance skills, knowledge, and abilities taught in either recruit or other in-service programs. Specialized training may address supervisory, management, and/or executive development training, or it may include technical and job specific subjects, e.g., homicide investigation, fingerprint examination, juvenile investigation.
SPECIAL PURPOSE VEHICLE	A vehicle used because of considerations of weather, terrain, or special operational needs, etc. Includes SWAT trucks, bomb disposal vehicles, mobile command posts, all-terrain vehicles (ATVs), personal watercraft, boats, aircraft, prisoner transport vehicles, motorcycles, bicycles, and animals.
STANDARD OPERATING PROCEDURE	A written directive which specifies how agency activities are carried out.
SWORN MEMBER	A member, as defined by statute, who is certified by CJSTC, possesses full law enforcement and arrest powers, and is

	employed either full- or part-time by a law enforcement agency. This member may or may not be compensated.
TACTICAL TEAMS	A select group of officers who are specially trained and equipped to handle high-risk incidents, e.g., snipers, barricaded persons, hostage takers, high risk warrant service. This does not include teams or units the primary purpose of which is to handle Haz-Mat, Hurricane/Disaster response or WMD incidents.
TTY	Text Telephone. A special device that allows people who are deaf, hard of hearing, or speech-impaired to use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening. A TTY is required at both ends of the conversation in order to communicate.
TRS	Telecommunications Relay Services. TRS permits persons with a hearing or speech disability to use the telephone system via a text telephone (TTY) or other device to call persons with or without such disabilities.
UNIVERSAL PRECAUTIONS	An approach to infection control where all human blood and certain human body fluids are treated as if infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other bloodborne pathogens.
VASCULAR NECK RESTRAINTS	A technique that can be used to incapacitate individuals by restricting the flow of blood to their brain.
VICTIM	A person who suffers physical, financial, or emotional harm as the direct result a specified crime committed upon his or her person or property. The children, parents, or legal guardian of a homicide victim are also regarded as victims.
VOLUNTEERS	Unpaid members who perform tasks which do not require law enforcement certification.
WITNESS	A person having information or evidence relevant to a crime.
WORK ENVIRONMENT	Agency facilities and equipment where daily activities are conducted, to include office space, patrol vehicle, interview rooms, holding areas, etc.
WRITTEN DIRECTIVE	A written document used to guide the actions of members and establish agency policy and practices. Examples of written directives include, but are not limited to: policy statements, standard operating procedures, general orders, memoranda, union contracts, laws, written orders, instructional material.