COMMISSION FOR FLORIDA LAW ENFORCEMENT ACCREDITATION, INC.



CFA CORE Competencies Program
STANDARDS MANUAL
EDITION 1.23

October 2026

PREFACE

The Standards Manual is the principal publication of the Commission for Florida Law Enforcement Accreditation, Inc. The first edition was published in October 2018 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

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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.

1.07M

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

2.06M
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
Florida 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

2.08M
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

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.

3.02M

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.
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:

VI. Bullets

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

VII. Proofs of Compliance

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

VIII. Required References

Florida Statute 943.6872

IX. Assessor Guidelines

X. 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.

5.05M
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 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.

7.07M
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 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.

9.02M
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

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.

10.04M
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

10.07M

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

10.09M
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.

10.13M
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.

10.16M
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;
~~G~~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)
- 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.

10.19M
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 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.

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.

14.04M
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

14.08M
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.

14.11M
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.

15.03M
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.

15.09M
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

15.12M
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

15.16M
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 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.

17.07M
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

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.

18.11M
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 Statute 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.

18.13M
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

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

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

22.04M
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

22.09M
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

22.11M
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

22.16M
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.

23.04M
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

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

24.06M
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.

25.09M
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

25.13M
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

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.).

26.04M
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

26.07M
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

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

27.08M
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

- 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

27.11M
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

27.13M
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 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 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.

27.16M
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
Property

28.02M – 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 PPE.

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

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.

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

32.03M

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

32.05M – Deleted 02/19/2026

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 the skills documented on the Law Enforcement Officer Firearms Qualification Standard, form CJSTC-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.