# Commission for Florida Law Enforcement Accreditation, Inc.

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MEMORANDUM

Date: October 29, 2026

From: R. Stacy Lehman, Executive Director

Subject: CFA Standards Manual IG Change Notice 2.22

The following revisions were approved by the Commission at the October 21, 2026, meeting. They are effective as of that date. Agencies have one year to come into compliance with new or amended standards, unless otherwise directed by the Commission.

3.08M – New Standard

3.09M – New Standard

## New Accreditation Manager Training

## 3.08M

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

### I. Bullets

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

### II. Proofs of Compliance

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

### III. Required References

### IV. Assessor Guidelines

### V. Accreditation Manager Notes

A checklist may be used for training documentation.

## New Supervisor Training

## 3.09M

A written directive requires newly appointed first-time supervisors, prior to or within 12 months of appointment, to participate in a supervisory training program, as defined by the agency.

## I. Bullets

## II. Proofs of Compliance

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

## III. Required References

## IV. Assessor Guidelines

The intent is to ensure that a newly appointed supervisor, in their first ever supervisory position, receives supervisory training. Someone with documented prior supervisory training or prior supervisory experience would not be considered a first-time supervisor.

## V. Accreditation Manager Notes

A checklist may be used for training documentation.