



CFA SRIC

June 23, 2021
1:00 PM
Championsgate

Agenda

1.03M	Jewell
10.18	Staff
15.09M	Brown
15.15M	Owens
15.16M	Aguiar
16.01M	Jewell
17.07M	Kenniff
22.02M	Staff/Work Group
26.05	Brown
29.04M	Robinson
30.01M	Brown
30.02M	Staff
30.03M	Brown
4.04M IG	Blimes
Definition	Staff



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 1.03M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

A written directive establishes command protocol to clarify who is in charge for the following situations:

I. Bullets

- A. In the absence of the Chief Executive Officer;
- B. In exceptional situations, as defined by the agency;
- C. In situations involving personnel of different functions engaged in a single operation; and
- D. In normal day-to-day agency operations.

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation verifying chain of command for all elements of the standard. (Qty Initial: 1 per bullet) (Qty Reaccred: 1 per bullet)

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

- Proofs for reaccreditation should include documentation that shows acting CEO.

Rationale for revision.

Exceptional situations are not defined in the standards manual glossary and understandably so because each agency may have varying thresholds and define exceptional situations differently. Requiring it be defined in the agency's written directive, gives clarity to the command protocol these situations require.

Proposed by: Areaka Jewell, Sarasota Police Department

Date submitted: May 7, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 10.18

New Standard	X	Revision		Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

10.18

If an employee is assigned to the position of accreditation manager during the current accreditation cycle, they shall receive specialized accreditation manager training, as defined by the agency, within one year of being appointed to the position.

I. Bullets

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

At a minimum, the training should include information on the essential components of the process, the standards manual, and file maintenance.

Rationale for revision.

The role of accreditation manager is very specialized and requires familiarization with the accreditation process. Mirrors FCAC Standard 9.15.

Proposed by: Staff

Date submitted: March 26, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 15.09M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

15.09M

A written directive addresses how law enforcement personnel respond to reports of domestic 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. Domestic violence 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 and 741.29

IV. Assessor Guidelines

Victims' rights and remedies notice in English and Spanish. (Bullet D)

A report is required to be written regardless of whether or not an arrest is made. ~~Assessors should verify that reports are sent to the nearest domestic violence center within 24 hours after receipt by the records custodian according to FS 741.29. (Bullet F)~~

V. Accreditation Manager Notes

Rationale for revision.

Verification for Bullet F would be more appropriate as a proof of compliance than as an assessor guideline.

Proposed by: Juli Brown, Florida Fish and Wildlife Conservation Commission
Date submitted: April 21, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 15.15M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

~~15.15M~~ 20.05M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

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

V. Accreditation Manager Notes

Rationale for revision.

Delete CFA Standard 15.15M from CFA Chapter 15 and reassign it to CFA Chapter 20. CFA Standard 15.15M has many of the hallmarks of an investigative scenario involving "Internal Affairs", therefore I propose that it be part of Chapter 20 and could be titled 20.05M, if the SRIC concurs. The Internal Affairs Unit works very closely with prosecutors and outside independent investigators when this type of event occurs.

Proposed by: Jeff Owens

Date submitted: March 3, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 15.16M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

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. Municipal agencies may not N/A this standard.

V. Accreditation Manager Notes

Rationale for revision.

This makes it clearer that all agencies must have a procedure in place to refer sexual predators to the appropriate registering agency even if they do not do it.

Proposed by: James Aguiar, Sumter County Sheriff's Office

Date submitted: May 3, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 16.01M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

16.01M

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

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

Citations or summons are two examples of alternatives to arrest, as stated in Bullet B. Citations are not necessarily a component of an arrest, but the “and” in the proof of compliance section, makes it sound as if they are and therefore must be included together. I suggest removing “and” then moving “citations” to after arrest reports, as an additional option for a proof of compliance.

Proposed by: Areaka Jewell, Sarasota Police Department

Date submitted: May 7, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 17.07M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

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; and
- ~~H. Communications procedures during periods of radio silence; and~~
- H. 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

Rationale for revision.

In the 2019 version of its *National Guidelines for Bomb Technicians* the FBI changed its protocols to read:

7.4. Use of Radios/Cellular Telephones During Explosive Related Responses

There are a wide range of policies by public safety agencies regarding the use of radios by first responders when responding to an explosive related incident. These policies deal with searches in response to bomb threats, as well as scene support in incidents involving suspect packages or actual explosions. The policies vary from general cautions about using

radios, distance recommendations, to mandatory requirements for turning off radios completely.

The use of radios in bombing/threat response situations becomes a subjective matter involving the balancing of risk and benefit. The benefit to having a radio on and in the receiving mode outweighs the risks that may arise from not having any communication with other personnel. Some incidents have been reported, for example, of finding a suspect package in one part of a building and not being able to alert an officer assisting with the search in another part of the building.

With these issues in mind it is advisable to leave radios and cell phones on during a search, but if a suspect package is identified, do not transmit from a position near the package. If a suspect item is identified, an evacuation should begin, working from the package outward, and a notification to other personnel and the PSBS should take place. When transmitting with a radio or cell phone the responder should place as much distance and shielding between them and the suspect item as possible.

Proposed by: Sarah Kenniff, Sarasota County Sheriff's Office

Date submitted: 05/06/2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 22.02M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

22.02M

A written directive requires the facility has fire equipment, prevention practices and procedures, to include:

I. Bullets

- A. ~~A~~ Fire alarm, automatic and heat and smoke detection system, and lighted or reflective emergency exits;
- B. ~~A~~ Documented fire/safety inspections ~~and testing of fire and smoke alarms as required by local fire code; and~~
- C. Documented quarterly fire and evacuation drills, ~~maintenance of fire suppression equipment pursuant to manufacturer recommendations, industry standards, or as required by the applicable fire code; and~~
- ~~D. A posted evacuation map with marked emergency exits and marked direction to exits.~~

II. Proofs of Compliance

- Written directive addressing elements of the standard (Qty initial: 1) (Qty Reaccred: 1)
- Documentation of fire/safety inspections. (Qty initial: 1) (Qty Reaccred: ~~3~~1)
- Documentation of quarterly fire and evacuation drills ~~testing~~. (Qty initial: ~~4~~2) (Qty Reaccred: ~~3~~2 per year for each year)
- ~~• Documentation of maintenance. (Qty initial: 1) (Qty Reaccred: 3)~~
- Observation of fire alarm system, automatic detection system, and emergency exits equipment
- Observation of posted evacuation map and emergency exit signs

III. Required References

~~Florida Statute 951.23(5) Applicable fire code or governing authority~~

IV. Assessor Guidelines

V. Accreditation Manager Notes

The actual movement of prisoners/detainees to areas outside of the holding areas is not required.

Each fire inspection report received during the reaccreditation cycle will be included as a proof(s) of compliance in the assessment when provided by the fire inspection authority.

Rationale for revision.
Revision of this standard brings it into parity with corrections standard 31.01M.

Proposed by: Staff/Work Group

Date submitted: March 5, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 26.05

New Standard		Revision		Deletion	X
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Proposal (State the standard exactly as you believe it should appear in the manual).

~~26.05~~

~~A written directive establishes procedures to ensure central records information is always accessible to agency members.~~

~~I. — Bullets~~

~~II. — Proofs of Compliance~~

- ~~• — Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)~~
- ~~• — Observation of information accessibility.~~
- ~~• — Interviews.~~

~~III. — Required References~~

~~IV. — Assessor Guidelines~~

~~V. — Accreditation Manager Notes~~

Rationale for revision.

Standard obsolete now with all records electronic in format.

Proposed by: Juli Brown, Florida Fish and Wildlife Conservation Commission

Date submitted: April 21, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 29.04M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

29.04M

The agency has a Hepatitis B vaccination program that is voluntary for all members who have *occupational exposure*. The program includes:

I. Bullets

- A. Vaccinations are made available within ten working days of initial employment, or subsequent assignment to a position with occupational exposure;
- B. A requirement that members who decline to participate after receipt of training will sign ~~an acknowledgement of a~~ declination form compliant with OSHA regulations~~after receipt of training~~;
- C. A provision that members who initially decline vaccinations are provided the vaccination if the decision is made to accept;
- D. Vaccinations must be provided at no cost to the member at a reasonable time and place; and
- E. Vaccinations are provided by a Licensed Hhealthcare Pprofessional.

II. Proofs of Compliance

- Copy of Hepatitis B Vaccination program. (Qty Initial: 1) (Qty Reaccred: 1)
- Notice of availability. (Qty Initial: 3) (Qty Reaccred: 1 for each year)
- Blank Ddeclination of participation form. (Qty Initial: 1) (Qty Reaccred: 1)
- Documentation of no cost to member. (Qty Initial: 1) (Qty Reaccred: 1)
- Professional licenses/certificates. (Qty Initial: 1) (Qty Reaccred: 1)
- Interviews

III. Required References

OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030

IV. Assessor Guidelines

V. Accreditation Manager Notes

Proofs must show compliance from various job classifications.

Rationale for revision.

I.

Bullet B: OSHA standards require a “declination form” with specific language requirements. The change makes the standard consistent with the OSHA requirement.
Bullets D & E: Grammatical changes.

II. Proofs of Compliance: The proof of compliance as written requires proof of the action of declination, not a form. The OSHA standard requires a declination form be signed by the declining employee, but it does not direct employers on how to handle the document once signed. The decision to accept or deny any medical treatment is confidential under HIPAA. Agencies are making the declination form part of a HIPAA-protected medical file, preventing the disclosure of an actual declination. The required proof should be the form containing the required language; interviews will reveal compliance with the procedures.

III. Required References: The source of the requirements of the standard was not cited in Required References.

Proposed by: Gary Robinson, Palm Beach County Sheriff's Office

Date submitted March 15, 2021

Supervisor Approval _____

All proposed revisions will be submitted to the Standards Review and Interpretations Committee via CFA for consideration.

Forward to: CFA, P.O. Box 1489, Tallahassee, FL 32302, phone (800) 558-0218

Approved _____ Disapproved _____ Approved with changes _____

Add to Core Program _____ Add to Comparative Compliance _____



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 30.01M

New Standard		Revision		Deletion	X
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Proposal (State the standard exactly as you believe it should appear in the manual).

~~**30.01M**~~

~~A written directive specifies the agency's policy regarding enforcement of the Florida Contraband Forfeiture Act.~~

~~**I. Bullets**~~

~~**II. Proofs of Compliance**~~

- ~~• Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)~~
- ~~• Documentation of civil asset forfeiture reporting to FDLE Office of Inspector General. (Qty Initial: 1) (Qty Reaccred: 1 each year)~~

~~**III. Required References**~~

- ~~• Florida Contraband Forfeiture Act, FS 932.701—932.7062~~

~~**IV. Assessor Guidelines**~~

~~**V. Accreditation Manager Notes**~~

- ~~• The directive will reflect whether or not the agency chooses to participate in the FCFA and, if they do, shall establish general parameters for enforcing the Act. Regardless of participation, an annual report is required to be submitted to the FDLE Office of Inspector General by December 1 each year.~~

Rationale for revision.

Florida Contraband Forfeiture Act tracked by FDLE Office of Inspector General.

Proposed by: Juli Brown, Florida Fish and Wildlife Conservation Commission

Date submitted: April 21, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 30.02M

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

~~30.02M-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

Rationale for revision.

No need to have an entire chapter for one standard. This standard would now be more appropriately housed in Chapter 15 Investigations.

Proposed by: Staff

Date submitted: May 7, 2021



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # 30.03M

New Standard		Revision		Deletion	X
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Proposal (State the standard exactly as you believe it should appear in the manual).

30.03M

~~If an agency participates in the federal equitable sharing program, a written directive addresses the following:~~

I. ~~Bullets~~

- ~~A. Tracking procedures; and~~
- ~~B. Internal controls for required financial reporting.~~

II. ~~Proofs of Compliance~~

- ~~• Written directive addressing elements of the standard. (Qty Initial:1) (Qty Reaccred: 1)~~
- ~~• Current Federal Equitable Sharing Agreement and Certification Forms. (Qty Initial: 1) (Qty Reaccred: 1 each year)~~
- ~~• Federal property transfer form. (Qty Initial: 1) (Qty Reaccred: 1)~~
- ~~• Completed accounting reports. (Qty Initial: 1) (Qty Reaccred: 1)~~

III. ~~Required References~~

~~DAG-71 or TD F 92-22.46~~

IV. ~~Assessor Guidelines~~

V. ~~Accreditation Manager Notes~~

Rationale for revision.

Reporting requirements by federal agencies are sufficient.

Proposed by: Juli Brown, Florida Fish and Wildlife Conservation Commission

Date submitted: April 21, 2021



**Commission for Florida Law
Enforcement Accreditation, Inc.**
Inspectors General

STANDARDS REVISION FORM

Standard # IG 4.04M Evidence Review

New Standard		Revision	X	Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

Evidence and Case Supporting Materials Review

4.04M

A written directive requires the Inspector General, or the Director of Investigations, to document their review of cases to ensure evidence and case supporting materials:

I. Bullets

- A. ~~Is~~ Are relevant;
- B. ~~Has~~ Have logical, sensible relationships to the allegation;
- C. ~~Is~~ Are consistent with the facts; and
- D. ~~Is~~ Are sufficient to support conclusions.

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Rationale for revision.

Both evidence (in criminal investigations) and case supporting materials (in administrative investigations) need to be relevant, related to the allegation, consistent with the facts, and sufficient to support conclusions.

Proposed by: Andrew Blimes, Department of Financial Services Office of Inspector General
Date submitted:



Commission for Florida Law Enforcement Accreditation, Inc.

STANDARDS REVISION FORM

Standard # Definition

New Standard	X	Revision		Deletion	
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Proposal (State the standard exactly as you believe it should appear in the manual).

Accreditation Manager: An employee designated by the agency administrator to supervise the planning and implementation of accreditation activities in the agency.

Rationale for revision.

Accompanying definition for new CFA Standard 10.18. Mirrors FCAC definition.

Proposed by: Staff

Date submitted: March 26, 2021