



# Commission for Florida Law Enforcement Accreditation, Inc.

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## MEMORANDUM

Date: February 28, 2022

From: Danielle Terrell, Executive Director

Subject: IG Standards Manual Change Notice 2.12

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The following revisions were approved by the Commission at the February 24, 2022, 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.

1.08M  
4.09M  
5.04M  
6.01M

## **CFA Annual Report**

### **1.08M**

The Office of Inspector General investigations function electronically submits an annual accreditation report to the Commission to report compliance efforts by January 31 of 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 to be filed for each calendar year, January 1 – December 31.

## **Legal Sufficiency Review**

### **4.09M**

A written directive establishes procedures for the Office of Inspector General to obtain a review of cases for legal sufficiency, as defined by the agency, when necessary.

#### **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**

## **Evidence Control**

### **5.04M**

If the agency has criminal evidence, a written directive designates the position accountable for all evidence within their control, and addresses the following:

#### **I. Bullets**

- A. An annual audit of evidence is conducted by a staff member not routinely or directly connected with control of evidence. The annual evidence audit includes an examination of conformance with agency controls, policies and procedures;
- B. An unannounced inspection of evidence storage areas is conducted as directed by the agency's IG. The unannounced inspection includes a review of property and evidence storage areas for organization and orderliness;
- C. An annual inventory of evidence is conducted by the responsible staff member and a designee of the IG. The annual evidence inventory includes a full or partial accounting of evidence, as defined by the agency;
- D. Follow-up investigative procedures for lost, missing, or stolen property or evidence; and
- E. 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)
- Interviews

#### **III. Required References**

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**

Agency policy for inventory must specify amounts or percentages.

~~Audits, inspections and inventories are to be documented separately.~~

Evidence audits, inventories, and inspections may be conducted concurrently with property functions, but must be documented as separate functions.

## **Whistle-blower's Act**

### **6.01M**

A written directive establishes requirements for ensuring compliance with the Florida Whistle-blowers Act, to include:

#### **I. Bullets**

- A. A documented review of each complaint for whistle-blower determination;
- B. Confidentiality;
- C. Timeframes, with exceptions justified and documented;
- D. For state agency Offices of Inspectors General, notification to the Florida Department of Law Enforcement, when applicable;
- E. For non-state agency Offices of Inspectors General, notification to the appropriate law enforcement entity, when applicable;
- F. Provisions for whistle-blowers to respond to the final report; and
- G. Procedures for dissemination of the final report to mandated recipients.

#### **II. Proofs of Compliance**

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Whistle-blower determination documentation. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Proof of notification to law enforcement, when applicable. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Notice of opportunity to respond. (Qty Initial: 3) (Qty Reaccred: 1 each year)
- Documentation of dissemination. (Qty Initial: 1) (Qty Reaccred: 1 each year)

#### **III. Required References**

Florida Statute 112.3187-112.31895

#### **IV. Assessor Guidelines**

#### **V. Accreditation Manager Notes**