



Commission for Florida Law Enforcement Accreditation, Inc.

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MEMORANDUM

Date: June 20, 2022

From: Billy Walls, Acting Executive Director

Subject: CFA Standards Manual Change Notice 5.18

The following revisions were approved by the Commission at the June 16, 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.

Chapter 12 Introduction

22.02M

22.05M

22.16M

22.17M

25.06M

25.07

29.03M

32.01M

32.03M

Glossary definitions:

Code of conduct

Independent audit

Licensed healthcare professional

Sexual harassment

Unlawful harassment

CHAPTER 12

Performance Evaluations

Performance evaluation is the measurement of the member's performance of assigned duties. A member's understanding of the duties and responsibilities of a position is essential and should be based on a written job task analysis (JTA) ~~Job task analyses and or~~ job descriptions, which are useful for evaluating employee performance.

The key to the successful operation of the agency's performance evaluation system is the chief executive officer (CEO). The ~~C.E.O.~~CEO must monitor its function to ensure that it is fair and impartial and is achieving established objectives consistent with competent personnel management. Standards in this chapter must be addressed by either compliance or election of allowed exemptions. These standards may not be taken as Not Applicable.

~~22.02M~~

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

~~I. Bullets~~

- ~~A. Fire alarm and heat and smoke detection system;~~
- ~~B. Documented inspections and testing of fire and smoke alarms as required by local fire code;~~
- ~~C. Documented 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 inspections. (Qty initial: 1) (Qty Reaccred: 3)~~
- ~~• Documentation of testing. (Qty initial: 1) (Qty Reaccred: 3)~~
- ~~• Documentation of maintenance. (Qty initial: 1) (Qty Reaccred: 3)~~
- ~~• Observation of equipment~~
- ~~• Observation of posted evacuation map and emergency exit signs~~

~~III. Required References~~

~~Applicable fire code or governing authority~~

~~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

- ~~A. Documented physical observation at least every 15 minutes for adult prisoners/detainees identified as being suicidal or a danger to themselves;~~
- ~~B. Documented physical observation at least every 10 minutes for juveniles; and~~
- ~~C. Procedures for supervision of prisoners/detainees that are the opposite sex of the staff member providing supervision.~~

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 ~~each type~~)
- Observation of holding area

III. Required References

IV. Assessor Guidelines

The requirements for documented physical observations do not apply during transport.

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

25.06M

Communications personnel have immediate access to the following resources:

I. Bullets

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

II. Proofs of Compliance

- Observation of immediate access to elements of the standard.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

25.07M

A written directive establishes procedures for ~~procuring~~ contacting external services, to include:

I. Bullets

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

II. Proofs of Compliance

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

III. Required References

IV. Assessor Guidelines

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

V. Accreditation Manager Notes

29.03M

The agency maintains medical ~~and training~~ 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

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; ~~and~~
- 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

~~The directive must include access to and use of personal identification information contained in all electronic databases as defined in 817.568(1)(f).~~

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

Glossary Definitions:

~~CODE OF CONDUCT:~~ Specific guidelines for behavior, including prohibitions.

~~INDEPENDENT AUDIT:~~ A methodical examination and review conducted by an entity from outside the agency.

~~LICENSED HEALTHCARE PROFESSIONAL:~~ A person whose legally permitted scope of practice allows him or her to independently administer the Hepatitis B vaccination.

~~SEXUAL HARRASSMENT:~~ Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

~~UNLAWFUL HARRASSMENT:~~ Conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.