



Commission for Florida Law Enforcement Accreditation, Inc.

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MEMORANDUM

Date: June 20, 2022

From: Billy Walls, Acting Executive Director

Subject: IG Standards Manual Change Notice 2.13

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.

4.06M
4.10M
Chapter 6 Introduction
6.01M
6.02M

Glossary definitions:
Candidate agency
Civilian member
Compliance keys
Rules and regulations

Documenting Acceptance of Supporting Materials

4.06M

A written directive establishes a method for documenting the acceptance of case supporting materials received from individuals or entities external to the Office of Inspector General. Documentation of acceptance of case supporting materials shall include the following elements:

I. Bullets

- A. A description of the case supporting material(s) received;
- B. The name of the individual or entity who provided the case supporting material(s); and
- C. The date the case supporting material(s) were received.

II. Proofs of Compliance

- Written directive addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Proof of documentation of acceptance. (Qty Initial: 1 each bullet) (Qty Reaccred: 1 each bullet for each year)

III. Required References

IV. Assessor Guidelines

Acceptance of case supporting materials documentation may be in electronic form and does not include case supporting materials generated by Office of Inspector General staff.

V. Accreditation Manager Notes

Other Investigative Activity

4.10M

A *written directive* requires other investigative activity, as defined by the agency, to include the following elements:

I. Bullets

- A. The complainant is contacted to obtain an understanding of their concerns prior to closure of the other investigative activity, with exceptions documented;
- B. Witnesses are contacted, with exceptions documented;
- C. Evidence or case supporting materials are reviewed, with exceptions documented;
- D. Closure documentation or memorandum summarizing the other investigative activity, with exceptions documented-; and
- E. Each other investigative activity is assigned a number for documentation and tracking purposes.

II. Proofs of Compliance

- *Written directive* addressing elements of the standard. (Qty Initial: 1) (Qty Reaccred: 1)
- Case file documentation demonstrating elements of the standard. (Qty Initial: 1 each bullet) (Qty Reaccred: 1 each bullet)
- Interviews.

III. Required References

IV. Assessor Guidelines

V. Accreditation Manager Notes

Offices of Inspectors General may conduct other investigative activities that do not constitute full investigations. These activities, as defined by the agency, may be called, but are not limited to, reviews, preliminary inquiries, or investigative assists. ~~Each review, inquiry, or assist should be given an assigned number for documentation and tracking purposes.~~

CHAPTER 6 WHISTLE-BLOWER'S ACT

This chapter addresses the requirements for meeting the provisions of the Whistle-blower's Act. The Office of Inspector General has a primary role in coordinating the activities of the Act and investigating allegations made by employees of state agencies and independent contractors of state agencies who report certain violations of law.

~~Offices of Inspector General established by non-state agencies also have a primary role in coordinating the activities of the Act and investigating allegations made by employees, individuals, contractors, and/or entities within their respective jurisdiction.~~

Whistle-blower's Act

6.01M

A written directive establishes requirements for ensuring compliance with the Florida Whistle-blowers Act for state agency Offices of Inspectors General, 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, n~~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;~~
- E. Provisions for whistle-blowers to respond to the final report; and
- F. 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

Whistle-blower's Act

6.02M

A written directive establishes requirements for ensuring compliance with the Florida Whistle-blower's Act for non-state agency Offices of Inspectors General, to include:

I. Bullets

- A. A documented review of each complaint for whistle-blower determination; and
- B. Confidentiality.

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)

III. Required References

Florida Statute 112.3187-112.3188

IV. Assessor Guidelines

V. Accreditation Manager Notes

Offices of Inspector General established by non-state agencies may have a primary role in coordinating the activities of the Act and investigating allegations made by employees, individuals, contractors, and/or entities within their respective jurisdiction.

Glossary Definitions:

CANDIDATE AGENCY: An agency that has completed a successful onsite assessment and is being reviewed by the Commission for accreditation or reaccreditation status.

CIVILIAN MEMBER: A full or part-time person who is not certified and does not possess arrest powers.

COMPLIANCE KEYS: Documentation or other methods used to demonstrate compliance with a standard.

RULES AND REGULATIONS: Specific guidelines describing allowed and prohibited behavior, actions, or conduct.